



**AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
May 23, 2019
7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, May 23, 2019 at 7:00 p.m. in the City Hall Council Chamber, 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.

CEREMONIAL

2. Oaths of Office (administered by Helotes Municipal Court Judge Mario Trevino):
 - Mayor - Thomas A. Schoolcraft
 - Council Member, Place 3 - Norbert "Bert" Buys; and
 - Council Member, Place 5 - Paul Friedrichs.

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. Discussion of and action on the minutes of the Regular Meeting dated May 9, 2019. (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.

5. Discussion of and action on the EDC FYE 2019 Strategic Work Plan approved by the EDC Board of Directors on April 17, 2019. (EDC Staff)

Adjourn into Closed Session.

CLOSED SESSION

6. Closed Session in accordance with Texas Government Code §551.071 *Consultations with Attorney* and §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:
- §551.071 *Consultations with Attorney* –
 - On the receipt of a letter from Attorney Leonard B. Smith, on behalf of The Propane Guy and the Texas Propane Gas Association, regarding the permitting, installation, and inspection of liquid propane gas service within the City of Helotes;
 - *Margaret Hildebrand v. City of Helotes, et. al.*; and
 - *Kenneth Page and Jean Marie Page v. City of Helotes.*
 - §551.074 *Personnel Matters* on the selection of the May 2019 to May 2020 Mayor Pro Tempore for the City Council of the City of Helotes.

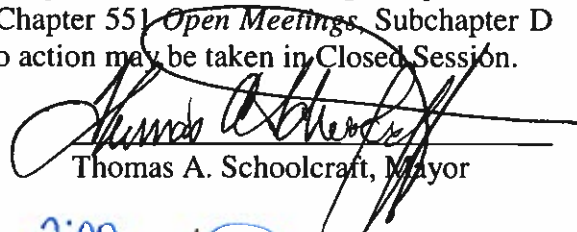
Adjourn into Open Session.

ITEMS FOR INDIVIDUAL CONSIDERATION

7. Discussion of and action on the selection of the May 2019 to May 2020 Mayor Pro Tempore for the City Council of the City of Helotes. (City Council)

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 May 17, 2019 at 2:00 a.m. (p.m.)


Celina Perez, City Secretary

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, May 9, 2019 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
Jim Meadows
Alex Blue
Bert Buys
Paul Friedrichs

Absent: Cynthia Massey, Mayor Pro Tem

Staff Present: Celina Perez, City Secretary
Susan Darst, Assistant to the City Administrator

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Blue led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

2. Proclamation presented by Mayor Thomas A. Schoolcraft to the City of Helotes Public Works Department in recognition of National Public Works Week dated May 19 - May 25, 2019.

Mayor Schoolcraft presented the proclamation and recognized Helotes Public Works.

3. Proclamation presented by Mayor Thomas A. Schoolcraft to the City of Helotes Fire / EMS Department in recognition of National EMS Week dated May 19 - May 25, 2019.

Mayor Schoolcraft presented the proclamation and recognized Helotes Fire / EMS.

OPEN SESSION:

4. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 5 - 11): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Meadows, second by Council Member Buys, to approve items 5 - 11 on the consent agenda. Motion to approve carried unanimously.

- 5.** **Approval of the minutes of the Regular Meeting dated April 11, 2019. (Staff)**
- 6.** **Approval of the Fiscal Year Ending (FYE) 2019 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated April 30, 2019. (Staff)**
- 7.** **Approval of the Quarterly Investment Reports for the City of Helotes and the City of Helotes Economic Development Corporation (EDC) for the quarter ending March 2019. (City Treasurer)**
- 8.** **Approval of an FYE 2019 Budget Amendment transferring \$77,120.00 from the EDC General Operating Fund to the City/EDC Capital Fund for the Old Town Helotes Pedestrian Bridge Project. (Staff)**
- 9.** **Approval of a Fireworks Display Permit, pursuant to Municipal Code of Ordinances Chapter 38 *Fire Prevention and Protection*, Article V *Fireworks*, Section 38-53 *Permit*, for the City of Helotes Independence Day Celebration & Fireworks Spectacular located within the Municipal Complex and on the Sandra Day O'Connor High School grounds on Wednesday, July 3, 2019 beginning at 6:00 p.m. (Staff)**
- 10.** **Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of \$5,822.32 for Helotes Crossing Shopping Center located at 12423 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239951. (Applicant)**
- 11.** **Approval of a Resolution of the City Council of the City of Helotes, Texas approving the submission of a Justice Assistance Grant Application to the Office of the Governor – Criminal Justice Division for the City of Helotes Police Department Evidence Room Project; authorizing the City Administrator to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

12. **Discussion of and action on a request by Deborah Keepers for approval of a monument sign and a variance to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial Signs: Single-Business Use (Monument Type)* for Helotes Gentle Family Dentistry located at 15876 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 247068. (Applicant)**

(Note: On May 7, 2019 the Planning & Zoning Commission recommended approval of a variance request on a proposed two-faced v-shaped monument sign for Helotes Gentle Family Dentistry. Given the location, the Commission recommended not to require landscaping.)

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

Motion to approve carried unanimously.

- 13. Discussion of and action on a request by Trent Stein for approval of a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 Permits, Certificates, and Approval Required; Master Sign Plan for Helotes Oaks Retail Center, a multi-tenant shopping center, located at 12850 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242422. (Applicant)**

(Note: On May 7, 2019 the Planning & Zoning Commission recommended approval of a Master Sign Plan for Helotes Oaks Retail Center. Any tenant seeking a variance request on a sign that is larger than permitted by Code should return to the Commission for recommendation and to the Council for approval.)

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

Motion to approve carried unanimously.

- 14. 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 Saturday, May 4, 2019 on a proposition for the reauthorization of the sales and use tax within the City at the rate of one-fourth (1/4) of one percent (1%) to continue providing revenue for the maintenance and repair of municipal streets. (Staff)**

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

Mayor Schoolcraft advised the total votes were verified and signed by Jacque Callanen, Bexar County Elections Administrator. The results of the Special Election were:

	<u>Total Votes (Votos Total)</u>
FOR (A FAVOR):	135
AGAINST (EN CONTRA):	44

Motion to approve the resolution canvassing and declaring the results as noted carried unanimously.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:29 pm.

ATTEST:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary

DRAFT

City of Helotes
CITY COUNCIL

AGENDA ITEM REQUEST FORM

DATE: May 23, 2019

AGENDA PLACEMENT: CONSENT
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on the EDC FYE 2019 Strategic Work Plan approved by the EDC Board of Directors on April 17, 2019. (EDC Staff)

BACKGROUND:

Following EDC Board of Directors approval of the FYE 2019 Strategic Work Plan on March 20, 2019, the City Council requested the removal of “pre-development meetings” from Goal 1, Priority One, first Project. No other recommended changes were communicated by Council.

On April 17, 2019, the EDC Board of Directors removed Goal 1, Priority One, first Project in its entirety:

- ~~• Communicate available incentives during pre-development meetings, business meetings, trade shows, et cetera.~~

No other changes were made to the document.

FINANCIAL: N/a

RECOMMENDATION:

EDC Staff recommends approval of the EDC FYE 2019 Strategic Work Plan, as presented.

SUBMITTED BY: EDC Staff

DATE SUBMITTED: May 14, 2019

SUGGESTED MOTION:

Motion to approve the EDC FYE 2019 Strategic Work Plan, as presented.

City of Helotes
Economic Development Corporation

FYE 2019 WORK PLAN

ADMINISTERED BY:



BOARD OF DIRECTORS

Pat Wootton, President, Place Three
Alan Holmes, Vice President, Place Four
Kathryn Mitchell, Secretary, Place Five
Bill Putty, Place One
Patrick Adam, Place Two
Mathew McCrossen, Place Six
Stevie Seitz, Place Seven

TECHNICAL SUPPORT

Rick Schroder, Executive Director
Glenn Goolsby, Asst. Exec. Director

Approved by the HEDC Board of Directors on April 17, 2019.

Approved by the City Council on May 23, 2019.

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EXECUTIVE SUMMARY

The **Work Plan** is a living document created by the Helotes Economic Development Corporation (HEDC) Board of Directors to guide future policy decisions and Staff actions. Each year, the HEDC Board of Directors revisits the document to remind itself of the Corporation's mission, vision, history, and goals. The Work Plan constitutes the Annual Plan of the HEDC, mandated by Article IV, Section 4.1 of the HEDC Bylaws, and the Plan must be approved by the City Council on an annual basis.

MISSION STATEMENT

To promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality-of-life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth.

VISION STATEMENT

Our vision for Helotes includes a balance of sales and property taxes that takes into account our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens.

HISTORY

The City of Helotes was incorporated in 1981 in an effort by local residents to avoid annexation by the City of San Antonio. The newly organized City of 1,535 residents rapidly transitioned from a small rural town to a suburban community. To ensure positive growth, the City Council appointed an Economic Development Committee in 1997. In 2002, Helotes citizens approved a ballot initiative to add a half-cent 4B Economic Development Sales Tax. The Helotes Economic Development Corporation (HEDC) was formed in 2003, and the HEDC Board of Directors was tasked with the administration of the dedicated 4B sales tax fund.

Today, the HEDC remains dedicated to thoughtful economic growth, and supports public and private investment in projects that improve the economic outlook of the City and enhance the quality-of-life for more than 9,000 Helotes citizens.

GOAL 1 | DEVELOP INDUSTRY TARGETS

short term goal (2018 – 2019)

PRIORITY ONE:

Refine and communicate incentive policies to attract desirable industries and business types.

PROJECTS

- Utilize existing and future incentive opportunities, such as:
 - OTHSD Tax Abatement Program;
 - Chapter 380 economic development agreements;
 - Water / sewer impact fee credits and pro rata refunds;
 - Permit / license fee reductions; and
 - Tax increment reinvestment zones.

PRIORITY TWO:

Support the development of Class A office space.

PROJECTS

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped office space needed within Helotes.
- Work with property owners, brokers, and speculative office space developers to promote office development opportunities.

PRIORITY THREE:

Encourage the development of mixed-use (including restaurants and retailers), entertainment, and hotel concepts.

PROJECTS

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped mixed use, entertainment, and hotel concepts needed within Helotes.
- Identify sites suitable for the aforementioned concepts.
- Work with property owners, brokers, and speculative developers to promote mixed use, entertainment, and hotel development opportunities.

GOAL 2 |**GATEWAY SIGNAGE
mid-term goal (2018 – 2021)****PRIORITY ONE:**

Establish location(s), funding source(s), and design(s) of gateway signage along State rights-of-way.

PROJECTS

- Locate and secure, through TxDOT, public rights-of-way for signage location(s).
- Engage a landscape architect, architect, or professional engineer to design signage.
- Develop project cost estimate(s) and determine funding options.

PRIORITY TWO:

Bid and construct gateway signage in TxDOT rights-of-way.

GOAL 3 | EXTERNAL MARKETING & COMMUNICATION PLAN
Development and Real Estate Community
short term goal (2018 – 2019)

PRIORITY ONE:

Evaluate and refine current marketing and communication plan efforts for the development and real estate community.

PROJECTS

- Ensure easy access to complete and pertinent development information on City and HEDC websites and through other electronic mediums.
- Use social media and other mediums to promote development opportunities.
- Attend trade and similar events and distribute information directly to the development and real estate community.

PRIORITY TWO:

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its Extraterritorial Jurisdiction (ETJ).

PROJECTS

- Promote development within the Old Town Helotes Special District.
- Promote development along the S.H. 16 commercial corridor.
- Promote the S.H. 16 water and sewer utility project, including the use of water impact fee credits and sewer pro rata refunds as incentives for desirable developments.
- Work with City Officials and Staff to implement the HEDC Growth Management Plan.
- Highlight the benefits of being located within the corporate City limits.
- Encourage annexation if located in the ETJ.

GOAL 4 | INTERNAL MARKETING & COMMUNICATION PLAN
Area Business Owners
short term goal (2018 – 2019)

PRIORITY ONE:

Evaluate and refine current marketing and communication plan efforts for existing businesses in the City of Helotes.

PROJECTS

- Ensure easy access to complete and pertinent information for existing businesses on City and HEDC websites and through other electronic mediums.
- Use social media, Helotes Magazine, area partnerships, and other mediums to promote business retention and expansion opportunities, economic development opportunities, and related items of interest within the business community.
- Assist and/or coordinate educational programs that support existing business owners. Partners may include the following:
 - UTSA Small Business Development Center;
 - Helotes Area Chamber of Commerce;
 - Alamo Workforce Solutions;
 - Alamo Area Council of Governments;
 - National Association of the Self-Employed;
 - National Association of Women Business Owners; and
 - U.S. Small Business Administration.

PRIORITY TWO:

Continue to promote and encourage day-tripping and other forms of tourism within Helotes.

PROJECTS

- Create a campaign that promotes what to see/do/eat in Helotes.
- Develop videos that highlight activities in Helotes.

GOAL 5 | VISITOR CENTER
long-term goal (2019 – 2029)

PRIORITY ONE:

Establish a Helotes Visitor Center consisting of office space for the HEDC, Helotes Area Chamber of Commerce, Historical Society of Helotes, and other interested organizations that provide governmental, educational, and/or business-related assistance to the community.

PROJECTS

- Gather potential stakeholders and develop a memorandum of understanding.
- Conduct site assessments and determine suitable tract(s).
- Complete land and construction cost estimates.
- Complete a cost benefit analysis of leasing versus ownership.
- Obtain approval from stakeholders and City Council on most viable option.
- Secure funding, either in part or in full.

GOAL 6 | CREATE A MUNICIPAL DEVELOPMENT DISTRICT
mid-term goal (2018 – 2023)

PRIORITY ONE:

Create a Municipal Development District (MDD) once the City of Helotes has secured the release of the San Antonio Metropolitan Transit Authority's (VIA) sales and use tax within the City's ETJ.

PROJECTS

- Collaborate with City Officials and Staff to secure the release of VIA sales and use tax within the City's ETJ.
- Secure City Council approval for MDD creation.
- Hold an election to adopt MDD.