

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, April 28, 2016 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.

Council

Present: Thomas A. Schoolcraft, Mayor
Paul Friedrichs, Mayor Pro Tem
Edward Villanueva
Alex Blue
Bert Buys
Cynthia Massey

Staff Present: Rick Schroder, City Administrator
Grace Tamez, City Secretary

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Bert Buys led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag. Mayor Schoolcraft welcomed a Boy Scout from Troop 484.

OPEN SESSION:

2. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA: All items marked with an asterisk (**) on the consent agenda were voted on at the beginning of the meeting. Motion was made by Mayor Pro Tem Friedrichs, second by Council Member Villanueva, to approve items 3, 4, and 5 on the consent agenda. Motion to approve carried unanimously.

3. Approval of the minutes of the Regular Meeting dated April 14, 2016. (Staff)**

4. Approval of the Fiscal Year Ending (FYE) 2016 City of Helotes Revenue and Expense and Encumbrance Reports dated April 26, 2016. (Staff)**

5. Approval of a Community Development Block Grant (CDBG) Program Intergovernmental Cooperative Agreement and Labor Standards Notice between Bexar County and the City of Helotes for the installation of Americans with Disabilities Act (ADA) curb cuts related to the construction of a sidewalk along Eastern portions of Leslie Road from Sandra Day O'Connor Drive to S.H. 16 (Bandera Rd.). (Staff)**

Note: In 2015, the County awarded the City of Helotes \$25,000.00 in CDBG monies for the installation of ADA curb cuts related to the construction of a sidewalk along Eastern portions of Leslie Rd. from Sandra Day O'Connor Drive to S.H. 16. The referenced Agreement and Labor Standards Notices formalizes said award and provides directives to Staff on Grant requirements. In FYE 2016, the City of Helotes budgeted \$18,500.00 for sidewalk construction.

Item #7 was discussed after item #5.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Presentation by Armstrong, Vaughan, & Associates, P.C. and discussion of and action on the Fiscal Year Ending 2015 Audits for the City of Helotes and the City of Helotes Economic Development Corporation. (Auditor)

Kim Roach with Armstrong, Vaughan, and Associates presented the audit findings. The City audit resulted in a clean audit with no significant adjustments.

Included in the presentation were accounting estimates for depreciable assets, allowance for uncollectible accounts receivable for EMS, and net employee pension liability. A contingent liability tied to the unresolved building permit lawsuits has also been included in the audit. Recommended fund balance for the general fund is three to six months and the City's fund balance remains within the recommended guidelines with an average monthly balance of 3.6 months.

Motion was made by Council Member Massey, second by Council Member Villanueva, to accept the audit findings as presented.

Motion to approve carried unanimously

Item #7 was discussed after item #5.

7. Discussion of and action on a Letter Agreement between Lessee Crown Castle and the City of Helotes for the modification of the length of renewal terms and the addition of Right-of-First-Refusal language to an existing Cellular Tower Lease Agreement between the same dated September 19, 2005. (Lessee)

Note: The proposed Letter Agreement adds six (6) additional five year renewal terms to an existing Cellular Tower Lease Agreement for a cellular tower, related equipment, and land to the rear of the Municipal Complex located at 12951 Bandera Rd. Additionally, the Letter Agreement adds language to the Lease Agreement that provides the Lessee Right-of-First-Refusal for offers received by the City from third-party providers for the same tract/equipment. The Lessee proposes payment of \$4,000.00 for Letter Agreement execution by April 30, 2016.

Rick Schroder, City Administrator, briefly reviewed the new agreement terms; a new final expiration date of August 31, 2065, a fee of \$4,000.00 if the new agreement is signed, and including new first refusal language.

Discussion included the proposed long term and the low fee.

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

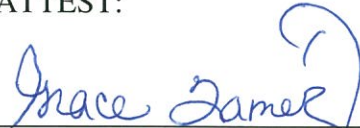
Motion to approve failed; 0 Ayes, 5 Nays – Council Member Villanueva, Council Member Blue, Council Member Buys, Council Member Massey, Mayor Pro Tem Friedrichs, 0 Abstain.

Item #6 was discussed after item #7.

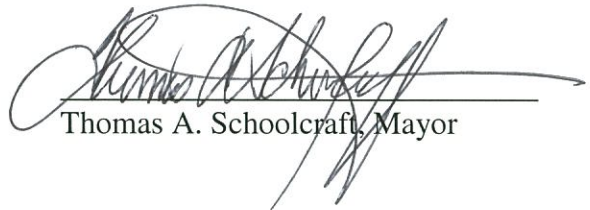
Adjourn.

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:48 p.m.

ATTEST:



Grace Tamez, City Secretary



Thomas A. Schoolcraft, Mayor

