

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting on Thursday, November 13, 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

Absent: Paul Friedrichs

Staff Present: Lea Ream, City Attorney
Grace Tamez, City Secretary

1. Call to Order.

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

OPEN SESSION:

2. Citizens to be Heard.

No one signed up to speak on this item.

UNFINISHED BUSINESS:

3. Discussion of and action on amendments to the City of Helotes Personnel Policies and Procedures Manual. (Staff)

Motion was made by Council Member Buys, second by Council Member Villanueva, to discuss and act on this item as written. Motion to approve 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, 7, 8, 9, and 10 on the consent agenda. Motion to approve carried unanimously.

4. Approval of the minutes of the Special Meeting dated October 22, 2014. (Staff)**

5. Ratification of the following FYE 2014 General Fund Interdepartmental Budget Adjustments transferring:**

\$24.08 from 520-5115 to 510-5229;	\$940.96 from 545-5105 to 510-5229;
\$32.67 from 520-5116 to 510-5229;	\$162.27 from 545-5108 to 510-5229;
\$8.00 from 520-5202 to 510-5229;	\$62.03 from 545-5115 to 510-5229;
\$45.81 from 520-5203 to 510-5229;	\$108.17 from 545-5116 to 510-5229;
\$304.78 from 520-5331 to 510-5229;	\$180.00 from 545-5202 to 510-5229;
\$39.91 from 535-5108 to 510-5229;	\$918.31 from 545-5203 to 510-5229;
\$4.39 from 540-5105 to 510-5229;	\$169.10 from 545-5228 to 510-5229;
\$3.00 from 540-5108 to 510-5229;	\$110.99 from 545-5236 to 510-5229;
\$33.03 from 540-5203 to 510-5229;	\$218.14 from 545-5501 to 510-5229;
\$187.14 from 545-5101 to 510-5229;	\$96.83 from 560-5200 to 550-5520;
\$253.17 from 545-5102 to 510-5229;	\$540.18 from 580-5113 to 510-5229;
\$653.63 from 545-5103 to 510-5229;	\$147.86 from 580-5113 to 560-5306.

6. Approval of the FYE 2014 City of Helotes Revenue and Expense Report dated November 7, 2014. (Staff)**

7. Approval of the cancellation of the following Regular City Council Meeting dates in observance of Thanksgiving and Christmas holiday breaks:**

- November 27, 2014; and
- December 25, 2014. (Staff)

8. Approval of the appointment of Carl Hale to the Board of Adjustment (4 Alternate) to serve concurrently with the Office of the Mayor. (Mayor Schoolcraft)**

9. Approval of an Ordinance of the City Council of the City of Helotes, Texas appointing Mario A. Trevino as the Municipal Court Judge; approving a professional services contract specifying duties and the rate of compensation; authorizing the Mayor to take all necessary steps to implement the provisions of this Ordinance; providing for severability; repealing any other Code provisions or parts of ordinances and other provisions in conflict herewith; and adopting an effective date. (Staff)**

10. Approval of an Ordinance of the City Council of the City of Helotes, Texas appointing Royal Lea as the alternate Municipal Court Judge; approving a professional services contract specifying duties and the rate of compensation; authorizing the Mayor to take all necessary steps to implement the provisions of this Ordinance; providing for severability; repealing any other Code provisions or parts of ordinances and other provisions in conflict herewith; and adopting an effective date. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 11. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing and amending fees charged by the City of Helotes for Fire Department Services and barricading for public safety purposes; adopting savings and repealer clauses; and adopting an effective date. (Staff)**

Motion was made by Council Member Buys, second by Council Member Villanueva, to discuss and act on this item as written. Motion to approve carried unanimously.

- 12. Presentations from the following firms submitting proposals for Municipal Towing and Wrecker Services and discussion of and action on the selection of one (1) firm for said services and authorizing Mayor Thomas A. Schoolcraft to negotiate and execute an agreement for said services with the selected firm for a period not to exceed three (3) years with the option to extend for two (2) additional one-year periods:**
- **Banis Towing Service; and**
 - **Richard's Towing.**

Motion was made by Council Member Buys, second by Council Member Blue, to discuss this item as written.

Five minute presentations were made by Jason Banis with Banis Towing Service and by Richard Murie, with Richard's Towing Service. Mr. Banis and Mr. Murie answered Council questions.

Discussion included Banis' 21-year history working with the City prior to losing the contract to Richard's five years ago. Richard's towing estimated that a wrecker arrived within the allotted ETA 98% of the time and that the majority of the tows were light duty tows. The bid comparison chart favored Richard's Towing.

Motion to amend was made by Council Member Buys, second by Council Member Blue, to act on this item as written and select Richard's Towing as the towing firm. Motion to approve as amended carried; 3 Ayes, 1 Nay – Council Member Villanueva, 0 Abstain.

- 13. Discussion of and action on a Special Warranty Deed between the Gardens at Old Town Helotes, LLC and the City of Helotes donating approximately one (1) acre of real property to the City for public parking and related purposes, pursuant to Chapter 5 *Parking of The Old Town Helotes Plan*, and authorizing Mayor Thomas A. Schoolcraft to negotiate and execute any and all documentation required, including the completion of a survey and related field work, to finalize the donation of said property to the City. (Staff)**

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

Mayor Schoolcraft made a brief presentation including estimated immediate costs and future estimated paving costs. Ken Dempsey, representing Gardens at Old Town Helotes, answered

questions and noted that he does not want lighting to affect the ambiance at the Gardens at Old Town.

Concerns included unclear ownership for the easement for ingress and egress, requirement of asphalt parking, requirement of completing the construction in 18 months, and requirement that lighting shall not exceed sixty inches. Discussion also included use of other materials for paving, benefits to the City, and budget constraints.

Motion to amend was made by Council Member Buys, second by Council Member Blue, to postpone this item indefinitely. Motion to approve as amended carried unanimously.

14. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Chapter 18 *Buildings and Building Regulations*, Article II *Technical Codes* and Chapter 38 *Fire Prevention and Protection*, Article III *Fire Code* of the Municipal Code of Ordinances by adopting updated building and fire codes; 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)

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

Approval of this ordinance updates the International Residential Code, the International Building Code, the International Property Maintenance Code, and the International Plumbing Code to the 2015 Edition. The National Electrical Code is updated to the 2014 edition. Fire Chief Daugherty requested that the International Fire Code be updated to the 2015 edition and not the 2012 edition.

Motion to amend was made by Council Member Buys, second by Council Member Villanueva, to discuss and act on this item as written with the stipulation that the International Fire Code be updated to the 2015 edition. Motion to approve as amended carried unanimously.

Adjourn.

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:00 p.m.

ATTEST:



Grace Tamez, City Secretary





Thomas A. Schoolcraft, Mayor