

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
July 13, 2023

The City of Helotes City Council met for a regular meeting on Thursday, July 13, 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
Glenn Goolsby, HEDC Executive Director

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:00 p.m. Council Member Sones 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.

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 Sanders, 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 June 22, 2023. (Staff)

4.* Approval of the Fiscal Year Ending (FYE) 2023 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated July 5, 2023. (Staff)

MAYOR'S REPORT:

5. Updates on the following:

- Republic Services bulk and brush collection; and
- Wrap up of Independence Day Celebration held at the Helotes Festival Grounds on Monday, July 3, 2023.

Mayor Whitehead spoke about the collection schedules for bulk and brush pick-up and reminded the residents that odd months are bulk pick-up and even months are brush pick-up. Residents must call Republic Services to schedule a pick-up no later than the Friday before their designated subdivision/area collection day. Mayor Whitehead reported some concerns, being non pick-up or late pick-up of items and individuals leaving large brush piles. Republic Services is aware, and the city expects them to remedy the customer service issues. Lastly, the Helotes Independence Day Celebration on Monday, July 3, was a great success. Mayor Whitehead thanked Staff, including the new Marketing & Events Coordinator Vanessa Vazquez, and Public Works for organizing the event.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. **Discussion of an action on an Ordinance of the City Council of the City of Helotes, Texas calling for a Special Election to be held on Tuesday, November 7, 2023, on a proposition for the reauthorization of the Sales and Use Tax within the City at the rate of one-fourth (1/4) of one percent (1%) to continue providing revenue for the maintenance and repair of municipal streets; and authorizing the Mayor execute an agreement for election services with Bexar County Elections Department. (Staff)**

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

Discussion included this is an existing sales tax that needs to be reauthorized every four years through an election. It was made clear that this sales tax is a revenue source dedicated for the maintenance of city-owned streets.

Motion to approve the item as written carried unanimously.

7. **Discussion of and action on the Bexar Appraisal District Proposed 2024 Annual Budget. (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.

8. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to award funding from the FYE 2023 Retailer and Commercial Tenant Improvement Incentive Grant Program to Twin Brothers Burgerz, a new restaurant remodel located at 13247 Bandera Road, Helotes Texas, 78023, identified as BCAD Prop. ID No. 242325; and approving a grant funding amount not to exceed \$20,000.00. (HEDC Board of Directors)**

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

Motion to approve the item as written carried unanimously.

9. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to enter into a Television Feature Agreement with YOLO TX, a traveling show about entertainment, food, and things to do across Texas, to film an episode highlighting *Shop, Dine, Play in Helotes* to promote tourism; and utilizing funds from HEDC *Marketing/Tourism* and City of Helotes *Hotel Occupancy Tax (HOT) Revenue* for said television feature. (HEDC Board of Directors)**

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

The Council was in support of this item, but requested that the Helotes Economic Development Corporation (HEDC) seek other traveling show proposals to present to them at some point (i.e. Texas Country Reporter, The Texas Bucket List, and The Daytripper with Chet Garner). Mayor Whitehead noted that the b-roll footage of the Year 2022 episode was purchased, and the footage should be utilized on the city's social media accounts.

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 of Helotes Economic Development Corporation (HEDC) to enter into a Consulting Services Agreement with HdL Companies to provide monthly sales tax analytics, an annual audit, and recovery of misallocated sales tax for a primary term of one (1) year beginning on August 1, 2023 and ending on July 31, 2024. (HEDC Board of Directors)**

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

Speaking on this item was Glenn Goolsby, HEDC Executive Director. The HEDC was granted temporary access to the HdL Companies software for six months to evaluate its effectiveness. The software provides quicker access to data (versus the Texas State Comptroller) through identifiable reports like the top ten taxpayers, sales tax collection by industry segment, and sales tax payment trends. HdL Companies will also perform an audit and recover misallocated sales tax. The agreement fee is \$6,000.00 yearly plus 30% of any recovered sales tax. The company was referred to the HEDC by the City Auditor.

