

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
SEPTEMBER 24, 2020

The City of Helotes City Council met for a regular meeting Thursday, September 24, 2020 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. Due to COVID-19, this meeting was conducted via teleconference.

Present: Thomas A. Schoolcraft, Mayor  
Alex Blue, Mayor Pro Tem  
Alan Holmes (via teleconference)  
Bert Buys (via teleconference)  
Cynthia Massey  
Paul Friedrichs

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary

**1. Call to Order.**

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

OPEN SESSION:

**2. Citizens to be Heard. (Via Teleconference)**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 3 - 13): All items marked with an asterisk (\*\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Friedrichs, second by Mayor Pro Tem Blue, to approve items 3 through 13 on the consent agenda. Motion to approve carried unanimously.

**3.\*\* Approval of the minutes of the Regular Meeting dated September 10, 2020. (Staff)**

**4.\*\* Approval of an Ordinance of the City Council of the City of Helotes, Texas appointing Tabitha Durr as the Finance Director of the City of Helotes; and repealing Ordinance No. 18-05. (Staff)**

**5.\*\* Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for Fiscal Year Ending (FYE) 2021. (Staff)**

**6.\*\* Approval of a Resolution of the City Council of the City of Helotes, Texas designating Tabitha Durr, Finance Director, as the Investment Officer for Fiscal Year Ending (FYE) 2021. (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 for Fiscal Year Ending (FYE) 2021. (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 Fiscal Year Ending (FYE) 2021. (Staff)**
- 9.\*\* **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) for Fiscal Year Ending (FYE) 2021. (Staff)**
- 10.\*\* **Approval of a Resolution of the City Council of the City of Helotes, Texas approving the submission of a Justice Assistance Grant Application to the Office of the Governor – Criminal Justice Division Coronavirus Emergency Supplemental Funding Program for the purchase of COVID-19 response and mitigation supplies. (Staff)**
- 11.\*\* **Approval of interdepartmental adjustments to the Fiscal Year Ending (FYE) 2020 Budget.**
- 12.\*\* **Approval of a Traffic Impact Analysis, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, for Vantage at Helotes Subdivision, being a 15.535 acre tract of land situated in the City of Helotes Extra-territorial Jurisdiction (ETJ), generally located near the intersection of Galm Road and F.M. 1560, more particularly described as BCAD Prop. ID No. 1210561. (Applicant)**
- 13.\*\* **Approval of the following reappointments to the Economic Development Corporation Board of Directors (Mayor Schoolcraft):**
  - **Ron Lane, Place Two**                      **Term Expiring September 30, 2022; and**
  - **Blaine Lopez, Place Four**              **Term Expiring September 30, 2022.**

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

14. **Discussion of and action on the appointment of Gregory Hayden to the Economic Development Corporation Board of Directors, Place Six, with a term expiring September 30, 2022. (Mayor Schoolcraft)**

Gregory Hayden introduced himself to Council.

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

Motion to approve the item as written carried unanimously.

**15. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the terms of a License Agreement between the City of Helotes and the City of San Antonio for access and use of the Helotes Park Estates 3 Shelter for the provision of mobile and portable radio communications. (Staff)**

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

The License Agreement will provide the City of Helotes one (1) level of rack space in the Helotes Park 3 Shelter in the consideration amount of \$1.00. This will allow the City to continue operating its radio communication equipment.

Motion to approve the item as written carried unanimously.

**16. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 70 *Solid Waste* by revising Article I *Collection and Disposal* and by adding Article III *Trimming by Tree Contractors*. (Staff)**

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

The ordinance amendments will allow the City to regulate debris removal by commercial tree contractors and will assist Staff in enforcement. These amendments coincide with the provisions in the current C-6 Disposal System, Inc. contract.

Motion to approve the item as written carried unanimously.

**17. 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 2021 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2020 and ending September 30, 2021 to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*. (Staff)**

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

Council expressed appreciation to the EDC for their financial support of \$110,000.00 to assist the City with supplies, special event assistant costs and other eligible expenses for *MarketPlace*, the *Cornyval Parade*, and the *Cowboy Christmas Parade* (these events promote local businesses as prescribed by Local Government Code). The City will submit reimbursement requests on the expenses to the EDC.

Motion to approve the item as written carried unanimously.

- 18. 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, 2020 and ending September 30, 2021; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget of the City of Helotes for the 2020 – 2021 fiscal year; authorizing personnel positions and salaries; setting the 2020 – 2021 holiday schedule for City employees; and authorizing the City Administrator to expend monies and sign documents in accordance with said Budget. (Staff)**

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

Marian Mendoza, City Administrator, reported a personnel change in the Fire / EMS Department. The Training Officer position was removed and instead four Firefighter / EMT part time positions were inserted. This change has no financial effect.

Motion to approve carried by the following recorded vote: 5 Ayes – Council Member Holmes, Mayor Pro Tem Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs.

Mayor Schoolcraft requested to suspend the rules and move Item No. 20 before Item No. 19. There being no objections, Mayor Schoolcraft continued with the order of the agenda items as follows.

- 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 2020 in the amount of \$0.346524 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:**

- a. Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.272646 cents per \$100 valuation for the Tax Year beginning January 1, 2020 and ending December 31, 2020; 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 \$0.073878 cents per \$100 valuation for the Tax Year beginning January 1, 2020 and ending December 31, 2020. (Staff)**

The property tax rate for Tax Year 2020 decreased to \$0.346524 per \$100 valuation, and does not exceed the no-new revenue rate of \$0.351488 or the voter-approval rate of \$0.346525. A recorded vote is not necessary since the tax rate does not exceed the no-new revenue rate.

Council Member Buys made the motion on Item No. 20(a), to levy and adopt an ad valorem (property) tax rate of \$0.346524 cents per \$100 valuation for Tax Year 2020 and that the rate be made up of \$0.272646 cents for the Maintenance and Operations expenditures, providing for taxes to be due October 1, 2020 and shall become delinquent if not paid by January 31, 2021. Council Member Friedrichs seconded the motion.

Mayor Schoolcraft took a roll call vote. Motion to approve carried by the following recorded vote: 5 Ayes – Council Member Holmes, Mayor Pro Tem Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs.

Council Member Buys made the motion on Item No. 20(b), to levy and adopt an ad valorem (property) tax rate of \$0.346524 cents per \$100 valuation for Tax Year 2020 and that the rate be made up of \$0.073878 cents for Interest and Sinking (debt service) expenditures, providing for taxes to be due October 1, 2020 and shall become delinquent if not paid by January 31, 2021. Council Member Friedrichs seconded the motion.

Mayor Schoolcraft took a roll call vote. Motion to approve carried by the following recorded vote: 5 Ayes – Council Member Holmes, Mayor Pro Tem Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs.

**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 Ending (FYE) 2021 Municipal Budget 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 FYE 2020 Municipal Budget. (Staff)**

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

Mayor Schoolcraft took a roll call vote. Motion to approve carried by the following recorded vote: 5 Ayes – Council Member Holmes, Mayor Pro Tem Blue, Council Member Buys, Council Member Massey, and Council Member Friedrichs.

**21. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing the Municipal Fee Schedule for Fiscal Year Ending (FYE) 2021. (Staff)**


Motion was made by Council Member Massey, second by Council Member Friedrichs, 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 8:01 p.m.

ATTEST:

  
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Celina Perez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

