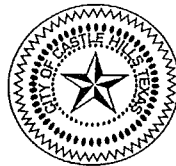


Tim A. Howell, Mayor
Clyde R. "Skip" McCormick, Place 1
Maretta Scott, Place 2
Amy McLin, Place 3
Lesley Wenger, Place 4
Douglas A. Gregory, Place 5



AGENDA

City of Castle Hills
City Council Regular Meeting
June 26, 2018, at 6:30 p.m.

The City of Castle Hills City Council will convene into a Regular Meeting on Tuesday, June 26, 2018, at 6:30 p.m., in the City Council Chambers, 209 Lemonwood Drive, Castle Hills, Texas.

CALL THE CASTLE HILLS REGULAR CITY COUNCIL MEETING TO ORDER AND DETERMINE A QUORUM IS PRESENT.

INVOCATION.

PLEDGE OF ALLEGIANCE.

Presentation of Colors by the Alamo Area Council Boy Scouts

ACKNOWLEDGMENTS / PRESENTATIONS.

CITIZENS TO BE HEARD ON NON-AGENDA ITEMS.

"Citizens to be heard" allows the Council to hear issues that may cause public concern. The City Council may receive information for topics not reflected on the agenda, and they cannot debate or act upon it. The City Council may direct staff to contact the requestor for clarification.

CONSENT AGENDA.

The Consent Agenda items are self-explanatory by the City Council or have been previously discussed and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member so requests. The Consent Agenda is for consideration by the City Council only and not subject to public discussion.

- a) Approve the Special City Council Meeting Minutes for May 15, 2018.

OLD BUSINESS.

- I. Consider and act upon **Ordinance No. 2018-06-26-A**, to establish procedures to carry out the hiring of City Department Heads, Finance/Budget Director, City Secretary, and Contract Personnel; and setting an effective date. *(Wenger, McCormick)*
- II. Consider and act upon **Ordinance No. 2018-06-26-B**, to provide formal notice an order that Ryan S. Henry shall no longer serve as Alternate City Attorney; City Manager is to immediately issue and publish an open (anyone may apply) Request for Qualifications to identify persons to be interviewed for the positions of permanent Alternate City Attorney, Alternate Prosecutor, and Alternate Litigation Manager. *(McCormick, Gregory)*
- III. Reconsider and act upon amending Ordinance No. 2018-06-16-C, terminating the Software Service Agreement for Incode's Finance and Personnel Management Software from Tyler Technologies; and directing the City Attorney to draft said ordinance. *(Mayor Howell)*
- IV. Consider and act upon the consent agenda items tabled on June 12, 2018:



- a. Approval of the City Council/Zoning Commission Joint Meeting Minutes on May 29, 2019.
- b. Acceptance of the Financial Report ending April 30, 2018.
- c. Acceptance of the First Quarterly Investment Report for Fiscal Year 2018.

NEW BUSINESS.

- V. Consider and at upon **Ordinance No. 2018-06-26-C**, the appointment of two (2) Council Members to serve on the hiring committee with the City Manager to review applications received from the posting for Finance/Budget Director, select the best candidates for interviews, and submit their recommendation, per hiring procedures, to the full Council. (*Wenger, McCormick*)
- VI. Consider and act upon **Ordinance No. 2018-06-26-D**, citing reasons for which an appointed member of a City Board, Committee, or Commission may be removed for cause by the governing body. (*Wenger, McCormick*)
- VII. Consider and act upon rescinding Ordinance No. 2018-04-10-D, on City Attorney's review of Council written articles for the Castle Hill's Reporter. (*Wenger, Gregory*)
- VIII. Consider and act upon amending or rescinding Resolution No. R18-05-08-B, correcting the city's declaration of support on the redevelopment of the Wedgewood Building located at 6701 Blanco Road, Castle Hills, Texas. (*Wenger, Gregory*)
- IX. Consider by Minute Order to direct the City Manager to investigate the cost of the digital marquee billboard at the front of City Hall. (*Wenger, Gregory*)
- X. Consider and at upon a nomination to appoint a Council Liaison to the Crime Control Prevention District Board. (*Wenger, McCormick*)

ANNOUNCEMENTS BY MAYOR AND COUNCIL MEMBERS.

EXECUTIVE SESSION.

- E.1 The City of Castle Hills City Council will convene into an executive/closed session in accordance with the Texas Government Code on the following:
 - (1) Pursuant to Section 551.071(1); a governmental body seeks the advice of its attorney about (A) pending or contemplated litigation; or (B) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.



- 1 a. "Clements v. City of Castle Hills"
 - 1 b. City Manager's update on possible legal action concerning drainage issues. (Wenger, McCormick)
 - 1 c. Address liability issues concerning city board member comments and actions. (Wenger, McCormick)
- (2) Pursuant to Section 551.074; Personnel Matters; City Manager is to brief Council on the status of personnel issues; and consultation with the City Attorney regarding liability issues and discuss possible action. (McCormick, Gregory)

E.2 The Castle Hills City Council will reconvene into open session and take action (if any) regarding the item(s) discussed in executive/ closed session.

ADJOURNMENT.

Executive Session Reservation: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Ch. 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Gov't Code §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments. (Attorney General Opinion – JC 0169)

Attendance by Other Elected or Appointed Officials: It is anticipated that members other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

Certificate: I hereby certify that the above Meeting Notice was posted on the City Hall bulletin board on the **22nd** day of **June, 2018 by 5:00 p.m.** a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofcastlehills.com, in compliance with Chapter 551, Texas Government Code. The City of Castle Hills City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting at (210) 293-9681.

Minerva Gonzales, TRMC, City Secretary

Castle Hills City Council
Agenda Item Summary
June 26, 2018

CONSENT
AGENDA ITEM

a

CONSENT AGENDA ITEM

Comments

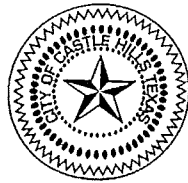
The following items have been placed on the Consent Agenda for Council's consideration:

- Approval of the Special City Council Meeting Minutes for May 15, 2018.

Submitted by: Minnie Gonzales, City Secretary
Date 06/22/2018



Tim A. Howell, Mayor
 J.R. Trevino, Place 1
 Maretta Scott, Place 2
 Amy McLin, Place 3
 Frank Paul, Place 4
 Douglas Gregory, Place 5



MINUTES

City of Castle Hills
 City Council Special Meeting
 May 15, 2018, at 6:30 pm

CALL THE CASTLE HILLS SPECIAL CITY COUNCIL MEETING TO ORDER AND DETERMINE A QUORUM IS PRESENT.

Mayor Timothy A. Howell called the special meeting to order at 6:30 p.m., and determined a quorum was present on Tuesday, May 15, 2018, at the Castle Hills City Hall Council Chambers located at 209 Lemonwood Drive, Castle Hills, Texas.

Member of Council	Present	Absent
Timothy A. Howell, Mayor	√	
JR Trevino, Place 1		√
Maretta Scott, Place 2	√	
Amy McLin, Place 3	√	
Frank Paul, Place 4	√	
Douglas Gregory, Place 5	√	

City staff present were City Manager Ryan Rapelye, City Attorney Michael S. Brennan, Fire Chief Darrell Dover, Police Captain Steve Zuniga, Finance Coordinator Nora Davis, and City Secretary Minerva Gonzales.

Residents and guests in attendance are reflected on the attached sign-in roster.

NEW BUSINESS.

- I. Consider and Act Upon **Ordinance No. 2018-05-15-A**, Canvassing the Election Returns and Declaring the Official Results of the May 5, 2018, General Election to Fill Places 1, 4, and 5 on the Castle Hills City Council.

Mayor Howell stated that in order to meet State Law Requirements, the City adopted Ordinance No. 2018-02-13-A, on February 13, 2018 calling for a General Election to fill expiring two-year terms currently held by JR Trevino Place 1, Frank Paul Places 4, and Douglas Gregory Place 5 on the Castle Hills City Council.

As certified by Bexar County Election Administrator, Jacquelyn F. Callanen for Precincts 3038, 3041, 3067, and 3171 were as follows:

Place	Candidate	EV	ED	Total
Alderman Place 1	JR Trevino	294	223	517
	Clyde "Skip" McCormick	497	142	639
Alderman Place 4	Frank Paul	314	220	534
	Lesley Wenger	480	138	618
Alderman Place 5	Todd Patrick Herman	287	204	491
	Douglas Gregory	495	146	641

Mayor Howell invited a motion.

MOTION:	Gregory
SECOND:	Paul
ACTION:	Approve Ordinance No. 2018-05-15-A, Canvassing the Election Returns and Declaring the Official Results of the May 5, 2018, General Election to Fill Places 1, 4, and 5 on the Castle Hills City Council.
	Alderman Place 1 Clyde "Skip" McCormick
	Alderman Place 4 Lesley Wenger
	Alderman Place 5 Douglas Gregory
ROLL CALL VOTE:	
	Douglas Gregory Aye
	Frank Paul Aye
	Amy McLin Aye
	Maretta Scott Aye
	JR Treviño Absent
VOTE:	Motion passed 4-1.

- II. Consider and Act Upon **Ordinance No. 2018-05-15-B**, Canvassing the Election Returns and Declaring the Official Results of the May 5, 2018, Special Election to Re-Authorize the Sales and Use Tax to Provide Revenue to Maintain/Repair Municipal Streets.

After reading the agenda caption, Mayor Howell invited a motion.

MOTION:	Gregory
SECOND:	Scott
ACTION:	Approve Ordinance No. 2018-05-15-B, Canvassing the Election Returns and Declaring the Official Results of the May 5, 2018, Special Election to Re-Authorize the Sales and Use Tax to Provide Revenue to Maintain/Repair Municipal Streets.
VOTE:	Motion passed 4-1.
	Aye: Gregory, Scott, Paul, and McLin Absent: Treviño

- III. Administer the Oath of Office and Present the Certificate of Election to:
- | | |
|--|------------------------|
| The Honorable Alderman-Elect, Place 1 | Clyde "Skip" McCormick |
| The Honorable Alderwoman-Elect, Place 4 | Lesley Wenger |
| The Honorable Alderman-Re-Elect, Place 5 | Douglas Gregory |

Mayor Howell invited The Honorable Antonio Cantu, Senior Appellate Court Judge, who administered the Oath of Office to the newly elected officials. Mayor Howell presented the Certificate of Election to the newly elected member of Council.

Mayor Howell invited the public to a reception honoring the newly sworn Members of Council in the Castle Hills City Council Chambers.

ANNOUNCEMENTS BY THE CITY COUNCIL.

Council Member Gregory announced thanked everyone who voted and had faith on what he stands for and he look forward to the next two-years of working hard for the city.

Mayor Howell thanked everyone who participated in the election and acknowledged record breaking numbers during early voting and mail-in votes. He thanked Frank Paul for his service to the City of Castle Hills.

ADJOURNMENT.

There being no further business to come before Council, Mayor Howell invited a motion. Council Member Gregory motioned to adjourn, seconded by Council Member Scott and the motion passed unanimously. The meeting adjourned at 6:48 p.m.

APPROVED:

Timothy A. Howell, Mayor

ATTEST:

Minerva Gonzales, City Secretary



SIGN IN ROSTER

Please sign **"COMMENT FORM to Speak"**

City Council Meeting May 15, 2018 at 6:30 pm

	PRINT NAME	PRINT ADDRESS
1	George Booth	124 Dogwood
2	Dorothy Booth	124 Dogwood
3	Joe [Signature]	110 S. Gardaview
4	Swan W. Borg	113 Parade Dr
5	Joanne M. Borg	113 Parade Dr.
6	Jacqueline L Ackley	118 W. Castle Ln
7	Stephen Ackley	118 W Castle Ln
8	Walt Brachow	101 Garnet
9	Cecile Brachow	
10	Sylvia Longo	103 Wickford Way
11	TOM & MARY McHILLER	416 ANTLER
12	Antonia contran	106 Dogwood
13	Bill Ivase	407 Squire Row
14	Betty Ivase	407 Squire Row
15	Clyde R McConnick	207 Carolwood Dr.
16	Mark Sanderson	119 Atwater
17	Sherry French	207 Carolwood
18	Terry Swarth	124 W. Castle Lane
19	Russel Sanderson	119 Atwater Dr Castle Hills
20	Jessica Juetteneyer	115 E. Castle Lane

NA



SIGN IN ROSTER

Please sign "COMMENT FORM to Speak

City Council Meeting May 15, 2018 at 6:30 pm

	PRINT NAME	PRINT ADDRESS
1	LAVERNE JARNET	12 SHADY COVE
2	WILLIAM BEUHLER	108 PRINZ DR
3	Jana Baker	304 Fox Hall Ln
4	Suzanne Riley	102 Irongate Rd
5	Wanda	
6	Tom Turk	
7	Bernard Tuettemper	115 E. Castle Ln
8	Betty Howard	
9	Isabel D. Serrin	112 Sheffield Pl
10	Lee Perisch	117 Fox Hall Ln
11	JOHN MAHR	205 NORTHCREST
12		
13		
14		
15		
16		
17		
18		
19		
20		

**Castle Hills City Council
Agenda Item Summary
June 26, 2018**

AGENDA ITEM

I

Consider and act upon Ordinance No. 2018-06-26-A, to establish procedures to carry out the hiring of City Department Heads, Finance/Budget Director, City Secretary, and Contract Personnel; and setting an effective date.

Background:

Issue:

Pros:

Cons:

Attachments:

Draft Ordinance No. 2018-06-26-A

Fiscal Impact:

Recommendation:

Request Council's approval of Ordinance No. 2018-06-26-A.

Submitted by Lesley Wenger and Clyde "Skip" McCormick

Date 06.19.2018



CITY OF CASTLE HILLS
ORDINANCE No. 2018-06-26-A

I

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF
CASTLE HILLS TEXAS, ESTABLISHING PROCEDURES TO
CARRY OUT HIRING OF CITY DEPARTMENT HEADS,
FINANCE/BUDGET DIRECTOR, CITY SECRETARY &
CONTRACT PERSONNEL; AND SETTING AN EFFECTIVE
DATE.**

WHEREAS, the City should seek in every case to employ the very best qualified candidates available requiring consideration of existing personnel as well as solicitation of outside applicants

WHEREAS, there have been no established hiring procedures in the past for key positions, thereby allowing some department heads the ability to select their successors from current employees; or for staff members and department heads to participate in the hiring of other department heads. In other cases, elected officials have conveyed their choice behind the scenes, circumventing the City Manager and best practices. It is therefore necessary to establish procedures and monitor their application to insure consistent and routine use.

WHEREAS, the City Council is of the opinion it is in the best interest of the City to establish procedures to carry out hiring of Department Heads, Finance/Budget Director, City Secretary and contract personnel;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
CASTLE HILLS, TEXAS, THAT:**

SECTION 1. The City Council hereby establishes procedures to carry out the hiring of Department Heads, Finance/Budget Director, City Secretary and contract personnel.

SECTION 2. The City Council shall, as openings occur, appoint two councilmembers to serve on a hiring committee with the City Manager.

SECTION 3. The hiring committee will consist of the City Manager and two members of City Council appointed by City Council. A new hiring committee will be appointed when a designated position is open. Hiring recommendations will be made by majority of vote of the hiring committee and presented to the full Council for approval.

SECTION 4. All hiring for Department Heads, City Secretary, Finance/Budget Director and contract personnel will be conducted by published Open Request for applications. Applications shall be reviewed by the hiring committee and interviews conducted on a Best Qualified Basis.

SECTION 5. The City Manager and department heads will establish procedures for hire and promotion of other employees, which procedures shall be submitted to the City Council for review and approval.

DULY ORDERED AND APPROVED by the Castle Hills City Council on this 12th day of June 2018.

APPROVED:

Timothy A. Howell, Mayor

ATTEST:

Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney

**Castle Hills City Council
Agenda Item Summary
June 26, 2018**

AGENDA ITEM

II

Consider and act upon Ordinance No. 2018-06-26-B, to provide formal notice an order that Mr. Ryan S. Henry shall no longer serve as Alternate City Attorney; City Manager shall immediately issue and publish an open (anyone may apply) Request for Qualifications to identify persons to be interviewed for the positions of permanent Alternate City Attorney and Alternate Litigation Manager.

Background:

The July 14, 2015, City Council Meeting minutes will reflect that Ryan S. Henry was appointed as Prosecutor and Justin A. Coquat as Alternate Prosecutor. Matthew Gossen was also appointed as Alternate Prosecutor; however, he has not assisted the city since his appointment.

Issue:

Pros:

Cons:

Attachments:

- Draft Ordinance No. 2018-06-26-B
- July 14, 2015, Minutes City Council Meeting
 - Item VII. Appoint Justin Coquat Law Firm as Alternate Prosecutor (pg. 5)

Fiscal Impact:

Recommendation:

Request Council's approval of Ordinance No. 2018-06-26-B.

Submitted by Clyde "Skip" McCormick and Douglas Gregory

Date 06.19.2018



CITY OF CASTLE HILLS
ORDINANCE No. 2018-06-26-B

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, TO PROVIDE FORMAL NOTICE AN ORDER THAT MR. RYAN S. HENRY SHALL NO LONGER SERVE AS ALTERNATE CITY ATTORNEY, CITY MANAGER SHALL IMMEDIATELY ISSUE AND PUBLISH AN OPEN (ANYONE MAY APPLY) REQUEST FOR QUALIFICATIONS TO IDENTIFY PERSONS TO BE INTERVIEWED FOR THE POSITIONS OF PERMANENT ALTERNATE CITY ATTORNEY AND ALTERNATE LITIGATION MANAGER.

WHEREAS, Mr. Ryan S. Henry has never been appointed by the council to the position of Alternate City Attorney; and

WHEREAS, the City Council desires to make clear that Mr. Henry shall not serve further as Alternate City Attorney; and

WHEREAS, on July 14, 2015, City Council appointed Justin A. Coquat, The Coquat Law Firm as the alternate prosecutor in the absence of Mr. Henry's absence; and

and/or litigation manager to serve in event of Mr. Henry's absence; and

WHEREAS, it is necessary to begin procedures to hire replacement for Alternate City Attorney, and to identify an Alternate Litigation Manager

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:

SECTION 1. The City Council hereby gives notice and orders that Mr. Ryan S. Henry shall not serve further as Alternate City Attorney; and

SECTION 2. Mr. Ryan S. Henry may continue to serve as city prosecutor and litigation manager; and

SECTION 3. City Manager shall immediately give written notice to Ryan S. Henry regarding this action; and

SECTION 4. The City Manager shall immediately issue and publish an open (anyone may apply) Request for Qualifications to identify persons to be interviewed for the position of permanent Alternate City Attorney and for the positions of Alternate Litigation Manager.

DULY ORDERED AND APPROVED by the Castle Hills City Council on this 26th day of June,
2018.

APPROVED:

Timothy A. Howell, Mayor

ATTEST:

Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney

Appoint Justin Coquat as Alt. Prosecutor See Pg. 5 - Item VII.