Motion to approve the item as written carried unanimously.

11. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to award funding from the FYE 2023 Community Arts Grant Program to Esther Benedict, an individual artist, for a sculpture project installed at the traffic circle in the Old Town Helotes Special District; and approving a grant funding amount not to exceed \$35,000.00. (HEDC Board of Directors)**

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

The Council was pleased about the submission by Esther Benedict, who is an established artist. The art sculpture titled “Western Dance” is a horse up on its hind feet with a cowboy on its back that is roping a steer. The sculpture will be installed at the traffic circle in the Old Town Helotes Special District and captures the Old Town Helotes days of cattle drives from the past. The art sculpture installation will follow the transportation code standards (six feet landscape buffer and 18 feet for the artist's work – the proposed sculpture would be approximately 10-12 feet tall).

Motion to approve the item as written carried unanimously.

12. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the City of Helotes Economic Development Corporation (HEDC) to develop the Helotes Visitor and Business Center located at 12682 F.M. 1560 West, Suite 105 and 106, Helotes, Texas 78023. (HEDC Board of Directors)

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

Speaking on this item was Glenn Goolsby, HEDC Executive Director. The Helotes Visitor and Business Center anticipates having five offices, two video rooms, a large conference room, and a café. The front lobby would house space for a visitor center with local brochures and historical information. Proposed rental rates are Meeting Room \$35.00 - \$75.00 per hour; Virtual Office \$65.00 - \$225.00 per month; Private Office \$375.00 - \$650.00 per month; Shared Office \$200.00 - \$300.00 per month; Lounge Access \$35.00 – \$100.00 per month; and Membership \$100.00 one-time fee. The rates are averages of rental spaces in the area. Next, Glenn spoke about available parking. Taking on two suites guarantees six parking spaces in the shopping center, and the public parking on the opposite side of the street is nine spaces. Ultimately, approval of this item authorizes the HEDC to approve agreements related to the interior finish-out and development of the Visitor and Business Center as long as the overall expenditures do not exceed \$250,000.00. If the cost exceeds \$250,000.00, it requires approval by the HEDC Board and the City Council.

Motion to approve the item as written carried unanimously.

13. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to enter into a Shopping Center Lease Agreement with E. Deptuch and Son #1, LLC, for the lease of approximately 2,500 square feet of corporate office space located at 12682 F.M. 1560 West, Suite 105 and 106, Helotes, Texas 78023. (HEDC Board of Directors)

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

Council acknowledged this item goes hand in hand with Agenda Item No. 12. Approval of this item authorizes the HEDC to lease an additional 1,500 square feet of office space (Suite 106). The combined lease space would total approximately 2,500 square feet (Suites 105 and 106). The two office spaces will be renovated and house the existing EDC Office and the new Helotes Visitor and Business Center.

Motion to approve the item as written carried unanimously.

STAFF REPORT:

- 14. Voluntary annexation request by L&F-1, LLC, for two parcels of land identified as BCAD Property Tax ID Nos. 236313 and 236310, totaling approximately 10.01 acres and being the future Bricewood Subdivision Unit-6A. (Staff)**


Staff informed the Council that the above request for annexation was officially withdrawn by the applicant. The applicant can come back at a future date to petition for voluntary annexation.

- 15. City of Helotes Economic Development Corporation (HEDC) FYE 2023 Strategic Plan Activity Report for the quarter ending June 2023. (Staff)**

Glenn Goolsby, HEDC Executive Director, provided an update on programs and projects by the Helotes Economic Development Corporation (HEDC) for the second and third quarters of FYE 2023 (January – June 2023). Strategic initiative updates include the funding status of various grant programs by the HEDC (Tenant Improvement Grant, E-Commerce Grant, and Arts Grant). Under marketing initiatives, the HEDC is working on a new design for the Old Town Helotes sign. The sign submission will go before the Planning & Zoning Commission and then to the City Council. Lastly, Glenn covered projects nearing completion and an activity chart that showed the number of prospective tenants by industry classification.


Adjourn.

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 8:34 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

