

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
February 9, 2023

The City of Helotes City Council met for a regular meeting on Thursday, February 9, 2023, at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Rich Whitehead, Mayor  
Craig Sanders  
Jen Sones  
Matthew McCrossen  
Cynthia Massey  
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary  
Frank Garza, City Attorney (videoconference for Closed Session)

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:00 p.m. Commander Willis Gray, American Legion Post 309, led the invocation. Mayor Whitehead led the pledges to the U.S. flag and to the Texas flag.

OPEN SESSION:

**2. Citizens to be Heard.**

Mary Jane Garcia voiced concern on the installation of a privacy fence by her neighbor. The fence is partially erected and extends on the utility easement that is between both properties.

Mayor Whitehead advised responses to speakers are limited to a statement of specific factual information. Development Services verified the fence is on the utility easement owned by AT&T. Jurisdiction of the easement lies with AT&T, and they are discussing enforcement. AT&T will require the homeowner to move the fence or form a contract with the homeowner to use the easement.

CONSENT AGENDA: Council Member Sanders requested to pull Agenda Item No. 5 from the consent agenda. All other items marked with an asterisk (\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Massey, second by Council Member Sones, to approve items 3 and 4 on the consent agenda. Motion to approve carried unanimously.

**3.\* Approval of the minutes of the Regular Meeting dated January 26, 2023. (Staff)**

**4.\* Approval of the Fiscal Year Ending (FYE) 2023 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated February 2, 2023. (Staff)**

- 5. Approval of a Resolution of the City Council of the City of Helotes, Texas authorizing the closure of portions of Old Bandera, Bandera (S.H. 16), Leslie, Signal Hill, and Rainbow Ridge Roads during certain hours for the 56<sup>th</sup> Annual Helotes Cornyval Parade; approving a parade route; and approving notification to the Texas Department of Transportation (TxDOT). (Staff)**

Motion was made by Council Member Sanders, second by Council Member Sones, to discuss and act on this item.

Council Member Sanders inquired about the construction status of Bandera Road (State Highway 16) and parade costs. Marian Mendoza, City Administrator, explained the first step is to submit the resolution and traffic plan to Texas Department of Transportation (TxDOT) for review. If TxDOT disapproves the resolution, then this item will come back to City Council. Before roadway construction, TxDOT received a list of City events, however, they are the final authority. Regarding parade costs (Year 2021 vs. Year 2022), the significant price increase was on the traffic barricades. Staff does not know what the cost for traffic barricades will be this year until quotes are requested.

Motion to approve the item carried unanimously.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 6. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving Amendment No. 1 to the total project cost of the Municipal Complex HVAC and Purification Contract between the City of Helotes and United Air Conditioning Unlimited, LLC. (Staff)**

Motion was made by Council Member Merchant, second by Council Member Massey, to discuss and act on this item as written.

In July 2022, City Council approved the HVAC and Purification Project at City Hall and the Fire Department with a contract amount not to exceed \$93,649.73. During the project, the contractor noticed the HVAC above Municipal Court did not have a connected gas line (necessary for the heater to work), and there was not a large enough access point to remove the old AC unit/install a new AC unit. The new gas line and attic access increased the total project cost to \$98,133.89. Enough money was allocated in the American Rescue Plan Act (ARPA) Fund (*Support Public Health Expenditures Category*) to cover the \$4,484.16 increase.

Motion to approve the item as written carried unanimously.

- 7. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the purchase of an integrated emergency response system to include Computer Aided Dispatch (CAD) software, Report Management System (RMS) software, and a Ticketing Writing System for the Helotes Police Department and Dispatch Center through Central Square Technologies, LLC (Central Square) in a total amount of \$171,497.57. (Staff)**

Motion was made by Council Member Sanders second by Council Member Merchant, to discuss and act on this item as written.

Marian Mendoza, City Administrator, explained the Police Department and Dispatch Center utilize two separate emergency response systems. In 2017, the software company for the Report Management System (RMS) and Ticket Writing System went bankrupt and was bought out by Kologik. With the company change, there has been a lack of customer service support, few software updates, and recent price increases. Staff believes it is time to purchase a new emergency response system through CentralSquare Technologies, LLC. The CentralSquare emergency response system would integrate Police, Dispatch, and Fire/EMS into one system, allowing them to communicate more quickly and efficiently. The new emergency response system provides Computer Aided Dispatch (CAD) software, Report Management System (RMS) software, and a Ticketing Writing System that will work with the current Municipal Court Records System software (MCRS). CentralSquare is an approved vendor of The Interlocal Purchasing System (TIPS), which eliminates the bid process for the City. A total amount of \$172,000.00 was allocated in the American Rescue Plan Act (ARPA) Fund (*Revenue Loss Replacement Category*) to cover the purchase of an integrated emergency response system.

Motion to approve the item as written carried unanimously.

Mayor Whitehead read the caption below and adjourned into closed session at 7:26 p.m.

CLOSED SESSION:

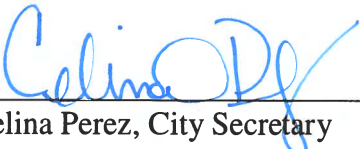
8. **Closed Session in accordance with Texas Government Code §551.071 *Consultations with City Attorney*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by Law:**
- **§551.071 *Consultations with City Attorney* with respect to discussion on all legal options, including litigation on development matters related to Davis Ranch.**

Mayor Whitehead convened the meeting into open session at 8:11 p.m. and announced no action had been taken in closed session.

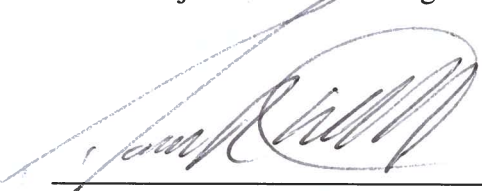
**Adjourn.**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 8:11 p.m.

ATTEST:

  
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Celina Perez, City Secretary



  
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Rich Whitehead, Mayor