II

CITY OF CASTLE HILLS REGULAR CITY COUNCIL MEETING MINUTES TUESDAY, JULY 14, 2015 6:30 P.M.

I. Call the Castle Hills City Council Meeting of July 14, 2015, to Order, and Determine a Quorum is Present.

Mayor Pro Tem Frank Paul called the meeting to order at 6:30 p.m. and announced a quorum was present with the following in attendance: Mayor Pro Tem Frank Paul
Council Members: Lesley Wenger, Matthew Daggett, John Squire and Douglas Gregory

Mayor Howell was absent and excused due to an illness.

Staff in Attendance: City Manager Diane Pfeil, City Attorney Michael Brenan, City Secretary Exzentrius Sturdivant, Finance Officer Suzanne Riley, Police Captain Johnny Siemens, Fire Chief Jerry Riedel, and Public Works Director Rick Harada

Other Attendees: Sylvia Gonzalez, William Beuhler, Denise Haley, Paul Dockery, Susan Pauly, Robert Riley, Brother William Dooling, Ken & Shannon McFarland, Matthew Lossen, Amanda Mills, Ryan Henry, Mike Flinn, Bonnie Hopke, Joe Izbrand, Tom Davis, Richard Smith, Heather & Trevor Crawford, Diana Pena, Juan Hojos, Laverne Japhet, Pat Butler, Brenda Jackson, Deb & Peter Martinez, Lynda Ramos, Gaylia Brunson, Mark Sanderson, Bill Cobb, Johnny Sherman, Shawn Timlin and Jackie Ackley.

Invocation

The Invocation was given by Denise Haley.

Pledge of Allegiance

The Pledge of Allegiance was given by Bonnie Hopke.

II. Presentations and Announcements

A. Recognize Community Emergency Response Team (CERT) members for training.

Mayor Pro Tem Frank Paul presented Scott Paul and Fred Reyna with Certificates of Appreciation.

City Manager Pfeil recognized Paul Dockery, Michelle Vickers, Devin Vickers, Cathy Fredrick, Anthony Fredrick Kelly Evans, Timothy Looney, Almo Leonare, Suzanne Riley, Robert Riley, Greg Shaman, Deb Buie, Peter Martinez and herself for participating in the CERT Training.

B. Introduction of New Employees:

Vickie Beaver – Municipal Court

City Manager Pfeil introduced Ms. Beaver and discussed her qualifications.

Daniel Cossu – Police Officer

Police Chief Davis introduced Officer Cossu and discussed his qualifications.

Tony Crawford – Police Officer

Police Chief Davis introduced Officer Crawford and discussed his qualifications.

Nathaniel Peck – Police Officer

Police Chief Davis introduced Officer Peck and discussed his qualifications.

C. Recognize Marcial Rivera, Chief Dispatcher, for exemplary DPS, TCIC/NCIC State audit.

Police Chief Davis recognized Marcial Rivera, Chief Dispatcher, for exemplary DPS, TCIC/NCIC State audit. Police Chief Davis noted that his commitment and service led to an above 90 percent pass rating for the audit.

D. Recognize Corporal Davila for “Enforcement Award” from Mothers Against Drunk Drivers (MADD).

City Manager Pfeil announced that Corporal Davila would be absent because of duty and rescheduled this item for the August meeting.

E. Recognize Sergeant Zuniga for Officer of the Year (2014) International Law Enforcement Awards (ASIS – American Society for Industrial Security).

City Manager Pfeil announced that Sergeant Zuniga would be absent because of duty and rescheduled this item for the August meeting.

F. National Night Out – October 6, 2015

Captain Siemens announced that National Night Out was approaching and it was a potential deterrent to criminals because it shows the citizens are active. He also encouraged more people in the community to register to host more block parties.

G. Recognize Jerry and Tyler Hunter, Owners of Yamaha Fun Center for donation of 2015 Viking Yamaha Utility Vehicle.

Mayor Pro Tem Paul, Police Chief Davis, and Captain Siemens recognized Jerry and Tyler Hunter, Owners of Yamaha Fun Center for donation of 2015 Viking Yamaha Utility Vehicle via their representative.

H. Recognize Chief Davis, Graduate of FBI-LEEDA (Law Enforcement Executive Development Association)

Mayor Pro Tem Paul presented Police Chief Davis with his FBI-LEEDA Trilogy Award.

I. Budget Workshop Dates

City Manager Pfeil announced the budget workshop dates for July will be Thursday July 23, 2015 at 6 P.M. and Monday July 27, 2015 at 6 P.M.

J. Neighborhood Crime Watch

City Manager Pfeil announced the creation of a Neighborhood Crime Watch Program.

K. Back to School Picnic With the Mayor

City Manager Pfeil announced that the Mayor would be having a back to school picnic on August 25, 2015.

L. Update on Uber

Councilmember Daggett moved this item to the August meeting.

III. Citizens to be Heard on Non-Agenda Items.

"Citizens to be Heard" is for the City Council to receive information from the public on issues that may be of concern to the public. Should a member of the public bring an item to the City Council for which the subject is not on the posted agenda of that meeting, the City Council may receive the information, but cannot act upon it at that meeting. The City Council may direct staff to contact the requestor for clarification.

Mike Flinn – 100 Amerson Ln – Mr. Flinn stated the City is caught in a catch-22 situation, but if the technical concerns of new developments were not considered there would be downstream drainage issues.

Jackie Ackley – 118 W. Castle Ln - Ms. Ackley stated there are on the table 3 petitions ranging in size to be turned in PUDs. She stated a PUD is a new way of thinking of a neighborhood with benefits to builders, residents and the surrounding community. Ms. Ackley said the City needs to incorporate a set standards into the Castle Hills ordinances that state what a PUD is. This would allow the Zoning Commission and City Council can know what standards to hold the PUD to.

W.I. Hankins – 104 E. Castle Ln – Mr. Hankins expressed that he did not feel the July 7, Zoning meeting was fair. He stated that multiple people were not notified and the citizens against the application were 10:1.

Ann Megee – 104 E. Castle Ln – Ms. Megee stated that she thinks the Zoning Commission Meeting decision was very far reaching. She also stated that the area is predominantly residential.

Consent Agenda

All of the following items on the Consent Agenda are considered to be self-explanatory by the City Council or have been previously discussed and will be enacted with one

motion. There will be no separate discussion of these items unless a Council Member so requests. The Consent Agenda is for consideration by the City Council only and not subject to public discussion.

IV. A. Consider Approval of the June 2015 Treasurer's Reports.

Councilmember Wenger asked to pull item B from the consent agenda.

B. Consider Approval of the June 9, 2015 Regular City Council Meeting Minutes.

Motion made by Councilmember Wenger, seconded by Councilmember Daggett to approve the June 9, 2015 Regular City Council Meeting Minutes after verification of the statements made by Tom West and Richard Smith.

C. Consider Approval of the June 16, 2015 Special City Council Meeting Minutes.

Motion was made Councilmember Daggett, seconded by Councilmember Squire to approve the June 2015 Treasurer's Reports and the June 16, 2015 Special City Council Meeting Minutes on the consent agenda.

Regular Agenda

V. Consider the adoption of a Resolution authorizing the City Manager (or designees) to execute a Memorandum of Understanding between the City of Castle Hills and the City of San Antonio outlining a jurisdictional agreement that will allow for concurrent jurisdiction for both municipal courts.

City Manager Pfeil said SB631 was passed by the Legislature and signed in to effect on June 19, 2015 by the Governor. It takes effective immediately because the bill received more than two-thirds vote of all members elected to each house. This MOU will allow our patrol officers to cite offenders around the perimeter of our city within 200 yards and be heard in our municipal court.

Motion was made by Councilmember Wenger, seconded by Councilmember Daggett to approve the adoption of a Resolution authorizing the City Manager (or designees) to execute a Memorandum of Understanding between the City of Castle Hills and the City of San Antonio outlining a jurisdictional agreement that will allow for concurrent jurisdiction for both municipal courts. Motion passed unanimously.

VI. Consider appointing a Municipal Court Presiding Judge and Alternate Judge (s).

City Manager Pfeil stated a committee consisting of herself, Chief Riedel and Suzanne Riley evaluated the Statement of Qualifications of potential Municipal Court Judges. She stated that interviews were held on July 1-2. The committee then, independently, scored each one and the selections were made from the composite evaluation.

The committee recommends the following:

Presiding Judge: Harold McCall
Alternate Judge: Alvaro Briseno II
Alternate Judge: Adrian Spears

Motion was made by Councilmember Wenger, seconded by Councilmember Daggett to appoint Harold McCall as Presiding Judge, Alvaro Briseno II as Alternate Judge, and Adrian Spears as Alternate Judge. Motion passed unanimously.

VII. Consider appointing a Municipal Court Prosecutor and Alternate Prosecutor (s).

City Manager Pfeil stated a committee consisting of herself, Chief Riedel and Suzanne Riley evaluated the Statement of Qualifications of potential Municipal Court Prosecutors. She stated that interviews were held on July 1-2. The committee then, independently, scored each one and the selections were made from the composite evaluation.

The committee recommends the following:

Prosecutor: Ryan Henry
Alternate Prosecutor: Justin Coquat
Alternate Prosecutor: Matthew Gossen

Motion was made by Councilmember Wenger, seconded by Councilmember Daggett to appoint Ryan Henry as Prosecutor, Justin Coquat as Alternate Prosecutor, and Matthew Gossen as Alternate Prosecutor. Motion passed unanimously.

VIII. Consider approval of Resolution No. R2015-07-14, a resolution adopting a City of Castle Hills, TX, Investment Policy.

City Manager Pfeil stated Councilmember Gregory, reviewed the policy and made the following changes: Under Delegation of Authority, he added "a current sitting member of the Castle Hills City Council" and removed "shall establish a system of controls to regulate subordinate officials." Under Authorized Investments he added an "s" to 1. Obligation of the United States. 4. He deleted "so long as the Credit Union is domiciled in Texas" and added "as long as they are federally insured."

Motion was made by Councilmember Wenger, seconded by Councilmember Daggett to approve Resolution No. R2015-07-14, a resolution adopting a City of Castle Hills, TX, Investment Policy. Motion passed unanimously.

IX. Consider appointment to the Zoning Commission.

City Manager Pfeil stated Mr. Eric Friedland was appointed to the Zoning Commission at the June 9 city council meeting, but had to decline the appointment due to a potential

conflict of interest. City Manager Pfeil then stated the City Council would need to appoint another member to the Zoning Commission

Councilmember Wenger nominated Sylvia Gonzalez.

Councilmember Squire nominated Scott Gray.

Councilmember Gregory nominated Danny Mills.

Ms. Gonzalez received 2 out of 5 votes. Mr. Gray received 3 out of 5 votes.

Mr. Gray was appointed to the Zoning Commission after receiving the majority of the votes.

- X. **Public Hearing and consideration of the recommendation of the Zoning Commission regarding an application from Castle Hills Oak, LLC, which is requesting the rezoning of the property at 1973 NW Loop 410, Legal Description, CB5005A BLK 3 LOT S IRR 170.63 FT of 12 (.902 AC) & CB 5006 P-28 ABS 706 (1.068AC), from Districts G-General Business District and H-Special Business District into a single zoning classification of G-General Business District for the proposed use of a medical office building/retail.**

Zoning Commission Chairman Joe Izbrand stated the recommendation of the Zoning Commission, which was a recommendation to approve this application on a unanimous vote. He also stated that there had been no negative information received about this application.

A. Open Public Hearing

Mayor Pro Tem Paul opened the Public Hearing at 8:18 P.M.

Laverne Japhet – 12 Shady Cove – Ms. Japhet inquired into whether or not this application was under one of the 28 allowable entities under G - General Business.

Sylvia Gonzalez – 103 Wickford Way – Inquired into the City Master Plan from 1997 and asked should we take another look at it before approving some of these upcoming zoning applications.

Danny Mills – 122 Fox Hall Cove – Mr. Mills said the Master Plan was approved in 1997 and should have been revisited every two years. He also stated that it is a good baseline document for the City to follow.

Tom Davis – 100 Wickford Way – Mr. Davis said that Mr. Mills was correct and that it was approved. Mr. Davis said several projects came up for this property but did not follow the city's tree ordinances. He felt this application to the contrary did follow all the city's guidelines very well.

B. Close Public Hearing

Mayor Pro Tem Paul closed the Public Hearing at 8:25 P.M.

Motion was made by Councilmember Squire, seconded by Councilmember Wenger to approve the application from Castle Hills Oak, LLC, which is requesting the rezoning of the property at 1973 NW Loop 410, Legal Description, CB5005A BLK 3 LOT S IRR 170.63 FT of 12 (.902 AC) & CB 5006 P-28 ABS 706 (1.068AC), from Districts G-General Business District and H-Special Business District into a single zoning classification of G-General Business District for the proposed use of a medical office building/retail. Motion passed unanimously.

XI. Consider and act upon the placement of a double ballot proposition on the November 2015 General Election ballot-

- **Shall Via bus service be terminated in the City of Castle Hills to retrieve the one-half cent sales tax?**
- **Authorizing the creation of the Castle Hills Municipal Development District and the imposition of a sales and use tax at the rate of one-half of one percent for the purpose of financing development projects beneficial to the district.**

Councilmember Wenger discussed in 1997 there was a County wide vote. No way of knowing how many people in Castle Hills voted for this. The longer we delay the vote the amount of liability increases.

Councilmember Daggett discussed a meeting he had with the City Manager of Windcrest and he said they do not provide in VIA Trans, they rely on grants, the city covers a \$5 pick-up fee.

Motion was made by Councilmember Wenger and seconded by Councilmember Gregory to place a double ballot proposition on the November 2015 General Election ballot. Motion failed 3 to 2 with Mayor Pro Tem Paul, Councilmembers Squire and Daggett voting Nay and Councilmembers Wenger and Gregory voting Yay.

XII. Reports - City Manager Project Updates

City Manager Pfeil stated the city has come a long way in a year. She discussed the upcoming drainage plan at the August Council meeting.

City Manager Pfeil also discussed HB2633, the release of Motor vehicle accident reports went into effect immediately and the City of Castle Hills is in compliance.

City Manager Pfeil also discussed SB273, the wrongful exclusion of concealed hand gun license holders in buildings and this bill goes into effect September 1, 2015.

City Manager Pfeil also stated the LED Retro Fit is also moving along as scheduled.

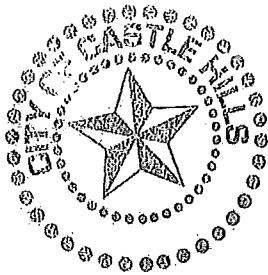
XIII. Announcements by the City Council.

Councilmember Wenger complimented City Manager Pfeil by saying when she gets complaints she calls City Manager Pfeil and they are promptly handled during the day, night, or weekend.

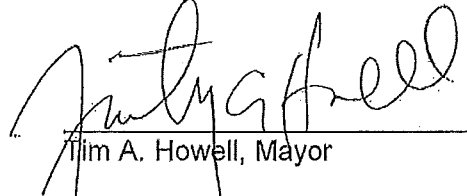
XIV. Adjournment.

Motion was made by Councilmember Wenger, seconded by Councilmember Squire to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 9:02 P.M.




APPROVED:



Tim A. Howell, Mayor

ATTEST:



Exzentrius Sturdivant
City Secretary

Castle Hills City Council
Agenda Item Summary
June 26, 2018

AGENDA ITEM

III

**Reconsider and Act Upon amending Ordinance No. 2018-06-12- C,
Terminating the Software Service Agreement for Incode's Finance
and Personnel Management Software from Tyler Technologies; and
directing the City Attorney to draft said ordinance.**

Background:

On June 12, 2018, Ordinance No. 2018-06-12- C, passed by a majority vote.

Issue:

Pros:

Cons:

Attachments:

Ordinance No. 2018-06-12-C

Fiscal Impact:

Recommendation:

Mayor Howell has requested Council's reconsideration of Ordinance No. 2018-06-12- C, Terminating the Software Service Agreement for Incode's Finance and Personnel Management Software from Tyler Technologies; and directing the City Attorney to draft said ordinance.

Submitted by Mayor Tim Howell

Date 06.21.2018



CITY OF CASTLE HILLS
ORDINANCE No. 2018-06-12-C

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, TO PROHIBIT FUNDING OR PAYMENT FROM 2018 FUNDS FOR THE PURCHASE OF INCODE "FINANCE AND PERSONNEL MANAGEMENT MODULE" AN INTEGRATED GOVERNMENT SOFTWARE FROM TYLER TECHNOLOGIES; AND THE CITY MANAGER SHALL EXPLORE TERMINATION OF THE SOFTWARE SERVICE AGREEMENT WITH TYLER TECHNOLOGIES, DATED MAY 14, 2018.

WHEREAS, on May 8, 2018, the City of Castle Hills City Council adopted Ordinance No. 2018-05-08-A, amending the City's Fiscal Year 2018 Budget to provide funds for the purchase of Incode "Finance and Personnel Management Module" an Integrated Government Software from Tyler Technologies, in an Amount Not to Exceed \$31, 500.00 and authorizing the City Manager to sign the agreement; and

WHEREAS, the City Council desires the City Manager to explore termination of the Incode Software Service Agreement with Tyler Technologies Dated May 14, 2018.

NOW, THEREFORE, BE IT ORDAINED THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:

SECTION 1. The City Council hereby prohibits funding or payment from 2018 funds for the purchase of Incode "Finance and Personnel Management Module" an Integrated Government Software from Tyler Technologies.

SECTION 2. City Manager shall explore termination of the software as a service agreement with Tyler Technologies dated May 14, 2018.

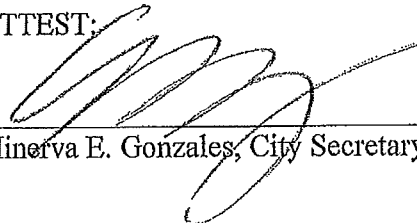
DULY ORDERED AND APPROVED by the Castle Hills City Council on this 12th day of June 2018.

APPROVED:



Timothy A. Howell, Mayor

ATTEST:



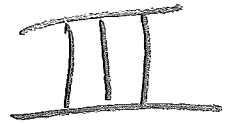
Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney



RULES OF ORDER OF THE CITY OF CASTLE HILLS



MEETINGS OF THE CITY COUNCIL

A. Meetings of the City Council will normally be conducted in the following manner:

- Opening
- Quorum
- Approval of Minutes
- Approval of Treasurers Report
- Announcements
- Reports
- Administrative Matters
- Old Business
- New Business
- Scheduled
- Unscheduled, (Citizens speak out)
- Adjournment

The Mayor may alter the above sequence, as required, when preparing the Agenda for each meeting.

