

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
October 12, 2023

The City of Helotes City Council met for a regular meeting on Thursday, October 12, 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  
Corey Vullo, PW Director  
Justin Vincent, PW Operations Supervisor

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:00 p.m. Council Member Massey led the invocation. Mayor Whitehead led the pledges to the U.S. flag and to the Texas flag.

RECOGNITION:

**2. Honoring the career of Helotes Police Department Captain Anthony M. Burgess with presentations by the following:**

- a) Proclamation and retirement keepsake box presented by Mayor Whitehead recognizing 29 years of dedicated service to the Helotes community.**
- b) Retirement plaque and badge presented by Police Chief Hunley in appreciation of 29 years of service given to the Helotes Police Department.**

Mayor Whitehead informed the City Council about schedule conflicts, causing the postponement of this item to the City Council meeting on November 9, 2023.

OPEN SESSION:

**3. 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 Cato, to approve items 4 and 5 on the consent agenda. Motion to approve carried unanimously.

- 4.\* **Approval of the minutes of the Regular Meeting dated September 28, 2023. (Staff)**
- 5.\* **Approval of cancelling the regular City Council meetings on November 23, 2023, (Thanksgiving Holiday) and December 28, 2023 (Christmas Holiday). (Staff)**

MAYOR'S REPORT:

6. **Updates on the following:**
  - **TxDOT improvements; and**
  - **Cancellation of the second regular City Council meeting on Thursday, October 26, due to early voting for the November 7, 2023 Election; and**
  - **Helotes Halloween Boo Bash on Friday, October 27, from 6:30 – 10 PM at City Hall.**

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. Next, the regular City Council Meeting on Thursday, October 26 is cancelled due to the Council Chamber being used as an early voting location. The city item on the ballot is (Proposition A) asking the question to continue the street maintenance sales tax. This 0.25% tax was first approved in 2015 and has to be reauthorized every four years. Lastly, the Helotes Halloween Boo Bash is on Friday, October 27, starting at 6:30 PM. The event features live music from the Helotes Area Community Band and a Halloween themed outdoor movie (*Hocus Pocus*).

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, approving the Street Maintenance Plan for Year 2024, including, but not limited to, the publication of associated bid documentation and award of contract to the lowest responsible bidder(s) and/or use of purchasing cooperative program(s), and an expenditure amount not to exceed \$600,000.00 from the dedicated Street Maintenance Fund. (Staff)**

Justin Vincent, Public Works Operations Supervisor, presented the Year 2024 Street Maintenance Plan. The plan includes street work on Scenic Loop Road, Helotes Park Estates Subdivision, and Helotes Ranch Acres Subdivision. Additional activities include the reconstruction of drainage culverts on Circle A Trail and Parrigin Road, bridge resurfacing on Old Bandera Road, and drainage scoping on Shaenfield Road. Street work would commence in Spring 2024 when the weather warms up. The budget for the Year 2024 Plan shall not exceed \$600,000.00 and accounts for overages; funding allocation is in the dedicated street maintenance fund, Account No. 14-510-5300 *Street Maintenance Expenditures*. Justin noted the Year 2024 Plan was conservative in order to prepare for future street work on Shaenfield Road, Leslie Road, and Beverly Hills Subdivision.

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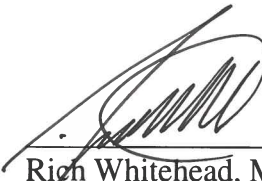
Discussion emphasized the importance of the dedicated street maintenance fund, which supports the preventative maintenance and repairs of public streets in Helotes. The City Council was hopeful about the street maintenance tax renewal (upcoming November election) and thanked Public Works for the Year 2024 Plan.

There being no further comments, Mayor Whitehead called the question.


Motion to approve the item as written carried unanimously.

**Adjourn.**

With no more business to come before the City Council, Mayor Whitehead adjourned the meeting at 7:25 p.m.

  
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Rich Whitehead, Mayor

ATTEST:

  
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Celina Perez, City Secretary