

November 2016



The Castle Hills

Reporter

Lighting Of The Lights



Dec. 6th THE COMMONS

Details on
page 9

INSIDE THIS ISSUE:

Message from Mayor Howell p. 2
City Council Comments p. 3-4
City Council Meeting Highlights p. 5
Castle Hills Woman's Club p.6

Anniversaries and New Employees p.6
Shop Castle Hills p.6
Holiday Safety p. 7
Decorating Safety p. 8
Public Works p.8
CHCO p. 9

Lighting of the Lights p.9
Blue Santa p.9
Castle Hills Direct Dial p.10
Code Enforcement p.10
Potluck Safety p.11
City Snapshots p.14

Message From the Mayor



*Tim Howell
Mayor*

As the city council interviews and prepares to select the next city manager I have spent a great deal of time considering what skills, experiences, and knowledge this person should possess. How should we weigh these factors in the selection process? What is the most important attribute? How do we score candidates and arrive at a common decision by the City Council?

Finding the right person to lead the operations of a city or a business is challenging, but also an opportunity to move forward, improve services and products, enhance employee development to aid in the retention of quality employees, and reinforce innovative thinking to set and meet goals. Strong management skills and leadership skills are commonly referenced when creating a hiring notice, but what are we really looking for? Experience is another universally used word, but there are candidates who apply for jobs that have years of experience, without any accomplishments. We need performance not just experience. Can the candidate set goals, build coalitions, delegate duties, and be a good cultural fit with the council, staff and the community? The candidate should be energetic and have the ability to spread this energy to nurture creativity and complex thinking skills. A good manager needs extraordinary listening skills to hear not only the words being spoken, but observe and include the non-verbal communication cues to receive the entire message. The ability to analytically process difficult situations with confidence and make a decision in a timely manner is a necessity for a city manager.

Douglas MacArthur stated "A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent."

It is not just selecting the right candidate, it is the long term needs and vision of the city that the council considers when hiring the "perfect" city manager. I believe it goes without saying that the candidate should display fairness, integrity, maturity, be law abiding, and ethical. One of our most important responsibilities is to provide our residents with stewardship of their tax dollars and provide excellent services. This is achieved by having quality staff to carry out the policies of the city council. I have confidence that the council members are having these same thoughts regarding the selection process for the new city manager. Working together, the city council will select the candidate that is the "right fit" for Castle Hills.

The city will start the New Year with a new city manager at the helm. Through a thoughtful interview process a leader will rise to the top of the candidates for appointment to serve our community. In the words of General Colin Powell – "Great leaders are almost always great simplifiers, who can cut through argument, debate, and doubt to offer a solution everybody can understand." I look forward to continuing the greatness of Castle Hills.

Saturday, November 26th is "Small Business Saturday". Small businesses are integral in providing jobs, strengthening communities, and play a huge role in our nation's economy. I encourage you to dine and shop in Castle Hills to show your support of the many fine small businesses in Castle Hills.

Please join us at the Lighting of the Lights, Tuesday, December 6th at 7:30 p.m. at the Commons. The Lighting of the Lights is a great opportunity to share in the magic of the holidays!

Cheryl and I wish you and your family safe, happy and joyful holidays!

Timothy A Howell

Mayor City of Castle Hills Texas

210-535-9094

Mayortimhowell@gmail.com

CITY COUNCIL

Tim Howell
Mayor

JR Treviño
Place 1

Matthew Daggett
Place 2

John Squire
Place 3, Mayor Pro Tem

Frank Paul
Place 4

Douglas Gregory
Place 5, Treasurer

CITY STAFF
(210) 342-2341

Mike Shands
Interim City Manager, ext. 214

Kymberlee Buntyn
City Secretary, ext. 216

Suzanne Riley
Finance, ext. 224

Jerry Riedel
Fire Department Chief, ext. 217

Wayne Davis
Police Department Chief, ext. 210

Rick Harada
Public Works & Animal Control
Department Director, ext. 206

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Non-emergency (210) 342-2341

Monthly Meetings
All meetings are held at
City Hall unless otherwise posted.