B. The Office of the City Manager will prepare the agenda by means of the following documents:

1. **Convocatory:** It is a document prepared seven days in advance of the meeting and distributed by the City Manager to all Council members, advising them of the time, date and location of the meeting and of the subjects that will be discussed. It stresses those items that will require action and, therefore, preparation by the council members, to the extent that they are known, the Convocatory will include items to be considered under the following headings:

- Approval of Minutes
- Administrative Matters
- Old Business
- New Business

2. **Agenda:** The Office of the City Manager will prepare the Agenda for each meeting, to be provided to the council members before the meeting. It will include all matters to be discussed or considered at the given meeting to the extent that they are known at the time of its preparation.

Any member or subordinate organ of the Council can request of the Mayor that items be included in the Agenda. If these items require a decision by the Council and are submitted sufficiently in advance to be included in the Agenda, (up to 7 days before the meeting), they will appear under the heading "New Business." If they are submitted after the deadline, they will appear in the Agenda for the next formal meeting. Items that are carried over from previous meetings, due to postponement of their consideration, will be in the Agenda under "Old Business."

Once consideration of all items of Old and New Business has been completed, any Council member or citizen may raise additional items of New Business. The right to present New Business must be exercised with extreme caution since it does not give the Council of Delegates time to study and prepare the matter.

3. **Conduct of Meetings:** The meeting will be conducted in accordance with the Agenda.

PRECEDENCE IN SPEAKING

- A. The Mayor shall grant the right to speak to the council members, or to the Council's advisors authorized for that purpose by the City Council in the order in which they have signified their desire to do so.
- B. The Chairperson of any commission or committee shall have precedence in speaking in order to present his/her commission/committee's report. He/she may authorize members of the commission to speak.
- C. Members of a commission/committee shall have the right to present minority reports.

MOTIONS AND AMENDMENTS

- A. Motions and amendments are proposals presented by the members of the Council to accomplish the business of the City Council.
- B. All decisions by the Council shall be reached by means of motions approved by a vote or general agreement, in manner established.
- C. Complex motions and amendments shall be submitted in writing, if possible, before the meeting. Any request that a motion be submitted in writing shall be granted.
- D. Motions are classified as:
 1. **Main Motions:** Main motions are those that introduce a substantive matter to the Council.
 2. **Subsidiary Motions:** Subsidiary motions are those that help the Council to consider other motions.

3. **Privileged Motions:** Privileged motions are those that do not refer to those subjects being discussed, but due to their special nature they can interrupt the debate, taking precedence over all other subjects.
4. **Incidental Motions:** Incidental motions are those that derive from a pending question and therefore take precedence over it and must be decided on before the question that gave rise to them.
5. **Specific Motions:** Specific motions are those that do not fall in the previous categories.

E. Motion Procedures:

1. It shall be necessary for a motion to be seconded prior to being submitted to discussion and vote.
2. Amendments are proposals presented to change or modify a motion.
3. A motion or amendment may be withdrawn by its proponent prior to it being put to a vote, provided that the Council has made no amendment to it.
4. A motion withdrawn by its proponent may be presented anew by another councilperson.
5. Any motion that has been rejected may be presented anew in another meeting.
6. When two or more motions refer to the same question, they shall be voted on in the order in which they have been presented.
7. Motions may be voted on as a whole, but any Council member can request that the parts of a motion or of an amendment be voted on separately. If any council member opposes the motion to divide, the motion opposing the division shall be put to a vote.
8. All the parts of a motion voted on separately that are approved shall then be put to a vote as a whole.
9. If all the parts of a motion or of an amendment should be rejected, the motion or amendment shall be considered to have been rejected.
10. When an amendment to a motion is presented,, the amendment shall be voted on first. If two or more amendments are presented they will be taken in the order in which they have been presented. If one or more amendments are approved, the complete proposal shall be put to a vote as modified.
11. When the approval of a motion or of an amendment implies the exclusion of another, the latter shall not be put to a vote.
12. An amendment to a motion shall not be considered as such when it tends to substitute totally the original proposal, or when it bears no direct relation to it.

VOTES

- A. Ordinarily, voting shall be by the raising of hands, but any Council member may request a roll call vote. Any request for a roll call vote shall be granted. A roll call vote shall be accomplished by following the numerical order of the aldermen's place. The Mayor shall call the name of each Councilperson in order of place. The Councilperson shall reply "yes," "no," or "abstention." Roll call votes shall be recorded in the minutes in the same order in which the votes were cast.
- B. Decisions shall be adopted in accordance with the specific provisions set down in the Rules of Order of the City of Castle Hills.

- C. All matters shall be decided by a majority of those present and voting, abstentions not being considered as votes cast.
- D. Only the vote of the Councilpersons present at the meeting shall be considered.
- E. The Councilpersons shall have the right to justify their vote or abstention.
- F. The Mayor shall announce the result of all votes.
- G. In the case of a tie vote, it shall be repeated up to two times. If the tie persists, the Mayor may vote in order to break the tie.
- H. After the Mayor has announced the start of a vote, no delegate may interrupt it except to raise a point of order.

PRIVILEGED MOTIONS

- A. **To Adjourn the Meeting:** Takes precedence over all other motions.
- B. **Recess:** Not debatable and cannot have any subsidiary motion applied to it, except to amend it.
- C. **Question of Privilege:**
 - 1. Any Council member may at any time request the granting of Privilege for propriety, rights, and comfort of the Council.. The Mayor shall decide, subject to appeal.
 - 2. Any request of Privilege in favor of an individual due to inability to see or hear shall always be granted.
- D. **Call for adherence to the Agenda:** To call for adherence to the Agenda.

INCIDENTAL MOTIONS

- A. Incidental motions have precedence over the question from which they arise. There is no precedence among them. Privileged motions and "Lay on the Table" motions generally have precedence over incidental motions.
- B. **Appeal:**
 - 1. To appeal a decision of the Mayor.
 - 2. Should be made immediately after a decision of the Mayor.
 - 3. May interrupt a speaker.
 - 4. In case of a tie the decision of the Mayor shall stand.
 - 5. Debatable only if the decision appealed grows out of a debatable subject.
- C. **Point of Order:**
 - 1. During debate on any matter, any Councilperson may rise to a point of order.

2. The following are points of order:
 - a. Parliamentary inquiry.
 - b. Violations of the Rules of Order.
 - c. Requests for information or reading of documents.
3. Points of order are not debatable and may be raised at any time, including interruption of a speaker and even a vote.
4. Points of order shall be decided by the Mayor, subject to appeal, or the Mayor may submit them for decision by the Council.

D. Objection to Consideration:

1. The purpose of this motion is to allow the Council to avoid completely any matter it considers to be unimportant or unproductive. If the Mayor considers that the matter is entirely foreign to the objectives of the Council he/she may declare it out of order, subject to appeal.
2. Any Citizen may object to consideration of a matter by the Council when the matter in question is first introduced and before debate.
3. Any objection to consideration of a matter by the Council shall be submitted to a vote without discussions.

E. Suspend the Rules of Order:

1. The objective is to allow the Council to act in a manner prohibited by the Rules of Order, but not in conflict with the Ordinances or with the objectives of the Council.
2. Any Council member may request suspension of the Rules of Order for a single, clearly stated purpose.

SUBSIDIARY MOTIONS

A. Lay on the Table:

1. The purpose is to enable the Council to attend to more urgent business by putting aside a topic under discussion in such a way that its consideration may be resumed later.
2. This motion yields to privileged motions, but has precedence over all other subsidiary motions as well as those of an incidental nature, which are still pending. It is not debatable and can apply to any main motion.

B. Close Debate: The purpose is to request the closing of debate in order to proceed immediately to a vote.

C. Postpone to a Certain Day or Time: The purpose is to postpone the discussion of a subject to a later time, stipulating the date and hour.

D. Refer to a Committee: The purpose is to refer a question to a committee for study.

E. Amend: Amendments are proposals to change or modify a motion.

SPECIFIC MOTIONS

- A. **Take from the Table:** The purpose is to consider a previously tabled question.
- B. **To Rescind:**
1. The purpose is to annul a previous action.
 2. Any citizen may present a motion that any decision previously adopted by the Council be rescinded. Approval shall require the same number of votes as was required for the decision's approval.
- C. **Reconsider:**
1. May be applied to all motions, with the exception of "Adjourn the Meeting," "Suspend the Rules of Order," "Lay on the Table" and "Take from the Table."
 2. This motion must be submitted the same day and by a Council member that voted with the prevailing side,
 3. The motion to reconsider is debatable if the motion to which it applies was debatable.
 4. This motion may be introduced at any time, even interrupting a speaker. However, the Mayor shall assure that the topic under discussion is concluded and the request for reconsideration shall be treated subsequently.
 5. In the event that the Council approves the reconsideration of a vote, the action resulting from the vote shall be suspended until the Council adopts a new decision.
 6. No question shall be reconsidered twice.

INTERPRETATION OF THE RULES OF ORDER

The Mayor shall rule on all interpretations of the Rules of Order, or shall submit the matter to the Council for decision. An appeal of the Mayor's decision shall always be submitted to a vote.

CHART OF MOTIONS, VOTES, AND PARLIAMENTARY PROCEDURES

Voting and parliamentary procedure shall be conducted in accordance with the appropriate articles in the Rules of Order and the Chart of Motions, Votes and Parliamentary Procedures, approved by the Council.

POINTS NOT COVERED

For any point not covered by the Rules of Order of the City of Castle Hills, **Robert's Rules of Order** shall apply.

AMENDMENTS TO RULES OF ORDER

- A. Proposed amendments to the Rules of Order shall not be submitted to discussion and vote prior to two regular MEETINGS after their presentation.

- B. Shall require for approval the affirmative vote of a majority of the Council. (May not be suspended).

ATTACHMENTS: Definition of Terms used in the Agenda.

DEFINITION OF TERMS USED IN THE CONVOCATORY AND THE AGENDA

APPROVAL OF MINUTES: The list of documents narrating what was discussed and accepted at the last meeting, if and when these documents were distributed in a timely manner. It will also include all other minutes and/or appendices that have not been approved previously by the Council.

MINUTES: A detailed summary written from the City Secretary's notes and the audio tape of the meeting.

ADMINISTRATIVE MATTERS: This heading includes routine matters that the Council will consider in an abbreviated manner, which require at least tacit approval. Examples of these matters are the appointment of commissions, invitations to conferences, etc.

OLD BUSINESS: Those matters not yet resolved or completed as a result of having been postponed at some previous meeting, or that were not discussed because the meeting was adjourned before they were considered.

NEW BUSINESS: Those matters which the Office of the Mayor is requested to submit for discussion by a member of the Council, the City Manager, or other subordinate organ or commission/committee of the Council.

DEFINITION OF TERMS USED IN THE AGENDA

QUORUM: Three or more members of the Council being present.

APPROVAL OF MINUTES: The first item considered in any regular meeting after having established there is a quorum enabling the Council to meet. It consists of the approval of documents narrating what was discussed and approved during the last meeting, if distributed in the sufficient time. All other minutes and/or appendices not approved by the Council previously will also be included.

PRESENTATIONS: Conferences or talks given by qualified people who are not members of the Council, on subjects of a general nature or of common interest. It is also applied to the visits of important personalities.

PROTOCOL: Includes Condolences, Congratulations, Farewells, Welcomes, Celebrations, etc. It can include a recess to give the Council the opportunity to greet the personnel.

ANNOUNCEMENTS: This heading provides the opportunity of furnishing the Council with information, which does not require action on their part. Normally the Mayor makes the announcements.

REPORTS: Briefings or reports given to the Council members of the Council or by other City officials. These reports only contain information of an explanatory nature, however, they can contain conclusions and recommendations requiring Council action when they are discussed at subsequent meetings. Typical examples are reports by commissions/committees, observers to conferences, etc.

ADMINISTRATIVE MATTERS: The same as described under **AGENDA.**

OLD BUSINESS: The same as described under **AGENDA.**

NEW BUSINESS:

SCHEDULED: Those matters included in the Convocatory at the request of a Council person or the City Manager, or due to recommendations made in previous reports and that do not fall under the category of "Old Business."

UNSCHEDULED: Those matters not announced in the Convocatory. They may have been included in the Agenda at the request of the Mayor or a Council person, when it is felt that their discussion cannot await a forthcoming meeting and does not deserve a special meeting.

They can also be submitted to the Council by a citizen in response to a question by the Mayor, "is there any other New Business to discuss?" or "is there any other New Business?"

The right of raising a new matter must be exercised with extreme caution, since it can imply forcing the members of the Council to give their opinion without adequate prior preparation.

ADJOURNMENT: A formal act closing a meeting or assembly, after announcing the time, date, and place of the next meeting.

AFFIDAVIT

THE STATE OF TEXAS §

COUNTY OF BEXAR §

I, _____, as a member of the Castle Hills _____ make this affidavit and hereby on oath state the following: I, and/or a person or persons related to me, have a substantial interest in a business entity that would be particularly affected by a vote or decision of the Castle Hills _____ as those terms are defined in L.G.C. 171.001 et.seq.

The business entity is: Name _____
 Address: _____

_____ (have/has) a substantial interest in this business
 ("I" or name of relative and relationship)
 entity for the following reasons:

- ☐ Ownership of 10% or more of the voting shares of the business entity.
- ☐ Ownership of \$5,000 or more of the fair market value of the business entity.
- ☐ Funds received from the business entity exceed 10% of (my/his/her) income for the previous year.
- ☐ Real property is involved and (I/he/she) have an equitable or legal ownership with a fair market value of at least \$2,5000.
- ☐ A relative (first degree by consanguinity or affinity) has a substantial interest in the business entity or property that would be affected by a decision of the public body of which I am a member.

Upon the filing of this affidavit with the City Secretary, I affirm that I will abstain from voting on any decision involving this business entity and from any further participation on this matter whatsoever.

SIGNED of this the _____ day of _____, 20____.

Signature of Official

Title

BEFORE ME, the undersigned authority, on this day personally appeared _____
and on oath stated that the facts hereinabove stated are true to the best of (his/her) knowledge or belief.

SWORN TO AND SUBSCRIBED BEFORE ME, on this the ____ day of _____, 20____.

Notary Public in and for the State of Texas

**Castle Hills City Council
Agenda Item Summary
June 26, 2018**

CONSENT
AGENDA ITEM

IV-a

**Approval of the City Council Meeting Minutes on May 29, 2018,
tabled at the City Council Meeting on June 12, 2018.**

Comments

The following items have been placed on the Consent Agenda for Council's consideration:

- Approval of the City Council Meeting Minutes on May 29, 2018, tabled at the City Council Meeting on June 12, 2018.

Submitted by: Minnie Gonzales, City Secretary

Date 06/08/2018



City Council
Tim A. Howell, Mayor
Clyde "Skip" McCormick, Place 1
Maretta Scott, Place 2
Amy McLin, Place 3
Lesley Wenger, Place 4
Douglas Gregory, Place 5



Zoning Commission
Joe Izbrand, Chairman
Tom Akin
Jana Baker
Michael Flinn
Scott Gray
Thomas Fentress, Alternate
Don Rochelle, Alternate

MINUTES
SPECIAL JOINT MEETING
CITY OF CASTLE HILLS CITY COUNCIL AND ZONING COMMISSION
Tuesday, May 29, 2018, at 6:30 p.m.
Castle Hills City Hall, 209 Lemonwood Drive, Castle Hills, Texas

Call the Castle Hills City Council and Zoning Commission Special Joint Meeting to Order, and Determine a Quorum is Present.

At 6:34 p.m., Mayor Timothy A. Howell called the City Council/Zoning Commission Special Joint Meeting to order and determined a quorum was present.

Member of Council	Present	Zoning Commission	Present
Timothy A. Howell, Mayor	√	Joe Izbrand, Chair	√
Clyde "Skip" McCormick, Place 1	√	Jana Baker	√
Maretta Scott, Place 2	√	Scott Gray	√
Amy McLin, Place 3	√	Thomas Fentress	√
Lesley Wenger, Place 4	√	Tom Aiken	<i>Absent</i>
Douglas Gregory, Place 5	√	Michael Flynn	<i>Absent</i>

City staff in attendance, City Manager Ryan Rapelye, City Attorney Michael S. Brenan, Fire Chief Darrell Dover, Administrative Assistant Janet Thelen, and City Secretary Minerva Gonzales. The French School of San Antonio LLC Representatives, Debbie Callihan-Dingk, Katia Edrenkina, and Estelle De Oliveira.

The following persons were reflected on the attendance roster:

Jackie Ackley, Resident	Frank Paul, Resident
Steve Ackley, Resident	George Booth, Resident
Laverne Japhet, Resident	Ginger Magers, Resident
Pete Bella, Resident	Suzanne Riley, Resident
Wayne Carter, Resident	Gene Kelly, Resident
Iris Braymen, Resident	Charles Matt, Guest

Mr. Gregory requested the Mayor's consent to address City Attorney Brenan. Mr. Gregory questioned City Attorney Brenan about the legal authority to conduct a joint City Council and Zoning Commission meeting. Mr. Gregory added that there was only one other Commission that has the legal authority to meet with the City Council.

City Attorney Brenan responded that the Local Government Code did not prohibit a joint meeting with another City Board or Commission. He added that on May 8, 2018, the former City Council had expressed a sense of urgency to resolve "The French School of San Antonio LLC" application to amend the zoning code before the end of summer.

City Attorney Brennan stated that he had suggested a joint meeting because the Mayor and the Zoning Commission Chair have the authority to call one. There is nothing that prevents them from holding the meeting simultaneously, concurrently or one after another. A joint meeting is the most expeditious way to address a subject because the members of Council and the Zoning Commission can hear the applicant and the public's testimony. Additionally, the Open Meetings Act requirements are met because each entity is responsible for posting a public notice and taking their own minutes.

Mr. Gregory stated that in the spirit of the Open Meeting Act is to allow the people to make their own decision. He also questioned the urgency in conducting a joint meeting after the City Council failed to accept the Zoning Commission's initial recommendation to deny the application. Mr. Gregory added that he would not have been opposed to conducting a joint meeting if the Zoning Commission had held their meeting at a different location. Mr. Gregory stated that he did not see the benefit to the citizenry and about the horrible precedent this would set for other committees.

City Attorney Brennan rejected the concept that the City Council or the Zoning Commission would be improperly swayed by another members statement because he was confident that the City Council and the Zoning Commission could make a clean objective decision.

Mr. Gregory restated his question regarding the legal authority or precedent to conduct a joint meeting. City Attorney Brennan responded that there was no statute that prohibited them from conducting a joint meeting.

Ms. Wenger stated that under the circumstances, she moved to accept the unanimous and rational recommendation by the Zoning Commission made on May 1, 2018, to the deny the application to amend the Zoning Code with no further consideration. Motion seconded by Mr. McCormick.

Ms. Wenger called for the vote.

City Attorney Brennan requested Mayor's consent to comment. He stated that the former City Council had motioned to return the "The French School of San Antonio LLC" application back to the Zoning Commission for reconsideration. Additionally, City Attorney Brennan stated that the City Council had no action item to consider since there was no further recommendation by the Zoning Commission.

