

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, October 26, 2017 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
Bert Buys, Mayor Pro Tem
Edward Villanueva
Alex Blue
Paul Friedrichs

Absent: Cynthia Massey

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

1. Call to Order.

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

RECOGNITION:

2. Proclamation presented to the City of Helotes Municipal Court in recognition of Municipal Court Week dated November 6 – 10, 2017. (Mayor Schoolcraft)

Mayor Schoolcraft presented the Proclamation to Andrea Goff, Municipal Court Clerk, and Yolanda Gutierrez, Deputy Municipal Court Clerk.

OPEN SESSION:

3. Citizens to be Heard.

Colleen Miller spoke on a request for abatement on the City's hotel occupancy tax for the Helotes Creek Bed and Breakfast.

CONSENT AGENDA (ITEM NOS. 4 - 10): 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 Council Member Villanueva, to approve items 4, 5, 6, 7, 8, 9 and 10 on the consent agenda. Motion to approve carried unanimously.

4. ** Approval of the minutes of the Regular Meeting dated September 28, 2017. (Staff)

5. ** Approval of the Fiscal Year Ending (FYE) 2017 Revenue and Expense Report dated October 23, 2017. (Staff)

6. ** Ratification of the following FYE 2017 General Fund interdepartmental budget adjustments:

- \$2,966.07 from Item No. 01-530-5105 *Health Insurance* to 01-510-5206 *City Attorney*;
- \$5,770.83 from Item No. 01-530-5330 *Court Fees* to 01-510-5229 *City Engineer*;
- \$1,160.00 from Item No. 01-530-5330 *Court Fees* to 01-515-5212 *Fleetmatics GPS*;
- \$1,204.27 from Item No. 01-530-5330 *Court Fees* to 01-515-5301 *Office Supplies*;
- \$439.90 from Item No. 01-530-5330 *Court Fees* to 01-515-5302 *Operating Supplies*;
- \$188.98 from Item No. 01-530-5330 *Court Fees* to 01-515-5330 *Computer Equipment / Maintenance*;
- \$4,763.04 from Item No. 01-530-5330 *Court Fees* to 01-550-5239 *Electric*;
- \$2,114.25 from Item No. 01-530-5101 *Court Salaries* to 01-550-5240 *Telephone*;
- \$1,804.09 from Item No. 01-530-5104 *Retirement* to 01-550-5241 *Building Maintenance*;
- \$1,770.13 from Item No. 01-530-5103 *Social Security* to 01-550-5244 *Landscaping Services*; and
- \$670.00 from Item No. 01-585-5200 *EMS Pagers & Cells* to 01-580-5324 *Uniform Allowance*. (Staff)

7. ** Approval of the following FYE 2018 General Fund interdepartmental budget adjustments:

- \$40,589.46 from 01-515-5101 *Dispatch Salaries* to 01-545-5101 *Public Works Salaries*;
- \$4,740.41 from 01-515-5101 *Dispatch Salaries* to 01-550-5302 *Operating Supplies*;
- \$7,000.00 from 01-515-5330 *Computer Equipment* to 01-510-5305 *Technology Maintenance*;
- \$3,417.60 from 01-515-5211 *Harris Radio Agreement* to 01-545-5501 *Machine & Equipment Service*;
- \$3,417.60 from 01-515-5211 *Harris Radio Agreement* to 01-560-5210 *Other Contractual Service*;
- \$3,417.60 from 01-515-5211 *Harris Radio Agreement* to 01-580-5210 *Other Contractual Service*;
- \$3,417.60 from 01-515-5211 *Harris Radio Agreement* to 01-585-5210 *Other Contractual Service*;
- \$3,480.00 from 01-515-5212 *Fleetmatics GPS* to 01-545-5501 *Machine & Equipment Service*;

- \$3,480.00 from 01-515-5212 *Fleetmatics GPS* to 01-560-5210 *Other Contractual Service*;
 - \$3,480.00 from 01-515-5212 *Fleetmatics GPS* to 01-580-5210 *Other Contractual Service*; and
 - \$3,480.00 from 01-515-5212 *Fleetmatics GPS* to 01-585-5210 *Other Contractual Service*. (Staff)
8. ** Approval of a Traffic Impact Analysis, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, Section 78-39 *San Antonio Unified Development Code*, for *Bandera Oaks Subdivision*, a 13.888 acre tract of land, located, generally, on *Bandera Road* near its intersection with *Cedar Trail*, establishing *Lots 3, 4, 5, 6, and 901, Block 2*, being all of a 8.694 acre tract of land conveyed to *White Turkey Creek, Ltd.* of record in *Volume 13442, Page 1449* of the Official Public Records of *Bexar County, Texas* and a 5.199 acre tract of land conveyed to *White Turkey Creek, Ltd.* of record in *Volume 13482, Page 121* of the Official Public Records of *Bexar County, Texas*. (Applicant)
9. ** Approval of the cancellation of the following City Council Regular Meeting dates due to the Thanksgiving and Christmas holidays:
- November 23, 2017; and
 - December 28, 2017.
10. ** Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving amendments to the Articles of Incorporation for the City of Helotes Economic Development Corporation; incorporating recitals, providing for severability; and adopting an effective date. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. Presentation by Public Works Supervisor Joshua Mair and discussion of and action on the City of Helotes Street Maintenance Plan for Year 2018 including, but not limited to, associated bid documentation, contract award to the lowest responsible bidder(s), and the expenditure of Street Maintenance Sales and Use Tax for the same. (Staff)