City Council
2nd Tuesday, 6:30pm

Architectural Review Committee
3rd Monday, 7:00pm
Upon Request

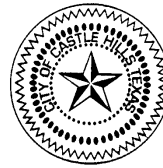
Board of Adjustment
3rd Wednesday, 7:00pm
Upon Request

Zoning Commission
1st Tuesday, 7:00pm
Upon Request

Crime Control & Prevention District
3rd Monday, 5:30pm
As Needed



Council Comments



JR Trevino,
Place 1

Friends,

We are officially done with our City Budget. It was a long and tedious process but I am confident that we as a City are prepared for 2017.

I would like to thank City staff, department heads, fellow Council members, and most importantly residents. The questions and concerns that residents raised during the budget process served as an extra safeguard. We greatly value attendance and input during the budget workshops and public hearings. As I have mentioned several times; we are working diligently for our City but an extra set of eyes is always welcomed. We encourage all Castle Hills stakeholders to get involved, ask questions, and provide input. We as a City have amazing resources and subject matter experts in our residents.

Lastly, with the holidays around the corner it is only a matter of time before we are taking trips to visit family. Remember that you can call your Castle Hills Dispatch 24 hours a day to request a patrol by if you are out of town. The Dispatcher will have an officer from each of the 3 daily shifts pass by and check for any irregularities.

As always, if I can be of assistance please do not hesitate to contact me.

Yours in service,

JR Trevino
City Council, Place 1
JTrevino@CityofCastleHills.com
210-559-5940



Matthew Daggett,
Place 2

Hello Neighbors,

I hope everyone had a great summer. As we approach the holidays, we have so much to be thankful for as a city. We have sound financial standing. Our police department is fully staffed. For the first time we have a comprehensive drainage plan to address the flooding issues in our city. We are in active talks with the City of San Antonio to tackle the water coming into our city from San Antonio. The Master Planning team is being put together to review and update the master plan for our city. The Zoning Review Committee will soon present to council their findings from the review of the zoning codes. Codes are living documents that require periodic maintenance to ensure they have firm legal standing and are meeting the needs of our city. There is so much happening in Castle Hills. I urge you to please get involved. When you have a chance, let our city staffers and police and fire know how much we appreciate them. Let's all work to keep our city the place we love and want to live.

I can be reached at 210-849-6209 cell or mdaggett@cityofcastlehills.com

Matt Daggett
City Council, Place 2



John Squire,
PLACE 3

I want to thank everyone for your patience as you endured all of the inconveniences during our street repairs. The joint project with SAWS to repair and replace the water/sewer infrastructure and resurfacing of Adobe, East Castle, West Castle, Danube, Gladiola, Krameria, and Mimosa streets is nearing completion. Hopefully the inconveniences will continue to dwindle as the projects wrap up. As your council member, I am committed to continuing to utilize and leverage my experience and resources to help with our street maintenance program and major street and drainage repairs.

I wish Happy Holidays to all of the wonderful residents and businesses that make up our City of Castle Hills. I am personally very grateful for my family, friends, and our City in which we all live. I feel that our

Continued on page 4>>

"The statements and facts contained in newsletter articles from the Mayor and City Council Members are their own personal views and should not be considered official city sponsored statements or facts and should not be relied upon as such."

<<Continued from Page 3

community is unique and am blessed to be part of it. I am excited to see what the future holds for Castle Hills.

As the holidays are upon us, many families get together for celebrations and to volunteer to help others in need. I encourage you and your family to include in your holiday celebrations the Lighting of the Lights at the Commons on December 6th. The Lighting of the Lights was a hit last year and staff are working to make the celebration even better this year. Santa, along with Blue Santa, will be available for photos and for kids to share their "Wish Lists". I also heard that the Grinch may show up again. We need the support of our families to successfully keep the Grinch from spoiling our holidays. Please take the time to share good fortunes and enjoy this holiday season. Donations of non-perishable foods for the San Antonio Food Bank and toys for Blue Santa are being collected at City Hall throughout the holidays. Thank you for your generosity in helping out a fellow citizen in need.

