

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, August 25, 2016 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  
Alex Blue, Mayor Pro Tem  
Edward Villanueva  
Bert Buys  
Cynthia Massey  
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator  
Grace Tamez, City Secretary

**1. Call to Order.**

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

**PUBLIC HEARINGS (ITEM NOS. 2 – 5):**

**2. Public hearing to give all interested persons the right to appear and be heard on the proposed annexation of property generally located near the intersection of Lago Vista and Wildlake, Helotes, Texas 78023, and being more particularly described as BCAD Prop. ID No. 241715 and being a 14.649 acre tract of land located in the J.A. Torres Abstract No. 768 and the T.C.R.R. Co. Survey, Abstract No. 1026, Bexar County, Texas.**

Mayor Schoolcraft opened the public hearing at 7:02. No. one signed up to speak on this item. Mayor Schoolcraft closed the public hearing 7:03 p.m.

Mayor Schoolcraft announced that City Council will hold a second public hearing at its regular meeting on September 8, 2016 and will vote to take action on this item at its regular meeting on October 13, 2016.

**3. Public hearing to give all interested persons the right to appear and be heard on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (EDC) Fiscal Year Ending (FYE) 2017 Operating and Capital Budgets beginning October 1, 2016 and ending September 30, 2017 to support the EDC's programs, "Projects," as defined by Article 5190.6 of the Development Corporation Act of 1979, Secs. 2 and 4(B) of**

**Vernon's Texas Civil Statutes, and cooperatives; authorizing the City Administrator and EDC Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**

Mayor Schoolcraft opened the public hearing at 7:04. No. one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:05 p.m.

Mayor Schoolcraft announced that City Council will hold a second public hearing at its regular meeting on September 8, 2016, the Economic Development Corporation Board will vote to take action at its regular meeting on September 21, 2016, and City Council will vote to take action at its regular meeting on September 22, 2016.

- 4. Public hearing to give all interested persons the right to appear and be heard on proposed City of Helotes FYE 2017 Budget(s), including, but not limited to, the General Fund, Debt Service Fund, Capital Replacement Fund, Municipal Court Security and Technology Funds, Police Training and Education Fund, School Safety Fund, PEG (Public Access Channel) Fund, Police State and Federal Forfeiture Funds, Police Explorer Post Fund, and Street Maintenance Fund budgets.**

Mayor Schoolcraft opened the public hearing at 7:06. No. one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:07 p.m.

Mayor Schoolcraft announced that although City Council will hold a second public hearing at its regular meeting on September 8, 2016, today's public hearing serves as the official required public hearing, and Council will vote to take action on this item at its regular meeting on September 22, 2013.

- 5. Public hearing to give all interested persons the right to appear and be heard on the adoption of the proposed Tax Year 2016 ad valorem (property) tax rate.**

Mayor Schoolcraft opened the public hearing at 7:08 p.m. No. one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:08 p.m.

Mayor Schoolcraft announced that City Council will hold a second public hearing at its regular meeting on September 8, 2016, and will vote to adopt the tax rate at its regular meeting on September 22, 2016. City Council meetings are held at City Hall, 12951 Bandera Road, Helotes, Texas.

OPEN SESSION:

- 6. Citizens to be Heard.**

No one signed up to speak on this item.

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 Friedrichs, second by Council Member Villanueva, to approve items 7 and 8 on the consent agenda. Motion to approve carried unanimously.

- 7.\*\* Approval of the minutes of the Regular Meeting dated August 11, 2016. (Staff)**
- 8.\*\* Approval of the City of Helotes Revenue and Expense and Encumbrance Reports dated August 19, 2016. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Presentation by Public Works Supervisor Joshua Mair and discussion of and direction on Cartegraph Operations Management System (OMS) utilized by the Public Works Department for management of municipal assets, including, but not limited to, streets / pavement, signage, light fixtures, bridges, street markings, school zone flashers, and traffic signals. (Staff)**

Joshua Mair, Public Works Director, gave a presentation on an asset management and work order software. The Public Works Department photographed City maintained streets, bridges, culverts, light fixtures, and street signs and entered them into this system. This system allows citizens or staff to enter work orders that subsequently will be tracked for cost, resource use, and completion. Public Works intends to use this system to work efficiently and monitor resources accurately.

City Council gave no direction.

- 10. Discussion of and action on the submission of a ballot to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) for the TMLIRP Board of Trustees, Places 6 thru 9, Election. (Mayor Schoolcraft)**

Motion was made by Council Member Friedrichs, second by Council Member Massey, to submit the ballot with votes for Mary Gauer in Place 6, C.J. Wax in Place 7, Andrea Gardner in Place 8, and Rick Schroder in Place 9.

Motion to approve carried unanimously.

