

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  
July 10, 2018, at 6:30 p.m.

The City of Castle Hills City Council will convene into a Regular Meeting on Tuesday, July 10, 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) Accept the Financial Report ending May 31, 2018.

### **PUBLIC HEARING.**

**PH I** Conduct a Public Hearing and act upon The Architectural Review Committee's unanimous recommendation to approve an application submitted by Howard Hu, owner of Sushihana Japanese Restaurant located at 1810 NW Military Highway, Castle Hills, Texas, for the proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces, legal description CB 5778A Blk 4, Lot 13, Castle Heights Subdivision. *(Barry Middleman, ARC)*

### **NEW BUSINESS.**

- I. Consider and act upon **Ordinance No. 2018-07-10-A**, amending Chapter 2 "Administration" of the Code of Ordinances Regular City Council Meetings shall be held on the second Tuesday of each month except in the month of May of each year when the regular City Council Meeting will be held on the third Tuesday. *(Wenger, Gregory)*
- II. Consider and act upon **Ordinance No. 2018-07-10-B**, amending the Code of Ordinances, Chapter 2 "Administration", Article IV "Departments", Section 2-191 "Department Heads" to designate department heads. *(Gregory, McCormick)*



- III. Consider and act upon **Resolution No. R18-07-10-A**, that the legal service contract with Michael S. Brennan shall not be renewed after August 31, 2018 and shall terminate on that date. Direct City Manager to immediately issue and publish an open (anyone shall apply) Request for Qualifications to identify persons to be interviewed for the positions of permanent City Attorney (*Gregory, McCormick*)
- IV. Consider and act upon **Resolution No. R18-07-10-B**, authorizing and directing the Mayor to explore the creation of a North Central Economic Development Alliance, to improve city and area economic activity and enable participation in the Alamo Area Metropolitan Planning Organization and other agencies. (*McCormick, Gregory*)
- V. Consider and act upon **Resolution No. R18-07-10-C**, to establish and appoint six citizens and one member of the City Council to the "AdHOC MPO Project Committee" to prepare project proposals responsive to the Alamo Area Metropolitan Planning Organization RFP's to the benefit of our city. (*McCormick, Gregory*)
- VI. Consider by Minute Order to appoint two City Council members to assist the City Manager in the search for a new Finance Director, the appointed City Council members shall participate in the review/evaluation of applications and participate in the interviews; the City Manager shall submit his/her recommendation for Finance Director to the City Council, for its advice and consent. (*Wenger, McCormick*)
- VII. Consider by Minute Order to Direct the City Manager to get an updated estimate from the City Engineer for a "cost analysis to reconstruct Banyan street, from Carolwood to Tamworth," in concrete or asphalt, with special emphasis on drainage concerns. (*Gregory*)

#### **OLD BUSINESS.**

- VIII. Consider and act upon **Resolution No. R18-07-10-D**, to accept the Passport Business Plan to meet the first of two required presentations as per Ordinance No. 2018-06-12-F. (*McCormick, Wenger*)
- IX. Consider and act upon **Resolution No. R18-07-10-E**, establishing a Crime Control Prevention District Liaison, set guidelines of duties, appointment and set term date. (*Wenger, McCormick*)
- X. Consider and act upon reconsidering Ordinance No. 2018-06-12-C, to prohibit the 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. (*Howell*)



- XI. Consider and act upon approval of Minutes for the Special City Council Meeting on May 29, 2018; tabled on June 26, 2018.
- XII. Consider and act upon approval of Minutes for the Regular City Council Meeting on April 10, 2018; tabled on June 12, 2018.

#### **CITY MANAGER'S UPDATER.**

- XIII. City Manager's update on his investigation to explore the termination of the software service agreement with Tyler Technologies dated May 14, 2018; and possible action. (*Wenger, McCormick*)
- XIV. City Manager's update on the costs associated with the preparation of financial reports, assisting auditor, persons employed or contracted to work with the preparation of reports, and his explanation of why financial reports are one to two months late. (*Wenger, Gregory*)
- XV. City Manager's update on the progress of the AT&T and Grande installations in alleys and streets, length of permits issued and by whom, and the latest information on when the disruptions to the residents will end. (*Wenger, Gregory*)

#### **ANNOUNCEMENTS BY MAYOR AND COUNCIL MEMBERS.**

#### **EXECUTIVE 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 6<sup>th</sup> day of July, 2018 at 5:22 p.m. a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofcastlehills.com](http://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

July 10, 2018

CONSENT  
AGENDA ITEM

a

### Accept the Financial Reports Ending May 31, 2018

#### **Summary:**

Accept the Financial & Special Fund Balance Reports Ending May 31, 2018

#### **Background:**

The current data provided within the Statement of Revenue and Expenditures attachment are for the Un-Audited FY 2018 Budget period ending May 31, 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 May 2018. The "Annual Budget" column contains the original adopted budget, with no amendments entered as of May 31, 2018 however, there was an amendment passed that is still being reviewed. The "YTD Actual" column is total revenue and expenses from January to May 2018. Also, additional attachments are the Special Revenue Funds – Ending Fund Balance Recap, and Balance Sheets for all Funds. Included in the summary sheet are some highlights in greater detail for the General Fund related to the current month activity. Not all lines are discussed in detail as it is intended to highlight significant transactions for the month. Special Revenue funds will only be included in detail below if a significant transaction needs discussion.

#### **Issue:**

##### **01- General Fund**

As of May 31, 2018, total General Fund revenues are \$3,126,007 or 58.03% of the budget remaining and total General Fund expenditures are \$2,677,279 or 63.04% of the budget remaining with 5 months complete or 58.30% of the year remaining. Overall budgeted revenues and expenditures even with the few variances in total are on track.

##### **Revenues**

- Ad Valorem Taxes per the financial report for the month are \$18,788 with 58.90% 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 by month end. 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 transpires because the City's budget is a calendar year Jan-December, but the property tax levy for the year begins in October of the previous year. Per the Tax Assessor Collector report received for May 31, 2018 the Current 2017 tax year collections are at 91.00% of the levy.
- Sales and Use Tax for the month is \$98,008 with 60.33 % of budget remaining. This is collections for March sales from monthly and quarterly filers reporting to the State in April and the State submitting to the City in May. Staff is monitoring this revenue stream as comparison to previous years is indicating a decrease in collections.



- Franchise Fees for the month are \$104,485 with 45.67% 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 quarterly payments from CPS for \$79,774, \$12,170 from various providers for cable, \$371 in Peg Fees, and \$12,170 from numerous telecommunication providers.
- Garbage Fees for the month are \$37,980 with 58.40% of the budget remaining. These are fees for only residential trash pickup provided by the City. The majority of the residential homes are billed/collected through 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 \$11,852 or 58.94% of budget remaining, Court Income 01-00-4030 is \$50,226 or 65.80% of budget remaining, and STEP 01-00-4080 is \$17,190 or 46.31% 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 through. 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, these not be included in order to provide a transparent depiction of City revenue and expenses.
- Permit/Inspection Fees for the month are \$27,665 or 64.46% of budget remaining. Staff does expect to see an increase over the next few months in permits due to expected submittals based on plan reviews.
- Interest for the month is \$11,926 and for the year has exceeded the budget amount of \$25,000 by \$18,177. Interest rates are not expected to decrease over the next few months and the additional revenue will help with a few revenue line items that appear to be slightly under.

#### **Expenses by Department**

- The Administration (10) department remains on target for a year to date (YTD) total of \$388,906 or 59.65% 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. As was mentioned last month 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 have not been sufficient and are being analyzed as we move thru the 2019 Budget process. Payment was made to the auditors under line Audit -5055 for \$18,500 for the 2017 year. Property/Casualty Insurance -5075 includes payment for deductibles related to claims. The line item Credit Card Fee's -5089 in previous years was not appropriately budgeted or accounted for during the year as audit comments have indicated, the charges are averaging around \$1,500 a month.
- The Municipal Court (20) department remains on target for YTD total of \$343,594 or 56.29% budget. As was discussed above in court revenues, Collection Fees -5088 and Court Tax -5127 are not true City expenses but are pass through that should be coded to a balance sheet. The actual budget remaining for day to day operations is 54.35%.

- The Police Department (30) remains on target for a YTD total of \$914,629 or 62.74% remaining. The line item Maint-Equipment is at 6.45% of budget remaining this mostly related to costs for repairs for insurance claims however the City did receive insurance claim funds in revenue. The remaining expenses are on track for day to day operations.
- The Fire Department (40) remains on target as well for a YTD total of \$634,852 or 62.20% of budget remaining with expenses on track for day to day operations. Maint-Equipment -5068 for \$7,424 includes several large ticket repairs to fire apparatus and yearly service to equipment.
- The Streets Department (50) remains on target for a YTD total of \$1694,294 or 77.77% of budget remaining. Salary related line items show a larger budget remaining due to 3 vacant positions that at this time will remain unfilled related to the hiring freeze implemented by Council. The new position created in 2018 was still under review for the necessity prior to the hiring freeze however, there is 2 vacant street/sanitation worker positions that remains.
- The Sanitation Department (60) remains on target with a YTD total of \$170,101 or 62.87% of budget remaining. Landfill Fees are trending to be over budget by end of year. Staff has begun to review the costs over the last few years and it does appear that there have been significant price increases related to disposal fees and we will review more during the budget process.
- Capital Expenses (80) currently shows on target with a YTD total of \$60,903 or 60.19%. Fire Equipment – 8310 of \$1,495 which includes payment for a gas/methane detector, washing machine, and roof saw components.

### **Payroll**

The City is on a bi-weekly payroll; there have been 10 pay periods out of 26 so approximately 61.54% 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 line across departments is slightly above the calculated 58.33% or 7 months remaining due to the rate increase in November being slightly under the projected increase 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) May 31, 2018 Statement of Revenue and Expenditures for General Fund
- 2) May 31, 2018 Special Revenue Funds -Ending Fund Balance
- 3) May 31, 2018 Statement of Revenue and Expenditures for all Special Revenue Funds
- 4) May 31, 2018 Balance Sheet for all Funds

**Fiscal Impact:** N/A

**Recommendation:** Accept the Financial Reports Ending May 31, 2108

**Submitted by** Lara Feagins, Finance Consultant

**Date** 06.28.2018



# Statement Revenue/ Expenditure

## City of Castle Hills

6/27/2018 11:37am

### Statement of Revenue and Expenditures

Page

1

Revised Budget

For General Fund (01)

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
01-00-4000 False Alarm Fines	\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 0.00	100.00%
01-00-4010 Restitution Fees	0.00	57.00	500.00	1,164.96	(132.99%)
01-00-4020 Warrants	0.00	11,851.68	150,000.00	61,585.87	58.94%
01-00-4025 LGB Collections	0.00	3,521.57	40,000.00	16,828.21	57.93%
01-00-4030 Court Income	0.00	50,226.25	680,000.00	232,580.01	65.80%
01-00-4040 Insurance Claims/Refunds	0.00	7,847.40	30,000.00	14,770.14	50.77%
01-00-4050 Permits/Inspection Fees	0.00	27,664.72	305,000.00	108,381.96	64.46%
01-00-4060 Miscellaneous	0.00	574.04	3,500.00	6,755.95	(93.03%)
01-00-4065 Credit Card Fees	0.00	4,260.46	40,000.00	19,930.40	50.17%
01-00-4070 Donations	0.00	0.00	100.00	0.00	100.00%
01-00-4080 S.T.E.P	0.00	17,190.17	200,000.00	107,388.42	46.31%
01-00-4090 Interest	0.00	11,925.61	25,000.00	43,177.26	(72.71%)
01-00-4100 Food Licenses	0.00	15,020.00	17,000.00	16,555.00	2.62%
01-00-4110 Liquor Licenses	0.00	0.00	3,000.00	2,258.00	24.73%
01-00-4120 Garbage Fees	0.00	37,979.99	455,000.00	189,288.38	58.40%
01-00-4125 Retro garbage billing	0.00	0.00	0.00	725.00	0.00%
01-00-4130 Recycling	0.00	55.00	0.00	200.66	0.00%
01-00-4140 ARC, BOA, Zoning & Plat Fees	0.00	0.00	4,000.00	2,200.00	45.00%
01-00-4150 Report Fees	0.00	382.50	5,500.00	2,196.00	60.07%
01-00-4190 Animal Impound/Registration	0.00	191.00	1,000.00	455.00	54.50%
01-00-4200 Ad Valorem Taxes	0.00	18,787.82	3,426,468.00	1,408,371.27	58.90%
01-00-4220 Franchise Fees	0.00	104,485.32	475,000.00	258,050.79	45.67%
01-00-4300 Sales and Use Tax	0.00	98,008.48	1,100,000.00	436,422.10	60.33%
01-00-4305 Sales Tax - Beverage	0.00	0.00	9,000.00	5,166.25	42.60%
01-00-4310 Sales Tax - Garbage	0.00	3,201.89	38,000.00	15,926.42	58.09%
01-00-4400 Court Tax	0.00	30,737.92	380,000.00	168,570.35	55.64%
01-00-4420 Revenue Rescue	0.00	0.00	11,000.00	1,985.00	81.95%
01-00-4440 Towing Services	0.00	0.00	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%
<b>Total Revenues</b>	<b>0.00</b>	<b>443,968.82</b>	<b>7,448,265.75</b>	<b>3,126,008.40</b>	<b>58.03%</b>
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 443,968.82</b>	<b>\$ 7,448,265.75</b>	<b>\$ 3,126,008.40</b>	<b>58.03%</b>

### Expenditures

#### Administration Expenditures

01-10-5001 Salaries-Full Time	\$ 0.00	\$ 26,190.42	\$ 414,650.00	\$ 130,925.89	68.42%
01-10-5003 Salaries-Part Time-Contract	0.00	7,759.86	0.00	25,175.48	0.00%
01-10-5005 Longevity Pay	0.00	16.00	237.67	70.00	70.55%
01-10-5006 Comp Time/Overtime	0.00	113.69	1,500.00	1,548.53	(3.24%)
01-10-5010 FICA	0.00	1,559.62	25,816.04	7,909.10	69.36%
01-10-5012 Medicare	0.00	364.71	6,037.62	1,849.59	69.37%
01-10-5015 Employee Insurance	0.00	2,487.98	29,158.24	11,559.45	60.36%
01-10-5018 TMRS-Employee Retirement	0.00	3,092.62	48,721.38	15,586.33	68.01%
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	1,424.00	36,000.00	9,111.50	74.69%

# Statement Revenue/ Expenditure

## City of Castle Hills

6/27/2018 11:37am

### Statement of Revenue and Expenditures

Page

2

Revised Budget

For General Fund (01)

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-10-5027	Building Inspector	0.00	4,410.00	60,000.00	18,675.00	68.88%
01-10-5028	Sanitation Inspectors	0.00	1,434.00	15,000.00	7,389.31	50.74%
01-10-5030	Utilities	0.00	3,157.74	12,000.00	6,378.47	46.85%
01-10-5035	Gas, Oil & Tires	0.00	130.49	2,500.00	298.45	88.06%
01-10-5040	Office/Printing	0.00	789.90	10,000.00	5,521.73	44.78%
01-10-5041	IT Support	0.00	1,278.67	11,000.00	10,633.25	3.33%
01-10-5042	Incode Updates/Maint	0.00	3,400.50	7,100.00	3,400.50	52.11%
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	1,263.98	71.91%
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	209.39	3,500.00	572.14	83.65%
01-10-5053	Website Hosting/Maint	0.00	0.00	3,000.00	677.99	77.40%
01-10-5055	Audit	0.00	18,500.00	17,500.00	18,500.00	(5.71%)
01-10-5056	MuniCode Updates	0.00	0.00	6,500.00	150.00	97.69%
01-10-5058	Rackspace	0.00	146.00	1,800.00	742.00	58.78%
01-10-5060	Attorney/Legal Fees	0.00	14,168.33	75,000.00	51,336.70	31.55%
01-10-5065	Bldg Maint/Supplies	0.00	88.96	5,000.00	636.86	87.26%
01-10-5066	Vehicle Maint/Misc	0.00	0.00	1,500.00	500.00	66.67%
01-10-5069	Cell Phone/Radio Maint	0.00	133.90	1,250.00	570.45	54.36%
01-10-5070	Miscellaneous	0.00	248.81	700.00	1,625.49	(132.21%)
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	374.00	8,000.00	1,660.28	79.25%
01-10-5075	Property/Casualty Insurance	0.00	3,636.00	58,000.00	10,999.40	81.04%
01-10-5076	Medical	0.00	0.00	250.00	110.00	56.00%
01-10-5080	Uniforms	0.00	0.00	500.00	247.79	50.44%
01-10-5082	Mayor/Council Expenses	0.00	1,136.33	5,000.00	5,684.72	(13.69%)
01-10-5085	Equipment Leases	0.00	467.58	7,650.00	2,996.45	60.83%
01-10-5087	Sales Tax - Garbage	0.00	3,171.54	40,000.00	16,108.12	59.73%
01-10-5089	Credit Card Fees	0.00	1,285.17	0.00	7,713.27	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%
<b>Total Administration Expenditures</b>		<b>0.00</b>	<b>101,189.20</b>	<b>963,726.45</b>	<b>388,906.15</b>	<b>59.65%</b>
<b>Municipal Court Expenditures</b>						
01-20-5001	Salaries-Full Time	0.00	5,886.40	77,387.36	29,432.03	61.97%
01-20-5005	Longevity Pay	0.00	16.00	190.00	72.00	62.11%
01-20-5006	Comp Time	0.00	0.00	1,500.00	0.00	100.00%
01-20-5010	FICA	0.00	352.36	4,902.80	1,761.32	64.08%
01-20-5012	Medicare	0.00	82.40	1,146.62	411.92	64.08%
01-20-5015	Employee Insurance	0.00	799.72	11,681.84	3,998.60	65.77%
01-20-5018	TMRS-Employee Retirement	0.00	693.54	9,093.01	3,469.39	61.85%
01-20-5020	Workers' Compensation	0.00	0.00	404.00	0.00	100.00%
01-20-5040	Office/Printing	0.00	404.23	2,800.00	1,485.07	46.96%
01-20-5041	IT Support	0.00	760.78	4,500.00	6,748.58	(49.97%)
01-20-5045	Office Equip/Software	0.00	0.00	100.00	0.00	100.00%

# Statement Revenue/ Expenditure

## City of Castle Hills

6/27/2018 11:37am

### Statement of Revenue and Expenditures

Page

3

Revised Budget

For General Fund (01)

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-20-5069 Cell Phone/Radio Maint	0.00	133.90	1,350.00	697.80	48.31%
01-20-5070 Miscellaneous	0.00	0.00	100.00	0.00	100.00%
01-20-5074 Training/Prof Meetings	0.00	250.00	2,000.00	1,401.90	29.91%
01-20-5088 Collection Fees	0.00	925.94	28,000.00	3,795.58	86.44%
01-20-5095 Magistrate Fees	0.00	0.00	1,000.00	100.00	90.00%
01-20-5125 Judge/Prosecutor Salary	0.00	5,250.00	50,000.00	16,000.00	68.00%
01-20-5127 Court Tax	0.00	0.00	440,000.00	194,569.71	55.78%
01-20-5128 Warrant Execution	0.00	14,250.00	150,000.00	79,650.00	46.90%
<b>Total Municipal Court Expenditures</b>	<b>0.00</b>	<b>29,805.27</b>	<b>786,155.63</b>	<b>343,593.90</b>	<b>56.29%</b>
<b>Police Department Expenditures</b>					
01-30-5001 Salaries-Full Time	0.00	114,526.19	1,639,722.67	581,492.08	64.54%
01-30-5002 S.T.E.P. Overtime	0.00	3,396.83	60,000.00	21,185.22	64.69%
01-30-5003 Salaries-Part Time	0.00	2,683.15	10,000.00	12,806.23	(28.06%)
01-30-5004 Reimbursed Salary	0.00	0.00	(40,824.00)	0.00	100.00%
01-30-5005 Longevity Pay	0.00	96.00	1,400.00	474.00	66.14%
01-30-5006 Comp Time/Overtime	0.00	3,792.43	35,000.00	13,635.62	61.04%
01-30-5010 FICA	0.00	7,587.37	105,728.52	38,382.24	63.70%
01-30-5012 Medicare	0.00	1,774.46	24,726.83	8,976.39	63.70%
01-30-5015 Employee Insurance	0.00	10,701.85	157,018.50	52,078.93	66.83%
01-30-5018 TMRS-Employee Retirement	0.00	14,630.27	192,667.41	74,019.94	61.58%
01-30-5020 Workers' Compensation	0.00	0.00	28,906.00	0.00	100.00%
01-30-5030 Utilities	0.00	3,742.50	22,500.00	11,577.65	48.54%
01-30-5035 Gas, Oil & Tires	0.00	4,483.64	55,000.00	20,293.33	63.10%
01-30-5040 Office/Printing	0.00	862.48	5,300.00	4,666.95	11.94%
01-30-5041 IT Support	0.00	0.00	11,000.00	10,888.59	1.01%
01-30-5048 Subscriptions & Dues	0.00	50.00	800.00	210.00	73.75%
01-30-5065 Bldg Maint/Supplies	0.00	0.00	7,650.00	5,641.77	26.25%
01-30-5068 Maint-Equipment	0.00	3,189.02	14,000.00	13,097.58	6.45%
01-30-5069 Cell Phone/Radio Maint	0.00	2,033.20	29,500.00	10,354.32	64.90%
01-30-5070 Miscellaneous	0.00	100.00	900.00	300.79	66.58%
01-30-5074 Training/Prof Meetings	0.00	495.00	20,000.00	7,785.42	61.07%
01-30-5076 Medical	0.00	1,059.44	12,500.00	7,000.76	43.99%
01-30-5079 Equipment Purchase	0.00	661.97	15,000.00	5,709.21	61.94%
01-30-5080 Uniforms	0.00	2,227.49	24,000.00	9,867.17	58.89%
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	327.90	2,500.00	2,185.15	12.59%
01-30-5245 Transfer for Tech Upgrades	0.00	0.00	8,000.00	2,000.00	75.00%
<b>Total Police Department Expenditures</b>	<b>0.00</b>	<b>178,421.19</b>	<b>2,454,695.93</b>	<b>914,629.34</b>	<b>62.74%</b>
<b>Fire Department Expenditures</b>					
01-40-5001 Salaries-Full Time	0.00	88,475.23	1,117,503.31	433,101.95	61.24%
01-40-5002 Retainer Overtime	0.00	735.12	35,000.00	4,878.26	86.06%
01-40-5005 Longevity Pay	0.00	388.00	6,500.00	1,908.00	70.65%
01-40-5010 FICA	0.00	5,399.11	71,858.21	26,489.61	63.14%
01-40-5012 Medicare	0.00	1,262.68	16,805.55	6,195.15	63.14%
01-40-5015 Employee Insurance	0.00	7,857.59	110,480.27	40,087.79	63.71%
01-40-5018 TMRS-Employee Retirement	0.00	10,527.85	131,306.64	51,726.31	60.61%

# Statement Revenue/ Expenditure

## City of Castle Hills

6/27/2018 11:37am

### Statement of Revenue and Expenditures

Page

4

Revised Budget

For General Fund (01)

