



AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
August 23, 2018
7:00 p.m.

The City of Helotes City Council will meet for a Regular Meeting on Thursday, August 23, 2018 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to Order.
 - Invocation.
 - Pledge of Allegiance.

RECOGNITION:

2. Proclamation presented by Mayor Thomas A. Schoolcraft to City Treasurer Tabitha Durr in recognition of National Payroll Week dated September 3 – 7, 2018.

PUBLIC HEARINGS (ITEM NOS. 3 – 5):

3. 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) 2019 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2018 and ending September 30, 2019 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.
4. Public hearing to give all interested persons the right to appear and be heard on proposed City of Helotes FYE 2019 Budgets, including, but not limited to, the General (Maintenance & Operations) Fund, Debt Service (Interest & Sinking) 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 Forfeiture Fund, Street Maintenance Fund, and Hotel Occupancy Tax (HOT) Fund budgets.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office at 210.695.5911 or by facsimile at 210.695.2123.

PUBLIC HEARINGS Cont.:

5. Public hearing to give all interested persons the right to appear and be heard on the adoption of the proposed Tax Year 2018 ad valorem (property) tax rate.

OPEN SESSION:

6. Citizens to be Heard. *The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

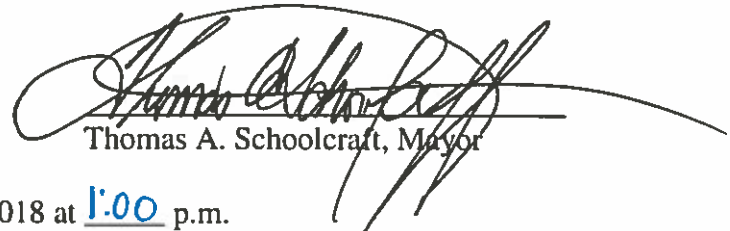
ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Discussion of and action on the minutes of the Regular Meeting dated August 9, 2018. (Staff)
8. Presentation of and discussion on proposed City of Helotes FYE 2019 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; and
 - m) Proposed personnel position, salary, benefit, and holiday schedule amendments.

Adjourn meeting.

City of Helotes City Council
Regular Meeting Agenda
August 23, 2018

The City Council reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.



Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on August 17, 2018 at 1:00 p.m.



Celina Perez, City Secretary

OFFICE OF THE MAYOR
HELOTES, TEXAS

Proclamation

National Payroll Week

Whereas, the American Payroll Association and its more than 20,000 members have launched a nationwide public awareness campaign that pays tribute to the more than 150 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

Whereas, payroll professionals in Helotes play a key role in maintaining the economic health of Helotes, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

Whereas, payroll departments collectively spend more than \$2.4 trillion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

Whereas, payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

Whereas, payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

Now, Therefore, I, Thomas A. Schoolcraft, on behalf of the members of City Council, and by the virtue of the authority vested in me as Mayor of the City of Helotes, Texas, do hereby proclaim September 3 – 7, 2018 as National Payroll Week, recognize and commend Tabitha Durr for promoting awareness of the payroll accounting processes.

In witness whereof I have hereunto set my hand and caused this seal to be affixed.

Thomas A. Schoolcraft, Mayor
August 23, 2018

RESOLUTION NO. _____

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) 2019 MAINTENANCE AND OPERATING, INTEREST AND SINKING, AND CAPITAL BUDGETS BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019 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.

WHEREAS, the mission of the EDC is to promote, encourage, and enhance the creation of jobs and the expansion of the local sales and property tax base through economic development projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development, growth, and investment of human and capital resources within the City of Helotes; and

WHEREAS, the vision of the EDC includes a balance of sales and property taxes that takes into account our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens; and

WHEREAS, proposed FYE 2019 Maintenance and Operating, Interest and Sinking, and Capital Budgets (the "Budgets") were duly presented to the EDC Board of Directors by the EDC President and the Executive Director and two public hearings were held thereon on August 15, 2018 and September 19, 2018, notice of said hearings having first been duly published in the San Antonio Express News, on the EDC website, and on the City of Helotes electronic bulletin board; and

WHEREAS, the EDC Board of Directors has reviewed and amended the attached FYE 2019 Budgets, and such amendments, approved by the EDC Board of Directors on September 19, 2018, have been identified and their effect included within the attached Budgets; and

