AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
October 8, 2020
7:00 p.m.

The City of Helotes City Council will meet for a Regular Meeting on Thursday, October 8, 2020 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

SUPPLEMENTAL NOTICE OF PARTICIPATION BY TELEPHONE CONFERENCE

As a result of COVID-19, the Governor of Texas issued an order on March 16, 2020, suspending various provisions of the Open Meetings Act, which now authorizes the participation in a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes City Council will conduct this regular meeting by telephone conference. No in person input will be allowed. To speak remotely, register in advance by using the fillable Citizen Comment Form on the City website. The comment form is due by 12:00 pm on Thursday, October 8. Once the comment form is received, the speaker will receive a confirmation email with the toll-free phone number and access code. Speakers will be placed in a queue until their time to speak. Watch the livestream meeting broadcast on the City's YouTube channel. The digital meeting packet is available on the City website.

1. Call to order.

- Invocation.
- Pledge of Allegiance.

OPEN SESSION:

2. 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.***

CONSENT AGENDA (ITEM NOS. 3 - 5):
All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

3. Approval of the minutes of the Regular Meeting dated September 24, 2020. (Staff)

CONSENT AGENDA ITEMS Contd.:

4. Approval of cancelling of the November 26, 2020 and December 24, 2020 City Council Regular Meetings due to the Thanksgiving and Christmas holidays. (Staff)

5. Acceptance of the resignation of Ron Lane from the City of Helotes Economic Development Corporation Board of Directors, Place Two. (Director Lane)

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on the appointment of Melody Pope Cooper to the Economic Development Corporation Board of Directors, Place Two, with a term expiring September 30, 2022. (Mayor Schoolcraft)

7. Discussion of and action on considering a replacement for Place One of the City of Helotes Economic Development Corporation Board of Directors, pursuant to Resolution No. 17-017 *Amended EDC Articles of Incorporation*, Section Ten *Board of Directors*. (Staff)

Adjourn meeting.

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 October 2, 2020 at 2:00 a.m./ p.m.

Celina Perez, City Secretary

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)**

DRAFT

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.

DRAFT

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.

DRAFT

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 deliquent if not paid by January 31, 2021. Council Member Friedrichs seconded the motion.

DRAFT

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 deliquent 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:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary

DRAFT

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: October 8, 2020

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **RECOGNITION**
- ☐ **UNFINISHED BUSINESS**
- ☒ **CONSENT**
- ☐ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Approval of cancelling the November 26, 2020 and December 24, 2020 City Council Regular Meetings due to the Thanksgiving and Christmas holidays. (Staff)

EXECUTIVE SUMMARY:

Municipal Offices will be closed:

- November 25, 2020 - November 27, 2020 in observance of Thanksgiving; and
- December 24, 2020 - December 25, 2020 in observance of Christmas.

ATTACHMENTS: N/A

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: September 28, 2020

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: October 8, 2020

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **RECOGNITION**
- ☐ **UNFINISHED BUSINESS**
- ☒ **CONSENT**
- ☐ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Acceptance of the resignation of Ron Lane from the City of Helotes Economic Development Corporation Board of Directors, Place Two. (Director Lane)

EXECUTIVE SUMMARY:

Ron Lane notified Staff of being unable to serve on the EDC due to other commitments and provided written notification of his resignation.

ATTACHMENTS:

Attachment A – Resignation

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: September 28, 2020

Attachment A

Celina Perez

Subject: EDC Place 2 - Term Expiring

From: Ron Lane [redacted]
Sent: Saturday, September 26, 2020 8:01 AM
To: Celina Perez <CPerez@Helotes-TX.gov>
Subject: RE: EDC Place 2 - Term Expiring

This letter is to notify the city of Helotes, that I am submitting a letter of resignation for my position seat #2, of the Economic Development Committee (EDC) I will not be extending my services do to other commitments. If there are any questions please contact me, again thank you and it has been a pleasure to serve on the EDC board.

