

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
June 8, 2023

The City of Helotes City Council met for a regular meeting on Thursday, June 8, 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  
Dave Cato  
Cynthia Massey  
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:01 p.m. Council Member Sones led the invocation. Mayor Whitehead led the pledges to the U.S. flag and to the Texas flag.

RECOGNITION:

**2. Law Enforcement Officer of the Year awarded to David Espinoza for demonstrating exemplary service in the line of duty.**

Police Chief Robert Hunley presented the first ever Law Enforcement Officer of the Year Award to David Espinoza. Chief Hunley added that Officer Espinoza was selected by the command staff for his dedication and has set the bar high.

PUBLIC HEARING:

**3. Public Hearing to give all interested persons the right to appear and be heard on a request by Michael and Kathryn Arena to set the official zoning classification as *Office and Professional District (B-1)* for 4.5528 acres of newly annexed property located on F.M. 1560, near its intersection with Braun Road, and described as BCAD Property Tax ID No. 236993.**

Mayor Whitehead opened the public hearing at 7:07 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:07 p.m.

OPEN SESSION:

**4. Citizens to be Heard.**

No one signed up to speak.

CONSENT AGENDA: All items marked with an asterisk (\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Merchant, second by Council Member Sanders to approve items 5 and 6 on the consent agenda. Motion to approve carried unanimously by those present.

**5.\* Approval of the minutes of the Regular Meeting dated May 25, 2023. (Staff)**

**6.\* Approval of the Fiscal Year Ending (FYE) 2023 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated June 1, 2023. (Staff)**

MAYOR'S REPORT:

**7. Updates on the following:**

- **TxDOT improvements; and**
- **Blood Drive in partnership with University Health on Wednesday, June 21, 2023, from 11:00 a.m. to 3:00 p.m. at Helotes City Hall.**

Mayor Whitehead provided an update on the S.H. 16 (Bandera Road) improvement project by TxDOT. The TxDOT contractors continue working on the cross-sections (cutting and filling) of the road. The project is 237 days away from its end date. Lastly, the Blood Drive will be held on Wednesday, June 21 from 11:00 a.m. to 3:00 p.m. at Helotes City Hall. Sign-up information is on the City website.

ITEMS FOR INDIVIDUAL CONSIDERATION:

**8. Discussion of and action on a request by Michael and Kathryn Arena to set the official zoning classification as *Office and Professional District (B-1)* for 4.5528 acres of newly annexed property located on F.M. 1560, near its intersection with Braun Road, and described as BCAD Property Tax ID No. 236993. (Applicant)**

(Note: On June 6, 2023, the Planning & Zoning Commission recommended approval to set the zoning classification as *Office and Professional District (B-1)* for the newly annexed 4.5528 acres. The applicant intends to use the land for the relocation of Buckhorn Soil & Stone, a landscaping supply business. The business meets the schedule of use *Greenhouse or Nursery (Retail and Wholesale)*, which is allowed by right in B-1. The requested zoning is consistent with the B-1 zoning classification in that area.)

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

Motion to approve the item as written carried unanimously.

- 9. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 86 *Traffic and Vehicles*, Article III *Parking*, Section 86-34 *No Parking Zones*, to incorporate new streets within Bricewood Subdivision, Unit 2 and Unit 3, as designated fire lane areas. (Staff)**

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

Discussion included the Bricewood Subdivision is an ongoing residential development with pre-existing agreements allowing for narrowed street widths. Fire Chief Scott Moreland explained to have parking on both sides of a street and still have room for a fire engine, the minimum code for street width is 32 feet from curb to curb. In the Bricewood Subdivision, the street width is 27 feet, making it necessary to designate one side of the street as a fire lane for no parking.

Motion to approve the item as written carried unanimously.

- 10. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City Administrator to execute an Interlocal Agreement between the City and 791 Purchasing Cooperative (“791 COOP”), for the purpose of purchasing goods and services from vendors selected through the competitive bidding process. (Staff)**

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

Motion to approve the item as written carried unanimously.

- 11. Discussion of and action on the Bexar Metro 9-11 Network District Proposed Fiscal Year (FY) 2024 Financial Plan and Budget. (Staff)**

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

Council Member Massey requested that Bexar Metro 9-11 Network District include the number of personnel in next year’s budget.

Motion to approve the item as written carried: 4 Ayes – Council Member Sanders, Council Member Merchant, Council Member Sones, and Council Member Cato; 1 Nay – Council Member Massey.

- 12. Discussion of and action on a request by Larry Dean and Marcia Ann Merritt, pursuant to Texas Property Tax Code Section 33.011, for waiver of penalty and interest totaling \$127.75 against Account #04481-201-1950 for Tax Year 2022 due to clerical error by the Bexar County Appraisal District. (Bexar County Tax Assessor-Collector)**

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

Motion to approve the item as written carried unanimously.


**13. Discussion and information on the Strategic Action Plan for the Helotes Dispatch Center, including the following:**

- **Update on Bexar County Dispatch Services Interlocal Agreement negotiations; and**
- **Pursuing other avenues of funding to include cost-sharing Dispatch Services Interlocal Agreements. (Mayor)**

Mayor Whitehead reported that the City Council had previously authorized him to negotiate a price for dispatch services with Bexar County. The County did provide a price, but they could not take on the City due to staffing. The timeline for the County to take on the City is unknown. Alternatively, the City is pursuing other cost-sharing options by contacting neighboring communities on a similar waitlist. The Helotes Dispatch Center is well-positioned and can provide service to other clients. Mayor Whitehead concluded by saying that potential agreements would come to the City Council. Council Member Sones acknowledged Dispatch Supervisor Jaime Ostrander for the professionalism she displays and her leadership of the Helotes Dispatch Center.

**Adjourn.**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 7:47 p.m.



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Rich Whitehead, Mayor

ATTEST:



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Celina Perez, City Secretary