WHEREAS, the EDC Board of Directors officially found that all line items outlined within the attached FYE 2019 Budgets comply with the requirements and purposes of the election authorizing the use of additional sales and use tax monies for economic development purposes and constitute qualified "Projects," as defined Texas Local Government Code Chapter 505 *Type B Corporations*; and

WHEREAS, pursuant to Sec. 505.158 of the Texas Local Government Code, the City Council of the City of Helotes shall adopt a Resolution approving the EDC's appropriations, Budgets, programs, "Projects," and cooperatives for FYE 2019 beginning October 1, 2018 and ending September 30, 2019 after giving the Resolution at least two separate readings. The City Council held two public hearings on this Resolution on August 23, 2018 and September 13, 2018.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES:

SECTION ONE: That appropriations for the EDC's FYE 2019 Maintenance and Operating, Interest and Sinking, and Capital Budgets, beginning October 1, 2018 and ending September 30, 2019, to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*, and cooperatives be fixed and determined for said terms in accordance with the expenditures shown in the EDC's FYE 2019 Budgets, a copy of which is appended hereto as Exhibit A.

SECTION TWO: That said appropriations supporting EDC programs, "Projects," and cooperatives are hereby approved in all respects by the City Council of the City of Helotes, Texas and adopted as the EDC Maintenance and Operating, Interest and Sinking, and Capital Budgets for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

SECTION THREE: That the City Administrator, serving as the EDC Executive Director, is hereby authorized to take all necessary steps to implement the provisions of this Resolution and is given the authority to sign documents authorizing the payment of funds and to expend public monies that have been approved and appropriated within said Budgets.

SECTION FOUR: That this Resolution shall take effect on October 1, 2018.

SECTION FIVE: That the City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION SIX: That if any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED THIS 27th DAY OF SEPTEMBER 2018.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

CITY OF HELOTES
 PROPOSED BUDGET
 AS OF: AUGUST 9, 2018

05 -ECONOMIC DEVELOPMENT CORP

REVENUES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	(----- CURRENT BUDGET	2017-2018 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2018-2019 PROPOSED BUDGET
				BEGINNING FUND BALANCE		\$807,430	\$903,795
<u>NON-PROPERTY TAXES</u>							
401-3140 SALES TAX	591,296	633,289	757,921	852,000	1,000,253	1,200,304	1,200,304
401-3150 MIXED BEVERAGE	<u>9,064</u>	<u>7,759</u>	<u>8,733</u>	<u>0</u>	<u>9,302</u>	<u>9,302</u>	<u>9,302</u>
TOTAL NON-PROPERTY TAXES	600,360	641,049	766,654	852,000	1,009,555	1,209,606	1,209,606
<u>MISCELLANEOUS REVENUE</u>							
406-1010 INTEREST	2,382	1,833	3,009	2,000	5,498	6,598	6,598
406-1011 MISCELLANEOUS	(25,000)	0	0	0	0	0	0
406-1060 TRANSFERS IN/OUT	<u>0</u>	<u>0</u>	<u>(2,520)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MISCELLANEOUS REVENUE	(22,618)	1,833	489	2,000	5,498	6,598	6,598
TOTAL REVENUES	577,742	642,882	767,143	854,000	1,015,053	1,216,203	1,216,204