I am available to discuss our City's issues and encourage you to keep in touch. Please contact me at:

jsquire@cityofcastlehills.com or
210-390-4611

Respectfully,
John Squire
Mayor Pro Tem
City Council, Place 3



Frank Paul,
PLACE 4

The city had another great evening at National Night Out. I want to thank all of the citizens that not only put on the events, but those that attended them. The number continues to grow. I made it to 10 of the 14 events and all were first class.

I would also like to thank our police department and especially Capt. Johnny Siemens that again took the ball and ran with it. And as always, the fire department participated with the trucks which is always a show stopper for the young ones (and a couple of older ones).

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Thank you for allowing me to serve you. My desire has been to do what I believe is right for the city. And I appreciate the kind remarks and feedback I have received. Please do not hesitate to contact me with your thoughts, ideas or just comments. And I always say, GET INVOLVED, STAY INFORMED. It is your city!

We have once again come to the holiday season. So I want to wish all a happy Thanksgiving and a very Merry Christmas and Happy Holidays.

Thank you,

Frank Paul
Council Member, Place 4
fpaul@cityofcastlehills.com



Douglas Gregory,
PLACE 5

Recently, the City Council passed the budget for FY 2017 and it is a very tight budget with little room for error. At the same time there is no increase in the amount that will be spent for infrastructure repair. In contrast, there is an increase in the number of employees for the city.

There are many ways of looking at the assets of our city. I believe the most important asset is the taxpayer. Without the revenues the city receives from the taxpayer, we would not have a city. Buildings, streets, parks and employees depend on the revenues of the city. The 2017 budget shows approximately \$3,200,000 income from property taxes plus another \$1,000,000 in sales taxes in a total general fund budget of approximately \$7,000,000. While not every dollar of the sales tax may come from city taxpayers, the total constitutes 60% of the entire general fund budget. The bulk of the rest of the city income is derived from fees, fines and permits with portions of that income also coming from taxpayers.

In 1980, Castle Hills had a population of over 5,000; now we are closer to 4,000 -- a 20% reduction. However, even though the population declined over that same period of time, employees rose from 51 to 74 - almost a 50% increase. Our government has not shrunk with our population. There are countless arguments for and against increasing staff, but there is no doubt that they rely on the taxpayer for salaries, healthcare, paid leave and holidays and pensions, all of which can impact the long term economic condition of our city.

When the next recession hits property values and revenues will likely drop and we will need to find more sources of revenue or make cuts in the budget. We will need to consider many options and that will include the possibility of eliminating employee positions or raising taxes at a time when people will probably least be able to afford it. When it comes to funding employees, we must balance that with the other needs of the city such as infrastructure, essential services, and health and safety issues. The choices will be difficult but we must remember that, you, the taxpayers are Castle Hills' greatest assets.

Respectfully,
Councilman Gregory

COUNCIL MEETING

HIGHLIGHTS



August 16, 2016 – Special City Council Meeting

- Council proposed a tax rate of \$0.501345 for the City of Castle Hills Tax Year 2016.

September 6, 2016 – Special City Council Meeting

- Public Hearing #1.

September 13, 2016 – Special City Council Meeting and Budget Workshop #1

- Ordinance No.2016-09-13 passed, an Ordinance Repealing Ordinance No.461 and adopting in its place a new mandatory retirement age for certain members of Fire and Police Departments.
- Mr. Michael Poole was appointed member of Crime Control Prevention District (CCPD).
- Ordinance No.2016-09-13A passed, an Ordinance establishing a billing program for emergency and non-emergency services by the Fire Department.
- Mayor appointed the following residents to the Master Plan Committee.

- Tom Reichenberger, Frank Paul, Juan Solis, Don Rochelle, Steve Ackley, Douglas Gregory, Amy McLin, Thomas Fentress.
- Ordinance No.2016-09-13B passed, an Ordinance Amending the Building Permit Schedule of Fees Approved by Ordinance No.2015-04-14C and Establishing a Standardized Fee for Single and Two Family Re-Roofing City Permits.

September 14, 2016 – Special City Council Meeting

- Public Hearing #2.

