

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
August 26, 2021

The City of Helotes City Council met for a regular meeting on Thursday, August 26, 2021 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  
Linda Salazar  
Matthew McCrossen  
Cynthia Massey

Absent: Matthew Merchant

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary  
Frank Garza, City Attorney

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:00 p.m. Pastor Joshua Kelly, Helotes Independent Baptist Church, led the invocation. Mayor Whitehead led the pledge to the U.S. flag and the Texas flag.

**PUBLIC HEARINGS (ITEM NOS. 2 – 3):**

- 2. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2022 City of Helotes Municipal 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.**

Mayor Whitehead opened the public hearing at 7:02 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:02 p.m.

- 3. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2022 City of Helotes Economic Development Corporation (EDC) 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.**

Mayor Whitehead opened the public hearing at 7:03 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:03 p.m.

OPEN SESSION:

**4. Citizens to be Heard.**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 5 - 8): 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 McCrossen, to approve items 5 through 8 on the consent agenda. Motion to approve carried unanimously by those present.

- 5.\*\* Approval of the minutes of the Regular Meeting dated August 12, 2021. (Staff)**
- 6.\*\* Approval of the resignation of Allison Higgins from the City of Helotes Board of Adjustment, Place One, and from the City of Helotes Economic Development Corporation Board of Directors, Place Five. (Board Member/Director Higgins)**
- 7.\*\* Approval of the following reappointments to the City of Helotes Economic Development Corporation Board of Directors, all to serve a two (2) year term beginning on October 1, 2021, and expiring on September 30, 2023: (Mayor Whitehead)**
- **Melissa Benavides, Place One;**
  - **John Kodosky, Place Three; and**
  - **Joel Lutz, Place Seven.**
- 8.\*\* Approval of a Resolution of the City Council of the City of Helotes, Texas, approving the designation of the City Administrator as the updated authorized official of the Justice Assistance Grant Program through the Office of the Governor - Criminal Justice Division for the City of Helotes Police Department Evidence Room Project. (Staff)**

MAYOR'S REPORT:

- 9. Updates on the following: (Mayor Whitehead)**
- **Update on September 2021 Movie Night.**

Mayor Whitehead announced Movie Night at the Park would be cancelled for the month of September, due to low attendance at the previous movie night and the delta variant. The city hopes to stay on schedule with movie night in October.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 10. Discussion of and action on the appointment of Jeff Felty to the City of Helotes Economic Development Corporation Board of Directors, Place Five, with a term expiring on September 30, 2023. (Mayor Whitehead)**

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

Mayor Whitehead advised Jeff Felty is a volunteer firefighter with the Helotes Fire Department, however, there is no conflict, and he can serve as a Director on the Helotes Economic Development Corporation.

Motion to approve carried unanimously by those present.

- 11. Discussion of and action on the appointment of Elizabeth Mendez to the City of Helotes Board of Adjustment, Place One, to serve concurrently with the Office of the Mayor, with a term expiring May 2023. (Mayor Whitehead)**

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

Motion to approve carried unanimously by those present.

- 12. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, submitting a candidate nomination to the Bexar Appraisal District Board of Directors to serve a two year term beginning on January 1, 2022 and ending on December 31, 2023. (Staff)**

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

Mayor Whitehead called for nominees. Council Member Massey nominated Marian Mendoza, City Administrator. There being no further nominees, Mayor Whitehead called the question.

Motion to approve said nomination carried unanimously by those present.

- 13. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, canceling projects by the City of Helotes Economic Development Corporation, being the construction of a spray park/splash pad at the Helotes Fitness Park and Disc Golf Course located at 10483 Parrigin Road and the construction of new sidewalks along Riggs Road/Old F.M. 1560, generally from Our Lady of Guadalupe Catholic Church to the Municipal Complex. (Staff)**

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

The general consensus amongst Council was the aforementioned projects by the City of Helotes Economic Development Corporation were “wants”, and not necessarily “needs”. Council Member Sanders added that perhaps these projects could be readdressed in the future, through grants.

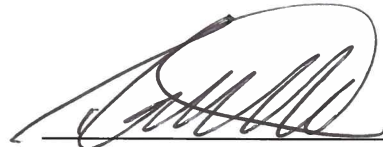
Motion to officially approve the cancelation of the aforementioned projects by the City of Helotes Economic Development Corporation carried unanimously by those present.

**14. Discussion on the proposed FYE 2022 Municipal Budget. (Mayor Whitehead and Staff)**


Marian Mendoza, City Administrator, reported no changes within the General Fund Budget and advised of one adjustment within the EDC Budget. The adjustment is to EDC Operating Account No. 05-510-5217 *Land Acquisition*, for the city’s portion of cost to Texas Department of Transportation (TxDOT) for the acquisition of necessary rights-of-way for the highway expansion to F.M. 1560, from S.H. 16 (Bandera Road) to Shaenfield Road. The expansion of F.M. 1560 can help stimulate economic growth in the city, and in doing so, the EDC can cover the city’s portion of cost, being about \$284,000. Mayor Whitehead pointed out the city’s portion of cost is 10% of the total estimated project cost, and the city is required by the state to make this contribution, regardless if it’s expensed from the General Fund Budget or the EDC Budget.

**Adjourn**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 7:29 p.m.

  
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Rich Whitehead, Mayor

ATTEST:

  
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Celina Perez, City Secretary