AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
October 27, 2016
7:00 p.m.

The City of Helotes City Council will meet for a Regular Meeting on Thursday, October 27, 2016 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to Order.

   - Invocation.
   - Pledge of Allegiance.

RECOGNITION:

2. Proclamation presented by Mayor Thomas A. Schoolcraft to the City of Helotes Municipal Court in recognition of Municipal Court Week dated November 7 – 11, 2016. (Mayor Schoolcraft)

PUBLIC HEARING:

3. Public Hearing to give all interested persons the right to appear and be heard on amendments to Municipal Code of Ordinances Chapter 98 *Zoning*, Article VI *Planned Residential Unit Development*.

OPEN SESSION:

4. Citizens to be Heard. ***The City Council cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens of the City of Helotes only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.***

CONSENT AGENDA (ITEM NOS. 5 - 12):

All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

5. Approval of the minutes of the Regular Meeting dated September 22, 2016. (Staff)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office at 210.695.5911 or by facsimile at 210.695.2123.

CONSENT AGENDA Cont.:

6. Approval of an Ordinance of the City Council of the City of Helotes, Texas adopting an Investment Policy and Strategy for public investment purposes and repealing Ordinance No. 575. (Staff)

7. Ratification of the following Fiscal Year Ending (FYE) 2016 interdepartmental budget adjustments transferring:

   - $10,843.26 from General Fund 01-530-5101 *Municipal Court Salaries* to 01-515-5101 *Dispatch Salaries*;
   - $1,248.70 from General Fund 01-520-5211 *City Secretary Election* to 01-515-5203 *Dispatch Schools and Seminars* ($88.70) and 01-515-5212 *Dispatch Fleetmatics GPS* ($1,160.00);
   - $94.96 from General Fund 01-510-5203 *Administration Schools and Seminars* to 01-515-5203 *Dispatch Schools and Seminars*;
   - $5,550.55 from General Fund 01-520-5211 *City Secretary Election* to 01-510-5231 *Building Inspector*;
   - $846.29 from General Fund 01-520-5211 *City Secretary Election* to 01-515-5105 *Dispatch Health Insurance*;
   - $24,020.59 from General Fund 01-550-5305 *Hausman Rd. Expansion* to 01-560-5335 *Police Department Portable Radios and Equipment*;
   - $4,166.85 from General Fund 01-550-5510 *Carport / Fencing* to 01-560-5335 *Police Department Portable Radios and Equipment*;
   - $3,861.18 from General Fund 01-540-5227 *Development Services Plat Filings* to 01-510-5206 *Administration City Attorney*;
   - $1,178.53 from General Fund 01-535-5109 *Human Resources Longevity* ($1,134.05) and 01-535-5101 *Human Resources Salaries* ($44.48) to 01-515-5212 *Dispatch Fleetmatics GPS*; and
   - $675.22 from General Fund 01-535-5101 *Human Resources Salaries* and $541.84 from 01-535-5103 *Human Resources Social Security* to 01-530-5221 *Municipal Court Prosecutor*. (Staff)

8. Approval of the FYE 2016 Revenue and Expenditure and Encumbrance Reports dated October 24, 2016. (Staff)

9. Approval of the following reappointments to the City of Helotes Economic Development Corporation (Mayor Schoolcraft):

   a. Place Two, Joel Lutz, term to expire on September 30,2018; and
   b. Place Six, Diane Anderson, term to expire on September 30, 2018.

10. Approval of a Resolution of the City Council of the City of Helotes, Texas designating the San Antonio Express News as the official newspaper for the City of Helotes, Texas; providing that all official public notifications be published in said newspaper; 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. (Staff)

11. Acceptance of the resignation of Commissioner Juliette Serafine from the Planning and Zoning Commission. (Staff)

12. Approval of a request for a variance to the provisions of Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article I *In General*, Section 78-3 and Article II *Subdivision Regulations*, Section 78-39 requiring, respectively, dedication of right-of-way by subdividers and a traffic impact analysis for a proposed Slim Chickens Restaurant located, generally, near the intersection of S.H. 16 and Hausman Rd., property more particularly described by Bexar County Appraisal District (BCAD) ID Nos. 1135073 – 1135087. (Applicant)

ITEMS FOR INDIVIDUAL CONSIDERATION:

13. Discussion of and action on the appointment of the following to the Planning and Zoning Commission for a term to serve concurrently with the Office of the Mayor:

    a. A. Mario Rios; and
    b. Jason Wightman. (Mayor Schoolcraft)

14. Discussion of and action on the appointment of Wayne R. Stacey to the City of Helotes Economic Development Corporation, Place Four, for a term to expire on September 30, 2018. (Mayor Schoolcraft)

15. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas providing for the extension of the Helotes City Limits by the annexation of a 14.649 acre tract of land described as BCAD Prop. ID No. 241715 and being located in the J.A. Torres Abstract No. 768 and the T.C.R.R. Co. Survey, Abstract No. 1026, Bexar County, Texas; granting to all inhabitants of said property all of the rights and privileges of other citizens and binding said inhabitants by all of the acts, ordinances, resolutions, and regulations of the City; incorporating recitals; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; repealing all ordinances in conflict herewith; setting an effective date; and approving a Municipal Service Plan for such area. (Staff)

16. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 98 *Zoning*, Article VI *Planned Residential Unit Development*; declaring compliance with Municipal zoning regulations, the City Master Plan, State Law, and public notice and hearing requirements; incorporating recitals; repealing ordinances or parts of ordinances in conflict herewith; providing for severability; and declaring an effective date. (Staff)

Adjourn into Closed Session.

CLOSED SESSION:

17. 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 Texas Association of Builders, Et. Al. vs. the City of Helotes, Et. Al. (Staff)

Adjourn into Open Session.

ITEMS FOR INDIVIDUAL CONSIDERATION Cont.:

18. Discussion of and action on matters discussed in Closed Session regarding Texas Association of Builders, Et. Al. vs. the City of Helotes, Et. Al. (Staff)

Adjourn meeting.

The City Council of the City of Helotes reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development).

Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on October 21, 2016 at 3:55 a.m. / p.m.

Rick Schroder, City Administrator

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Texas Municipal Courts Education Center

Menu

News

The week of November 7-11, 2016 is Municipal Court Week in Texas.

To celebrate Municipal Court Week, TMCEC, in collaboration with stakeholders across the state, has prepared a **model resolution** which allows city councils to publicly demonstrate their recognition of the importance of municipal courts, the rule of law, and the fair and impartial administration of justice.

In light of increased media focus on indigence issues, TMCEC believes now is the time for cities across the Lone Star State to reflect and rededicate themselves to the fundamental ideals which make up the proper foundation of local courts in Texas.

The resolution recognizes the important work of municipal courts and the people who work in the courts. It embraces the principle of judicial independence. It succinctly states the proper relationship between city council and the municipal court. It makes clear that in Texas, the procedures of municipal court operation are determined by state law, not the city council. Lastly, it is an opportunity for the city council to demonstrate their recognition of procedural safeguards for all defendants, including indigent defendants, and to show support of the municipal court in independently applying all laws in a way that promotes public confidence in the integrity and impartiality of the judiciary.

TMCEC encourages all cities to adopt the attached model resolution in recognition of Municipal Court Week 2016. All cities that adopt the resolution and notify TMCEC of its adoption will be recognized by TMCEC in a future edition of *The Recorder* and the names of all cities adopting the model resolution will be shared with the Office of Court Administration.

TMCEC strongly encourages all cities in Texas to participate in and celebrate Municipal Court Week 2016.

If your city adopts the resolution, let us know by e-mail: info@tmcec.com.

OCA Issues New Report on Necessity of Court Costs in Texas (8/31/14)

Senate Bill 1908 (83rd Legislature, Regular Session) directed the Office of Court Administration to, not later than September 1, 2014, conduct a study of the civil and criminal court fees and costs, compile a list of those fees and costs and to determine the necessity of those fees and costs.

The compilation of court costs in Texas is a formidable task because of the piece-meal manner in which court costs and fees become law. Municipal judges, court staff, city attorneys and local governments are encouraged to familiarize themselves with the study's observations and the criminal court cost list which is current and most comprehensive.

Study of the Necessity of Certain Court Costs and Fees in Texas - September 1, 2014

Civil Court Costs List

Criminal Court Costs List

News

Fellowships Awarded

Juvenile Case Managers

Teen Court

Books

Pamphlets

Clerk Study Guides

The Recorder

Charts

Complaints

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Texas Rules of Evidence

More Resources

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Item 3+16

4 October 2016

To: City Council

From: Gregg Michel
Chairman, Planning and Zoning Commission

Re: Planning and Zoning Commission Monthly Report

The Planning & Zoning Commission held its regular monthly meeting on 4 October. The Commission took the following action:

- By a vote of 3-1 approved a request by Laura Curtis for approval of a multi-tenant monument sign, on property located at 13523 E. Bandera Rd. on the condition that the sign conform to city Code as it relates to landscaping, street number on sign, and width and height of the "Texas Medium" sign. The Commission spent considerable time discussing the fact that a second, non-conforming sign exists on the property. And while this second sign received Council approval in 2012, there was concern that this sign should be removed in order to comply with the Code requirement regarding number of signs.

- Unanimously approved a request by Chandler Growald, CKG Architecture, Inc., for approval of a Conceptual Design Plan, including site plan and building design, for the construction of an addition on the existing Church of Jesus Christ of Latter-day Saints on property located at 13153 Iron Horse Way. The Commission was especially impressed by the quality and professionalism of the work presented to us by Mr. Growald.

- Postponed until the November meeting action on amending the Municipal Code of Ordinances Chapter 98, Zoning, Article VI Planned Residential Unit Development in order to allow for further discussion with the City Administrator on this item.

Agenda Item No. 1

City of Helotes
AGENDA ITEM REQUEST FORM

Date of Requested Council Action: September 8, 2016

Agenda Placement:

- ☐ **CONSENT**
- ☒ **INDIVIDUAL**
- ☐ **CEREMONIAL**
- ☐ **PRESENTATION**
- ☐ **EXECUTIVE**

Caption:

Pursuant to Code of Ordinance Chapter 98 *Zoning*, Article XII *Amendments, Rezoning, and Variances*, Section 98-401 *Limitation on Amendments; Initiation of Amendments*, discussion of and direction on proposed amendments to Chapter 98, Article VI *Planned Residential Unit Development*. (Staff)

Background:

City Staff continues to work with the development community on unique approaches to residential housing developments within the City of Helotes. Primarily driven by the desire to provide housing options to aging senior citizens wishing to relocate from larger homes on larger lots to other Helotes subdivisions with decreased maintenance responsibilities, City Staff desires to amend Chapter 98, Article VI *Planned Residential Unit Development* to accommodate the review and consideration of varied development types.