Mr. McCormick prompted the members of Council that there was a motion on the floor, seconded, with a call for the vote.

Mayor Howell called for order, and he acknowledged the motion made by Ms. Wenger and seconded by Mr. McCormick.

Mayor Howell requested that Ms. Wenger restate her motion.

MOTION: Wenger

SECOND: McCormick

ACTION: Accept the unanimous and rational recommendation by the Zoning Commission made on May 1, 2018, to the deny "The French School of San Antonio LLC" application to amend the Zoning Code with no further consideration.

VOTE: Motion passed by majority vote 3-1-1;

Aye: Wenger, McCormick, Gregory **Nay:** McLin **Abstained** Scott

Ms. Wenger expressed her objection to the City Attorney and the Zoning Commission Chair seated at the dais.

Mayor Howell requested a roll call vote:

Place 1	Clyde McCormick	Aye
Place 2	Maretta Scott	Nay
Place 3	Amy McLin	Nay
Place 4	Lesley Wenger	Aye
Place 5	Douglas Gregory	Aye

Mayor Howell stated the motion passed by majority vote 3-2.

ADJOURNMENT.

Mr. McCormick made a privileged motion to adjourn the meeting, seconded by Ms. Wenger.

Mayor Howell called for a roll call vote:

Place 1	Clyde McCormick	Aye
Place 2	Maretta Scott	Nay
Place 3	Amy McLin	Nay
Place 4	Lesley Wenger	Aye
Place 5	Douglas Gregory	Aye

Mayor Howell stated the motion passed by majority vote 3-2, and the meeting adjourned at 6:42 p.m. Mayor Howell thanked everyone in attendance.

APPROVED:

Timothy A. Howell, Mayor

ATTEST:

Minerva Gonzales, City Secretary

Castle Hills City Council

Agenda Item Summary

June 26, 2018

AGENDA ITEM

IV-b

Acceptance of the Financial Report Ending April 30, 2018, tabled at the City Council Meeting on June 12, 2018.

Summary:

The Accept the Financial Report Ending April 30, 2018, was tabled at the City Council Meeting on June 12, 2018.

Background:

The current data provided within the attachments are for the Un-audited FY 2018 Budget period ending April 30, 2018 for all Funds. The "Current Actual" column within the Statement of Revenue and Expenditures is for revenue and expenditures entered in the month of April 2018. The "Annual Budget" column contains the original adopted budget, with no amendments as of April 30, 2018. The "YTD Actual" column is total revenue and expenses from January to April 2018.

Included in the summary sheet are some highlights in more detail for the General Fund related to the current months activity. Not all lines are discussed in detail. Special Revenue funds are not included in detail below unless a significant transaction needs discussion.

Staff intends to include a cover with detail for each month related to monthly financial activity. This agenda cover may include additional information than just monthly activity as it is the first one prepared for the FY 2018.

Issue:

General Fund -01

As of April 30, 2018, total General Fund revenues are \$2,682,039 or 63.99% of the budget remaining and total General Fund expenditures are \$2,167,423 or 70.25% of the budget remaining with 4 months complete or 66.66% of the year remaining.

Revenues

- Ad Valorem Taxes per the financial report for the month are \$23,038 with 59.45% of budget remaining. It should be noted that the City includes current, delinquent, penalties, and interest in the one revenue line item 01-00-4200. Also, due to the way property tax collections are recorded on the City books during the year this only shows what is deposited at the bank. At year end the auditors perform a year-end adjustment to move the Oct-Nov-Dec collections from the previous calendar year into the current budget and the Oct-Nov-Dec at end of the calendar year out. This occurs because the City's budget is a calendar year Jan-December, but the property tax levy for the year begin in October of the previous year. Per the Tax Assessor Collector report received for April 30 the Current 2017 tax year collections are at 89.92% of the levy.

- Sales and Use Tax for the month is \$75,033 with 69.24 % of budget remaining. This is collections for February sales from monthly filers reporting to the State in March and the State submitting to the City in April.
- Franchise Fees for the month are \$7,722 with 67.67% of the budget remaining. Collections in this line during the year include payments made quarterly for Electric, Gas, SAWS, Phone, and Cable. This month includes a quarterly payment for cable franchise.
- Garbage Fees for the month are \$38,116 with 66.75% of the budget remaining. These are fees for residential trash pickup only. The majority of the residential homes are billed/collected thru SAWS and then payment is submitted monthly by the entity.
- Court fines and fees consist of several revenue line items - Warrants 01-00-4020 is \$10,373 or 66.84% of budget remaining, Court Income 01-00-4030 is \$42,171 or 73.18% of budget remaining, and STEP 01-00-4080 is \$20,601 or 54.90% of budget remaining. There are two line - LBG Collections 01-00-40205 and Court Tax 01-00-4400 that are considered pass thru and are not part of revenue at year end. There are also expenditure lines located in the Municipal Court budget for the payment of these collections which again are pass thru. Typical budgets do not include these as revenue or expense but are booked to a balance sheet account. The auditors actually combine the revenue and expense related to these lines in the financial statements in other words net them together. Staff recommends that in future budgets that these not be included as to not skew true City revenue and expense figures.
- Permit/Inspection Fees for the month are \$25,563 or 73.54% of budget remaining. Staff does expect to see an up swing over the next few months in permit due to expected submittals based on plan reviews.
- Interest for the month is \$10,001 and for the year has already exceeded the budget amount of \$25,000 by \$6,251. Interest rates are not expected to decrease over the next few months and the additional revenue will help with a few other smaller revenue line items that appear to have to high a budget number such as Insurance Claims/Refunds 10-00-4040 for \$30,000 as this amount was a claim in 2017.

Expenses by Department

- The Administration (10) department remains on target for a year to date (YTD) total of \$287,717 or 70.15% remaining. The line item Salaries-Part Time Contract – 5003 indicates no budget remaining however the costs are covered by the full-time finance position not being filled within Salaries, FICA, Medicare, Insurance, and TMRS. Miscellaneous -5070 is over budget due to a \$720 cost for testing related to a code compliance issue. Across all departments IT Support -5041 is elevated or even over budget, however based on prior year amounts and the current monthly fees the budget amounts are not sufficient and should be addressed at a later date.
- The Municipal Court (20) department remains on target for YTD total of \$313,789 or 60.09% budget remaining. As was mentioned above under revenues, Collection Fees -5088 and Court Tax -5127 are not true City expenses. The actual budget remaining for day to day operations is 63.43%.

- The Police Department (30) remains on target for a YTD total of \$736,280 or 70.50% remaining. The line item Maint-Equipment is at 29.22% of budget remaining this mostly related to costs for repairs for insurance claims however the City did receive insurance claim funds in revenue taking these expenses out of the calculation the budget remaining is 59.26%.
- The Fire Department (40) remains on target as well for a YTD total of \$501,022 or 70.17% of budget remaining. Under Gas, Oil and Tires -5035 current actual column there is a negative due to EMS Fees being accidentally coded to wrong account for the beginning of the year and the charges were corrected in April.
- The Streets Department (50) remains on target for a YTD total of \$135,711 or 81.64% of budget remaining. Street Maintenance (Minor) & Infrastructure -9052 shows a negative as invoices were moved to Street Maintenance (Prior Council) - 9053 as the budget document has the account numbers accidentally switched and staff was coding these based on the budget document.
- The Sanitation Department (60) remains on target with a YTD total of \$133,569 or 70.85% of budget remaining. Landfill Fees are trending to be over budget at end of year. In reviewing the last few years this line items has been over budget at year end and it should be reviewed in more depth during the upcoming budget process.
- Capital Expenses currently shows on target with a YTD total of \$59,408 or 61.17% however there have been emergency replacements of 3 a/c systems at City Hall for a total of \$22,165 as can be noted in line item City Hall Improvements -8020.

Payroll

The City is on a bi-weekly payroll; there have been 8 pay periods out of 26 so approximately 69.23% should be remaining in the line items directly related to salaries if all positions were filled from January 1, 2018 in each department. Departments are on track related to payroll and the line items -5001 Salaries, -5010 FICA, -5012 Medicare, -5018 TMRS. Employee Insurance -5015 across the departments is slightly above the 66.66% remaining due to the rate increase in November being slightly under what was expected during the budget process. Workers Compensations -5020 is paid one time in November so currently this line item has zero expenses.

Pros: N/A

Cons: N/A

Attachments:

- 1) April 30, 2018 Statement of Revenue and Expenditures for General Fund
- 2) April 30, 2018 Special Revenue Funds -Ending Fund Balance
- 3) April 30, 2018 Statement of Revenue & Expenditures for all Special Revenue Funds
- 4) April 30, 2018 Balance Sheet for all Funds

Fiscal Impact: N/A

Recommendation: Accept the Financial Reports Ending April 30, 2108

Submitted by Lara Feagins, Finance Consultant

Date 06.01.2018

City of Castle Hills

Statement of Revenue and Expenditures

Revised Budget
For General Fund (01)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
01-00-4000 False Alarm Fines	\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 0.00	100.00%
01-00-4010 Restitution Fees	0.00	1,107.96	500.00	1,107.96	(121.59%)
01-00-4020 Warrants	0.00	10,372.67	150,000.00	49,734.19	66.84%
01-00-4025 LGB Collections	0.00	2,038.09	40,000.00	13,306.64	66.73%
01-00-4030 Court Income	0.00	42,171.20	680,000.00	182,353.76	73.18%
01-00-4040 Insurance Claims/Refunds	0.00	3,371.89	30,000.00	6,922.74	76.92%
01-00-4050 Permits/Inspection Fees	0.00	25,562.51	305,000.00	80,717.24	73.54%
01-00-4060 Miscellaneous	0.00	833.89	3,500.00	6,181.91	(76.63%)
01-00-4065 Credit Card Fees	0.00	3,255.85	40,000.00	15,669.94	60.83%
01-00-4070 Donations	0.00	0.00	100.00	0.00	100.00%
01-00-4080 S.T.E.P	0.00	20,601.29	200,000.00	90,198.25	54.90%
01-00-4090 Interest	0.00	10,001.40	25,000.00	31,251.65	(25.01%)
01-00-4100 Food Licenses	0.00	1,360.00	17,000.00	1,535.00	90.97%
01-00-4110 Liquor Licenses	0.00	578.25	3,000.00	2,258.00	24.73%
01-00-4120 Garbage Fees	0.00	38,116.04	455,000.00	151,308.39	66.75%
01-00-4125 Retro garbage billing	0.00	0.00	0.00	725.00	0.00%
01-00-4130 Recycling	0.00	0.00	0.00	145.66	0.00%
01-00-4140 ARC, BOA, Zoning & Plat Fees	0.00	900.00	4,000.00	2,200.00	45.00%
01-00-4150 Report Fees	0.00	374.50	5,500.00	1,813.50	67.03%
01-00-4190 Animal Impound/Registration	0.00	0.00	1,000.00	264.00	73.60%
01-00-4200 Ad Valorem Taxes	0.00	23,037.54	3,426,468.00	1,389,583.45	59.45%
01-00-4220 Franchise Fees	0.00	7,721.79	475,000.00	153,565.47	67.67%
01-00-4300 Sales and Use Tax	0.00	75,033.06	1,100,000.00	338,413.62	69.24%
01-00-4305 Sales Tax - Beverage	0.00	2,538.80	9,000.00	5,166.25	42.60%
01-00-4310 Sales Tax - Garbage	0.00	3,133.31	38,000.00	12,724.53	66.51%
01-00-4400 Court Tax	0.00	29,867.59	380,000.00	137,832.43	63.73%
01-00-4420 Revenue Rescue	0.00	0.00	11,000.00	1,985.00	81.95%
01-00-4440 Towing Services	0.00	1,720.00	25,000.00	5,075.00	79.70%
01-00-4450 Passport Acceptance Office	0.00	0.00	21,197.75	0.00	100.00%
Total Revenues	0.00	303,697.63	7,448,265.75	2,682,039.58	63.99%
Total General Fund Revenues	\$ 0.00	\$ 303,697.63	\$ 7,448,265.75	\$ 2,682,039.58	63.99%

Expenditures**Administration Expenditures**

01-10-5001 Salaries-Full Time	\$ 0.00	\$ 26,190.40	\$ 414,650.00	\$ 104,735.47	74.74%
01-10-5003 Salaries-Part Time-Contract	0.00	15,493.70	0.00	17,415.62	0.00%
01-10-5005 Longevity Pay	0.00	14.00	237.67	54.00	77.28%
01-10-5006 Comp Time/Overtime	0.00	402.55	1,500.00	1,434.84	4.34%
01-10-5010 FICA	0.00	1,577.40	25,816.04	6,349.48	75.40%
01-10-5012 Medicare	0.00	368.88	6,037.62	1,484.88	75.41%
01-10-5015 Employee Insurance	0.00	2,555.40	29,158.24	9,071.47	68.89%
01-10-5018 TMRS-Employee Retirement	0.00	3,126.33	48,721.38	12,493.71	74.36%
01-10-5020 Workers' Compensation	0.00	0.00	1,555.50	0.00	100.00%
01-10-5025 City Engineer/Plat Fees	0.00	4,875.00	36,000.00	7,687.50	78.65%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For General Fund (01)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-10-5027 Building Inspector	0.00	5,175.00	60,000.00	14,265.00	76.23%
01-10-5028 Sanitation Inspectors	0.00	3,087.31	15,000.00	5,955.31	60.30%
01-10-5030 Utilities	0.00	1,097.88	12,000.00	3,220.73	73.16%
01-10-5035 Gas, Oil & Tires	0.00	65.63	2,500.00	167.96	93.28%
01-10-5040 Office/Printing	0.00	1,140.98	10,000.00	4,731.83	52.68%
01-10-5041 IT Support	0.00	5,325.44	11,000.00	9,354.58	14.96%
01-10-5042 Incode Updates/Maint	0.00	0.00	7,100.00	0.00	100.00%
01-10-5043 Paperless Automation	0.00	0.00	6,000.00	0.00	100.00%
01-10-5045 Office Equip/Software	0.00	0.00	2,500.00	107.89	95.68%
01-10-5046 Election Expenses	0.00	0.00	7,000.00	5,250.04	25.00%
01-10-5048 Subscriptions & Dues	0.00	12.99	4,500.00	1,250.99	72.20%
01-10-5049 Printing - Temp Signs	0.00	0.00	300.00	0.00	100.00%
01-10-5050 Newsletters/Postcards	0.00	0.00	2,500.00	198.00	92.08%
01-10-5052 Newspaper Publications/Ads	0.00	270.50	3,500.00	362.75	89.64%
01-10-5053 Website Hosting/Maint	0.00	400.00	3,000.00	677.99	77.40%
01-10-5055 Audit	0.00	0.00	17,500.00	0.00	100.00%
01-10-5056 MuniCode Updates	0.00	150.00	6,500.00	150.00	97.69%
01-10-5058 Rackspace	0.00	146.00	1,800.00	596.00	66.89%
01-10-5060 Attorney/Legal Fees	0.00	8,060.06	75,000.00	37,168.37	50.44%
01-10-5065 Bldg Maint/Supplies	0.00	297.04	5,000.00	547.90	89.04%
01-10-5066 Vehicle Maint/Misc	0.00	500.00	1,500.00	500.00	66.67%
01-10-5069 Cell Phone/Radio Maint	0.00	127.48	1,250.00	436.55	65.08%
01-10-5070 Miscellaneous	0.00	0.00	700.00	1,376.68	(96.67%)
01-10-5072 Bexar Appraisal District	0.00	0.00	16,000.00	4,247.00	73.46%
01-10-5074 Training/Prof Meetings	0.00	(7,940.20)	8,000.00	1,286.28	83.92%
01-10-5075 Property/Casualty Insurance	0.00	7,363.40	58,000.00	7,363.40	87.30%
01-10-5076 Medical	0.00	0.00	250.00	110.00	56.00%
01-10-5080 Uniforms	0.00	87.64	500.00	247.79	50.44%
01-10-5082 Mayor/Council Expenses	0.00	562.50	5,000.00	4,548.39	9.03%
01-10-5085 Equipment Leases	0.00	713.53	7,650.00	2,528.87	66.94%
01-10-5087 Sales Tax - Garbage	0.00	3,181.71	40,000.00	12,936.58	67.66%
01-10-5089 Credit Card Fees	0.00	2,095.78	0.00	6,428.10	0.00%
01-10-5090 Animal Control	0.00	0.00	0.00	100.00	0.00%
01-10-5097 Insurance Claims	0.00	0.00	5,000.00	0.00	100.00%
01-10-5245 Transfer for Tech Upgrades	0.00	0.00	3,500.00	875.00	75.00%
Total Administration Expenditures	0.00	86,524.33	963,726.45	287,716.95	70.15%
Municipal Court Expenditures					
01-20-5001 Salaries-Full Time	0.00	5,886.40	77,387.36	23,545.63	69.57%
01-20-5005 Longevity Pay	0.00	14.00	190.00	56.00	70.53%
01-20-5006 Comp Time	0.00	0.00	1,500.00	0.00	100.00%
01-20-5010 FICA	0.00	352.24	4,902.80	1,408.96	71.26%
01-20-5012 Medicare	0.00	82.38	1,146.62	329.52	71.26%
01-20-5015 Employee Insurance	0.00	799.72	11,681.84	3,198.88	72.62%
01-20-5018 TMRS-Employee Retirement	0.00	693.30	9,093.01	2,775.85	69.47%
01-20-5020 Workers' Compensation	0.00	0.00	404.00	0.00	100.00%
01-20-5040 Office/Printing	0.00	300.26	2,800.00	1,080.84	61.40%
01-20-5041 IT Support	0.00	3,529.46	4,500.00	5,987.80	(33.06%)
01-20-5045 Office Equip/Software	0.00	0.00	100.00	0.00	100.00%

