

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, September 13, 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  
Celina Perez, City Secretary  
Susan Darst, Assistant to City Administrator

**1. Call to Order.**

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

**PUBLIC HEARINGS (ITEM NOS. 2 – 5):**

- 2. Public hearing to give all interested persons the right to appear and be heard on a request by L&F-1, LLC for a change in zoning from Pre-Development District (PD) to Single-Family Residential District (R-1) for 57.531 acres of newly annexed properties located, generally, on Galm Road and more particularly described as a 27.502 acre tract of land (BCAD Property ID No. 236292) and a 30.029 acre tract of land (BCAD Property ID No. 236320).**

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.

- 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.**

Mayor Schoolcraft opened the public hearing at 7:03 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:04 p.m.

- 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.**

Mayor Schoolcraft opened the public hearing at 7:04 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:05 p.m.

- 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.**

Mayor Schoolcraft opened the public hearing at 7:05 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:05 p.m.

OPEN SESSION:

- 6. Citizens to be Heard.**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 7 - 15): 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 Blue, to approve items 7, 8, 9, 10, 11, 12, 13, 14 and 15 on the consent agenda. Motion to approve carried unanimously.

- 7. Discussion of and action on the minutes of the Regular Meeting dated August 23, 2018. (Staff)**
- 8. Approval of the monthly Fiscal Year Ending (FYE) 2018 Revenue and Expense, Balance Sheet, and Encumbrance Reports dated August 23, 2018. (Staff)**
- 9. Ratification of interdepartmental budget adjustments transferring \$10,000.00 from General Fund No. 01-550-5525 MarketPlace at Old Town Helotes to General Fund No. 01-545-5101 Animal Control, Public Works, Code Enforcement Salaries and \$15,000.00 from General Fund No. 01-550-5525 MarketPlace at Old Town Helotes to General Fund No. 01-560-5500 Police Department Computer Equipment. (Staff)**
- 10. Approval of an Ordinance of the City Council of the City of Helotes, Texas adopting an Investment Policy and Strategy for public investment purposes and repealing Ordinance No. 17-09. (Staff)**

11. **Approval of a Resolution of the City Council of the City of Helotes, Texas designating investment officers for investment purposes. (Staff)**
12. **Approval of a Resolution of the City Council of the City of Helotes, Texas adopting a list of approved brokers / dealers for investment purposes. (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; 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)**
14. **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 FYE 2019; 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)**
15. **Approval of a request by L&F-1, LLC for a change in zoning from Pre-Development District (PD) to Single-Family Residential District (R-1) for 57.531 acres of newly annexed properties located, generally, on Galm Road and more particularly described as a 27.502 acre tract of land (BCAD Property ID No. 236292) and a 30.029 acre tract of land (BCAD Property ID No. 236320). (Applicant)**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

16. **Discussion of and action on a request by CDT Sign Services for approval of a variance to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows authorizing wall signage for a FedEx Office located inside Wal-Mart at 12550 Leslie Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1175530. (Applicant)**

(Note: On September 4, 2018 the Planning & Zoning Commission reviewed the variance request by CDT Sign Services for a wall sign for a FedEx Office located inside the Wal-Mart building. The building has multiple wall signs for Wal-Mart and Subway, which were approved thru the variance request process. Given that the Code only allows for a maximum of two wall signs, the Commission understood that FedEx must go thru the same process, and unanimously recommended approval of the variance request.)

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

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

- 17. Discussion of and action on a request by Aetna Sign Group, Ltd. for approval of a master sign plan, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 Permits, Certificates, and Approval Required; Master Sign Plan, for Helotes Point Retail Center, a multi-tenant shopping center located at 12510 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1274715. (Applicant)**

(Note: On September 4, 2018 the Planning & Zoning Commission reviewed the request by Aetna Sign Group, Ltd. for a master sign plan for Helotes Point Retail Center. The Commission unanimously recommended approval of the master sign plan, noting that the applicant ensures the retail center wall signage will meet Code. Additionally, the Commission pointed out that having a master sign plan in place allows for the wall signs to be approved at an administrative level.)

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.

- 18. Discussion of and action on casting official votes for the Texas Municipal League (TML) Intergovernmental Risk Pool Board of Trustees, Place Nos. 11 - 14. (Staff)**

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

The official vote for the Texas Municipal League (TML) Intergovernmental Risk Pool Board of Trustees, Place Nos. 11 - 14 is as follows: Rick A. Schroder, Place 11; Kimberly Meisner, Place 12; Byron Black, Place 13; and David J. Harris, Place 14.

Motion to approve carried unanimously.

- 19. 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, provided a current set of revenue / expenditure reports for the current fiscal year and gave a brief presentation on the accounts. Rick reported that there was a change to the Street Maintenance Sales Tax Fund. Due to the weather, the City has not been invoiced for the street improvement projects and the money that was anticipated to be spent this fiscal year, was moved to the subsequent fiscal year. There were no other significant changes to the budget since the last presentation at the Council Meeting held on August 23, 2018.

Council had no additional discussion and commended Rick for including the equipment cost within the permanent notes section of each respective department expenditure page.

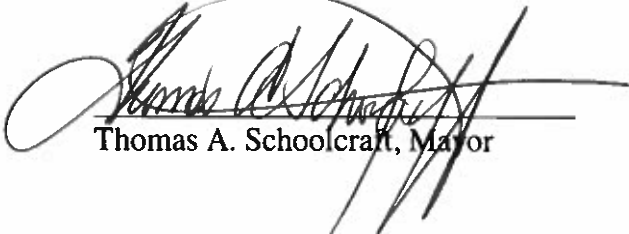
There being no further follow up, Mayor Schoolcraft reminded Council they could contact Rick or himself, before the budget is approved at the City Council Meeting on September 27, 2018.

**Adjourn**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:28 pm.

ATTEST:

  
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Celina Perez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

