

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, August 8, 2019 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  
Alex Blue, Mayor Pro Tem  
Jim Meadows  
Bert Buys  
Cynthia Massey

Absent: Paul Friedrichs

Staff Present: Rick Schroder, City Administrator  
Susan Darst, Assistant to the City Administrator  
Joshua Mair, Public Works Supervisor  
Scott Moreland, Fire Chief  
Skylar Dailey, Dispatcher / Assistant EMC

**1. Call to Order.**

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

RECOGNITION:

**2. Presentation by the National Weather Service (NWS) of a StormReady® community site sign to the City of Helotes in recognition of the City as a StormReady® community. (Staff)**

Joe Arellano, Meteorologist In Charge at the National Weather Service Office in New Braunfels, presented a certificate and a StormReady® site sign to the City of Helotes, in recognition of the City becoming a StormReady® community. The StormReady® program is voluntary and helps communities develop plans to handle all types of extreme weather.

PUBLIC HEARING:

**3. Public Hearing to give all interested persons the right to appear and be heard on a request from City Staff to amend Municipal Code of Ordinances Chapter 18 Buildings and Building Regulations and Chapter 98 Zoning amending building permit expiration and extension terms and required inspections and requiring a certificate of occupancy for residential structures.**

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 7:09 p.m.

OPEN SESSION:

**4. Citizens to be Heard.**

No one signed up to speak on this item.

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

- 5.\*\* Approval of the minutes of the Regular Meeting dated July 25, 2019. (Staff)**
- 6.\*\* Approval of the Fiscal Year Ending (FYE) 2019 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated August 2, 2019. (Staff)**
- 7.\*\* Approval of setting Public Hearings on the proposed Municipal FYE 2020 Budget(s) and the City of Helotes Economic Development Corporation's (EDC) FYE 2020 Budget(s) on August 22, 2019 at 7:00 p.m. C.S.T. and September 12, 2019 at 7:00 p.m. C.S.T. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 8. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations*, Articles I *In General* and II *Technical Codes*, Sections 18-2 *Building Permits*, 18-3 *Certificates of Occupancy for Residential Structures*, 18-11 *International Residential Code Adopted*, and 18-12 *International Building Code Adopted* and Chapter 98 *Zoning*, Article XIV *Administration and Enforcement*, Section 98-463 (a) *Certificate of Occupancy* by amending building permit expiration and extension terms and required inspections and requiring a certificate of occupancy for residential structures; authorizing the City Administrator to implement the provisions of this Ordinance; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; providing a penalty; incorporating recitals; and adopting an effective date. (Staff)**

(Note: On August 6, 2019 the Planning & Zoning Commission recommended approval of the proposed amendments to the ordinance with the following comments: change the proposed permit time limitation from 9 months to 12 months and review Section 18-2 *Building Permits*, Subparagraph (e) *Permit Extension*, to ensure the fee structure language is clear, specifically following the fourth extension.)

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

Discussion included the comments provided by the Planning and Zoning Commission. The general consensus of Council was that the presented permit time limitation of 9 months is adequate and the fee structure language in Section 18-2 *Building Permits*, Subparagraph (e) *Permit Extension* is clear. It was also noted that the amended ordinance will remove the temporary on permit set (TOPS) inspection and will instead require a final / certificate of occupancy inspection for single-family residential homes prior to occupancy.

Motion to approve the item as submitted carried unanimously.

9. **Discussion of and action on a request by Stanley and Phyllis Goodson for approval of a conceptual design plan for Helotes Retail Center located on a 1.963 acre tract of land situated, generally, near the intersection of S.H. 16 (South) and Old Bandera Road, more particularly described as BCAD Prop. ID No. 242105, including, but not limited to, the following:**

- **Site plan;**
- **Building design; and**
- **Exterior lighting. (Applicant)**

(Note: On August 6, 2019 the Planning & Zoning Commission recommended approval of the conceptual design plan for Helotes Retail Center.)

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

Motion to approve the item as written carried unanimously.

10. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the submission of a Safe Routes to School (SRTS) infrastructure funding grant application to the Texas Department of Transportation (TxDOT) for the construction of sidewalks along Galm, Braun, Iron Horse Way, Antonio Drive, Riggs, and Old F.M. 1560 roads; 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 Council Member Meadows, to discuss and act on this item as written.