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-40-5020 Workers' Compensation	0.00	0.00	19,602.00	0.00	100.00%
01-40-5030 Utilities	0.00	1,287.90	15,000.00	6,271.29	58.19%
01-40-5035 Gas, Oil & Tires	0.00	2,501.69	11,000.00	5,970.92	45.72%
01-40-5038 EMS Fees - Acadian	0.00	5,833.33	73,500.00	29,166.65	60.32%
01-40-5040 Office/Printing	0.00	0.00	1,500.00	625.22	58.32%
01-40-5041 IT Support	0.00	202.68	5,000.00	2,872.78	42.54%
01-40-5045 Office Equip/Software	0.00	0.00	500.00	0.00	100.00%
01-40-5065 Bldg Maint/Supplies	0.00	665.42	5,500.00	2,562.95	53.40%
01-40-5068 Maint-Equipment	0.00	7,423.66	20,000.00	13,345.06	33.27%
01-40-5069 Cell Phone/Radio Maint	0.00	295.30	6,500.00	1,490.55	77.07%
01-40-5074 Training/Prof Meetings	0.00	87.17	15,000.00	2,356.47	84.29%
01-40-5076 Medical	0.00	0.00	450.00	245.00	45.56%
01-40-5080 Uniforms	0.00	639.62	13,000.00	4,256.96	67.25%
01-40-5084 EMT Supplies	0.00	247.72	2,500.00	1,000.72	59.97%
01-40-5245 Transfer for Tech Upgrades	0.00	0.00	1,200.00	300.00	75.00%
<b>Total Fire Department Expenditures</b>	<b>0.00</b>	<b>133,830.07</b>	<b>1,679,705.98</b>	<b>634,851.64</b>	<b>62.20%</b>
<b>Streets Department Expenditures</b>					
01-50-5001 Salaries-Full Time	0.00	11,379.12	286,571.84	56,334.32	80.34%
01-50-5002 Overtime	0.00	103.26	6,000.00	518.49	91.36%
01-50-5003 Salaries-Part Time/ Seasonal	0.00	1,337.63	17,000.00	6,853.63	59.68%
01-50-5005 Longevity Pay	0.00	62.00	832.00	306.00	63.22%
01-50-5006 Comp Time/Overtime	0.00	0.00	0.00	15.76	0.00%
01-50-5010 FICA	0.00	802.51	19,462.04	3,997.86	79.46%
01-50-5012 Medicare	0.00	99.59	4,551.61	494.51	89.14%
01-50-5015 Employee Insurance	0.00	840.35	29,219.84	4,249.05	85.46%
01-50-5018 TMRs-Employee Retirement	0.00	1,548.05	33,672.19	7,722.10	77.07%
01-50-5020 Workers' Compensation	0.00	0.00	3,187.00	0.00	100.00%
01-50-5030 Utilities	0.00	890.74	9,000.00	9,724.57	(8.05%)
01-50-5035 Gas, Oil & Tires	0.00	1,012.98	12,350.00	5,560.20	54.98%
01-50-5040 Office/Printing	0.00	743.12	1,250.00	953.46	23.72%
01-50-5041 IT Support	0.00	202.71	2,000.00	1,686.11	15.69%
01-50-5065 Bldg Maint/Supplies	0.00	0.00	1,000.00	1,799.69	(79.97%)
01-50-5068 Maint-Equipment	0.00	559.77	7,000.00	2,399.70	65.72%
01-50-5070 Miscellaneous	0.00	0.00	700.00	20.02	97.14%
01-50-5071 Street Lights	0.00	5,284.19	65,000.00	21,638.87	66.71%
01-50-5073 Street Signs	0.00	951.75	2,500.00	1,996.25	20.15%
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	94.60	2,500.00	852.49	65.90%
01-50-5090 Animal Control	0.00	318.18	2,500.00	1,764.19	29.43%
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	1,641.90	53.09%
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	2,060.00	50,000.00	3,797.37	92.41%
01-50-9053 Street Maintenance (Prior Council Appro	0.00	0.00	175,000.00	29,554.60	83.11%
<b>Total Streets Department Expenditures</b>	<b>0.00</b>	<b>28,583.35</b>	<b>739,196.52</b>	<b>164,294.35</b>	<b>77.77%</b>

# Statement Revenue/ Expenditure

## City of Castle Hills

6/27/2018 11:37am

### Statement of Revenue and Expenditures

Page

5

Revised Budget

For General Fund (01)

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Sanitation Department Expenditures</b>					
01-60-5001 Salaries-Full Time	0.00	16,309.80	208,761.38	79,768.54	61.79%
01-60-5005 Longevity Pay	0.00	72.00	1,040.00	356.00	65.77%
01-60-5010 FICA	0.00	969.99	13,007.69	4,733.51	63.61%
01-60-5012 Medicare	0.00	226.85	3,042.12	1,107.04	63.61%
01-60-5015 Employee Insurance	0.00	2,370.36	24,400.70	11,798.97	51.64%
01-60-5018 TMRS-Employee Retirement	0.00	1,925.53	24,529.46	9,424.09	61.58%
01-60-5020 Workers' Compensation	0.00	0.00	3,996.00	0.00	100.00%
01-60-5024 Recycle Fees	0.00	103.48	2,000.00	278.54	86.07%
01-60-5026 Landfill Fees	0.00	10,766.27	95,000.00	48,042.47	49.43%
01-60-5035 Gas, Oil & Tires	0.00	1,482.96	36,000.00	7,987.99	77.81%
01-60-5065 Bldg Maint/Supplies	0.00	0.00	6,750.00	0.00	100.00%
01-60-5068 Maint-Equipment	0.00	473.92	29,000.00	2,885.75	90.05%
01-60-5069 Cell Phone/Radio Maint	0.00	66.98	750.00	348.85	53.49%
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	193.60	3,700.00	1,299.09	64.89%
01-60-5096 Insect Control	0.00	1,570.00	3,500.00	1,865.00	46.71%
<b>Total Sanitation Department Expenditures</b>	<b>0.00</b>	<b>36,531.74</b>	<b>458,177.35</b>	<b>170,100.84</b>	<b>62.87%</b>
<b>Other Payroll Expenditures</b>					
01-70-6518 Vacation/Comp Liability	0.00	0.00	10,000.00	0.00	100.00%
<b>Total Other Payroll Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Capital Expenses Expenditures</b>					
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	0.00	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	1,495.17	13,000.00	9,457.98	27.25%
01-80-8320 Fire (Bldg Related)	0.00	0.00	7,000.00	0.00	100.00%
01-80-8325 Fire - SCBA Purchase-Future	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%
<b>Total Capital Expenses Expenditures</b>	<b>0.00</b>	<b>1,495.17</b>	<b>153,000.00</b>	<b>60,902.98</b>	<b>60.19%</b>
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 509,855.99</b>	<b>\$ 7,244,657.86</b>	<b>\$ 2,677,279.20</b>	<b>63.04%</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (65,887.17)</b>	<b>\$ 203,607.89</b>	<b>\$ 448,729.20</b>	<b>(120.39%)</b>

# Statement Revenue/ Expenditure

## City of Castle Hills

6/27/2018 11:37am

### Statement of Revenue and Expenditures

Page

6

Revised Budget

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	443,968.82	\$	7,448,265.75	\$	3,126,008.40		(120.39%)
Total Expenditures	\$	0.00	\$	509,855.99	\$	7,244,657.86	\$	2,677,279.20		63.04%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	(65,887.17)	\$	203,607.89	\$	448,729.20		(120.39%)



# Special Fund Balance

**CITY OF CASTLE HILLS**  
**SPECIAL REVENUE FUNDS**

ENDING FUND BALANCES AS OF May 31, 2018

CHILD SAFETY (02)		58,426.67
ANIMAL SHELTER FUND (04)		5,380.86
MUNICIPAL COURT TECHNOLOGY FUND (05)		38,262.88
MUNICIPAL COURT SECURITY FUND (06)		86,575.93
MUNICIPAL COURT EFFICIENCY FUND (07)		4,377.73
STREET MAINTENANCE SALES TAX FUND (08)		614,511.59
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)		731,735.06
POLICE SEIZURE FUNDS (13)		351,452.39
STATE SEIZURE	64,269.16	
FEDERAL SEIZURE	275,203.56	
POLICE DISCRETIONARY	11,979.67	
LEOSE FUNDS FUND (18)		8,494.60 *
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)		746,405.38
RESTRICTED FUND BALANCE	354,330.22	
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	

\* The Law Enforcement Officers Standards Education Fund (LEOSE - 18) are monies ditributed by the state to law enforment agencies for continuing education of officers. At the end of the audit it was determined that this bank account needed to be added to the finanical records but was recomended to add in 2018.

**City of Castle Hills**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For Child Safety Fund (02)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
02-00-8604 Revenue This Year	\$ 0.00	\$ 962.00	\$ 15,806.02	\$ 5,185.07	67.20%
<b>Total Revenues</b>	<b>0.00</b>	<b>962.00</b>	<b>15,806.02</b>	<b>5,185.07</b>	<b>67.20%</b>
<b>Total Child Safety Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 962.00</b>	<b>\$ 15,806.02</b>	<b>\$ 5,185.07</b>	<b>67.20%</b>
<b>Expenditures</b>					
<b>Expenditures</b>					
02-00-9024 Community Programs	\$ 0.00	\$ 2,155.71	\$ 7,000.00	\$ 2,155.71	69.20%
02-00-9030 Miscellaneous	0.00	541.50	0.00	541.50	0.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>2,697.21</b>	<b>7,000.00</b>	<b>2,697.21</b>	<b>61.47%</b>
<b>Total Child Safety Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 2,697.21</b>	<b>\$ 7,000.00</b>	<b>\$ 2,697.21</b>	<b>61.47%</b>
<b>Child Safety Fund Excess of Revenues Over Expenditur</b>	<b>\$ 0.00</b>	<b>\$ (1,735.21)</b>	<b>\$ 8,806.02</b>	<b>\$ 2,487.86</b>	<b>71.75%</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For Animal Shelter Fund (04)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
04-00-4050 Garage Sale Permits-Annual	\$ 0.00	\$ 330.00	\$ 0.00	\$ 330.00	0.00%
04-00-8605 Donations	0.00	20.00	960.00	45.00	95.31%
<b>Total Revenues</b>	<b>0.00</b>	<b>350.00</b>	<b>960.00</b>	<b>375.00</b>	<b>60.94%</b>
<b>Total Animal Shelter Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 350.00</b>	<b>\$ 960.00</b>	<b>\$ 375.00</b>	<b>60.94%</b>
<b>Animal Shelter Fund Excess of Revenues Over Expendit</b>	<b>\$ 0.00</b>	<b>\$ 350.00</b>	<b>\$ 960.00</b>	<b>\$ 375.00</b>	<b>60.94%</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For Mun Court Technology Fund (05)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
05-00-8604 Revenue This Year	\$ 0.00	\$ 1,786.25	\$ 24,423.66	\$ 9,467.58	61.24%
<b>Total Revenues</b>	<b>0.00</b>	<b>1,786.25</b>	<b>24,423.66</b>	<b>9,467.58</b>	<b>61.24%</b>
<b>Total Mun Court Technology Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 1,786.25</b>	<b>\$ 24,423.66</b>	<b>\$ 9,467.58</b>	<b>61.24%</b>
<b>Expenditures</b>					
<b>Expenditures</b>					
05-00-9006 Equipment Purchase	\$ 0.00	\$ 0.00	\$ 2,370.00	\$ 687.65	70.99%
05-00-9008 Equipment Maintenance	0.00	1,379.64	22,036.22	7,876.51	64.26%
<b>Total Expenditures</b>	<b>0.00</b>	<b>1,379.64</b>	<b>24,406.22</b>	<b>8,564.16</b>	<b>64.91%</b>
<b>Total Mun Court Technology Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 1,379.64</b>	<b>\$ 24,406.22</b>	<b>\$ 8,564.16</b>	<b>64.91%</b>
<b>Mun Court Technology Fund Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 406.61</b>	<b>\$ 17.44</b>	<b>\$ 903.42</b>	<b>(5080.16%)</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Mun Court Building Security Fund (06)**  
**For the Fiscal Period 2018-5 Ending May 31, 2018**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
06-00-8604 Revenue This Year	\$ 0.00	\$ 1,341.37	\$ 18,349.16	\$ 7,113.98	61.23%
<b>Total Revenues</b>	<b>0.00</b>	<b>1,341.37</b>	<b>18,349.16</b>	<b>7,113.98</b>	<b>61.23%</b>
<b>Total Mun Court Building Security Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 1,341.37</b>	<b>\$ 18,349.16</b>	<b>\$ 7,113.98</b>	<b>61.23%</b>
<b>Expenditures</b>					
<b>Expenditures</b>					
06-00-5002 Overtime	\$ 0.00	\$ 75.00	\$ 6,435.00	\$ 1,455.00	77.39%
06-00-5010 FICA	0.00	4.63	398.97	88.77	77.75%
06-00-5012 Medicare	0.00	1.08	93.31	20.76	77.75%
06-00-5015 Employee Insurance	0.00	5.47	0.00	113.18	0.00%
06-00-5018 TMRS-Employee Retirement	0.00	8.81	756.11	171.15	77.36%
06-00-9006 Equipment Purchase	0.00	0.00	0.00	329.99	0.00%
06-00-9012 Personnel	0.00	750.00	2,520.00	2,220.00	11.90%
06-00-9030 Miscellaneous	0.00	192.69	0.00	8,049.69	0.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>1,037.68</b>	<b>10,203.39</b>	<b>12,448.54</b>	<b>(22.00%)</b>
<b>Total Mun Court Building Security Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 1,037.68</b>	<b>\$ 10,203.39</b>	<b>\$ 12,448.54</b>	<b>(22.00%)</b>
<b>Mun Court Building Security Fund Excess of Revenues</b>	<b>\$ 0.00</b>	<b>\$ 303.69</b>	<b>\$ 8,145.77</b>	<b>\$ (5,334.56)</b>	<b>165.49%</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For Mun Court Efficiency Fund (07)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
07-00-8604 Revenue This Year	\$ 0.00	\$ 142.94	\$ 0.00	\$ 842.85	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>142.94</b>	<b>0.00</b>	<b>842.85</b>	<b>0.00%</b>
<b>Total Mun Court Efficiency Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 142.94</b>	<b>\$ 0.00</b>	<b>\$ 842.85</b>	<b>0.00%</b>
<b>Mun Court Efficiency Fund Excess of Revenues Over Ex</b>	<b>\$ 0.00</b>	<b>\$ 142.94</b>	<b>\$ 0.00</b>	<b>\$ 842.85</b>	<b>0.00%</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
**For Street Maintenance Sales Tax Fund (08)**  
**For the Fiscal Period 2018-5 Ending May 31, 2018**

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
08-00-8604 Revenue -Sales Tax	\$	0.00	\$ 24,502.12	\$ 275,000.00	\$ 109,103.98	60.33%
08-00-8607 Digital Billboards		0.00	0.00	38,000.00	19,000.00	50.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>24,502.12</b>	<b>313,000.00</b>	<b>128,103.98</b>	<b>59.07%</b>
<b>Total Street Maintenance Sales Tax Fund Revenues</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 24,502.12</b>	<b>\$ 313,000.00</b>	<b>\$ 128,103.98</b>	<b>59.07%</b>
<b>Expenditures</b>						
<b>Expenditures</b>						
08-00-9052 Street Maintenance (Minor)	\$	0.00	\$ 1,050.00	\$ 25,624.66	\$ 1,050.00	95.90%
08-00-9055 Engineering		0.00	29,774.51	120,254.48	29,774.51	75.24%
<b>Total Expenditures</b>		<b>0.00</b>	<b>30,824.51</b>	<b>145,879.14</b>	<b>30,824.51</b>	<b>78.87%</b>
<b>Total Street Maintenance Sales Tax Fund Expenditure</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 30,824.51</b>	<b>\$ 145,879.14</b>	<b>\$ 30,824.51</b>	<b>78.87%</b>
<b>Street Maintenance Sales Tax Fund Excess of Revenues</b>	<b>\$</b>	<b>0.00</b>	<b>\$ (6,322.39)</b>	<b>\$ 167,120.86</b>	<b>\$ 97,279.47</b>	<b>41.79%</b>

**City of Castle Hills**

6/27/2018 11:39am

**Statement of Revenue and Expenditures**

Page 7

*Revised Budget*

*For Contingency Fund For Major Purchases of Vehicles (09)*

*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
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%
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>115,000.00</b>	<b>28,750.00</b>	<b>75.00%</b>
<b>Total Contingency Fund For Major Purchases of Vehicl</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 115,000.00</b>	<b>\$ 28,750.00</b>	<b>75.00%</b>
 <b>Contingency Fund For Major Purchases of Vehicles Exce</b>	 <b>\$ 0.00</b>	 <b>\$ 0.00</b>	 <b>\$ 115,000.00</b>	 <b>\$ 28,750.00</b>	 <b>75.00%</b>



**City of Castle Hills**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For Drainage Utility Fund (10)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
10-00-4045 Stormwater Permit Fee	\$ 0.00	\$ 318.00	\$ 12,901.40	\$ 2,363.20	81.68%
10-00-8604 Revenue - Stormwater Billing	0.00	11,352.00	138,171.90	56,924.64	58.80%
10-00-8607 Digital Billboards-Rental	0.00	0.00	152,000.00	76,000.00	50.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>11,670.00</b>	<b>303,073.30</b>	<b>135,287.84</b>	<b>55.36%</b>
<b>Total Drainage Utility Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 11,670.00</b>	<b>\$ 303,073.30</b>	<b>\$ 135,287.84</b>	<b>55.36%</b>
<b>Expenditures</b>					
<b>Expenditures</b>					
10-00-9055 Engineering	\$ 0.00	\$ 0.00	\$ 7,994.00	\$ 1,929.32	75.87%
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>7,994.00</b>	<b>1,929.32</b>	<b>75.87%</b>
<b>Total Drainage Utility Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,994.00</b>	<b>\$ 1,929.32</b>	<b>75.87%</b>
<b>Drainage Utility Fund Excess of Revenues Over Expendi</b>	<b>\$ 0.00</b>	<b>\$ 11,670.00</b>	<b>\$ 295,079.30</b>	<b>\$ 133,358.52</b>	<b>54.81%</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For Police Seizure Fund (13)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
13-00-4060 Misc-Vending Sales	\$ 0.00	\$ 77.65	\$ 0.00	\$ 77.65	0.00%
13-00-4090 Interest	0.00	460.77	772.34	1,628.64	(110.87%)
13-00-8604 Police Seizure - Federal	0.00	0.00	3,342.30	142,339.48	(4158.73%)
13-00-8606 Police Seizure - State	0.00	3,688.90	0.00	5,838.96	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>4,227.32</b>	<b>4,114.64</b>	<b>149,884.73</b>	<b>(3542.72%)</b>
<b>Total Police Seizure Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 4,227.32</b>	<b>\$ 4,114.64</b>	<b>\$ 149,884.73</b>	<b>(3542.72%)</b>
<b>Expenditures</b>					
<b>Expenditures</b>					
13-00-5070 Misc-Vending-Food	\$ 0.00	\$ 778.43	\$ 0.00	\$ 778.43	0.00%
13-00-9010 Operations & Maintenance	0.00	0.00	14,753.60	0.00	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>778.43</b>	<b>14,753.60</b>	<b>778.43</b>	<b>94.72%</b>
<b>Total Police Seizure Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 778.43</b>	<b>\$ 14,753.60</b>	<b>\$ 778.43</b>	<b>94.72%</b>
<b>Police Seizure Fund Excess of Revenues Over Expendit</b>	<b>\$ 0.00</b>	<b>\$ 3,448.89</b>	<b>\$ (10,638.96)</b>	<b>\$ 149,106.30</b>	<b>1501.51%</b>

**City of Castle Hills**

6/27/2018 11:39am

**Statement of Revenue and Expenditures**

Page

10

*Revised Budget*

*For LEOSE Funds (18)*

*For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
Revenues					
18-00-4455 LEOSE State Allocation	\$ 0.00	\$ 2,308.84	\$ 0.00	\$ 2,308.84	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>2,308.84</b>	<b>0.00</b>	<b>2,308.84</b>	<b>0.00%</b>
<b>Total LEOSE Funds Revenues</b>	<b>\$ 0.00</b>	<b>\$ 2,308.84</b>	<b>\$ 0.00</b>	<b>\$ 2,308.84</b>	<b>0.00%</b>
<b>LEOSE Funds Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 2,308.84</b>	<b>\$ 0.00</b>	<b>\$ 2,308.84</b>	<b>0.00%</b>

**City of Castle Hills**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For Workstation Upgrade (21)*  
*For the Fiscal Period 2018-5 Ending May 31, 2018*

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

# City of Castle Hills

6/27/2018 11:39am

## Statement of Revenue and Expenditures

Page

12

### Revised Budget

For Crime Control and Prevention District (50)

For the Fiscal Period 2018-5 Ending May 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
50-00-4090 Interest	\$ 0.00	\$ 1,008.36	\$ 700.00	\$ 4,038.29	(476.90%)
50-00-4300 Sales and Use Tax	0.00	24,037.31	240,000.00	106,424.09	55.66%
<b>Total Revenues</b>	<b>0.00</b>	<b>25,045.67</b>	<b>240,700.00</b>	<b>110,462.38</b>	<b>54.11%</b>
<b>Total Crime Control and Prevention District Revenues</b>	<b>\$ 0.00</b>	<b>\$ 25,045.67</b>	<b>\$ 240,700.00</b>	<b>\$ 110,462.38</b>	<b>54.11%</b>
<b>Expenditures</b>					
<b>Expenditures</b>					
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	2,234.06	30,000.00	4,124.06	86.25%
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	219.00	36,000.00	14,918.97	58.56%
<b>Total Expenditures</b>	<b>0.00</b>	<b>2,453.06</b>	<b>236,200.00</b>	<b>20,238.33</b>	<b>91.43%</b>
<b>Total Crime Control and Prevention District Expenditur</b>	<b>\$ 0.00</b>	<b>\$ 2,453.06</b>	<b>\$ 236,200.00</b>	<b>\$ 20,238.33</b>	<b>91.43%</b>
<b>Crime Control and Prevention District Excess of Revenu</b>	<b>\$ 0.00</b>	<b>\$ 22,592.61</b>	<b>\$ 4,500.00</b>	<b>\$ 90,224.05</b>	<b>(1904.98%)</b>

**City of Castle Hills**

6/27/2018 11:39am

**Statement of Revenue and Expenditures**

Page

13

*Revised Budget**For the Fiscal Period 2018-5 Ending May 31, 2018*

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	72,336.51	\$	1,048,526.78	\$	581,057.25		16.36%
Total Expenditures	\$	0.00	\$	39,170.53	\$	446,436.35	\$	77,480.50		82.64%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	33,165.98	\$	602,090.43	\$	503,576.75		16.36%

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 1

### Balance Sheet

For General Fund (01)

May 31, 2018

#### Assets

01-00-1000	General Fund- Cash- Pooled	(1,502,017.53)
01-00-1001	Special Account	(9,233.22)
01-00-1002	Money Market Account	5,694,240.79
01-00-1004	Certificate of Deposit	526,580.60
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	336,789.98
01-00-1329	A/R - Garbage Fees	38,359.76
01-00-1330	Accounts Receivable-Audit	87,239.41
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
01-00-1360	A/R - Other	5.66
<b>Total</b>		<u>7,811,664.82</u>
<b>Total Assets</b>		<u>\$ 7,811,664.82</u>

#### Liabilities and Fund Balance

01-00-2000	Accounts Payable	196,958.70
01-00-2010	Payroll Taxes Payable	(440.50)
01-00-2012	Bonds Payable	19,174.93
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
<b>Total</b>		<u>4,017,306.09</u>
<b>Total Liabilities</b>		<u>4,017,306.09</u>
01-00-3000	Opening Bal Equity	3,294,970.74
01-00-3920	Restricted PEG funds	50,658.79
<b>Total</b>		<u>3,345,629.53</u>
Excess of Revenue Over Expenditures		<u>448,729.20</u>
<b>Total Fund Balances</b>		<u>3,794,358.73</u>

# Balance Sheet

6/27/2018 11:40am

**City of Castle Hills**

Page 2

**Balance Sheet**

*For General Fund (01)*

*May 31, 2018*

Total Liabilities and Fund Balances	\$ <u>7,811,664.82</u>
-------------------------------------	------------------------



# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 3

### Balance Sheet

For Child Safety Fund (02)

May 31, 2018

#### Assets

02-00-1000	Cash-Pooled	61,123.88
	<b>Total</b>	<b>61,123.88</b>
	<b>Total Assets</b>	<b>\$ 61,123.88</b>

#### Liabilities and Fund Balance

02-00-2000	Accounts Payable	2,697.21
	<b>Total</b>	<b>2,697.21</b>
	<b>Total Liabilities</b>	<b>2,697.21</b>