City of Castle Hills

Statement of Revenue and Expenditures

Revised Budget
For General Fund (01)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-20-5069 Cell Phone/Radio Maint	0.00	127.48	1,350.00	563.90	58.23%
01-20-5070 Miscellaneous	0.00	0.00	100.00	0.00	100.00%
01-20-5074 Training/Prof Meetings	0.00	200.00	2,000.00	1,151.90	42.41%
01-20-5088 Collection Fees	0.00	0.00	28,000.00	2,869.64	89.75%
01-20-5095 Magistrate Fees	0.00	0.00	1,000.00	100.00	90.00%
01-20-5125 Judge/Prosecutor Salary	0.00	2,250.00	50,000.00	10,750.00	78.50%
01-20-5127 Court Tax	0.00	106,995.18	440,000.00	194,569.71	55.78%
01-20-5128 Warrant Execution	0.00	19,700.00	150,000.00	65,400.00	56.40%
Total Municipal Court Expenditures	0.00	140,930.42	786,155.63	313,788.63	60.09%
Police Department Expenditures					
01-30-5001 Salaries-Full Time	0.00	113,391.62	1,639,722.67	466,965.89	71.52%
01-30-5002 S.T.E.P. Overtime	0.00	4,279.98	60,000.00	17,788.39	70.35%
01-30-5003 Salaries-Part Time	0.00	2,426.24	10,000.00	10,123.08	(1.23%)
01-30-5005 Longevity Pay	0.00	96.00	1,400.00	378.00	73.00%
01-30-5006 Comp Time/Overtime	0.00	2,656.18	35,000.00	9,843.19	71.88%
01-30-5010 FICA	0.00	7,483.30	105,728.52	30,794.87	70.87%
01-30-5012 Medicare	0.00	1,750.12	24,726.83	7,201.93	70.87%
01-30-5015 Employee Insurance	0.00	10,883.81	157,018.50	41,377.08	73.65%
01-30-5018 TMRS-Employee Retirement	0.00	14,435.91	192,667.41	59,389.67	69.18%
01-30-5020 Workers' Compensation	0.00	0.00	28,906.00	0.00	100.00%
01-30-5030 Utilities	0.00	1,892.23	22,500.00	7,835.15	65.18%
01-30-5035 Gas, Oil & Tires	0.00	4,562.11	55,000.00	15,809.69	71.26%
01-30-5040 Office/Printing	0.00	1,454.85	5,300.00	3,804.47	28.22%
01-30-5041 IT Support	0.00	4,671.92	11,000.00	10,888.59	1.01%
01-30-5048 Subscriptions & Dues	0.00	125.00	800.00	160.00	80.00%
01-30-5065 Bldg Maint/Supplies	0.00	2,344.73	7,650.00	5,641.77	26.25%
01-30-5068 Maint-Equipment	0.00	5,112.95	14,000.00	9,908.56	29.22%
01-30-5069 Cell Phone/Radio Maint	0.00	2,229.26	29,500.00	8,321.12	71.79%
01-30-5070 Miscellaneous	0.00	30.70	900.00	200.79	77.69%
01-30-5074 Training/Prof Meetings	0.00	1,750.60	20,000.00	7,290.42	63.55%
01-30-5076 Medical	0.00	1,965.63	12,500.00	5,941.32	52.47%
01-30-5079 Equipment Purchase	0.00	38.45	15,000.00	5,047.24	66.35%
01-30-5080 Uniforms	0.00	2,413.55	24,000.00	7,639.68	68.17%
01-30-5085 Equipment Leases	0.00	0.00	6,700.00	0.00	100.00%
01-30-5095 Magistrate Fees	0.00	0.00	5,000.00	0.00	100.00%
01-30-5240 CID	0.00	45.00	2,500.00	1,857.25	25.71%
01-30-5245 Transfer for Tech Upgrades	0.00	0.00	8,000.00	2,000.00	75.00%
Total Police Department Expenditures	0.00	186,040.14	2,495,519.93	736,208.15	70.50%
Fire Department Expenditures					
01-40-5001 Salaries-Full Time	0.00	86,156.68	1,117,503.31	344,626.72	69.16%
01-40-5002 Retainer Overtime	0.00	1,116.75	35,000.00	4,143.14	88.16%
01-40-5005 Longevity Pay	0.00	386.00	6,500.00	1,520.00	76.62%
01-40-5010 FICA	0.00	5,278.04	71,858.21	21,090.50	70.65%
01-40-5012 Medicare	0.00	1,234.38	16,805.55	4,932.47	70.65%
01-40-5015 Employee Insurance	0.00	8,058.08	110,480.27	32,230.20	70.83%
01-40-5018 TMRS-Employee Retirement	0.00	10,300.02	131,306.64	41,198.46	68.62%
01-40-5020 Workers' Compensation	0.00	0.00	19,602.00	0.00	100.00%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For General Fund (01)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-40-5030 Utilities	0.00	1,143.79	15,000.00	4,983.39	66.78%
01-40-5035 Gas, Oil & Tires	0.00	(10,174.85)	11,000.00	3,469.23	68.46%
01-40-5038 EMS Fees - Acadian	0.00	17,499.99	73,500.00	23,333.32	68.25%
01-40-5040 Office/Printing	0.00	256.76	1,500.00	625.22	58.32%
01-40-5041 IT Support	0.00	2,011.75	5,000.00	2,670.10	46.60%
01-40-5045 Office Equip/Software	0.00	0.00	500.00	0.00	100.00%
01-40-5065 Bldg Maint/Supplies	0.00	449.59	5,500.00	1,897.53	65.50%
01-40-5068 Maint-Equipment	0.00	108.50	20,000.00	5,921.40	70.39%
01-40-5069 Cell Phone/Radio Maint	0.00	292.07	6,500.00	1,195.25	81.61%
01-40-5074 Training/Prof Meetings	0.00	0.00	15,000.00	2,269.30	84.87%
01-40-5076 Medical	0.00	0.00	450.00	245.00	45.56%
01-40-5080 Uniforms	0.00	662.99	13,000.00	3,617.34	72.17%
01-40-5084 EMT Supplies	0.00	0.00	2,500.00	753.00	69.88%
01-40-5245 Transfer for Tech Upgrades	0.00	0.00	1,200.00	300.00	75.00%
Total Fire Department Expenditures	0.00	124,780.54	1,679,705.98	501,021.57	70.17%
Streets Department Expenditures					
01-50-5001 Salaries-Full Time	0.00	11,302.40	286,571.84	44,955.20	84.31%
01-50-5002 Overtime	0.00	233.13	6,000.00	415.23	93.08%
01-50-5003 Salaries-Part Time/ Seasonal	0.00	1,379.00	17,000.00	5,516.00	67.55%
01-50-5005 Longevity Pay	0.00	62.00	832.00	244.00	70.67%
01-50-5006 Comp Time/Overtime	0.00	15.76	0.00	15.76	0.00%
01-50-5010 FICA	0.00	808.01	19,462.04	3,195.35	83.58%
01-50-5012 Medicare	0.00	100.87	4,551.61	394.92	91.32%
01-50-5015 Employee Insurance	0.00	874.56	29,219.84	3,408.70	88.33%
01-50-5018 TMRs-Employee Retirement	0.00	1,561.01	33,672.19	6,174.05	81.66%
01-50-5020 Workers' Compensation	0.00	0.00	3,187.00	0.00	100.00%
01-50-5030 Utilities	0.00	1,085.96	9,000.00	8,833.83	1.85%
01-50-5035 Gas, Oil & Tires	0.00	1,368.80	12,350.00	4,547.22	63.18%
01-50-5040 Office/Printing	0.00	54.07	1,250.00	210.34	83.17%
01-50-5041 IT Support	0.00	866.73	2,000.00	1,483.40	25.83%
01-50-5065 Bldg Maint/Supplies	0.00	304.52	1,000.00	1,799.69	(79.97%)
01-50-5068 Maint-Equipment	0.00	440.72	7,000.00	1,839.93	73.72%
01-50-5070 Miscellaneous	0.00	0.00	700.00	20.02	97.14%
01-50-5071 Street Lights	0.00	5,432.48	65,000.00	16,354.68	74.84%
01-50-5073 Street Signs	0.00	0.00	2,500.00	1,044.50	58.22%
01-50-5074 Training/Prof Meetings	0.00	0.00	1,500.00	0.00	100.00%
01-50-5076 Medical	0.00	0.00	500.00	0.00	100.00%
01-50-5078 Safety Supplies	0.00	0.00	800.00	0.00	100.00%
01-50-5080 Uniforms	0.00	408.22	2,500.00	757.89	69.68%
01-50-5090 Animal Control	0.00	188.78	2,500.00	1,446.01	42.16%
01-50-5245 Transfer for Tech Upgrades	0.00	0.00	400.00	100.00	75.00%
01-50-6517 Kennel Care	0.00	292.80	3,500.00	1,349.10	61.45%
01-50-8535 Christmas Decorations	0.00	0.00	1,200.00	313.21	73.90%
01-50-9052 Street Maintenance (Minor) & Infrastruct	0.00	(24,417.43)	50,000.00	1,737.37	96.53%
01-50-9053 Street Maintenance (Prior Council Appro	0.00	29,554.60	175,000.00	29,554.60	83.11%
Total Streets Department Expenditures	0.00	31,916.99	739,196.52	135,711.00	81.64%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
 For General Fund (01)
 For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Sanitation Department Expenditures					
01-60-5001 Salaries-Full Time	0.00	15,912.00	208,761.38	63,458.74	69.60%
01-60-5005 Longevity Pay	0.00	72.00	1,040.00	284.00	72.69%
01-60-5010 FICA	0.00	946.64	13,007.69	3,763.52	71.07%
01-60-5012 Medicare	0.00	221.39	3,042.12	880.19	71.07%
01-60-5015 Employee Insurance	0.00	2,335.32	24,400.70	9,428.61	61.36%
01-60-5018 TMRS-Employee Retirement	0.00	1,878.78	24,529.46	7,498.56	69.43%
01-60-5020 Workers' Compensation	0.00	0.00	3,996.00	0.00	100.00%
01-60-5024 Recycle Fees	0.00	129.30	2,000.00	175.06	91.25%
01-60-5026 Landfill Fees	0.00	13,618.31	95,000.00	37,276.20	60.76%
01-60-5035 Gas, Oil & Tires	0.00	2,330.37	36,000.00	6,505.03	81.93%
01-60-5065 Bldg Maint/Supplies	0.00	0.00	6,750.00	0.00	100.00%
01-60-5068 Maint-Equipment	0.00	376.38	29,000.00	2,411.83	91.68%
01-60-5069 Cell Phone/Radio Maint	0.00	63.74	750.00	281.87	62.42%
01-60-5070 Miscellaneous	0.00	0.00	1,200.00	0.00	100.00%
01-60-5076 Medical	0.00	0.00	800.00	205.00	74.38%
01-60-5078 Safety Supplies	0.00	0.00	700.00	0.00	100.00%
01-60-5080 Uniforms	0.00	667.95	3,700.00	1,105.49	70.12%
01-60-5096 Insect Control	0.00	295.00	3,500.00	295.00	91.57%
Total Sanitation Department Expenditures	0.00	38,847.18	458,177.35	133,569.10	70.85%
Other Payroll Expenditures					
01-70-6518 Vacation/Comp Liability	0.00	0.00	10,000.00	0.00	100.00%
Total Other Payroll Expenditures	0.00	0.00	10,000.00	0.00	100.00%
Capital Expenses Expenditures					
01-80-8010 Admin Equip Purchase	0.00	0.00	5,000.00	0.00	100.00%
01-80-8020 City Hall Improvements	0.00	6,665.00	10,000.00	22,165.00	(121.65%)
01-80-8025 Fire - Future Vehicle Purchase	0.00	0.00	50,000.00	12,500.00	75.00%
01-80-8026 Fire - Future Rescue Trk Purchase	0.00	0.00	10,000.00	2,500.00	75.00%
01-80-8035 Pub Works - Future Vehicle Purchase	0.00	0.00	50,000.00	12,500.00	75.00%
01-80-8310 Fire (Equipment)	0.00	1,667.99	13,000.00	7,962.81	38.75%
01-80-8320 Fire (Bldg Related)	0.00	0.00	7,000.00	0.00	100.00%
01-80-8325 Fire - SCBA Purchase	0.00	0.00	5,000.00	1,250.00	75.00%
01-80-8410 Street (Bldg & Equip)	0.00	0.00	3,000.00	530.00	82.33%
Total Capital Expenses Expenditures	0.00	8,332.99	153,000.00	59,407.81	61.17%
Total General Fund Expenditures	\$ 0.00	\$ 617,372.59	\$ 7,285,481.86	\$ 2,167,423.21	70.25%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (313,674.96)	\$ 162,783.89	\$ 514,616.37	(216.13%)

City of Castle Hills
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 303,697.63	\$ 7,448,265.75	\$ 2,682,039.58	(216.13%)
Total Expenditures	\$	0.00	\$ 617,372.59	\$ 7,285,481.86	\$ 2,167,423.21	70.25%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ (313,674.96)	\$ 162,783.89	\$ 514,616.37	(216.13%)

CITY OF CASTLE HILLS SPECIAL REVENUE FUNDS

ENDING FUND BALANCES AS OF April 30, 2018

CHILD SAFETY (02)		60,161.88
ANIMAL SHELTER FUND (04)		5,030.86
MUNICIPAL COURT TECHNOLOGY FUND (05)		37,856.27 *
MUNICIPAL COURT SECURITY FUND (06)		86,272.24 *
MUNICIPAL COURT EFFICIENCY FUND (07)		4,234.79
STREET MAINTENANCE SALES TAX FUND (08)		620,833.98 *
CONTINGENCY MAJOR PURCHASES - VEHICLE/EQUIPMENT (09)		165,699.17
ASSIGNED FIRE DEPT	39,553.00	
ASSIGNED PUBLIC WORKS	126,146.17	
DRAINAGE UTILITY FUND (10)		720,065.06
POLICE SEIZURE FUNDS (13)		348,003.50
STATE SEIZURE	60,501.57	
FEDERAL SEIZURE	270,968.72	
POLICE DISCRETIONARY	16,533.21	
CPS CEID FUND (20)		482,350.84 *
WORKSTATION UPGRADE FUND (21)		6,211.00 *
SUPPLEMENTAL STREET& DRAINAGE MAINT. FUND (22)		635,601.80 **
STREETS & DRAINAGE SAWS INTERLOCAL FUND (23)		0.00 *
CRIME CONTROL & PREVENTION DISTIRICT FUND (50)		723,812.77
RESTRICTED FUND BALANCE	331,737.61	
ASSIGNED - PATROL CARS	117,500.00	
ASSIGNED - TRAFFIC VEHICLE	20,000.00	
ASSIGNED - CID VEHICLE	100,000.00	
ASSIGNED - RADIOS	90,000.00	
ASSIGNED - VIDEO EQUIPMENT	37,500.00	
ASSIGNED - MOBILE DATA COMPUTERS	27,075.16	

* Balances reflect changes from March 2018 after the 2017 year end audit entries were entered and rolled forward.

** Balance reflected includes the 2017 \$36,426 year end transfer calculated by auditors and approved by resolution on May 8, 2018.

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Child Safety Fund (02)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues**Revenues**

02-00-8604 Revenue This Year	\$ 0.00	\$ 1,179.14	\$ 15,806.02	\$ 4,223.07	73.28%
Total Revenues	0.00	1,179.14	15,806.02	4,223.07	73.28%
Total Child Safety Fund Revenues	\$ 0.00	\$ 1,179.14	\$ 15,806.02	\$ 4,223.07	73.28%

Expenditures**Expenditures**

02-00-9024 Community Programs	\$ 0.00	\$ 0.00	\$ 7,000.00	\$ 0.00	100.00%
Total Expenditures	0.00	0.00	7,000.00	0.00	100.00%
Total Child Safety Fund Expenditures	\$ 0.00	\$ 0.00	\$ 7,000.00	\$ 0.00	100.00%

Child Safety Fund Excess of Revenues Over Expenditur	\$ 0.00	\$ 1,179.14	\$ 8,806.02	\$ 4,223.07	52.04%
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City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Animal Shelter Fund (04)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
04-00-8605 Donations	\$ 0.00	\$ 0.00	\$ 960.00	\$ 25.00	97.40%
Total Revenues	0.00	0.00	960.00	25.00	97.40%
Total Animal Shelter Fund Revenues	\$ 0.00	\$ 0.00	\$ 960.00	\$ 25.00	97.40%
Animal Shelter Fund Excess of Revenues Over Expendit	\$ 0.00	\$ 0.00	\$ 960.00	\$ 25.00	97.40%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Mun Court Technology Fund (05)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
05-00-8604 Revenue This Year	\$ 0.00	\$ 1,728.66	\$ 24,423.66	\$ 7,681.33	68.55%
Total Revenues	0.00	1,728.66	24,423.66	7,681.33	68.55%
Total Mun Court Technology Fund Revenues	\$ 0.00	\$ 1,728.66	\$ 24,423.66	\$ 7,681.33	68.55%
Expenditures					
Expenditures					
05-00-9006 Equipment Purchase	\$ 0.00	\$ 0.00	\$ 2,370.00	\$ 687.65	70.99%
05-00-9008 Equipment Maintenance	0.00	642.58	22,036.22	6,496.87	70.52%
Total Expenditures	0.00	642.58	24,406.22	7,184.52	70.56%
Total Mun Court Technology Fund Expenditures	\$ 0.00	\$ 642.58	\$ 24,406.22	\$ 7,184.52	70.56%
Mun Court Technology Fund Excess of Revenues Over	\$ 0.00	\$ 1,086.08	\$ 17.44	\$ 496.81	(2748.68%)

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
 For Mun Court Building Security Fund (06)
 For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
06-00-8604 Revenue This Year	\$ 0.00	\$ 1,296.49	\$ 18,349.16	\$ 5,772.61	68.54%
Total Revenues	0.00	1,296.49	18,349.16	5,772.61	68.54%
Total Mun Court Building Security Fund Revenues	\$ 0.00	\$ 1,296.49	\$ 18,349.16	\$ 5,772.61	68.54%
Expenditures					
Expenditures					
06-00-5002 Overtime	\$ 0.00	\$ 210.00	\$ 6,435.00	\$ 1,380.00	78.55%
06-00-5010 FICA	0.00	12.94	398.97	84.14	78.91%
06-00-5012 Medicare	0.00	3.03	93.31	19.68	78.91%
06-00-5015 Employee Insurance	0.00	15.34	0.00	107.71	0.00%
06-00-5018 TMRS-Employee Retirement	0.00	24.68	756.11	162.34	78.53%
06-00-9006 Equipment Purchase	0.00	0.00	0.00	329.99	0.00%
06-00-9012 Personnel	0.00	405.00	2,520.00	1,470.00	41.67%
06-00-9030 Miscellaneous	0.00	3,078.90	0.00	7,857.00	0.00%
Total Expenditures	0.00	3,749.89	10,203.39	11,410.86	(11.83%)
Total Mun Court Building Security Fund Expenditures	\$ 0.00	\$ 3,749.89	\$ 10,203.39	\$ 11,410.86	(11.83%)
Mun Court Building Security Fund Excess of Revenues	\$ 0.00	\$ (2,453.40)	\$ 8,145.77	\$ (5,638.25)	169.22%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Mun Court Efficiency Fund (07)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
07-00-8604 Revenue This Year	\$ 0.00	\$ 137.76	\$ 0.00	\$ 699.91	0.00%
Total Revenues	0.00	137.76	0.00	699.91	0.00%
Total Mun Court Efficiency Fund Revenues	\$ 0.00	\$ 137.76	\$ 0.00	\$ 699.91	0.00%
 Mun Court Efficiency Fund Excess of Revenues Over Ex	 \$ 0.00	 \$ 137.76	 \$ 0.00	 \$ 699.91	 0.00%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Street Maintenance Sales Tax Fund (08)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
08-00-8604 Revenue -Sales Tax	\$ 0.00	\$ 18,758.27	\$ 275,000.00	\$ 84,601.86	69.24%
08-00-8607 Digital Billboards	0.00	0.00	38,000.00	19,000.00	50.00%
Total Revenues	0.00	18,758.27	313,000.00	103,601.86	66.90%
Total Street Maintenance Sales Tax Fund Revenues	\$ 0.00	\$ 18,758.27	\$ 313,000.00	\$ 103,601.86	66.90%
Expenditures					
Expenditures					
08-00-9052 Street Maintenance (Minor)	\$ 0.00	\$ 0.00	\$ 25,624.66	\$ 0.00	100.00%
08-00-9055 Engineering	0.00	0.00	120,254.48	0.00	100.00%
Total Expenditures	0.00	0.00	145,879.14	0.00	100.00%
Total Street Maintenance Sales Tax Fund Expenditure	\$ 0.00	\$ 0.00	\$ 145,879.14	\$ 0.00	100.00%
Street Maintenance Sales Tax Fund Excess of Revenues	\$ 0.00	\$ 18,758.27	\$ 167,120.86	\$ 103,601.86	38.01%