CITY OF HELOTES
 PROPOSED BUDGET
 AS OF: AUGUST 9, 2018

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	(----- 2017-2018 -----) CURRENT BUDGET	(----- 2017-2018 -----) Y-T-D ACTUAL	(----- 2017-2018 -----) PROJECTED YEAR END	(----- 2018-2019 -----) PROPOSED BUDGET
<u>PERSONNEL</u>							
510-5111 LONGEVITY	0	0	860	980	980	980	1,100
510-5112 SALARIES	0	0	0	0	0	0	60,073
510-5113 BENEFITS	0	0	0	0	0	0	16,144
TOTAL PERSONNEL	0	0	860	980	980	980	77,317
<u>CONTRACTUAL SERVICES</u>							
510-5201 MEMBERSHIPS, DUES & LICENSES	6,535	5,992	5,741	6,900	6,748	8,098	16,000
510-5202 AUDIT FEES	2,800	2,900	3,000	3,100	3,100	3,100	3,200
510-5203 SCHOOLS, SEMINARS, CONFERENCES	2,732	1,762	1,247	3,000	1,784	2,141	3,000
510-5204 INTL. CONF. SHOPPING CENTERS	7,238	6,188	7,528	9,000	4,009	4,009	9,000
510-5205 BANK FEES	0	245	0	600	0	500	500
510-5206 LEGAL FEES	4,972	4,101	4,147	3,000	2,868	3,442	3,442
510-5208 CONC. DESIGN & LAND USE PLANS	0	4,700	0	99,000	0	0	25,000
510-5209 380 AGMT. REIMBURSEMENTS	0	0	0	3,800	0	0	0
510-5210 WORKSHOPS & PROMOTIONS	175	300	1,000	3,500	0	0	3,000
510-5211 MARKETING	31,443	26,606	28,178	28,751	8,511	10,214	35,000
510-5212 WEBSITE DEV. & MAINTENANCE	0	0	1,050	6,500	5,120	6,144	8,144
510-5214 MANAGED SVCS. AGREEMENT	12,000	15,000	15,000	11,649	11,084	11,084	5,400
510-5215 DEBT SERVICE	180,000	335,000	195,000	200,000	200,000	200,000	323,040
510-5216 DEBT SERVICE	114,953	107,780	100,313	92,552	92,552	92,552	0
510-5219 SALARIES	50,687	50,544	55,904	57,026	48,652	57,498	0
510-5220 BENEFITS	11,953	12,940	13,410	14,000	12,829	15,162	0
510-5221 RETAIL RECRUITMENT	0	35,000	30,000	25,000	25,000	25,000	20,000
510-5222 DEBT SERVICE	0	25,015	25,706	48,343	48,343	58,012	0
510-5223 BUSINESS IMPROVEMENT GRANTS	0	0	0	50,000	0	0	0
510-5224 OFFICE RENTAL	0	0	0	15,500	15,385	18,462	8,000
510-5225 OTHSD PARKING LOT LEASE	0	0	0	0	0	0	6,000
510-5226 LAND ACQUISITION	0	0	0	0	0	0	229,652
TOTAL CONTRACTUAL SERVICES	425,488	634,074	487,224	681,221	485,986	515,417	698,377
<u>COMMODITIES</u>							
510-5301 OFFICE SUPPLIES	306	730	957	3,549	2,948	3,538	7,500
510-5302 OPERATIONAL EXPENSES	629	641	1,755	7,500	14,523	17,427	7,500
510-5304 WEBSITE DEV. & MAINTENANCE	176	0	1,838	2,000	1,216	1,459	0
510-5305 COMMUNICATION EQUIPMENT	926	1,530	235	2,500	1,220	1,463	1,706
510-5326 EXPENSE REIMBURSEMENT	0	128	129	250	0	0	250
510-5331 OTHSD PARKING LOT LEASE	0	0	4,272	6,000	4,483	6,000	0
510-5333 380 AGREEMENT REIMBURSEMENTS	0	0	0	0	304,158	423,554	423,554
TOTAL COMMODITIES	2,037	3,029	9,185	21,799	328,547	453,441	440,510

CITY OF HELOTES
 PROPOSED BUDGET
 AS OF: AUGUST 9, 2018

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	(----- 2017-2018 -----) CURRENT BUDGET	(----- 2017-2018 -----) Y-T-D ACTUAL	(----- 2017-2018 -----) PROJECTED YEAR END	(----- 2018-2019 -----) PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>							
510-5503 TRANSFER OUT	88,079	0	150,000	150,000	150,000	150,000	0
TOTAL CAPITAL OUTLAY	88,079	0	150,000	150,000	150,000	150,000	0
TOTAL ADMINISTRATION	515,604	637,103	647,269	854,000	965,514	1,119,838	1,216,204
TOTAL EXPENDITURES	515,604	637,103	647,269	854,000	965,514	1,119,838	1,216,204
REVENUE OVER/(UNDER) EXPENDITURES	62,138	5,779	119,874	0	49,539	96,365	0
				ENDING FUND BALANCE		\$903,795	\$903,795

