

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, September 26, 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
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator
Celina Perez, City Secretary
Susan Darst, Assistant to the City Administrator
Scott Moreland, Fire Chief

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. and recognized Scouts from Pack 2211 and Pack 274. Council Member Friedrichs led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

2. Proclamation presented to the City of Helotes Fire Department in observance of National Fire Prevention Week dated October 6 – 12, 2019. (Mayor Schoolcraft)

Mayor Schoolcraft presented the Proclamation to Fire Chief Scott Moreland.

OPEN SESSION:

3. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 4 - 13): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Meadows, second by Council Member Friedrichs, to approve items 4 through 11 on the consent agenda. Motion to approve carried unanimously.

4. Approval of the minutes of the Regular Meeting dated September 12, 2019. (Staff)**

- 5.** Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for public investment purposes; repealing Ordinance No. 18-20; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**
- 6.** Approval of a Resolution of the City Council of the City of Helotes, Texas designating investment officer(s) for public investment purposes; 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)**
- 7.** Approval of a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes; 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)**
- 8.** Approval of a Resolution of the City Council of the City of Helotes, Texas designating the San Antonio Express News as the official newspaper for the City of Helotes, Texas for Fiscal Year Ending (FYE) 2020; providing that all official public notifications be published in said newspaper; 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)**
- 9.** Approval of a Resolution of the City Council of the City of Helotes, Texas renaming the Municipal Court Security and Technology Funds; adding the Local Truancy Prevention and Diversion and Municipal Jury Funds; repealing Resolution No. 335; 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)**
- 10.** Ratification of the following FYE 2019 interdepartmental budget adjustments and EDC budget amendment dated September 18, 2019:**
 - Increasing EDC Operating Acct. No. 05-401-3140 *Sales Tax Revenue* by \$146,903.62 and increasing EDC Operating Acct. No. 05-510-5333 *Ch. 380 Economic Development Agreement Reimbursements* by \$146,903.62;**
 - Transferring \$12,731.40 from General Fund No. 01-510-5101 *Administration Salaries* to General Fund No. 01-515-5101 *Dispatch Salaries*;**
 - Transferring \$1,971.54 from General Fund No. 01-530-5101 *Municipal Court Salaries* to General Fund No. 01-520-5101 *City Secretary Salaries*;**

- **Transferring \$3,411.17 from General Fund No. 01-560-5501 *Police Dept. Vehicle Purchases* to General Fund No. 01-535-5101 *Human Resources Salaries*; and**
- **Transferring \$3,712.61 from General Fund No. 01-560-5303 *Police Dept. Technology and Equipment* to General Fund No. 01-550-5210 *Buildings and Grounds Other Contractual Services*.**

11. Acceptance of the resignation of Jim Meadows, Council Member Place One, effective September 30, 2019. (Council Member Meadows)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

12. Discussion of and action on the appointment of Alan R. Holmes to the City Council, Council Member Place One, for a term commencing on October 1, 2019 and terminating on the expiration of the term for Place One on the next Election Day in May 2020 to fill the vacancy resulting from the resignation of Council Member Jim Meadows. (Mayor Schoolcraft)

Mayor Schoolcraft introduced Alan R. Holmes to Council. Mr. Holmes currently serves on the Helotes Economic Development Corporation Board.

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

Council recognized the attendance of Mr. Holmes at various City events and thanked him for his willingness to serve. The approval of the appointment of Alan R. Holmes carried unanimously.

13. Discussion of and action on the following appointments to the Economic Development Corporation Board of Directors (Mayor Schoolcraft):

- **Place One, Phyllis Jackson Term Expiring September 30, 2021; and**
- **Place Three, John Kodosky Term Expiring September 30, 2021.**

Mayor Schoolcraft introduced Phyllis Jackson and John Kodosky to Council. Mrs. Jackson and Mr. Kodosky were thankful for the invitation to serve.

Motion was made by Council Member Friedrichs, second by Council Member Meadows, to approve this item as written. Motion to approve carried unanimously.

14. 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 (EDC); 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)

Mayor Schoolcraft informed Council of an estimate provided by the City Treasurer, resulting in an amount greater than the \$5,400.00 that is stipulated in the agreement.

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

Discussion included postponing this item to allow for a complete review of the City Treasurer's estimate, and any other fees, to determine a total agreement amount.

Motion to amend was made by Council Member Buys, second by Council Member Friedrichs, to postpone this item to the next City Council meeting.

Motion to approve carried unanimously.