As you are aware, the City's current residential zoning districts consist of Single-family Residential (R-1), Cluster, Two-family Residential (R-2), and Mobile Home Districts. The current Code of Ordinances and the Schedule of Uses, however, make both the review / approval process and the construction of varied housing developments / options – whether multi-family, townhome, or garden home – difficult or impossible.

Admittedly, City Staff understands why the review / approval and construction processes for the aforementioned developments are challenging, and it does not intend to invalidate or lessen the importance placed by the City's Comprehensive Plan on larger, single-family homes, larger lots, and a more rural / agrarian lifestyle. It does, however, desire to create an easier process for the review and approval of unique residential developments that may fill a need within our community today or in the future.

In Staff's opinion, amending Chapter 98, Article VI *Planned Residential Unit Development*, as presented, accomplishes this task by providing a mechanism for the review and approval of residential housing developments by both the Planning and Zoning Commission and the City Council without restrictions on the number of acres dedicated to any particular development. As

the City grows and the number of available tracts of land decrease, unique in-fill developments may be desirable, and our current Code of Ordinances either 1) eliminates any possibility for review / approval or 2) discourages the development community from attempting to receive approval(s) on unique developments.

The proposed amendments do not:

1. Eliminate the PRUD rezoning process;
2. Eliminate newspaper publications and/or letter notices;
3. Eliminate Public Hearing requirements; or
4. Limit the authority of the Planning and Zoning Commission or City Council in the review / approval process.

Rather, the proposed amendments simply broaden City Staff and the development community's abilities to present varied planned residential unit developments to the City's governing bodies in a less restrictive way.

Financial: N/a

Conformance to Master Plan: Yes

Recommendations:

City Staff recommends the initiation by City Council, on its own motion, of amendments to Chapter 98, Article VI *Planned Residential Unit Development* in the manner presented by City Staff.

Submitted By: City Staff

Suggested Motion:

Move to direct the City Secretary to take all necessary steps to initiate the amendment of Chapter 98, Article VI *Planned Residential Unit Development* in the manner presented by City Staff, including, but not limited to, the publication of notices, setting of necessary public hearings, and the posting of the same on future Planning and Zoning Commission and City Council agendas.

Disposal:

ORDINANCE NO.

AN ORDINANCE AMENDING CITY OF HELOTES CODE OF ORDINANCES CHAPTER 98 ZONING, ARTICLE VI PLANNED RESIDENTIAL UNIT DEVELOPMENT; PROTECTING THE PUBLIC HEALTH AND PROMOTING THE PUBLIC WELFARE OF THE CITY OF HELOTES BY ESTABLISHING RULES AND REGULATIONS REGARDING ZONING AND DEVELOPMENT, GENERALLY; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, OR PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HEREWITH; PROVIDING A PENALTY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, after proper notice, the Planning and Zoning Commission and City Council held public hearings on the proposed *amendments to Article VI Planned Residential Unit Development* in the Municipal Code of Ordinances Chapter 98 *Zoning* on October 4, 2016 and October 13, 2016, respectively, as required by the Municipal Code of Ordinances and State Law; and

WHEREAS, the City Council of the City of Helotes, Texas wishes to amend its current Zoning Code to establish a clear set of rules and guidelines regulating residential development within the City; and

WHEREAS, the City Council of the City desires these amendments to its current Zoning Code in order to promote the health, safety, and welfare of its residents by the implementation of a cohesive and understandable regulatory scheme for the promotion of its stated Municipal objectives.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. AMENDMENT. Chapter 98 Zoning, Article VI *Planned Residential Unit Development* of the Municipal Code of Ordinances is amended to read as follows:.

"ARTICLE VI. - PLANNED RESIDENTIAL UNIT DEVELOPMENT

Sec. 98-161. - Purpose.

It may be desirable that some properties in the city be developed in accordance with site plans prepared and approved in advance of development. To encourage such planned unit development, regulatory provisions are provided in sections 98-162 and 98-163.

Sec. 98-162. - Authorized uses.

Whenever any property is designed as being within the planned residential unit development, the following types of uses may be authorized:

PROPOSED

(1) Housing development consistent with area zoning. ~~on tracts with a minimum of 20 acres.~~

(2) Uses permitted in the neighborhood service district ~~, on tracts with a minimum area of two acres and when~~ and an integral part of a planned residential unit development.

(3) Recreation area/open space.

(4) A combination of any of the developments listed or other uses permitted in the zoning districts corresponding to property on the zoning district map.

Sec. 98-163. - Site plan; procedures.

(a) A site plan setting forth the uses to be incorporated into the planned residential unit development shall be approved and filed as part of the ordinance. The provisions of article XII of this chapter shall govern the review and processing of each application for a planned residential unit development.

(b) Such required site plan shall show the provisions for ingress and egress to the property, access from a public street, number and type of housing units proposed, sidewalks, utilities, drainage, parking space, height of buildings, maximum lot coverage, yards and open spaces, screening walls or fences and other development and protective requirements considered necessary to create a reasonable transition and protection of the adjacent property.

(c) The Planning and Zoning Commission may recommend that the City Council impose conditions relative to the standards of development and as a part of the planned residential unit development zoning.

(d) Site plans submitted for consideration under the provisions of subsections (a) and (b) may be altered or amended with approval of the Planning and Zoning Commission, but any change in the development shall be considered an amendment to the zoning chapter and shall be processed in accordance with article XII of this chapter."

SECTION TWO. AUTHORIZATION. The City Administrator is authorized to take all necessary steps to implement the provisions of this Ordinance and provide documentation thereof to the City Secretary for recording.

SECTION THREE. DECLARATION OF COMPLIANCE AND INCORPORATION OF RECITALS. The City Council declares that the public hearing held prior to the amendment of the Municipal Zoning Code was properly noticed in the manner prescribed by law, and the Ordinance was adopted at an open meeting in compliance with Tex. Gov. Code Ann Chapter 551. Additionally, the City Council finds that the recitals contained in the preamble to the Ordinance are true and correct and incorporates them as findings of fact.

SECTION FOUR. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION FIVE. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby

declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void; and that in lieu of each clause or provision of this Ordinance that is invalid, illegal, or unenforceable there be added as a part of the Ordinance a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

SECTION SIX. PENALTY. Any person, firm, company, partnership, corporation, or association violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined an amount of not more than five hundred dollars ($500.00) for each violation, and each and every day that the provisions of this Ordinance are violated shall constitute a separate and distinct offense.

SECTION SEVEN. EFFECTIVE DATE. This Ordinance shall become effective immediately upon the approval of the City Council and shall be published in the official newspaper of the municipality.

APPROVED THIS ___ DAY OF _____ 2016.

By: _____
Hon. Thomas A. Schoolcraft, Mayor
City of Helotes, Texas

Attest: _____
Grace Tamez, City Secretary
City of Helotes

Published: San Antonio Express News
(Date)

PROPOSED

#3

Calendar
For changes to Chapter 98, *Zoning*

September 16	Notice published in SA Express News.
October 4	P & Z meeting; public hearing and action item. Action item postponed to the Nov. 1 meeting.
October 13	CC meeting cancelled.
October 17	Notice published in SA Express News.
October 27	CC meeting; public hearing.

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, September 22, 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
L. Gaines Griffin, City Attorney
Grace Tamez, City Secretary

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. Mayor Schoolcraft welcomed Cub Scouts from Troop 152.

RECOGNITION:

2. Proclamation presented by Mayor Thomas A. Schoolcraft to the City of Helotes Fire Department in observance of *National Fire Prevention Week* dated October 9 – 15, 2016.

Mayor Schoolcraft presented the proclamation to Fire Chief Walton Daugherty and Assistant Fire Chief Rick Wall.

3. Recognition of *2016 National Night Out: Police • Community Partnerships* dated October 4, 2016 and an invitation to the community to participate and register events with the City of Helotes.

Mayor Schoolcraft invited citizens to participate in National Night Out and register their subdivision's event with the City.

4. 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

DRAFT

Council Member Villanueva, to approve items 5, 6, 7, 8, 9, and 10 on the consent agenda. Motion to approve carried unanimously.

5. Approval of the minutes of the Regular Meeting dated September 8, 2016. (Staff)**

6. Approval of the City of Helotes Revenue and Expense and Encumbrance Reports dated September 14, 2016. (Staff)**

7. Ratification of the following interdepartmental budget adjustments:**

- **$5,545.78 from 01-520-5211 to 01-515-5101;**
- **$5,000.00 from 01-550-5525 to 01-515-5101;**
- **$5,000.00 from 01-550-5525 to 01-545-5101;**
- **$10,000.00 from 01-550-5525 to 01-560-5101;**
- **$10,000.00 from 01-550-5525 to 01-580-5101;**
- **$5,000.00 from 01-550-5525 to 01-585-5101;**
- **$4,778.83 from 01-520-5210 to 01-510-5214;**
- **$5,221.17 from 01-530-5330 to 01-510-5214;**
- **$5,000.00 from 01-530-5330 to 01-545-5501;**
- **$16,330.20 from 01-530-5330 to 01-510-5302; and**
- **$3,837.32 from 01-510-5101 to 01-520-5331. (Staff)**

8. Approval of a request, pursuant to Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, Division 2 *Plat Procedures*, Section 78-73 *Vacating a Plat*, by Slim Texas, L.L.C. to vacate the previously-platted *Helotes Professional Park Subdivision* consisting of a 4.333 acre tract of land and recorded in Volume 9602, Pages 19-20, of the Deed and Plat Records of Bexar County, Texas and approve a re-subdivision plat for *Helotes Slim Addition Subdivision* consisting of a 4.359 acre tract of land out of the William Alexander Survey No. 416, Abstract No. 33, of record in Volume 12590, Page 2372, of the Official Public Records of Bexar County, Texas, more particularly described by BCAD Property ID Nos. 1135073 - 1135087. (Applicant)**

9. Approval of Resolution No. 340 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. (Staff)**

10. Approval of Resolution No. 341 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; 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. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. **Discussion of and action on Ordinance No. 593 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)**

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

Motion to approve carried unanimously.

12. **Discussion of and action on Ordinance No. 594 of the City Council of the City of Helotes, Texas ratifying the adoption of the fiscal year (FY) 2016 – 2017 Municipal Budget(s) raising more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FY 2015 – 2016 Municipal Budget(s); authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; 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)**

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

Mayor Schoolcraft explained the State Law requires the acknowledgement that, due to increased property valuations and addition of new property to the tax roll, the property tax roll will raise more revenue than last year's budget. The tax rate is not changing.

Motion to approve carried unanimously.