- 11. Discussion of and direction on proposed City of Helotes FYE 2017 Budget(s), including, but not limited to, the following (Mayor Schoolcraft and Staff):**
  - a) General Fund;**
  - b) Debt Service Fund;**
  - c) Capital Replacement Fund;**
  - d) Municipal Court Security and Technology Funds;**
  - e) Police Training and Education Fund;**

- f) **School Safety Fund;**
- g) **PEG (Public Access Channel) Fund;**
- h) **Police State and Federal Forfeiture Funds;**
- i) **Police Explorer Post Fund;**
- j) **Street Maintenance Fund;**
- k) **Proposed ad valorem tax rate;**
- l) **Proposed personnel position, salary, benefit, and holiday schedule amendments;**  
**and**
- m) **Proposed Fee Schedule amendments.**

Rick Schroder, City Administrator, gave a brief presentation on the updated accounts. No substantial changes were made to the budget since the last presentation.

Discussion included the sale of the property to Texas Department of Transportation for the realignment project (not yet final) and payment of debt, including legal debt. Legal debt is paid from the Debt Services fund although current litigation debt is not included in this budget.

Although Council cancelled the linear park project, Council consensus was to complete the pedestrian bridge with funding coming from the Capital Fund. The City may also be getting a refund from TxDOT from the canceled park project. Mayor Schoolcraft reported that the pedestrian bridge project will be going out for bids and that the bridge design has been modified to reduce the cost.

The proposed fee schedule includes an across the board 1% increase. After discussion, consensus was not to increase the fees in Building Permit fees.

- 12. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2016 and ending September 30, 2017; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget(s) of the City of Helotes for the 2016 – 2017 fiscal year; authorizing personnel positions and salaries; setting the 2016 – 2017 holiday schedule for City employees; authorizing the City Administrator to expend monies and sign documents in accordance with said Budget(s); incorporating recitals; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and setting an effective date. (Staff)**

Local Government Code Section 102.007(a) states that a governing body "shall take action" at the conclusion of the public hearing. TML suggests that the action could be the adoption of the budget or a vote to postpone the final budget vote. Although a second public hearing will be held on September 8, 2016, Mayor Schoolcraft announced earlier in the meeting that today's public hearing is the official Budget public hearing.

Motion was made by Council Member Buys, second by Council Member Villanueva, to postpone taking action to approve the Budget to September 22, 2016.

Motion to approve carried unanimously.

- 13. Discussion of and direction on the City of Helotes Economic Development Corporation's (EDC) Fiscal Year Ending (FYE) 2017 Operating and Capital Budgets beginning October 1, 2016 and ending September 30, 2017 to support the EDC's programs, "Projects," as defined by Article 5190.6 of the Development Corporation Act of 1979, Secs. 2 and 4(B) of Vernon's Texas Civil Statutes, and cooperatives. (Staff)**

Council briefly discussed this item. Council gave no direction.

- 14. Discussion of and direction on the proposed Tax Year 2016 ad valorem (property) tax rate to be adopted at the Regular Meeting of the City Council on September 22, 2016. (Staff)**

After a brief discussion, Council consensus was to keep the tax rate at its present rate, thirty-five cents per one hundred valuation.

Mayor Schoolcraft pulled item #15 off the agenda because the City did not receive expected information.

#### CLOSED SESSION:

15. Closed Session in accordance with Texas Government Code §551.071 *Consultations with Attorney*. 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* regarding City Council deliberations in Closed Session and disclosure of the same to the public outside of Closed Session;
  - §551.071 *Consultations with Attorney* regarding Continental Homes of Texas L.P. vs. the City of Helotes Et. Al.;
  - §551.071 *Consultations with Attorney* regarding Texas Association of Builders Et. Al. vs. the City of Helotes Et. Al.; and
  - §551.071 *Consultations with Attorney* regarding Ashton San Antonio Residential, LLC; Pulte Homes of Texas, LP; MHI Central Texas, LLC; and Weekley Homes, LLC vs. the City of Helotes, Et. Al. (Staff)

Mayor Schoolcraft pulled item #16 off the agenda because Council did not adjourn into Closed Session.

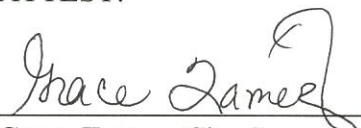
ITEMS FOR INDIVIDUAL CONSIDERATION Cont.:

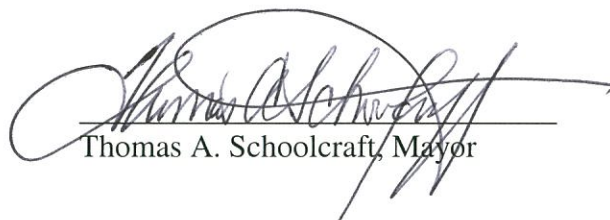
16. Discussion of and action on matters discussed in Closed Session regarding Continental Homes of Texas L.P. vs. the City of Helotes Et. Al.; Texas Association of Builders Et. Al. vs. the City of Helotes Et. Al.; and Ashton San Antonio Residential, LLC; Pulte Homes of Texas, LP; MHI Central Texas, LLC; and Weekley Homes, LLC vs. the City of Helotes, Et. Al. (Staff)

**Adjourn.**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 9:04 p.m.

ATTEST:

  
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Grace Tamez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

