



**AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
September 14, 2023
7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, September 14, 2023, at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. Council Members may participate remotely by videoconferencing; however, a physical quorum of the City Council shall be present at Helotes City Hall. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
 - Invocation.
 - Pledge of Allegiance.

PUBLIC HEARINGS (ITEM NOS. 2 – 4):

2. Public hearing to give all interested persons the right to appear and be heard on the proposed Tax Year 2023 ad valorem (property) tax rate. - [Agenda Item](#)
3. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2024 City of Helotes Operating Budget, including, but not limited to, the General (Maintenance & Operations) Fund, Debt Service (Interest & Sinking) Fund, Capital Replacement Fund, Municipal Court Security and Technology Funds, Police Dept. Training and Education Fund, School Safety Fund, PEG (Public Access Channel) Fund, Police Department State Forfeiture Fund, Street Maintenance Fund, and Hotel Occupancy Tax (HOT) Fund. - [Agenda Item](#)
4. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2024 City of Helotes Economic Development Corporation (HEDC) Operating Budget, including, but not limited to, Maintenance & Operating Fund, Interest & Sinking Fund, and Capital Fund, to support the EDC's programs as defined by Texas Local Government Code Chapter 505 *Type B Corporations*. - [Agenda Item](#)

OPEN SESSION:

5. Citizens to be Heard. *The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens, business owners, business representative's, property owners, and representatives of property owners of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received seventy-two (72) hours prior to the meeting. For assistance, contact the City Secretary at 210.695.5911.

CONSENT AGENDA (ITEM NO. 6 - 9):

All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

6. Approval of the minutes of the Regular Meeting dated August 24, 2023. (Staff) - [Agenda Item](#)
7. Approval of cancelling the regular City Council Meeting on Thursday, October 26, 2023, due to City Hall Council Chambers being used as an early voting center for the November 7, 2023 Election. (Staff) - [Agenda Item](#)
8. Approval of the Fiscal Year Ending (FYE) 2023 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated September 5, 2023. (Staff) - [Agenda Item](#)
9. Approval of a Resolution of the City Council of the City of Helotes, Texas, amending City of Helotes Personnel Policy and Procedures Manual Chapter 13 *Employee Safety and Accident Prevention*, Section 13.5 *Smoke-Free Workplace Policy*, by defining tobacco products and adding the use of tobacco products are prohibited in all City vehicles. (Staff) - [Agenda Item](#)

MAYOR'S REPORT:

10. Updates on the following:
 - TxDOT improvements;
 - Pet Wellness & Vaccination Clinic postponed to Sunday, September 24, 1 - 4 PM; and
 - YOLO, TX episode highlighting Helotes.

OLD BUSINESS:

11. Discussion of and action on an appeal filed by Waylon Wehmeyer on the Planning and Zoning Commission denial of two (2) nonconforming signs relocated due to the F.M. 1560 roadway expansion by the Texas Department of Transportation (TxDOT); considering a final determination under Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-61 *Nonconforming Signs* for Burnin' Bush LLC, located in the City's Extra-territorial Jurisdiction (ETJ) at 10020 N F.M. 1560, Helotes, Texas 78023, identified as BCAD Property ID No. 1183539, and including the following:
 - a. Sign A - Main post sign at the entrance that identifies the business name (shape changed from double-sided to v-shaped); and
 - b. Sign B - Second post sign along F.M. 1560, approximately 327 feet South from the entrance, that advertises the business type (shape remained double-sided). (Applicant) - [Agenda Item](#)

ITEMS FOR INDIVIDUAL CONSIDERATION:

12. Discussion of and action on a request by the Helotes Economic Development Corporation (HEDC) for approval of a sign reface under Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, subparagraph (g)(7) *Creative Sign Review*, to update the external facing of an existing sign that identifies the Old Town Helotes Special District located at 14392 Bandera Road, Helotes, Texas 78023, and on property identified as BCAD Property ID No. 242137. (Applicant) - [Agenda Item](#)
13. Discussion of and action on a request by Alamo Sign Solutions for the installation of signage at Chevron Xpress Lube, a new preventative auto care business in the City's Extra-territorial Jurisdiction (ETJ), located at 10865 Shaenfield Road, San Antonio, Texas 78254, identified as BCAD Property ID No. 1134659, and including the following:
 - a) Two (2) business name wall signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*; and
 - b) Six (6) service bay wall signs with associated size and number variances pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*. (Applicant) - [Agenda Item](#)
14. Discussion of and action on a request by RJ Fite Construction for approval of variances to Municipal Code of Ordinances Chapter 94 *Vegetation*, Section 94-24 *General Requirements*, subparagraph (b)(1)(a) *Parking Lot Shading* and subparagraph (b)(1)(c) *Screening of Parking Lot*, authorizing exceptions to the minimum planting requirements for The Legacy Retail Center, a commercial development located at 14108 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1321866. (Applicant) - [Agenda Item](#)
15. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, approving a Professional Services Contract between the City of Helotes and Ardurra Group, Inc., for the provisions of licensed engineering services and qualified support on public works construction projects; and authorizing the City Administrator to execute a contract for said professional services. (Staff) - [Agenda Item](#)
16. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, approving a Professional Services Contract between the City of Helotes and BB Inspections, LLC, to provide licensed building inspection services for commercial and residential developments; and authorizing the City Administrator to execute a contract for said professional services. (Staff) - [Agenda Item](#)
17. Update and discussion on the proposed FYE 2024 Municipal Fee Schedule. (Mayor and Staff) - [Agenda Item](#)

CLOSED SESSION:

18. Closed Session in accordance with Texas Government Code §551.071 *Consultations with 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 Attorney* to discuss terms and options related to the Solid Waste and Recycling Services Contract between the City and BFI Waste Services of Texas, LP (“Republic”); and
 - §551.071 *Consultations with Attorney* to discuss the terms, options, and legal requirements to provide health benefits coverage.

Adjourn into Open Session.

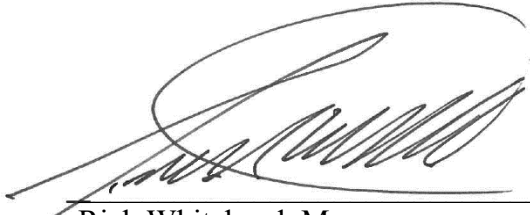
ITEMS FOR INDIVIDUAL CONSIDERATION:

19. Update of and discussion on the proposed FYE 2024 Municipal Operating Budget. (Mayor and Staff)

Adjourn into Open Session.


Adjourn meeting.

The City Council reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.



Rich Whitehead, Mayor

I certify that this Agenda was posted on September 11, 2023, at 5:15 p.m.



Celina Perez, City Secretary