September 26, 2016 – Special City Council Meeting

- Adopt City of Castle Hills FY 2017 Budget and 2016 Tax Rate.

October 11, 2016 – Regular City Council Meeting

- Congressman Lamar Smith presented updates on federal projects.
- The Council recognized Cpl. Romeo Muñoz, Cpl. Ron Singleton, and Ofc. Gary Tomblin for graduating from the FBI Law Enforcement Executive Development Association (LEEDA) training.



Holiday Shopping Extravaganza!

Join us for a fun filled day of shopping with a variety of unique gift ideas and vendors galore!

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10:00am – 3:00pm

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Ask about our Holiday Specials!



Dear Friends,

The Castle Hills Woman's Club started our year with some great programs! We mingled at our September mixer in a member's beautiful home. In October, we played with colors and markers with speaker Susie Monday. Boy, did we get inspired!

Here are couple of the ways we supported our community:

- Special thanks to the McClelland, Weber, Armstrong, Casey, and West families for volunteering at the Jackson Keller Elementary School fall fest and to everyone who brought candy for the school's big party.
- All the members who supported the CHCO and enjoyed a fun Casino Night deserve special thanks. The overwhelming majority of families who participated included CHWC members.

Here's some of what's coming up:

- Our November meeting is with Ransomed Life, an organization that provides a healing community for victims of sexual exploitation. It's a serious topic and we will learn how we can help.
- Later in November, we continue our holiday tradition of decorating the Castle Hills Community Room. We'll make the room sparkle!
- On December 5, we go to Club Argyle to meet another fascinating author. Dr. Amy Porter will discuss *Their Lives, Their Wills - Women in the Borderlands, 1750-1846*. Her 2015 book examines women's wills and roles in settlements like San Antonio. Dr. Porter is an Associate Professor of History at Texas A&M University-San Antonio.
- Later in December, we continue another club tradition. We will assemble gift boxes of cookies and deliver them to our city employees. Every member is asked to donate 3 dozen cookies so we can show our thanks in a BIG way.

The Castle Hills Woman's Club hopes the holidays are extra special to you and inspire creativity and generosity.

Susan

Susan Cone Kilgore
President, Castle Hills Woman's Club



Interested in joining the
Castle Hills Woman's Club?
Please send an email to
castlehillswomansclub@gmail.com.



ANNIVERSARIES

5 – years

Shannon Parker – Dispatch
Valorie Medellin – Dispatch

NEW EMPLOYEES

Dimitrius Cirilo – Dispatch



Shop

CASTLE HILLS New Businesses

Zen Nails - Salon

Gonzaba Medical Group – Medical

San Antonio Ballet School – Dance

Murray Chiropractic Center - Medical

Ilsong Garden Korean BBQ – Restaurant

Next Generation Ortho/Spine Institute – Medical

Oceanic Foot Massage – Foot Massage

PROPERTY DAMAGE?

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your insurance company?**

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Happy November! This is what we call the blur of activities of November and December. Halloween and Veteran's Day have come and gone, daylight savings time has ended for the year, and strangely Christmas decorations have been out since Labor Day. We, here at the Castle Hills Police Department, would like to wish you all a safe and happy holiday season! For most of us, the holiday season is our favorite time of the year. Unfortunately, it is also the common criminal's favorite time as there is an abundance of opportunities for crime.

Vehicles filled with packages, mailboxes bursting at the seams with newly issued credit/debit cards, or checks, cash and gift cards from grandma and grandpa, and packages stacked by the front door are all prime targets for criminals. The inside of homes resemble department store warehouses where hundreds, if not thousands, of dollars of "stuff" can often be found under the beautifully decorated tree in the corner. Here are a few tips for minimizing your odds of becoming a victim this year:

Shopping

- Watch for suspicious people hanging out at or near ATM machines or financial institutions;
- Be aware of your surroundings;
- If carrying large amounts of cash, keep a portion separate from your wallet or purse in case of loss or pick pockets;
- If you must have items of value in your vehicle, utilize your vehicle's trunk or someplace not readily visible to a passerby. Not everyone in the parking lot is there to shop - some are there to steal;
- When unloading items at home, lock your vehicle between trips. Too often we get distracted and do not get back outside immediately and a criminal uses the opportunity to steal in your own driveway - even during the day;
- **Lock your vehicles.**

