

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, October 10, 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
Alex Blue, Mayor Pro Tem
Alan Holmes
Bert Buys
Paul Friedrichs

Absent: Cynthia Massey

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. Mayor Pro Tem Blue led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

OATH OF OFFICE:

2. Oath of office administered by Mayor Thomas A. Schoolcraft to Alan R. Holmes, Councilmember, Place One.

Mayor Schoolcraft administered the Oath of Office to Alan R. Holmes. Mr. Holmes was appointed by City Council on September 26, 2019 to fill the vacancy of Council Member Place One, resulting from the resignation of Council Member Jim Meadows.

OPEN SESSION:

3. Citizens to be Heard.

No one signed up to speak on this item.

UNFINISHED BUSINESS:

4. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation (EDC); 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. (City Council)

Mayor Schoolcraft informed Council that the fee paid by the Economic Development Corporation (EDC) to the City for management services has been fixed at \$5,400.00 per year, for a number of years. The fee has not included the cost of the City Administrator's time as the EDC Executive Director, and this fiscal year, it is important to begin considering this cost. The total estimated cost for the City Treasurer, IT Services, and City Administrator is \$14,768.75. Mayor Schoolcraft recommended increasing the management services fee to a flat \$15,000.00.

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

Motion to approve the increase of the EDC Management Services Agreement fee to \$15,000.00 for FY 2019 -2020 carried unanimously.

CONSENT AGENDA (ITEM NOS. 5 - 12): 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 Mayor Pro Tem Blue, to approve items 5 through 12 on the consent agenda. Motion to approve carried unanimously.

5. Approval of the minutes of the Regular Meeting dated September 26, 2019. (Staff)**

6. Ratification of the following Fiscal Year Ending (FYE) 2019 interdepartmental budget adjustments and amendments dated October 3, 2019:**

- **Transferring \$6,053.94 from Debt Service Fund No. 02-402-3270 *Economic Development Corp. Debt Service* to General Fund No. 01-400-3110 *Ad Valorem Tax Revenue* and an associated budget amendment reflecting the same;**
- **Transferring \$2,251.50 from Capital Replacement Fund No. 03-406-1019 *Fire Dept. Miscellaneous Revenue* to General Fund No. 01-406-1020 *Miscellaneous Revenue* and an associated budget amendment reflecting the same;**
- **Increasing General Fund No. 01-550-5241 *Building Maintenance* by \$3,955.86;**
- **Increasing General Fund No. 01-580-5306 *Motor Fuel & Lubricants* by \$2,098.08;**
- **Increasing General Fund No. 01-580-5306 *Motor Fuel & Lubricants* by \$2,251.50;**
- **Transferring \$264.33 from General Fund No. 01-500-5328 *Uniform Allowance* to 01-510-5305 *Technology & Equipment*;**
- **Transferring \$65.54 from General Fund No. 01-500-5326 *Expense Reimbursement* to 01-515-5203 *Schools & Seminars*;**
- **Transferring \$369.46 from General Fund No. 01-510-5234 *Health Inspector* to 01-515-5203 *Schools & Seminars*;**
- **Transferring \$387.40 from General Fund No. 01-510-5234 *Health Inspector* to 01-515-5212 *Fleetmatics GPS*;**