Motion to approve the item as written carried unanimously.

- 11. Presentation of and discussion on proposed City of Helotes FYE 2020 Budget(s), including, but not limited to, the following (Mayor Schoolcraft and Staff):**
- a) General (Maintenance & Operations) Fund;**
  - b) Debt Service (Interest & Sinking) Fund;**
  - c) Capital Replacement Fund;**
  - d) Economic Development Corporation Fund;**
  - e) Municipal Court Security and Technology Funds;**
  - f) Police Training and Education Fund;**
  - g) School Safety Fund;**
  - h) PEG (Public Access Channel) Fund;**
  - i) State Forfeiture Fund;**
  - j) Street Maintenance Fund;**
  - k) Hotel Occupancy Tax (HOT) Fund;**
  - l) Proposed ad valorem tax rate;**
  - m) Proposed Comprehensive Grade & Step Salary Analysis System; and**
  - n) Proposed personnel position, salary, benefit, and holiday schedule amendments.**

Rick Schroder, City Administrator, presented the proposed FYE 2020 Budget documents. The general fund budget, as presented, is balanced and the City anticipates that revenues will exceed expenditures by approximately \$150,000. The proposed budget plan allows the City to maintain the current level of municipal services while controlling growth and spending. The collection of sales and use tax and property tax continue to grow, allowing the City to come closer to reaching its goal of balancing both sales and property tax. The budget proposes no additions to City Staffing, an increase in uniform allowance for City Council, the inclusion of a uniform allowance for all other full-time administrative employees who are not listed in the certification pay schedule, and the inclusion of a commercial driver's license certification pay under Public Works. The budget also includes investment purchases for equipment, training, amenities and community events. These investment purchases are annotated within the respective department budgets.

Mayor Pro Tem Blue and Council Member Buys requested to see numbers on increasing the TMRS employee deposit rate from 6% to 7% at the next City Council Meeting.

- 12. Discussion of and action on placing a proposal to adopt an ad valorem tax rate for Tax Year 2019 on the September 26, 2019 Regular Meeting Agenda of the City Council of the City of Helotes, Texas. (Staff)**

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

The new ad valorem property tax rate proposed by Mayor Schoolcraft for Tax Year 2019 is \$0.345 cents per \$100 valuation, a 1/2 cent decrease from the 2018 tax rate. Council Member Massey felt the decreased tax rate as presented should be approved, while the remainder of Council believed the tax rate should remain at \$0.350 cents.

Motion to amend was made by Council Member Buys, second by Mayor Pro Tem Blue, to place a proposal to adopt an ad valorem tax rate of \$0.350 cents per \$100 valuation for Tax Year 2019 on the September 26, 2019 Regular Meeting Agenda.

Motion to approve carried: 3 Ayes – Council Member Meadows, Mayor Pro Tem Blue, and Council Member Buys; 1 Nay - Mayor Pro Tem Massey; Absent - Council Member Friedrichs; Present and not voting - Mayor Schoolcraft.

13. **Discussion of and action on setting Public Hearings on the proposed Tax Year 2019 ad valorem tax rate on the August 22, 2019 and September 12, 2019 Regular Meeting Agendas of the City Council of the City of Helotes, Texas to be held at 7:00 p.m. C.S.T. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. (Staff)**

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

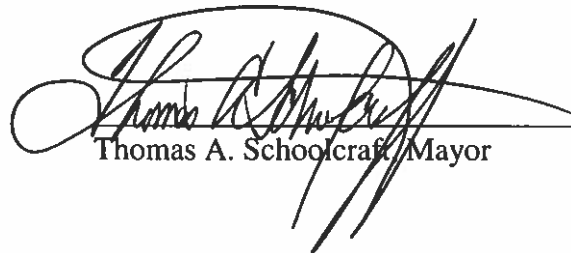
Motion to approve the item as written carried unanimously.

**Adjourn**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 9:04 p.m.

ATTEST:

  
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Celina Perez, City Secretary

  
Thomas A. Schoolcraft, Mayor

