



**AGENDA**  
**REGULAR MEETING**  
**HELOTES CITY COUNCIL**  
**January 23, 2020**  
**7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, January 23, 2020 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
  - Invocation.
  - Pledge of Allegiance.

**RECOGNITION:**

2. Presentation of a plaque by the Texas Court Clerks Association to Andrea M. Goff, Municipal Court Administrator, in recognition of earning a Level III certification through the Municipal Court Clerk Certification Program and the importance of the program to the City of Helotes. (Staff)

**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 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.*

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

4. Approval of the minutes of the Regular Meeting dated January 9, 2020. (Staff)

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

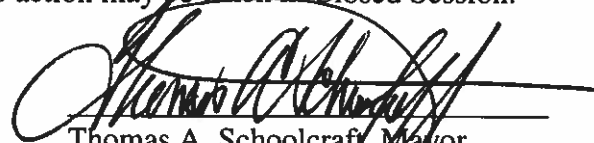
The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office at 210.695.5911 or by facsimile at 210.695.2123.

**ITEMS FOR INDIVIDUAL CONSIDERATION Cont.:**

5. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 2, 2020 for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one(1) Council Member Place 4; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing Mayor Thomas A. Schoolcraft to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters incident and related to such Election. (Staff)

***Adjourn meeting.***

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.

  
Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on January 17, 2020 at 4:00 a.m./p.m.

  
Celina Perez, City Secretary

**CITY OF HELOTES  
CITY COUNCIL  
AGENDA ITEM REQUEST FORM**

**DATE:** January 23, 2020

**AGENDA PLACEMENT:**       **CONSENT**  
    **INDIVIDUAL**  
    **PRESENTATION**  
    **CLOSED**

**CAPTION:**

Presentation of a plaque by the Texas Court Clerks Association to Andrea M. Goff, Municipal Court Administrator, in recognition of earning a Level III certification through the Municipal Court Clerk Certification Program and the importance of the program to the City of Helotes. (Staff)

**BACKGROUND:**

The Municipal Court Clerk Certification Program is a professional development program established for court clerks that encourages growth and improves the participant's knowledge, and ability to assist the court. The program is sponsored by the Texas Court Clerks Association (TCCA) in cooperation with the Texas Municipal Courts Association (TMCA), the Texas Municipal Courts Education Center (TMCEC), and Texas State University in San Marcos.

There are 940 municipal courts in the State of Texas, and out of those, 114 clerks have earned a Level III certification. As of 2018, there are only 74 active Level III court clerks.

**FINANCIAL:** N/A

**RECOMMENDATION:** N/A

**DATE SUBMITTED:** December 11, 2019

**SUBMITTED BY:** Andrea Goff, CMCC, Municipal Court Administrator

**SUGGESTED MOTION:** N/A



**Texas Court Clerks Association**  
Affiliated with the Texas Municipal League

Mayor, Thomas A. Schoolcraft  
City of Helotes  
PO Box 507  
Helotes, Texas 78023

Dear Mayor Schoolcraft,

Congratulations! You have 1 out of 114 Certified Municipal Court Clerks in the state of Texas working for you. **Andrea Goff** has completed her Level 3 certification through Texas Municipal Courts Education Center. This rigorous course of study includes three levels of certification, an examination at each level, and annual training requirements. We hope that you will congratulate her and be proud of her accomplishment.

More Texans (*e.g.*, defendants, witnesses and jurors) come into personal contact with municipal courts than all other Texas courts combined. Because these experiences are frequently the only contact citizens have with the courts, public impression of the entire Texas judicial system and your city government becomes largely dependent upon their experiences in municipal court. The certification program emphasizes professionalism and a knowledgeable, professional court staff will strengthen the image of your city.

We feel confident that your city has benefited from the Municipal Clerks Certification Program. Please join us in congratulating the court clerks/administrators from your city who have worked so hard to attain certification. We also ask that you encourage other court clerks and administrators in your city to join the certification program. Participation enhances both your city's reputation and the self confidence and esteem of the participating individuals.

Thank you again for your support.