*** END OF REPORT ***

CITY OF HELOTES
 PROPOSED BUDGET
 AS OF: AUGUST 9, 2018

03 -CAPITAL REPLACEMENT

REVENUES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018		2018-2019	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET
				BEGINNING FUND BALANCE		\$2,396,308	\$553,797
<u>MISCELLANEOUS REVENUE</u>							
406-1010 INTEREST EARNED	767	5,111	14,534	9,153	16,466	16,466	8,233
406-1016 EDC CAPITAL - TRANSFER IN	55,000	0	0	0	0	0	0
406-1017 ADMIN MISC REVENUES	0	0	0	0	0	0	0
406-1018 PD MISC REVENUES	1,200	1,500	1,250	1,250	1,800	1,800	1,800
406-1019 FD MISC REVENUES	0	23,008	20,991	1,941	0	0	0
406-1021 TRANSFERS IN/OUT- OTHER FUND	4,433,435	(5,929)	(429)	0	0	0	0
406-1022 DISPATCH MISC REVENUES	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	4,490,402	23,691	36,346	12,344	18,266	18,266	10,033
TOTAL REVENUES	4,490,402	23,691	36,346	12,344	18,266	18,266	10,033

CITY OF HELOTES
 PROPOSED BUDGET
 AS OF: AUGUST 9, 2018

03 -CAPITAL REPLACEMENT
 ADMINISTRATION
 EXPENDITURES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	(----- CURRENT BUDGET	2017-2018 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2018-2019 PROPOSED BUDGET
CONTRACTUAL SERVICES							
510-5200 BANK CHARGES	0	1,245	(0)	500	0	500	500
TOTAL CONTRACTUAL SERVICES	0	1,245	(0)	500	0	500	500
<hr/>							
TOTAL ADMINISTRATION	0	1,245	(0)	500	0	500	500

CITY OF HELOTES
 PROPOSED BUDGET
 AS OF: AUGUST 9, 2018

03 -CAPITAL REPLACEMENT
 BUILDING & GROUNDS
 EXPENDITURES

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	(----- 2017-2018 -----) CURRENT BUDGET	(----- 2017-2018 -----) Y-T-D ACTUAL	(----- 2017-2018 -----) PROJECTED YEAR END	(----- 2018-2019 -----) PROPOSED BUDGET
CAPITAL OUTLAY							
550-5501 FIRE DEPT PURCHASES	0	21,006	21,148	32,949	32,949	32,949	1,650
550-5509 EDC 2015 Cofo EXPENDITURES	185,247	262,619	75,740	291,916	14,035	29,231	287,253
550-5510 POLICE DEPT PURCHASES	2,195	0	0	1,568	0	0	8,668
550-5511 ADMINISTRATION PURCHASES	0	0	0	0	0	0	0
550-5512 CITY 2015 CofO EXPENDITURES	0	426,204	673,162	3,021,852	1,625,460	1,798,096	265,759
TOTAL CAPITAL OUTLAY	187,442	709,830	770,050	3,348,285	1,672,444	1,860,277	563,330
550-5509 EDC 2015 Cofo EXPENDITURES	PERMANENT NOTES:						
	OTHSD PEDESTRIAN BRIDGE						
	LNV ENGINEERING - \$15,196.40 REMAINING IN YEAR END						
	WHEELER LUMBER (BRIDGE) - \$141,060.00 IN FYE 2019						
	HILL COUNTRY BRIDGE (ABUTMENTS / INSTALLATION) -						
	\$146,192.70 IN FYE 2019						
TOTAL BUILDING & GROUNDS	187,442	709,830	770,050	3,348,285	1,672,444	1,860,277	563,330
TOTAL EXPENDITURES	187,442	711,075	770,049	3,348,785	1,672,444	1,860,777	563,830
REVENUE OVER/(UNDER) EXPENDITURES	4,302,960	(687,384)	(733,704)	(3,336,441)	(1,654,178)	(1,842,511)	(553,797)
				ENDING FUND BALANCE		\$553,797	\$0