02-00-3000	Opening Bal Equity	55,938.81
	<b>Total</b>	<b>55,938.81</b>
	Excess of Revenue Over Expenditures	2,487.86
	<b>Total Fund Balances</b>	<b>58,426.67</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 61,123.88</b>

# Balance Sheet

6/27/2018 11:40am

**City of Castle Hills**

Page 4

## **Balance Sheet**

*For Civic Participation Committee (03)*

*May 31, 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

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 5

### Balance Sheet

For Animal Shelter Fund (04)

May 31, 2018

#### Assets

04-00-1000	Cash-Pooled	5,380.86
	<b>Total</b>	5,380.86
	<b>Total Assets</b>	\$ 5,380.86

#### Liabilities and Fund Balance

	<b>Total</b>	.00
	<b>Total Liabilities</b>	.00
04-00-3000	Opening Bal Equity	5,005.86
	<b>Total</b>	5,005.86
	Excess of Revenue Over Expenditures	375.00
	<b>Total Fund Balances</b>	5,380.86
	<b>Total Liabilities and Fund Balances</b>	\$ 5,380.86

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 6

### Balance Sheet

For Mun Court Technology Fund (05)

May 31, 2018

#### Assets

05-00-1000	Cash-Pooled	38,262.88
	<b>Total</b>	<b>38,262.88</b>
	<b>Total Assets</b>	<b>\$ 38,262.88</b>

#### Liabilities and Fund Balance

<b>Total</b>	<b>.00</b>
<b>Total Liabilities</b>	<b>.00</b>

05-00-3000	Opening Bal Equity	37,359.46
	<b>Total</b>	<b>37,359.46</b>
	Excess of Revenue Over Expenditures	903.42
	<b>Total Fund Balances</b>	<b>38,262.88</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 38,262.88</b>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 7

### Balance Sheet

For Mun Court Building Security Fund (06)

May 31, 2018

#### Assets

06-00-1000	Cash-Pooled	88,231.22
06-00-1001	Special Account	(678.57)
	<b>Total</b>	<u>87,552.65</u>
	<b>Total Assets</b>	<u>\$ 87,552.65</u>

#### Liabilities and Fund Balance

06-00-2000	Accounts Payable	976.72
	<b>Total</b>	<u>976.72</u>
	<b>Total Liabilities</b>	<u>976.72</u>
06-00-3000	Opening Bal Equity	91,910.49
	<b>Total</b>	<u>91,910.49</u>
	Excess of Revenue Over Expenditures	(5,334.56)
	<b>Total Fund Balances</b>	<u>86,575.93</u>
	<b>Total Liabilities and Fund Balances</b>	<u>\$ 87,552.65</u>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 8

### Balance Sheet

For Mun Court Efficiency Fund (07)

May 31, 2018

#### Assets

07-00-1000	Cash-Pooled	4,377.73
	<b>Total</b>	<b>4,377.73</b>
	<b>Total Assets</b>	<b>\$ 4,377.73</b>

#### Liabilities and Fund Balance

	<b>Total</b>	<b>.00</b>
	<b>Total Liabilities</b>	<b>.00</b>
07-00-3000	Opening Bal Equity	3,534.88
	<b>Total</b>	<b>3,534.88</b>
	Excess of Revenue Over Expenditures	842.85
	<b>Total Fund Balances</b>	<b>4,377.73</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 4,377.73</b>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 9

### Balance Sheet

For Street Maintenance Sales Tax Fund (08)

May 31, 2018

#### Assets

08-00-1000	Cash-Pooled	641,400.50
08-00-1330	Accounts Receivable-Audit	44,003.41
	<b>Total</b>	<b>685,403.91</b>
	<b>Total Assets</b>	<b>\$ 685,403.91</b>

#### Liabilities and Fund Balance

08-00-2000	Accounts Payable	30,824.51
08-00-2015	Accounts Payable-Other	21,067.81
08-00-2055	Deferred Revenue	19,000.00
	<b>Total</b>	<b>70,892.32</b>
	<b>Total Liabilities</b>	<b>70,892.32</b>
08-00-3000	Opening Bal Equity	517,232.12
	<b>Total</b>	<b>517,232.12</b>
	Excess of Revenue Over Expenditures	97,279.47
	<b>Total Fund Balances</b>	<b>614,511.59</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 685,403.91</b>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 10

### Balance Sheet

For Contingency Fund For Major Purchases of Vehicles (09)

May 31, 2018

#### Assets

09-00-1000	Cash-Pooled	165,699.17
	<b>Total</b>	<b>165,699.17</b>
	<b>Total Assets</b>	<b>\$ 165,699.17</b>

#### Liabilities and Fund Balance

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



# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 11

### Balance Sheet

For Drainage Utility Fund (10)

May 31, 2018

#### Assets

10-00-1000	Cash-Pooled	807,735.06
	<b>Total</b>	<u>807,735.06</u>
	<b>Total Assets</b>	<u>\$ 807,735.06</u>

#### Liabilities and Fund Balance

10-00-2055	Deferred Revenue	76,000.00
	<b>Total</b>	<u>76,000.00</u>
	<b>Total Liabilities</b>	<u>76,000.00</u>

10-00-3000	Opening Bal Equity	598,376.54
	<b>Total</b>	<u>598,376.54</u>
	Excess of Revenue Over Expenditures	133,358.52
	<b>Total Fund Balances</b>	<u>731,735.06</u>
	<b>Total Liabilities and Fund Balances</b>	<u>\$ 807,735.06</u>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 12

### Balance Sheet

For Fiesta Castle Hills (11)

May 31, 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

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 13

### Balance Sheet

For Police Seizure Fund (13)

May 31, 2018

#### Assets

13-00-1000	Cash-Pooled	3,423.19
13-00-1120	Police State Seizure Cash Account	60,845.97
13-00-1121	Police Seizure Federal Cash	275,203.56
13-00-1125	PD Discretionary	11,979.67
	<b>Total</b>	<u>351,452.39</u>
	<b>Total Assets</b>	<u>\$ 351,452.39</u>

#### Liabilities and Fund Balance

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

13-00-3000	Opening Bal Equity	202,346.09
	<b>Total</b>	<u>202,346.09</u>
	Excess of Revenue Over Expenditures	149,106.30
	<b>Total Fund Balances</b>	<u>351,452.39</u>
	<b>Total Liabilities and Fund Balances</b>	<u>\$ 351,452.39</u>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 14

### Balance Sheet

For LEOSE Funds (18)

May 31, 2018

#### Assets

18-00-1127	Training-Special-Cash	8,494.60
	<b>Total</b>	<b>8,494.60</b>
	<b>Total Assets</b>	<b>\$ 8,494.60</b>

#### Liabilities and Fund Balance

	<b>Total</b>	<b>.00</b>
	<b>Total Liabilities</b>	<b>.00</b>
18-00-3000	Opening Bal Equity	6,185.76
	<b>Total</b>	<b>6,185.76</b>
	Excess of Revenue Over Expenditures	2,308.84
	<b>Total Fund Balances</b>	<b>8,494.60</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 8,494.60</b>

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 15

### Balance Sheet

For CPS CIED Fund (20)

May 31, 2018

#### Assets

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

#### Liabilities and Fund Balance

<b>Total</b>	.00
<b>Total Liabilities</b>	.00

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

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 16

### Balance Sheet

For Workstation Upgrade (21)

May 31, 2018

#### Assets

21-00-1000	Cash-Pooled	6,211.00
	<b>Total</b>	6,211.00
	<b>Total Assets</b>	\$ 6,211.00

#### Liabilities and Fund Balance

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

# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 17

### Balance Sheet

For Supplemental Street & Drainage Maint. Fund (22)

May 31, 2018

#### Assets

22-00-1000	Cash-Pooled	635,601.80
	<b>Total</b>	<b>635,601.80</b>
	<b>Total Assets</b>	<b>\$ 635,601.80</b>

#### Liabilities and Fund Balance

<b>Total</b>	<b>.00</b>
<b>Total Liabilities</b>	<b>.00</b>

22-00-3000	Opening Bal Equity	635,601.80
	<b>Total</b>	<b>635,601.80</b>
	Excess of Revenue Over Expenditures	.00
	<b>Total Fund Balances</b>	<b>635,601.80</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$ 635,601.80</b>

# Balance Sheet

6/27/2018 11:40am

**City of Castle Hills**

Page 18

## **Balance Sheet**

*For Street & Drainage Saws Interlocal (23)*

*May 31, 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



# Balance Sheet

6/27/2018 11:40am

## City of Castle Hills

Page 19

### Balance Sheet

For Crime Control and Prevention District (50)

May 31, 2018

#### Assets

50-00-1000	Cash-Pooled	(15,807.95)
50-00-1005	CCPD Cash	754,970.36
50-00-1200	Accounts Receivable	42,853.38
	<b>Total</b>	<u>782,015.79</u>
	<b>Total Assets</b>	<u>\$ 782,015.79</u>

#### Liabilities and Fund Balance

50-00-2000	Accounts Payable	2,234.06
50-00-2100	Due to Other Funds	33,376.35
	<b>Total</b>	<u>35,610.41</u>
	<b>Total Liabilities</b>	<u>35,610.41</u>
50-00-3000	Opening Bal Equity	656,181.33
	<b>Total</b>	<u>656,181.33</u>
	Excess of Revenue Over Expenditures	90,224.05
	<b>Total Fund Balances</b>	<u>746,405.38</u>
	<b>Total Liabilities and Fund Balances</b>	<u>\$ 782,015.79</u>

**Castle Hills City Council  
Agenda Item Summary  
July 10, 2018**

AGENDA ITEM

**PH I**

**PUBLIC HEARING**

**Conduct a Public Hearing and act upon The Architectural Review Committee's unanimous recommendation to approve an application submitted by Howard Hu, owner of Sushihana Japanese Restaurant located at 1810 NW Military Highway, Castle Hills, Texas, for the proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces, legal description CB 5778A Blk 4, Lot 13. (Castle Heights Subdivision).**

**Summary:**

On June 28<sup>th</sup>, 2018 at 7:00 p.m., The Architectural Review Committee's held a Public Hearing on an application submitted by Howard Hu, owner of Sushihana Japanese Restaurant located at 1810 NW Military Highway, Castle Hills, Texas, for the proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces, legal description CB 5778A Blk 4, Lot 13. (Castle Heights Subdivision)

There were no public comments in opposition to the proposed addition.

Board Members Present, Chairman Jack Joyce, Matthew Daggett, David Kilgore, Barry Middleman, Juan Solis, and Alternate Member in attendance was Jason Scott.

**Attachments:**

Letter from Fire Chief Darrell Dover  
Meeting Agenda  
Application submitted by Howard Hu  
Construction Plan

**Recommendation:**

Accept The Architectural Review Committee's unanimous recommendation to approve an application submitted by Howard Hu, owner of Sushihana Japanese Restaurant for the proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces.

**Date 07.02.2018**



# CASTLE HILLS FIRE DEPARTMENT

June 25, 2018

City Manager Rapelye,

After reviewing the plans and meeting with the architects for the proposed remodel of Sushiana Restaurant, I have asked for the installation of a commercial fire alarm system with the proposed remodel. It is my opinion that this will greatly improve the fire and life safety of the building, when added to the existing protection systems (Ansul Fire Suppression System, Emergency lighting, and emergency exits) already in place.

The owners have proposed moving the main entrance of the restaurant to a more central location away from the doors facing Zornia. The doors facing Zornia should stay in place and be used for an emergency exit from the dining area. Panic Hardware (crash bars) will need to be installed on the doors to maintain security from the outside, but still allow emergency egress if needed.

Additionally, the Fire Department will have adequate access to the building with the proposed changes to the parking lot.

From a fire and life safety standpoint, I see no reason to deny the permits to proceed with the remodel. If I can be of any further assistance, please do not hesitate to contact me.

Respectfully,



Darrell A. Dover  
Fire Chief



**CITY OF CASTLE HILLS  
ARCHITECTURAL REVIEW COMMITTEE MEETING  
JUNE 28, 2018  
AGENDA**

Notice is hereby given that the Architectural Review Committee of the City of Castle Hills will meet on the 28<sup>th</sup> day of June 2018, at 7:00 P.M. in the Council Chambers of the City of Castle Hills City Hall, 209 Lemonwood Drive, Castle Hills, Texas 78213, to consider the following agenda:

- I. Call to order and determination of quorum.**
- II. Consider approval of the minutes of the January 3, 2018 ARC Tree Removal Hearing.**
- III. Consider and act upon an application from Howard Hu, owner of Sushihana Japanese Restaurant located at 1810 NW Military Highway, Castle Hills, Texas for the proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces, legal description CB 5778A Blk 4, Lot 13 (Castle Heights Subdivision).**

**Open Public Hearing**


**Close Public Hearing**

**IV. Adjournment**

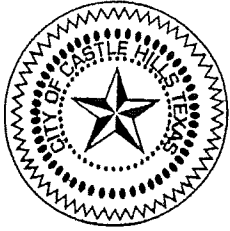
THIS NOTICE IS GIVEN PURSUANT TO THE TEXAS GOVERNMENT CODE, TITLE 5, SECTION 551-OPEN MEETINGS.

**CERTIFICATION**

*I hereby certify that the above Notice of the Architectural Review Committee of the Castle Hills was posted on the bulletin board at the City of Castle Hills City Hall, 209 Lemonwood Drive, Castle Hills, Texas, on Thursday, June 21, 2018 by 8 p.m., and remained continuously posted until after the meeting hereby posted concluded. This notice was likewise posted on the City's website at [www.cityofcastlehills.com](http://www.cityofcastlehills.com). 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. Please contact the City Secretary's office at (210) 342-2341 or by FAX (210) 342-4525.*

  
\_\_\_\_\_  
Janet Thelen  
Administrative Assistant



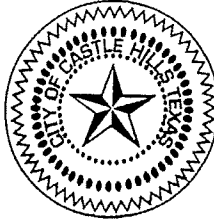


# CITY OF CASTLE HILLS

209 LEMONWOOD DRIVE • CASTLE HILLS, TEXAS 78213-2410 • (210) 342-2341 • FAX (210) 342-4525

**Case Worksheet**  
**Architectural Review Committee**  
**1810 NW Military Hwy – Sushihana Japanese Restaurant**  
**June 28, 2018**

Applicant	Howard Hu, Owner – Sushihana Japanese Restaurant
Property	1810 NW Military Hwy CB 5778A Blk 4, Lot 13 (Castle Heights Subdivision)
Request	Proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces
Date of Hearing	ARC – June 28, 2018 City Council – July 10, 2018
Date Packet Received	June 12, 2018
Date Sign Placed	June 15, 2018
200 Foot Notices	Eleven Public Hearing notices mailed USPS on June 15, 2018..
Staff Comments	<p>The proposed new foyer will provide a defined entrance to the facility and an enhanced waiting area. The proposed exterior improvements of the small tower will provide easy recognition of the restaurant and provide natural lighting within the facility. No additional dining seating will be created. Parking will be reconfigured.</p> <p>The restaurant is highly rated and generates tax dollars through sales tax and alcohol tax. Improving the dining experience supports the efforts of the owner and staff.</p> <p>No citizen comments have been received to date.</p>

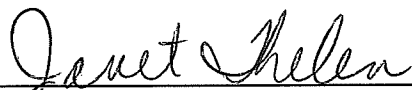


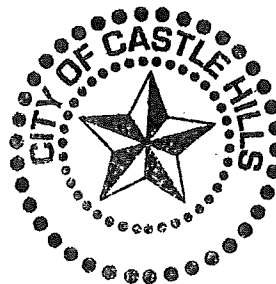
**CITY OF CASTLE HILLS  
ARCHITECTURAL REVIEW COMMITTEE MEETING  
PUBLIC HEARING  
JUNE 28, 2018  
7:00 P.M.**

The Architectural Review Committee will hold a Public Hearing on Thursday, June 28, 2018 at 7:00 p.m. at Castle Hills City Hall located at 209 Lemonwood Drive, Castle Hills, Texas for consideration of an application submitted by Howard Hu, owner of Sushihana Japanese Restaurant located at 1810 NW Military Highway, Castle Hills, Texas for the proposed addition of a new foyer and roof top tower to enhance natural sunlight within the facility while improving external esthetics of the building, rebuilding of the existing deck and reconfiguring of parking spaces, legal description CB 5778A Blk 4, Lot 13 (Castle Heights Subdivision)

The City Council of Castle Hills will hold a Public Hearing on this matter on Tuesday, July 11, 2018 and will consider the recommendation of the Architectural Review Committee on the proposed building alterations.

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 before this meeting. Please contact the City Secretary's office at (210) 293-9681.

  
\_\_\_\_\_  
Janet Thelen  
Administrative Assistant



355389  
Stephen and Melissa McGuire  
103 Zornia Drive  
Castle Hills, TX 78213-2111

355399  
Robertson Rod LTD  
3847 Parkdale St Ste 100  
San Antonio, TX 78229

355390  
Cecile Graham  
101 Zornia Drive  
Castle Hills, TX 78213-2111

355384  
Domingo & Susana Ramirez  
100 Moss Drive  
Castle Hills, TX 78213-1916

355391  
Thirimyosett Holdings Inc  
1900 NW Military Hwy  
Castle Hills, TX 78213-2128

355388  
1901 NW Military LLC  
242 W Sunset Rd Ste 210  
San Antonio, TX 78209-2610

1095041  
Sushihana Investments LP  
1810 NW Military Hwy  
Castle Hills, TX 78213-2422

City of Castle Hills  
Administration  
209 Lemonwood Drive  
Castle Hills, TX 78213

1095042  
Meadows Veterinary Prop LLC  
200 W Monroe St. Ste 630  
Chicago, IL 60606-5070

355394  
David and Cynthia Huff  
102 Zornia Dr  
Castle Hills, TX 78213-2110

355393  
Mario Montemayor  
105 Caladium Drive  
Castle Hills, TX 78213-2402

355397  
David & Jeanette Eisenmenger  
103 Caladium Drive  
Castle Hills, TX 78213-2402

*mailed 6/15/18 USPS*

CITY OF CASTLE HILLS  
GENERAL INFORMATION  
FOR ARCHITECTURAL REVIEW COMMITTEE HEARING

(Please retain pages 1-3 for your information and return page four)

<u>Howard Hu</u>	<u>1810 NW Military Hwy</u>
APPLICANT'S NAME	ADDRESS & PHONE #
<u>1810 NW Military Hwy</u>	<u>CB 5778A BLK 4 LOT 13 (CASTLE HEIGHTS SUBD)</u>
PROPERTY ADDRESS	LEGAL DESCRIPTION
<u>Sushihana Investments, LP</u>	<u>1810 NW Military Hwy, (210) 340-7808</u>
PROPERTY OWNER	ADDRESS & PHONE #
<u>No change in use - remain Sushihana Japanese Restaurant</u>	
PROPOSED USE OF BUILDING	

Please provide your written request for the Hearing below:

Add foyer entry with small tower

Rebuild existing deck

Add parking spaces

\_\_\_\_\_

\_\_\_\_\_

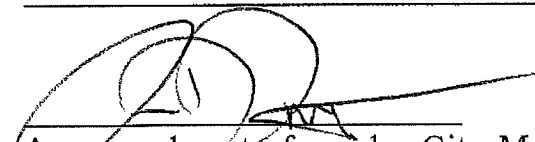
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
Approved as to form by City Manager

6/12/2018  
Date

pd Check #1523  
receipt 69092



CITY OF CASTLE HILLS  
ARCHITECTURAL REVIEW HEARING  
MINIMUM REQUIREMENTS

1. ☒ Completed Application
2. ☒ Proof of ownership of property or letter of authorization from property owner.
3. ☒ \$200 ARC filing fee/\$200 filing fee for tree removal
4. ☒ Submit one (1) original set plus 19 complete sets of:
  - ☒ A. 8-1/2" x 11" or 11" x 17" Plat to scale showing project square footage and location of building or buildings.
  - ☒ B. Information necessary to show compliance with building code and zoning code.
  - ☒ C. Preliminary building plan includes:
    - (1) Footprint square footage
    - (2) Site and grading plan
    - (3) Tree survey showing types of trees - existing trees and/or removal
    - (4) Demolition plans (if relevant)
  - ☒ D. Exterior elevations, in color, reflecting specified exterior building materials. A sample board show all exterior materials and colors.
  - ☒ E. Landscape plans reflecting landscape areas including landscape buffer, plant specifications and locations, exterior lighting layout, parking and site screening.
  - ☒ F. Design of any permanent sign showing size, color, and other specifications, whether freestanding or building-mounted.
  - ☒ G. Photographs showing existing property, existing structures including any to be demolished, and adjacent neighbors' property.
  - N/A ☒ H. Provisions for location of trash/garbage containers for collection and removal and for any exterior storage, plans for screening same.
  - N/A ☒ I. Size and location of any rooftop equipment with method and design of screening. Required for approval of building permit.
  - ☒ J. Site and exterior building illumination.
  - N/A ☒ K. Traffic Impact Analysis as required by Code.

*All plans for construction must be prepared, sealed, and signed by a State-Registered Architect. In the case of any new building or an addition to an existing building, the plans will also require a licensed State Professional Engineer to provide structural engineering services.*

**Provide one original and 19 copies of the completed application and above minimum requirements.**

*If any of the above listed information is not included with this application, then the application will be returned to the applicant and will not be accepted until all information is resubmitted.*

\_\_\_\_\_ I have verified that all required information is submitted with the Architectural Review Application.

\_\_\_\_\_ I understand a City provided sign must be posted on the property in question advising the public of the hearing date (must be posted within 5 days of acceptance of the application).

Signature

Date

Date of Hearing

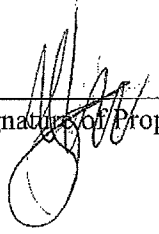
**OWNER AUTHORIZATION**

(Please return with application)

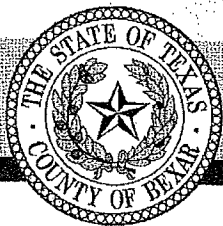
I, Howard Hu  
owner of subject property at 1810 NW Military Hwy  
authorize (applicant) Howard Hu  
to pursue a request before the City of Castle Hills Architectural Review Committee for  
the following described project:

Sushihana foyer tower, deck, and parking addition.

Howard Hu  
Printed Name of Property Owner

  
Signature of Property Owner

\_\_\_\_\_  
Date



**ALBERT URESTI, MPA, PCC**  
**Bexar County Tax Assessor - Collector**

**\*\* IMPORTANT NOTICE \*\***

09/30/2017  
17341

**2017 REAL PROPERTY**

**05778-015-0130**  
**(ACCOUNT NUMBER)**

**LEGAL DESCRIPTION:**

CB 5778A BLK 4 LOT 13 (CASTLE HEIGHTS  
SUBD)

**OWNER:**

SUSHIHANA INVESTMENTS LP  
1810 NW MILITARY HWY  
SAN ANTONIO TX 78213-2422

**ACREAGE:** 00000.8322

**LOCATION:** 1810 NW MILITARY HW

APPRAISED VALUE	CAP VALUE	HOMESTEAD VALUE	NON-QUAL VALUE
LAND	IMPR		1,050,000

AGR. MKT VALUE	PROD VALUE	ASSESSED VALUE
		1,050,000

TAXING UNIT	EXEMPTIONS	TAXABLE VALUE	TAX RATE	TAX AMOUNT
FLOOD FUND	0	0	0	1,050,000 .01286800 135.11
ALAMO COMM COLLEGE	0	0	0	1,050,000 .14915000 1,566.08
HOSPITAL DISTRICT	0	0	0	1,050,000 .27623500 2,900.47
BEXAR COUNTY	0	0	0	1,050,000 .29122900 3,057.90
S A RIVER AUTHORIT	0	0	0	1,050,000 .01729000 181.55
CASTLE HILLS	0	0	0	1,050,000 .50134500 5,264.12
NORTH EAST ISD	0	0	0	1,050,000 1.3650000 14,332.50

**TAXES FOR 2017: \$27,437.73**

CK# 1509

Pd on 11/20/2017

1/2 Payment

IF YOU BELIEVE THIS STATEMENT WAS MAILED TO YOU IN ERROR, PLEASE CALL OUR OFFICE AT (210) 335-2251.