Sincerely yours,

Ryan Kellus Turner  
TMCEC Executive Director

Sincerely yours,

Rhonda Kuehn  
TCCA President & Education Chair

Cc: Rhonda Kuehn, President Texas Court Clerks Association

825-B Thousand Oaks Drive Hurst, TX 76054



# Texas Municipal Courts Education Center

Menu

## Clerk Certification

### About the Program

The Municipal Court Clerk Certification Program was established to encourage professional development and educational growth. It is sponsored by the Texas Court Clerks Association ([TCCA](#)) in cooperation with the Texas Municipal Courts Association ([TMCA](#)), the Texas Municipal Courts Education Center (TMCEC), and Texas State University in San Marcos. Program participants achieve certification upon successful completion of each of the three levels: Level I, Level II, and Certified Municipal Court Clerk (CMCC). Download this [brochure](#) for more information.

At each level, a test is administered to gauge the skill-level and aptitude of the professional seeking certification. TMCEC has developed study materials to prepare participants and other court support personnel to better understand the law, procedure, and responsibilities of the municipal court clerk.

The certification program academic year begins each September 1st and ends each August 31st. Plan your seminar attendance early.

### [2020 Academic Catalog](#)

### Level III Certified Court Clerks (CMCC)

These individuals have earned their Level III certification. The list is in chronological order of the date each participant achieved "Certified Municipal Court Clerk".

1 Jennifer Sullivan	2 Connie Crenshaw	3 Alicia St. Cyr	4 Susie Garcia
5 Janell Kucera	6 Luevada Posey	7 Carol Gauntt	8 Christy Panches
9 Kathryn Wells-Vogel	10 Jeanie Roumell	11 Tracie Glaeser	12 Julie Kubeczka-Day
13 Karen Renfrow	14 Phyllis Mathison	15 Cynthia Wells	16 Deborah Jessup
17 Krystal Strong	18 Rhonda Kuehn	19 Maria Busche	20 Elaine Brown
21 Elaine Bourgoïn	22 Amanda Degan	23 Cathy Haney	24 Pat Riffel
25 Helen Wo	26 Lei Holder	27 Bonnie Townsend	28 Lisa Howard
29 Dianna Faulkenberry	30 Terri Neal	31 Amy Bockes	32 Pam Folsom
33 Jo Sacharko	34 Parlee Norton	35 Luanne Anders	36 Cathrine Leloux
37 Teresa Borcik	38 Rachel Frasier	39 Leona Clay	40 Rene Moses
41 Fawn Mackey	42 Clifton Deryl Corley	43 Kimberly Kierce	44 Lesa Keith
45 Delena Franklin	46 April Christiansen	47 Jennifer Bozorgia	48 Mary Jane Grubb



49	Bobbie Spence	50	Landra Hudson-Solansky	51	Christine Valdovino	52	Jannell Williams
53	Jaime Brew	54	Karen Armstrong	55	Linda Rose	56	Brittany Rychlick
57	Courtney Powers-Acklin	58	Sherry Brandt	59	Patty Stav	60	Rosemary Bell
61	Melissa Mullins	62	Shannon Wagner	63	Kaylee Brune	64	Valerie Bryant
65	Claudia Lemon	66	Sarah Friberg	67	Christina Dahse	68	Lisa Davis
69	Lee Ann Oliver	70	Jessica Utton	71	Sally Forbus	72	Janis Fletcher
73	Carla Bonham	74	Patti Jo Towne	75	Jeremy Leonard	76	Tiffany Totah
77	Erin Westmoreland	78	Amy Baldwin	79	Jennifer Hale	80	Paul Rex
81	Brittany Wright	82	Rosena J. Becker-Ross	83	Kimberly Jozwiak	84	Angela Fleming
85	Debbie Landrum	86	Kendra Beverly	87	Laurence Glick	88	Courtney Broussard
89	Abril Lamb	90	Jacob Wetzel	91	Amanda Cox	92	Melinda Weller
93	Jennifer Dorsett	94	Claudia Quintero	95	Jennifer Billings	96	Roxanne Benitez
97	Malia Elkins	98	Tracy Ventura	99	Veronica Mickell	100	Lenore Stone
101	Gina Trevino	102	Ruth Sandoval	103	Delia Schertzer	104	Michelle Alexander
105	Lacy Zapalac	106	Krissie Williams	107	Kathryn Burgett	108	Samantha Sanchez
109	Felicia King	110	LaCretia van de Plas	111	David Van Raalte	112	Christine McMains
113	Brenda Watkins	114	Andrea Goff				

## Register Site

Register for events, review hours, renewals, and print seminar certificates.