*** END OF REPORT ***

HEARST

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SAN ANTONIO EXPRESS NEWS AFFIDAVIT OF PUBLICATION

STATE OF TEXAS:
COUNTY OF BEXAR

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared: Lynette Nelson, who after being duly sworn, says that she is the BOOKKEEPER of HEARST NEWSPAPERS, LLC - dba: SAN ANTONIO EXPRESS-NEWS, a daily newspaper published in Bexar County, Texas and that the publication, of which the annexed is a true copy, was published to wit:

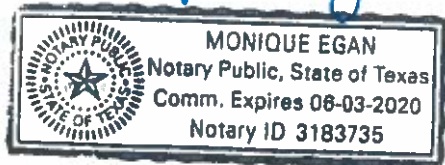
Customer ID: 712568
Customer Name: City Of Helotes
Order ID: 2973028

Publication	Pub Date
EN Classified	23-JUL-18

Lynette Nelson
Bookkeeper

Sworn and subscribed to before me, this 23 day of July, A.D. 2018

Notary public in and for the State of Texas



NOTICE OF PUBLIC HEARINGS
 Helotes Economic Development Corp. (EDC) will hold Public Hearings on Aug. 15 and Sept. 19, 2018 at 7 pm CST at 12951 Bandera Rd., Helotes, TX 78023 on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2019. City Council will hold Public Hearings on the same at the same location and time on Aug. 23 and Sept. 13, 2018. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations. Proposed EDC budgets are posted on www.helotesedc.com.

EDC FYE 2019 "Projects" include the following expenditures: Maintenance, Operating & Office Rental; Interest & Sinking (Debt Service); Memberships; Conferences, Workshops & Seminars; Auditor, Legal & Financial Services; Marketing & Website(s); Personnel & Benefits; Retail & Primary Employer Recruitment & Related Consultants; Conceptual Design / Land Use Consultants; OTHSD Parking Lot Lease Agmt.; OTHSD Pedestrian Bridge; and Economic Development Grants & Incentives.



4

Notice of Budget Public Hearings
City Council
August 23, 2018 & September 13, 2018

The City of Helotes City Council will hold public hearings on August 23, 2018 and September 13, 2018 at 7:00 pm in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023 to give all interested persons the right to appear and be heard on the proposed Municipal Budgets for Fiscal Year 2018-2019.

This budget will raise more property taxes than last year's budget by \$131,562 (3.67%), and of that amount \$113,999 is tax revenue to be raised from new property added to the tax roll this year.

The proposed budget is available for public inspection inside City Hall and posted on the City's website at www.helotes-tx.gov.

Posted: August 10, 2018

Published: August 15, 2018 in San Antonio Express News

NOTICE OF 2018 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF HELOTES

A tax rate of \$0.350000 per \$100 valuation has been proposed for adoption by the governing body of the City of HELOTES. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of the City of HELOTES proposes to use revenue attributable to the tax rate increase for the purpose of Maintenance and Operations.

PROPOSED TAX RATE	\$0.350000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.350000 per \$100
EFFECTIVE TAX RATE	\$0.349380 per \$100
ROLLBACK TAX RATE	\$0.363601 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for the City of HELOTES from the same properties in both the 2017 tax year and the 2018 tax year.

The rollback tax rate is the highest tax rate that the City of HELOTES may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:
The Office of the Bexar County Tax Assessor-Collector Albert Uresti, MPA, PCC

Carlos Gutierrez, PCC
Property Tax Division Director
233 N. Pecos-La Trinidad, San Antonio, TX 78207
210-335-6600
taxoffice@bexar.org
home.bexar.org/tax

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: Aug. 23, 2018 at 7:00 pm, at City Hall, 12951 Bandera Rd. Helotes, TX 78023.

Second Hearing: Sept. 13, 2018 at 7:00 pm, at City Hall, 12951 Bandera Rd., Helotes TX 78023.

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, August 9, 2018 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
Cynthia Massey, Mayor Pro Tem
Jim Meadows
Alex Blue
Bert Buys
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator
Susan Darst, Assistant to City Administrator

1. Call to Order.

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

PUBLIC HEARING:

- 2. Public Hearing to give all interested persons the right to appear and be heard on a request by Eric and Jenifer Sones to re-plat Lots 8 and 9, Block 11, CB 54482 of the Iron Horse Canyon, Unit-H, Phase I Subdivision into Lot 8, a single lot consisting of 2.31 acres of land, on properties located at 14747 and 14781 Iron Horse Way, Helotes, Texas 78023, more particularly described as BCAD Property ID Nos. 240855 and 240856.**

Mayor Schoolcraft opened the public hearing at 7:02 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:03 p.m.