ASSESSMENT RATIO FOR ALL UNITS IS 100%. SEE BACK OF STATEMENT OR NEWSLETTER FOR IMPORTANT TAX INFORMATION.

CITY OF CASTLE HILLS  
GENERAL INFORMATION  
FOR ARCHITECTURAL REVIEW COMMITTEE HEARING

(Please retain pages 1-3 for your information and return page four)

<u>Howard Hu</u>	<u>1810 NW Military Hwy</u>
APPLICANT'S NAME	ADDRESS & PHONE #
<u>1810 NW Military Hwy</u>	<u>CB 5778A BLK 4 LOT 13 (CASTLE HEIGHTS SUBD)</u>
PROPERTY ADDRESS	LEGAL DESCRIPTION
<u>Sushihana Investments, LP</u>	<u>1810 NW Military Hwy, (210) 340-7808</u>
PROPERTY OWNER	ADDRESS & PHONE #
<u>No change in use - remain Sushihana Japanese Restaurant</u>	
PROPOSED USE OF BUILDING	

Please provide your written request for the Hearing below:

Add foyer entry with small tower

\_\_\_\_\_

Rebuild existing deck

\_\_\_\_\_

Add parking spaces

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_  
Approved as to form by City Manager

6/12/2018  
Date

pd Check #1523  
receipt 69092

CITY OF CASTLE HILLS  
ARCHITECTURAL REVIEW HEARING  
MINIMUM REQUIREMENTS

1. ☒ Completed Application
2. ☒ Proof of ownership of property or letter of authorization from property owner.
3. ☒ **\$200 ARC filing fee/\$200 filing fee for tree removal**
4. ☒ **Submit one (1) original set plus 19 complete sets of:**
  - ☒ A. 8-1/2" x 11" or 11" x 17" Plat to scale showing project square footage and location of building or buildings.
  - ☒ B. Information necessary to show compliance with building code and zoning code.
  - ☒ C. Preliminary building plan includes:
    - (1) Footprint square footage
    - (2) Site and grading plan
    - (3) Tree survey showing types of trees - existing trees and/or removal
    - (4) Demolition plans (if relevant)
  - ☒ D. Exterior elevations, in color, reflecting specified exterior building materials. A sample board show all exterior materials and colors.
  - ☒ E. Landscape plans reflecting landscape areas including landscape buffer, plant specifications and locations, exterior lighting layout, parking and site screening.
  - ☒ F. Design of any permanent sign showing size, color, and other specifications, whether freestanding or building-mounted.
  - ☒ G. Photographs showing existing property, existing structures including any to be demolished, and adjacent neighbors' property.
  - ☒ H. Provisions for location of trash/garbage containers for collection and removal and for any exterior storage, plans for screening same.
  - ☒ I. Size and location of any rooftop equipment with method and design of screening. Required for approval of building permit.
  - ☒ J. Site and exterior building illumination.
  - ☒ K. Traffic Impact Analysis as required by Code.

*All plans for construction must be prepared, sealed, and signed by a State-Registered Architect. In the case of any new building or an addition to an existing building, the plans will also require a licensed State Professional Engineer to provide structural engineering services.*

**Provide one original and 19 copies of the completed application and above minimum requirements.**

*If any of the above listed information is not included with this application, then the application will be returned to the applicant and will not be accepted until all information is resubmitted.*

\_\_\_\_\_ I have verified that all required information is submitted with the Architectural Review Application.

\_\_\_\_\_ I understand a City provided sign must be posted on the property in question advising the public of the hearing date (must be posted within 5 days of acceptance of the application).

Signature

Date

Date of Hearing

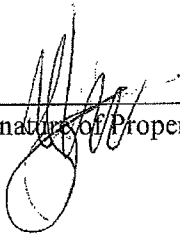
**OWNER AUTHORIZATION**

(Please return with application)

I, Howard Hu  
owner of subject property at 1810 NW Military Hwy  
authorize (applicant) Howard Hu  
to pursue a request before the City of Castle Hills Architectural Review Committee for  
the following described project:

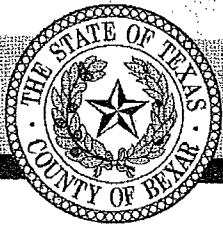
Sushihana foyer tower, deck, and parking addition.

Howard Hu  
Printed Name of Property Owner

  
Signature of Property Owner

\_\_\_\_\_  
Date





**ALBERT URESTI, MPA, PCC**  
**Bexar County Tax Assessor - Collector**

**\*\* IMPORTANT NOTICE \*\***

09/30/2017  
17341

**2017 REAL PROPERTY**

**05778-015-0130**

**(ACCOUNT NUMBER)**

**LEGAL DESCRIPTION:**

CB 5778A BLK 4 LOT 13 (CASTLE HEIGHTS  
SUBD)

**OWNER:**

SUSHIHANA INVESTMENTS LP  
1810 NW MILITARY HWY  
SAN ANTONIO TX 78213-2422

**ACREAGE:** 00000.8322

**LOCATION:** 1810 NW MILITARY HW

APPRAISED VALUE	CAP VALUE	HOMESTEAD VALUE	NON-QUAL VALUE
LAND IMPR			1,050,000

AGR. MKT VALUE	PROD VALUE	ASSESSED VALUE
		1,050,000

TAXING UNIT	EXEMPTIONS	TAXABLE VALUE	TAX RATE	TAX AMOUNT
FLOOD FUND	0 0 0 0	1,050,000	.01286800	135.11
ALAMO COMM COLLEGE	0 0 0 0	1,050,000	.14915000	1,566.08
HOSPITAL DISTRICT	0 0 0 0	1,050,000	.27623500	2,900.47
BEXAR COUNTY	0 0 0 0	1,050,000	.29122900	3,057.90
S A RIVER AUTHORIT	0 0 0 0	1,050,000	.01729000	181.55
CASTLE HILLS	0 0 0 0	1,050,000	.50134500	5,264.12
NORTH EAST ISD	0 0 0 0	1,050,000	1.3650000	14,332.50

**TAXES FOR 2017: \$27,437.73**

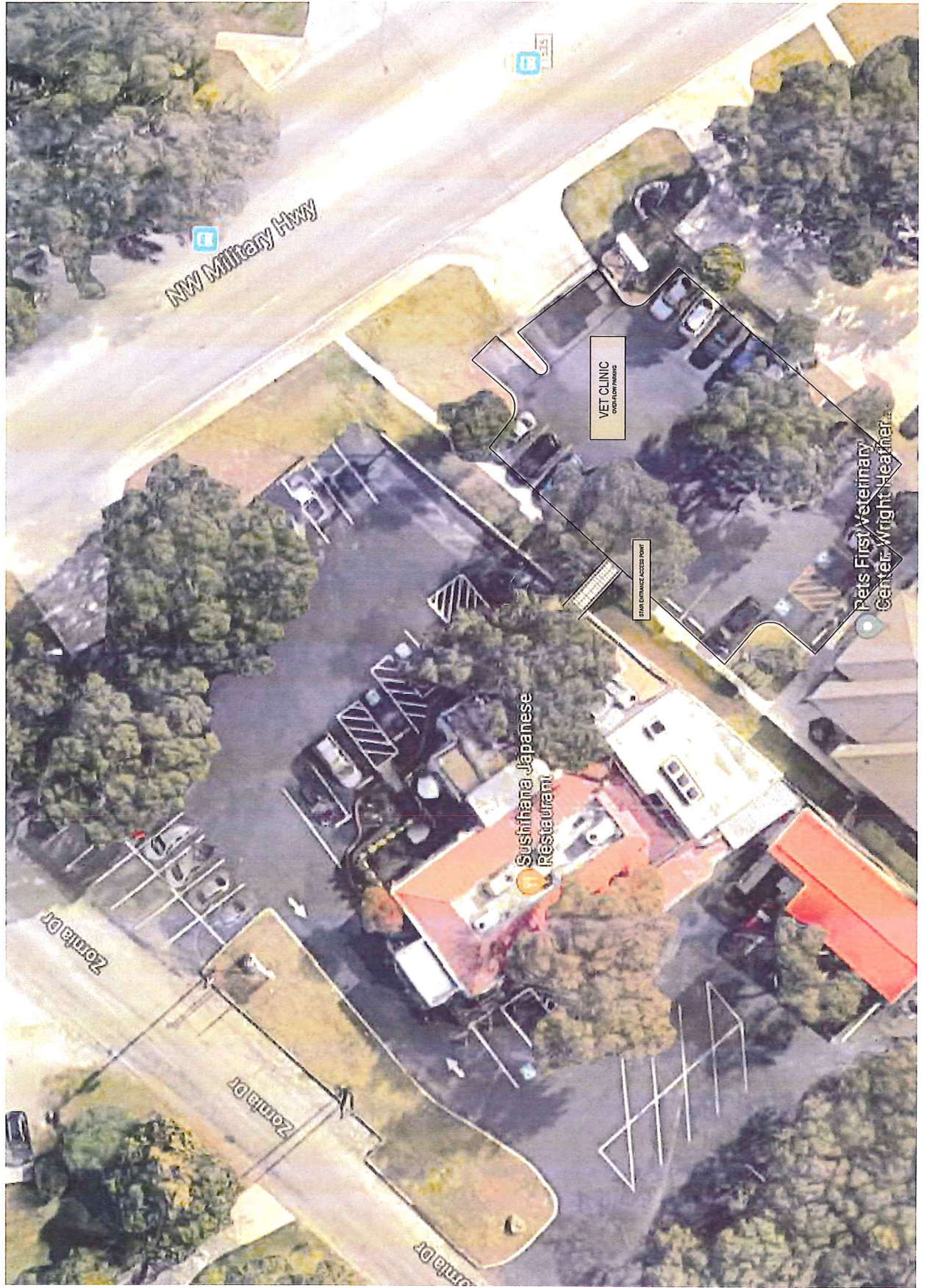
CK# 1509

Pd on 11/20/2017

1/2 Payment

IF YOU BELIEVE THIS STATEMENT WAS MAILED TO YOU IN ERROR, PLEASE CALL OUR OFFICE AT (210) 335-2251.

ASSESSMENT RATIO FOR ALL UNITS IS 100%. SEE BACK OF STATEMENT OR NEWSLETTER FOR IMPORTANT TAX INFORMATION.

[illegible]

**Sushihana  
Renovation**  
1810 NW Military Hwy  
San Antonio, TX 78213

**Sushihana**  
1810 NW Military Hwy  
San Antonio, TX 78213

PROJECT NUMBER  
17Sudihana

NO.	DATE	DESCRIPTION OF ISSUE
-----	------	----------------------

---

CONSULTANT

**SHEET TITLE**

**Site**

**Satellite Image**

**DATE**

**5 Juno 2018**

**SHEET NUMBER**

**MARK 1 NORTH OF CORDON  
SHAPING EQUALS 1 BLOCK**




1810 NW Military Hwy  
San Antonio, TX 78213

1810 NW Military Hwy  
San Antonio, TX 78213

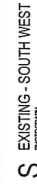
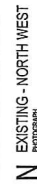
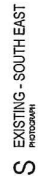
## CONSTRUCTION DOCS

NO.	DATE	DESCRIPTION OF ISSUE
-----	------	----------------------

**SHEET TITLE**  
**Existing Photographs**

**DATE**  
**SHEET NUMBER**

A4.00







**1** EXISTING PERSPECTIVE  
NORTH VIEW

1 PROPOSED RENDERING  
NORTHVIEW

DESIGN HARMONY  
MATCHING EXISTING WINDOWS, STUCCO,  
PAINT WORK, AND LUMBER.

## MATCHING PAINT COLORS

N520-7



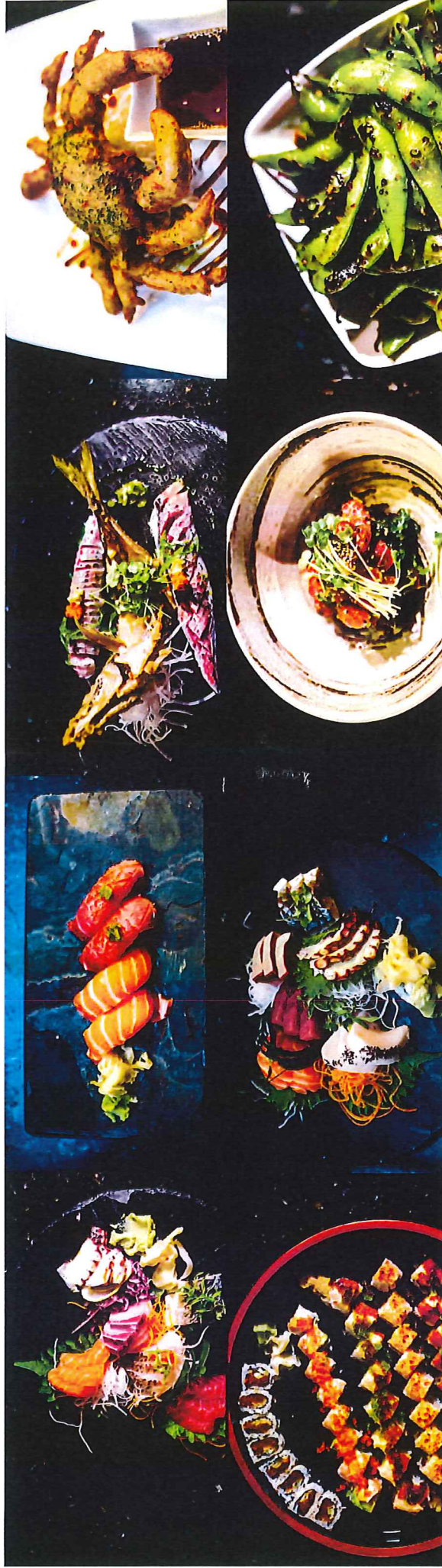
2150-7



PPU8-14



SUSHIHANA JAPANESE RESTAURANT & SUSHI BAR  
SAN ANTONIO, TEXAS



RENOVATION DESIGN PRESENTATION  
FOR THE  
CASTLE HILLS ARCHITECTURAL REVIEW COMMITTEE

JUNE 2018

marcello@1718partners.com  
gabriella@1718partners.com  
1718 PARTNERS LLC

# PROJECT INFORMATION

**PROJECT**

Sushihana Restaurant

**ADDRESS**

1810 NW Military Hwy San Antonio, Texas 78213

Castle Hills in Bexar County, Texas

**CLIENT**

Howard Hu

**ARCHITECT**

1718 Architecture, LLC.

**PROJECT TYPE**

Addition

Sushihana is a Japanese Restaurant serving the finest traditional Japanese and modern Asian Fusion cuisines available in San Antonio. The renovation revolved around the simple idea of opening up spaces and taking advantage of original features of the restaurant to improve circulation. By adding a tower with glazed openings we can increase the restaurants visibility in the community while allowing the sunlight to bounce reflected light off the tall tower, and provide ample daylight into the dining area. The existing wood deck is a missed opportunity when customers enter through the side of the building and do not see it. Therefore to improve circulation, our design routes the main entrance from the side of the building through the front of the building. The addition proposes a metal roof canopy to provide shade for the customers to enjoy the outdoor patio on a hot summer day.