Login

## Online Learning Center

View Webinars, print webinar certificates, practice test, and flashcards.

**TMGEC OLC**

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[Where Can I Take the Exam?](#)

[What Subjects Are On Each Part of the Test?](#)

[Did I Pass My Exam?](#)

[How Do I Become Certified?](#)

[Level III Course of Study](#)

[NEW Level III Books \(Effective 9/1/2019\)](#)

[Level III Assessment Clinic](#)

[Journal Information](#)

[Yearly Certification Renewal](#)

[What Hours Will Count Toward My Certification?](#)

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, January 9, 2020 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: Thomas A. Schoolcraft, Mayor  
Alex Blue, Mayor Pro Tem  
Alan Holmes  
Cynthia Massey  
Paul Friedrichs

Absent: Bert Buys

Staff Present: Celina Perez, City Secretary  
Andrea Goff, CMCC, Municipal Court Administrator

**1. Call to Order.**

Mayor Schoolcraft called the meeting to order at 7:00 p.m. and welcomed Cub Scouts from Pack 384. Council Member Friedrichs led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

OPEN SESSION:

**2. Citizens to be Heard.**

Jennifer Webster voiced noise concerns on a short term rental property located on Antonio Road.

Tammy Pointon expressed the desire to grow Old Town Helotes (OTH) and had the following concerns on the district: signage visibility, future commercial developments, sewage smell, handrails at the new bridge, lighting at the roundabout, and Market Place vendor attendance.

CONSENT AGENDA (ITEM NOS. 3 - 4): All items marked with an asterisk (\*\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Friedrichs, second by Council Member Holmes, to approve items 3 and 4 on the consent agenda. Motion to approve carried unanimously.

**3.\*\* Approval of the minutes of the Workshop and Regular Meetings dated December 9, 2019, December 10, 2019 and December 12, 2019, respectively. (Staff)**

**4.\*\* Approval of the Fiscal Year Ending (FYE) 2020 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated January 3, 2020. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on an Ordinance of the City of Helotes, Texas amending the assessment of a failure to appear fine and a violate promise to appear fine, pursuant to Article 45.203(c) of the Texas Code of Criminal Procedure in order to comply with Senate Bill 346; authorizing the Judge of the Municipal Court to assess said fines; adopting savings, repealer, and penalty clauses; and adopting an effective date. (Staff)**

Motion was made by Council Member Massey, second by Mayor Pro Tem Blue, to discuss and act on this item as written.

Motion to approve carried: 3 Ayes – Council Member Holmes, Mayor Pro Tem Blue and Council Member Friedrichs; 1 Nay – Council Member Massey.

6. **Discussion of and action on an Ordinance of the City of Helotes, Texas amending Exhibit B *Municipal Court Violation Codes* of the FYE 2020 Municipal Fee Schedule in order to comply with Senate Bill 346; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty clauses; and adopting an effective date. (Staff)**

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

Discussion included the \$750.00 minimum fine set for Violation Code 3021 *Passing School Bus – Fail to Stop and Remain Stopped*. Council Members Holmes stated the Texas Transportation Code allows a maximum fine amount of \$1,250.00 for this violation, and felt the minimum fine should be raised from \$750.00 to \$1,000.00. Andrea Goff, Municipal Court Administrator, explained the fines are set by the presiding Municipal Court Judge. The judge does not max out the fines on the fee schedule, as every circumstance is different. If the circumstance warrants it, the judge can max out the fine.

There being no further discussion, Mayor Schoolcraft called for a vote.

Motion to amend was made by Council Member Holmes to increase the minimum fine set for Violation Code 3021 *Passing School Bus – Fail to Stop and Remain Stopped* from \$750.00 to \$1,000.00, pending the approval of the Municipal Court Judge. No second being heard, the amended motion died.

Mayor Schoolcraft asked for any further discussion from Council, and none being heard, called for a vote on the main motion to approve the Municipal Court Fee Schedule as presented.

Motion to approve carried: 3 Ayes – Mayor Pro Tem Blue, Council Member Friedrichs, and Council Member Massey; 1 Nay – Council Member Holmes.



**CLOSED SESSION:**

Mayor Schoolcraft read the caption below and adjourned the meeting into closed session at 7:31 pm.