OPEN SESSION:

3. Citizens to be Heard.

Gregg Michel spoke on Agenda Item No. 11. Speaking as the Planning and Zoning Commission Chair, Mr. Michel shared why the majority of the Commission was in opposition of moving the final approval authority for conceptual design plans from the Commission to the City Council. Speaking personally, Mr. Michel expressed agreement with the Council having final approval authority and felt this change did not diminish or devalue the work of the Commission.

CONSENT AGENDA (ITEM NOS. 4 - 8): 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, 5, 6, 7 and 8 on the consent agenda. Motion to approve carried unanimously.

4. **Approval of the minutes of the Regular Meeting dated July 26, 2018. (Staff)**
5. **Approval of the City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated August 3, 2018. (Staff)**
6. **Approval of setting Public Hearings on the proposed Municipal Fiscal Year Ending (FYE) 2019 Budget(s) and the City of Helotes Economic Development Corporation's (EDC) FYE 2019 Budget(s) on August 23, 2018 at 7:00 p.m. C.S.T. and September 13, 2018 at 7:00 p.m. C.S.T. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. (Staff)**
7. **Approval of an Agreement to Extend Contract for Fees and Fines Collection Services between the City of Helotes and Linebarger, Goggan, Blair, & Sampson, L.L.P. for the collection of debts and accounts receivables ordered paid by the City of Helotes Municipal Court for an extended term of five (5) years expiring on August 31, 2023; authorizing Mayor Thomas A. Schoolcraft to execute said Agreement on behalf of the City Council of the City of Helotes, Texas. (Staff)**
8. **Approval of a request by Architect Nicholas C. Melde for approval of a revised site plan for Haciendas del Rio located within the Old Town Helotes Special District at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1046345. (Applicant)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. **Discussion of and action on a request by Eric and Jenifer Sones to re-plat Lots 8 and 9, Block 11, CB 54482 of the Iron Horse Canyon, Unit-H, Phase I Subdivision into Lot 8, a single lot consisting of 2.31 acres of land, on properties located at 14747 and 14781 Iron Horse Way, Helotes, Texas 78023, more particularly described as BCAD Property ID Nos. 240855 and 240856. (Applicant)**

(Note: On August 7, 2018 the Planning & Zoning Commission held a Public Hearing and reviewed the request by Eric and Jenifer Sones to re-plat Lots 8 and 9 of the Iron Horse Canyon, Unit-H, Phase I Subdivision into Lot 8, a single lot. The Commission unanimously recommended approval, on the condition that the plat be labeled "replat" (not "plat") on the appropriate two (2) signatory places on the plat document.)

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

Motion to approve the Planning & Zoning Commission recommendation carried unanimously.

10. **Discussion of and action on a request by Velinda G. Gauna for approval of a creative wall sign, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraphs (g)(6)(b)(2) Commercial Signs – Projecting, Wall, Hanging, or In/On Windows and (g)(7) Creative Sign Review, for Old Helotes Inn located at 14405 (Old) Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242085. (Applicant)**

(Note: On August 7, 2018 the Planning & Zoning Commission reviewed the request by Velinda G. Gauna for a creative wall sign for Old Helotes Inn located at 14405 (Old) Bandera Road in the Old Town Helotes Special District. The sign is approximately 50 square feet and Code allows a maximum sign area of 32 square feet. The Commission unanimously recommended approval to grant a variance for the size of the sign thru Creative Sign Review. Additionally, the Commission discussed that the applicant was not proposing lighting at this time, but pointed out that the building has existing lighting that faces upward.)

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

Council Member Blue noted that the lighting stipulation was included in the Commission's motion during the Planning & Zoning meeting, but not included in the Planning & Zoning report, and suggested that Council include it in their motion.

Motion to amend was made by Mayor Pro-Tem Massey, second by Council Member Friedrichs, to approve the Planning & Zoning Commission recommendation and add the stipulation that if the applicant decides to illuminate the sign, the lighting would have to be downward and full cut off, as per Code. The amended motion to approve the Planning & Zoning Commission recommendation but with the lighting stipulation added, carried unanimously.