**5,425 SF**

Existing Area

**5,712 SF**

Proposed Area

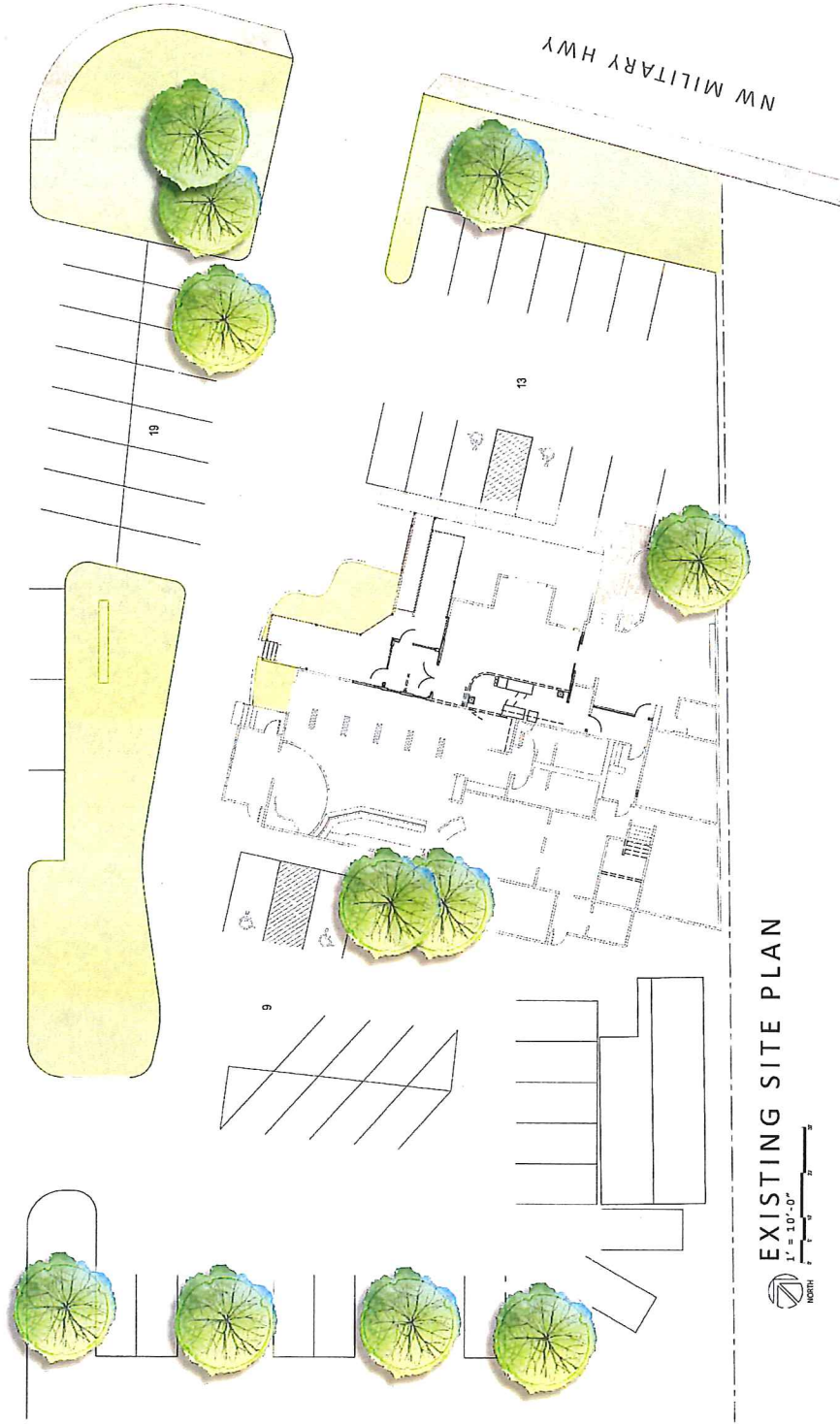
**TYPE IIB**

Const. Type





ZORNIA DRIVE

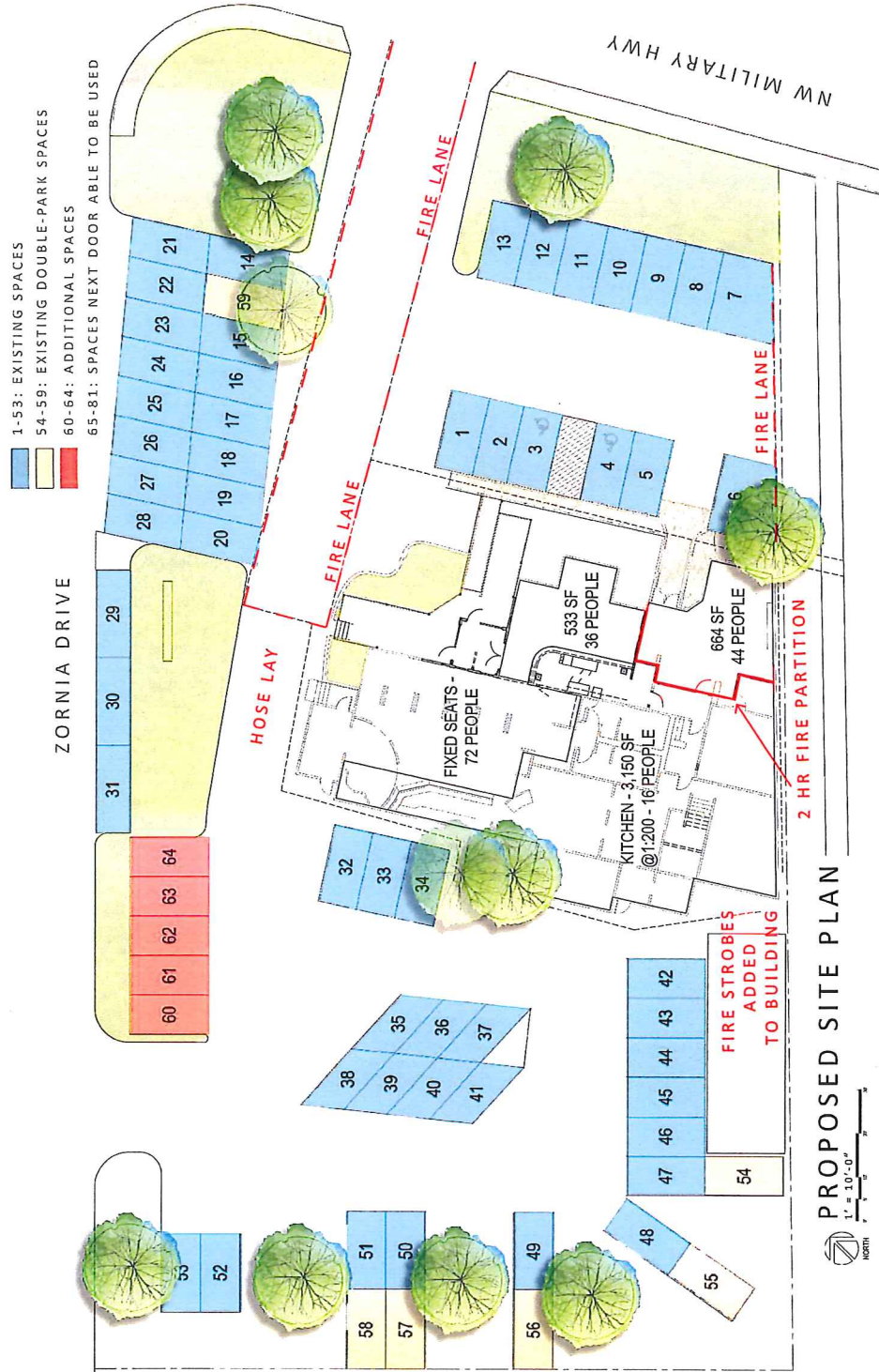


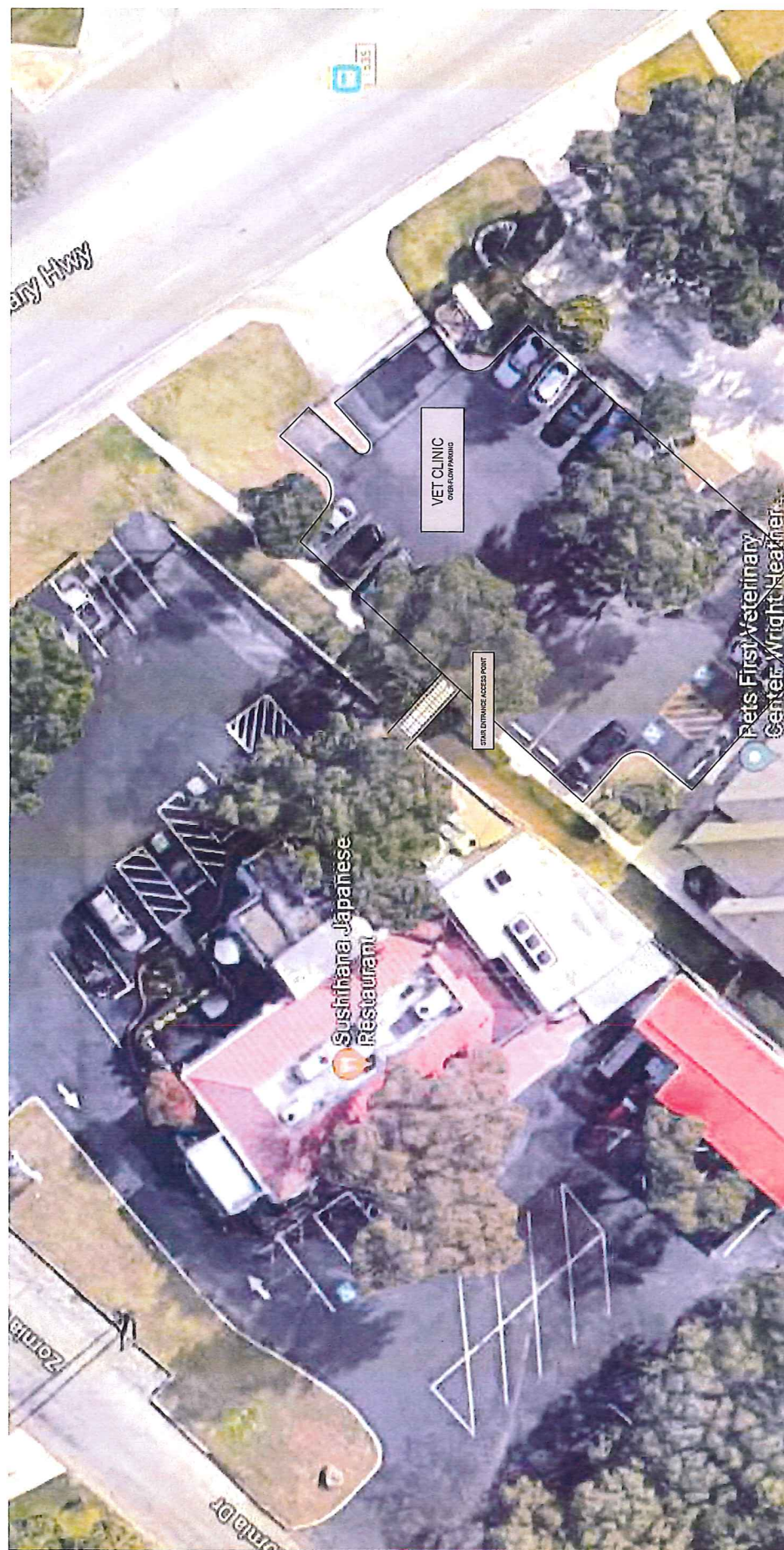
EXISTING PARKING  
53 Parking Spaces

EXISTING SITE PLAN

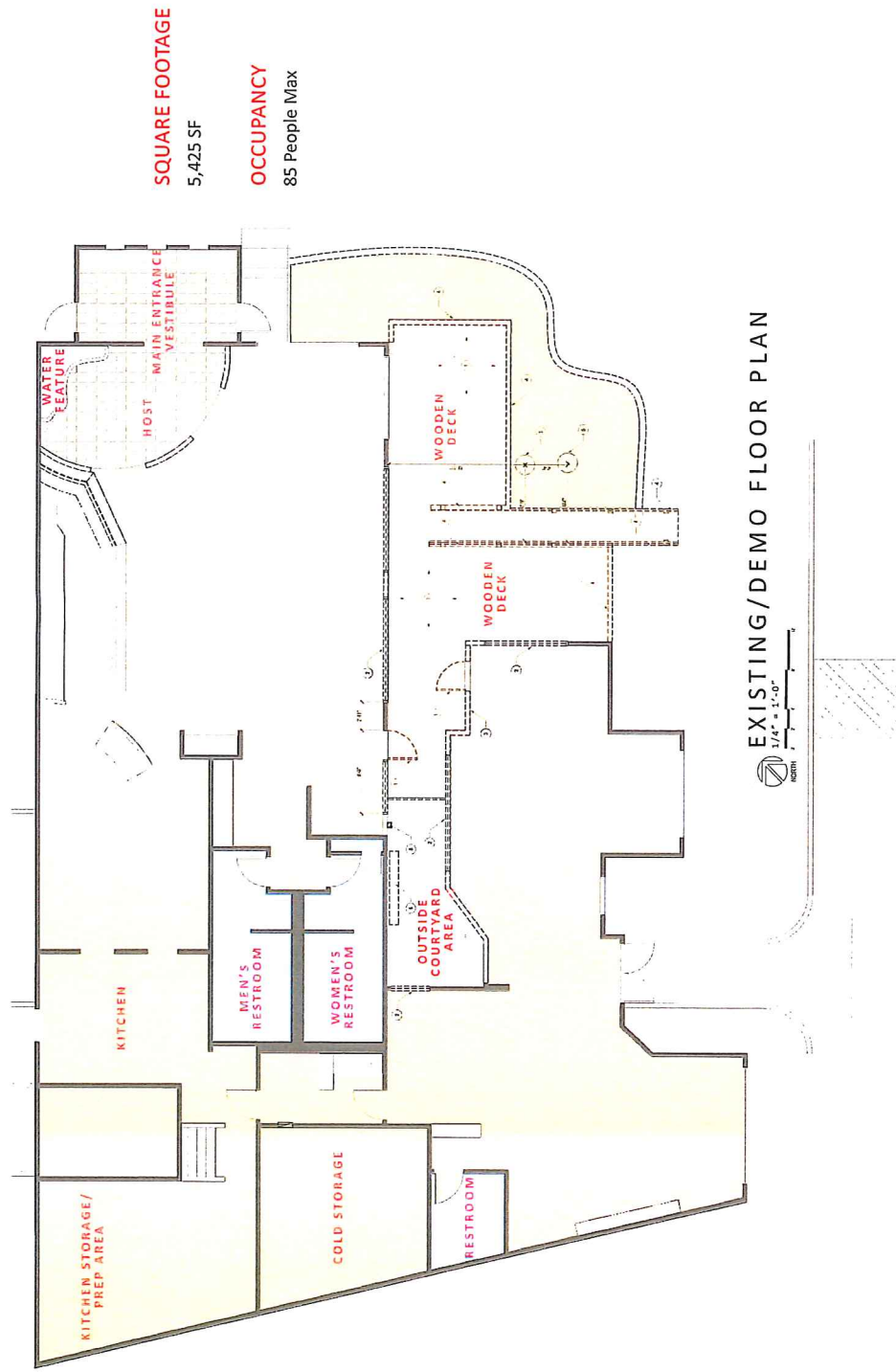






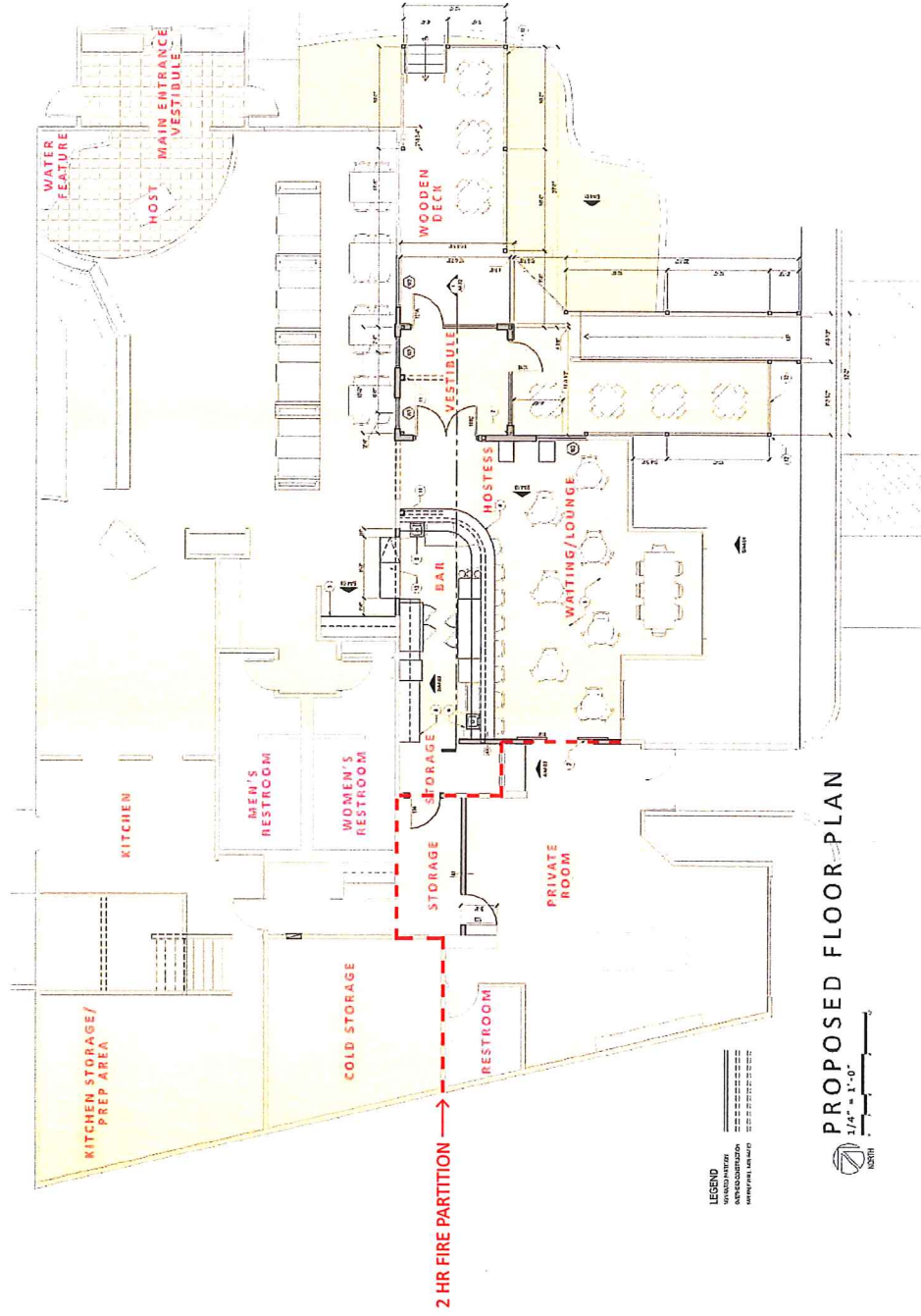






**SQUARE FOOTAGE**  
5,425 SF

**OCCUPANCY**  
85 People Max



LEGEND  
 DASHED LINE  
 DIMENSIONS  
 ROOM NO.

PROPOSED FLOOR PLAN  
 1/4" = 1'-0"  
 NORTH

EXISTING SQUARE FOOTAGE  
 5,425 SF  
 EXISTING OCCUPANCY  
 85 People Max

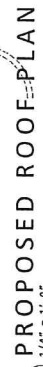
PROPOSED SQUARE FOOTAGE  
 5,712 SF  
 PROPOSED OCCUPANCY  
 95 People Max

NOTE  
 Remodel proposes a new foyer, there is no increase in tables/seating

ENERGY EFFICIENCY OF DESIGN  
 High insulation value applied to construction

CURRENTLY UNDER ADA REVIEW  
 By: Peter Grojean

Matching existing metal roof

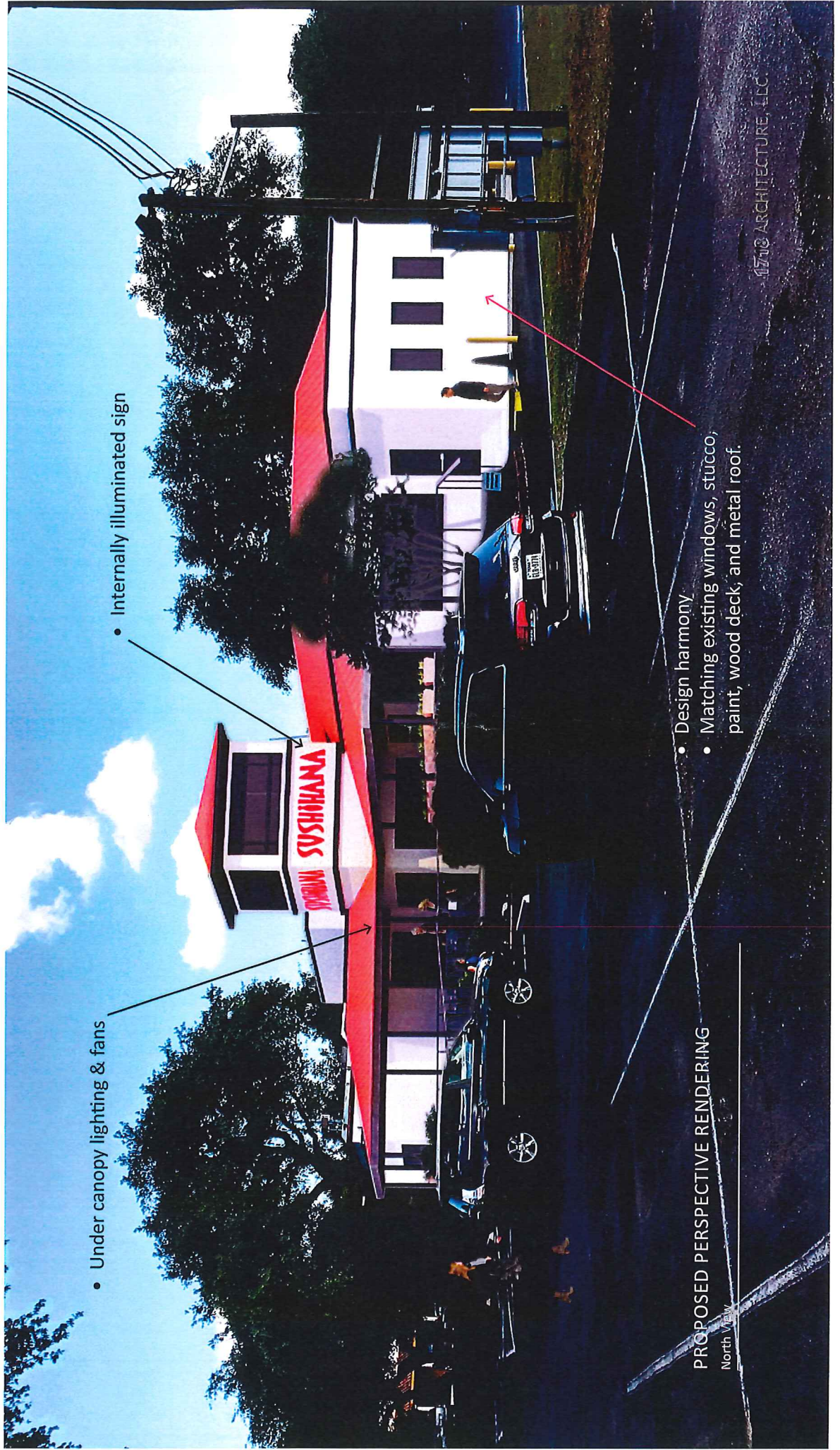






EXISTING PERSPECTIVE  
North View





- Under canopy lighting & fans
- Internally illuminated sign

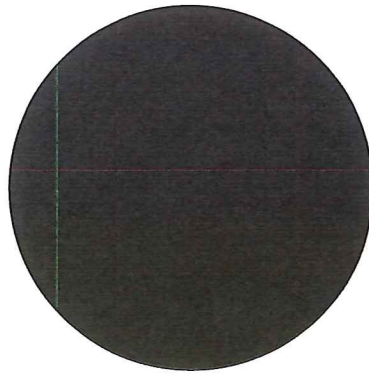
- Design harmony
- Matching existing windows, stucco, paint, wood deck, and metal roof.

PROPOSED PERSPECTIVE RENDERING  
North View

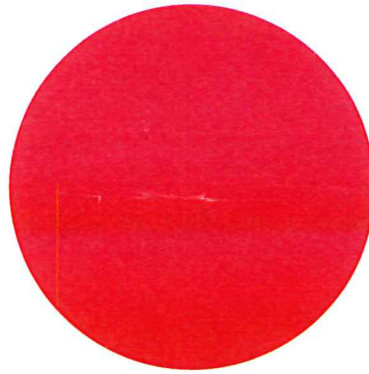


## MATCHING PAINT COLORS

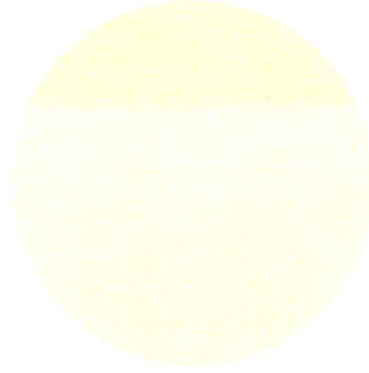
N520-7



P150-7



PPU8-14





# Castle Hills City Council

## Agenda Item Summary

July 10, 2018

AGENDA ITEM

I

**Consider and Act Upon Ordinance No. 2018-07-10-A, amending Chapter 2 “Administration” of the Code of Ordinances by reverting to one regular City Council Meeting on the second Tuesday of each month except in the month of May of each year when the regular City Council Meeting will be held on the third Tuesday.**  
**City Council Meeting Schedule.**

**Summary:**

Upcoming City Council Meeting Schedule:

July 24 (1 <sup>st</sup> Budget WS)
July 31 (2 <sup>nd</sup> Budget WS)
August 8 (3 <sup>rd</sup> Budget/Tax)
August 14 (Budget TBD)
August 21 (Budget TBD)
August 28 (1 <sup>st</sup> Tax Hearing if required)
September 11 (1 <sup>st</sup> Reading Budget/2 <sup>nd</sup> Tax Hearing)
September 18 (2 <sup>nd</sup> Reading Adopt Budget Tax Rate)
September 25
October 9
October 23
November 13
November 27
December 11
December 25 (City Holiday)

**Issue:**

The current meeting schedule conflicts with the Meeting Schedule for the Development of the Budget for FY2019.

**Attachments:**

Draft Ordinance

Ordinance No. 2017-0912-B

Approved Budget Calendar FY 2019

**Recommendation:**

Adopt Ordinance No. 2018-07-10-A and revert to one regular City Council Meeting on the second Tuesday of each month except in the month of May of each year when the regular City Council Meeting will be held on the third Tuesday.

Submitted by Wenger/Gregory

Date 07.02.2018



CITY OF CASTLE HILLS  
**ORDINANCE No. 2018-07-10-A**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, AMENDING CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES BY REVERTING TO ONE REGULAR CITY COUNCIL MEETING ON THE SECOND TUESDAY OF EACH MONTH EXCEPT IN THE MONTH OF MAY OF EACH YEAR WHEN THE REGULAR CITY COUNCIL MEETING WILL BE HELD ON THE THIRD TUESDAY, AND SPECIAL CALLED MEETINGS AS NEEDED; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 2, Administration, of the Code of Ordinances sets forth matters pertaining to regular and special meetings of the City Council; and

**WHEREAS**, the City Council has determined that it would be appropriate to schedule less regular City Council meetings to more efficiently address important City business

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

**SECTION 1.** City Council desires to revise the regular City Council Meeting Schedule.

**SECTION 2.** Chapter 2, Administration, Article II, City Council, Section 2-56 of the Code of Ordinances is amended by revising Section 2-56 to read as follows:

**SECTION 3. "Sec. 2-56. Regular and special meetings; when held.**

Regular city council meetings shall be held on the second Tuesday of each month except in the month of May of each year when the regular City Council Meeting will be held on the third Tuesday. The city council meetings shall be held on the second Tuesdays of each month at 6:30 p.m., unless set for another time or date by the City Council. Special meetings and workshops may also be called as provided by law or city policies.

**SECTION 4.** This ordinance shall become effective at midnight on July 10, 2018.

# Agenda Item I.

**PASSED AND APPROVED** this 10<sup>th</sup> day of July, 2018.

APPROVED:

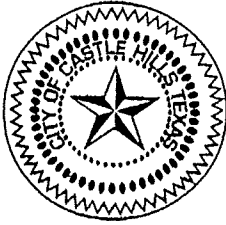
\_\_\_\_\_  
Timothy A. Howell, Mayor

ATTEST:

\_\_\_\_\_  
Minerva Gonzales, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael S. Brennan, City Attorney



# CITY OF CASTLE HILLS

Office of the Mayor

## CITY COUNCIL COMMUNICATION

MEETING DATE: Tuesday, June 12, 2018, Regular City Council Meeting

AGENDA ITEM: II. Consider Acceptance of the City Council Meeting Schedule for the Development and Adoption of the Fiscal Year 2019 Budget.  
(City Manager Rapelye & Finance Consultant Feagins)

MOTION ☒ McCormick ☐ Scott ☐ McLin ☐ Wenger ☐ Gregory

SECOND ☐ McCormick ☐ Scott ☒ McLin ☐ Wenger ☐ Gregory

ACTION Acceptance of the City Council Meeting Schedule for the Development and Adoption of the Fiscal Year 2019 Budget. (Attached)

VOTE Motion Passed 5 - 0 vote

Members of Council

Aye Nay

Clyde "Skip" McCormick, Place 1

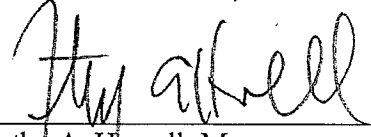
Maretta Scott, Place 2

Amy McLin, Place 3

Lesley Wenger, Place 4

Douglas Gregory, Place 5

Approved

  
Timothy A. Howell, Mayor



# CITY OF CASTLE HILLS

## PROPOSED BUDGET CALENDAR FOR FY 2019 BUDGET

### 2018

15-30 April	Receive preliminary Estimate of 2018 appraised values from Bexar Appraisal District
14- 25 June	Budget Kick Off with Departments - Goals, Objectives, Capital Requirements
<b>Tuesday 12 June</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>- Budget Calendar Presented</li> </ul>
12-24 July	Staff Prepares Revenues for Preliminary Budget
<b>Tuesday 24 July</b>	<b>Special Council Meeting - 1st Budget Workshop</b> <ul style="list-style-type: none"> <li>- Preliminary Revenues</li> <li>- Police Department</li> <li>- Public Works</li> </ul>
~ 25 July	Bexar County Appraisal District Provides - Certified Tax Roll; pass to Council
~ July 25 - 3 August	Bexar County Tax Assessor Collector Calculates Effective and Roll Back Rates
<b>Tuesday 31 July</b>	<b>Special Council Meeting 2<sup>nd</sup> Budget Workshop</b> <ul style="list-style-type: none"> <li>- Fire Department</li> <li>- Administration &amp; Court</li> <li>- Receive Effective and Rollback Calculation provided by Tax Assessor</li> </ul>
<b>Wednesday 8 August</b>	<b>Special Council Meeting – 3<sup>rd</sup> Budget Workshop</b> <ul style="list-style-type: none"> <li>- City Manager Submits Proposed FY 2019 Budget (No Council action)</li> <li>- Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and Schedule Public Hearings</li> </ul>
<b>Tuesday 14 August *</b>	<b>Regular Council Meeting - Possible Budget Workshop</b>
<b>Wednesday 15 August</b>	Publish Notice of 2018 Tax Year Proposed Tax Rate (Effective & Rollback) <ul style="list-style-type: none"> <li>(Dates of Tax Rate Public Hearings Published in News Paper)</li> <li>(1<sup>st</sup> Hearing may not be held before the 7<sup>th</sup> day after the date the notice for the hearings is published. Earliest it could be held is August 24)</li> </ul>
<b>Tuesday 21 August *</b>	<b>Possible Special Council Meeting - Budget Workshop</b>
<b>Tuesday 28 August</b>	<b>Special Council Meeting &amp; Budget Workshop</b> <ul style="list-style-type: none"> <li>- Hold 1<sup>st</sup> Tax Hearing (If Required)</li> </ul>
<b>Wednesday 29 August</b>	Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading
<b>Tuesday 11 September</b>	<b>Regular Council Meeting –</b> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> Reading of Budget</li> <li>- Hold 2<sup>nd</sup> Tax Hearing (If Required)</li> <li>- Schedule and announce meeting to adopt tax rate 3-14 days from this date</li> </ul>
<b>Tuesday 18 September</b>	<b>Special Council Meeting –</b> <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Reading of Budget</li> <li>- Adopt Budget by Ordinance</li> <li>- Levy Tax Rate by Resolution and take record vote</li> </ul>

\* Proposed dates for Extra Budget Workshops if needed.