**7. Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. 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:**

- **§551.074 *Personnel Matters* - City Council will meet in Closed Session to discuss the negotiated contract terms of the preferred candidate for the position of City Administrator.**

Mayor Schoolcraft convened the meeting into open session at 7:53 pm and announced that no action had been taken in closed session.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

**8. Discussion of and action on matters discussed in Closed Session regarding the negotiated contract terms of the preferred candidate for the position of City Administrator. (City Council)**

Mayor Schoolcraft entertained a motion from Council to act on this item.

Motion was made by Council Member Massey to approve a resolution of the City of Helotes, Texas approving the terms of agreement between Marian V. Mendoza and the City of Helotes for employment as City Administrator; specifying job duties, the rate of compensation and hours of work; providing for severability; and setting an effective date. The motion was seconded by Mayor Pro Tem Blue.

Motion to approve carried unanimously.

**Adjourn**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:55 p.m.

ATTEST:

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Thomas A. Schoolcraft, Mayor

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Celina Perez, City Secretary

**CITY OF HELOTES  
CITY COUNCIL  
AGENDA ITEM REQUEST FORM**

**DATE:** January 23, 2020

**AGENDA PLACEMENT:**       **CONSENT**  
    **INDIVIDUAL**  
    **PRESENTATION**  
    **CLOSED**

**CAPTION:**

Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 2, 2020 for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing Mayor Thomas A. Schoolcraft to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters incident and related to such Election. (Staff)

**BACKGROUND:**

Section 3.001 of the Texas Election Code prescribes that each general election should be ordered. The authority calling the election shall do so through an ordinance, proclamation, or other document that establishes the procedures to be followed in said election. Under those procedures, the City finds contracting with the Bexar County Elections Department for election services is a necessary means to provide voting for the citizens of Helotes.

**FINANCIAL:**

Each entity shall pay Bexar County Elections Department its proportionate share of the election cost.

**RECOMMENDATION:**

City Staff recommends 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 2, 2020 for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing Mayor Thomas A. Schoolcraft to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters incident and related to such Election.

**DATE SUBMITTED:** January 14, 2020

**SUBMITTED BY:** Celina Perez, City Secretary

**SUGGESTED MOTION:**

Motion to approve an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 2, 2020 for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing Mayor Thomas A. Schoolcraft to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters incident and related to such Election.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS CALLING FOR A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 2, 2020 FOR THE PURPOSE OF ELECTING ONE (1) COUNCIL MEMBER PLACE 1, ONE (1) COUNCIL MEMBER PLACE 2 AND ONE (1) COUNCIL MEMBER PLACE 4; PROVIDING FOR EARLY VOTING AND FOR NOTICE OF THE ELECTION; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; AUTHORIZING MAYOR THOMAS A. SCHOOLCRAFT TO NEGOTIATE AND EXECUTE A CONTRACT FOR ELECTION SERVICES WITH BEXAR COUNTY, TEXAS; AND RESOLVING OTHER MATTERS INCIDENT AND RELATED TO SUCH ELECTION.**

**WHEREAS**, Section 22.003 of the Texas Local Government Code and State Law provide that a General Election shall be held annually for the election of City Officers; and

**WHEREAS**, State Law provides that Section 3.001 of the Election Code of the State of Texas is applicable to said election, and, in order to comply with said Code, an order should be passed ordering said election, establishing the procedure to be followed in said election, and designating the voting place for said election; and

**WHEREAS**, the City desires to conduct a joint general election with Bexar County, Texas, as provided for by Texas Election Code Ann. Section 271.002; and

**WHEREAS**, the City finds and declares that a joint general election promotes an important public purpose by providing for an efficient, effective, and convenient means of voting for its citizens.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:**

**SECTION ONE. ORDER OF ELECTION.** A joint general election with Bexar County, Texas is hereby ordered to be held on Saturday, May 2, 2020 from 7:00 a.m. to 7:00 p.m. in the City of Helotes, Texas for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4 with each to serve a term of two (2) years, terminating in May 2022, or when their successors are duly elected and qualified. Order of Election for Municipalities is attached hereto as Exhibit "A."

**SECTION TWO. ELECTION FINAL.** At said election, each of the aforementioned officers shall be voted upon separately and that the person receiving the highest number of votes for each said office shall be elected to such office.