Thank you

Ron Lane

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: October 8, 2020

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **RECOGNITION**
- ☐ **UNFINISHED BUSINESS**
- ☐ **CONSENT**
- ☒ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Discussion of and action on the appointment of Melody Pope Cooper to the Economic Development Corporation Board of Directors, Place Two, with a term expiring September 30, 2022. (Mayor Schoolcraft)

EXECUTIVE SUMMARY:

Melody Pope Cooper will fill the vacancy of EDC Board of Director, Place Two. This seat was held by Ron Lane, who resigned.

In line with the Economic Development Corporation Articles of Formation, Section Ten, the Board of Directors for the Corporation shall be appointed by City Council. The terms of Directors shall be two (2) years, expiring September 30 of odd numbered and even numbered years. Each Director must be a registered voter in and a resident of Bexar County. A Director shall not be a City Official, City Staff Member or Council Member.

ATTACHMENTS:

Attachment A – Board / Commission Application

PREPARED BY: Mayor Tom Schoolcraft

DATE SUBMITTED: September 28, 2020

Attachment A

Celina Perez

From: City of Helotes <info@helotes-tx.gov>
Sent: Thursday, September 24, 2020 2:29 PM
To: Celina Perez
Subject: New Form Submission: Please complete the following Board/Commission Application:

Someone submitted the Please complete the following Board/Commission Application: form: Date: 09/24/2020 02:28 PM

1. Name: : Melody Cooper

2. Address: : 14803 Cross XD Trail

3. Telephone: : [redacted]

4. Email: : popecleaners@yahoo.com

5. How many years have you lived in the City? : 23 years

6. Subdivision: : Helotes Park Estates

7. Bexar County Voter Registration #: : 1066566828

8. Education: : some college, 33 hrs.

9. Business Owner? : Yes

10. Business Name: : Pope Cleaners

11. Occupation: : President / Co-owner

12. Business Address: : 6218 S Flores

13. Business Phone: :

14. Select the following municipal committees you wish to serve on: : Economic Development Corp. Board of Directors

15. Business Email: : popecleaners@yahoo.com

16. If you currently serve on municipal committees, please list them here: : [Helotes Chamber of Commerce]

17. List any experience, qualifications, or special interests here: : operate a small family business

18. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings? : Yes

19. How many hours can you serve each month? : as needed

20. Electronic Signature : Melody Pope Cooper

21. Date: : 24/09/2020

Resume of

MELODY A. COOPER

14803 Cross XD Trail
Helotes, TX 78023
[redacted]

PROFESSIONAL EXPERIENCE

POPE'S CLEANERS LLC **5/2009 – present**
San Antonio & Helotes, Texas
Co-owner and President

Third generation family owned since 1936. Responsibilities include marketing, customer service, quality control, human resources, website design and management, bookkeeping and payroll.

VIDACARE CORPORATION (acquired by Teleflex) **2/2006 – 5/2012**
San Antonio, Texas
A medical device company specializing in intraosseous vascular access and aspirate and bone marrow biopsy.
Executive Assistant / Administrative Services Coordinator

- Provided support to C-level executives including the President/CEO, Co-Founder and Executive VP of Sales, Chief Financial Officer and Chief Marketing Officer.
- President/CEO support included
  - preparation of Board meetings, agendas, minutes.
- Co-Founder and Exec VP Sales support included coordinating sales meetings.
  - Meeting planning included negotiating contracts, budget preparation, site selections and visits, menu, invitations, ground and air transportation. Also, planned team building events. Meetings were held all over the US. Approved expenses reports for sales team. Provided updates to Salesforce.com
- CFO support included build out of facilities that included furniture acquisition, managed office supplies. Managed HR files
- CMO support company newsletter using Publisher

SOUTHWEST FOUNDATION FOR BIOMEDICAL RESEARCH **3/2004 – 2/2006**
San Antonio, Texas
Project Coordinator

ILEX™ ONCOLOGY, Inc. (acquired by Genzyme) **8/1996 – 4/2003**
San Antonio, Texas
A biopharmaceutical company and former clinical research services firm specializing in oncology drug development.
Meeting Planner (3/1998 – 4/2003)

