

MINUTES  
BUDGET WORKSHOP  
HELOTES CITY COUNCIL  
July 19, 2023

The City of Helotes City Council gathered for a budget workshop on Wednesday, July 19, 2023, at 1:00 p.m. in the Helotes Fire Department Training Room, 12951 Bandera Road, Helotes, Texas 78023. 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

Absent: Cynthia Massey  
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary  
Taby Durr, Finance Director  
April Newby, HR Manager  
Vanessa Vazquez, Marketing & Events Coordinator  
Michael Gallardo, DS Coordinator  
Yolanda Gutierrez, Acting Municipal Court Administrator  
Corey Vullo, PW Director  
Justin Vincent, PW Operations Supervisor  
Jaime Ostrander, Dispatch Supervisor  
Rob Hunley, Police Chief  
Krista Vaillencourt, Police  
Scott Moreland, Fire Chief

**1. Call to Order.**

Mayor Whitehead called the workshop to order at 1:00 p.m.

OPEN SESSION:

**2. Citizens to be Heard.**

No one signed up to speak.

WORKSHOP:

**3. Presentation and discussion of the preliminary Fiscal Year Ending 2024 Municipal Budget, including the City of Helotes Economic Development Corporation (HEDC) Budget, for the operating period of October 1, 2023 – September 30, 2024. (Staff)**

Marian Mendoza, City Administrator, began the workshop by presenting general fund financial data for the proposed FYE 2024 Budget. The estimated totals as of the workshop date are:

Beginning Balance	\$7,112,966
Revenues	\$9,675,379
Expenditures	-\$8,929,928
<u>Capital</u>	<u>\$745,451</u>
Ending Balance	\$7,858,417

Staff was awaiting the certified totals from the Bexar Appraisal District and did not have the proposed Year 2023 Tax Rate. Marian completed the general overview by going over employee program changes which include the addition of two full time law enforcement officers in the Police Department (29 to 31 full time positions), a 5% Cost of Living Adjustment (COLA), new tuition reimbursement towards higher education classes in the employee’s field of work, new bilingual pay differential, and a new range for certification pay. As in the previous year, an item of uncertainty was the employee health care insurance. The budget includes a 25% increase in health care premiums. Staff is working with the city’s insurance broker to view all health care insurance options. Next, each supervisor in attendance presented their respective departments budget (City Secretary and Human Resources were combined into Administration).

In closing, Marian informed Council that the next step in the budget development process would be the public presentation at the next City Council Meeting, by which point Staff anticipates having the tax rate information. The Helotes Economic Development Corporation Staff would also present their proposed FYE 2024 Budget.

**Adjourn.**

Mayor Whitehead adjourned the workshop at 3:48 p.m.



Rich Whitehead, Mayor

ATTEST:

  
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Celina Perez, City Secretary