**SECTION THREE. FILING.** Qualified persons desiring to be candidates for the aforesaid offices shall file for election as such candidates with the City Secretary beginning on January 15, 2020 and must file no later than 5:00 p.m. on February 14, 2020.

**SECTION FOUR. ADMINISTRATION OF ELECTION.** The Elections Administrator of Bexar County, Texas shall act as the Contracting Officer and shall appoint election judges, alternate judges, and clerks, as described in the Contract for Election Services, attached hereto as Exhibit "C" and incorporated herein by reference as if fully copied and set forth at length, said Contract between the City of Helotes and Bexar County, Texas having been specifically authorized by Tex. Elec. Code Ann. Sec. 31.092.

**SECTION FIVE. APPLICATIONS FOR BALLOT.** The Contracting Officer shall receive applications for a ballot to be voted by mail until the close of business on April 17, 2020 if delivered in person and at the close of business on April 20, 2020 if delivered by mail. Requests for applications should be mailed to:

Jacquelyn F. Callanen  
Bexar County Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, Texas 78207

**SECTION SIX. EARLY VOTING.** The main early voting location shall be the Bexar County Election Department located at 1103 S. Frio Street, San Antonio, Texas. The main early voting location and other early voting locations for the joint general election have been established by Bexar County Elections Administrator and described in the Contract for Elections Services, attached as Exhibit "C" hereto.

The dates and times for early voting by personal appearance shall be as follows:

Monday, April 20 thru Thursday, April 23, 2020.....8:00 a.m. to 6:00 p.m.  
Friday, April 24, 2020 .....Closed  
Saturday, April 25, 2020.....8:00 a.m. to 6:00 p.m.  
Sunday, April 26, 2020.....Closed  
Monday, April 27 thru Tuesday, April 28, 2020 .....8:00 a.m. to 8:00 p.m.  
(Subject to change)

**SECTION SEVEN. POLLING PLACE.** The polling place for the voting precincts in the City of Helotes for this election shall be as established in the Contract for Election Services, attached as Exhibit "C" hereto.

**SECTION EIGHT. VOTING SYSTEM.** Voting at the election, including early voting, shall be by use of direct recording electronic voting machines for voting at the foregoing election polling places and for counting the ballots at said election. The voting equipment is provided, as set forth in the Contract for Joint Election Services (Exhibit "C" hereto attached) with Bexar County Elections Administrator Jacquelyn F. Callanen; said direct recording electronic voting system having been duly approved by the Texas Secretary of State and precleared by the United States Department of Justice based upon the submission of the Attorney General of the State of Texas.

**SECTION NINE. CUSTODIAN.** The Council appoints the City Secretary as the Custodian of Records ("Custodian") and agent to the Council to perform the duties related to the conduct and maintenance of records of the Election, as required under the Texas Election Code, during the period ending not earlier than the sixtieth (60<sup>th</sup>) day after the Election.

**SECTION TEN. NOTICE.** Notice of the Election, hereto attached as Exhibit “B,” stating in substance the contents of this Order, shall be published one time in the English and Spanish languages, in a newspaper published within the City’s territory at least 10 days and no more than 30 days before the Election and as otherwise may be required by the Texas Election Code. Notice of the Election shall also be posted on the electronic bulletin board located at Helotes City Hall and the City of Helotes municipal internet site used by the City to post notices of the City's meetings no later than the 21st day before the Election, or if the 21st day before the Election falls on a weekend or holiday, on the first business day thereafter. The Mayor shall issue all necessary orders and writs for the election.

**SECTION ELEVEN. VOTERS.** All resident, qualified voters of the City of Helotes shall be permitted to vote for one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4, respectively, in said election. In addition, the required election materials, as outlined in Section 272.005 of the Texas Election Code, shall be printed in both English and Spanish for use at the polling places and for early voting for said election.

**SECTION TWELVE. CANVASS.** The returns of said election shall be made in accordance with the State Election Code and shall be canvassed by the City Council at a regular or special City Council Meeting to be called between May 5 - 13, 2020.

**SECTION THIRTEEN. AUTHORIZATION.** Mayor Thomas A. Schoolcraft is authorized to sign an Order of Election and a Notice of Regular Municipal Election prescribed by the State of Texas and the Contract for Election Services, attached as Exhibit “C” to this Ordinance, on behalf of the City Council. The Notice of Regular Municipal Election shall be published in accordance with the provisions of the Texas Election Code.

**SECTION FOURTEEN. SEVERABILITY.** Should any part, section, subsection, paragraph, sentence, clause, or phrase contained in this Ordinance be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this Ordinance, but in all respects said remaining portion shall be and remain in full force and effect.

**SECTION FIFTEEN. EFFECTIVE DATE.** This Ordinance shall be effective immediately upon adoption.

**PASSED AND APPROVED** this 23<sup>rd</sup> day of January 2020.

\_\_\_\_\_  
Thomas A Schoolcraft, Mayor

ATTEST:

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

AWI-2  
Prescribed by Secretary of State  
Sections 3.004, 3.006, 4.008, 85.004, 85.007 Texas Election Code  
9/2009

**ORDER OF ELECTION FOR MUNICIPALITIES**

An election is hereby ordered to be held on May 2, 2020 for the purpose of electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4.

Early voting by personal appearance will be conducted each weekday at the Bexar County Elections Department and at various locations within Bexar County. Visit [www.bexar.org](http://www.bexar.org) for a complete list of Vote Centers.

Main Early Voting Location:  
Bexar County Elections Department  
1103 S. Frio Street, Suite 100  
San Antonio, TX 78207

Day and time for early voting by personal appearance shall be as follows:

- Monday, April 20 thru Thursday, April 23, 2020.....8:00 a.m. to 6:00 p.m.
  - Friday, April 24, 2020 .....Closed
  - Saturday, April 25, 2020.....8:00 a.m. to 6:00 p.m.
  - Sunday, April 26, 2020.....Closed
  - Monday, April 27 thru Tuesday, April 28, 2020 .....8:00 a.m. to 8:00 p.m.
- (Subject to change)

Applications for ballot by mail shall be delivered:

By Mail or in Person:  
Early Voting Clerk  
Jacquelyn F. Callanen, Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207

By E-mail:  
[votebymail@bexar.org](mailto:votebymail@bexar.org)

Applications for ballot by mail must be received no later than the close of business (5:00 p.m.) on April 17, 2020 if delivered in person and at the close of business on April 20, 2020 if delivered by mail.

Issued this the 23<sup>rd</sup> day of January 2020.

Signature of Mayor:

\_\_\_\_\_  
Thomas A. Schoolcraft

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before Election Day.

AW1-2  
Prescribed by Secretary of State  
Sections 3.004, 3.006, 4.008, 85.004, 85.007 Texas Election Code  
9/2009

**Orden De Elección Para Municipios**

Por la presente se ordena que se llevará a cabo una elección el día 2 de Mayo 2020 con el propósito de elegir un (1) Miembro del Consejo Lugar 1, un (1) Miembro del Consejo Lugar 2 y un (1) Miembro del Consejo Lugar 4.

La votación adelantada en persona se llevará a cabo en el Departamento de Elecciones del Condado de Bexar y en varios lugares dentro del Condado de Bexar. Visita [www.bexar.org](http://www.bexar.org) para lista completa de Centros de Votación.

Localidad Principal de Votación Adelantada:  
Departamento de Elecciones del Condado de Bexar  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207

Horario para la Votación Adelantada por acto de presencia será el siguiente:

Lunes, 20 de Abril, a Jueves, 23 de Abril 2020..... 8:00 a.m. a 6:00 p.m.  
Viernes, 24 de Abril 2020..... Cerrado  
Sábado, 25 de Abril 2020 ..... 8:00 a.m. a 6:00 p.m.  
Domingo, 26 de Abril 2020 ..... Cerrado  
Lunes, 27 de Abril, a Martes, 28 de Abril 2020 ..... 8:00 a.m. a 8:00 p.m.  
(sujeto a cambio)

La solicitud para la boleta para votación adelantada por correspondencia se deberá enviarse a:

Por correo y en persona a:  
Early Voting Clerk  
Jacquelyn F. Callanen, Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207

Por E-mail a:  
[votebymail@bexar.org](mailto:votebymail@bexar.org)

La solicitud para boleta para votación adelantada por correspondencia debe ser recibida al fin de las horas de negocio (5:00 p.m.) el 17 de Abril 2020 si se entrega en persona y al cerrar las puertas de negocio en el 20 de Abril 2020 si se entrega por correo.

Emitida este día 23 de Enero 2020.

Firma del Alcalde:

\_\_\_\_\_  
Thomas A. Schoolcraft

Nota de instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.