- Transferring \$94.69 from General Fund No. 01-510-5234 *Health Inspector* to 01-520-5210 *Other Contractual Services*;
 - Transferring \$266.97 from General Fund No. 01-510-5234 *Health Inspector* to 01-530-5222 *Operational Supplies*;
 - Transferring \$328.43 from General Fund No. 01-535-5202 *Technology & Equipment* to 01-545-5306 *Motor Fuel & Lubricants*;
 - Transferring \$1,027.92 from General Fund No. 01-540-5105 *Health Insurance* to 01-545-5306 *Motor Fuel & Lubricants*;
 - Transferring \$188.07 from General Fund No. 01-510-5234 *Health Inspector* to 01-545-5200 *Communication Equipment*;
 - Transferring \$1,351.01 from General Fund No. 01-510-5234 *Health Inspector* to 01-550-5240 *Telephone*;
 - Transferring \$5,185.39 from General Fund No. 01-560-5502 *Furniture & Fixtures* to 01-550-5520 *Parks & Recreation*; and
 - Transferring \$435.59 from General Fund No. 01-580-5306 *Motor Fuel & Lubricants* to 01-585-5210 *Other Contractual Services*. (Staff)
- 7.** Approval of the FYE 2019 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated October 3, 2019. (Staff)
- 8.** Approval of the cancellation of the following City Council Regular Meeting dates due to the Thanksgiving and Christmas holidays:
- November 28, 2019; and
 - December 26, 2019.
- 9.** Acceptance of the resignation of Alan R. Holmes, EDC Board of Directors, Place Four, effective September 30, 2019. (Council Member Holmes)
- 10.** Acceptance of the resignation of Patrick Adam, EDC Board of Directors, Place Two, effective September 30, 2019. (Director Adam)
- 11.** Approval of the following reappointments to the EDC Board of Directors (Mayor Schoolcraft):
- Place Five, Kathryn Mitchell Term Expiring September 30, 2021; and
 - Place Seven, Stevie Seitz Term Expiring September 30, 2021.
- 12.** Approval of an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations*, Article II *Technical Codes* by adopting the *International Swimming Pool and Spa Code*, 2018 Ed.; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing a penalty; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

13. Discussion of and action on the following appointments to the EDC Board of Directors (Mayor Schoolcraft):

- **Blaine Lopez, Place Four** **Term expiring on September 30, 2020; and**
- **Ron Lane, Place Two** **Term expiring on September 30, 2020.**

Mayor Schoolcraft advised that Blaine Lopez would replace Alan Holmes, Place Four, as Alan was appointed to serve as Council Member Place One and Ron Lane would replace Patrick Adam, Place Two, as Patrick moved out of the City and submitted his resignation.

Blaine Lopez and Ron Lane introduced themselves to City Council. Mr. Lopez and Mr. Lane were thankful for the invitation to serve.

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

Motion to approve the item as written carried unanimously.

14. Discussion of and action on a request by Winton Roberson for approval of wall signage, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall, Hanging, or In or on Windows, for Mr. W Fireworks located at 10585 Shaenfield Road, San Antonio, Texas 78254, more particularly described as BCAD Prop. ID No. 234213. (Applicant)

(Note: On October 1, 2019 the Planning & Zoning Commission recommended approval of the wall sign for Mr. W Fireworks.)

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

Motion to approve the item as written carried unanimously.

15. Discussion of and action on a request by Raul Torre, NovoTerra America L.L.C., for approval of a residential subdivision entry sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-43 Residential Subdivision Entry Signs, for the Oasis Subdivision located near the intersection of Shetland Gate and Shetland Brook, more particularly described as BCAD Property ID No. 236997. (Applicant)

(Note: On October 1, 2019 the Planning & Zoning Commission recommended approval of the subdivision entry sign for the Oasis Subdivision.)

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

Motion to approve the item as written carried unanimously.

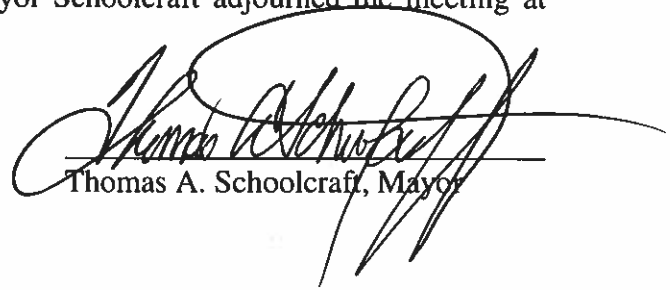
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:30 p.m.

ATTEST:



Celina Perez, City Secretary



Thomas A. Schoolcraft, Mayor

