

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, September 27, 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

Absent: 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 Meadows 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 7 – 13, 2018. (Mayor Schoolcraft)**

Mayor Schoolcraft presented the Proclamation to Fire Chief Scott Moreland.

OPEN SESSION:

**3. Citizens to be Heard.**

Andrew Hite voiced pedestrian safety concerns stemming from the TxDOT projects on F.M. 1560 N. and State Highway 16.

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

**4.\*\* Approval of the minutes of the Regular Meeting dated September 13, 2018. (Staff)**

**5. \*\* Ratification of the following FYE 2018 General Fund interdepartmental budget adjustments:**

- **\$5,437.90 from Fund No. 01-580-5101 *Fire Department Salaries* to Fund No. 01-585-5101 *EMS Salaries*;**
- **\$52,654.20 from Fund No. 01-580-5101 *Fire Department Salaries* to Fund No. 01-545-5101 *Animal Control, Public Works, Code Enforcement Salaries*;**
- **\$28,500.00 from Fund No. 01-545-5101 *Animal Control, Public Works, Code Enforcement Salaries* to Fund No. 01-510-5231 *Building Official*;**
- **\$24,200.89 from Fund No. 01-550-5525 *MarketPlace @ Old Town Helotes* to Fund No. 01-560-5101 *Police Department Salaries*;**
- **\$4,026.79 from Fund No. 01-550-5510 *Miscellaneous Expenses* to Fund No. 01-560-5101 *Salaries*; and**
- **\$50,895.79 from Fund No. 01-515-5117 *Dispatch Cellular Allowance* distributed among the following Fund Nos.:**
  - **01-550-5510 *Miscellaneous Expenses*;**
  - **01-560-5310 *Ammunition*;**
  - **01-560-5311 *Bullet Proof Vests*;**
  - **01-580-5322 *Vehicle Maintenance*;**
  - **01-580-5305 *Equipment Purchase / Maintenance*;**
  - **01-550-5240 *Telephone*;**
  - **01-550-5244 *Landscaping Services*;**
  - **01-515-5324 *Uniform Allowance*;**
  - **01-560-5324 *Uniform Allowance*;**
  - **01-580-5324 *Uniform Allowance*;**
  - **01-585-5324 *Uniform Allowance*;**
  - **01-560-5101 *Salaries*;**
  - **01-580-5101 *Salaries*; and**
  - **01-585-5101 *Salaries*.**

**6. \*\* Approval of the cancellation of the following City Council Regular Meeting dates due to the Thanksgiving and Christmas holidays:**

- **November 22, 2018; and**
- **December 27, 2018.**

**7. \*\* Approval of 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)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. **Discussion of and action on an Ordinance authorizing and allowing, under the Act governing the Texas Municipal Retirement System, “Updated Service Credits” in said System for service performed by qualifying members of such System who presently are members of the City of Helotes; and establishing an effective date for such actions. (TMRS)**

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

On July 26, 2018, Council agreed on a plan to leave the Employee Deposit Rate at 6% and provide a one-time 100% Updated Service Credit. Approving the Ordinance will authorize the aforementioned plan and allow it to take effect January 1, 2019.

Rick Schroder, City Administrator, pointed out that if the City decides to adopt another Updated Service Credit in any one of the next four (4) years (January 1, 2020 - 2023), the Total Pension Liability will reflect that the Updated Service Credit is repeating and the City’s financial statements will be impacted. If the City adopts Updated Service Credits only once every five (5) years, then the Total Pension Liability will not reflect that the Updated Service Credit is automatic and the City’s financial statements will not be impacted. Rick stated it is the Council’s prerogative to do what they wish in the future, however, Staff was relaying the cautionary statement provided by TMRS.

There being no further discussion, Mayor Schoolcraft called for a vote.

Motion to approve carried unanimously.

9. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas accepting approximately 0.2 mile of roadway from the Texas Department of Transportation; amending Municipal Code of Ordinances Chapter 86 *Traffic and Vehicles*, Article II *Vehicle Operations*, Section 86-23 *Street Names* by naming the segment from the southeast right of way of F.M. 1560 opposite Riggs Road and going southeast to its termination at the Helotes Municipal Complex, 12951 Bandera Rd.; naming the segment of road between, generally, the Helotes Public Works Building, 12614 F.M. 1560, and its intersection with S.H. 16 (Bandera Rd.); declaring a public purpose; 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)**

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

On August 30, 2018, the Texas Transportation Commission removed a portion of F.M. 1560 and a portion of Circle A Trail from the State Highway System and donated the aforementioned segments of road to the City of Helotes.

The consensus of Council was to approve the Ordinance to authorize the acceptance of the donated roadway and name the segments of road as follows: 1) the removed portion of F.M. 1560 will have the new street name designation of Old F.M. 1560, in hopes that the USPS can assist with minimizing disruption to the business owners and; 2) the removed portion of Circle A Trail will have the new street name designation of Municipal Way. The stop signs will be placed as indicated on the Ordinance.

Motion to approve carried unanimously.

- 10. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 86-16 *Stop Signs* by adding a stop sign location at the intersection of Mesquite Flat and Stagecoach within the Helotes Ranch Acres Subdivision; 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; incorporating recitals; and adopting 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.

Discussion included whether a Stop Sign or a Yield Sign was needed at the intersection of Mesquite Flat and Stagecoach. Council requested for Staff to research the traffic code.

Motion to amend was made by Council Member Buys, second by Council Member Blue, to postpone this item to the October 11, 2018 Council Meeting to await the requested research from Staff.

- 11. 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, 2018 and ending September 30, 2019; 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 2018 – 2019 fiscal year; authorizing personnel positions and salaries; setting the 2018 – 2019 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 Meadows, second by Council Member Buys, to discuss and act on this item as written.

Motion to approve carried unanimously.

12. **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) 2018 – 2019 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 2017 – 2018 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.

13. **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 2018 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 \$0.248805 cents per \$100 valuation for the Tax Year beginning January 1, 2018 and ending December 31, 2018; 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 \$0.101195 cents per \$100 valuation for the Tax Year beginning January 1, 2018 and ending December 31, 2018. (Staff)**

Motion was made by Council Member Meadows, second by Council Member Buys. As mandated by the Texas Tax Code, the language of the motion is very specific and must be said as, "I move that the property tax rate be increased by the adoption of a tax rate of \$0.350000 / \$100 valuation, which is effectively a 0.18 percent increase in the tax rate."

Mayor Schoolcraft stated that Section 26.05(b)(1) of the Tax Code requires taxing authorities to include a specific statement in the Ordinance. Mayor Schoolcraft expressed frustration, noting that the required statement can be very confusing and misleading to residents, and explained that the property tax rate for the City of Helotes is not being raised, and has not been raised in five (5) years.

Motion to approve carried: 4 Ayes – Council Member Meadows, Council Member Blue, Council Member Buys and Mayor Pro Tem Massey; 0 Nays; 0 Abstain; Present and not voting: Mayor Schoolcraft.

14. **Approval of 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. (EDC)**

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

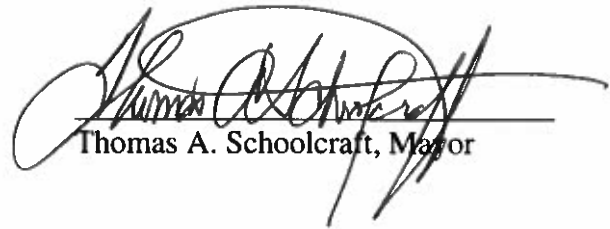
Motion to approve carried unanimously.

### Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:12 pm.

ATTEST:

  
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Celina Perez, City Secretary

  
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Thomas A. Schoolcraft, Mayor

