

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting on Thursday, August 22, 2013 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  
Bert Buys, Mayor Pro Tem  
Cynthia Massey

Absent: Edward Villanueva  
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator  
Steve Peña, City Attorney  
Grace Tamez, City Secretary

**1. Call to Order.**

Mayor Schoolcraft called the meeting to order at 7:02 p.m. Councilmember Blue led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

**PUBLIC HEARINGS:**

- 2. Public hearing to give all interested persons the right to appear and be heard on a Resolution by 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) 2014 Operating and Capital Budgets beginning October 1, 2013 and ending September 30, 2014 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 to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (EDC Staff)**

Mayor Schoolcraft opened the public hearing at 7:05 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:06 p.m.

Mayor Schoolcraft announced that the City Council will hold another public hearing on this item on September 12, 2013.

- 3. Public hearing to give all interested persons the right to appear and be heard on proposed City of Helotes, Texas FYE 2014 Budget(s), including, but not limited to,**

**the General Fund, Debt Service Fund, Capital Replacement Fund, and Dispatch and Emergency Medical Service (EMS) Proprietary Fund budgets. (Staff)**

Mayor Schoolcraft opened the public hearing at 7:07 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:07 p.m.

Mayor Schoolcraft announced that the City Council will hold another public hearing on this item on September 12, 2013.

**4. Public hearing to give all interested persons the right to appear and be heard on the adoption of the proposed Tax Year 2013 ad valorem (property) tax rate. (Staff)**

Mayor Schoolcraft opened the public hearing at 7:08 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:08 p.m.

Mayor Schoolcraft announced that the City Council will hold another public hearing on this item on the September 12, 2013 regular City Council meeting. Mayor Schoolcraft also stated that that it is the goal of the City Council to vote to set the ad valorem tax rate at the September 12, 2013 meeting.

OPEN SESSION:

**5. 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 Councilmember Massey, second by Mayor Pro Tem Buys, to approve items 6, 7, and 8 on the consent agenda. Motion to approve carried unanimously.

**6.\*\*\* Approval of the minutes of the regular meeting of August 8, 2013. (Staff)**

**7.\*\*\* Approval of the City of Helotes Revenue and Expense Report dated August 14, 2013. (Staff)**

**8.\*\*\* Approval to amend the City of Helotes Personnel Policies and Procedures Manual Section 12.03 Uniform Allowance Policy by adding "external body armor carrier" to the Allowable Police Department Personnel Uniform Allowance Expenditures list. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

**9. Discussion of and direction on a Resolution by the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (EDC) FYE 2014 Operating and Capital Budgets**

**beginning October 1, 2013 and ending September 30, 2014 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. (Staff)**

Motion was made by Councilmember Massey, second by Councilmember Blue, to discuss this item as written.

General consensus was that the EDC budget was thorough and well-constructed. Council did not offer direction.

**10. Discussion on the proposed City of Helotes FYE 2014 Budget(s), including, but not limited to, the following (Mayor Schoolcraft and Staff):**

- a) **General Fund;**
- b) **Debt Service Fund, including:**
  - i) **Proposed debt requirements to accommodate planned capital improvement projects;**
  - ii) **Proposed Financial Advisory Agreement;**
  - iii) **Proposed Bond Counsel Agreement; and**
  - iv) **Proposed Reimbursing Resolution.**
- c) **Capital Replacement Fund;**
- d) **Dispatch Proprietary Fund;**
- e) **Emergency Medical Service Proprietary Fund;**
- f) **Proposed ad valorem tax rate;**
- g) **Proposed implementation of a hotel occupancy tax;**
- h) **Proposed personnel position, salary, benefit, and holiday schedule amendments; and**
- i) **Proposed Municipal FYE 2014 Fee Schedule amendments.**

Rick Schroder, City Administrator, summarized the adjustments made to the budget. Salary adjustments were made for eight Patrol Officers, three Fire Department personnel, Dispatch Supervisor, Animal Control Supervisor, Warrant Officer, Administrative Assistant, and Development Services Specialist to move the position salaries closer to the market value. General Fund adjustments were made due to increased revenue or expenditures that have occurred since the last budget meeting. Mr. Schroder presented a balanced budget.

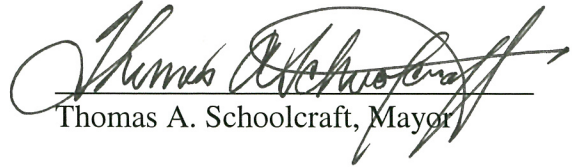
**11. Discussion of and action on attendance to the 2013 Texas Municipal League's annual training conference to be held on October 8-11 in Austin. Texas. (Staff)**

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

After a brief discussion, Mayor Pro Tem Buys withdrew the motion and Councilmember Blue withdrew the second. City Council took no action on this item.

**Adjourn.**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:42 p.m.

  
Thomas A. Schoolcraft, Mayor

ATTEST:

  
Grace Tamez, City Secretary