Joshua Mair, Public Works Director, gave a presentation on the City's Street Maintenance Plan for Year 2018. The Public Works Department uses Cartegraph, which is a software program for street asset management. Based on the street condition results from Cartegraph, the Public Works Department was able to produce a recommended street maintenance plan. The plan cost estimate is for surface treatment only, and does not include striping, if the street needs it. The Public Works Department will assist with some of the leveling work; however, all the surface treatment work will be put out for bid.

Motion was made by Mayor Pro Tem Buys, second by Council Member Blue, to approve the City of Helotes Street Maintenance Plan for Year 2018 as written. Motion to approve carried unanimously.

12. Discussion of and action on a request by Deborah Keepers for approval of a variance to Municipal Code of Ordinances Chapter 66 Signs, Section 66-31 Prohibited Signs for Helotes Gentle Family Dentistry signage located at 15876 Bandera Rd., Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 247068. (Applicant)

(Note: On October 3, 2017, the Planning & Zoning Commission approved the recommendation of the following pole sign variance to City Council:

- Pole sign means a freestanding sign, usually double-faced, mounted on a round pole, square tube, or other fabricated member, without any type of secondary support. The code prohibits pole signage. P&Z recommended the variance, with the following conditions: the base of the sign be fully enclosed; landscaping be provided at the base of the sign; and the sign include the business address. Approval of the variance will allow for a pole sign instead of the required monument sign.)

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

Discussion included stipulating the time period for allowing the pole sign to be erected and omitting the landscaping requirement.

Motion to amend was made by Mayor Pro Tem Buys, second by Council Member Blue, to approve the variance with the following conditions:

- The base of the sign be fully enclosed;
- The variance is granted for a period of 18 months, beginning on November 1, 2017. At the expiration of 18 months, the owner will have to remove the pole sign and can submit a sign application should they decide to erect a monument sign;
- Eliminate the landscaping requirement, due to the location of the sign; and
- Include the business street address on the sign.

Motion to approve as amended carried unanimously.

13. Discussion of and action on amending Chapters 7 Hiring Process, 13 Employee Benefits (Employee Assistance Program “EAP”), 18 Conduct (Social Media and Website Use), and 19 Discipline (EAP) of the City of Helotes Personnel Policy and Procedures Manual. (Staff)

Mayor Schoolcraft pulled Item 13 off the agenda at the request of the City Attorney.

14. Discussion of and action on renaming Business Parkway to Adair Parkway in honor of former Walmart Store Manager Stewart Adair. (Council Members Villanueva / Friedrichs)

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

Council agreed that Mr. Adair always supported the community. Discussion included concerns received from the tenants located on Business Parkway. Mayor Schoolcraft received emails from some of the tenants, citing that renaming the street would cause hardship. Additionally, if the street was renamed, forms would have to be submitted to the United States Post Office and Bexar Metro 911.

Council Member Villanueva stated the intention of the agenda item request was not to rename Business Parkway, but rather place a memorial sign below the existing sign. Council Member Friedrichs apologized if the wording on the agenda item request was improper and there was no intention to harm business owners.

Motion to amend was made by Council Member Villanueva, second by Council Member Friedrichs, to approve a sign that will read Adair Parkway or Adair Memorial Parkway. If permissible by the Texas Transportation Code, the sign will be placed on the existing street sign post for Business Parkway. If not permissible, a separate sign post will be placed in accordance with the Texas Transportation Code. The City will furnish the sign(s).

Motion to approve as amended carried unanimously.

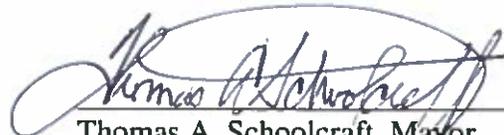
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:33 pm.

ATTEST:



Celina Perez, City Secretary



Thomas A. Schoolcraft, Mayor