13. **Discussion of and action on Ordinance No. 595 of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2016 in the amount of $0.350000 cents per $100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; 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:**

a. **Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at $0.278268 cents per $100 valuation for the Tax Year beginning January 1, 2016 and ending December 31, 2016; and**

b. **Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at $0.071732 cents per $100 valuation for the Tax Year beginning January 1, 2016 and ending December 31, 2016. (Staff)**

Mayor Schoolcraft explained that the Tax Code requires specific wording in the motion when setting a tax rate that exceeds the effective tax rate. The Tax Code also requires that the maintenance and operations tax rate be adopted separately from the interest and sinking tax rate. Mayor Schoolcraft explained that the tax rate is not being increased; the tax rate will remain at the same rate as last year's tax rate.

Mayor Schoolcraft noted that the adoption of a total tax rate of $0.35 cents per $100 valuation includes the two parts of the tax rate as noted above. Each part of the tax rate will be voted on separately.

Council Member Buys stated, I move that the property tax rate be increased by the adoption of a tax rate of $0.35 cents per $100 valuation, which is effectively a 4.31% percent increase in the tax rate and to:

a. Adopt the ad valorem (property) for the Tax Year beginning January 1, 2016 and ending December 31, 2016; and to
b. Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at $0.071732 cents per $100 valuation for the Tax Year beginning January 1, 2016 and ending December 31, 2016.

Council Member Friedrichs made the second.

Mayor Schoolcraft asked for a roll call vote to approve the property tax rate for the Maintenance and Operations expenditures of the City of Helotes at $0.278268 cents per $100 valuation

Motion to approve carried: 5 Ayes – Council Member Villanueva, Council Member Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs: 0 Nays; 0 Abstain; Present and not voting: Mayor Schoolcraft.

Mayor Schoolcraft called for a roll call vote to approve the property tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at $0.071732 cents per $100 valuation .

Motion to approve carried: 5 Ayes – Council Member Villanueva, Council Member Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs: 0 Nays; 0 Abstain; Present and not voting: Mayor Schoolcraft.

14. Discussion of and action on Ordinance No. 596 of the City Council of the City of Helotes, Texas establishing and amending fees, costs, and fines charged by the City of Helotes; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty 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.

15. Discussion of and action on amending the City of Helotes Comprehensive Grade and Step System by increasing the number of fiscal years between System amendments, including, but not limited to, alterations to position Estimated Market Values (EMV), the Grade and Step Chart, and incremental dollar values assigned between Grades and / or Steps. (Staff)

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

Motion to approve carried unanimously.

16. Discussion of and action on Ordinance No. 597 of the City Council of the City of Helotes, Texas amending Code of Ordinances Chapter 26 Courts, Article I Municipal Court, Section 26-2 Officers, Subsection (F) Warrant Officers / Bailiffs by incorporating a hierarchical structure within the Municipal Court; declaring a public purpose; incorporating recitals; providing for severability; providing a repealer; and setting an effective date. (Staff)

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

Motion to approve carried unanimously.

17. Discussion of and action on an Interlocal Contract for Licensing South Central Planning and Development Commission (SCPDC) Software for the implementation of MyPermitNow Software, including building permit management, plan review, inspections, alerts, and associated functionality, within the City of Helotes Development Services Department. (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.

Mayor Schoolcraft adjourned the meeting into closed session at 7:32 after reading the caption below.

18. 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:

a) §551.071 Consultations with Attorney regarding Continental Homes of Texas L.P. vs. the City of Helotes Et. Al.;
b) §551.071 Consultations with Attorney regarding Texas Association of Builders Et. Al. vs. the City of Helotes Et. Al.; and
c) §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 convened the meeting into open session at 7:46 p.m. and announced that no action had been taken in closed session.

19. 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)

Motion was made by Council Member Friedrichs, second by Council Member Buys, to approve the schedule of payments to Continental Homes of Texas L.P. vs. the City of Helotes Et. Al.; and to approve the schedule of payments to 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. Ashton San Antonio Residential, LLC, Et. Al as presented in closed session.

Motion to approve carried unanimously.

Adjourn.

Council Member Buys thanked the Mayor and City Administrator Rick Schroder for their time and work devoted to the budget.

Mayor Schoolcraft thanked Council Members for their diligence during the budget season.

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:51 p.m.

ATTEST:

Thomas A. Schoolcraft, Mayor

Grace Tamez, City Secretary

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS ADOPTING AN INVESTMENT POLICY AND STRATEGY FOR PUBLIC INVESTMENT PURPOSES AND REPEALING ORDINANCE NO. 575.

WHEREAS, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act," (the "Act") requires the City of Helotes (the "City") to, at least annually, adopt an Investment Policy by rule, order, ordinance, or resolution; and

WHEREAS, the goal of the City is to create an Investment Policy to insure the safety of all funds entrusted to the City, while making available those funds for the payment of all necessary obligations of the City and providing for the investment of funds not immediately required; and

WHEREAS, the safety of principal invested shall always be the primary concern of the City; and

WHEREAS, the attached Investment Policy and incorporated Strategy comply with the Act and authorize the investment of City funds in safe and prudent investments; and

WHEREAS, the City Council of the City has reviewed the current Investment Policy and made the changes summarized below and shown on the attached Policy and does hereby approve the Investment Policy, effective immediately. Changes made were: None.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS:

SECTION ONE. ***Repealer***. That City of Helotes Ordinance No. 575 is hereby repealed in its entirety.

SECTION TWO. ***Approval***. That the City has complied with the requirements of the Act, and the Investment Policy and Strategy for Fiscal Year Ending 2017, attached hereto, is hereby adopted effective immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Helotes, Texas this the 13th day of October 2016.

APPROVED:

_____
Thomas A. Schoolcraft
Mayor

ATTEST:

_____
Grace Tamez
City Secretary

DRAFT

CITY OF HELOTES, TEXAS
INVESTMENT POLICY AND STRATEGY

Adopted October 13, 2016

PURPOSE

The Investment Policy of the City of Helotes, Texas (the "City") is established to provide specific policy and strategy guidelines for the investment of the City's funds in order to achieve the City's goals of safety, liquidity, diversification, and yield. Investments shall be made in a manner which will provide for reasonable yield and maximum security, while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds. It sets forth policies and procedures to enhance opportunities for prudent investment of assets. The Policy is undertaken and implemented to assure municipal residents of the City's ability to meet its financial obligations in the near, short, and long term and to assure the public's trust in the City as a steward of its public funds.

This Policy satisfies the statutory requirements of the Texas Government Code, Chapter 2256, the Public Funds Investment Act (the "Act").

SCOPE

The Investment Policy applies to all financial assets and investment transactions of the City and all funds under the control of the City. These funds are reported in the City's Comprehensive Annual Financial Report (CAFR) and include:

Operating Funds;
Capital Improvement and Bond Funds;
Specific Purpose Funds;
Debt Service Funds;
Debt Service Reserve Funds;

and all other funds which may be created are included under this Policy, unless specifically excluded by the City Council.

OBJECTIVES

The primary objectives, in priority order, of the City's investment activities are:

1. **Safety**. Preservation and safety of principal is the City's primary objective. Investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio, whether from security defaults or erosion of market value.

2. **Liquidity**. The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

3. **Diversification.** The portfolio shall be diversified by market sector and maturity in order to avoid market risk.

4. **Yield.** The City's investment portfolio will be designed with the objective of attaining a yield commensurate with the City's investment risk constraints and the cash flow operating requirements. Yield is of secondary importance to the safety and liquidity objectives described above.

BENCHMARK

The benchmark for the City's total portfolio shall be the six-month Treasury Bill, designated for its comparability to the City's expected average cash flow pattern. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

STANDARD OF CARE

The standard of care governing the investment process shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio, rather than a consideration as to the prudence of a single investment:

> *Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*

Investment Officers acting in accordance with this Policy and written procedures and exercising due diligence shall be relieved of personal liability for any individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion to the City Council and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

STRATEGY

The City may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio.

A. Operating Funds. The investment strategy for the operating (enterprise and special revenue) and special purpose funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities (0-2 years) which will complement each other in a laddered maturity structure permitting some extension for yield enhancement. The dollar weighted average maturity of the portfolio will be calculated using the stated final maturity date of each security.

B. Capital Projects. The investment strategy for capital project funds will have as its primary objective assurance that anticipated cash flows are matched and provide adequate investment liquidity. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed two years or the estimated project completion date.

C. Debt Service Funds. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before any investment extension. Since payment of debt is one of the highest priorities of the City, safety of principal should be of the highest priority when selecting an investment. The stated final maturity dates of securities held may not exceed six months.

D. Debt Service Reserve Funds. The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. The stated final maturity dates of securities held may not exceed six months.

The City intends to match investments with projected cash flow and liquidity needs of the City. In no case will the average weighted maturity of the total portfolio exceed six (6) months. The maximum final stated maturity of any investment shall not exceed two years. The six-month Treasury Bill for the comparable reporting time period will be used as the benchmark for the overall portfolio reflecting the City's primary market and the cash flow objectives of the portfolio.

The City shall pursue a conservative portfolio management strategy. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade, but the strategy will be primarily buy-and-hold. The Investment Officers will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

Investment Officers

Authority to manage the City's investment program is derived from state statutes and City ordinance. The City Council will, by ordinance, designate the City Administrator and City Treasurer as the Investment Officers to invest and reinvest funds of the City in accordance with the City's Investment Policy, the Act, and the Public Funds Collateral Act (Government Code 2257). Responsibility for the operation of the investment program is hereby delegated to the Investment Officers. The City Administrator and City Treasurer shall establish written procedures and controls for the operation of the program and Investment Officers shall act in accordance with the established written procedures and internal controls.

Investment Officers shall be familiar with this Policy and may not engage in an investment transaction except as provided under the terms of this Policy and the procedures established. The Investment Officers shall be responsible for all transactions undertaken and shall regulate the

activities of subordinate officials. Investment Officers will review the Investment Policy annually to suggest any changes necessary to the Council, will monitor all counterparties, and will prepare quarterly reports for the City Council.

The City will provide investment training required by the Act (Sec. 27.56.008) for the City's Investment Officers. The Investment Officers shall attend at least one, ten (10) hour training session within twelve months after taking office or assuming duties. Training includes education in investment controls, security risks, strategy risks, market risks, and compliance with the Act. Investment Officers must complete ten (10) hours of investment training in each succeeding two year period.

Conflicts of Interest
An Investment Officer who has any personal or business relationship with any entity seeking to sell an investment to the City will file a statement disclosing that personal or business interest. The Investment Officer shall file a statement disclosing that relationship, as required by Texas Local Government Code Chapters 171 and 176, as applicable. These statements must be filed with the City Secretary, disclosed to the City Council, and approved by the City Council before any business is transacted with said entity or individual. Investment Officers shall not undertake personal investment transactions with the same individual with which business is conducted on behalf of the City.

