

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, November 12, 2015 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 Friedrichs led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag. Mayor Schoolcraft welcomed members from Scout Troop 855.

OPEN SESSION:

**2. 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 Buys, second by Council Member Villanueva, to approve items 3, 4, 5, 6, 7, 8, 9, and 10 on the consent agenda. Motion to approve carried unanimously.

**3.\*\* Approval of the minutes of the City Council Word Session dated October 22, 2015 and the Regular Meeting dated October 23, 2015. (Staff)**

**4.\*\* Approval of the Fiscal Year Ending (FYE) 2015 City of Helotes Revenue and Expense Report dated October 23, 2015. (Staff)**

**5.\*\* Approval of the Quarterly Investment Reports for the City of Helotes and the City of Helotes Economic Development Corporation for the quarter ending September 30, 2015. (Staff)**

- 6.\*\* Approval of the cancellation of the following City Council Regular Meeting dates in observance of the Thanksgiving and Christmas holiday breaks:**
- November 26, 2015; and
  - December 24, 2015. (Staff)
- 7.\*\* Ratification of FYE 2015 General Fund interdepartmental budget adjustments transferring budgeted expenditures from one (1) Municipal Department to another Department in order to balance FYE 2015 General Fund Departmental Budgets. (Staff)**
- 8.\*\* Approval of an Additional Subsurface Utility Engineering (SUE) Service Proposal, pursuant to Article VIII *Additional Services* of an Agreement dated December 4, 2013, in the amount of \$4,080.00 between the City of Helotes, EDC, and LNV, Inc. for the State Highway 16 Water and Sewer Infrastructure Project. (Staff)**
- 9.\*\* Approval of the selection of a Bank Depository Service for the City of Helotes and the City of Helotes Economic Development Corporation (EDC) from sole respondent Frost Bank and authorizing Mayor Thomas A. Schoolcraft and EDC Executive Director Rick Schroder to negotiate and execute a contract by and between the City of Helotes, the EDC, and Frost Bank for a five (5) year term beginning on December 1, 2015. (Staff)**
- 10.\*\* Pursuant to Chapter 66. *Signs*, Article VIII. *Variances*, Section 66-86. *Planning and Zoning Commission Action* of the Municipal Code of Ordinances, acknowledgement of the following actions taken by the Planning and Zoning Commission on November 3, 2015 allowing for variances of up to twenty-five percent (25%) of maximum sign areas to accommodate longer words and names while retaining appropriate scale and proportions of letters for VDC Bexar County Reserve I, L.P. for a Single-business Use Monument Sign for the Paso Fino Apartment Homes located at 10729 Shaenfield Road, San Antonio, Texas, more particularly described as CB 4449D BLK 16 Lot 7 (Shaenfield Apartments). (Staff)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

- 11. Discussion of and action on Resolution No. 332 of the City Council of the City of Helotes, Texas canvassing the returns and declaring the results of the joint Special Election held on Tuesday, November 3, 2015 on a proposition for the adoption of a sales and use tax within the City at the rate of one fourth (1/4) of one percent (1%) to provide revenue for maintenance and repair of municipal streets. (Staff)**

The results of the Special Election were:  
*(Los resultados para la Elección Especial fueron:)*

The adoption of a local sales and use tax in the City of Helotes at the rate of one-fourth of one percent to provide revenue for maintenance and repair of municipal streets.  
*(La adopción de un impuesto local de ventas y uso en la Ciudad de Helotes a razón de una cuarta parte del uno por ciento para proporcionar ingresos para el mantenimiento y reparación de calles municipales.)*

	<u>Total Votes</u> <i>(Votos Total)</i>
FOR <i>(A FAVOR DE)</i>	414
AGAINST: <i>(EN CONTRA DE)</i>	167

Motion was made by Council Mayor Pro Tem Friedrichs, second by Council Member Massey, to approve the resolution canvassing and declaring the results as noted.

Motion to approve carried unanimously.

12. **Discussion of and action on Resolution No. 333 of the City Council of the City of Helotes, Texas approving a Public Purpose Funding Contract with the Helotes Humane Society 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.

The contract with DeZavala-Shavano Park Veterinary Clinic has expired and a multi-county search for another veterinary clinic for animal control, shelter, and adoption services failed. All facilities contacted, including local veterinary facilities, declined to contract with the City for these services. DeZavala-Shavano Park Veterinary Clinic subsequently agreed to reconsider the renewal of the contract; however, the clinic requested assistance in housing impounded animals due to inadequate kennels. The Helotes Humane Society agreed to house impounded animals as stipulated in the proposed contract.

Motion to approve carried unanimously.

**13. Discussion of and action on amendments to the City of Helotes Personnel Policies and Procedures Manual by amending Chapter 9 *Employee Pay and Pay Changes*, Section 9.2 (d) *Acting Pay* and adding Section 16.4 *Breastfeeding* to Chapter 16 *Miscellaneous Regulations*. (Staff)**

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

Motion to approve carried unanimously.

**14. Discussion of and action on a Digital Single-business Use Monument Sign for the City of Helotes Municipal Complex, including, but not limited to, sign design, contractor selection, and installation. (Staff)**

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

Keller Custom Signs, Sign Pro SA, Alamo Signs, and Comet Signs responded to the City's request for bids for a digital sign. Keller Custom Signs submitted the lowest bid followed by Sign Pro SA, Alamo Sign Solutions, and Comet Signs. Today, Alamo Sign submitted a new bid after modifying their original bid.

Discussion included; bids had been disclosed to the public with the posted agenda, the City's credibility could be hurt if modified bids were to be accepted after disclosure, fairness to all bidders, and starting the process anew.

Motion was made by Council Member Villanueva to postpone this item to the December 10 meeting. Motion died for lack of a second.

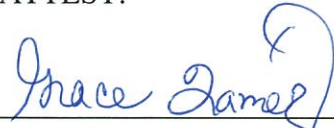
Motion to amend was made by Council Member Villanueva, second by Council Member Buys, to accept the lowest bid submitted by Keller Custom Signs.

Motion to approve as amended carried: 4 Ayes; 1 Nay – Mayor Pro Tem Friedrichs; 0 Abstain.

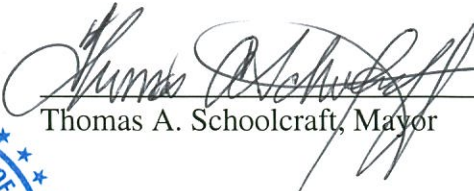
*Adjourn.*

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:55 p.m.

ATTEST:

  
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Grace Tamez, City Secretary



  
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Thomas A. Schoolcraft, Mayor