**City of Castle Hills, Texas**  
**ORDINANCE NO. 2017-0912-B**

**AN ORDINANCE OF THE CITY COUNCIL OF CASTLE HILLS, TEXAS; AMENDING THE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES BY REVISING THE REGULAR CITY COUNCIL MEETING SCHEDULE; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 2, Administration, of the Code of Ordinances sets forth matters pertaining to regular and special meetings of the City Council; and

**WHEREAS**, the City Council has determined that it would be appropriate to schedule more City Council meetings to more efficiently address important City business

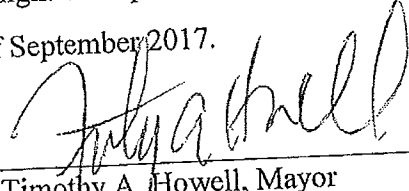
**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS;** that Chapter 2, Administration, Article II, City Council, Section 2-56 of the Code of Ordinances is amended by revising Section 2-56 to read as follows:

**"Sec. 2-56. Regular and special meetings; when held.**

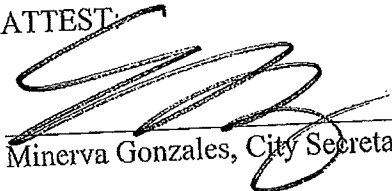
Regular city council meetings shall be held on the second and fourth Tuesdays of each month at 6:30 p.m., unless set for another time or date by the City Council. The meetings on the fourth Tuesdays of the odd numbered months shall be work sessions to discuss and explore specific issues in depth without any action to be taken. Special meetings may also be called as provided by law or city policies.

This ordinance shall become effective at midnight on September 12, 2017.

**PASSED AND APPROVED** this 12<sup>th</sup> day of September 2017.

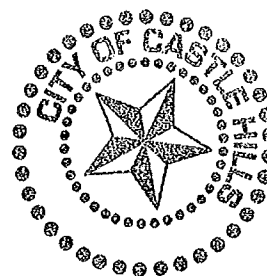
  
\_\_\_\_\_  
Timothy A. Howell, Mayor

ATTEST:

  
\_\_\_\_\_  
Minerva Gonzales, City Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael S. Brennan, City Attorney



**Castle Hills City Council  
Agenda Item Summary  
July 10, 2018**

AGENDA ITEM

**II**

**Consider and act upon Ordinance No. 2018-07-10-B, amending the  
Code of Ordinances, Ch. 2 “Administration”, Article IV  
“Departments”, Sec. 2-191 “Department Heads” to designate  
department heads.**

**Summary:**

Department Heads are those who hold an especially important position. They also provide guidance and leadership to our employees. It is especially important to the continued success of our city to have as much stability as is reasonably possible in the tenants of these important positions.

**Background:**

**Issue:**

Provide stability in government by designating Department Heads and monitoring hiring. Allow City Council to exercise advice and consent in hiring Department heads.

**Pros:**

Provides stability and gives City Council an opportunity to exercise advice and consent and oversight of hiring decisions and factors that may be important to governing decisions regarding key personnel if appropriate.

**Cons:** None

**Attachments:** Draft Ordinance

**Fiscal Impact:** None

**Recommendation:**

Employees holding the following positions to be designated Department Heads: City Secretary, Fire Chief, Police Chief, Public Works Director, Finance Director

**Motion Requested:**

Approval of Ordinance No. 2018-07-10-B, amending Ch. 2 “Administration”, Article IV, Section 2-191, to add the new first line, as follows:

“The following are hereby designated Department Heads: Police Chief, Fire Chief, Finance Director, City Secretary, Director of Public Works.”

**Submitted by** McCormick & Gregory

**Date** 07/02/2018



CITY OF CASTLE HILLS  
**ORDINANCE No. 2018-07-10-B**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, AMENDING THE CITY CODE OF ORDINANCES, CHAPTER 2 “ADMINISTRATION”, ARTICLE IV “DEPARTMENTS”, SECTION 2-191 “DEPARTMENT HEADS” TO DESIGNATE DEPARTMENT HEADS; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS,** City Department Heads are those who hold an especially important position, because they provide guidance and leadership to our employees; and

**WHEREAS,** it is important to the continued success of our city to maintain consistency in these important positions; and

**WHEREAS,** the City Council desires to provide stability in government by designating Department Heads and monitoring hiring to allow members of Council to exercise advise and consent in hiring department heads.

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

**SECTION 1.** Section 2-191 of Chapter 2 “Administration”, Article IV “Departments”, of the Code of Ordinances is amended by including the following sentence as the first sentence of Section 2-191:

The city department heads are the Police Chief, Fire Chief, Public Works Director, Finance Director, and City Secretary.

**SECTION 2.** the ordinance goes into effect upon passage.

**DULY ORDERED AND APPROVED** by the Castle Hills City Council on this 10<sup>th</sup> day of July, 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

July 10, 2018

AGENDA ITEM

III

**Consider and approve Resolution No. R18-07-10-A, that the legal service contract with Michael S. Brennan shall not be renewed after August 31, 2018 and shall terminate on that date. Direct the city manager to immediately issue and publish an open (anyone may apply) request for qualifications to identify persons to be interviewed for the positions of permanent city attorney.**

### **Summary:**

the City Council is of the opinion that the nature of Mr. Brennan's conduct gives cause for a decision not to renew his contract.

### **Background:**

The City Attorney serves at the pleasure of the City Council as an independent contractor providing legal advice and services to the city under the terms of a written contract, as a contract provider of legal services on a part time basis, Mr. Brennan is not a municipal officer

### **Issue:**

Whether to terminate Mr. Brennan's services under the terms of his contract by not renewing

### **Pros:**

Obtain new legal services from persons better suited to provide them to the city.

### **Cons:**

Mr. Brennan has been with the city for some years.

### **Attachments:**

Draft Ordinance

### **Fiscal Impact:**

New legal service may be slightly more costly.

### **Recommendation:**

Approve Resolution No R18-07-10-A, that the legal service contract with Michael S. Brennan shall not be renewed after August 31, 2018 and shall terminate on that date. 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 city attorney.

**Submitted by** McCormick & Gregory

**Date** 07.02.2018



CITY OF CASTLE HILLS  
**RESOLUTION No. 2018-07-10-A**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, THAT THE LEGAL SERVICE CONTRACT WITH MR. MICHAEL BRENNAN SHALL NOT BE RENEWED AFTER AUGUST 31, 2018 AND SHALL TERMINATE ON THAT DATE. DIRECT THE CITY MANAGER TO IMMEDIATELY ISSUE AND PUBLISH AN OPEN (ANYONE MAY APPLY) REQUEST FOR QUALIFICATIONS TO IDENTIFY PERSONS TO BE INTERVIEWED FOR THE POSITIONS OF PERMANENT CITY ATTORNEY.**

**WHEREAS,** the City Attorney serves at the pleasure of the City Council as an independent contractor providing legal advice and services to the city under the terms of a written contract, as a contract provide of legal services on a part time basis, Mr. Brennan is not a municipal officer; and

**WHEREAS,** the City Council is of the opinion that Mr. Brennan's the nature of Mr. Brennan's conduct gives cause for this action; and

**WHEREAS,** the City Council desires to give notice of Council's decision not to renew his part time contract after August 31, 2018; and

**WHEREAS,** it is necessary to begin procedures to hire replacements for City Attorney.

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

**SECTION 1.** The City Council hereby gives Mr. Michael Brennan notice of intent not to renew the contract for part time legal service with Mr. Michael Brennan as City Attorney, after August 31, 2018 in accordance with the terms of his contract with the city; and

**SECTION 2.** City Manager shall immediately give written notice to Michael Brennan regarding the Council's decision not to renew his contract after August 31, 2018, and

**SECTION 3.** The 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 City Attorney and Alternate.

## Agenda Item III.

**DULY ORDERED AND APPROVED** by the Castle Hills City Council on this 10<sup>th</sup> day of July, 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  
July 10, 2018**

AGENDA ITEM

**IV**

**Consider and act on Resolution No. R18-07-10-B, authorizing and directing the Mayor to explore the creation of a North Central Economic Development Alliance, to improve city and area economic activity and enable participation in The Alamo Area Metropolitan Planning Organization and other agencies.**

**Summary:**

Because we are a landlocked small city with limited population, our economic life blood depends largely on good transportation for outside residents to use our local businesses. The Alamo Area Metropolitan Planning Organization (AAMPO) controls a budget of over \$200 Million Dollars annually focused mainly on Transportation and related projects. An alliance with other small cities might help us participate more effectively than our current representation which is only through the Greater Bexar County Council of Cities.

**Background:**

We have several roads in or abutting our city which are maintained by TXDOT and are a focus for attention because of their import to the transportation issue. For example: IH 410, N.W. Military (FM/UR 1535) and Blanco (FM 2696). Other roads are important because of their impact as feeders to the main transportation routes. In addition, drainage issue may be addressed also. Joint projects with other cities to address nearby roads outside of Castle Hills are often favored because they affect more people. In order for a North Central Alliance to join the AAMPO, it would first need to represent at least 55,000 citizens.

**Issue:**

Whether to explore the establishment of an alliance of North Central cities located along and between IH 281, IH 10 with possible inclusion of Terrell Hills, Alamo Heights and Olmos Park, and North towards Spring Branch.

**Pros:**

If the NCA can include as many as 55,000 citizens or more, then voting Membership in the AAMPO may be possible, increasing voting leverage to obtain MPO funds for local projects or joint projects with other cities. Interaction with other cities may afford participation in area or joint projects that favorably impact city economy. This has already been done once by the North East Partnership (NEP), so we at least have their experience to learn from.

## Agenda Item IV. Continued

### **Cons:**

We will need committed volunteers to explore this possibility. There may be some small expense costs if the concept proceeds to fruition. If the NCA decides to join the MPO, then shared membership costs might be a factor. Since participation would be by volunteers, personnel costs should be minimal.

**Attachments:** Draft Resolution

### **Fiscal Impact:**

The initial exploration and consideration of the idea should cost little beyond minimal expenses. Actual organizing costs and initial operating expenses should be small and will be incurred only on a decision to proceed once that stage is reached and found to be desirable and worthwhile.

### **Recommendation:**

Approve Resolution No. R18-07-12-A, to authorize and direct the Mayor to explore the establishment of a North Central Economic Development Alliance (NCA) to improve growth, economic development and more effective participation in State and Federal funding for Transportation and other programs that help build and improve our city; and to report back to council as appropriate, but not later than the January 2019 Council meeting, with his recommendation as to further action. The Mayor is authorized to set up an *ad hoc* committee at his discretion to assist with this project and report.

Submitted by McCormick

Date 07 -02-2018



CITY OF CASTLE HILLS  
**RESOLUTION No. R18-07-10-B**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, AUTHORIZING AND DIRECTING THE MAYOR TO EXPLORE THE CREATION OF A NORTH CENTRAL ECONOMIC DEVELOPMENT ALLIANCE (NCA), TO IMPROVE CITY AND AREA ECONOMIC ACTIVITY AND ENABLE PARTICIPATION IN THE ALAMO AREA METROPOLITAN PLANNING ORGANIZATION AND OTHER AGENCIES.**

**WHEREAS,** we are a landlocked small city with limited population, our economic life blood depends largely on good transportation for outside residents to use our local businesses; and

**WHEREAS,** the Alamo Area Metropolitan Planning Organization (AAMPO) controls a budget of over \$200 million dollars annually focused mainly on transportation and related projects; and

**WHEREAS,** an alliance with other small cities might help us participate more effectively than our current representation which is only through the Greater Bexar County Council of Cities; and

**WHEREAS,** we have several roads in or abutting our city which are maintained by TxDOT and are a focus for attention because of their import to the transportation issue; Interstate Hwy 410, N.W. Military (FM/UR 1535) and Blanco (FM 2696).

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

**SECTION 1.** The City Council hereby authorizes and directs the Mayor to explore the creation of a North Central Economic Development Alliance, to improve city and area economic activity and enable participation in The Alamo Area Metropolitan Planning Organization and other agencies.

**SECTION 2.** The City would like to explore the establishment of an alliance of North Central cities located along and between Interstate Hwy 281, Interstate Hwy 10 with possible inclusion of Terrell Hills, Alamo Heights and Olmos Park, and North towards Spring Branch.

## Agenda Item IV.

**SECTION 3.** We will need committed volunteers to explore this possibility and there may be some expense if the concept proceeds to fruition; if the NCA decides to join the MPO, then shared membership costs might be a factor. Since participation would be by volunteers, personnel costs should be minimal.

**SECTION 4.** The Mayor is authorized to set up an ad hoc committee at his discretion to assist with this project and report.

**SECTION 5.** The MPO Ad Hoc Committee is to report back to council as appropriate, but not later than the January 2019 Council meeting, with his recommendation as to further action.

**DULY ORDERED AND APPROVED** by the Castle Hills City Council on this 10<sup>th</sup> day of July, 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

July 10, 2018

AGENDA ITEM



**Consider and act on Resolution No. R18-07-10-C, to establish and appoint six citizens and one member of the City Council to the “Ad HOC MPO Project Committee” to prepare project proposals responsive to the Alamo Area Metropolitan Planning Organization RFP’s to the benefit of our city.**

### **Summary:**

The AAMPO publishes Requests for Proposals periodically, usually every two years. A submission period of about six months is set, then responses are evaluated. In 2016 the AAMPO received 40 project proposals and 28 were selected to be funded. Two of them were for walking trails in Castle hills. With careful preparation, we can expect to do better.

### **Background:**

The Alamo Area Metropolitan Planning Organization (AAMPO) has an annual budget of over \$200 million dollars. While their primary focus is directly on transportation, they may also take up projects related to transportation. They have subcommittees that focus on bike and pedestrian travel as well as roadways.

**Issue:** Whether to establish a committee to take advantage of AAMPO funding resources.

### **Pros:**

Ability to focus on local problems, resolve local issues and perhaps take up joint projects with San Antonio. This might allow us to access hitherto untapped funding resources at reduced or no costs to the city.

**Cons:** None

**Attachments:** Draft Resolution

**Fiscal Impact:** Possible very minor expenses in proposal preparation and submission.

### **Recommendation:**

Establish and appoint a committee consisting of five citizens and one council member, all selected by the City Council, to constitute the Ad HOC MPO Project committee. This committee is tasked with selecting projects responsive to MPO RFPs, drafting and submission of project responses timely to MPO submission requirements. Submissions to MPO will be presented and reviewed by City Council before submission to AAMPO. This committee may pursue joint projects with other cities if appropriate and approved in advance by city council. Committee will select its own chairperson and may, if appropriate, on its own vote and after notice to City Council, request the participation of up to two additional citizens with needed special competence. Committee may also require participation, from time to time, of City Manager and Director of Public Works. Council will consider this Committee for re-tasking or dissolution by May of 2019.

**Submitted by** McCormick, Gregory

**Date** 07.02 .2018





CITY OF CASTLE HILLS  
RESOLUTION No. R18-07-10-C

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, ESTABLISHING THE METROPOLITAN PLANNING ORGANIZATION (AAMPO) “MPO/RFP PROJECT COMMITTEE”; APPOINTING SIX (6) CITIZENS AND ONE (1) COUNCIL MEMBER TO PREPARE PROJECT PROPOSALS TO BENEFIT OUR CITY; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS,** The Alamo Area Metropolitan Planning Organization (AAMPO) publishes requests for proposals periodically, usually every two years, a submission period of about six months is set, then responses are evaluated; and

**WHEREAS,** in 2016 the AAMPO received 40 project proposals and 28 were selected to be funded and two of them were for walking trails in Castle Hills; and

**WHEREAS,** the City Council desires to establish the “Metropolitan Planning Organization RFP Project Committee” comprised of six citizens and one Council member.

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

**SECTION 1.** The Castle Hills City Council desires to establish the “Metropolitan Planning Organization RFP Project Committee” to be comprised of six citizens and one Council member Council Member.

**SECTION 2.** This committee is tasked with selecting projects responsive to MPO RFPs, drafting and submission of project responses timely to MPO submission requirements. Submissions to MPO will be presented and reviewed by City Council before submission to AAMPO.

**SECTION 3.** This committee may pursue joint projects with other cities if appropriate and approved in advance by city council.

**SECTION 4.** The Committee will select its own chairperson and may, if appropriate, on its own vote and after notice to City Council, request the participation of up to two additional citizens with needed special competence.

## Agenda Item V.

**SECTION 5.** The Committee may also require participation, from time to time, of City Manager and Director of Public Works. Council will consider this Committee for re-tasking or dissolution by May of 2019.

**SECTION 6.** Council Member \_\_\_\_\_, Place \_\_\_\_\_, motioned to nominate Council Member \_\_\_\_\_, Place \_\_\_\_\_ to serve “Metropolitan Planning Organization RFP Project Committee” term ending May 31, 2019; seconded by Council Member \_\_\_\_\_, Place \_\_\_\_\_. The motion \_\_\_\_\_ vote \_\_\_\_; Aye \_\_\_\_\_ Nay \_\_\_\_\_.

**SECTION 7.** The Council Members each nominated a resident to serve on the “Metropolitan Planning Organization RFP Project Committee” term ending May 31, 2019.

**SECTION 8.** Council Member McCormick, Place 1, motioned to nominate resident \_\_\_\_\_, Place 1 on the MPO/RFP Project Committee; seconded by \_\_\_\_\_, vote \_\_\_\_ (Aye \_\_\_\_\_ Nay \_\_\_\_\_)

**SECTION 9.** Council Member Maretta Scott, Place 2, motioned to nominate resident \_\_\_\_\_, Place 2 on the MPO/RFP Project Committee; seconded by \_\_\_\_\_, vote \_\_\_\_ (Aye \_\_\_\_\_ Nay \_\_\_\_\_)

**SECTION 10.** Council Member Amy McLin, Place 3, motioned to nominate resident \_\_\_\_\_, Place 3 on the MPO/RFP Project Committee; seconded by \_\_\_\_\_, vote \_\_\_\_ (Aye \_\_\_\_\_ Nay \_\_\_\_\_)

**SECTION 11.** Council Member Lesley Wenger, Place 4, motioned to nominate resident \_\_\_\_\_, Place 4 on the MPO/RFP Project Committee; seconded by \_\_\_\_\_, vote \_\_\_\_ (Aye \_\_\_\_\_ Nay \_\_\_\_\_)

## Agenda Item V.

**SECTION 12.** Council Member Lesley Wenger, Place 4, motioned to nominate resident

\_\_\_\_\_, Place 4 on the MPO/RFP Project Committee;

seconded by \_\_\_\_\_, vote \_\_\_\_ (*Aye* \_\_\_\_\_ *Nay* \_\_\_\_\_)

**SECTION 13.** Council Member Douglas Gregory, Place 5, motioned to nominate resident

\_\_\_\_\_, Place 4 on the MPO/RFP Project Committee;

seconded by \_\_\_\_\_, vote \_\_\_\_ (*Aye* \_\_\_\_\_ *Nay* \_\_\_\_\_)

**SECTION 14.** Mayor Timothy Howell motioned to nominate resident \_\_\_\_\_,

Place 6 on the MPO/RFP Project Committee; seconded by \_\_\_\_\_,

vote \_\_\_\_ (*Aye* \_\_\_\_\_ *Nay* \_\_\_\_\_)

**SECTION 15.** This resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**PASSED AND APPROVED** this the 10<sup>th</sup> day of July, 2018.

\_\_\_\_\_  
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

July 10, 2018

AGENDA ITEM

# VI

**Consider by minute order to appoint two City Council members to assist the City Manager in the search for a new Finance Director, the appointed City Council members shall participate in the review/evaluation of applications and participate in the interviews; the City Manager shall submit his/her recommendation for Finance Director to the City Council, for its advice and consent.**

### **Summary:**

The City has been without a Finance Director for some time. The position has been advertised on the city website and it is time to consider applicants.

### **Background:**

The City Council will exercise its oversight and review by naming two Council members to act as a hiring committee with the City manager. The Hiring Committee will review received for the position of Finance Director and interview the best qualified candidates, after which the City Manager will present his recommendation to the City Council.

**Issue:** Identify and hire the very best candidate for the job.

**Pros:** Helps with evaluation of candidates and provides a second source of information and opinion to the council for consideration if needed.

**Cons:** none

### **Attachments:**

**Fiscal Impact:** none

### **Recommendation:**

Move to appoint two City Council Members to assist the City Manager in the search for a new Finance Director. The City Council Members shall participate in the review and evaluation of applications and shall participate in the interviews of applicants. The City Manager shall submit his/her recommendation for Finance Director to the City Council, for its advice and consent.

**Submitted by** Wenger/ McCormick **Date** 7/2/2018





Castle Hills City Council  
Agenda Item Summary  
July 10, 2018

AGENDA ITEM

VII

**Consider by Minute Order to Direct the City Manager to get an updated estimate from the City Engineer for a “cost analysis to reconstruct Banyan Street, from Carolwood to Tamworth” in concrete or asphalt, with special emphasis on drainage concerns.**

Summary:



## Agenda Item VII. Continued

**Issue:**

**Pros:**

**Cons:**

**Attachments:** None

**Fiscal Impact:** Pending estimate

**Recommendation:**

Approve by minute order to direct the City Manager to get an estimate from the City Engineer for a cost analysis to reconstruct Banyan Street, from Carolwood to Tamworth” in concrete or asphalt, with special emphasis on drainage concerns.

Submitted by Gregory

Date 6/29/2018





# Castle Hills City Council

## Agenda Item Summary

July 10, 2018

AGENDA ITEM

# VIII

**“Consider and Act upon Resolution No. R18-07-10-D, to accept a Business Plan for the Passport Acceptance Facility to meet the first of two required presentations as per Ordinance No. 2018-06-12-F”**

### **Summary:**

City Council voted at the June 12, 2018 City Council Meeting requesting staff to prepare a business plan for the City of Castle Hills establishment of a Passport Acceptance Facility.

### **Background:**

Last summer, the City Council explored the idea of applying to become a Passport Acceptance Facility for the U.S. Department of State. A position was created in the 2018 budget for a Passport Acceptance Clerk. The City's Application was submitted late last fall (2017) and we received conditional approval of our application in April 2018. Administration is currently working with the U.S. Department of State regarding training of employees and set up of necessary processes and systems to run the Passport Acceptance Facility.

### **Issue:**

City Council would like to have a business plan for the City's Passport Acceptance Facility.

### **Pros:**

The Passport Acceptance Facility provides a convenient service to our citizens and brings in three potential revenue streams - passport acceptance fee of \$35.00 each, passport photo fee of \$15.00 each, and sales tax charged for the passport photo. Over time, this could become a substantial source of revenue for our city.

### **Cons:**

As currently staffed, the Passport Acceptance Facility will be adding responsibilities to current employees. This may have some negative impact on current functions of personnel which may affect the success of the Passport Acceptance Facility.

### **Attachments:**

City of Castle Hills Passport Acceptance Facility - Business Plan

### **Fiscal Impact:**

There will be little fiscal impact on the City at start-up as the costs are \$1,500 or less. However, in the long term this could provide a way to provide significant alternate revenue to the city which could be used to fund specific projects or divided for multiple purposes.

### **Recommendation:**

Staff recommends approval of a business plan in order to ensure the implementation and longevity of the City of Castle Hill's Passport Acceptance Facility.

