

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, March 24, 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  
Paul Friedrichs, Mayor Pro Tem  
Edward Villanueva  
Alex Blue  
Bert Buys  
Cynthia Massey

Staff Present: Rick Schroder, City Administrator  
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.

OPEN SESSION:

**2. Citizens to be Heard.**

Kathy Yaccino spoke on supporting mandatory microchipping and extending the holding time for impounded pets.

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 Mayor Pro Tem Friedrichs, second by Council Member Villanueva, to approve item 3 as amended and item 4 on the consent agenda. Motion to approve carried unanimously.

**3. Approval of the minutes of the Regular Meeting dated March 10, 2016. (Staff)**

**4.\*\* Approval of the Fiscal Year Ending (FYE) 2016 City of Helotes Revenue and Expense and Encumbrance Reports dated March 17, 2016. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

**5. Discussion of and action on and pursuant to Article VIII *Additional Services* of an Agreement between the City, Economic Development Corporation (EDC), and Terra Design Group, Inc. for professional design services for the Helotes Creek Linear Park Transportation Enhancement Project, approval of an Additional Services Proposal Form for Environmental Services to complete a survey of four**

**areas of potential habitat for listed Karst Invertebrates in the amount of Seven Thousand, Four Hundred Seventy-Five Dollars (\$7,475.00) and authorizing an FYE 2016 EDC interdepartmental budget adjustment transferring the same monies from the EDC Operating Fund to the City / EDC Capital Fund to fund the Additional Services referenced above. (Staff)**

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

Motion to approve carried unanimously.

- 6. Discussion of and action on Resolution No. 338 of the City Council of the City of Helotes, Texas approving a Public Purpose Funding Contract with the San Antonio Humane Society (Grantee) for animal control, shelter, and adoption services for the City's Animal Control Department; directing that public funds be expended for said services; authorizing the Mayor to execute said Contract and 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)**

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

Speaking on this item was Josh Mair, Public Works Supervisor. Animal Control impounds approximately 20-25 animals per month and approval of this contract will expand holding spaces for impounded animals at an additional location. Animal Control also has a contract with the Helotes Humane Society for shelter and adoption services.

Motion to approve carried unanimously.

- 7. Discussion of and action on Resolution No. 339 of the City Council of the City of Helotes, Texas approving the terms of an Agreement between the De Zavala – Shavano Veterinary Clinic and the City of Helotes for the provision of animal care services to the City; declaring a public purpose; 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 Mayor Pro Tem Friedrichs, second by Council Member Massey, to discuss and act on this item as written.

Approval of this item authorizes De Zavala – Shavano Veterinary Clinic to serve as the City's veterinarian and provide animal care services, as-needed.

Motion to amend was made by Mayor Pro Tem Friedrichs, second by Council Member Massey, to approve the agreement with a Resolution (and not an Ordinance).

Motion to approve as amended carried unanimously.

8. **Discussion of and action on Ordinance No. 589 of the City Council of the City of Helotes, Texas deleting Section 14-6 *Use of Force in the Capture and Restraint of Animals* from Code of Ordinances Chapter 14 *Animals*, Article I *In General*; 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 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.

9. **Discussion of and action on amendments to the *Personnel Policies and Procedures Manual* by adding Appendix V *Animal Control Standard Operating Procedures* and adding Sections 5.1 *Use of Force in the Capture and Restraint of Animals* and 5.2 *Euthanasia by Animal Control Officer* to Appendix V. (Staff)**

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

Speaking on this item was Josh Mair, Public Works Supervisor. Section 5.1 was removed from the Code of Ordinances and placed with Section 5.2 into the newly created Section V *Animal Control Standard Operating Procedures* of the *Personnel Policies and Procedures*. The City will keep animals on property and if needed, shelter them with the Helotes or San Antonio Humane Societies. Injured or sick animals will be taken to the City Vet. Animal Control has had to euthanize 5 or 6 dogs/cats in 3 years and euthanasia will only be used as a last resort.

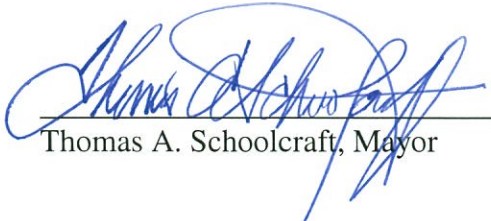
Motion to approve carried unanimously.

*Adjourn.*

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

ATTEST:

  
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Grace Tamez, City Secretary

  
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Thomas A. Schoolcraft, Mayor