- Responsible for coordinating and managing an average of 50 national and international (Asia & UK) clinical investigator, advisory board and training meetings annually.
- Prepared and managed budgets. Reduced US & London meeting costs by ½ which allowed client to hold an additional meeting in Hong Kong]
- Proposed and implemented special events at professional meetings, i.e. dinner cruise on the Hudson River, etc.
- Negotiated and managed vendor contracts including but not limited to venue, catering, entertainment, destination management
- On-site meeting management

Executive Assistant (8/1996 – 3/1998)

- Supported Sr. Vice President, Medical Affairs, which included assisting in the preparation of a FDA presentation for drug approval.

UNITED WAY of SAN ANTONIO AND BEXAR COUNTY **2/1994 – 12/1994**
Executive Secretary to the President

CANCER THERAPY AND RESEARCH CENTER **8/1992 - 02/1994**
Executive Secretary to CEO and Director of Public Affairs

SOUTHWEST FOUNDATION FOR BIOMEDICAL RESEARCH **3/1991 – 8/1992**
Symposium Assistant Coordinator

- Coordinated all facets of a high-level biomedical symposium in San Antonio that included the invitation of President George Bush and the attendance of the Head of the Department of Public Health Service, The Secretary of the Department of Health and Human Services and the Director of the National Institutes of Health, and many Nobel Laureate scientists. Collaborated with the FBI, DEA, and numerous leading San Antonio corporations to include Diamond Shamrock, H B Zachry, Sea World, and USAA. Also coordinated efforts with the governor of every state in the US to send to the symposium an honored high school science student and his favorite teacher with parent attending.

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER **2/1974 – 2/1984**
Administrative Coordinator, Department of Pathology

EDUCATION

- Continuing Education: Meeting Professional International (MPI) to obtain certified meeting planning certificate
- Southwest Texas State University, San Marcos, Texas, 1974
- San Antonio College, Texas, 1973-1974

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: October 8, 2020

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **RECOGNITION**
- ☐ **UNFINISHED BUSINESS**
- ☐ **CONSENT**
- ☒ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Discussion of and action on considering a replacement for Place One of the City of Helotes Economic Development Corporation Board of Directors, pursuant to Resolution No. 17-017 *Amended EDC Articles of Incorporation*, Section Ten *Board of Directors*. (Staff)

EXECUTIVE SUMMARY:

Per the *EDC Articles of Incorporation*, Section Ten *Board of Directors*, if a Director fails, for any reason, to attend more than three (3) regular meetings within any fiscal year period, that member shall automatically be considered for replacement, and the item shall be placed on the City Council agenda for discussion and action.

During Fiscal Year 2019-2020, the Director for Place One, Phyllis Jackson, missed more than three (3) regular meetings. Director Jackson advised her absences were due to health matters and difficulty logging onto the virtual meetings.

ATTACHMENTS:

Attachment A – Fiscal Year 2019-2020 Attendance Record

PREPARED BY: Marian Mendoza, City Administrator

DATE SUBMITTED: September 29, 2020

Attachment A

FY 2019-2020	REGULAR 16-Oct	REGULAR 20-Nov	REGULAR 18-Dec	CANCELLED 15-Jan	CANCELLED 19-Feb	CANCELLED 18-Mar	CANCELLED 15-Apr	SPECIAL 30-Apr	SPECIAL 13-May	REGULAR 17-Jun	REGULAR 15-Jul	SPECIAL 12-Aug	REGULAR 19-Aug	REGULAR 16-Sep
1 Phyllis Jackson	A							A	Teleconference	Teleconference	A	Teleconference	A	A
2 Ron Lane								A						
3 John Kodosky	A													
4 Blaine Lopez										A			A	
5 Kathryn Mitchell		A										A	Teleconference	
6 Matthew McCrossen														
7 Stevie Seitz		A	A									A		A

A = Absent
V = Vacant