**Submitted by** Nora Davis and Lara Feagins

**Date** 07.03.2018



## Agenda Item VIII.

### CITY OF CASTLE HILLS RESOLUTION No. R18-07-10-D

#### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, ACCEPTING THE PASSPORT BUSINESS PLAN TO MEET THE FIRST OF TWO REQUIRED PRESENTATIONS AS PER ORDINANCE No. 2018-06-12-F.**

**WHEREAS,** On September 12, 2017, the City of Castle Hills adopted Ordinance 2017-09-12-D, adopting the fiscal year 2018 budget to begin operating the Passport Office; and

**WHEREAS,** on June 12, 2108, the City Council adopted Ordinance No. 2018-06-12-F, requiring the passport staff to prepare and present a business plan for Council review at the first Council Meeting in July 2018; and

**WHEREAS,** requiring the passport staff to prepare and present a sunset review for Council review at the first Council Meeting in June 2019.

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

**SECTION 1.** The Castle Hills City Council accepts the passport acceptance site business plan as presented.

**SECTION 2.** Passport staff will present the sunset review for Council review at the first Council Meeting in June 2019.

**SECTION 3.** This resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**PASSED AND APPROVED** this the 10<sup>th</sup> day of July, 2018.

---

Timothy A. Howell, Mayor

ATTEST:

---

Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:

---

Michael S. Brenan, City Attorney



CITY OF CASTLE HILLS  
**ORDINANCE No. 2018-06-12-F**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, REQUIRING THE CITY PASSPORT STAFF TO PREPARE AND PRESENT A BUSINESS PLAN FOR COUNCIL REVIEW AT THE FIRST COUNCIL MEETING IN JULY 2018; IN ADDITION, THE CITY PASSPORT STAFF WILL PREPARE A SUNSET REVIEW REPORT OF THE PASSPORT OPERATION AND PRESENT TO COUNCIL AT THE FIRST CITY COUNCIL MEETING IN JUNE 2019.**

**WHEREAS**, the City of Castle Hills adopted in its Fiscal Year 2018 Budget on September 12, 2017, in Ordinance No. 2017-09-12-D, to begin operating a Passport Office; and

**WHEREAS**, the City Council is of the opinion that the City Passport Staff needs to prepare and present a written business plan for Council review at the first Council meeting in July 2018, and a sunset review report to be presented at the first Council meeting in June 2019.

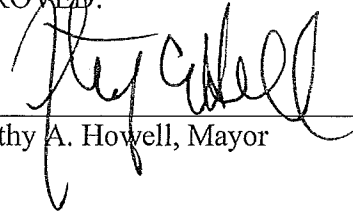
**NOW, THEREFORE, BE IT ORDAINED THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:**

**SECTION 1.** The City Council hereby requires the City Passport Staff to prepare and present a written business plan for Council review at the first Council meeting in July 2018.

**SECTION 2.** The Passport Staff will prepare a Sunset Review Report of the passport operation and present it to the City Council at the first Council meeting in June 2019.

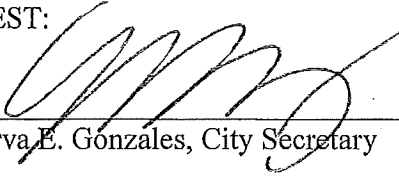
**DULY ORDERED AND APPROVED** by the Castle Hills City Council on this 12<sup>th</sup> day of June 2018.

APPROVED:



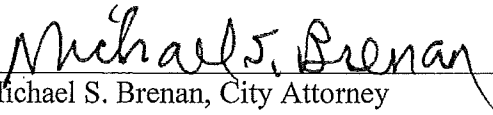
Timothy A. Howell, Mayor

ATTEST:



Minerva E. Gonzales, City Secretary

APPROVED AS TO FORM:



Michael S. Brennan, City Attorney





# *City of Castle Hills*

## **Establishment of a Passport Acceptance Facility**

### **2018 Business Plan**

209 Lemonwood  
Castle Hills, Texas 78213

p. 210.342.2341  
f. 210.342.4525

ndavis@cityofcastlehills.com  
cityofcastlehills.com

# Table of Contents

I.	<b>Executive Summary.....</b>	<b>2</b>
	Highlights	
	Objectives	
	Mission Statement	
	Keys to Success	
II.	<b>Description of Business.....</b>	<b>3</b>
	Company Ownership/Legal Entity	
	Location	
	Interior	
	Hours of Operation	
	Products and Services	
	Suppliers	
	Service	
	Management	
	Financial Management	
	Start-Up/Acquisition Summary	
III.	<b>Marketing .....</b>	<b>6</b>
	Market Analysis	
	Market Segmentation	
	Competition	
	Pricing	
	Advertising and Promotion	
	Strategy and Implementation	
IV.	<b>Appendix.....</b>	<b>9</b>
	Start-Up Expenses	
	Profit and Loss Statement	
	Sales Forecast	
	Milestones	
	Break-Even Analysis	
	Miscellaneous Documents	

## Executive Summary

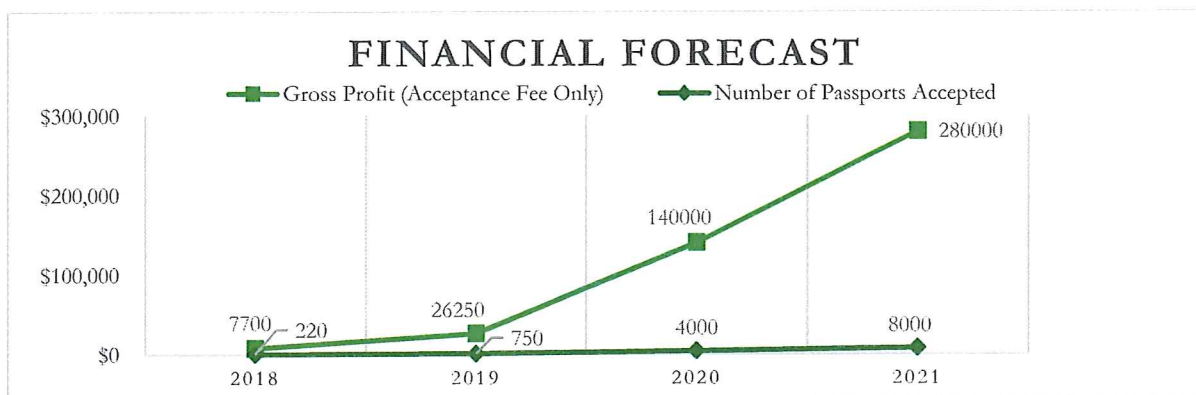
The City of Castle Hills will offer a convenient, handicapped accessible, full service Passport Acceptance Facility with a unique schedule. Of the ten nearest Passport Acceptance Facilities that are handicapped accessible and provide photo services; seven are United States Postal Service sites that require appointments and the other three are all located in downtown San Antonio. There are no full service (photos and photocopying) Passport Acceptance Facilities with open/walk-in hours within six miles of our city and we are located in the middle of San Antonio and its 1.5 million residents. Beyond the ten closest Passport Acceptance Facilities listed above, the next nine facilities are all United States Postal Service facilities located anywhere from 10 – 29 miles from the City of Castle Hills.

Having a Passport Acceptance Facility provides a valuable service for our community and a much needed revenue stream for the City. A few steps remain in the process before the City of Castle Hills will have full implementation and establishment of a Passport Acceptance Facility.

### Highlights

The United States Department of State requires Passport Acceptance Facilities to open for at least 20 hours per week. The financial forecast for 2018 and 2019 is based on a 20 hour work week for the City's Passport Acceptance Facility. For 2018, this chart assumes ten passports are processed every week and that the first passport is accepted during first week in August. For 2019, this chart assumes that the City of Castle Hills facility will process passports at the processing rate of 15 per week.

The hours of operation are increased to 40 hours for the years 2020 and 2021 with the processing rate of two passports per hour for 2020 and increasing to processing four passports per hour for 2021. The years 2019, 2020, and 2021 are figured at 50 weeks per year to account for holidays. Picture fees and sales tax are not included in the gross profits listed on this chart and will result in additional revenue for the city.



## **Objectives**

Our objective is to provide full service, convenient, efficient passport acceptance services to the citizens of the City of Castle Hills; surrounding areas including San Antonio and other cities within Bexar County, and into Central and South Texas.

## **Mission Statement**

Our Passport Acceptance Facility will provide residents and non-residents with a full service, convenient location for the acceptance of passport applications for the U.S. Department of State.

## **Keys to Success**

The key to success for our Passport Acceptance Facility is efficiency, convenience, and a unique schedule for the city's passport acceptance services.

## Description of Business

---

The U.S. Department of State is responsible for issuing passports and passport cards in the United States. According to the U.S. Department of State's website, they expect to issue nearly 20 million passport books and passport cards this year alone (2018). The City of Castle Hills submitted an application to become a Passport Acceptance Facility and received word of our approval to accept and execute passport applications on behalf of the U.S. Department of State in April 2018. Our job will be to verify the information presented by applicants and send the verified applications to the U.S. Department of State for processing. All U.S. citizens traveling internationally (even to Canada and Mexico) need to have a passport book or passport card.

In certain situations, you must apply for passports in person. Specifically, according to the U.S. Department of State's website, you must apply in person if at least one of the following is true:

- You are applying for your first U.S. passport
- You are under age 16
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago

Even so, many people prefer to apply for passports in person at a passport acceptance facility that is convenient to home or work rather than by other authorized methods.

The U.S. Department of State sets an execution fee for each passport application which is paid in addition to the fee for the passport itself. The execution fee is retained by the local Passport Acceptance Facility. Currently, this fee is \$35.00 for each passport application. With the growing need



for passports in the coming years, the City of Castle Hills is in a prime location to assist the U.S. Department State with the acceptance of passport applications in the San Antonio area and beyond.

### **Legal Ownership/Entity**

Castle Hills, Texas was incorporated in 1951. The City is an independent municipality with a population of approximately 4,200 residents.

### **Location**

Our 2.5 square mile city is completely surrounded by the City of San Antonio. Castle Hills is located at the southern end of Northwest Military Highway. Northwest Military Highway bisects the city from North to South and provides direct access to Loop 1604 with its northern end at U.S. Army Camp Bullis. Additionally, Loop 410 bisects the City of Castle Hills from East to West and provides convenient access to both Highway 281 and I-H 10. The San Antonio metropolitan area is home to more than 1.5 million people and it is estimated that 280,000 people travel through our city each day. San Antonio is the second largest city in Texas and the seventh largest city in the nation. Additionally, the City of Castle Hills is easily accessible by people from all over Bexar County and surrounding areas throughout Central and South Texas.

### **Interior**

The Passport Acceptance Facility will be handicapped accessible and conveniently located inside Castle Hills City Hall. A desk and photo station will be set up in a corner of Council Chambers. There is plenty of seating and several tables are available for filling out the required passport paperwork.

### **Hours of Operation**

Monday – 8:30am – 1:30pm

Tuesday – Closed

Wednesday – 8:30am – 1:30pm

Thursday – Closed

Friday – 12:00pm – 5:00pm

Saturday – 8:30am – 1:30pm – BY APPOINTMENT ONLY

Sunday – Closed

### **Products and Services**

The City of Castle Hills will offer the following services: Passport application acceptance on behalf of the U.S. Department of State, Passport Photo Services, and copying of supporting documentation (e.g., driver's license) for passport applications.

### **Suppliers**

The U.S. Department of State is the authorizing entity for Passport Acceptance Facilities. All paperwork is developed by them. All employees recommended as passport acceptance agents must meet specific qualification requirements and receive training from Passport Services. Ongoing training

on passport acceptance procedures and e-mail and phone support will be supplied by our Regional Passport Agency or Center.

### **Service**

There are many private and public passport services available to people. Our services are unique because we are a public sector entity. Additionally, our City's location in the middle of the City of San Antonio with direct access to Loop 410 is a key component that sets our Passport Acceptance Facility apart from others in the area.

### **Management**

The City completed the Application for Passport Acceptance Program in January 2018. All employees recommended as passport acceptance agents must meet qualification requirements and then receive advance approval from Passport Services. The City received notice April 6, 2018 that the facility had approval to begin training the new acceptance agents. On our Application to become a Passport Acceptance Facility, we designated certain current employees as passport acceptance agents. The following employees were included in the initial application:

- Nora Davis
- Deborah Kitkowski
- Jeanette Ulmer
- Christina Zelnak

Our passport acceptance agents will receive a certificate of completion issued by the U.S. Department of State once their training is complete. They will be responsible for following all guidance outlined in the "Passport Agents Reference Guide" (PARG). Additionally, passport acceptance agents are expected to read periodic newsletters from the Regional Passport Agency and use the PARG and notices as their main reference for questions.

Once we have all necessary training and approvals, one employee will be designated as the Manager for our Passport Acceptance Facility. They will be responsible for making sure that the hours of operation are staffed, that sufficient supplies are available for the facility to operate, and that a process is in order to schedule Saturday appointments. Further duties may be added once the Passport Acceptance Facility is operational.

### **Financial Management**

It will be important to keep track of the expenses associated with the on-going operation of the Passport Acceptance Facility in order to prepare a break-even analysis after a few months of operation. To do this we will need to keep track of the total number of passports accepted, passport photos



taken, on-going supply costs (e.g., ink, paper, postage), and employee over time or comp-time incurred as a result of their assistance with the additional duties of acting as a passport acceptance agent.

### Start-Up/Acquisition Summary

The start-up costs for the Passport Acceptance Office are under \$1,500.

## Marketing

Marketing does not have to be a substantial expense for the Passport Acceptance Facility in the short-term. However, as the passport acceptance agents become efficient and processes are stream-lined, a marketing campaign will be very important for the growth of the Passport Acceptance Facility as a revenue stream for the city in the long term.

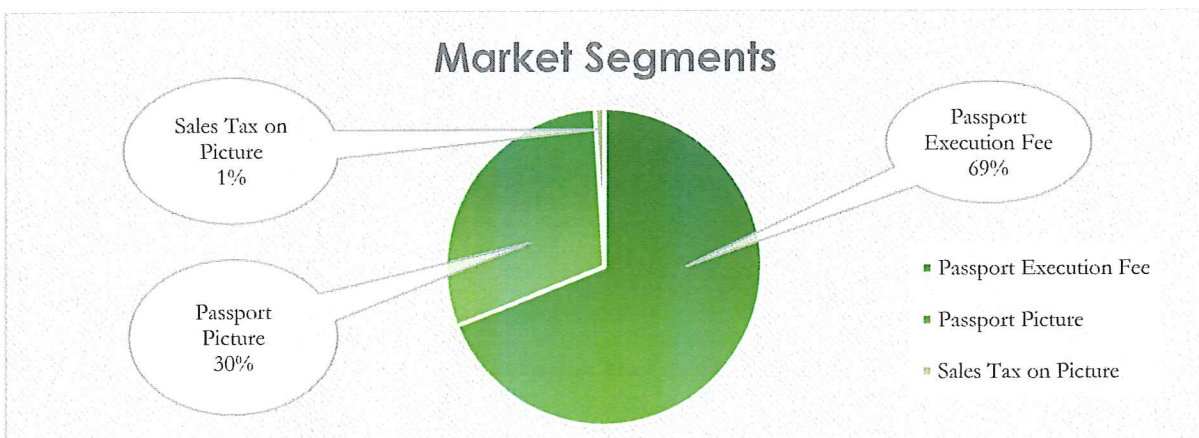
### Market Analysis

There are many categories of people who must apply for passports in person. This has to be done at a Passport Acceptance Facility authorized by the U.S. Department of State. There are other people who may choose to renew their passports in person, but do not have too. Marketing to either type of customer is the same. It will be important to be able to let people know the City of Castle Hills is open for business as a Passport Acceptance Facility.

The key will be to set ourselves apart from the main competition which are all located in downtown San Antonio. We are offering some unique hours of operation. The more convenient that we can make our Passport Acceptance Facility, the more appeal it will have in the marketplace.

### Market Segmentation

Our revenue from the Passport Acceptance Facility can be broken down into three segments.



## **Competition**

There are many private and public passport services available to people. Similar services are offered by other public sector entities. Specifically, our most direct competition comes from the two Passport Acceptance Facilities operated by the City of San Antonio and the one Passport Acceptance Facility operated by Bexar County.

Private passport services provide some competition, but they cannot assist customers with passport applications that must be done in person.

The City of San Antonio was approved as a Passport Acceptance Facility in 2010. That city has had such success with its two Passport Acceptance Facilities that it authorized the hiring of another Passport Acceptance Clerk for an approximate salary of \$36,452 in its 2018 Budget. Additionally, starting in March 2018 one of the San Antonio locations has extended hours on Wednesdays until 5pm to accommodate the high demand for services. Wait times can be over an hour or two at one of the San Antonio locations. According to the 2018 budget for the City of San Antonio, the revenue generated in 2016 by its two passport offices was \$537,240. The target revenue for 2017 was \$519,645, but the actual revenue for 2017 ended up being \$659,727.

## **Pricing**

Pricing is set by the U.S. Department of State for the Passport Execution Fee. As of April 2, 2018 we may collect \$35.00 per application accepted by our facility.

The price for passport photos is based on a market rate which is currently \$15 in our area.

Sales tax is set by the City of Castle Hills based on multiple factors.

## **Advertising and Promotion**

The first stage of advertising will be done through the City of Castle Hills website, social media outlets such as Facebook and Instagram, City Hall marquee, Reporter, and free advertising time on the city's two digital billboards. The first stage might also include hosting a passport fair or other event at City Hall or The Commons. An efficient way to advertise our new services as a Passport Acceptance Facility would be to reach out to nearby municipalities, such as Shavano Park, Leon Valley, and Balcones Heights to inquire about whether they would be willing to promote our services to their citizens.

The first stage of marketing will also include consultation with an advertising company regarding branding and marketing for the City's Passport Acceptance Facility.

Once there is money available, the second stage of advertising may consist of direct mailers such as the “Valpak” or other bulk mailed coupons or other advertising or promotional techniques suggested by the advertising company hired by the city for branding and creation of a marketing campaign.

Other stages of advertising and promotion will be developed as our office becomes more efficient, demand for services grows, and additional staff is available for processing passport applications.

### **Strategy and Implementation**

If implemented correctly, the Passport Acceptance Facility could result in a substantial new income stream for the City. Making sure that our passport acceptance agents are fully trained, friendly, efficient, and detailed oriented will help make this project a success from the outset. A soft opening of the passport acceptance services available from our City will allow our employees make adjustments in the process and gain proficiency regarding acceptance of passports before demand gets too high.

Our initial success will come from having little to no wait times for walk-ins. Further, no one in the area offers Saturday hours, but the City of Castle Hills will offer Saturday hours by appointment only.

A position for a Passport Acceptance Agent should be included and fully funded in the 2019 city budget. This is intended to be a full time position to allow for the maximum potential for this endeavor. In addition to any requirements for employment with the City of Castle Hills, as part of the hiring process this person will have to be approved by the U.S. Department of State through their qualification process for Passport Acceptance Agents and they will need to participate in all the required training for the position.

The City of Castle Hills needs to be prepared to hire the Passport Acceptance Agent before demand gets too high for our current employees to comfortably handle in addition to their other work duties. Additional consideration needs to be given to the lead time necessary to have the person qualified and trained by the U.S. Department of State.

Long term, we should continue to look for ways to differentiate our services from others. The hours of operation give us the perfect opportunity to develop a niche by offering superior services at convenient times at a convenient central location.

## Appendix

### Start-Up Expenses

Business Licenses	None
Incorporation Expenses	None
Deposits	None
Bank Account	
Rent	None
Interior Modifications	Repurposed furniture
Equipment/Machinery Required:	
Item 1 – Photo Printer, Digital Camera, Digital Card, Self-Stick Passport Head Template – Starter Kit	\$420.00
Item 2 – Die Cutter	\$89.95
Item 3 – Printer Ink and paper	\$27.97 for 108
Total Equipment/Machinery	\$537.92
Insurance	None
Stationery/Business Cards	\$100.00
Brochures	\$150.00
Pre-Opening Advertising	\$200.00
Opening Inventory	None
Other (list):	
Item 1 – Passport Folders	\$23.95 for 250
Item 2 – Postage	TBD
<b>TOTAL STARTUP EXPENSES</b>	<b>\$1,011.87</b>

### Profit and Loss Statement

To be provided once there are at least two calendar months of operations for the Passport Acceptance Facility.

### Sales Forecast

Please see the chart under Highlights on Page 2.

### Milestones

For experienced Passport Acceptance Agents, they can process a complete application, plus take the picture, and accept payment in about 10 minutes when there are no problems with the paperwork or with another part of the process. An initial goal would be to process three to four applications per hour per person working in the Passport Acceptance Facility. A longer term goal would be to be able to process four to six applications per hour per person working in the Passport Acceptance Facility.

### **Break-Even Analysis**

For now, the expense associated with opening a Passport Acceptance Facility is mostly related to a small amount of equipment that must be purchased (e.g., camera, photo printer, passport picture die cutter) and the ongoing need for specific office supplies (e.g., black pens, photo paper, ink, copy paper). The City currently has some equipment and furniture that will be repurposed and used for operation of the Passport Acceptance Facility (e.g., desk, chair, computer, white photo backdrop). Additionally, the duties of the passport acceptance agents will be performed in addition to current employment duties. There may be some accumulation of overtime/comp-time that will need to be considered when determining the break-even point for this project. Eventually, the salary and benefits for the Passport Acceptance Agent will need to be factored into the break-even analysis.

### **Miscellaneous Documents**

U.S. Department of State – Passport Services – Passport Application Acceptance Program, Application

U.S. Department of State – Notice of Conditional Approval

# Castle Hills City Council

## Agenda Item Summary

July 10, 2018

AGENDA ITEM

# IX

**Consider and act upon Resolution No. R18-07-10-E, establishing a Crime Control Prevention District Liaison, set guidelines of duties, appointment and set term date”**

### **Summary:**

In the past Council has routinely appointed a liaison to the Crime Control Prevention District (CCPD) Board. The question is whether to continue the practice or not, and whether to identify and prescribe duties and responsibilities for a Liaison to the CCPD board.

### **Background:**

CCPD has its own enabling legislation which has some unique issues and complications. In the past there was no description of duties and obligations for any appointed CCPD liaison, so that there was no guidance or instruction as to the purpose and goals of the liaison.

### **Issue:**

Whether to appoint a council liaison to CCPD board and to set guidelines for his duties and responsibilities

### **Pros:**

This would provide overview of CCPD Board by Council and provide a focus for both orientation of new board members and a means to monitor and assure the accomplishment of the requirements of the enabling statute.

### **Cons:**

Places greater responsibility on the named liaison to learn and disseminate the obligations of the statute to members of the CCPD Board.

**Attachments:** Draft Resolution

**Fiscal Impact:** none

### **Recommendation:**

Approve a Resolution, establishing the position of Council Liaison to the CCPD Board- to be appointed by the City Council from time to time as necessary. The Liaison will serve at the pleasure of the council and may be removed and replaced as the Council sees fit. The Liaison shall have no direct authority with regard to the CCPD Board operation or decisions except to advise on statutory requirements. It shall be the duty of the Liaison to become familiar with the enabling legislation which created the CCPD Board and sets ongoing requirements for its operation. The Liaison shall provide orientation to new board members and shall monitor Bonding requirements, election of officers and appointment and replacement of Board Members. Liaison shall report to the City Council at least annually as to accomplishment of statutory requirements.

**Submitted by:** L. Wenger/ C. S. McCormick

**Date:** 6/28/2018



## Agenda Item IX.

### CITY OF CASTLE HILLS RESOLUTION No. R18-07-10-E

#### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS TEXAS, ESTABLISHING A CRIME CONTROL PREVENTION DISTRICT (CCPD) LIAISON, SET GUIDELINES OF DUTIES, APPOINTMENT AND SET TERM DATE.**

**WHEREAS,** the City Council desires to establish a Liaison position to serve the Crime Control Prevention District (CCPD) Board; and

**WHEREAS,** the City Council and the CCPD Board are to collaboratively set duties to help meet the statute requirements for the Crime Control Prevention District Board; and

**WHEREAS,** the City Council desires to make an appoint and set the term date.

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

**SECTION 1.** The City Council establishes a Liaison position to serve the Crime Control Prevention District Board and will collaborate with the CCPD Board on the required duties for the position.

