

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting on Thursday, October 9, 2014 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  
Edward Villanueva  
Alex Blue  
Bert Buys  
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator  
Ashley White, City Attorney  
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.

RECOGNITION:

**2. Certificate of Recognition presented to Helotes All Stars for winning the 2014 Little League Texas West 9/10 Softball Champions title.**

Mayor Schoolcraft presented certificates to the Helotes All Stars members and their coaches.

OPEN SESSION:

**3. 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 Blue, second by Council Member Buys, to approve items 4, 5, 6, and 7 on the consent agenda. Motion to approve carried unanimously.

**4. Approval of the minutes of the regular meeting of September 25, 2014. (Staff)**

**5. Approval of the FYE 2014 City of Helotes Revenue and Expense Report dated September 30, 2014. (Staff)**

**6. Ratification of the following FYE 2014 interdepartmental budget adjustments transferring:**

- a) **\$3,730.15 from General Fund No. 01-520-5210 to Dispatch Proprietary Fund No. 06-515-5101;**
  - b) **\$3,956.57 from General Fund No. 01-520-5211 to Dispatch Proprietary Fund No. 06-515-5101;**
  - c) **\$15,372.97 from General Fund No. 01-530-5330 to:**
    - a. **General Fund No. 01-510-5206 (\$6,500.00);**
    - b. **General Fund No. 01-550-5241 (\$4,000.00);**
    - c. **Dispatch Proprietary Fund No. 06-515-5101 (\$1,745.17); and**
    - d. **EMS Proprietary Fund No. 08-570-5317 (\$3,127.80). (Staff)**
7. **Approval of the extension of the general authority granted to the City Administrator, outlined within a Policy Directive approved by the City Council of the City of Helotes, Texas on February 12, 2009 and November 12, 2009, authorizing intrafund budget adjustments approved by the City Administrator within the following Funds:**
- a) **Interest and Sinking Fund;**
  - b) **Capital Replacement Fund;**
  - c) **Municipal Court Security Fund;**
  - d) **Municipal Court Technology Fund;**
  - e) **PEG (Public Access) Fund;**
  - f) **Police Training and Education Fund;**
  - g) **School Safety Fund; and**

**Affirming that, within the General Fund, budget adjustments made between the Fire and EMS Departments and the Administrative and Dispatch Departments shall be considered intradepartmental budget adjustments requiring the approval of the City Administrator and/or Fire Chief. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

8. **Discussion of and action on the approval of a Contract Agreement for Landscape & Lawn Maintenance made by and between the City of Helotes, Texas and Maldonado Nursery & Landscaping, Inc. for landscape maintenance and irrigation for a three (3) year term with the option to renew for two (2), one (1) year terms in an amount not to exceed \$10,208.00 per month and authorizing Mayor Thomas A. Schoolcraft to negotiate and execute said Contract Agreement on behalf of the City Council of the City of Helotes. (Staff)**

On August 2 and 9 2014, staff published in the San Antonio Express News an RFP for professional landscaping services. Only two entities responded to the request; Grass is Greener Landscaping and Maldonado Nursery and Landscaping. Maldonado Nursery submitted the lower bid.

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.

**9. Discussion of and direction on proposed amendments to the City of Helotes Personnel Policies and Procedures Manual. (Staff)**

Rick Schroder, City Administrator, presented a brief overview. The manual updates were highlighted and included decreasing the probation period to three months with a maximum of six months if warranted, allowing time sheet corrections, reinserting the “recall” section in its entirety, and adding clarifying language to the “hiring process” section, “complaint/appeals section”, and “separations” section.

Discussion included “piercings and tattoos” from the “appearance and dress” section. General consensus was to revise this section by adding clarifying language.

No action was taken on this item.

**10. Discussion of and action on a request for approval of a preliminary and final plat for M/I Homes of San Antonio, L.L.C. establishing Bandera Road Subdivision across two (2) tracts located at 16023 and 16097 E. Bandera Rd. (S.H. 16), Helotes, Texas 78023, properties more particularly described as CB 4554 P-16 ABS 646//CITY OF HELOTES ANNEXATION// and CB 4554-P16B ABS 646///CITY OF HELOTES ANNEXATION//, respectively. (Applicant)**

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

Byron Sanderfer, City Engineer, recommended approval of the final plat contingent on submittal and approval of the storm water management plan and the letters of certification.

Motion to approve carried unanimously.

Mayor Schoolcraft adjourned the meeting into closed session at 7:36 p.m. after reading the caption below.

CLOSED SESSION:

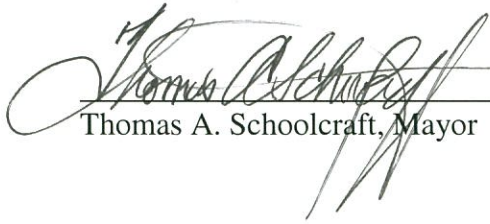
**11. Closed Session in accordance with Texas Government Code §551.071 *Consultations with Attorney*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:**

- **§551.071 *Consultations with Attorney* regarding *Continental Homes of Texas L.P. vs. the City of Helotes Et. Al. and the Texas Association of Builders Et. Al. vs. the City of Helotes Et. Al.*; and**
- **§551.071 *Consultations with Attorney* regarding the enforcement of Chapter 18 *Buildings and Building Regulations* on Ashton Wood Homes, MHI Partnership, Ltd., Pulte Homes of Texas, L.P., and Weekly Homes, LLC.**

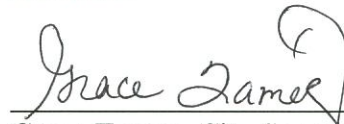
Mayor Schoolcraft reconvened the meeting into open session at 7:58 p.m. and announced that no action had been taken in closed session.

***Adjourn.***

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:59 p.m.

  
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Thomas A. Schoolcraft, Mayor

ATTEST:

  
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Grace Tamez, City Secretary

