

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
MARCH 25, 2021

The City of Helotes City Council met for a regular meeting Thursday, March 25, 2021 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
Bert Buys, Mayor Pro Tem
Craig Sanders
Linda Salazar
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 Massey led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

PUBLIC HEARING:

2. Public Hearing on a proposal for the City of Helotes Economic Development Corporation (EDC) to fund a Small Business Assistance Grant Program that will offer grants to businesses in the City of Helotes that have been impacted by COVID-19. The grant program qualifies as an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations.

Mayor Schoolcraft opened the public hearing at 7:01 pm. No one signed up to speak. Mayor Schoolcraft closed the public hearing at 7:02 pm.

OPEN SESSION:

3. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 4 - 5): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Sanders, second by Council Member Friedrichs, to approve items 4 and 5 on the consent agenda. Motion to approve carried unanimously.

4. Approval of the minutes of the Regular Meeting dated March 11, 2021. (Staff)**

- 5.** Approval of an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 78 Subdivisions, Appendix A Plat Certificates, by removing Section 4A Approval of Planning and Zoning Commission. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 6. Presentation by Armstrong, Vaughan, & Associates, P.C. and discussion of and action on the Fiscal Year Ending (FYE) 2020 Comprehensive Annual Financial Report (CAFR) for the City of Helotes and the City of Helotes Economic Development Corporation. (Auditor)**

Kim Roach, presented a financial report summary on the audit for the fiscal year ended September 30, 2020. Kim reported on required audit communications and provided financial data on the general fund balance. It was pointed out that the City's unrestricted general fund balance increased from 2.9 months to 3.4 months, putting the City in a much healthier position. The Government Finance Officers Association (GFOA) recommends maintaining a 2 to 5 month level of unrestricted fund balance to mitigate against future risks. Kim also shared that the City brings in 40% of revenue from sales tax, 40% of revenue from ad valorem property tax, and 20% of revenue from other sources. Overall, the City is very strong financially and there were no findings or suggestions for improvement. Kim concluded by stating the audit received an unmodified opinion, which is the best opinion an audit can receive. An unmodified opinion states that the financial statements are presented fairly and in conformity with the Governmental Accounting Standards Board (GASB).

Motion was made by Council Member Massey, second by Council Member Sanders, to accept the Fiscal Year Ending (FYE) 2020 Comprehensive Annual Financial Report (CAFR) for the City of Helotes and the City of Helotes Economic Development Corporation as presented.

Motion to approve carried unanimously.

- 7. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving a grant application submission for a Safe Routes to School (SRTS) Sidewalk Project to the Alamo Area Metropolitan Planning Organization (AAMPO) Surface Transportation Block Grant (STBG) Program for funding of transportation alternative projects. (Staff)**

Mayor Schoolcraft advised Item No. 7 would be pulled and Staff would come back to Council with a reworked proposal.

- 8. First reading on a Resolution of the City Council of the City of Helotes, Texas, approving a project of the Helotes Economic Development Corporation (EDC) to establish a second Small Business Assistance Grant Program that will offer grants to qualified businesses within the corporate limits of Helotes that have been impacted by COVID-19. (Staff)**

Mayor Schoolcraft announced the first reading of this Resolution, as required by Section 505.158 of the Local Government Code.

9. Second and final reading, and discussion of and action on a Resolution of the City Council of the City of Helotes, Texas, approving a project of the Helotes Economic Development Corporation (EDC) to establish a second Small Business Assistance Grant Program that will offer grants to qualified businesses within the corporate limits of Helotes that have been impacted by COVID-19. (Staff)

On March 3, 2021, HEDC Directors John Kodosky and Melody Cooper presented an agenda item to the HEDC Board of Directors to discuss the creation of a second Small Business Assistance Grant Program for businesses in the City of Helotes whom have been affected by COVID-19. The EDC Board of Directors approved to temporarily redirect funds that were approved on October 16, 2019 for the construction of the spray park/splash pad at the Helotes Fitness and Disc Golf Course and for sidewalks along Riggs Road/Old F.M. 1560. This grant program will allow more small businesses to apply, by allowing area non-profits that contribute to the local community and/or provide for tourism through events, to participate. Additionally, businesses who received Bexar County COVID-19 grant funds thru the Lift Fund Small Business Disaster Relief Programs would be eligible for reduced HEDC grants. The complete list of eligibility requirements will be posted on the EDC website. Total funding for the second grant program is up to \$475,000.00, with each applicant eligible to receive up to \$25,000.00.

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

Motion to approve the second and final reading of this Resolution carried unanimously.

10. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the City of Helotes Economic Development Corporation Fiscal Year Ending (FYE) 2021 Strategic Work Plan. (Staff)

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

The general consensus of Council was that FYE 2021 Strategic Work Plan was clear and contained more realistic goals, in comparison to the FYE 2019 Strategic Work Plan. The Council commended the technical support from HEDC Staff and the current HEDC Board of Directors, and went on to acknowledge how well the current HEDC Board of Directors are working together.

Motion to approve carried unanimously.

11. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving a Joint Participation Agreement to Contribute Right of Way Funds (Fixed Price) in the amount of One Thousand Seven Hundred Three Dollars (\$1,703.00) between the City of Helotes and the State of Texas, acting through the Texas Department of Transportation (TxDOT), for the municipal portion of costs associated with acquiring necessary rights-of-way for highway improvements to State Highway 16 (Bandera Road) from 0.3 mile west of F.M. 1560 / Leslie Road to State Loop 1604; and authorizing the Mayor to execute the Agreement on behalf of the City of Helotes. (Staff)

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

Motion to approve carried unanimously.

CLOSED SESSION:

Mayor Schoolcraft read the caption below and adjourned the meeting into closed session at 8:00 pm.

12. Closed Session in accordance with Texas Government Code §551.072 *Deliberation Regarding Real Property*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:

- **§551.072 *Deliberation Regarding Real Property* - To consider the purchase of a real property interest for municipal purposes.**

Mayor Schoolcraft convened the meeting into open session at 8:24 pm and announced that no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

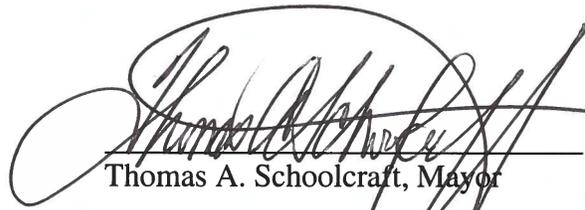
13. Discussion of and action on authorizing the Mayor to engage the services for the possible acquisition of real estate for municipal purposes. (City Council)

Motion was made by Council Member Massey to approve authorizing the Mayor to engage the services for the possible acquisition of real estate for municipal purposes. The motion was seconded by Council Members Buys.

Motion to approve carried unanimously.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:26 p.m.



Thomas A. Schoolcraft, Mayor

ATTEST:



Celina Perez, City Secretary