City of Castle Hills
Statement of Revenue and Expenditures
Revised Budget
For Contingency Fund For Major Purchases of Vehicles (09)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
09-00-8655 Transfer from Gen Fund-Fire Dept	\$ 0.00	\$ 0.00	\$ 65,000.00	\$ 16,250.00	75.00%
09-00-8667 Transfer from Gen Fund-Public Works	0.00	0.00	50,000.00	12,500.00	75.00%
Total Revenues	0.00	0.00	115,000.00	28,750.00	75.00%
Total Contingency Fund For Major Purchases of Vehicl	\$ 0.00	\$ 0.00	\$ 115,000.00	\$ 28,750.00	75.00%
 Contingency Fund For Major Purchases of Vehicles Exce	 \$ 0.00	 \$ 0.00	 \$ 115,000.00	 \$ 28,750.00	 75.00%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Drainage Utility Fund (10)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues**Revenues**

10-00-4045 Stormwater Permit Fee	\$ 0.00	\$ 45.20	\$ 12,901.40	\$ 2,045.20	84.15%
10-00-8604 Revenue - Stormwater Billing	0.00	11,410.65	138,171.90	45,572.64	67.02%
10-00-8607 Digital Billboards-Rental	0.00	0.00	152,000.00	76,000.00	50.00%
Total Revenues	0.00	11,455.85	303,073.30	123,617.84	59.21%
Total Drainage Utility Fund Revenues	\$ 0.00	\$ 11,455.85	\$ 303,073.30	\$ 123,617.84	59.21%

Expenditures**Expenditures**

10-00-9055 Engineering	\$ 0.00	\$ 0.00	\$ 7,994.00	\$ 1,929.32	75.87%
Total Expenditures	0.00	0.00	7,994.00	1,929.32	75.87%
Total Drainage Utility Fund Expenditures	\$ 0.00	\$ 0.00	\$ 7,994.00	\$ 1,929.32	75.87%

Drainage Utility Fund Excess of Revenues Over Expendi	\$ 0.00	\$ 11,455.85	\$ 295,079.30	\$ 121,688.52	58.76%
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City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Police Seizure Fund (13)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
13-00-4090 Interest	\$ 0.00	\$ 446.75	\$ 772.34	\$ 1,167.87	(51.21%)
13-00-8604 Revenue This Year	0.00	0.00	3,342.30	142,339.48	(4158.73%)
13-00-8606 Police Seizures	0.00	2,150.06	0.00	2,150.06	0.00%
Total Revenues	0.00	2,596.81	4,114.64	145,657.41	(3439.98%)
Total Police Seizure Fund Revenues	\$ 0.00	\$ 2,596.81	\$ 4,114.64	\$ 145,657.41	(3439.98%)
Expenditures					
Expenditures					
13-00-9010 Operations & Maintenance	\$ 0.00	\$ 0.00	\$ 14,753.60	\$ 0.00	100.00%
Total Expenditures	0.00	0.00	14,753.60	0.00	100.00%
Total Police Seizure Fund Expenditures	\$ 0.00	\$ 0.00	\$ 14,753.60	\$ 0.00	100.00%
Police Seizure Fund Excess of Revenues Over Expendit	\$ 0.00	\$ 2,596.81	\$ (10,638.96)	\$ 145,657.41	1469.09%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Workstation Upgrade (21)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
21-00-8615 Transfer from Gen Fund	\$ 0.00	\$ 0.00	\$ 13,100.00	\$ 3,275.00	75.00%
Total Revenues	0.00	0.00	13,100.00	3,275.00	75.00%
Total Workstation Upgrade Revenues	\$ 0.00	\$ 0.00	\$ 13,100.00	\$ 3,275.00	75.00%
 Workstation Upgrade Excess of Revenues Over Expendi	 \$ 0.00	 \$ 0.00	 \$ 13,100.00	 \$ 3,275.00	 75.00%

City of Castle Hills
Statement of Revenue and Expenditures

Revised Budget
For Crime Control and Prevention District (50)
For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
50-00-4090 Interest	\$ 0.00	\$ 887.60	\$ 700.00	\$ 3,029.93	(332.85%)
50-00-4300 Sales and Use Tax	0.00	18,258.09	240,000.00	82,386.78	65.67%
Total Revenues	0.00	19,145.69	240,700.00	85,416.71	64.51%
Total Crime Control and Prevention District Revenues	\$ 0.00	\$ 19,145.69	\$ 240,700.00	\$ 85,416.71	64.51%

Expenditures

Expenditures					
50-00-5070 Miscellaneous	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	100.00%
50-00-8105 Patrol Cars-Future	0.00	0.00	60,000.00	0.00	100.00%
50-00-8107 Traffic Vehicle-Future	0.00	0.00	10,000.00	0.00	100.00%
50-00-8110 CID Vehicles-Future	0.00	0.00	25,000.00	0.00	100.00%
50-00-8115 Radios-Future	0.00	0.00	20,000.00	0.00	100.00%
50-00-8120 Video Equipment-Future	0.00	0.00	12,500.00	0.00	100.00%
50-00-8125 Mobile Data Computers-Future	0.00	0.00	12,000.00	0.00	100.00%
50-00-9011 Equip/Fuel/Maint	0.00	0.00	25,000.00	0.00	100.00%
50-00-9012 Personnel	0.00	0.00	500.00	0.00	100.00%
50-00-9015 IT Support	0.00	1,890.00	30,000.00	1,890.00	93.70%
50-00-9021 CID Training	0.00	0.00	1,000.00	0.00	100.00%
50-00-9022 SWAT Training	0.00	0.00	2,000.00	1,000.00	50.00%
50-00-9023 Dispatch Training	0.00	0.00	500.00	0.00	100.00%
50-00-9024 Community Programs	0.00	0.00	1,200.00	195.30	83.73%
50-00-9025 Software Support	0.00	0.00	36,000.00	14,699.97	59.17%
Total Expenditures	0.00	1,890.00	236,200.00	17,785.27	92.47%
Total Crime Control and Prevention District Expenditur	\$ 0.00	\$ 1,890.00	\$ 236,200.00	\$ 17,785.27	92.47%
Crime Control and Prevention District Excess of Revenu	\$ 0.00	\$ 17,255.69	\$ 4,500.00	\$ 67,631.44	(1402.92%)

City of Castle Hills
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2018-4 Ending April 30, 2018

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	56,298.67	\$	1,048,526.78	\$	508,720.74		21.87%
Total Expenditures	\$	0.00	\$	6,282.47	\$	446,436.35	\$	38,309.97		91.42%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	50,016.20	\$	602,090.43	\$	470,410.77		21.87%

City of Castle Hills**Balance Sheet***For General Fund (01)**April 30, 2018***Assets**

01-00-1000	General Fund- Cash- Pooled	(1,462,466.52)
01-00-1001	Special Account	(5,263.45)
01-00-1002	Money Market Account	5,687,065.75
01-00-1004	Certificate of Deposit	524,206.68
01-00-1007	Generations Reg	88.84
01-00-1008	Generations Save	462,589.31
01-00-1100	Cash in Register #1	240.00
01-00-1101	Cash in Register #2	100.00
01-00-1102	Petty Cash Fund	100.00
01-00-1103	Change Fund	400.12
01-00-1104	Petty Cash-Warrant Officer	100.00
01-00-1105	Cash in Register #3	100.00
01-00-1120	FD Cash Account	3,834.13
01-00-1150	MBIA	336,201.54
01-00-1329	A/R - Garbage Fees	38,359.76
01-00-1330	Accounts Receivable-Audit	111,789.37
01-00-1331	A/R Sales & Beverage Taxes	178,641.07
01-00-1332	Taxes Receivable-Audit	2,000,746.21
01-00-1333	Allow for Doubtful Accts	(40,616.66)
01-00-1350	Due From	33,376.35
Total		<u>7,869,592.50</u>
Total Assets		<u>\$ 7,869,592.50</u>

Liabilities and Fund Balance

01-00-2000	Accounts Payable	152,970.11
01-00-2010	Payroll Taxes Payable	(352.40)
01-00-2012	Bonds Payable	18,689.93
01-00-2015	A/P - Court Tax Payable	87,574.53
01-00-2050	Deferred Tax Rev-Prior Levies	197,702.22
01-00-2051	Deferred Tax Rev-Current Levy	3,414,912.55
01-00-2200	Cash Payable to FD	3,834.13
01-00-2300	Accrued Wages	97,589.53
Total		<u>3,972,920.60</u>
Total Liabilities		<u>3,972,920.60</u>
01-00-3000	Opening Bal Equity	3,294,970.74
01-00-3710	Committed Street Maintenance	36,426.00
01-00-3920	Restricted PEG funds	50,658.79
Total		<u>3,382,055.53</u>
Excess of Revenue Over Expenditures		<u>514,616.37</u>
Total Fund Balances		<u>3,896,671.90</u>

5/29/2018 12:00pm

City of Castle Hills
Balance Sheet
For General Fund (01)
April 30, 2018

Page 2

Total Liabilities and Fund Balances

\$ 7,869,592.50

City of Castle Hills**Balance Sheet***For Child Safety Fund (02)**April 30, 2018***Assets**

02-00-1000	Cash-Pooled	60,161.88
	Total	<u>60,161.88</u>
	Total Assets	<u>\$ 60,161.88</u>

Liabilities and Fund Balance

Total	<u>.00</u>
Total Liabilities	<u>.00</u>

02-00-3000	Opening Bal Equity	55,938.81
	Total	<u>55,938.81</u>
	Excess of Revenue Over Expenditures	<u>4,223.07</u>
	Total Fund Balances	<u>60,161.88</u>
	Total Liabilities and Fund Balances	<u>\$ 60,161.88</u>

City of Castle Hills
Balance Sheet
For Civic Participation Committee (03)
April 30, 2018

Assets

Total	<u>.00</u>
Total Assets	<u>\$.00</u>

Liabilities and Fund Balance

Total	<u>.00</u>
Total Liabilities	<u>.00</u>

Total	<u>.00</u>
Excess of Revenue Over Expenditures	<u>.00</u>
Total Fund Balances	<u>.00</u>
Total Liabilities and Fund Balances	<u>\$.00</u>

City of Castle Hills**Balance Sheet***For Animal Shelter Fund (04)**April 30, 2018***Assets**

04-00-1000	Cash-Pooled	5,030.86
	Total	5,030.86
	Total Assets	\$ 5,030.86

Liabilities and Fund Balance

Total	.00
Total Liabilities	.00

04-00-3000	Opening Bal Equity	5,005.86
	Total	5,005.86
	Excess of Revenue Over Expenditures	25.00
	Total Fund Balances	5,030.86
	Total Liabilities and Fund Balances	\$ 5,030.86

City of Castle Hills**Balance Sheet***For Mun Court Technology Fund (05)**April 30, 2018***Assets**

05-00-1000	Cash-Pooled	37,856.27
	Total	37,856.27
	Total Assets	\$ 37,856.27

Liabilities and Fund Balance

Total	.00
Total Liabilities	.00

05-00-3000	Opening Bal Equity	37,359.46
	Total	37,359.46
	Excess of Revenue Over Expenditures	496.81
	Total Fund Balances	37,856.27
	Total Liabilities and Fund Balances	\$ 37,856.27

City of Castle Hills**Balance Sheet***For Mun Court Building Security Fund (06)**April 30, 2018***Assets**

06-00-1000	Cash-Pooled	86,889.85
06-00-1001	Special Account	(351.70)
Total		<u>86,538.15</u>
Total Assets		<u>\$ 86,538.15</u>

Liabilities and Fund Balance

06-00-2000	Accounts Payable	265.91
Total		<u>265.91</u>
Total Liabilities		<u>265.91</u>
06-00-3000	Opening Bal Equity	91,910.49
Total		<u>91,910.49</u>
	Excess of Revenue Over Expenditures	(5,638.25)
Total Fund Balances		<u>86,272.24</u>
Total Liabilities and Fund Balances		<u>\$ 86,538.15</u>

City of Castle Hills**Balance Sheet***For Mun Court Efficiency Fund (07)**April 30, 2018***Assets**

07-00-1000	Cash-Pooled	4,234.79
	Total	<u>4,234.79</u>
	Total Assets	<u>\$ 4,234.79</u>

Liabilities and Fund Balance

	Total	<u>.00</u>
	Total Liabilities	<u>.00</u>

07-00-3000	Opening Bal Equity	3,534.88
	Total	<u>3,534.88</u>
	Excess of Revenue Over Expenditures	699.91
	Total Fund Balances	<u>4,234.79</u>
	Total Liabilities and Fund Balances	<u>\$ 4,234.79</u>

City of Castle Hills**Balance Sheet***For Street Maintenance Sales Tax Fund (08)**April 30, 2018***Assets**

08-00-1000	Cash-Pooled	616,898.38
08-00-1330	Accounts Receivable-Audit	44,003.41
	Total	<u>660,901.79</u>
	Total Assets	<u><u>\$ 660,901.79</u></u>

Liabilities and Fund Balance

08-00-2015	Accounts Payable-Other	21,067.81
08-00-2055	Deferred Revenue	19,000.00
	Total	<u>40,067.81</u>
	Total Liabilities	<u>40,067.81</u>
08-00-3000	Opening Bal Equity	517,232.12
	Total	<u>517,232.12</u>
	Excess of Revenue Over Expenditures	103,601.86
	Total Fund Balances	<u>620,833.98</u>
	Total Liabilities and Fund Balances	<u><u>\$ 660,901.79</u></u>

City of Castle Hills
Balance Sheet
For Contingency Fund For Major Purchases of Vehicles (09)
April 30, 2018

Assets

09-00-1000	Cash-Pooled	165,699.17
	Total	165,699.17
	Total Assets	\$ 165,699.17

Liabilities and Fund Balance

	Total	.00
	Total Liabilities	.00
09-00-3000	Opening Bal Equity	136,949.17
	Total	136,949.17
	Excess of Revenue Over Expenditures	28,750.00
	Total Fund Balances	165,699.17
	Total Liabilities and Fund Balances	\$ 165,699.17

City of Castle Hills**Balance Sheet***For Drainage Utility Fund (10)**April 30, 2018***Assets**

10-00-1000	Cash-Pooled	796,065.06
	Total	796,065.06
	Total Assets	\$ 796,065.06

Liabilities and Fund Balance

10-00-2055	Deferred Revenue	76,000.00
	Total	76,000.00
	Total Liabilities	76,000.00
10-00-3000	Opening Bal Equity	598,376.54
	Total	598,376.54
	Excess of Revenue Over Expenditures	121,688.52
	Total Fund Balances	720,065.06
	Total Liabilities and Fund Balances	\$ 796,065.06

City of Castle Hills**Balance Sheet***For Fiesta Castle Hills (11)**April 30, 2018***Assets**

Total	<u>.00</u>
Total Assets	<u>\$.00</u>

Liabilities and Fund Balance

Total	<u>.00</u>
Total Liabilities	<u>.00</u>
Total	<u>.00</u>
Excess of Revenue Over Expenditures	<u>.00</u>
Total Fund Balances	<u>.00</u>
Total Liabilities and Fund Balances	<u>\$.00</u>

City of Castle Hills**Balance Sheet***For Police Seizure Fund (13)**April 30, 2018***Assets**

13-00-1000	Cash-Pooled	3,423.19
13-00-1120	Police State Seizure Cash Account	57,078.38
13-00-1121	Police Seizure Federal Cash	274,837.64
13-00-1125	PD Discretionary	12,664.29
Total		<u>348,003.50</u>
Total Assets		<u>\$ 348,003.50</u>

Liabilities and Fund Balance

Total	<u>.00</u>
Total Liabilities	<u>.00</u>

13-00-3000	Opening Bal Equity	202,346.09
Total		<u>202,346.09</u>
	Excess of Revenue Over Expenditures	145,657.41
Total Fund Balances		<u>348,003.50</u>
Total Liabilities and Fund Balances		<u>\$ 348,003.50</u>

City of Castle Hills**Balance Sheet**

For CPS CIED Fund (20)

April 30, 2018

Assets

20-00-1000	Cash-Pooled	482,350.84
	Total	<u>482,350.84</u>
	Total Assets	<u>\$ 482,350.84</u>

Liabilities and Fund Balance

	Total	<u>.00</u>
	Total Liabilities	<u>.00</u>

20-00-3000	Opening Bal Equity	482,350.84
	Total	<u>482,350.84</u>
	Excess of Revenue Over Expenditures	<u>.00</u>
	Total Fund Balances	<u>482,350.84</u>
	Total Liabilities and Fund Balances	<u>\$ 482,350.84</u>

City of Castle Hills**Balance Sheet***For Workstation Upgrade (21)**April 30, 2018***Assets**

21-00-1000	Cash-Pooled	6,211.00
	Total	6,211.00
	Total Assets	\$ 6,211.00

Liabilities and Fund Balance

	Total	.00
	Total Liabilities	.00
21-00-3000	Opening Bal Equity	2,936.00
	Total	2,936.00
	Excess of Revenue Over Expenditures	3,275.00
	Total Fund Balances	6,211.00
	Total Liabilities and Fund Balances	\$ 6,211.00

City of Castle Hills**Balance Sheet***For Supplemental Street & Drainage Maint. Fund (22)**April 30, 2018***Assets**

22-00-1000	Cash-Pooled	599,175.80
	Total	599,175.80
	Total Assets	\$ 599,175.80

Liabilities and Fund Balance

Total	.00
Total Liabilities	.00

22-00-3000	Opening Bal Equity	599,175.80
	Total	599,175.80
	Excess of Revenue Over Expenditures	.00
	Total Fund Balances	599,175.80
	Total Liabilities and Fund Balances	\$ 599,175.80

City of Castle Hills**Balance Sheet***For Street & Drainage Saws Interlocal (23)**April 30, 2018***Assets**

Total		.00
Total Assets	\$.00

Liabilities and Fund Balance

Total		.00
Total Liabilities		.00
Total		.00
Excess of Revenue Over Expenditures		.00
Total Fund Balances		.00
Total Liabilities and Fund Balances	\$.00

City of Castle Hills**Balance Sheet***For Crime Control and Prevention District (50)**April 30, 2018***Assets**

50-00-1000	Cash-Pooled	(15,588.95)
50-00-1005	CCPD Cash	731,814.69
50-00-1200	Accounts Receivable	42,853.38
	Total	<u>759,079.12</u>
	Total Assets	<u>\$ 759,079.12</u>

Liabilities and Fund Balance

50-00-2000	Accounts Payable	1,890.00
50-00-2100	Due to Other Funds	33,376.35
	Total	<u>35,266.35</u>
	Total Liabilities	<u>35,266.35</u>
50-00-3000	Opening Bal Equity	656,181.33
	Total	<u>656,181.33</u>
	Excess of Revenue Over Expenditures	67,631.44
	Total Fund Balances	<u>723,812.77</u>
	Total Liabilities and Fund Balances	<u>\$ 759,079.12</u>

Castle Hills City Council
Agenda Item Summary
June 26, 2018

AGENDA ITEM

IV-c

CONSENT AGENDA

Comments

The following items have been placed on the Consent Agenda for Council's consideration:

Acceptance of the First Quarterly Investment Report for Fiscal Year 2018.