- 15. Discussion of and action on a request by Steve Buescher, pursuant to Texas Property Tax Code Section 33.011, for the waiver of penalties and interest paid by the property owner for Tax Account No. 04481-501-0550 due to a clerical error. (Office of the Tax Assessor-Collector)**

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

Motion to approve carried unanimously.

- 16. Discussion of and action 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) FYE 2020 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2019 and ending September 30, 2020 to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*, 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. (EDC)**

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

Motion to approve carried unanimously.

After Mayor Schoolcraft read Item No. 17, Council Member Massey expressed concern on the order of Item Nos. 17 and 18. Mayor Schoolcraft requested to suspend the rules and move Item No. 17 after Item No. 18. There being no objections, Mayor Schoolcraft continued with the order of the agenda items as follows.

- 18. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas increasing the rate of deposits from six percent (6%) to seven percent (7%) to the Texas Municipal Retirement System by the employees of the City of Helotes. (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 carried: 4 Ayes – Council Member Buys, Council Member Meadows, Mayor Pro Tem Blue, and Council Member Friedrichs; 1 Nay – Council Member Massey.

- 17. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2019 and ending September 30, 2020; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget(s) of the City of Helotes for the 2019 – 2020 fiscal year; authorizing personnel positions and salaries; setting the 2019 – 2020 holiday schedule for City employees; authorizing the City Administrator to expend monies and sign documents in accordance with said Budget(s); 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 Council Member Buys, second by Council Member Massey, to discuss and act on this item as written.

Discussion included the addition of an in-car video system purchase for the Police Department. The video system is about 10 years old and not operating properly. The budget, as presented, includes an amount of \$15,726.50 to finance the video system through Frost Bank on a 5 year note at 3.34%. The estimated cost of the video system, which includes 10 cameras, is \$74,000.00. The consensus of Council was to pay for the in-car video system, rather than finance through Frost Bank.

Motion to amend was made by Council Member Buys, second by Council Member Massey, to approve the budget, with the amendment to pay for the in-car video system from the general fund, rather than take a 5 year note.

Motion to approve carried by the following recorded vote: 5 Ayes – Council Member Meadows, Mayor Pro Tem Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs; 0 Nays; 0 Abstaining; Present and not voting - Mayor Schoolcraft.

19. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas ratifying the adoption of the fiscal year (FY) 2019 – 2020 Municipal Budget(s) raising more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FY 2018–2019 Municipal Budget(s); 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 Council Member Buys, second by Council Member Blue, to discuss and act on this item as written.

Motion to approve carried unanimously.

20. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2019 in the amount of \$0.350000 cents per \$100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied; 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:**
- a. **Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.261595 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019; and**
 - b. **Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.088405 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019. (Staff)**

Council Member Meadows made the motion that the property tax rate be increased by the adoption of a tax rate of \$0.350000 per \$100 valuation, which is effectively a 2.56% increase in the tax rate. This motion includes: 1) the adoption of an ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.261595 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019; and 2) the adoption of an ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.088405 cents per \$100 valuation for the Tax Year beginning January 1, 2019 and ending December 31, 2019. Council Member Buys seconded the motion.

Motion to approve carried by the following recorded vote: 4 Ayes – Council Member Buys, Council Member Meadows, Mayor Pro Tem Blue, and Council Member Friedrichs; 1 Nay – Council Member Massey; 0 Abstaining; Present and not voting: - Mayor Schoolcraft.

21. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing and amending fees, costs, and fines charged by the City of Helotes; adopting penalty rates established by the State of Texas; adopting savings, repealer, and penalty clauses; and adopting an effective date. (Staff)**

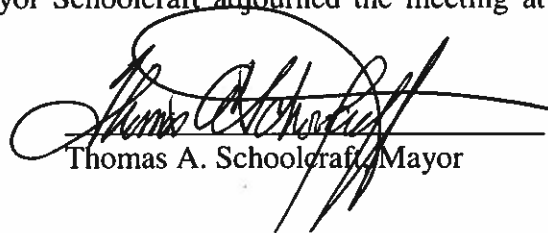
Motion was made by Council Member Friedrichs, second by Council Member Meadows, to discuss and act on this item as written.

Motion to approve carried: 4 Ayes – Council Member Buys, Council Member Meadows, Mayor Pro Tem Blue and Council Member Friedrichs; 1 Nay – Council Member Massey.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:58 p.m.

ATTEST:


Thomas A. Schoolcraft, Mayor


Celina Perez, City Secretary