**NOTICE OF GENERAL ELECTION (AVISO DE ELECCION GENERAL)**

To the registered voters of the City of Helotes, Texas:

*(A los votantes registrados de la Ciudad de Helotes, Texas)*

Notice is hereby given that polling places will be open from 7 a.m. to 7 p.m. on May 2, 2020 for voting in a General Election to elect one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4.

*(Notifíquese, por las presente, que los sitios de votación se abrirán desde las 7 a.m. hasta las 7 p.m. el 2 de Mayo de 2020 para votar en la Elección General para elegir un (1) Miembro del Consejo Lugar 1, un (1) Miembro del Consejo Lugar 2 y un (1) Miembro del Consejo Lugar 4.)*

**Location of Polling Places (Sitios de Votación)**

Visit [www.bexar.org](http://www.bexar.org) for a complete list of Vote Centers.

*(Visita [www.bexar.org](http://www.bexar.org) para lista completa de Centros de Votación)*

Early voting by personal appearance shall be as follows:

*(Horario para la Votación Adelantada por acto de presencia será el siguiente)*

- Monday, April 20 thru Thursday, April 23, 2020.....8:00 a.m. to 6:00 p.m.
  - Friday, April 24, 2020 .....Closed
  - Saturday, April 25, 2020.....8:00 a.m. to 6:00 p.m.
  - Sunday, April 26, 20120 .....Closed
  - Monday, April 27 and Tuesday, April 28, 2020 .....8:00 a.m. to 8:00 p.m.
- (subject to change) *(sujeto a cambio)*

Applications for ballot by mail shall be mailed to:

*(La solicitud para boletas que se votarán en ausencia por correo deberán enviarse a:)*

By Mail or in Person *(Por correo o en persona a):*

Early Voting Clerk  
Jacquelyn F. Callanen, Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207

By E-mail *(Por E-mail a):*

[votebymail@bexar.org](mailto:votebymail@bexar.org)

Applications for ballot by mail must be received no later than the close of business on April 17, 2020 if delivered in person and at the close of business on April 20, 2020 if delivered by mail.

*(La solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de negocio el 17 de Abril 2020 si se entrega en persona y al cerrar las puertas de negocio en el 20 de Abril 2020 si se entrega por correo.)*

Issued this the 23<sup>rd</sup> day of January 2020

*(Emitida este día 23 de Enero 2020)*

\_\_\_\_\_  
Thomas A. Schoolcraft, Mayor *(Alcalde)*  
City of Helotes, Texas

**JOINT ELECTION AGREEMENT**

This Agreement is entered into by and between Bexar County Elections Administrator (“ADMINISTRATOR”), acting on behalf of Bexar County; Alamo Community College District (“ACCD”); Alamo Heights Independent School District (“AHISD”); North East Independent School District (“NEISD”); Southside Independent School District (“SSISD”); the City of Alamo Heights (“COAH”); the City of Balcones Heights (“COBH”); the City of Castle Hills (“COCH”); the City of China Grove (“COCG”); the City of Elmendorf (“COE”); the City of Fair Oaks Ranch (COFOR”); the City of Grey Forest (“COGF”); the City of Helotes (“COH”); the City of Hill Country Village (“COHCV”); the Town of Hollywood Park (“TOHP”); the City of Kirby (“COK”); the City of Leon Valley (“COLV”); the City of Live Oak (“COLO”); the City of Olmos Park (“COOP”); the City of Shavano Park (“COSP”); the City of Somerset (“COS”); the City of Terrell Hills (“COTH”); the City of Universal City (“COUC”); the City of Windcrest (“COW”) and the San Antonio MUD #1 (“SAMUD”); and they may also be referred to, individually, as an “Entity” or, collectively, as the “Entities,” acting by and through their duly appointed and qualified representatives, pursuant to Texas Election Code Section 271.002(a), for the May 2, 2020 election.