Submitted by: Alderman Douglas Gregory, City Treasurer/Investment Officer

Date 06/18/18



CITY OF CASTLE HILLS
2018 - 1st QUARTER INVESTMENT REPORT

CITY COUNCIL MEETING DATE:

Although state law requires only a quarterly investment report, the monthly report provided to City Council will show at least a rolling three month period so any quarterly report requirement will always be met.

The City has three investment venues totaling \$

- I. International Bank of Commerce (IBC) - Money Market Account***
- II. Generations FCU - Certificate of Deposit (4)***
- III. MBIA Municipal Investors Service Corp - Texas CLASS***

I. IBC

IBC is the City's banking depository. The Money Market account is instantly accessible and is secured by Governmental National

IBC Money Market Fund transactions are show below.

DATE	DEPOSIT	WITHDRAWAL	INTEREST	BALANCE
2018				
JANUARY				\$ 5,664,090.20
1/15/2018			\$ 4,874.22	\$ 5,668,964.42
1/30/2018		\$ 15.00		\$ 5,668,949.42
FEBRUARY				\$ 5,668,949.42
2/15/2018			\$ 5,558.69	\$ 5,674,508.11
MARCH				\$ 5,674,508.11
3/15/2018			\$ 5,629.43	\$ 5,680,137.54

II. GENERATIONS FEDERAL CREDIT UNION

	BALANCE
Business Checking & Regular Share Accounts	\$ 462,678.17
Certificate of Deposit	
Share 0305 - \$260,000 purchased 6/01/17 @ 1.25% -- matures 6/01/2018	\$ 262,440.94
Share 0306 - \$260,000 purchased 6/01/17 @ 1.51% -- matures 6/01/2019	\$ 262,931.57

III. TEXAS CLASS (The following narrative information is from Texas CLASS)

Narrative

Texas CLASS is a local government investment pool emphasizing safety, liquidity, convenience and competitive yield. Since 1996, Texas CLASS has provided Texas public entities a safe and competitive investment alternative. Texas CLASS invests only in securities allowed by the Texas Public Funds Investment Act. The pool is governed by a board of trustees, elected annually by its participants. Texas CLASS is rated 'AAAm' by Standard and Poor's Ratings Services. The 'AAAm' principal stability fund rating is the highest assigned to principal stability government investment pools and is a direct reflection of Texas CLASS's outstanding credit quality and management.

Securities

The City of Castle Hills is invested in the Texas CLASS fund. The portfolio this reporting month contained the following securities by type:

Certificates of Deposit	0.10%
Treasury	0.60%
US Commercial Paper	46.90%
Repurchase Agreement	1.40%
Money Funds	1.40%
Asset-Backed Security	49.60%
	100.00%

Texas CLASS average monthly yield:

2018

January	1.56%
February	1.62%
March	1.75%
April	
May	-
June	-

July	-
August	-
September	-
October	-
November	-
December	-

Castle Hills Texas CLASS balances:

	<u>Month End</u>		
2018	<u>Balance</u>	<u>Income</u>	<u>YTD Income</u>
Beginning Balance	\$ 334,310.00		\$ -
January	\$ 334,750.94	\$ 440.94	\$ 440.94
February	\$ 335,166.57	\$ 415.63	\$ 856.57
March	\$ 335,664.60	\$ 498.03	\$ 1,354.60

III. TREASURY DIRECT

STATEMENTS OF COMPLIANCE OF INVESTMENT PORTFOLIO

Period Ending March 31, 2018

As evidenced by the market valuations and maturities described in this report, the investment of the City for the period ending March 31, 2018 comply with the investment policies and strategies as expressed in the City of Castle Hills Investment Policy. The investment objectives, in descending order of the priorities established by the City are:

Preservation and Safety of Principal Liquidity
Marketability
Diversification
Yield

To the best of my knowledge, the investment portfolio of the City of Castle Hills and the related investment transactions are in compliance with the Castle Hills Investment Policy and the Texas Public Funds Investment Act.

Douglas Gregory
City Treasurer/Investment Officer

Castle Hills City Council
Agenda Item Summary
June 26, 2018

AGENDA ITEM

V

Consider and act upon Ordinance No. 2018-06-26-C, appointing two Council Members to serve on the Hiring Committee with the City Manager to review applications received from the posting for Finance/Budget Director, select the best candidates for interviews and submit their recommendation, per hiring procedures, to the full Council.

Background:

Issue:

Pros:

Cons:

Attachments:

Draft Ordinance No. 2018-06-26-C

Fiscal Impact:

Recommendation:

Request Council's approval of Ordinance No. 2018-06-26-C.

Submitted by Lesley Wenger and Clyde "Skip" McCormick

Date 06.19.2018



CITY OF CASTLE HILLS
ORDINANCE No. 2018-06-26-C

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, APPOINTING TWO COUNCIL MEMBERS TO SERVE ON THE HIRING COMMITTEE WITH THE CITY MANAGER TO REVIEW APPLICATIONS RECEIVED FROM THE POSTING FOR FINANCE/BUDGET DIRECTOR, SELECT THE BEST CANDIDATES FOR INTERVIEWS AND SUBMIT THEIR RECOMMENDATION, PER HIRING PROCEDURES, TO THE FULL COUNCIL.

WHEREAS, the City Council desires to appoint two Council members to serve on the hiring committee with the City Manager to review the applications received from the posting for Finance/Budget Director, select the best candidates for interviews submit their recommendation, per hiring procedures, to the full Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:

SECTION 1. The City Council hereby desires to appoint two members of Council.

SECTION 2. Motion made by _____ to appoint _____ and _____ to the hiring committee with the City Manager, and review the applications received from the posting for Finance/Budget Director, to select the best candidates for interviews; and submit their recommendation, per hiring procedures, to the full Council.

SECTION 3. Motion seconded by Council Member _____.

DULY ORDERED AND APPROVED by the Castle Hills City Council on this 26th day of June, 2018.

APPROVED:

Timothy A. Howell, Mayor

ATTEST:

Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney

Castle Hills City Council
Agenda Item Summary
June 26, 2018

AGENDA ITEM

VI

**Consider and act upon Ordinance No. 2018-06-26-D,
citing reasons for which an appointed member of a City Board,
Committee, or Commission may be removed for cause by the
governing body.**

Background:

Issue:

Pros:

Cons:

Attachments:

Draft Ordinance No. 2018-06-26-D

Fiscal Impact:

Recommendation:

Request Council's approval of Ordinance No. 2018-06-26-D.

Submitted by Lesley Wenger and Clyde "Skip" McCormick

Date 06.19.2018



CITY OF CASTLE HILLS
ORDINANCE No. 2018-06-26-D



**AN ORDINANCE BY THE CITY COUNCIL OF THE
CITY OF CASTLE HILLS TEXAS, CITING
REASONS FOR WHICH AN APPOINTED MEMBER
OF A BOARD, COMMISSION OR COMMITTEE
MAY BE REMOVED FOR CAUSE BY THE
GOVERNING BODY.**

WHEREAS, the City Council desires to cite reasons for which an appointed member of a Board, Commission or Committee may be removed for cause by the governing body.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:

SECTION 1. The City Council hereby cites the following reasons for which an appointed member of a Board, Commission or Committee may be removed for cause by the governing body:

SECTION 2. Prejudicial statement in any venue which is inconsistent with unbiased service in the subject committee.

SECTION 3. False statement or claim in any venue which causes damage or inconvenience to a property owner.

SECTION 4. Statements in any venue which are discriminatory against any person of minority based on race, religion, national origin or sexual orientation.

SECTION 5. Missing three consecutive monthly meetings or two quarterly meetings.

DULY ORDERED AND APPROVED by the Castle Hills City Council on this 26th day of June, 2018.

APPROVED:

Timothy A. Howell, Mayor

ATTEST:

Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney

**Castle Hills City Council
Agenda Item Summary
June 26, 2018**

AGENDA ITEM

VII

**Consider and act upon rescinding Ordinance No.
2018-04-10-D, on City Attorney's review of Council
written articles for the Castle Hill's Reporter.**

Background:

Issue:

Pros:

Cons:

Attachments:

None

Fiscal Impact:

Recommendation:

Submitted by Lesley Wenger and Douglas Gregory

Date 06.19.2018



City of Castle Hills, Texas
ORDINANCE No. 2018-04-10-D

VII.

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, CLARIFYING THE STATUS OF SECTION 2-202 OF CHAPTER 2 "ADMINISTRATION" OF THE CODE OF ORDINANCES BY REQUIRING THE CITY MANAGER TO REFER ARTICLES TO BE INCLUDED IN THE CITY NEWSLETTER AUTHORED BY THE MAYOR AND/OR CITY COUNCIL MEMBERS TO THE CITY ATTORNEY FOR REVIEW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager is the editor of the monthly newsletter; and

WHEREAS, the City Council adopted ordinance 1087 on August 14, 2012 to amend Section 2.202 of the Code of Ordinances to require the City Manager to refer newsletter articles authored by the Mayor and/or City Council members to the city attorney for review; and

WHEREAS, the City Council considered the repeal of the city attorney referral process on September 8, 2014 but failed to adopt an ordinance repealing such process; and

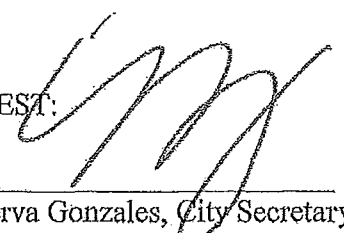
WHEREAS, the City Council has determined that it would be in the public interest to clarify the status of city attorney review of newsletter articles to be published in the monthly newsletter which are authored by the Mayor and/or City Council members to limit political advocacy and character evaluation.

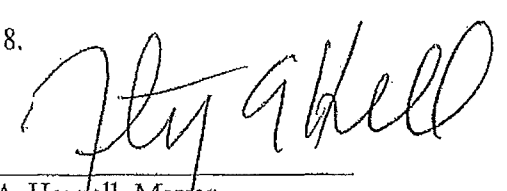
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, that the amendment of Section 2.202 of Chapter 2, Administration, of the Code of Ordinances adopted in ordinance 1087 on August 14, 2012 is hereby ratified and confirmed and to the extent necessary is hereby reenacted.

This ordinance shall be effective upon its passage.

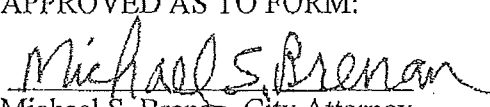
PASSED AND ADOPTED this 10th day of April, 2018.

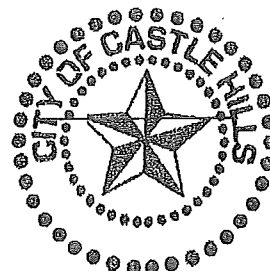
ATTEST:


Minerva Gonzales, City Secretary


Timothy A. Howell, Mayor

APPROVED AS TO FORM:


Michael S. Brennan, City Attorney



ORDINANCE NO. 1087

AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF CASTLE HILLS, TEXAS BY REQUIRING THE CITY MANAGER TO REFER ARTICLES TO BE INCLUDED IN THE CITY NEWSLETTER AUTHORED BY THE MAYOR AND/OR CITY COUNCIL MEMBERS TO THE CITY ATTORNEY FOR REVIEW

WHEREAS, the City Manager is the editor of the monthly newsletter; and

WHEREAS, the City Council has determined that it would be in the public interest to obtain city attorney review of articles to be published in the monthly newsletter which are authored by the Mayor and/or City Council members to limit political advocacy and character evaluation,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, that Section 2.202 of Chapter 2, Administration, of the Code of Ordinances is amended by adding the following sentences:

"Prior to publication of the newsletter, the City Manager shall refer articles which are authored by the Mayor and/or City Council members to the city attorney for review. The city attorney shall review such articles with the goal of eliminating (1) political advocacy of the passage or defeat of measures pending or likely to be considered by the City Council, and (2) character evaluation of named or unnamed individuals. A measure is an ordinance, resolution, policy or decision to be considered by the City Council. The city attorney's review will be governed by Article I of the United States Constitution, Article 8 of the Texas Constitution, and to the extent appropriate, Ethics Commission interpretations of the limitations on the expenditure of public funds for measure elections."

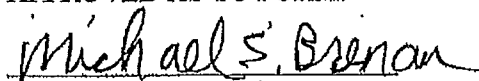
Passed and adopted this 14th day of August, 2012.


Bruce A. Smiley-Kaliff, Mayor

ATTEST:


Linda Gill, City Secretary

APPROVED AS TO FORM:


Michael S. Brennan, City Attorney

**CITY COUNCIL MEETING MINUTES
CITY OF CASTLE HILLS
SEPTEMBER 8, 2014**

The Castle Hills City Council convened in a Regular City Council Meeting on September 8, 2014 at 6:30 p.m. in the City Council Chambers at City Hall, 209 Lemonwood Drive, Castle Hill, Texas for the purpose of the following business to-wit:

I. Call the Regular Castle Hills City Council Meeting of September 8, 2014 to Order and Determine a Quorum is Present.

Mayor Howell called the meeting to order at 6:31 p.m. and announced a quorum was present with the following City Councilmembers in attendance: Mayor Timothy Howell and Councilmembers: John Squire, Frank Paul, Douglas Gregory, and Matthew Daggett. Lesley Wenger arrived at 6:33 p.m.

Staff in attendance: Interim City Manager Diane Pfell, City Attorney Michael Brennan, Police Chief Wayne Davis, Fire Chief Jerry Riedel, Public Works Director Rick Harada, Finance Officer Suzanne Riley, and Administrative Assistant Janet Thelen.

Other Attendees: William Beuhler, George Booth and LaVerne Japhet

II. Presentations and Announcements.

A. Special City Council Meeting to Adopt the Fiscal Year 2014 Tax Rate & to Adopt the Proposed Fiscal Year 2015 Budget on September 29, 2014 at 5:30 p.m.

Mayor Howell announced the Special City Council Meeting to be held on September 29, 2014 at 5:30 p.m.

B. National Night Out in the City of Castle Hills, October 7, 2014.

Mayor Howell and Chief Davis invited citizens to participate in National Night Out and to register their block parties with the National Association of Town Watch.

III. Citizens to be Heard on Non-Agenda Items.

There were no citizens to be heard.

Consent Agenda

IV. A. Consider Approval of the August 2014 Treasurers Report.

B. Consider Approval of the Minutes of the Regular and Special City Council Meetings: 1. June 10, 2014, 2. June 19, 2014, 3. July 08, 2014, 4. July 10, 2014, 5. July 12, 2014, 6. July 17, 2014, 7. July 29, 2014, 8. July 31, 2014, 9. August 12, 2014.

Motion: Councilmember Wenger moved to remove Item B from the Consent Agenda due to the number of corrections needed and to approve Item A as presented. Councilmember Gregory seconded the motion. Voting Aye: Gregory, Paul, Squire, Wenger, and Daggett. Voting Nay: None. Motion carried unanimously.

Regular Agenda

V. Consider and Take Action to Amend the 2014 Budget by Increasing the Salary of the Finance / Human Resources Officer by \$10,000 per Annum, Commencing September 1, 2014.

Interim City Manager Diane Pfeil provided background information with regard to Suzanne Riley's work experiences and time with the City, including the discovery of \$50,000 of uncollected garbage revenue and the initiation of action to collect the revenue. Mrs. Pfeil discussed the salary survey included in the Council packets, which clearly depicts that Mrs. Riley's current pay is well below other cities in the area.

Motion: *Councilmember Wenger moved to amend the 2014 Budget to increase the salary of the Finance/Human Resources Officer by \$10,000, seconded by Councilmember Gregory.*

The following comments were made by Council: 1) Councilmember Squire - with the pay increase, the position would still be the lowest paid in the salary survey. 2) Councilmember Gregory - requested a written job description for future hiring purposes. 3) Councilmember Daggett - asked if this raise would be a base raise or one based on merit.

After a brief discussion, City Attorney Brennan clarified that all personnel can be hired at any salary, even if the budget has a different allocation.

Voting Aye: Gregory, Paul, Squire, Wenger, and Daggett. Voting Nay: None. Motion carried unanimously.

VI. Discuss and Consider Repealing Ordinance 1087, which was an Ordinance Amending Chapter 2 Administration, of the Code of Ordinances of the City of Castle Hills, Texas, by Requiring the City Manager to Refer Articles to be Included in the City newsletter Authored by the Mayor and/or City Councilmembers to the City Attorney for Review.

Councilmember Gregory commented that the history behind this ordinance was to stifle free speech and that review by the City Attorney should be voluntary.

Motion: *Councilmember Gregory moved to abolish Ordinance No. 1087, seconded by Councilmember Wenger.*

There was a brief discussion. Mr. Brennan advised that he would review articles and that it is voluntary not mandatory.

Voting Aye: Gregory, Paul, Squire, Wenger, and Daggett. Voting Nay: None. Motion Carried unanimously.

VII. Consider and Approve an Amendment to the Acadian Ambulance Service Contract.

Mrs. Pfeil recommended amending the Acadian Ambulance Service contract to meet Acadian's request of a five percent (5%) increase to cover operational costs. The rate, the first increase in five (5) years, would go from \$70,000 to \$73,000.

Motion: *Councilmember Paul moved to accept the rate increase, seconded by Councilmember Gregory.*

Councilmember Paul thanked Chief Riedel for his work on the contract.

Discussion followed with regard to locking in the rate for three (3) years. After review of the contract language, City Attorney Brennan noted that the contract looks in the rate for only one (1) year.