City Council Responsibilities
The City Council retains ultimate fiduciary responsibility for the investment program. The Council will annually adopt the Investment Policy and Strategy, designate Investment Officers, approve authorized broker/dealers, provide for training, and quarterly receive and review investment reports.

INTERNAL CONTROLS

The Investment Officers are responsible for establishing and maintaining an internal control structure that will be reviewed annually with the City's auditor. The internal control structure will be designed to ensure that City assets are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The consent of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by the Investment Officers.

Internal controls will address the following points at a minimum:

i. Control of collusion;
ii. Separation of transaction authority from accounting and record keeping;
iii. Safekeeping;
iv. Clear delegation of authority; and
v. Written confirmation of all transactions for investments and wire transfers.

Procedures should be developed to support the internal control objectives and should include: safekeeping, delivery vs. payment, investment accounting, and collateral / depository agreements.

Change in Ratings
The Investment Officer or investment adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally-recognized rating agency. If any security falls below the minimum rating required by the Policy, the Investment Officer shall notify the City Council of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

Monitoring Insurance Coverage
The Investment Officer or investment advisor shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered certificates of deposit owned by the City based upon information from the FDIC / NCUA. If any bank has been acquired or merged with another bank in which brokered certificates of deposit are owned, the Investment Officer shall immediately liquidate any brokered certificate of deposit which places the City above the FDIC / NCUA insurance level.

Delivery versus Payment
All security transactions will be executed on a Delivery versus Payment (DVP) basis which ensures that securities are deposited in safekeeping prior to the release of City funds. All securities shall be registered in the name of the City, safekept by the City's primary depository or an independent custodian approved by the City, and evidenced by safekeeping receipts.

Cash Flow Analysis
Cash flow analysis is a control designed to protect and sustain cash flow requirements of the City. The Investment Officers will maintain a cash flow analysis process designed to monitor and forecast cash balances for investment purposes.

INVESTMENT POLICY CERTIFICATION

A written copy of the City's Investment Policy shall be presented to any person or firm seeking to sell to the City an authorized investment (broker/dealers, banks, and pools). The authorized representative of the firm seeking to sell an authorized investment shall execute a written instrument substantially to the effect that:

- The firm has received and thoroughly reviewed the Investment Policy of the City; and
- Acknowledges that the firm has implemented reasonable procedures and controls in an effort to preclude transactions conducted between the firm and the City that are not authorized by the City's Investment Policy, except to the extent that authorization is dependent on an analysis of the makeup of the entire portfolio or requires an interpretation of subjective investment standards.

The Investment Officers of the City may not buy any securities from a person who has not delivered a Policy Certification to the City.

AUTHORIZED FINANCIAL COUNTERPARTIES AND INSTITUTIONS

The Investment Officers will provide a list of no less than three brokers / dealers for City Council approval at least annually. Brokers / dealers must be authorized before transactions are

made. All brokers / dealers who desire to become qualified for investment transactions will be required to supply the following information which will be maintained by the Investment Officers:

i. Annual audited financial statements;
ii. Proof of Financial Industry Regulatory Authority (FINRA) certification;
iii. FINRA CRD registration number;
iv. Proof of Texas state registration;
v. Policy Certification; and
vi. A completed City questionnaire.

The Investment Officers will at least annually review the service, financial condition, and registration of brokers / dealers for recommendations to the Council.

An expanded list of counterparties, including local government pools and financial institutions authorized to provide investment transactions, will be maintained by the Investment Officers. This list need not be approved by the City Council because of frequency in bank changes resulting from competitive bids. All pools require specific action by the Council for participation.

The City is under no obligation to transact business with any financial institution or firm.

DEPOSITORIES

City Banking Services Depository

At least every five years, a City banking services depository shall be selected through a competitive request for proposal (RFP) process in accordance with the Texas Government Code 105.017. In selecting this depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institution shall be considered. The City may utilize a depository outside the City limits for this purpose. This primary banking services depository will safe-keep securities owned by the City and will not be authorized as a broker for the City in order to perfect delivery versus payment settlement.

Additional Depositories

Time and demand deposits may be purchased from any bank in Texas. Banks seeking to establish eligibility for the City's competitive certificate of depository or demand deposit programs shall submit for review annual financial statements, evidence of federal insurance, and other information as required by the Investment Officers. Deposits exceeding FDIC / NCUA insurance coverage will require a written depository agreement and collateralization in accordance with this Policy.

COLLATERALIZATION

Time and Demand Bank Deposits – Pledged Collateral

All time and demand deposits shall be collateralized above FDIC / NCUA coverage in accordance with this Policy. The total of FDIC / NCUA insurance and the market value of collateral must be at least 102% of the total principal and accrued interest on deposit daily. The depository is responsible for monitoring and maintaining margins daily.

All pledged securities must be safekept at an independent institution outside the holding company of the pledging bank. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary collateral before deposits are made and receipts provided within one business day. The City's depository will be responsible for monitoring and maintaining collateral levels daily. The independent custodian will provide the City with a monthly report on the collateral pledged. City representatives will have the right to inspect the records for pledged collateral at any time. Collateral may be substituted; however, any substitution of collateral must be approved in writing by the City.

The City shall have a depository / collateral contract with each bank and that agreement will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA) to ensure that the City's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

Collateral Owned under Repurchase Agreements
Collateral is owned under a repurchase agreement. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the transaction, and such collateral must be in place before the transaction takes place. The collateral shall be held by an independent third party financial institution approved by the City. The counter-party is liable for monitoring and maintaining the collateral and margin daily. A Bond Market Association Master Repurchase Agreement shall be executed for the transaction.

Authorized Collateral
City funds must be secured only by:

- Obligations of the United States Government, its agencies and instrumentalities including mortgage backed securities and CMOs passing the bank test; and
- Obligations issued by any state, its agencies, or political subdivisions rated A or above by two nationally recognized rating agencies.

If a depository offers collateral pooling as collateral for deposits, the Investment Officers will analyze the costs and risks of such program to the City. Before entering into a pooled collateral program, the Investment Officers must receive approval from the City Council.

SAFEKEEPING

The laws of Texas, this Policy, and prudent treasury management requires that all securities be settled on a delivery versus payment basis and held in safekeeping by an independent third party financial institution approved by the City.

All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The third party safekeeping agent shall be required to issue safekeeping receipts to the City clearly indicating the ownership by or pledge to the City.

AUTHORIZED INVESTMENTS

City funds may be invested only in the following instruments, as further defined by the Act. If changes are made to the authorized investments in the Act, they will not be authorized for City use until this Policy is amended and adopted by the City Council.

All investments will be made on a competitive basis. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. The City portfolio will have a maximum weighted average maturity of six (6) months. At all times, liquid funds will represent no less than 10% of the portfolio to meet unanticipated liabilities.

1. Obligation of the United States, its agencies and instrumentalities, excluding mortgage backed securities and with a final stated maturity not to exceed two years.

2. Fully insured or collateralized certificates of deposit or term share certificate of any bank or credit union doing business in Texas with a stated maturity date not to exceed eighteen (18) months. Certificates of deposit may be purchased through the CDARS program with a bank in Texas.

3. AAA-rated, constant dollar local government investment pools which strive to maintain a stable $1.00 net asset value.

4. Fully collateralized repurchase agreements purchased through a primary government securities dealer, as defined by the Federal Reserve, with a stated maturity not to exceed six (6) months. A "flex" repurchase agreement may be used for bond proceeds beyond six (6) months but must not exceed the expenditure plan of the funds.

5. AAA-rated SEC registered money market mutual funds which strive to maintain a $1 net asset value.

6. Interest bearing accounts in any bank or credit union in Texas fully insured by FDIC / NCUA or collateralized in accordance with this Policy.

7. Fully FDIC-insured / NCUA-insured brokered certificate of deposit securities from banks in any state within the United States of America delivered versus payment to the City's safekeeping depository, not to exceed one (1) year to maturity. Investment Officers must verify the FDIC / NCUA status of the bank on www.2fdic.gov/idasp/main_bankfind.asp or www.ncua.gov to assure that the bank is FDIC / NCUA insured.

Any investment that requires a minimum rating by this Policy will not qualify as authorized during the period the investment does not have that minimum rating. Investment Officers shall inform the Council and take all prudent measures to liquidate the downgraded investment in a reasonable time period if ratings have dropped.

Any investment purchased when the investment type was authorized by Policy need not be liquidated if the Policy is modified to un-authorize the investment. The Investment Officers will review the investment and act in a reasonable manner for the overall good of the portfolio(s).

Diversification
The City's investments shall be diversified to eliminate risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector and maturities selected shall provide for stability of income and reasonable liquidity. Laddered maturities shall be used based on the anticipated cash flow of funds.

INVESTMENT RESTRICTIONS AND PROHIBITED TRANSACTIONS

To provide for the safety and liquidity of the City's funds, the following transactions are not authorized:

a. Borrowing for re-investment purposes ("Leverage") .
b. Investment in any mortgage backed security, including inverse floaters, principal only securities, interest only securities, and floaters.
c. Investment in any equity linked securities.
d. Investment in options, futures, swaps, caps, floors, and collars.
e. "When-issued" transactions in which securities not yet issued or acquired and sold for speculation purposes.

INVESTMENT REPORTING

No less than quarterly, the Investment Officers shall jointly prepare, sign, and submit to the City Council a written quarterly investment report in accordance with the Act (2256.023). The report must include at a minimum:

- A detailed description of the investment position of the City on the date of the report;
- The book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
- A summary statement of each portfolio stating:
    - Beginning and ending market value for the period,
    - Beginning and ending amortized book value for the period,
    - Change in market value for the period,
    - The overall yield of the portfolio and the comparable period yield of the benchmark;
    - The weighted average maturity, and
    - The earnings for the period recognizing both accrued interest and net amortization;
- The maturity date of each separately invested asset;
- The maturity date of each separately invested asset that has a maturity date;
- The portfolio/fund for which each individual investment was acquired; and
- A statement of compliance to the Investment Policy and Strategy and the Act.

Market prices will be obtained from independent sources for the reports.

AUDIT

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City's Investment Policy.

If the City has invested in other than money market funds, investment pools, and certificates of deposit, the quarterly investment reports shall be formally reviewed by the City's independent auditor. The result of this review shall be submitted to the City Council with the annual financial audit.

POLICY ADOPTION

The City of Helotes Investment Policy and Investment Strategy shall be reviewed and adopted by the City Council no less than annually. Any changes to the Policy or Strategy shall be recorded in the adopting ordinance / resolution.