**WHEREAS, ACCD will conduct a general and special election on Saturday, May 2, 2020; and**

**WHEREAS, AHISD will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, NEISD will conduct a general and special election on Saturday, May 2, 2020; and**

**WHEREAS, SSISD will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COAH will conduct a general and bond election on Saturday, May 2, 2020; and**

**WHEREAS, COBH will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COCH will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COCG will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COE will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COFOR will conduct a general and special election on Saturday, May 2, 2020; and**

**WHEREAS, COGF will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COH will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, COHCV will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS, TOHP will conduct a general election on Saturday, May 2, 2020; and**

**WHEREAS**, COK will conduct a general and special election on Saturday, May 2, 2020; and

**WHEREAS**, COLV will conduct a general and special election on Saturday, May 2, 2020; and

**WHEREAS**, COLO will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, COOP will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, COSP will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, COS will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, COTH will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, COW will conduct a bond election on Saturday, May 2, 2020; and

**WHEREAS**, COUC will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, SAMUD will conduct a general election on Saturday, May 2, 2020; and

**WHEREAS**, Section 271.002(a) of the Texas Election Code authorizes two or more political subdivisions to enter into an agreement to hold elections jointly in the Vote Centers that can be served by common polling places; and

**WHEREAS**, the Entities desire that a joint election be held in order to provide a convenient, simple, and cost-saving election to the voters in their respective jurisdictions; and

**WHEREAS**, the Entities desire to enter into an agreement setting out their respective duties and responsibilities for the May 2, 2020 election;

**NOW THEREFORE**, it is agreed that the Entities will hold a joint election on Saturday, May 2, 2020 (the "Joint Election") under the following terms and conditions:

**I.**

The Entities are each required to enter into their own separate contract with ADMINISTRATOR for election services and will hold elections jointly with other Entities in the Vote Centers that can be served by common polling places, using joint election officer and clerks as ADMINISTRATOR determines is necessary and appropriate.

**II.**

The Entities agree to conduct early voting jointly. ADMINISTRATOR will arrange for and handle early voting in person and by mail for the Joint Election in accordance with her contracts with those Entities. Appropriate notices to the public related to early voting will be provided by the Entities.

**III.**

The Entities agree that a single ballot, containing all the measures and offices to be voted on at a particular polling place, shall be used in this Joint Election.

**IV.**

Each Entity is responsible for its own posting of public notices in connection with the Joint Election. ADMINISTRATOR shall be responsible for publishing a Notice of Election in a newspaper of general circulation in the territory as required of all the Entities under Section 4.003 of the Election Code, and each Entity shall pay ADMINISTRATOR its proportionate share of the publishing cost.

**V.**

Each Entity is responsible for paying ADMINISTRATOR for any and all other election costs, as applicable to the specific Entity and agreed upon by separate contract for election services between each Entity and ADMINISTRATOR.

**VI.**

ADMINISTRATOR will tabulate the ballots and provide a set of copies of the affidavit page of each return along with the returns of the election, as agreed upon by separate contract between each Entity and ADMINISTRATOR.

**VII.**

Each Entity will be responsible for canvassing its respective precinct returns for the Joint Election.

**VIII.**

The Entities agree to comply with any and all applicable state and federal record retention statutes. Each Entity shall be the custodian of its respective election records.

**IX.**

If an Entity determines not to participate in the Joint Election to be held on Saturday, May 2, 2020, because it has no contested positions, the nonparticipating Entity shall promptly notify ADMINISTRATOR and the other Entities, and this Agreement shall be automatically amended to delete the nonparticipating Entity as a party to the Agreement.

**X.**

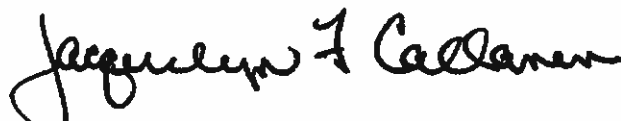
The undersigned persons are the duly authorized signatories of their Entities, and their signatures represent acceptance of the terms and conditions of this Agreement, as passed and approved by their respective governing bodies.

**XI.**

This Agreement may be executed in two or more counterparts. Together the counterparts shall be deemed an executed original instrument. The Entities may execute this Agreement and exchange counterparts of the signature pages by means of facsimile transmission, and the receipt of executed counterparts by facsimile transmission shall be binding on the Entities. Following a facsimile exchange, the Entities shall promptly exchange original signature pages.

SIGNED and AGREED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**BEXAR COUNTY ELECTIONS ADMINISTRATOR**



\_\_\_\_\_  
Jacquelyn F. Callanen

**ENTITY:** City of Helotes

**BY:** \_\_\_\_\_  
Thomas A. Schoolcraft

**TITLE:** Mayor