Home

- Don't advertise the great new electronics, jewelry, and other gifts you just received by leaving the empty boxes with your trash. Break down the boxes so they become "anonymous" and not a billboard for your new items.
- Avoid placing gifts under the tree until it's go time (maintain good hiding places until then);
- If traveling or while at work, leave your home with a lived in look (timers on lights, televisions, and/or radios);
- Be wary of mail theft -
 - Take outgoing mail to the post office as opposed to leaving it in your mailbox with the flag raised;
 - When traveling, ask a neighbor to collect your mail and holiday deliveries daily;
- **Notify the Police Department using the "Out of Town" form found under the "Services" link on the city web page: www.cityofcastlehills.com or call Dispatch (342-2341) to request this service.**
- **Lock your doors and windows. Keep garage doors closed and locked when unattended.**

***** Call police for ANY suspicious circumstances*****

We thank you for all your support and will continue to provide the best possible service an agency can offer. If you ever need anything; please do not hesitate to call, and remember we are here all day and night every day of the year!



Wayne Davis
Chief, Castle Hills PD







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It's likely that when you think of cords, your main concern is hiding them from view in your holiday decorations. However, cords of all kinds need to be properly inspected, used and stored to reduce your risk of a fire. Follow these tips to help you keep cords out of sight but also safely on your mind.

- When using an extension cord, select a cord that is long enough to meet your needs. Never attempt to extend the length of an extension cord by connecting it with another extension cord.
- Check that all electrical items, including extension cords, are certified by a nationally recognized independent testing lab, such as Underwriters Laboratories (UL), Intertek (ETL), or Canadian Standards Association (CSA).
- Extension cords should only be used on a temporary basis.
- Do not place power cords and extension cords in high traffic areas or under carpets, rugs or furniture.
- Be sure it is not placed at an angle or position in way that pinches the cord.
- Never nail or staple cords to the wall or baseboard which can damage the wire insulation.
- Never remove the ground pin (the third prong) to make a three-prong plug fit a two-prong outlet.
- Make sure extension cords are properly rated for their intended use, indoor or outdoor, and meet or exceed the power needs of the item being used.
- Do not run extension cords through walls or ceilings. This may cause the cord to overheat, creating a fire hazard.
- Insert plugs fully so that no part of the prongs is exposed when the extension cord is in use.

You can find this article and more Holiday Decorating Safety Tips Online at: www.esfi.org.

Happy Holidays from the Castle Hills Fire Department.



Chief Riedel
Castle Hills Fire Department

PUBLIC WORKS



Alleys have been in the news in San Antonio, as code officials have been issuing Notices of Violations and citations for residents that have not maintained the alley adjacent to their property. This issue is not just in San Antonio. Castle Hills also has city ordinances requiring property owners adjacent to alleys to maintain the alley. Trees must be trimmed to 12 feet of ground clearance in all weather conditions, grass must be kept cut below twelve inches and bushes and other vegetation cannot narrow the width of the alley.

Over the years I have stressed in the newsletter the dangers faced by the sanitation workers being injured by brush encroaching on the alley and low tree limbs hitting not only the workers, but also breaking the sanitation truck lights and mirrors. This is not just a problem for the sanitation workers, but also for First Responders. If an ambulance, fire truck or police unit needed to respond in the alley and dense foliage prevented access, someone could lose their life.

Please remember to check and maintain your alley each time you or your lawn service does your lawn. Thank you so much for your assistance in keeping Castle Hills safe. If you ever have any questions on this ordinance or any concerns regarding the alley, please feel free to call me any time!

Happy holidays from the staff at Public Works.

Rick Harada
Director of Public Works
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Castle Hills Community Organization



Happy Fall everyone. I hope this issue of the Castle Hills Reporter finds everyone enjoying the cooler temperatures, preparing for the holidays and enjoying outdoor fun with friends and family.

By now you should have noticed a few changes and some new activities provided by the CHCO. We decided this summer to move Movie Nights to the spring and fall due to the summer heat and the ability to start movies earlier in the evenings during standard time. In the place of Movie Nights, we began Concert in The Commons (CITC). The idea behind CITC was to provide a family friendly activity during the Movie Night hiatus that would appeal to families with older children, empty nesters, no-children households and the mature members of our community. I hope you had the opportunity to come to at least one of the concerts, and I look forward to comments and recommendation for the future. In the spring we will host the Spring Fling and the Easter Egg Hunt. We continue to expand our activities hopefully to offer events to a larger portion of our community.

The CHCO also sponsored our first fundraiser, "Casino Night" which was enjoyed by an intimate group of residents and business owners from our community. A big thank you to David Thanairongroj from Thai Topaz for hosting the evening, Taylor Becken of C'est La Vie Bakery, Jill Fitch from Nix Realty, and Al Molinar and Patsy Martinez of Corona Research Consultants for sponsoring our fun evening.

This year the annual Castle Hills Fiesta will be overseen by the CHCO and by the time you read this the 2017 Fiesta Director will have been named. Working with Fiesta for the last three years I have seen first-hand the hard work, dedication and time it takes from all our volunteers to make Fiesta successful. Thank you to Denise Haley for leading the team last year. We will be working hand in hand with the director to continue providing a world class Fiesta for all members of our community.

With that said there is always a need for volunteers. I encourage anyone and everyone to help in any way possible. If you have experience in coordinating, marketing, sales, finance or crafts, basically if you can walk and breathe, the Fiesta committee can use and needs your experience. We need to foster new ideas and bring the younger generation into the planning and executing one of our most visible annual activities. I ask that every resident of Castle Hills consider volunteering to help make Fiesta a "HUGE" success, even if you only have a few hours to help maintain the website or place yard signs, your assistance will be greatly appreciated.

I hope to see you at upcoming events, until then...Happy Fall and Happy Holidays!

Thank you for your continued support of the CHCO and if you have any comments, questions, ideas, recommendations or concerns please don't hesitate to contact myself, John Kenny at PresidentCHCO@gmail.com or Stacia Spridgen at Spridgensl@hotmail.com.

Lighting of the Lights

Tuesday, December 6th at 7:30 p.m.
The Commons

Santa Claus will be present to visit with residents and hear wish lists from the children. Cookies and hot chocolate will be served. Mark your calendar and plan to attend and enjoy the sights and sounds of the holidays.

Blue Santa is Coming to Town!

The Castle Hills Police Department is collecting toys for area children.



December 1, 2016
through
January 1, 2017

Drop off unwrapped toys in the foyer
at City Hall, 209 Lemonwood drive

Thank you for making the holidays
special for the less fortunate in our community!





GET THE WORD OUT.



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City Secretary	293-9681
Admin. Assistant	293-9680
Permits	293-9675
Permit Fax	342-4525
Code Enforcement	293-9678
Public Works	293-9676
Municipal Court	293-9679
Court Fax	342-4746
Finance	293-9674
Fire Department	293-9677

cityofcastlehills.com



Shweiki



The changing of the seasons means leaves are falling! You are encouraged to mulch leaves with a lawn mower equipped with a mulching blade and let the mulched leaves remain on your lawn. You can also mulch the leaves and then collect the leaves with another pass of the mower for use in a compost pile or flower beds. Using mulch returns nutrients back into the soil, protects vegetation from the colder temperatures of winter and reduces the volume of waste sent to landfills.

If you must bag your excess leaves, remember that the limit for pick-up is 10 bags. If you place more than 10 bags out for collection, the city does not pick-up any. Brush is limited to the equivalent of three 32-gallon garbage cans with branches no larger than three (3) inches in diameter and five (5) feet in length. Please contact Public Works to get an estimate for an additional pick-up, or contact a private vendor for disposal.