**SECTION 2.** “The Liaison shall be appointed by the City Council from time to time as necessary. The Liaison will serve at the pleasure of the Council and may be removed and replaced as the Council sees fit. The Liaison shall have no direct authority with regard to the CCPD Board operation or decisions except to advise on statutory requirements. It shall be the duty of the Liaison to become familiar with the enabling legislation which created the CCPD Board and sets ongoing requirements for its operation. The Liaison shall provide orientation to new Board Members and shall monitor bonding requirements, election of officers and appointment and replacement of Board Members. The Liaison shall report to the City Council at least annually as the accomplishment of statutory requirements.”

## Agenda Item IX.

**SECTION 3.** Council Member \_\_\_\_\_, Place \_\_, motioned to appoint resident \_\_\_\_\_ as the liaison to the CCPD Board to serve term of \_\_\_\_ year(s); commencing \_\_\_\_\_ 2018, through \_\_\_\_\_, 20\_\_.

**SECTION 4.** This resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**PASSED AND APPROVED** this the 10<sup>th</sup> day of July, 2018.

\_\_\_\_\_  
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  
July 10, 2018**

AGENDA ITEM

**X**

**Consider and act upon reconsidering Ordinance NO. 2018-06-12-C, to prohibit the 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.**

**Background:**

- On June 12, 2018, Ordinance No. 2018-06-12- C, passed by a majority vote.
- On June 15, 2018, May Howell requested to send ordinance back for Council reconsideration.
- On June 26, 2018, Consideration was postponed to the City Council Meeting on July 10, 2018.

**Issue:**

**Pros:**

**Cons:**

**Attachments:** Ordinance No. 2018-06-12-C

**Fiscal Impact:**

**Recommendation:**

Mayor Howell requested Council’s reconsideration of Ordinance No. 2018-06-12-C.

**Submitted by** Mayor Tim Howell

**Date** 07/02.2018



## Minerva Gonzales

---

**From:** Tim Howell <mayortimhowell@gmail.com>  
**Sent:** Friday, June 15, 2018 9:19 PM  
**To:** Minerva Gonzales  
**Cc:** Mike Brennan; Ryan Rapelye  
**Subject:** Re: Request your signature on scanned copies, until you can sign originals

Minnie

I was advised by our paid council to sebd back to council for consideration

Timothy A Howell  
Mayor City of Castle Hills

Face Book Group  
<https://www.facebook.com/castlehillsnewsfirst/>

Cell  
210 535 9094

Current survey

<https://www.surveymonkey.com/r/CQ7KG2C>

Main Website  
[www.believeincastlehills.com](http://www.believeincastlehills.com)

Linkedin  
<https://www.linkedin.com/in/mayor-howell-b1b0a0a2>

Replies to this communication are to be limited to the sender only, if an elected official or employee of the City, and the subject matter concerns official business of the City of Castle Hills or any public business. No response may be made if there are 2 or more recipient elected or City official addressees. Addressees may not deliberate, i.e. converse or reply regarding any official matter except at a NOTICE open meeting complying with the requirements of Tex. Gov. Code 551.001 et sec.

DO NOT "REPLY ALL"

The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein is prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system.

On Thu, Jun 14, 2018, 5:00 PM Minerva Gonzales <[mgonzales@cityofcastlehills.com](mailto:mgonzales@cityofcastlehills.com)> wrote:

Good Afternoon Mr. Brennan,

Would you please sign the scanned copies and return, so that I may have fully executed copies until you can sign the originals. Or let me know and I can come by your office tomorrow to get your signature.

Respectfully,

Minnie

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.

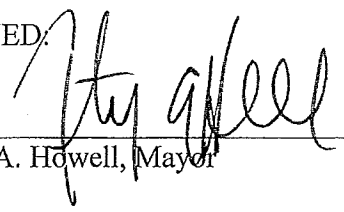
**NOW, THEREFORE, BE IT ORDAINED THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:**

**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.

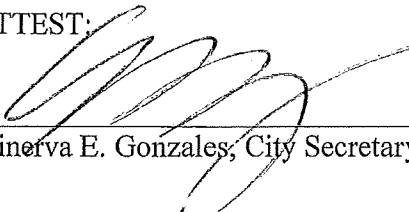
**SECTION 2.** City Manager shall explore termination of the software as a service agreement with Tyler Technologies dated May 14, 2018.

**DULY ORDERED AND APPROVED** by the Castle Hills City Council on this 12<sup>th</sup> 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  
July 10, 2018**

AGENDA ITEM

**XI**

**Consider and act upon approval of Minutes for the Special City Council Meeting on May 29, 2018; tabled on June 26, 2018.**

**Background**

*Texas Municipal Law and Procedure Manual, sixth edition by Alan J. Bojorquez, "Minutes must provide a brief summary of each deliberation and action but are not required to be so detailed as to resemble verbatim transcript of the meeting. Opinion Texas Attorney General No. JM-840 (1988)*

**Attachment(s)**

Draft "Action Minutes" for the May 29, 2018 City Council Meeting.

**Motion Requested**

Respectfully request Council's consideration on approval of the action minutes presented by the City Secretary with Council's noted revisions if any.

**Submitted by:** Gonzales, City Secretary

**Date** 7/2/2018



**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

**ACTION 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	Absent
Douglas Gregory, Place 5	✓	Michael Flynn	Absent

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 Chairman being seated at the dais.

Mayor Howell requested a roll call vote:

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

Mayor Howell stated the motion passed by majority vote 3-1-1.

#### 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	Abstained
Place 3	Amy McLin	Nay
Place 4	Lesley Wenger	Aye
Place 5	Douglas Gregory	Aye

Mayor Howell stated the motion passed by majority vote 3-1-1, 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  
July 10, 2018**

AGENDA ITEM

**XII**

**Consider and act upon approval of Minutes for the Regular City Council Meeting on April 10, 2018; tabled on June 12, 2018.**

**Background**

*Texas Municipal Law and Procedure Manual, sixth edition by Alan J. Bojorquez, "Minutes must provide a brief summary of each deliberation and action but are not required to be so detailed as to resemble verbatim transcript of the meeting. Opinion Texas Attorney General No. JM-840 (1988)*

**Attachment(s)**

Draft "Action Minutes" for the April 10, 2018 City Council Meeting.

**Motion Requested**

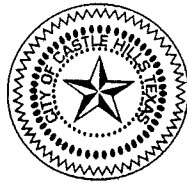
Respectfully request Council's consideration on approval of the action minutes presented by the City Secretary with Council's noted revisions if any.

**Submitted by:** Gonzales, City Secretary

**Date** 7/2/2018



Tim A. Howell, Mayor  
JR Treviño, Mayor Pro Tempore  
Maretta Scott, Place 2  
Amy McLin, Place 3  
Frank Paul, Place 4  
Douglas Gregory, Place 5



**MINUTES**  
City of Castle Hills  
City Council Regular Meeting  
April 10, 2018, at 6:30 pm

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

Mayor Timothy A. Howell determined a quorum was present and he called the regularly scheduled meeting to order at 6:36 p.m. on Tuesday, April 10, 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 Treviño, MPT – 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 Chief Johnny Siemens, Public Works Director Rick Harada, Finance Coordinator Nora Davis, and City Secretary Minerva Gonzales.

The following residents were reflected on the attendance roster:

Greg Ayers	Pamala Farris	Bernard Juettemeyer
Steph Ayers	Ana Frias	Susan Kilgore
Bernie Barnes	Annel Frias	Vince Martinez
George Booth	Anita Fernandez	Clyde "Skip" McCormick
Iris Braymen	Sherry French	Mickey Urias
Judy Crawford	Sylvia Gonzalez	Lesley Wenger
Brother William Dooling	Laverne Japhet	

**INVOCATION.** Bernie Barnes, Castle Hills Women's Club President

**PLEDGE OF ALLEGIANCE.** Presentation of Colors by Alamo Area Council Boy Scouts.

**ACKNOWLEDGMENTS/PRESENTATIONS.**

- **Proclamation for "Nelda Guerrero-Drury's 100<sup>th</sup> Birthday", Founder of the San Antonio Folk Dance Festival celebrated the 60<sup>th</sup> Anniversary in March 2018.**

Mayor Howell welcomed long-time resident Sra. Nelda Guerrero-Drury and presented her a Mayoral Proclamation in honor of her 100<sup>th</sup> Birthday. He acknowledged her for being one of the most prominent figures in the performing arts, specifically International Folk Dance. Mrs. Nelda Guerrero-Drury has contributed over 50 years of her life teaching students and educators in San Antonio and throughout the world.

- **Certificate of Recognition for "La Reina Del Castillo"**

Mayor Howell welcomed Angela Maria Zavala as "La Reina Del Castillo", who will represent the city at the various fundraising events throughout the year. He announced, "La Reina Del Castillo" and her Courts participation in the 9<sup>th</sup> Annual Fiesta Castle Hills Parade on Saturday, April 21<sup>st</sup>, 2018. Mayor Howell presented a Certificate of Recognition to "La Reina Del Castillo", Angela Maria Zavala, Princess Elizabeth McLin, Princess Catherine McLin, and Princess Olivia Scott.

- **Certificate of Recognition for “Paws for Service”**

Mayor Howell presented a Certificate of Recognition to the “Paws for Service” teams who volunteer their dogs to improve human health and well-being by promoting mutually beneficial relationships with animals and using them as examples of unconditional love. He expressed his appreciation to the following teams for their continued contributions: Deb Buie and her certified dog “Cielo”, Susan Kilgore and her certified dog “Soy Sauce”, Anne and Bill Tiller and their daughter’s certified dog “Beau”, Bernie Barnes with her two certified dogs “Hailey” and “Gus.” Mayor Howell thanked all teams and he encouraged the community to visit [www.pawsforservice.org](http://www.pawsforservice.org).

- **Certificate of Appreciation to IBC Bank for hosting the “Fiesta Castle Hills Kick Off Party”, at 2201 NW Military Dr., April 19, 2018, from 5:00 p.m. to 7:30 p.m.**

Mayor Howell presented Ana Frias, Fiesta Castle Hills Chair the Certificate of Appreciation for the “IBC Bank” support in hosting the “9<sup>th</sup> Annual Fiesta Castle Hills Kick-Off Party” on April 19<sup>th</sup>, 2018 at 2201 N.W. Military Drive in Castle Hills.

- **Proclamation for “Fiesta Castle Hills 9<sup>th</sup> Annual Event” on April 21, 2018.**

Mayor Howell presented a “Mayoral Proclamation” to the “Fiesta Castle Hills Committee” in recognition of their commitment to unite the Castle Hills community, businesses, churches, schools, and City Officials through a family-friendly community event. On behalf of the “Fiesta Castle Hills Committee”, Chairperson Ana Frias and Committee Member John Kenny expressed their sincere appreciation.

Mayor Howell encouraged everyone to attend the “**Fiesta Castle Hills Kick-Off Party**” on Wednesday, April 19<sup>th</sup>, 2018, from 5:00 p.m. to 7:30 p.m. at 2201 N.W. Military Drive in Castle Hills and to the “**9<sup>th</sup> Annual Fiesta Castle Hills Parade**” on Saturday, April 21<sup>st</sup>, 2018.

## **CITIZENS TO BE HEARD ON NON-AGENDA ITEMS.**

Resident William Beuhler, 108 Prinz, expressed concern on the recently adopted tree ordinance that requires residents to trim trees/limbs in the city’s right-of-way to 14-feet from the street level to the lowest tree limb. In addition to the impact, this will take on historical trees within the community. Mr. Beuhler informed the members of the Council about the increased cost for tree trimming due to the two additional feet requirement. Mayor Howell requested that City Manager Rapelye meets with the leadership team to help address this concern.

Bernard Juettemeyer, 115 E. Castle Lane, requested Council’s consideration to designate E. Castle Lane as a school zone because motorists traveling towards Saint George are speeding right past the current stop signs. He suggested that the school zone start at the Shell gas station located on N.W. Military Highway towards West Avenue, South Manton, East Castle Lane, and Zornia. Mayor Howell requested that City Manager Rapelye and the leadership team meet with Mr. Juettemeyer.

Mayor Howell moved up “Announcements by the City Council”.

## **ANNOUNCEMENTS BY THE CITY COUNCIL.**

Mayor Pro-Tem Treviño stated that he and City Manager Rapelye recently attended the City of San Antonio “State of the City” address by Mayor Ron Nirenberg on the city’s progress and future plans to address the projected growth over the next twenty years.

He thanked the following Fire Departments for the cities of Castle Hills, Alamo Heights, Balcones Heights, Olmos Park, Shavano Park, Leon Valley and Bexar County for responding to the fire at Sir Arthur. Mayor Pro-Tem Treviño was glad to see the collaboration per the mutual aid agreement for emergency services.

Mayor Pro-Tem Treviño publicly recognized Delaney Dwyer, an eighth-grade student at Saint George Elementary who won 1<sup>st</sup> place in her age category at the "San Antonio Book Festival." Mayor Pro-Tem Treviño thanked Alderwomen McLin and Scott for assisting him with the award presentation.

Alderwoman Scott invited the public to attend the Fiesta Castle Hills Kick-Off Party, 5k Run, the annual parade and the coronation of "La Reina Del Castillo". She looked forward to seeing everyone at the upcoming events.

Alderwoman McLin informed our residents that she had recently filed a protest on her property valuation and she advised members of the community that May 15, 2018, was the last day to file their protest. State Legislators moved up the date in which a resident may protest a property valuation, which influences the taxes assessed to their property.

Alderman Gregory announced that two former Mayors had passed away, Marcy Harper died less than a week ago and Bill Martin died several weeks ago. He requested that we lower the flag to half-staff for the weekend to honor their memory. Mayor Howell invited City Attorney Brennan's opinion and he confirmed the Mayors' authority to lower the flag to half-staff to honor the passing of elected officials. He requested that the Council consider moving the April 24<sup>th</sup>, 2018, City Council meeting because it was during the same time as our "Fiesta" events.

Mayor Howell requested that City Manager meet with Council to discuss the upcoming City Council Meeting date as suggested by Alderman Gregory.

Mayor Howell invited City Attorney's opinion on the Mayors' authority to lower the city flag to half-staff. Upon confirmation, he requested that city staff lower the flag to half-staff on Saturday, April 14, 2018, through Sunday, April 15, 2018, to honor former Mayor's Marcy Harper and Bill Martin. He took a moment to express his sincere admiration for his mentor former Mayor Marcy Harper who encouraged and supported his participation in the political sector. He will be presenting the city ideas for honoring her on an annual basis, such as a "Dog Walk" for her love of animals.

## **CONSENT AGENDA.**

- a) Approval of the city council meeting minutes:
  - i. Regular meeting held on February 13, 2018.
  - ii. Regular meeting held on February 27, 2018.
  - iii. Regular meeting held on March 13, 2018.
- b) Acceptance of the Treasurer & Special Funds Report ending March 31, 2018.
- c) Approval of Ordinance No. 2018-04-10-a, amending Chapter 49, Work in the Right of Way, Article I, Section 49-9(c) and(d) Construction/ Excavation and Section 49-11(a)(b) and (c) pavement restoration limits, of the code of ordinances.
- d) Approval of Ordinance No. 2018-04-10-b, amending Chapter 38, Streets and Sidewalks, and other Public Places; Article IV - curb cuts, regarding curb specifications, of the code of ordinances.
- e) Approval of Ordinance No. 2018-04-10-c, recognizing "the San Antonio Express-News" as the city's official newspaper.

- f) Approval of Ordinance No. 2018-04-10-d, clarifying the status of Section 2-137 (17)(b) of Chapter 2 "Administration" of the code of ordinances, 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.
- g) Approval of Ordinance No. 2018-04-10-e, amending Chapter 1 "General Provisions", Section 1-13, of the code of ordinances, pertaining to international code conflicts by repealing subsections (1) & (2); and adopting new subsections (1), (2), & (3).

Mayor Howell invited interest in pulling consent agenda items for discussion and Alderman Gregory requested the following:

- Modify consent agenda item b) *Acceptance of the Treasurer and Special Funds Report ending March 31, 2018 "subject to approval to the presentation of the 2017, annual fiscal year budget"*
- Pull consent agenda item f) *Approval of Ordinance No. 2018-04-10-d, clarifying the status of Section 2-137 (17)(b) of Chapter 2 "Administration" of the code of ordinances, 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.* Alderman Gregory supports the City Attorney's review of newsletter articles because Mr. Brennan has always offered positive suggestions and he did not see the need to change the process.

Mayor Howell invited a motion to begin discussion on the consent agenda items. Motion made by Mayor Pro-Tem Treviño and seconded by Alderman Gregory.

Alderman Paul offered insight into a recent article written that was politically motivated and was made to impugn the council. He referenced an article in the "August 2017 "Reporter, addressing the city application to the "U.S. Department of State Passport Acceptance Program" and consider approval of a "concept" for a vehicle storage impound lot and associated staff and facilities, which did not reference "residential lots". Alderman Paul reiterated his support to have all articles reviewed by the City Attorney.

Alderman Gregory explained that the article had nothing to do with disparaging anyone because the intent was to inform the public of what his opinion was on the issue.

Alderwoman McLin noted a distinct improvement in the ordinance passed in 2012, to the proposed ordinance which states that *"the articles are to be reviewed by the City Attorney to limit political advocacy and character evaluation"*.

Alderwoman McLin added that Mr. Brennan drafted the ordinance for council's consideration is narrowly tailored to prohibit only the most egregious articles from being printed.

Alderwoman Scott echoed Alderwoman McLin's comment and she didn't feel the proposed ordinance would prevent her from getting information to the public and like the way Mr. Brennan worded the proposed ordinance.

Mayor Pro-Tem Trevino has referred to City Attorney Brennan on several occasions. City Attorney Brennan stated this was a standard practice in other cities.

Alderman Gregory invited City Attorney Brennan's opinion on how he would determine what should be limited. City Attorney Brennan responded that he reviews articles to eliminate/limit advocacy that is not to be published at the public's expense or public/governmental involvement.

Mayor Howell invited resident Clyde "Skip" McCormick who had requested to comment on the consent agenda item. Mr. McCormick stated that an elected member should not give up

their right to free speech. The proposed ordinance was too vague and he did not support the City Attorney reviewing articles written by the members of Council.

Alderwoman Scott invited the City Attorney's input on his power to review inappropriately written articles. City Attorney Brenan responded that he is responsible for providing legal advice because he does not have the power to change their newsletter article(s). Alderwoman Scott asked about the City Attorney's ability to censure and City Attorney Brenan responded that he can only offer legal advice.

After City Attorney's clarification of the proposed ordinance, Alderman Gregory requested to withdraw his request to discuss the consent agenda item.

Mayor Howell invited a motion on consent agenda item b).

MOTION:	Trevino
SECOND:	Gregory
ACTION:	<b>Treasurer Report/Special Funds Report ending March 31, 2018, is subject to approval subject to the presentation of 2017 annual fiscal year budget.</b>
VOTE:	Motion passed by majority vote 3-2. <b>Aye:</b> Gregory, Paul, and Treviño <b>Nay:</b> McLin and Scott

Mayor Howell invited discussion on consent agenda item f).

MOTION:	Paul
SECOND:	McLin
ACTION:	<b>Approve Ordinance 2018-04-10-D, clarify Ch. 2 "Administration" Sec. 2-137 (17)(b), require the City Manager to refer City Newsletter articles authored by the Mayor and Council members to the City Attorney for review.</b>
VOTE:	Motion passed unanimously 4-1. <b>Aye:</b> Paul, McLin, Gregory, and Scott <b>Nay:</b> Treviño

Mayor Howell invited a motion on consent agenda items a), c), d), e), and g).

MOTION:	Treviño
SECOND:	McLin
ACTION:	Accept consent agenda items: <ul style="list-style-type: none"><li>a) <b>Approval of the City Council Meeting Minutes for February 13, 2018, February 27, 2018, and March 13, 2018.</b></li><li>c) <b>Approval of Ordinance 2018-04-10-A, amending Ch. 49, work in the right of way, article I. sec. 49-9(c)&amp;(d) construction/excavation, sec. 49-11 (a)(b) and (c) pavement restoration limits.</b></li><li>d) <b>Approval of Ordinance 2018-04-10-B, amending Ch. 38, streets and sidewalks, and other public places; article IV curb cuts, regarding curb curb specifications.</b></li><li>e) <b>Approval of Ordinance 2018-04-10-C, recognizing "The San Antonio Express-News" as the city's official newspaper.</b></li><li>g) <b>Approval of Ordinance 2018-04-10-E, amending Ch. 1 "general provisions", sec. 1-13, pertaining to international code conflicts by repealing sub-sec. (1), (2); adopting new subsections (1), (2), &amp; (3).</b></li></ul>
VOTE:	Motion passed unanimously 5-0. <b>Aye:</b> Treviño, McLin, Scott, Paul, and Gregory

## **PUBLIC HEARING.**

### **I. CONDUCT A PUBLIC HEARING AND ACT UPON ORDINANCE NO. 2018-04-10-F, RE-ENACTING THE JUVENILE CURFEW.**

Mayor Howell thanked Police Chief Siemens for introducing the agenda item.

At 7:59 p.m., Mayor Howell opened the public hearing. Bernard Juettemeyer, 115 E. Castle Lane, noted that the City of Austin had recently removed their juvenile curfew after 27 years because they did not want to profile teens as criminals. Mayor Howell closed the public hearing at 8:00 p.m., and he invited a motion.

MOTION:	Treviño
SECOND:	Paul
ACTION:	<b>Approve Ordinance No. 2018-04-10-F, re-enacting the juvenile curfew.</b>
VOTE:	Motion passed unanimously. 5-0 ( <b>Aye:</b> Treviño, Paul, McLin, Scott, and Gregory)

## **ADJOURNMENT.**

There being no further business to come before Council, Mayor Howell invited a motion. Mayor Pro-Tem Treviño motioned to adjourn, seconded by Alderman Gregory and the motion passed unanimously. The meeting adjourned at 8:22 p.m.

APPROVED:

\_\_\_\_\_  
Timothy A. Howell, Mayor

ATTEST:

\_\_\_\_\_  
Minerva Gonzales, City Secretary

**Castle Hills City Council  
Agenda Item Summary  
July 10, 2018**

AGENDA ITEM

**XIII**

**City Manager's update on the investigation to explore the termination of the software service agreement with Tyler Technology dated May 14, 2018; and possible action.**

**Background**

On June 12, 2018, the City Council adopted Ordinance No. 06-12-C, Amending the 2018 Budget to Prohibit Funding or Payment from 2018 Funds and to Prohibit Appropriation, Allocation, or Application of Funds from Any City of Castle Hills Account to Fund the Incode Software as a Service Agreement with Tyler Technologies Dated May 14, 2018; City Manager shall Explore Termination of the Software as a Service Agreement with Tyler Technologies, dated May 14, 2018.

**Agenda Item Requested**

Council Members McCormick and Gregory

Submitted by: City Manager Rapelye

Dated 7/2/2018





**Castle Hills City Council  
Agenda Item Summary  
July 10, 2018**

AGENDA ITEM

**XIV**

**City Manager's update on the costs associated with the preparation of financial reports, assisting auditor, persons employed or contracted to work with the preparation of reports, and his explanation of why financial reports are one to two months late.**

**Summary:**

The City Council has not received regular month financial reports since December 2017. The City Manager will provide an update on the costs associated with the preparation of financial reports, assisting auditor, persons employed or contracted to work with the preparation of reports, and his explanation of why financial reports are one to two months late.



**Castle Hills City Council  
Agenda Item Summary  
July 10, 2018**

AGENDA ITEM

**XV**

**City Manager's update on the progress of the AT&T and Grande installations in alleys and streets, length of permits issued and by whom, and the latest information on when the disruptions to the residents will end.**

**Background**

City Manager Rapelye to provide an update on this project.

**Agenda Item Requested**

Council Members Wenger and Gregory

Submitted by: City Manager Rapelye

Dated 7/2/2018