Councilmember Squire moved to amend the motion that the term with the proposed contract be extended for 3 years and then auto renew under the same terms for one (1) year at the set price. Councilmember Wenger seconded the amendment.

Councilmember Gregory recommended that the Council accept the one year (1) year contract as the current contract expires on October 1, 2014 and then during the course of the contract year, secure the three (3) year lock. Councilmember Squire stated that the contract could be accepted and then revised at the October Council meeting. Chief Riedel noted that he believes that Acadian will accept the longer term.

Councilmember Squire withdrew the motion for the amendment. Councilmember Wenger refused to withdraw the second.

Vote on the amendment was as follows: Voting Aye: Wenger. Voting Nay: Gregory, Paul, Squire, and Daggett. Amendment Failed.

Vote on the main motion was as follows: Voting Aye: Gregory, Paul, Squire, Wenger, and Daggett. Voting Nay: None. Motion carried unanimously.

VIII. Consider Authorizing the Interim City Manager to Issue Requests for Proposals for ID/IQ (Indefinite Delivery/Indefinite Quantity) Contracts for Street Infrastructure Maintenance and Repairs.

Mrs. Pfeil stated that ID/IQ Contracts would streamline the process as the City moves forward with street maintenance and repairs. Once Council approves a project, the City will already have a list of contractors in place to utilize eliminating the need for an RFP for each individual project.

Motion: *Councilmember Wenger moved to allow the Interim City Manager to issue Request for Proposals for ID/IQ Contracts for Street Infrastructure Maintenance and Repairs, seconded by Councilmember Squire.*

Councilmember Gregory asked if this is the preferred methodology and whether it is TXDOT approved. Mrs. Pfeil replied that this is TXDOT approved and utilities typically use this method. She also noted that this method allows the City to use the best contractors. Councilmember Gregory asked if this cuts out any contractors, to which Interim City Manager Pfeil responded no.

Voting Aye: Gregory, Paul, Squire, Wenger, and Daggett. Voting Nay: None. Motion carried unanimously.

IX. Discuss and Consider Disposition of City of Castle Hills Lot on Roundup at Adobe.

Mrs. Pfeil informed the Council that the lot is approximately 1/4 of an acre, is full of utility easements, and is 1/2 the size of a normal lot in this area. She further noted that the City is using the lot for storage at the present time.

Councilmember Wenger moved to put the lot on Roundup at Adobe on the agenda to discuss other possibilities and uses for the lot. She recommended that the City sell the lot.

The following suggestions were made by Council: 1) Councilmember Gregory - that the lot be offered to the adjoining residents; 2) Councilmember Wenger - that the City request that utilities be moved from the lot.

City Attorney Brennan stated that he will inquire with regard to moving the utilities from the lot.

Councilmembers continued with the following comments or questions: 1) Councilmember Paul - the size of the lot is too small; 2) Councilmember Daggett - Does the Dee Howard property revert back to the City upon his death?; 3) Mayor Howell - does the City have the title to the lot. If so, can the City sell the lot to the public?; 4) Councilmember Squire - will look into and inquire if Howard property can be reverted back to City upon his death.

III. Citizens to be heard:

Jorge Peacher - stated that the Lot on Roundup at Adobe is being used as a dump. He has voiced his complaints to the City for the past 3+ years and questioned if the lot is a liability for the City. Interim City Manager Pfeil stated that she will obtain the full legal status of the property.

No Action Taken.

X. Discuss and update on Street Maintenance Implementation Plan and Drainage Master Plan.

Interim City Manager Pfeil stated that the Reclamite project has been completed and came in \$42,000.00 under the budgeted amount. She added that these streets are being repaired by our Public Works Team and Contractors and noted that Ranchland and Castle Oaks that were not on the original list were crack sealed. Mrs. Pfeil stated the following: 1) at the next Council meeting, she will present the identified streets to begin mill and overlay or mill and chip & seal; 2) at the November meeting, she will bring the recommended contractors from the ID/IQ contract that was approved earlier today; 3) a 1-year plan is almost finished and a 5-year plan is being developed; 4) work will begin soon on the Drainage Master Plan; and 5) she has presented a realistic timeline and approach regarding the continuing work to repair the streets to the City. Mrs. Pfeil then opened the floor for questions and/or concerns regarding the projects presented.

Councilmember Wenger inquired with regard to the work being done on streets and why some were done and others not. She also inquired about the quality of work and materials used for the Reclamite, and why some streets were rougher than others after the completion of the Reclamite; i.e. Lou Jon and Wickford streets were done differently than Cas-Hills. Councilmember Wenger also noted that the work did not fare as well after the completion of the work done. Councilmember Squire answered the question of cracks sealing the streets

prior to the Reclamite project. He further stated that due to years passing and materials changing over the years, it is difficult to match aggregate that was used in prior years. Also, it was not their job to crack seal the streets, just to Reclamite. Mr. Harada and his crews are following up with the crack seal of the streets.

Councilmember Wenger inquired about Krameria, and wanted to know why it was originally on the Reclamite project list, but was not restored. Mr. Harada stated that only 25% of the street could be rejuvenated and was opted to be removed from the list.

Upon inquiry from Councilmember Gregory regarding why Lockhill and Glentower were cut-out of project, Mr. Harada confirmed it was a major cut-out but stated that the 5-year plan includes street patches in all areas of the City of Castle Hills.

Councilmember Squire explained that they have been short staffed and were not able to oversee the projects, but they will be monitored from now on. He thanked Mr. Harada, Ms. Collins and Mrs. Pfeil for their work on the street survey and stated that he looks forward to working with them on the 5-year plan. Mayor Howell extended his "thanks" to Mrs. Pfeil and everyone involved on the projects.

No Action Taken

XI. Discuss and update on VIA

VIA has earmarked funds on an initiative to assist small cities with public transportation. Interim City Manager Pfeil, Mayor Howell and Councilmember Squire met with VIA on August 29, 2014 to discuss how the City of Castle Hills can move forward on this initiative. They learned that the money goes through the Federal Transportation Administration (FTA) and once funds have been released to the FTA, the discussions will begin in earnest and the City will be able to define and negotiate what can be done with the funds. The total of secured monies that have been earmarked is \$380,652.00. Councilmember Squire added that a large portion of the funds would be used to make updates on West Avenue for bus lanes and a push for a partnership with VIA. Councilmember Gregory stated that it was a little premature to discuss utilization of the funds since VIA does not have the funds from the Federal Government yet. Councilmember Gregory voiced his frustration on how this will impact the City. Councilmember Paul inquired with regard to any discussion concerning improvement and upgrade to VIA services. Mrs. Pfeil replied that there is no specific topic, updates only. It was further noted that the City and VIA have been having discussions on possibly re-routing from Lockhill-Selma to NW Military Hwy. to increase ridership and economic development. Upon inquiry from Councilmember Paul regarding discussions concerning VIA issues (i.e. funds, improvement services, etc.) and how they will be presented, Mrs. Pfeil replied that it would be presented as a package.

No Action Taken

XII. Update and discuss Chikungunya Virus

Mrs. Pfeil stated that there was nothing new to report on this topic; however, but had spoken with San Antonio Metro Health and Texas Department of Health. The City of Castle Hills has no confirmed cases through the CDC, with the exception of the one that was caused by international travel. Mrs. Pfeil added that the City remains on heightened alert and is in constant contact and working with San Antonio Metro Health. Mrs. Pfeil has advised San

Antonio Metro Health of the City's spraying schedule, which will begin tonight at 10:00 pm and next Monday, September 15, 2014 at 10:00pm. Mayor Howell stated that a news story will be running on Channel 4 at 10:00 pm.

No Action Taken

XIII. Update and discuss INCODE Software

Councilmember Gregory pointed out that he requested an update on INCODE Software at the last Public Hearing. Mrs. Pfeil stated that she researched the INCODE Software and identified the following: 1) the Permitting portion of INCODE was purchased earlier this year and is tied into all the permitting that the City does on a daily basis, which includes permits for all work done, garage sales, tree trimming and any licenses for businesses. The maintenance on the Permits module is \$3,603.00 yearly and is paid out of the General Fund. 2) The second component of INCODE is Police Department/Dispatch. Patrol officers write tickets using an electronic ticket writer, at the end of their shift they dock the e-ticket writer and the information uploads to the City's Court portion of the system. Dispatch has the ability to view warrants, tickets, and any permitting activity, such as pet registrations, garage sales, and licenses for businesses and contractor's licenses and can alert Patrol Officers in the field of warrants or permits. The City is looking at a November 1, 2014 install date for Patrol Officer's laptops in vehicles to have same capability as dispatch when inquiring about permitting activity and warrants. Police/Dispatch yearly maintenance is \$31,000.00 and it is taken out of the CCPD Budget. 3) The third portion is Municipal Court, which includes: ticket writer's software, cash drawers, warrant maintenance and the on-line component which allows people to pay for tickets on-line. When a Patrol Officer writes a ticket, the software system creates a jacket that is a "mirror image" of the citation. If the ticket is not paid by the court date, the software creates failure to appear notices which result in a warrant. The software maintains citations and time payment fees and can be customized to update the Judge's rulings. This software minimizes workload on the clerks and allows the Court to run smoothly. This module's yearly maintenance is \$8,359.74 and is taken out of the Court Technology Fund. The total of all three (3) modules is \$42,962.74 yearly and is taken from 3 different funds.

Mrs. Pfeil stated that her survey is not complete, but the software is a commonly-used system, which the City of Alamo Heights is currently using. Mrs. Pfeil opened up the floor for questions. Councilmember Gregory asked if the cost of INCODE software is recouped by improvements to the system.

Chief Davis described the hardships that they would endure if INCODE Software was eliminated. The Warrant Officer and Court Clerk stated that it would severely cripple their jobs. CCPD pays \$31,000.00 for INCODE which manages the entire records management program in Dispatch. Dispatch's role is in a "view only" mode for security measures.

Mrs. Pfeil stated that she will explore and look into obtaining a "Permit Technology Fee" for a future plan. Councilmember Gregory stated that next year's budget is \$4,000.00.

No Action Taken

XIV. Announcements by the City Council. None.

XV. EXECUTIVE SESSION.

- A. The City Council will convene in a closed session as authorized by Section 551.074 of the Texas Government Code to deliberate the employment, evaluation, duties, discipline or dismissal of the City Secretary.

Council convened into Executive Session at 8:00 pm.

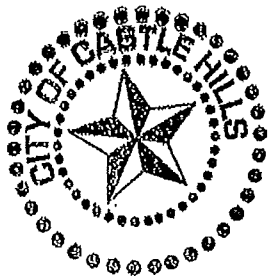
XVI. RECONVENE INTO OPEN SESSION AND POSSIBLE ACTION.

Council reconvened into Open Session at 9:15 pm.

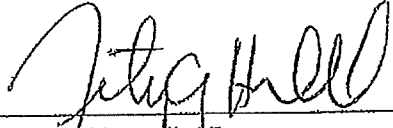
- A. The City Council will deliberate the employment, evaluation, duties, discipline or dismissal of the City Secretary.

Motion: *Motion was made by Councilmember Wenger and seconded by Councilmember Gregory to terminate the City Secretary effective immediately for lack of confidence, and instructed the Interim City Manager to inform the City Secretary of the Council's action. Motion carried unanimously.*

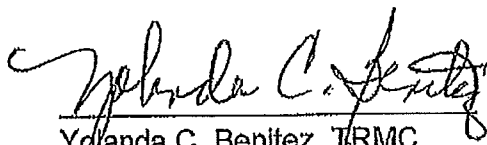
XVII. Adjournment – Mayor Howell adjourned the meeting at 10:15 p.m.



APPROVED:


Tim A. Howell, Mayor

ATTEST:


Yolanda C. Benitez, TRMC
Interim City Secretary

**Castle Hills City Council Meeting
Agenda Item Summary
April 10, 2018**

CONSENT
AGENDA ITEM

f.

CONSENT AGENDA

Background/History

The City Council adopted ordinance 1087 on August 14, 2012, to amend Section 2.202 of the Code of Ordinances to require the City Manager to refer newsletter articles authored by the Mayor and/or City Council members to the city attorney for review. On September 8, 2014, the council voted to repeal the review process, but an amending ordinance was never prepared and signed.

It would be in the public interest to clarify the status of city attorney review of newsletter articles to be published in the monthly newsletter which are authored by the Mayor and/or City Council members in order to refrain from political advocacy and character evaluation of colleagues and city staff.

Attachments

- Adopted Ordinance No. 1087, August 14, 2012
- September 8, 2014 City Council Minutes
- Draft Ordinance No. 2018-04-10-E

Recommendation

As a housekeeping measure, staff recommends approval of the Ordinance amending Section 2.202 of Chapter 2, Administration, of the Code of Ordinances adopted in ordinance 1087 on August 14, 2012 to be reenacted.

Pros

The review of any publication or documents by the city attorney aids council and staff to remain in compliance of contractual obligations with the Castle Hills newsletter.

Cons

The city could be subject to potential violations of state laws and ethics regulations.

Presented by: City Manager Ryan Rapelye

Date 04/04/2018



**Castle Hills City Council
Agenda Item Summary
June 26, 2018**

AGENDA ITEM

VIII

**Consider and act upon amending or rescinding
Resolution No. R18-05-08-B, correcting the city's
declaration of support on the redevelopment of the
Wedgewood Building located at 6701 Blanco Road,
Castle Hills, Texas.**

Background:

Issue:

Pros:

Cons:

Attachments:

None

Fiscal Impact:

Recommendation:

Submitted by Lesley Wenger and Douglas Gregory

Date 06.19.2018



VIII.

**City of Castle Hills
RESOLUTION No. R18-05-08-B**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY
OF CASTLE HILLS, TEXAS DECLARING SUPPORT OF
THE REDEVELOPMENT OF THE WEDGWOOD
BUILDING LOCATED AT 6701 BLANCO ROAD.**

WHEREAS, the City of Castle Hills, Texas is in support of the redevelopment of Wedgwood Apartments and feels strongly it will promote the welfare of the community and the public at large; and

WHEREAS, the December 2014 structure fire at the Wedgwood had numerous devastating outcomes for Castle Hills residents and the City; and

WHEREAS, the Wedgwood is currently unsuitable for occupancy leaving Castle Hills without this vital senior living option; and

WHEREAS, the City of Castle Hills fully understands the negative impact of this vacant structure on the commercial corridor along Blanco Road both aesthetically and financially; and

WHEREAS, the City of Castle Hills depends on municipal property tax revenue to fund city services and the real estate property value of the Wedgwood has decreased nearly 75% due to the multi-year vacancy of the property; and

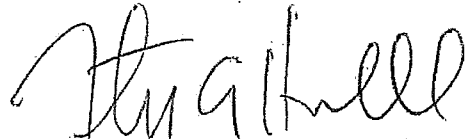
WHEREAS, the City Council has determined that it is in the best interest of the City to support plans to revitalize the Wedgwood building with housing in line with sustainable market values benefiting not only the residents who will reside at the residential building, but also the commercial enterprises in and around the area.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
CASTLE HILLS, TEXAS THAT:**

SECTION 1. The City Council hereby supports the redevelopment efforts of 6701 Blanco Rd, LP using historic tax credits in its efforts to revitalize the Wedgwood building housing community and believes that the redevelopment will have a positive impact on the welfare of Castle Hills residents and community as a whole.

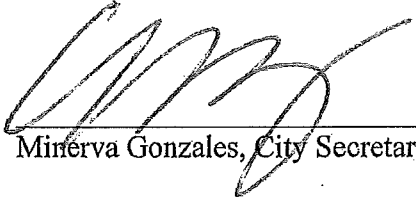
SECTION 2. This resolution of support for the Wedgwood commits no financial incentives
from the City of Castle Hills.

PASSED AND ADOPTED, this 8th day of May, 2018.



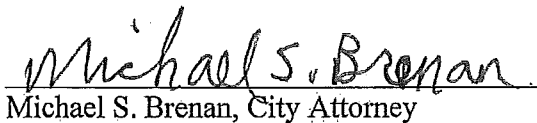
Timothy A. Howell, Mayor

ATTEST:

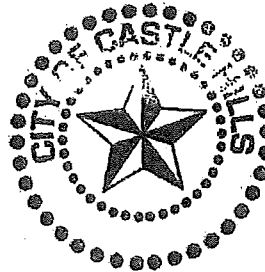


Mirerva Gonzales, City Secretary

APPROVED AS TO FORM:



Michael S. Brennan, City Attorney



**Castle Hills City Council
Agenda Item Summary
May 8, 2018**

AGENDA ITEM

V

**Consider and Act Upon Resolution No. R18-05-05-B, Declaring
Support of the Redevelopment of the Wedgwood Building Located
at 6701 Blanco Road, Castle Hills, Texas**

SUMMARY

The Resolution to support the redevelopment of the Wedgwood building is a public declaration that the City of Castle Hills is in favor of the revitalization project.

BACKGROUND

Mr. Pat Biernacki with 6701 Blanco Road, L.P. contacted city staff in mid-April requesting a letter of support from the City of Castle Hills affirming support for the redevelopment project. Mr. Biernacki explained that to meet federal regulatory requirements for public investment by a financial institution (Bank of America is the lender through which the project is seeking funding) a Resolution is required. Initially, the Bank of America felt the Mayor's letter of support was "satisfactory", but since the Mayor does not have full and absolute legislative authority for the city, the support must be approved by the city council. Bank of America is involved with both the construction loan and historic tax credits on the Wedgwood property. Due to the enormous financial commitment required for this project, affordable funding and historic tax credits are a must to make this redevelopment feasible.

FISCAL IMPACT

The multi-year vacancy of the Wedgwood building post fire has resulted in a 75% decrease in property tax revenue on this property. BCAD records show the appraised value of the property from 2014 to present as:

2014	\$16,875,000
2015	\$4,000,000
2016	\$4,000,000
2017	\$4,000,000
2018	\$4,000,000

The estimated ad valorem tax value for 2018 is \$104,524.68 (Source -BCAD Property Search website).

The reduction of ad valorem taxes places a greater burden on the City to fund necessary municipal services.



Castle Hills City Council
Agenda Item Summary
June 26, 2018

AGENDA ITEM

IX

Consider by Minute Order to direct the City Manager to investigate the cost of a digital marquee billboard at the front of City Hall.

Background:

Issue:

Pros:

Cons:

Attachments:

None

Fiscal Impact:

Recommendation:

Submitted by Lesley Wenger and Douglas Gregory

Date 06.19.2018



**Castle Hills City Council
Agenda Item Summary
June 26, 2018**

AGENDA ITEM

X

**Consider and act upon a nomination to appoint a
Council Liaison to the
Crime Control Prevention District Board.**

Background:

Issue:

Pros:

Cons:

Attachments:

None

Fiscal Impact:

Recommendation:

Submitted by Lesley Wenger and Clyde "Skip" McCormick

Date 06.19.2018

