

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
September 9, 2021

The City of Helotes City Council met for a regular meeting on Thursday, September 9, 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  
Linda Salazar  
Matthew McCrossen  
Cynthia Massey  
Matthew Merchant

Absent: Craig Sanders

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary

**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 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 7:03 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:03 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 7:04 p.m.

OPEN SESSION:

**4. Citizens to be Heard.**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 5 - 6): 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 McCrossen, to approve items 5 and 6 on the consent agenda. Motion to approve carried unanimously by those present.

**5.\*\* Approval of the minutes of the Regular Meeting dated August 26, 2021. (Staff)**

**6.\*\* Approval of the Fiscal Year Ending (FYE) 2021 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated September 1, 2021. (Staff)**

MAYOR'S REPORT:

**7. Updates on the following: (Mayor Whitehead)**

- **2021 City Street Maintenance Plan; and**
- **Community relations with Congressman Tony Gonzales, 23<sup>rd</sup> District of Texas.**

Mayor Whitehead reported the HA5 street surface treatment in Iron Horse Canyon Subdivision was completed. The next phase of the street maintenance plan will be micro-surfacing in Hunters Ridge Subdivision. Next, Mayor Whitehead announced Congressman Tony Gonzales joined him on Saturday, September, 4 at *MarketPlace* in Old Town Helotes. Together, they visited business owners, met with citizens, and had a great time at the market. The city looks forward to working with Congressman Gonzales on community objectives.

ITEMS FOR INDIVIDUAL CONSIDERATION:

**8. Discussion of and action on a request by SignTek Inc., for approval of signage for PNC Bank (formerly doing business as BBVA Compass Bank) located at 12590 Bandera Road, Helotes, Texas 78023, more particularly identified as BCAD Property ID No. 1273907, and including the following:**

- a. Monument Signage, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type*; and**
- b. Wall Signage, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 *Commercial Signs: subparagraph (b) Wall Signs*. (Applicant)**

(Note: On September 7, 2021, the Planning & Zoning Commission recommended approval of the above signage for PNC Bank. The banking center intends to remove the current BBVA aluminum sign plaques located on both sides of the existing monument sign and replace with PNC Bank aluminum sign plaques. The front cabinet panel on both wall signs will also be refaced.)

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

Motion to approve carried unanimously by those present.

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

Mayor Whitehead acknowledged Marian Mendoza, City Administrator, and Taby Durr, Finance Director, for their tireless work on the budget. Mayor Whitehead went on to say administration was able to select a health care plan, while still providing a savings to the city. A health savings account (HSA) for those employees who don't use a lot of insurance is also being provided. Additionally, the city is soliciting proposals (RFP) from qualified companies to provide subscription based urgent and emergency care services to the city's full time employees. The purpose of the RFP is to address some of the issues being caused by high insurance premiums and hopefully, fix the problem, so that better health care plans can be provided in the future. Lastly, due to the savings on the health plan selection, the FYE 2022 Budget allows for an increased merit pay in fire and police.

Marian Mendoza, City Administrator, reported one final change in the FYE 2022 Budget. In speaking with the City Auditors, it was determined that the 380 Agreement payment should be deducted from revenues, rather than having a line item that shows the payment as an expense. Moving forward, the 380 Agreement payment will be deducted from the sales tax revenue, in order to show a true number on the city's revenue and expenditure balances. Marian added a budget amendment would be on the next meeting agenda to reflect this change in the current budget.

Mayor Whitehead read the caption below and adjourned into closed session at 7:20 p.m.

CLOSED SESSION:

**10. Closed Session in accordance with Texas Government Code §551.072 *Deliberation Regarding Real Property*. 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:**


- **§551.072 *Deliberation Regarding Real Property* - To deliberate the purchase of real property, as proposed by the City of Helotes Economic Development Corporation, for future development purposes.**

Mayor Whitehead convened the meeting into open session at 7:30 p.m. and announced no action had been taken in closed session.


**Adjourn**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 7:30 p.m.

ATTEST:

  
\_\_\_\_\_  
Celina Perez, City Secretary



  
\_\_\_\_\_  
Rich Whitehead, Mayor