



## CITY COUNCIL AGENDA ITEM REQUEST FORM

**MEETING DATE:** October 14, 2021

**AGENDA PLACEMENT:**

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

**CAPTION:**

Discussion of and action on the appointment of Robert Hoepfner to the City of Helotes Ethics Commission, Place Seven, with a term expiring May 2023. (Mayor Whitehead)

**EXECUTIVE SUMMARY:**

On July 8, 2021, City Council adopted Ordinance No. 21-10, establishing clear requirements for a sworn ethics complaint and identifying the role of the Ethics Commission. The ordinance specifically identifies that the Ethics Commission is an advisory board to the City Council. The Commission consists of seven members, and each City Council Member shall appoint one member, and the Mayor shall appoint two members. All appointees are subject to the approval by a majority vote of City Council. Commission members shall serve concurrently with the corresponding council member's term. No member can serve more than two terms.

On August 12, 2021, the nominees for Place 1 through 6 were unanimously approved, with the exception of the nominee for Place 7 (the Mayor's second candidate). The nominee for Place 7 is a volunteer firefighter for the city and in accordance with the ordinance, a volunteer firefighter is defined as an official (appointed), making such ineligible to serve on the Ethics Commission.

Another nominee to fill Place 7 is now being presented for consideration. Qualifications to be on the Ethics Commission are:

1. Members must be registered voters who reside in the corporate limits of the City or its Extra-Territorial Jurisdiction (ETJ). No more than three members can be ETJ residents; and
2. Members can not be:
  - A City of Helotes official or spouse of a City of Helotes official;
  - A City of Helotes employee or spouse of a City of Helotes employee;
  - An elected public official;
  - A candidate for elected public office;

- An officer of a political party;
- A campaign treasurer, campaign manager, officer, or other policy or decision-maker for any political action committee;
- A member of any board/commission for which the position is appointed by council;
- A lobbyist;
- Anyone having any substantial interests with any city officer;
- Anyone who has been a paid campaign worker or paid political consultant for any city council or mayoral candidate;
- Any person contracted with the city or any person who is employed by a business entity that is contracted with the city; or
- A convicted felon.

**ATTACHMENTS:**

Attachment A – Commission Application by Robert Hoepfner

**PREPARED BY:** Celina Perez, City Secretary

**DATE SUBMITTED:** September 30, 2021

**Celina Perez**


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**From:** City of Helotes <info@helotes-tx.gov>  
**Sent:** Wednesday, September 29, 2021 10:17 PM  
**To:** Celina Perez  
**Subject:** New Form Submission: Board/Commission Application

Someone submitted the Board/Commission Application form: Date: 09/29/2021 10:17 PM

1. Name: : Robert Hoepfner
2. Address: : 10734 Wynstone Pl
3. Subdivision: : Wynstone
4. Telephone: [REDACTED]
5. Email: : [REDACTED]
6. How many years have you lived in the City? : 3 1/2 Years
7. Bexar County Voter Registration #: : [REDACTED]
8. Education: : MBA Columbia Southern University
9. Occupation: : C-5 ATS Loadmaster Instructor
10. Business Owner? : No
11. Business Name: :
12. Business Address: :
13. Business Phone: :
14. Select the following municipal committees you wish to serve on: : Ethics Commission
15. Business Email: :
16. If you currently serve on any other municipal committee, please list them here: : N/A
17. List any special experiences that qualify you to serve in the position(s) indicated: : Over 30 years of service to United Air Force in various Squadron, Wing and Command Leadership roles.
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? : 10

**Robert John Hoepner Jr.**  
10734 Wynstone Place  
Helotes TX, 78254



**Objective**

Seeking a position as Helotes Ethics Committee member to garner ethical government and solid business practices by providing sound recommendations to the Helotes City Council.

**Education**

Master of Business Administration, Columbia Southern University	Dec 2013
<i>Emphasis: Human Resource Management</i>	<i>GPA 4.0</i>
Bachelor of Science Occupational Education, Wayland Baptist University	Jun 2008
<i>Emphasis: Fire Science/Aviation Operations (with honors)</i>	<i>GPA 3.9/4.0</i>
Associate of Applied Science, Community College of the Air Force	Mar 2007
<i>Emphasis: Instructor Technical Military Science</i>	<i>GPA 3.7/4.0</i>

**Qualifications**

\* Field Training Unit Instructor qualified      \* Seasoned C-5 Loadmaster Instructor; 21 years

Highly Skilled in Computing: Proficient at Microsoft Word, Excel, and PowerPoint; thorough working knowledge of Computer Based Training systems to include: LMS and GTIMS.

**Experience**

*Loadmaster Instructor, C-5 ATS, Lackland Air Force Base, Texas Apr 07 – Present*

- Maintained responsibility for all facets of loadmaster initial training including classroom, simulator, and aircraft upload and download operations.
- Conducted student evaluation and critique, developed lesson plans, updated courseware, and implemented alternative techniques to overcome learning difficulties.
- Performed supervisory functions to include scheduling in the absence of senior leadership.

*Loadmaster Superintendent, Altus Air Force Base, Oklahoma*

*Jul 2005- Apr 2007*

- Led the cadre of ten evaluators in the performance of an average of 80 Loadmaster Initial Qualification evaluations on an annual basis. Interfaced with ATS contractor in special emphasis and trend items and developed solutions to complex issues

*Chief Loadmaster, Dover Air Force Base, Delaware*

*Mar 2004 - Jun 2005*

- Seasoned Leader: Guided the careers of 135 junior enlisted aviators in two assignments as member of the Senior Leadership Team.

*Operations Group Training Manager, Dover Air Force Base, Delaware*

*Mar 2003 – Mar 2004*

*Chief Loadmaster Training, Dover Air Force Base, Delaware*

*Mar 2002 - Mar 2003*

- Represented Wing at Department of Defense Joint Airborne Transportation Training conferences.
- Provided technical expertise in instructing, evaluating, and correcting student performance.
- Maintained aircrew training records scheduled training missions and ensured compliance with Air Force Directives/Publications.

#### **Leadership Roles in the Community**

- President, Stonefield HOA Board of Directors *June 2016 – June 2017*
- Wynstone Estate Board of Directors *June 2019 - Present*
- IAMAW Board Member, VP, Negotiator and Union Steward *Mar 2010 - Present*

References Available Upon Request