

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, August 24, 2017 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
Joshua Mair, Public Works Supervisor

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Mayor Pro Tem Buys led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

2. Proclamation presented to Tabitha Durr, Accounting / Finance Officer, in recognition of National Payroll Week dated September 3 – 9, 2017. (Mayor Schoolcraft)

Mayor Schoolcraft presented the proclamation to Taby Durr.

3. Proclamation presented to Alamo Chapter of the American Payroll Association in recognition of National Payroll Week dated September 3 – September 9, 2017. (Mayor Schoolcraft)

Mayor Schoolcraft presented the proclamation to Christine Bodily.

PUBLIC HEARINGS (ITEM NOS. 4 – 6):

4. Public hearing to give all interested persons the right to appear and be heard on a Resolution 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) 2018 Maintenance & Operations, Interest & Sinking, and Capital Budgets beginning October 1, 2017 and ending September 30, 2018 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.

Mayor Schoolcraft opened the public hearing at 7:12 pm. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:13 pm.

5. **Public hearing to give all interested persons the right to appear and be heard on proposed City of Helotes FYE 2018 Budgets, including, but not limited to, the General Fund, Debt Service Fund, Capital Replacement Fund, Municipal Court Security and Technology Funds, Police Training and Education Fund, School Safety Fund, PEG (Public Access Channel) Fund, Police State and Federal Forfeiture Funds, and Street Maintenance Fund budgets.**

Mayor Schoolcraft opened the public hearing at 7:13 pm. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:14 pm.

6. **Public hearing to give all interested persons the right to appear and be heard on the adoption of the proposed Tax Year 2017 ad valorem (property) tax rate.**

Mayor Schoolcraft opened the public hearing at 7:14 pm. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:14 pm.

OPEN SESSION:

7. **Citizens to be Heard.**

Andrew Hite and Diane Hite spoke about the Board of Adjustment item regarding the carport setback involving Jerry Arrendondo.

Jerry Arrendondo and Vicki Arrendondo signed up for citizen comments but decided not to speak.

CONSENT AGENDA: All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Friedrichs, second by Council Member Villanueva, to approve items 8, 10, 11, 12 and 13 on the consent agenda. Motion to approve carried unanimously. Item 9 was pulled off the agenda due to pending information.

- 8.** **Approval of the minutes of the Regular Meeting dated August 10, 2017. (Staff)**
9. **Approval of the Quarterly Investment Reports for the City of Helotes and the City of Helotes Economic Development Corporation for the quarter ending June 30, 2017. (Staff)**
- 10.** **Approval of an Ordinance of the City Council of the City of Helotes, Texas approving the terms of agreement between Lori Calzoncit, Monty McGuffin and the City for employment as Public Health Inspectors; specifying job duties, the rate of compensation, and hours of work; providing for severability; and setting an effective date. (Staff)**

- 11.** Approval of a Resolution of the City Council of the City of Helotes, Texas casting the City's allotted votes for Rick A. Schroder for election to the Bexar Appraisal District Board of Directors for term ending in the year 2018; 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)**
- 12.** Approval of a Resolution of the City Council of the City of Helotes, Texas authorizing the amendment of the Project Funding Agreement between the City and the City of Helotes Economic Development Corporation dated July 23, 2015; and approving other matters in connection therewith. (Staff)**
- 13.** Approval of a Resolution 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 for FYE 2018 beginning October 1, 2017 and ending September 30, 2018; 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:

- 14. Discussion of and action on the appointment of James E. ("Jim") Meadows to fill a vacancy on the City of Helotes Economic Development Corporation Board of Directors, Place One, with a term expiring on September 30, 2017. (Mayor Schoolcraft)**

Mayor Schoolcraft introduced Jim Meadows to Council. Mr. Meadows described his background and thanked Council for the opportunity to serve

Motion was made by Council Member Massey, second by Council Member Friedrichs, to appoint Jim Meadows to the Economic Development Corporation Board of Directors. Motion to approve carried unanimously.

- 15. Presentation by Public Works Supervisor Joshua Mair and discussion of and action to approve the City of Helotes Storm Water Management Program Best Management Practices Report. (Staff)**

Joshua Mair, Public Works Director, gave a presentation on the Phase 2 permit requirements and implementation of the City's Storm Water Management Program Plan for Year 2017. The Public Works Department is required to attend one public meeting and provide an annual report regarding the programs Best Management Practices.

Motion was made by Mayor Pro Tem Buys, second by Council Friedrichs, to approve the City of Helotes Storm Water Management Program Best Management Practices Report for Year 2017. Motion to approve carried unanimously.

- 16. Presentation of and discussion on proposed City of Helotes FYE 2018 Budget(s), including, but not limited to, the following (Mayor Schoolcraft and Staff):**
- a) **General Fund;**
 - b) **Debt Service Fund;**
 - c) **Capital Replacement Fund;**
 - d) **Municipal Court Security and Technology Funds;**
 - e) **Police Training and Education Fund;**
 - f) **School Safety Fund;**
 - g) **PEG (Public Access Channel) Fund;**
 - h) **State and Federal Forfeiture Funds;**
 - j) **Street Maintenance Fund;**
 - k) **Proposed ad valorem tax rate; and**
 - l) **Proposed personnel position, salary, benefit, and holiday schedule amendments.**

Rick Schroder, City Administrator, provided a current set of revenue/expenditure reports for the current fiscal year and gave a brief presentation on the accounts. A change to the FYE 2018 proposed budget was a decrease in health insurance premiums, from those presented with the original budget. No other substantial changes were made to the budget since the last presentation.

Mayor Schoolcraft adjourned the meeting into closed session at 7:43 p.m. after reading the caption below.

- 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 Gerald (“Jerry”) Arredondo v. City of Helotes, Texas and Board of Adjustment of the City of Helotes, Texas; and**
 - **§551.071 *Consultations with Attorney* regarding an Interlocal Agreement for Police, Fire, and EMS Dispatch Services between the City of Helotes and the City of Leon Valley, Texas.**

Mayor Schoolcraft convened the meeting into open session at 8:52 p.m. and announced that no action had been taken in closed session.

- 18. Discussion of and action on matters discussed in Closed Session regarding Gerald (“Jerry”) Arredondo v. City of Helotes, Texas and Board of Adjustment of the City of Helotes, Texas and an Interlocal Agreement for Police, Fire, and EMS Dispatch Services between the City of Helotes and the City of Leon Valley, Texas.**

No action was taken on Item 18.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:52 pm.

ATTEST:



Celina Perez, City Secretary





Thomas A. Schoolcraft, Mayor