

MINUTES  
SPECIAL MEETING  
HELOTES CITY COUNCIL  
November 9, 2021

The City of Helotes City Council met for a special meeting on Tuesday, November 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  
Craig Sanders  
Matthew McCrossen  
Cynthia Massey  
Matthew Merchant

Absent: Linda Salazar

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. Mayor Whitehead led the invocation and the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

**2. Certificate of Achievement and Badge presented to Derek Smith in recognition of a promotion in rank to Fire Fighter/Engineer in the Helotes Fire Department. (Staff)**

Mayor Whitehead advised due to a scheduling conflict, Item No. 2 would be postponed to the Council Meeting on December 9, 2021.

OPEN SESSION:

**3. Citizens to be Heard.**

No one signed up to speak.

CONSENT AGENDA (ITEM NOS. 4 - 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 Sanders, to approve items 4 through 6 on the consent agenda. Motion to approve carried unanimously by those present.

**4. Approval of the minutes of the Regular Meeting dated October 14, 2021. (Staff)**

5. **Approval of the Quarterly Investment Reports for the City of Helotes and the Helotes Economic Development Corporation (HEDC) for the quarter ending September 2021.**
6. **Approval of an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 1 *General Provisions*, Section 1-2 *Definitions and Rules of Construction*; Chapter 18 *Buildings and Building Regulations*, Article V *Hours of Construction*, Section 18-52 *Definitions*; Chapter 54 *Natural Resources*, Article I *Sand, Rock and Mineral Extraction*, Section 54-3 *Definitions*; Chapter 74 *Parks, Streets, Sidewalks and Other Public Places*, Article I *Parks and Recreation*, Section 74-1 *Definitions*; and Chapter 98 *Zoning*, Article I *In General*, Section 98-4 *Definitions* by establishing definitions for the terms *legal holiday*, *weekday*, and *weekend* in order for the terms to have the same meaning throughout Code. (Staff)**

MAYOR'S REPORT:

7. **Updates on the following: (Mayor Whitehead)**
  - **Redesign of city website to include improved navigation, layouts, and colors;**
  - **Reminder of upcoming events: Veteran's Day Concert on Sunday, November 14 at the Helotes Fire Station; Lighting of the Lights on Friday, December 3 at City Hall; First Responders Breakfast on Saturday, December 11 at the Helotes Fire Station; and the Hill Country Christmas Parade on Saturday, December 11 in Old Town Helotes; and**
  - **Year End Municipal Financial Summary of FY 2020-2021.**

Mayor Whitehead announced the redesign of the city website and provided reminders on the aforementioned upcoming city events. Lastly, Mayor Whitehead advised the financial audit on FY 2020-2021 (operating period of October 1, 2020 through September 30, 2021) is underway. As a preliminary summary, the city ended the fiscal year with \$729,000.00 surplus, which goes into the reserve fund. This surplus equals to 4.1 months of reserve funding. This puts the city at a better financial state to handle any emergencies that may arise (in May 2021, the city was at 2.4 months of reserve funding).

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas canvassing the returns and declaring the results of the Special Election held on November 2, 2021, on a proposition to increase the city's general purpose sales and use tax rate from 1.00% to 1.25%, as imposed under sections 321.101(a) and 321.103(a) of the Texas Tax Code. (Staff)**

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

On July 22, 2021, City Council authorized a special election to be held on November 2, 2021, on a proposition to vote for or against an increase in the general purpose sales and use tax rate by 0.25% (quarter-cent). The proposition failed, with 387 votes against and 328 votes for.

Council Member Massey said it was pleasing to hear that the city is currently in a good financial state. She went on to say the Helotes Economic Development Corporation has almost 2 million dollars in funding and suggested dividing their 0.50% sales and use tax rate allocation in half, whereas 0.25% could then go to the city. Mayor Whitehead noted this was an agreeable point that could be explored. There being no further discussion, Mayor Whitehead called the question.

Motion to approve the official results of the special election held on November 2, 2021, whereas the proposition failed (387 votes against and 328 votes for), carried unanimously by those present.

**9. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas casting the city's five (5) allotted votes on a candidate to serve on the Bexar Appraisal District Board of Directors for a two year term beginning on January 1, 2022, and ending on December 31, 2023. (Staff)**

Motion was made by Council Member Massey to cast the city's five (5) allotted votes on City Administrator Marian V. Mendoza to serve on the Bexar Appraisal District Board of Directors for a two year term beginning on January 1, 2022, and ending on December 31, 2023. Second by Council Member Merchant.

Motion to approve carried unanimously by those present.

**10. Second and Final Reading, and action on a Resolution of the City Council of the City of Helotes, Texas approving Amendment No. 2 to the City of Helotes Economic Development Corporation ("HEDC") Bylaws by revising Article Two *Board of Directors*, Section 2.1 *Powers, Number, and Terms of Office*. (Council Members McCrossen & Merchant)**

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

Motion to approve the item as written carried unanimously.

**11. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the filing of a FY 2022–2023 Regional Solid Waste Grants Application with the Alamo Area Council of Governments (AACOG), in cooperation with the Texas Commission on Environmental Quality (TCEQ), for match funding of a Towable Wood Chipper Implementation Project, which will provide a direct effect on source reduction and recycling. (Staff)**

Mayor Whitehead advised Item No. 11 was being pulled. AACOG notified the city earlier in the day that funding was not available and the city could apply next year.

STAFF REPORT:

**12. Tour de France cycling event scheduled to be held on April 10, 2022, as part of Fiesta San Antonio 2022. (Staff)**

City Administrator Marian Mendoza reported the city was approached by L'Étape - Tour de France to utilize several streets within Old Town Helotes for an amateur cycling event to be held on April 10, 2022, as part of *Fiesta* celebrations. She noted this report was being given due to the scale of the event.

Speaking on this item was L'Étape event organizer, Mark Fraser. L'Étape offers amateur cyclist the ability to race or ride a stage of the Tour de France in their own back yard. The route will begin at UTSA and head into the Hill Country towards Bandera – This event will have 3 different distance courses. The only course coming through Helotes (Old Bandera Rd. onto S.H. 16) will be the 100 mile distance, so not all event cyclists will enter Helotes. L'Étape will pay all costs associated with securing city permits, hiring off-duty police officers, rental of traffic/safety barriers, and use of private property. This event is currently in proposed stages and is completely dependent on permitting from Texas Department of Transportation (TxDOT), Helotes, and other neighboring municipalities.

**Adjourn**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 7:40 p.m.



Rich Whitehead, Mayor

ATTEST:

  
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Celina Perez, City Secretary