CITY OF HELOTES, TEXAS

BROKER / DEALER QUESTIONNAIRE

Name of Firm: _____
CRD #: _____

Address:

_____
_____

Primary Representative on account: _____
Telephone: _____
Fax: _____
E-Mail: _____
CRD# _____

Backup representative or trading assistant: _____
Telephone: _____
E-mail: _____

Branch Manager: _____
Telephone: _____
Fax: _____
E-Mail: _____

Is the firm designated as a Primary Dealer by the Federal Reserve?
Yes _____ No _____

Is the firm registered with the Texas State Securities Board?
Yes _____ No _____

Is the firm and representative registered with FINRA?
Yes _____ No _____

How long has the designated representative been an institutional fixed income broker at this firm? _____ Years in total? _____

What market sectors does the account representative specialize in?

_____
_____

Delivery instructions: _____
_____

All transactions will be completed delivery versus payment.

BROKER / DEALER QUESTIONNAIRE

Page 2 – To be completed only by Non-Primary Dealers

Name of Firm: _____
CRD #: _____

Years in business at this location: _____
Total years in business: _____

Indicate the approximate sales volume in the following sectors for the previous year:

US Treasuries - _____
Repo - _____
US Agencies - _____
MBS - _____
CP - _____
Other? - _____

Has your firm, or this account representative, been subject to a regulatory agency, state of _____, or federal investigation for alleged improper, disreputable, unfair, [or] fraudulent activities related to the sale of securities or money market instruments in the past five years? Are there any outstanding claims? If yes, please explain:

Please attach a sample of your standard confirmation to be provided to clients. Please provide the firm's most recent audited financial statements (Required annually).

What portfolio information do you require from your clients?

_____

_____

What research information will you be providing on a regular basis?

_____

_____

Attached is our Investment Policy. The representatives assigned to the account must acknowledge that they have received, read, and understood the Policy by completing the attached Policy Certification form.

POLICY CERTIFICATION FORM
as required by Texas Government Code 2256.005 (k)

CITY OF HELOTES, TEXAS

_____ (the "Firm")

I, as an authorized representative for the Firm named above, hereby certify that I, and the broker covering this account, have received and reviewed the Investment Policy of the City of Helotes.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this Firm and the City of Helotes that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Firm: _____

Signature _____

Name: _____

Title: _____

Date: _____

RECEIVED

MAR 18 2016

CITY OF HELOTES

9

RE...

MAR 18 ...

CITY OF HELOTES

Application
City Board/Commission/Committee

PLEASE TYPE OR PRINT CLEARLY

NAME Joel Lutz

Personal Information

Home Address 11322 Newkirk

Telephone: 210-413-1523

Fax: ~~210-~~

Email:

Helotes Resident for 3 years

Subdivision: Sedona

Voter Registration #

Education *(optional)* BA Agri Business TAMU

Occupational Information

Business Owner? yes X no ___

Business Name: Lutz Insurance Agency

Occupation: Agency Owner (Multi-line Agent)
(If retired, please indicate former occupation)

Address: 14743 Old Bandera Rd

Telephone: 210-787-5190

Fax: 210-787-2152

E-mail:

POSITION SOUGHT: *(Please indicate choice with 1, 2 or 3)* *(Choose no more than 3)*.

Committees:

X Economic Development Corp. Board
___ Parks and Recreation Committee
___ Ethics Commission
___ Planning and Zoning Commission
___ Board of Adjustment
___ Other ___

If you currently serve on any other boards/commissions/committees, please list them here:
Director, Helotes Area Chamber / OConnor FFA Alumni, Director / San Antonio Livestock Expos Auction Committee

Please list any experience, qualifications or special interest that qualifies you to serve in the positions indicated:
I live + have a business in Helotes and want only the best for the businesses + residents of this City. I feel I bring a fresh perspective to the committee

Recognizing that Board and Commissions are often demanding on one's time and schedule, are you committed to attending the regularly scheduled meetings of the Board/Commission? Yes X No ___

How many hours can you commit to devoting to serve each month? 3

Mail, fax or email completed application to: City Secretary's Office, City of Helotes, P. O. Box 507, Helotes, TX 78023. Fax number 695-2123.

In compliance with Chapter 552, Government Code (Public Information Act), information provided on this application may be available to the public upon request.

Signature of Applicant: [signature]

Date: 3/17/16

Original Message-----
From: City of Helotes [mailto:info@helotes-tx.gov]
Sent: Thursday, October 01, 2015 1:33 PM
To: City Secretary
Subject: New Form Submission: Please complete the following Board/Commission Application:

Someone submitted the Please complete the following Board/Commission Application: form:

Date: 10/01/2015 12:33 PM

1. Name: : Diane Anderson

2. Address: : 312 N Rolling View, San Antonio

3. Telephone: : 210-381-1814

4. Email: .

5. How may years have you lived in the City? : 16

6. Subdivision: : Rolling Oaks Estates

7. Voter Registration #: : 1070857935

8. Education: : MBA

9. Business Owner? : No

10. Business Name: : Broadway Bank

11. Occupation: : Bank Manager

12. Business Address: : 7576 Culebra Rd

13. Business Phone: : 210 283 6726

14. Select the following municipal committees you wish to serve on: : Economic Development Corp. Board of Directors

15. Business Email:

16. If you currently serve on municipal committees, please list them here: :

17. List any experience, qualifications, or special interests here: : I have been involved in Helotes since 2000 with the Helotes Lion's Club (treasurer) and the Helotes Area Merchant Business Assn (President). Been I was employed by Capital One Helotes was my primary market

18. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings? : Yes

19. How many hours can you serve each month? : 6

20. Electronic Signature : Diane Anderson

21. Date: : 01/10/2015

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS DESIGNATING THE SAN ANTONIO EXPRESS NEWS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF HELOTES, TEXAS; PROVIDING THAT ALL OFFICIAL PUBLIC NOTIFICATIONS BE PUBLISHED IN SAID NEWSPAPER; 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.

WHEREAS, Section 52.004 of the Texas Local Government Code provides that the governing body of a municipality shall designate a public newspaper to be the municipality's official newspaper, and that each ordinance, notice, or other matter, as required by law or ordinance, be published in said official newspaper; and

WHEREAS, in order to comply with the provisions of Section 52.004, it is necessary for the City Council of the City of Helotes, Texas to take action accomplished and evidenced by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. In accordance with Section 52.004 of the Texas Local Government Code, the San Antonio Express News be designated as the City's official newspaper for the Fiscal Year Ending September 30, 2017.

Section Two. All City ordinances, notices, or other matters required to be published by law shall be published in at least one of said newspapers.

Section Three. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Four. This Resolution shall take effect immediately upon its adoption.

Section Five. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

DRAFT

Section Six. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED this 13th day of October 2016.

_____
Thomas A Schoolcraft
Mayor

ATTEST:

_____
Grace Tamez
City Secretary

DRAFT

City Secretary

Subject: FW: Planning and Zoning

RECEIVED
OCT 13 2016
CITY OF HELOTES

From: Juliette Serafine
Sent: Wednesday, October 12, 2016 6:25 PM
To: City Secretary
Subject: Re: Planning and Zoning

To the Mayor of Helotes,

With regret I am giving you my resignation. I am no longer able to commit to the time needed to be on the P & Z Commission. I have learned much, but my job is requiring much of my time.

Thank you for allowing me to serve on the commission,

Juliette M. Serafine

HELMBERGER ASSOCIATES, INC.

CIVIL ENGINEERING
CONSTRUCTION MANAGEMENT
ENVIRONMENTAL ENGINEERING

August 19, 2016

Chairperson
City of Helotes
Planning and Zoning Commission
12951 Bandera Road
Helotes, TX 78023

RE: Slim Chickens - Helotes
Proposed Helotes Slim Addition
4.359 Acres Tract – Williams Alexander Survey No. 416, Abstract No. 33
Helotes, Texas

Dear Chairperson,

On behalf of our client, CSDRE, we are requesting a variance to The City of Helotes Code of Ordinance Chapter 78, Sections 3 requiring a 20' right of way (ROW) dedication for the property along Bandera Road. We submitted the Slims Helotes Addition to TxDOT for their approval and the Plat Approval Letter attached asks only for a Deceleration Lane as is reflected in the Paving Plan. They indicated that the ROW for Bandera is sufficient and additional dedication is not necessary.

In addition, please consider this a request for a Variance from the Traffic Impact Analysis (TIA). Again, Bandera is a TxDot ROW and they did not require it with the approval of the Plat.

In accordance with the City of Helotes Subdivisions Regulations, Chapter 78, Section 39-(c), "Variance by Council", Architectural Review Board, and City Council without requiring compliance too the above referenced ordinance.

Thank you and please feel free to call if you have any questions or need additional information.

Sincerely,

HELMBERGER ASSOCIATES, INC.

Randall T. Helmberger

Randall T. Helmberger, P.E.
Vice President

Drainage Letter Follow Up.doc
Via email w/ electronic signature

1525 BOZMAN ROAD : WYLIE, TEXAS 75098 : (972) 442-7459 : (972) 442-1428fax
TBPE REGISTRATION No. F-000756

Code of Ordinances
Chapter 78 Subdivisions

Sec. 78-39. - San Antonio Unified Development Code adopted; amendments.

(a) The city adopts as part of its subdivision chapter the following provisions of the San Antonio Unified Development Code dated August 1987 and the latest revisions thereof. The provisions are adopted verbatim as if written out fully herein except those inconsistent with other provisions of this article. The provisions are as follows:

(1) Article IV. Subdivisions, Division 4: Subdivision A, streets and sidewalks; Subdivision B, street numbers; Subdivision C, sidewalks.

(2) Article IV. Division 6 Utilities: Subdivision A water; Subdivision B, sanitary sewers; Subdivision C, easements.

(3) Article IV. Division 7, flood plains.

(4) Article IV. Division 8, mobile home parks.

(b) All references in the San Antonio Code herein adopted to the following groups or persons shall mean the following:

(1) *Director of public works* or any other San Antonio staff person shall mean Helotes city staff.

(2) *City clerk* shall mean city secretary.

(3) *Zoning commission* shall mean Helotes City Council.

(c) The city adopts as part of its subdivision chapter Article V Division 2 section 35-502 (entitled "Traffic Impact Analysis"), including any and all appendices and tables referenced therein, of the San Antonio Unified Development Code adopted May 3, 2001, and the latest revisions thereof. The provisions are adopted verbatim as if written out fully herein except those inconsistent with other provisions of this chapter. In the context of this ordinance, the term "City of San Antonio Major Thoroughfare plan," found in the note to section 35-502, shall mean the City of Helotes Major Thoroughfare Plan as has been adopted or may be amended by the Helotes City Council, and the term "permit" found in section 35-502(a)(1) shall mean a plat, replat, rezoning, or building permit.

(Ord. No. 290, § 1, 11-10-2005; Ord. No. 308, § 3(App. A), 7-25-2006)

RECEIVED
AUG 18 2016
CITY OF HELOTES

City of Helotes
Development Services
Department
P.O. Box 907
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695-0077
Fax (210) 695-2129

Application Date: _____

TRAFFIC IMPACT ANALYSIS (TIA) THRESHOLD WORKSHEET

CHAPTER 78, *Subdivision Regulations*

RECEIVED
JUL 30 2016
CITY OF HELOTES

Project Name: SLIM CHICKENS
Location: BANDERA ROAD
Applicant: HELMBERGER ASSOCIATES, INC. ☐ Owner or ☒ Agent
Address: 1525 BOZMAN ROAD, WYLIE TX 75098 Phone Number: 972.442.7459

Permit Type (Check One): ☐ Zoning, N.C.B.: _____ ☐ POADP #: _____ ☐ Plat #: _____ ☐ Bldg. Plan #: _____ ☐ Other: _____

Box A (Original TIA) *RESIDENTIAL DEVELOPMENT*

Anticipated Land Use:	Number of Units:	Peak Hour (e.g.,5-6pm weekday):	Peak Hour Trip Rate:	Peak Hour Trips:	Trip Rate Source:
					ITE Code: Other:

Box B (Original TIA) *NON RESIDENTIAL DEVELOPMENT*

Anticipated Land Use:	Project Size: Acres:	GFA:	Other*:	Peak Hour: (e.g.,5-6pm weekday):	Peak Hour Trip Rate:	Peak Hour Trips:	Trip Rate Source:
RESTAURANT	~~.964~~ ~~2.4~~	2,900		AM	49.35/1000 SF 2900 SF	143 PEAK HOUR TRIPS	ITE Code: 934 Other:

Box C (Updated TIA) If property already has a TIA on file, complete Box C. If not, ignore Box C.

Peak Hour Trips Projected in *Current* TIA:	Peak Hour Trips (from Box A or B) Projected in *Updated* Development Plan:	Increase in Peak Hour Trips (if over 100 additional trips, a new TIA is required):

Box D (Information Regarding the Person/Agency Who Prepared the TIA)

Prepared By: N/A [signature] RANDALL T. HELMBERGER Date: 8/15/16
Comments: N/A

Box E (Office Use Only, Do Not Write in the Box) FEES: The City's Fee Schedule can be accessed online at www.helotes-tx.gov.

A traffic impact analysis is required. The consultant preparing the study must meet with City staff to discuss the scope and requirements of the study before beginning the study.

A traffic impact analysis is not required. The traffic generated by the proposed development does not exceed the threshold requirements.

The traffic impact analysis has been waived for the following reason (s):
THE PROPOSED DEVELOPMENT IS ALONG STATE HIGHWAY 16. DEVELOPER SHALL COMPLY WITH TXDOT GUIDELINES AND REQUIREMENTS. DEVELOPER SHALL PROVIDE LETTER OF APPROVAL FROM TXDOT

Reviewed by: BYRON SANDERFUR, PE Date: 7/25/16

Note: GFA = Gross Floor Area (Bldg. Size) ITE = Institute of Transportation

Code of Ordinances
Chapter 78 Subdivisions

Sec. 78-3. - Dedication of right-of-way by subdividers.

(a) *Dedication required.*

(1) Subdivisions adjacent to any existing state maintained street, road, or highway. The subdivider shall be required to dedicate on the plat 20 feet of right-of-way width adjacent to the land being platted. No additional pavement shall be required on existing streets where the dedications are required.

(2) Subdivisions adjacent to streets located on the City of Helotes Major Thoroughfare Plan, attached hereto and made a part hereof by reference as appendix D to Chapter 78 Subdivisions. Where subdivisions are adjacent to a street, road, or highway located on the City of Helotes Major Thoroughfare Plan, the subdivider shall be required to dedicate on the plat the remainder of one-half of the right-of-way width (shown on the major thoroughfare plan) measuring from the middle of the existing thoroughfare to the adjacent property for future expansion of such street, road, or highway adjacent to the land being platted. The developer shall not be required to construct any portion of the street.

(b) *Variances.*

(1) *Parties who may appeal.* Any subdivider who feels aggrieved by the implementation of the requirements of this section may file a written request for variance to the city council.

(2) *Authority of city council.* Upon receiving a variance request, the variance shall be placed on the next available meeting of the city council. The city council may affirm the requirements of this section in whole or part or waive the requirements of this section.

(3) *Criteria for review.* The city council shall uphold this section if it finds that the city engineer has established, by a preponderance of the evidence, that a nexus exists between the exaction required by this section and the impact of the development and that such exaction is roughly proportional to that impact. Should the city council find that, based upon the above criteria, some exaction less than that is required by this section is appropriate, the city council shall reduce the required dedication accordingly. Should the city council find, based upon the above criteria, that a development shall have no impact on city infrastructure, the city council shall waive the requirement of this section.

(Ord. No. 255, §§ 1, 2, 7-8-2004; Ord. No. 406, § 1, 7-23-2009; Ord. No. 425, § 1, 03-11-2010)

Texas Department of Transportation
P.O. Box 29928 | SAN ANTONIO, TEXAS 78229-0928 | (210) 615-1110 | WWW.TXDOT.GOV

RECEIVED
AUG 19 2016
CITY OF HELOTES

August 2, 2016

TxDOT REFERENCE NO. 5711
HIGHWAY: SH 16

Attn: Randall T. Helmberger

Helmberger Associates, Inc.
1525 Bozman Road
Wylie, Texas 75098

SUBDIVISION PLAT: Helotes Slim Addition Subdivision Replat PLAT NO. NA
LOCATION: SH 16 , approx. 800' E of FM 1560
DATE RECEIVED: 6/23/2016

PLAT REVIEWED FOR:

	NO OBJECTION	OBJECTION
EXISTING R.O.W. DATA	✓	
PLANNED R.O.W. NEEDS	✓	
STREET, ALLEY & DRIVEWAY ACCESS	✓	
OTHER	✓	
TxDOT NOTES	✓	

THE FOLLOWING TxDOT NOTES WILL BE REQUIRED TO BE ANNOTATED ON YOUR PLAT:

(1) For residential development directly adjacent to State right of way, the Developer shall be responsible for adequate set-back and/or sound abatement measures for future noise mitigation.

(2) Maximum access points to State highway from this property will be regulated as directed by "Access Management Manual". This property is eligible for a maximum combined total of one(1) access points along SH 16 based on the overall platted highway frontage of 151.80'.

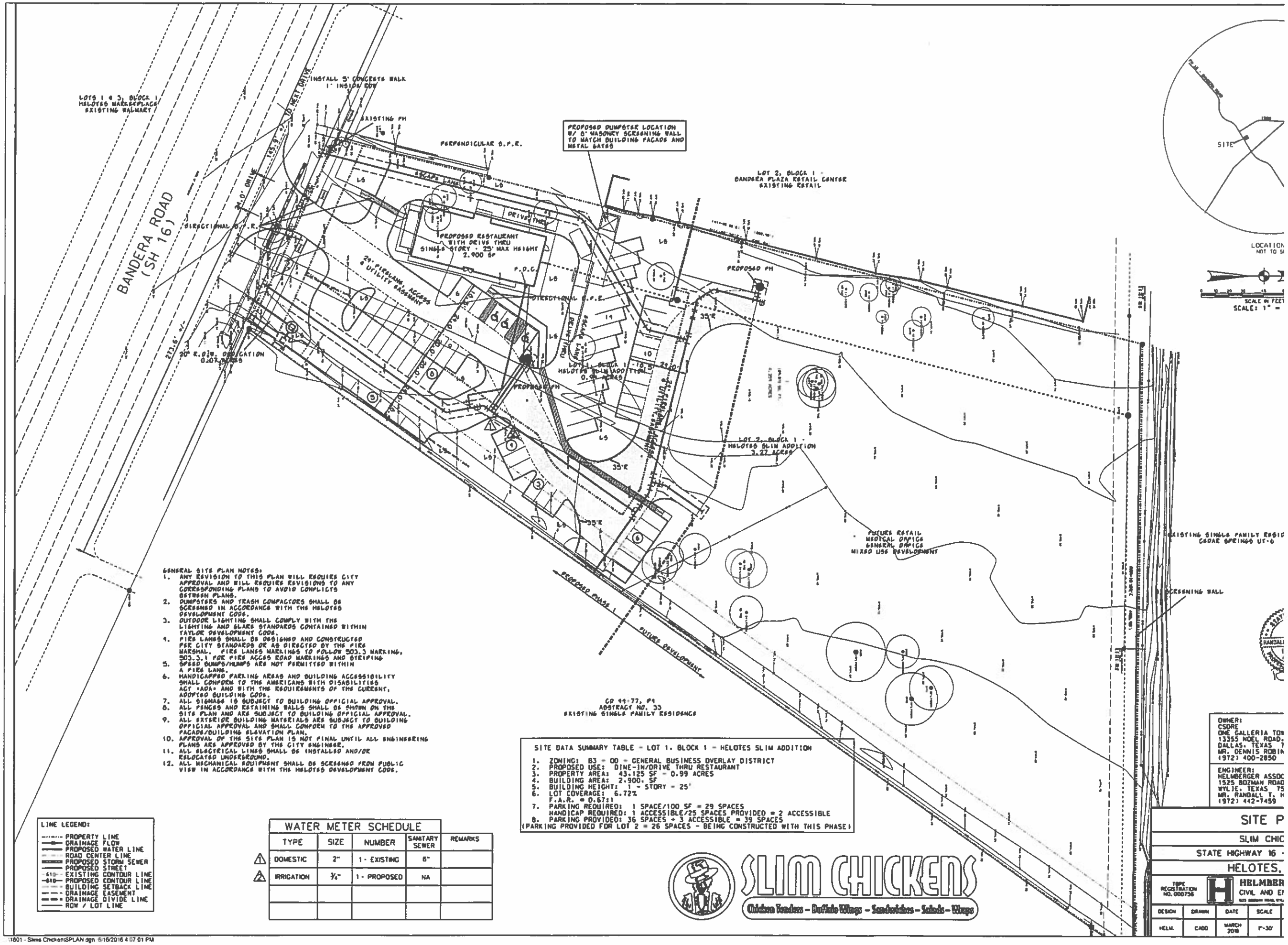
Permit applications along with construction plans for streets, driveways, utilities, drainage, and sidewalks (if required by appropriate City ordinance) must be submitted to the Texas Department of Transportation for review and approval before working on highway right of way. This letter of approval is valid until the property is redeveloped or land use changes. At that time it may be subject to the current access regulations. Subdivision of a larger tract of land will not entitle additional access locations to be granted.

COMMENTS:
A right turn deceleration lane is required.

Richard L. De La Cruz, P.E.
Transportation Engineer

CC: COSA Development Services,
Bexar County Planning,

Reference material: http://onlinemanuals.txdot.gov/txdotmanuals/acm/index.htm



WATER METER SCHEDULE

	TYPE	SIZE	NUMBER	SANITARY SEWER	REMARKS
1	DOMESTIC	2"	1 - EXISTING	6"	
2	IRRIGATION	¾"	1 - PROPOSED	NA	

13

Application
City Board/Commission/Committee

RECEIVED
MAR 24 2016
CITY OF HELOTES

PLEASE TYPE OR PRINT CLEARLY

NAME A. MARIO RIOS Jr.

Personal Information

Home Address 15850 CHINQUAPIN, HELOTES

Telephone: _____

Fax: _____

Email:(optional) MARIO@AMARIORIOS.COM

Helotes Resident for 5 years

Subdivision: LOS REYES

Voter Registration # 1067453564

Education *(optional)* MASTER OF ARTS MASS COMMUNICATION

Occupational Information

Business Owner? yes ✓ no ___

Business Name: REALTOR & RIO VIDEO PRODUCTION

Occupation: PUBLIC RELATIONS, PROFESSOR, REALTOR, VIDEO PRODUCER
(If retired, please indicate former occupation)

Address: PO BOX 1373, HELOTES 78023

Telephone: _____

Fax: _____

E-mail:*(optional)* _____

POSITION SOUGHT: *(Please indicate choice with 1, 2 or 3)* (*Choose no more than 3*).

Committees:

(1) ✓ Economic Development Corp. Board
N/A Parks and Recreation Committee
N/A Ethics Commission

(2) ___ Planning and Zoning Commission
___ Board of Adjustment
___ Other _____

If you currently serve on a board/commission/committee, please list them here:
NONE

Please list any experience, qualifications or special interest that qualifies you to serve in the positions indicated:
BA POLITICAL SCIENCE, MA COMMUNICATIONS, MEMBER SA HISPANIC CHAMBER OF COMMERCE, FORMER BOARD MEMBER OF WESTCREEK NEIGHBORHOOD ASSOC., BUSINESS OWNER PUBLIC RELATIONS PRO, FORMER KENS TV NEWS PRO.

Recognizing that Board and Commissions are often demanding on one's time and schedule, are you committed to attending the regularly scheduled meetings of the Board/Commission? Yes ✓ No ___

How many hours can you commit to devoting to serve each month? 4 hours

Mail, fax or email completed application to: City Secretary's Office, City of Helotes, P. O. Box 507, Helotes, TX 78023. Fax number 695-2123.

In compliance with Chapter 552, Government Code (Public Information Act), information provided on this application may be available to the public upon request.

Signature of Applicant: A. Mario Rios Jr. Date: 3-23-16

City Secretary

Subject: FW: New Form Submission: Please complete the following Board/Commission Application:

From: City of Helotes [mailto:info@helotes-tx.gov]
Sent: Saturday, August 27, 2016 4:24 PM
To: City Secretary
Subject: New Form Submission: Please complete the following Board/Commission Application:

Someone submitted the Please complete the following Board/Commission Application: form:

Date: 08/27/2016 03:23 PM

1. Name: : Jason Wightman
2. Address: : 14071 Iron Horse
3. Telephone: :
4. Email: :
5. How may years have you lived in the City? : 1
6. Subdivision: : Iron Horse
7. Voter Registration #: : 1063984109
8. Education: : College Degree
9. Business Owner? : No
10. Business Name: :
11. Occupation: : Architect
12. Business Address: :
13. Business Phone: :
14. Select the following municipal committees you wish to serve on: : Planning and Zoning Commission
15. Business Email: :
16. If you currently serve on municipal committees, please list them here: :
17. List any experience, qualifications, or special interests here: : Licensed Architect, have lived and worked in local area for 11 years
18. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings? : Yes
19. How many hours can you serve each month? : 8
20. Electronic Signature : Jason Wightman
21. Date: : 27/08/2016

FORM: Please complete the following Board/Commission Application:

Date: 07/31/2015 11:45 AM **Country:** US
Member: GUEST

1. Name:: Wayne R. Stacey

2. Address:: 16120 Reyes Bluff

3. Telephone::

4. Email::

5. How many years have you lived in the City?: 8

6. Subdivision:: Los Reyes Canyons

7. Voter Registration #:: 1152740788

8. Education:: MBA, course work for a DBA

9. Business Owner?: No

10. Business Name::

11. Occupation:: Business Manager, Nuclear Power Plants, 20y

12. Business Address::

13. Business Phone::

14. Select the following municipal committees you wish to serve on:: Economic Development Corp. Board of Directors

15. Business Email::

16. Other::

17. If you currently serve on municipal committees, please list them here::

18. List any experience, qualifications, or special interests here:: Developed $100+ million budgets,. Developed Business Plans that improved plant performance

19. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings?: Yes

20. How many hours can you serve each month?: 20

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS PROVIDING FOR THE EXTENSION OF THE HELOTES CITY LIMITS BY THE ANNEXATION OF A 14.649 ACRE TRACT OF LAND DESCRIBED AS BCAD PROP. ID NO. 241715 AND BEING LOCATED IN THE J.A. TORRES ABSTRACT NO. 768 AND THE T.C.R.R. CO. SURVEY, ABSTRACT NO. 1026, BEXAR COUNTY, TEXAS; GRANTING TO ALL INHABITANTS OF SAID PROPERTY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF THE CITY; INCORPORATING RECITALS; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; SETTING AN EFFECTIVE DATE; AND APPROVING A MUNICIPAL SERVICE PLAN FOR SUCH AREA.

WHEREAS, a petition has been signed by the property owner of the hereinafter described tracts of land, which is vacant and without residents, or on which fewer than three qualified voters reside to wit:

> 14.649 acres of land 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.

WHEREAS, pursuant to Local Government Code Sec. 43.028. *Authority Of Municipalities To Annex Sparsely Occupied Area On Petition Of Area Landowners,* the governing body may grant the petition after the 5th day and on or before the 30th day after the petition has been filed; and

WHEREAS, Local Government Code Sec. 43.028 applies only to the annexation of an area that is one-half mile or less in width, is contiguous to the annexing municipality, and is vacant and without residents or on which fewer than three qualified voters reside; and

WHEREAS, on the 25th day of August and the 8th day of September, 2016, the City Council of the City of Helotes held public hearings on the annexation of said territory and such public hearing gave all interested persons the right to appear and be heard on the proposed annexation of such land; and

WHEREAS, notice of the above mentioned public hearings were published on August 12 and August 26, 2016 in the San Antonio Express News, a newspaper of general circulation in

DRAFT

the City of Helotes, Texas, and within the territory to be annexed, and posted on the City's bulletin board and website from August 12 until October 13, 2016, in accordance with law; and

WHEREAS, the population of the City of Helotes, Texas is estimated at 7,960 inhabitants (U.S. Census), and the area to be annexed lies within the Extraterritorial Jurisdiction of the City of Helotes, Texas and lies adjacent to and adjoins the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. ***Annexation.*** An approximate 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, adjacent and contiguous to the Helotes City Limit, being the same real property as described in the field notes hereto attached as "Exhibit A" and Exhibit "B" and incorporated herein by reference, is hereby added to and annexed in the City of Helotes, Texas, and said land and territory, as described, shall hereafter be included within the boundary limits of said City; and the present boundary limits of said City, at the various points contiguous to the area described in Exhibit A, are altered and amended so as to include said area within the Corporate Municipal Limits of the City of Helotes, Texas.

SECTION TWO. ***Municipal Service Plan.*** A Municipal Service Plan outlining the provisions of necessary municipal services to the properties and rights-of-way described in Exhibit A is hereby approved, and the implementation of said Plan is hereby authorized. The Municipal Service Plan is attached hereto and incorporated herein as "Exhibit C".

SECTION THREE. ***Findings of Fact.*** All of the above recitals are found to be true and correct and are incorporated into this Ordinance as findings of fact.

SECTION FOUR. ***Authorization.*** The City Administrator is authorized to take all necessary steps to implement the provisions of this Ordinance.

SECTION FIVE. ***Severability.*** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

SECTION SIX. ***Repealing Ordinances in Conflict.*** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

DRAFT

SECTION SEVEN. ***Effective Date.*** This Ordinance shall be effective immediately upon adoption.

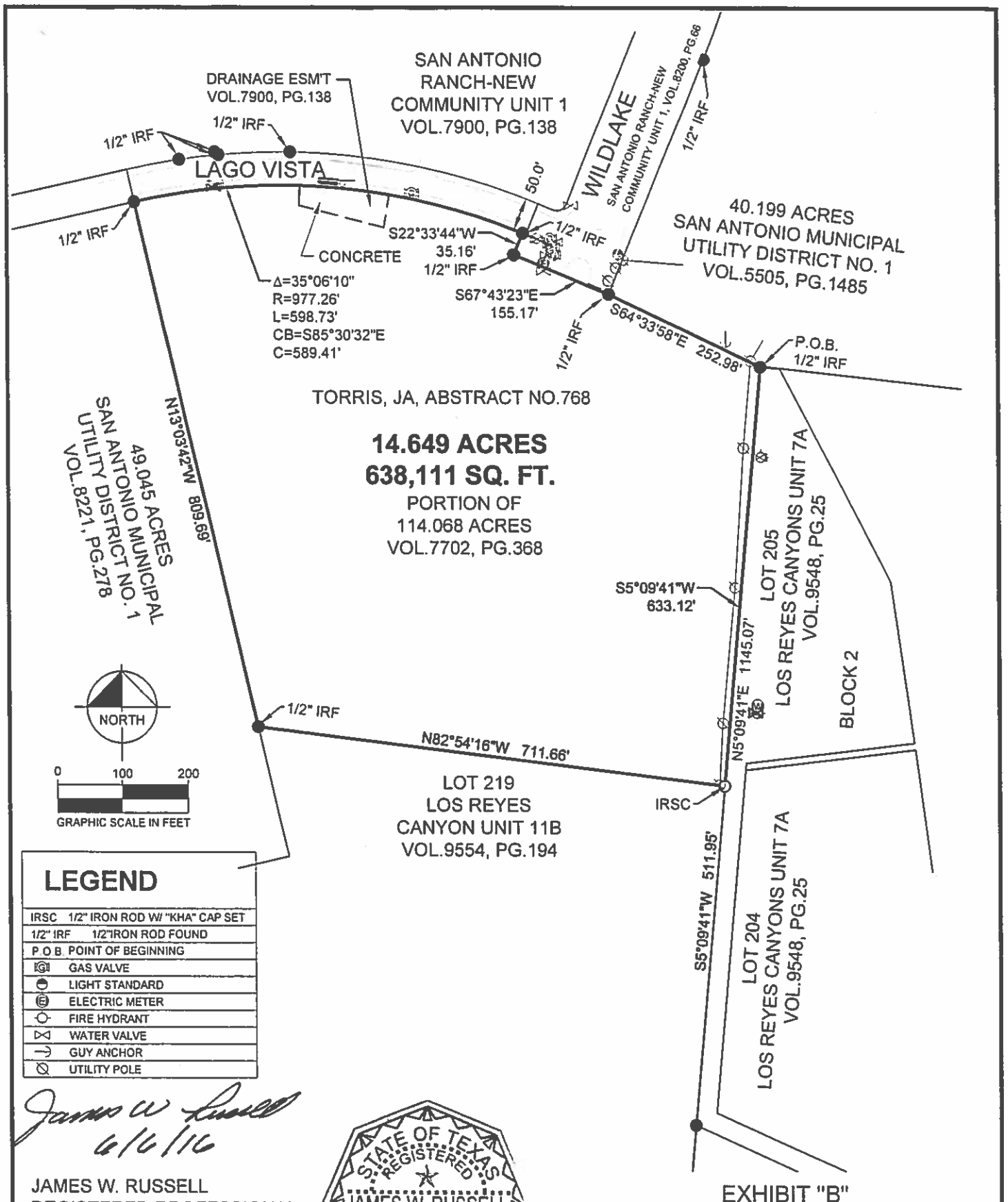
PASSED AND APPROVED this 13th day of October 2016.

By: _____
Thomas A. Schoolcraft, Mayor

ATTEST:

_____
Grace Tamez, City Secretary

DRAFT



LEGEND

IRSC	1/2" IRON ROD W/ "KHA" CAP SET
1/2" IRF	1/2"IRON ROD FOUND
P.O.B.	POINT OF BEGINNING
	GAS VALVE
	LIGHT STANDARD
	ELECTRIC METER
	FIRE HYDRANT
	WATER VALVE
	GUY ANCHOR
	UTILITY POLE

James W Russell
6/6/16

JAMES W. RUSSELL
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 4230
601 NW LOOP 410, SUITE 350
SAN ANTONIO, TEXAS 78216
PH. 210-541-9166
jim.russell@kimley-horn.com

STATE OF TEXAS REGISTERED JAMES W. RUSSELL 4230 PROFESSIONAL LAND SURVEYOR

EXHIBIT "B"

Kimley»Horn
601 NW Loop 410, Suite 350
San Antonio, Texas 78216 FIRM # 10193973
Tel. No. (210) 541-9166
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 200'	MAV	JWR	06/06/2016	068692601	3 OF 3

VILLARREAL, MIGUEL 6/6/2016 1:45 PM K:\SNA_SURVEY\068692601-LOS REYES\DWG\LOS REYES-BNDY.DWG

LEGAL DESCRIPTION
14.649 ACRES
OF LAND

14.649 acres of land located in the J.A. Torres Abstract No. 768 and the T.C.R.R. Co. Survey, Absrtact No. 1026, Bexar County, Texas, and further being a portion of that certain 114.068 acre tract, conveyed to Los Reyes, Inc., recorded in Volume 7702, Page 368, Real Property Records of Bexar County, Texas, said 14.649 acres being more particularly described as follows:

BEGINNING, at a found 1/2-inch iron rod marking the northwesterly corner of Lot 205, of Los Reyes Canyons Unit 7A, according to the map or plat thereof recorded in Volume 9548, Page 25, Deed and Plat Records of Bexar County, Texas;

THENCE, South 05deg 09' 41" West, along the westerly line of said Lot 205, a distance of 633.12 feet, to a set ½ inch iron rod with "KHA" cap marking the northeasterly corner of Lot 219, Los Reyes Canyon Unit 11B, according to the map or plat thereof recorded in Volume 9554, Pages 192- 194 of the Deed and Plat Records of Bexar County Texas;

THENCE, North 82deg 54' 16" West, along the northerly line of said Lot 219, a distance of 711.66 feet, to a found ½ inch iron rod for the northwesterly corner of said Lot 219 and further being located in the easterly line of that certain 49.045 acre tract conveyed to San Antonio Municipal Utility District No. 1, as described in Volume 8221, Page 278, Deed Records of Bexar County, Texas;

THENCE, North 13deg 03' 42" West, along the easterly line of said 49.045 acre tract, a distance of 809.69 feet, to a found ½ inch iron rod on the southerly right of way line of Lago Vista, according to the map or plat thereof recorded in Volume 7900, page 138, of the Deed and Plat Records of Bexar County, Texas;

THENCE, Southeasterly, along the southerly right of way line of said Lago Vista, and along the arc of a curve to the right having a radius of 977.26 feet, a central angle of 35deg 06' 10", an arc length of 598.73 feet and a chord bearing: S 85deg 30' 32" E, 589.41 feet, to a found ½ inch iron rod;

THENCE, South 22deg 33' 44" West, leaving the southerly right of way line of Lago Vista and along the easterly line of said 114.068 acre tract, a distance of 35.16 feet, to a found ½ inch iron rod for an interior corner of said 114.068 acre tract;

THENCE, South 67deg 43' 23" East, along the north line of said 114.068 acre tract, a distance of 155.17 feet, to a found ½ inch iron rod on the easterly right of way line of Wildlake, for the southeasterly corner of the San Antonio Ranch-New Community Unit 1, according to the map or plat thereof recorded in Volume 8200, Page 66, of the Deed and Plat Records of Bexar County, Texas;

THENCE South 64deg 33' 58" East, along the north line of said 114.068 acre tract, a distance of 252.98 feet, to the **POINT OF BEGINNING**, containing an area of 14.649 acres (638,111 sq. ft.) of land, more or less.

BEARING BASIS: TEXAS COORDINATE SYSTEM, CENTRAL ZONE, NAD 83

James W Russell
4/6/16

James W. Russell
Registered Professional Land Surveyor No. 4230
Kimley-Horn and Associates, Inc.
601 NW Loop 410, Suite 350
San Antonio, Texas 78216
Ph. 210-541-9166
jim.russell@kimley-horn.com
TBPLS Firm No. 10193973

STATE OF TEXAS
REGISTERED
JAMES W. RUSSELL
4230
PROFESSIONAL
LAND SURVEYOR

EXHIBIT "C"

CITY OF HELOTES, TEXAS
MUNICIPAL SERVICE PLAN
FOR APPROXIMATELY 14.649 ACRES
LOS REYES CANYONS

INTRODUCTION

The City of Helotes has received a petition for the annexation of approximately 14.649 acres signed by the property owner of that parcel. The property, more particularly described below, is located near the intersection of Lago Vista and Wildlake and lies within the Extraterritorial Jurisdiction of the City of Helotes, Bexar County, Texas and is adjacent and contiguous to the current Corporate Limits of the City. The property has similar topography as the adjoining property already in the City limits.

The annexation petition includes one (1) parcel of property totaling 14.649 acres, 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.

PROVISION OF FULL MUNICIPAL SERVICE

1. Police Protection: The Helotes Police Department will respond to calls for assistance, enforcement, and protection as well as provide other services offered by the Police Department on the effective date of annexation.

2. Fire Protection: The Helotes Fire Department will respond to calls for assistance, enforcement, protection, and fire emergencies and provide other services offered by the Fire Department on the effective date of annexation. Additionally, the Helotes Fire Department will respond to calls for Emergency Medical Service (EMS) in Corporate Limits of the City and will provide patient care and transport services on the effective date of annexation.

   The Developer(s) and/or owner(s) shall be responsible for providing acceptable ingress/egress points at Wildlake or along Lago Vista in San Antonio Ranch Subdivision and Revello Court in Los Reyes Canyons Subdivision. These points shall allow easy access with traversable roads including parking and turn around areas for fire apparatus and EMS ambulances to provide emergency fire protection and medical services.

3. Water Service: Water service will be provided by San Antonio Water System (SAWS). Water service shall be provided and extended in accordance with SAWS policies and established fees to those

customers within the SAWS certificated service area or by private wells were SAWS service is not available.

4. Wastewater Service: Wastewater service will be provided by SAWS. Wastewater service shall be provided and extended in accordance with SAWS policies and established fees to those customers within the SAWS certificated service area or by private septic systems under the authority of Bexar County where SAWS service is not available.

5. Maintenance of Streets: Publicly-owned streets and drainage improvements, which have been properly platted, duly dedicated, and accepted by the City of Helotes and / or Bexar County, shall be maintained by the City. Private streets, roadways, driveways, and drainage ways shall be maintained by the respective property owners.

6. Utilities: The City of Helotes owns no utilities.

7. Electric / Gas: Electric and/or natural gas service will be provided by CPS Energy / City Public Service and/or Grey Forest Utilities. Electric and/or natural gas service shall be provided and extended in accordance with CPS Energy and/or Grey Forest Utilities policies and established fees to those customers within their respective certificated service areas.

8. Solid Waste: Solid waste collection will be provided by C-6 Disposal Service or subsequent carrier in accordance with the City of Helotes' current solid waste franchise agreement. Brush and bulk waste pick-up is provided in accordance with a City-wide schedule and under the terms of the current and future solid waste franchise agreements.

9. Capital Improvements: No capital improvements are necessary for the City to provide full municipal services to the parcels. No capital improvements—other than the construction of a fire apparatus access road—are anticipated at this time. The fire apparatus access road and all future capital improvements shall be installed by the property owners.

10. Building Code: The City's Building Official will provide consultation for Building Code requirements, plan review, and on-site inspection services for new construction and renovations. The City of Helotes shall provide municipal services to a level equivalent to similar land uses throughout the City.

11. Code Compliance: The Code Compliance Department will enforce City Codes and regulations.

12.	Zoning:	The territory to be annexed shall be zoned in accordance with City Code of Ordinances Section 98-35 *Newly annexed property.*
13.	Building Permits:	All required building permits must be obtained from the City in accordance with City Codes.
14.	Public Facilities:	There are no publicly-owned parks, playgrounds, swimming pools, or buildings in or upon the parcels.
15.	Elections:	The provision of elections and polling sites for the City of Helotes are made by the Office of the City Secretary on dates, times, and at places provided for by City Code and / or State Law and are available to the citizens of Helotes.