Unless you're a member of the, "Polar Bear Club", swimming pools will be dormant, but they do require maintenance during the fall and winter seasons, particularly if they will be left uncovered. Although we live in an area where it's safe to leave your pool uncovered, you should still be diligent in taking care of your pool. Remember, even an unused pool requires maintenance. Dirty pool water poses risks to the pool itself and health risks to you and your neighbors. For proper care, it is recommended that you run your pool pump for a few hours daily during periods of non-use. This continuance of circulation is critical as circulation of water helps keep the pool free of algae, bacteria, mosquito larvae, and the various other ills that come with stagnant water. Check your pH and chlorine levels to prevent the pool from becoming "pea soup". Contact a local pool company for additional information about winter care for your pool to help ensure your pool is ready for the warm days of spring.

Is your address visible from the street and from the alley (if your neighborhood has an alley)? Having clearly posted addresses is not just a convenience, but could be a matter of life and death. You are required to have on your home or business numbers of no less than four (4) inches in height and of a contrasting color to the background. Clearly marked addresses allow friends, family, delivery drivers, and emergency services to easily find your address.

Wishing you and your family a happy holiday season.

Jose Govea
City of Castle Hills
Code Enforcement Officer

Don't Let Potluck Be Unlucky for Friends and Neighbors

With the holiday season nearly here, you can expect to receive invitations to "potluck" events, where neighbors and friends bring a food dish for sharing with others. When basic food safety rules are ignored potluck affairs can become a very unlucky and even disastrous event.

After consuming potato salad during a potluck lunch in Ohio last fall, 23 attendees had to be hospitalized. A potato salad made with home canned potatoes was found to be contaminated with botulism. One of the individuals hospitalized eventually died from botulism poisoning. A potluck dinner served to a high school football team resulted in 38 members of the team getting sick as a result of contaminated raw milk served at the dinner.

Potluck food items can come from a commercial source, prepared in a private home or grilled by volunteers on-site. Individuals planning to bring a potluck food item should be advised to not prepare a dish if they or someone in their family has had diarrhea, vomiting or fever within the past seven days.

Home canned products should never be served at a potluck event. Here are four basic rules for making a potluck food dish in your home. The first rule is to keep everything clean. This includes having good personal hygiene and keeping all food preparation surfaces, equipment and utensils clean and sanitized. The second rule is to keep foods separate to avoid cross contamination. Always keep raw foods away from cooked and ready-to-eat foods during food preparation, transportation and storage in the refrigerator.

The third rule is to cook foods properly. Foods should be cooked to the proper internal temperature which kills or destroys most parasites, bacteria and viruses. Use a calibrated food thermometer to check temperatures. Ensure that poultry reaches 165 degrees; hamburger 155 degrees; pork and beef 145 degrees and produce 135 degrees.

Rule four is to keep hot foods hot. Once cooked, potentially hazardous foods should be kept hot at 135 degrees or hotter. If hot foods cannot be held at 135 degrees ensure that they are served or thrown out within four hours after being cooked. Following these simple rules will help to make to your potluck affair an enjoyable event. Organizations routinely sponsoring potluck events should consider having several members trained and certified in basic food safety for food handlers.

Homer Emery, R.S.
City Health Inspector

Please share your abundant bounty...

Donations of food and/or pet food are accepted at City Hall from November 1, 2016 through January 1, 2017. Thank you for making a difference in the lives of many.



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CITY SNAPSHOTS



Tom and Helen Reichenberger celebrate with Captain America at the Lochaven NNO party.



Mayor Howell, Officer Munoz enjoy a delicious meal at the Skibitcky residence at the NNO party for Castle Gardens.



Fox Hall neighbors gather at the Baker's to support Castle Hills crime prevention efforts on NNO.



Ribbon Cutting on September 15, 2016 at the new Bank of San Antonio Headquarters located at 1900 NW Loop 410.



Mayor and City Staff admire the Perry and Madeline Burnham memorial clock installed in the Commons.



Scott and Shannon Austin hosted the party on Glentower providing fun and food for all ages on National Night Out.



Corporal Munoz and Officer Gary Tomblin with his family are recognized at the October 11, 2016 city council meeting for graduating from the FBI Law Enforcement Executive Development Association (LEEDA) training. Not pictured – Corporal Singleton who also graduated from LEEDA.

go green

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