

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
September 28, 2023

The City of Helotes City Council met for a regular meeting on Thursday, September 28, 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
Matthew Merchant

Absent: Cynthia Massey

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Scott Moreland, Fire Chief

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:01 p.m. Pastor Roderick Barnes, Compass Church, 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 Cato, to approve items 3 through 8 on the consent agenda. Motion to approve carried unanimously.

- 3.* Approval of the minutes of the Regular Meeting dated September 14, 2023. (Staff)**
- 4.* Approval of an Ordinance of the City Council of the City of Helotes, Texas, authorizing certain budget amendments pertaining to the adopted Fiscal Year Ending (FYE) 2023 Budget. (Staff)**
- 5.* Approval of an Ordinance of the City Council of the City of Helotes, Texas, approving an Investment Policy and Strategy for Fiscal Year Ending (FYE) 2024. (Staff)**

- 6.* Approval of a Resolution of the City Council of the City of Helotes, Texas, designating Marian V. Mendoza, City Administrator, and Tabitha Durr, Finance Director, as the Investment Officers for the City of Helotes for Fiscal Year Ending (FYE) 2024. (Staff)**
- 7.* Approval of a Resolution of the City Council of the City of Helotes, Texas, approving a list of approved brokers/dealers for public investment purposes for the City of Helotes for Fiscal Year Ending (FYE) 2024. (Staff)**
- 8.* Approval of a Resolution of the City Council of the City of Helotes, Texas, designating the San Antonio Express News as the official newspaper for the City of Helotes for Fiscal Year Ending (FYE) 2024. (Staff)**

MAYOR'S REPORT:

9. Updates on the following:

- **TxDOT improvements; and**
- **City election on November 7, 2023, to continue the street maintenance sales tax.**

Mayor Whitehead provided an update on the S.H. 16 (Bandera Road) improvement project by TxDOT. Construction activity continues. The expected completion date is still May 9, 2024. Lastly, a City election takes place on November 7, 2023, with early voting starting late October. The ballot question is the reauthorization of the one-quarter percent street maintenance sales tax (0.25%). The street maintenance sales tax is a dedicated fund for road maintenance, including drainage improvements. The street maintenance sales tax is not new and has nothing to do with property taxes. The tax was first approved in 2015 by Helotes voters and has to be renewed every four years.

ITEMS FOR INDIVIDUAL CONSIDERATION:

Mayor Whitehead requested to suspend the rules and move Item No. 17 before Item No. 10. There being no objections, Mayor Whitehead continued with the order of the agenda items as follows.

- 17. Discussion of and action on the appointment of Yolanda Gutierrez, CCCII, as Municipal Court Administrator, pursuant to Municipal Code of Ordinances Chapter 26 Courts, Section 26-2 Officers. (Staff)**

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

Motion to approve the item as written carried unanimously by those present.

- 10. First reading and discussion on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (HEDC) FYE 2024 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2023, and ending September 30, 2024, to support the HEDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 Type B Corporations. (HEDC)**

Mayor Whitehead announced the first reading of this Resolution.

Glenn Goolsby, HEDC Executive Director, spoke on the allocation of \$57,500.00 to new expense account, *Park & Playground Equipment*. The HEDC Board determined an urgent need to replace the playground equipment at the City Hall Park and the creation of a master plan for the Disc Golf and Fitness Park. The master plan will ensure orderly development and account for parking, easements, and water lines. Finally, Glenn noted a minor change of moving \$300,000.00 from revenue account *Transfers In/Out* to revenue account *Use of Fund Balance*. As directed by the City Auditors, new money from an outside organization is considered *Transfers In/Out*. If the HEDC uses money from reserves, it should be labeled *Use of Fund Balance*.

- 11. Second and final reading, and action on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (HEDC) FYE 2024 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2023, and ending September 30, 2024, to support the HEDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 Type B Corporations. (HEDC)**

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

Motion to approve the item as written carried unanimously by those present.

Mayor Whitehead read the caption below and adjourned into closed session at 7:17 p.m.

CLOSED SESSION:

- 12. Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. 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:**
 - **§551.074 *Personnel Matters* to discuss the reassignment/reclassification of an authorized position in the police department.**

Mayor Whitehead convened the meeting into open session at 7:57 p.m. and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 13. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2023, and ending September 30, 2024; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget of the City of Helotes for Fiscal Year 2023 – 2024; authorizing personnel positions and salaries; setting the 2023 – 2024 holiday schedule for City employees; and authorizing the City Administrator to expend monies and sign documents in accordance with said Budget. (Staff)**

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

The FYE 2024 Budget includes the following adjustments: an additional Deputy Court Clerk position, reclassification of the Captain position to a Lieutenant position in the police department, and increasing Capital Replacement Fund Account No. 03-550-5514 *Vehicle Purchases* from \$140,000.00 to \$300,000.00, to cover the purchase of two police vehicles, a public works truck, the ambulance payment, and retrofit costs for a newly awarded fire department Humvee. Fire Chief Moreland explained the Humvee is awarded through the Texas Fire Service Federal Property Surplus Program and will replace the old Ford F-550 brush truck. The estimated retrofit cost is \$20,000.00, and will repaint/get the Humvee ready for service within 180 days. At this point, the City must pass an inspection in order to receive the vehicle title.

There being no further discussion, Mayor Whitehead took a recorded vote. Recorded vote as follows:

AYES - Council Member Sanders, Sones, Cato, and Merchant;
NAY - None;
ABSTAIN - None; and
ABSENT - Council Member Massey.

The motion to approve the FYE 2024 Budget as presented passed with a vote of 4-0.

- 14. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2023 in the amount of \$0.311455 cents per \$100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied:**
- a. Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.270325 cents per \$100 valuation for the Tax Year beginning January 1, 2023, and ending December 31, 2023; and**
 - b. Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.041130 cents per \$100 valuation for the Tax Year beginning January 1, 2023, and ending December 31, 2023. (Staff)**

The property tax rate for Tax Year 2023 decreased to \$0.311455 per \$100 valuation (Tax Year 2022 rate is \$0.316778 per \$100 valuation). The property tax rate exceeds the no-new revenue rate of \$0.301098 per \$100 valuation but not the voter-approval rate of \$0.311455 per \$100 valuation. Since the property tax rate exceeded the no-new revenue rate, the City held a public hearing on September 14, 2023.

Mayor Whitehead noted Item No. 14a and Item No. 14b had to be voted on separately.

Item No. 14a

Motion was made by Council Member Sanders, second by Council Member Merchant, to adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.270325 cents per \$100 valuation for Tax Year 2023.

Motion to approve carried unanimously by those present.

Item No. 14b

Motion was made by Council Member Sanders, second by Council Member Merchant, to adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.041130 cents per \$100 valuation for Tax Year 2023.

Motion to approve carried unanimously by those present.

15. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas ratifying the adoption of the Fiscal Year Ending (FYE) 2024 Municipal Budget raising more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FYE 2023 Municipal 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 by those present.

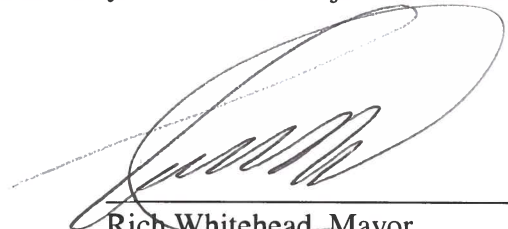
16. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing the Municipal Fee Schedule for Fiscal Year Ending (FYE) 2024. (Staff)

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 by those present.

Adjourn.

With no more business to come before the City Council, Mayor Whitehead adjourned the meeting at 8:12 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary