

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting on Thursday, May 28, 2015 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.

Council

Present: Thomas A. Schoolcraft, Mayor  
Cynthia Massey, Mayor Pro Tem  
Alex Blue  
Bert Buys  
Paul Friedrichs

Absent: Edward Villanueva

Staff Present: Rick Schroder, City Administrator  
Grace Tamez, City Secretary  
Steven Peña, City Attorney

**1. Call to Order.**

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

OPEN SESSION:

**2. Citizens to be Heard.**

Jerry Sharp expressed appreciation for the educational three-month internship with the City.

UNFINISHED BUSINESS:

Mayor Schoolcraft gave a brief history of amendments to the policies document that have occurred since 2002. The policies document was last updated in 2009. City Council has the option to take no action, approve the policies and procedures as it was presented on May 14, or discuss and act on the new recommendations.

**3. Discussion of and action on amendments to the City Council Policies and Procedures. (Staff)**

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

Council concerns included; *Robert's Rules of Order* are used as a general guidelines and City Council has the authority to change the rules, personnel policies and procedures, and council member's ability to place items on the agenda as long as it is administratively complete (no change on the requirement for two signatures).

Motion to amend was made by Mayor Pro Tem Massey, second by Council Member Friedrichs, to approve Resolution No. 321 and the City Council Policies and Procedures amendments as presented with the following stipulations:

1) Section "Agenda Requirements" third paragraph will now read, "The Mayor will review the agenda to approve, through his/her execution, the agenda for posting. The City Administrator will be responsible for administering the agenda process. The City Secretary will be responsible for coordinating all aspects of the agenda process."

2) Section "City Council/City Staff Relationship" third paragraph will now read, "City Council Members shall not make attempts to influence staff decisions, recommendations, workloads, schedules, and departmental priorities."

3) Section "Role of Council Liaison Members" first paragraph will now read, "Annually, the Mayor is authorized to appoint members of the City Council, with City Council approval, to serve in a liaison capacity to each City board, commission, or other advisory committee. Typically, liaison assignments are made at the beginning of a Council Member's term."

Motion to approve as amended carried unanimously.

CONSENT AGENDA: All items marked with an asterisk (\*\*) on the consent agenda were voted on at the beginning of the meeting. Motion was made by Council Member Buys, second by Council Member Blue, to approve items 4, 5, 6, 6, 7, and 8 on the consent agenda. Motion to approve carried unanimously.

- 4.\*\* Approval of the minutes of the regular meeting of May 14, 2015. (Staff)**
- 5.\*\* Approval of the City of Helotes Revenue and Expense Report dated May 18, 2015. (Staff)**
- 6.\*\* Approval of the City of Helotes Fiscal Year Ending (FYE) 2016 Budget Calendar. (Staff)**
- 7.\*\* Approval of a City of Helotes public fireworks display, pursuant to Chapter 38 *Fire Prevention and Protection*, Article V. *Fireworks*, Section 38-53 *Permit* of the Municipal Code of Ordinances, for the Independence Day Concert and Fireworks Spectacular located within the Municipal Complex and on the Sandra Day O'Connor High School ball fields on Friday, July 3, 2015 beginning at 6:30 p.m. (Staff)**

- 8.\*\* Approval of the appointment of Andrea Goff as Municipal Court Clerk, pursuant to Chapter 26 Courts, Article I Municipal Court, Section 26-2 Officers of the Municipal Code of Ordinances.**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Discussion of and action on Resolution No. 322 of the City Council of the City of Helotes, Texas proclaiming support for joining the County of Bexar in its “Urban County” applications to the U.S. Department of Housing and Urban Development for the Community Development Block Grant Entitlement Program and the Home Investment Partnership Program; authorizing Mayor Thomas A. Schoolcraft to execute the Community Development Block Grant Program Cooperative Agreement with the County of Bexar; providing for severability; incorporating recitals; and setting an effective date. (Staff)**

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.

- 10. Discussion of and action on Resolution No. 323 of the City Council of the City of Helotes, Texas authorizing publication of Notice of Intention to issue Certificates of Obligation. (Bond Counsel)**

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

Jorge Delgado with FirstSouthwest gave a brief presentation. The certificate’s 20-year principal payments were structured to not affect the current tax rate.

Motion to approve carried; 3 Ayes, 1 Nay – Council Member Friedrichs, 0 Abstain.

Mayor Schoolcraft adjourned the meeting into closed session at 8:30 p.m. after reading the caption below.

CLOSED SESSION:

- 11. 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* on the selection of a Mayor Pro Tempore for the City Council of the City of Helotes, Texas.**

Mayor Schoolcraft reconvened the meeting into open session at 8:39 p.m. and announced that no action had been taken in closed session.

**12. Discussion of and action on the selection of a Mayor Pro Tempore for the City Council of the City of Helotes, Texas. (Mayor Schoolcraft)**

Motion was made by Mayor Pro Tem Massey, second by Council Member Blue, to nominate Paul Friedrichs.

There were no other nominations.

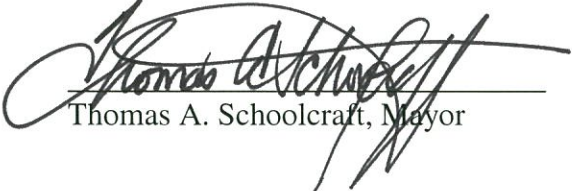
Motion to approve the selection carried unanimously.

***Adjourn.***

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:41 p.m.

ATTEST:

  
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Grace Tamez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