11. **Discussion of and action on an Ordinance of the City Council of the City of Helotes amending Municipal Code of Ordinances Chapter 98 Zoning by providing for City Council review and approval of conceptual design plans for commercial and single family residential subdivision developments; protecting the public health and promoting the public welfare of the City of Helotes by establishing rules and regulations regarding commercial and single family residential subdivision developments; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; incorporating recitals; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; providing a penalty; and adopting an effective date. (City Council)**

(Note: On August 7, 2018 the Planning & Zoning Commission reviewed the amendments to Municipal Code of Ordinances Chapter 98 Zoning. The amendments would enable the Commission to act in an advisory capacity and provide only recommendations on conceptual design plans, which will be forwarded to Council for final approval authority. The Commission recommended disapproval of the amendments (6 against; 1 in favor).

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

As had been expressed in prior meetings, Council again acknowledged the Planning & Zoning Commission's hard work. Before taking action, Mayor Schoolcraft and each Council Member reiterated they rely heavily and listen to the recommendations provided by the Commission.

Motion to approve the amendments to Municipal Code of Ordinances Chapter 98 *Zoning* carried unanimously.

12. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas approving the execution of a Consent for Modification Letter authorizing the installation / co-location of T-Mobile equipment within an existing cellular tower and enclosure located on the Municipal Complex, pursuant to a Tower Lease Agreement dated September 19, 2005 between the City of Helotes and New Cingular Wireless PCS, LLC; authorizing Mayor Thomas A. Schoolcraft to execute said Letter on behalf of the City Council; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; incorporating recitals; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**

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

Motion to approve carried unanimously.

13. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas approving the execution of a Proposed New Construction Site Lease Agreement Term Sheet authorizing the installation of a second cellular tower and enclosure adjacent to an existing cellular tower and enclosure located on the Municipal Complex; authorizing Mayor Thomas A. Schoolcraft to execute said Term Sheet on behalf of the City Council; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; providing for severability; incorporating recitals; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; and adopting an effective date. (Staff)**

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

Motion to approve carried unanimously.

14. **Presentation of and discussion on proposed City of Helotes FYE 2019 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; and**
 - m) **Proposed personnel position, salary, benefit, and holiday schedule amendments.**

Rick Schroder, City Administrator, presented the proposed FYE 2019 Budget documents and highlighted the progress and achievements of each department. The proposed budget of \$7,620,589.00 allows the City to maintain the current level of municipal services while controlling growth and spending. The budget includes one proposed adjustment to City Staffing, which is eliminating the Assistant Fire Chief position. The budget also includes investment purchases for equipment, training, amenities and community events. These investment purchases are annotated within the respective department budgets. Lastly, Mr. Schroder spoke about the proposed Fire Department vehicle replacement plan for a new fire engine and the remounting of the refurbished patient care module from Medic #2 onto a new Ford 450 chassis. Council was in agreement with the vehicle replacement plan and directed the City Administrator to work the 10 year financing option into the budget.

15. **Discussion of and action on placing a proposal to adopt an ad valorem tax rate for Tax Year 2018 on the September 27, 2018 Regular Meeting Agenda of the City Council of the City of Helotes, Texas. (Staff)**

The proposed ad valorem property tax rate is \$0.350 cents per \$100 valuation, the same tax rate as 2017.

Motion was made by Council Member Buys, second by Council Member Friedrichs, to place a proposal to adopt an ad valorem tax rate of \$0.350 cents per \$100 valuation for Tax Year 2018 on the September 27, 2018 Regular Meeting Agenda.

Motion to approve carried unanimously: 5 Ayes – Council Member Meadows, Council Member Blue, Council Member Buys, Council Member Friedrichs and Mayor Pro Tem Massey. Mayor Schoolcraft was present and does not vote.

16. **Discussion of and action on setting Public Hearings on the proposed Tax Year 2018 ad valorem tax rate on the August 23, 2018 and September 13, 2018 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 Friedrichs, second by Council Member Blue, to discuss and act on this item as written.

Motion to approve carried unanimously.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 9:02 pm.

ATTEST:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary