

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, January 25, 2018 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Thomas A. Schoolcraft, Mayor  
Bert Buys, Mayor Pro Tem  
Edward Villanueva  
Alex Blue  
Cynthia Massey  
Paul Friedrichs

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

**1. Call to Order.**

Mayor Schoolcraft called the meeting to order at 7:00 p.m. and welcomed Boy Scouts from Troop 1830 and Cub Scouts from Pack 829.

Council Member Friedrichs led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

OPEN SESSION:

**2. Citizens to be Heard.**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 3 – 8): All items marked with an asterisk (\*\*) on the consent agenda were voted on by one motion. Motion was made by Mayor Pro Tem Buys, second by Council Member Villanueva, to approve items 3, 4, 5a, 5b, 6, 7 and 8 on the consent agenda. Motion to approve carried unanimously.

**3.\*\* Approval of the minutes of the Regular Meeting dated January 11, 2018. (Staff)**

**4.\*\* Approval of the City of Helotes and City of Helotes Economic Development Corporation Quarterly Investment Reports for the quarter ending December 31, 2017. (Staff)**

**5a.\*\* Approval of an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 5, 2018 for the purpose of**

**electing one (1) Council Member Place 1, one (1) Council Member Place 2 and one (1) Council Member Place 4; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing Mayor Thomas A. Schoolcraft to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters incident and related to such Election. (Staff)**

- 5b.\*\* *Aprobación de una Ordenanza de la Ciudad de Helotes ordenando y proveyendo aviso de una Elección General llevándose a cabo el Sábado, 5 de Mayo de 2018 para el propósito de elegir a un (1) Concejal Lugar 1, un (1) Concejal Lugar 2 y un (1) Concejal Lugar 4; previendo votación adelantada y para aviso de la elección; haciendo provisiones para el conducto de la elección; autorizando al Alcalde a ejecutar un Contrato para Servicios de Elección con el Condado de Bexar, Texas; y resolver otros asuntos incidentes y relacionados a tal elección. (Personal)***
- 6.\*\* Approval of an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations*, Article II *Technical Codes* by adopting the National Electrical Code, 2017 Ed.; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing a penalty; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**
- 7.\*\* Approval of a Resolution of the City Council of the City of Helotes, Texas adopting an authorized broker / dealer list for investments purposes. (Staff)**
- 8.\*\* Approval of an Ordinance of the City Council of the City of Helotes, Texas designating Investment Officers for Fiscal Year Ending September 30, 2018. (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

- 9. Discussion of amendments to the City of Helotes Purchasing Policy and Procedures Manual. (Staff)**

Speaking on this item was Rick Schroder, City Administrator. The purchasing policy was adopted in Year 2011 and has not been updated since its adoption. Mr. Schroder stated the auditors reviewed the current policy and suggested the amendments, so that the City could align their purchasing procedures with state law.

Discussion included the removal of outdated policy language and the insertion of amended purchasing limits, as defined by state law.

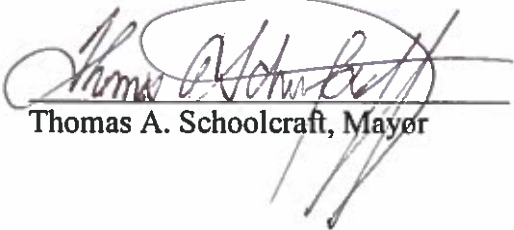
Mayor Schoolcraft noted this item would be placed on the February 8, 2018 meeting for action.

**Adjourn**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:25 pm.

ATTEST:

  
\_\_\_\_\_  
Celina Perez, City Secretary

  
\_\_\_\_\_  
Thomas A. Schoolcraft, Mayor

