



**AGENDA  
REGULAR MEETING  
HELOTES CITY COUNCIL  
January 23, 2025  
7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, January 23, 2025, 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 HEARING:**

2. Public Hearing to give all interested persons the right to appear and be heard on the proposed petitioned voluntary annexation by CSW Shaenfield, LP, for two tracts of land totaling approximately 6.714 acres on Shaenfield Road, near its intersection with FM 1560, and described as:
  - Tract 1: 2.432 acres +/- out of the Manuel M. Musquiz Survey No. 80, Abstract 467, in Bexar County, Texas, BCAD Property Tax ID No. 236168; and
  - Tract 2: 4.45 acres +/- out of the Manuel M. Musquiz Survey No. 80, Abstract 467, in Bexar County, Texas, BCAD Property Tax ID No. 236169. - [Agenda Item](#)

**OPEN SESSION:**

3. 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 NOS. 4 - 5):**

*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.*

4. Approval of the minutes of the Special Meeting dated November 26, 2024, and the Regular Meeting dated December 12, 2024. (Staff) - [Agenda Item](#)
5. Approval of an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 3, 2025, for the purpose of electing a Mayor, one (1) Council Member Place 3, and one (1) Council Member Place 5; providing notice of the Election and the early voting hours; making provisions for the conduct of the Election; authorizing the Mayor to execute a Joint Contract for Election Services with Bexar County, Texas; and resolving other matters related to such election. (Staff) - [Agenda Item](#)

**CLOSED SESSION:**

6. Closed Session in accordance with Texas Government Code §551.071 *Consultations with Attorney*, §551.074 *Personnel Matters*, and §551.087 *Deliberation Regarding Economic Development Negotiations*. 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* and §551.074 *Personnel Matters* to discuss contract terms for the position of City of Helotes Economic Development Corporation (HEDC) Executive Director.
  - §551.071 *Consultations with Attorney* and §551.087 *Deliberation Regarding Economic Development Negotiations* with respect to an annexation and development agreement related to two tracts of land totaling approximately 6.714-acres on Shaenfield Road, near its intersection with FM 1560.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

7. Discussion of and action on the Mayor's nomination for the position of City of Helotes Economic Development Corporation (HEDC) Executive Director, subject to approval by the City Council, per HEDC Bylaws Amendment No. 4, Article Three *Officers & Corporate Officials*, Section 3.7; and authorizing the Mayor and City Attorney to negotiate and execute a contract per the terms discussed in Closed Session. (City Council)
8. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas, providing for the extension of the Helotes municipal boundaries by petitioned voluntary annexation of two tracts of land adjacent and contiguous to the Helotes city limit, located on Shaenfield Road, near its intersection with FM 1560, the same real property described as 6.714-acres out of the Manuel M. Musquiz Survey No. 80, Abstract 467, in Bexar County, Texas, BCAD Property Tax ID Nos. 236168 and 236169; and approving a Municipal Service Plan for said area. (Staff) - [Agenda Item](#)

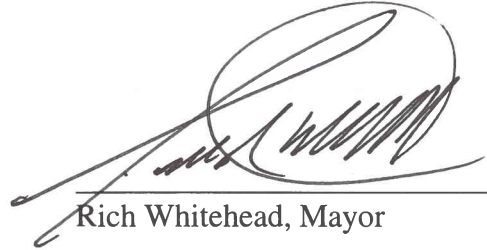
**ITEMS FOR INDIVIDUAL CONSIDERATION contd.:**

9. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas, approving a Development and Annexation Agreement between the City and CSW Shaenfield, LP, to set forth terms and obligations with respect to the development and annexation of two tracts of land on Shaenfield Road, near its intersection with FM 1560, the same real property described as 6.714-acres out of the Manuel M. Musquiz Survey No. 80, Abstract 467, in Bexar County, Texas, BCAD Property Tax ID Nos. 236168 and 236169; and authorizing the Mayor to execute said Development and Annexation Agreement. (Staff) - [Agenda Item](#)
10. Discussion of and action on a request by Tommy Capell for approval of a wall sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*, including one variance to size, for Saving A Hero's Place located at 15241 Bandera Road Suite 2, Helotes, Texas 78023, and identified as BCAD Property ID No. 242251. (Applicant) - [Agenda Item](#)
11. Discussion of and action on a request by Lance Skok for approval of a variance pursuant to Chapter 66, *Signs*, Section 66-52 *Miscellaneous Signs*, subparagraph (g)(4) *Creative Sign Review*, authorizing the use of a roof-mounted sign for Gun Shack located at 15241 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 242251. (Applicant) - [Agenda Item](#)
12. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, accepting the lowest responsible bid and awarding a contract to Rucoba & Maya Construction, LLC to reconstruct low water crossings on Parrigin Road just North of Indian Trail and Circle A Trail just South of Lazy F Trail, including joint bid utility improvements by San Antonio Water Systems (SAWS), in a total amount not to exceed \$775,759.40; and authorizing the City Administrator to negotiate and execute a contract for said project. (Staff) - [Agenda Item](#)
13. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, approving the Street Maintenance Plan for Year 2025, 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 \$1,816,100.00 from the dedicated Street Maintenance Fund. (Staff) - [Agenda Item](#)

*Adjourn meeting.*

City Council Regular Meeting  
January 23, 2025

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.



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Rich Whitehead, Mayor

I certify that this Agenda was posted on January 17, 2025, at 4:30 a.m. / p.m.



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Celina Perez, City Secretary