

CITY OF CASTLE HILLS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF APRIL 13, 2010

The City Council of the City of Castle Hills convened at 6:30 p.m. on the 13<sup>th</sup> day of April, 2010, in the Council Chambers of the City of Castle Hills, 209 Lemonwood Drive, Castle Hills, Texas.

The attendance roster included Bill Martin, Brenda Wilbur, Nick Lanning, William Beuhler, LaVerne Japhet, Pamala Farris, A.T. Renaud, W.G. Schluter, Helen Schluter, David Honigblum, Joan Buerschinger, Marriane Huizar, Richard Szecsy, Brother William Dooling, Jennifer Bedicle, Susana Rios, Karen Walthall, and Pat Butler.

I. OPENING

- A. QUORUM - Present and composing a quorum of the City Council were Mayor Marcy Harper, Steve McGuire, Tom Davis, Marcella Huff, and Bruce Smiley-Kaliff. Douglas Gregory arrived at 6:50 p.m.

Staff present was Interim City Manager Rita Hoyl, City Secretary Linda Gill, City Attorney Michael S. Brennan, Police Chief Donny Davis, Fire Chief Jerry Riedel, and Public Works Director Rick Harada.

- B. INVOCATION – Bill Martin

- C. PLEDGE OF ALLEGIANCE – LaVerne Japhet

- D. CONSIDERATION OF THE MINUTES OF THE SPECIAL CITY COUNCIL MEETING HELD MARCH 9, 2010.

**Motion:** Councilman Davis moved to approve the minutes of the special city council meeting held March 9, 2010. Councilman McGuire seconded the motion. The motion passed unanimously.

- E. CONSIDER AND ACT ON THE MINUTES OF THE CITY COUNCIL MEETING HELD MARCH 9, 2010.

**Motion:** Councilman Smiley-Kaliff moved to approve the minutes of the city council meeting held March 9, 2010. Councilman Davis seconded the motion. The motion passed unanimously.

- F. CONSIDER AND ACT ON THE MINUTES OF THE SPECIAL CITY COUNCIL MEETING HELD MARCH 23, 2010.

**Motion:** Council member McGuire moved to approve the minutes of the special city council meeting held March 23, 2010. Council member Smiley-Kaliff seconded the motion. The motion passed unanimously.

## G. CONSIDER AND ACT ON THE TREASURER'S REPORT FOR THE MONTH OF MARCH, 2010.

Mayor Harper deferred approval of the Treasurer's Report for the month of March, 2010.

## II. ANNOUNCEMENTS

Council member Huff announced that 87 responses have been received in the search for a City Manager. She said that the search committee will meet next week to review the applications using a job description draft done by Bill Schluter.

Councilman Davis reminded everyone about the upcoming Fiesta Castle Hills parade and said medals are still available for sale.

## III. CITIZENS TO BE HEARD

Joan Buerschinger of 212 Glentower suggested the city hire someone part time to search for grants for the city.

A.T. Renaud of 203 Gladiola complimented the council on the Castle Hills Newsletter. He said that the city is beginning to function like a city should.

Bill Schluter of 112 Lemonwood commented on the amendment for trash regulations, mentioning one residence in constant violation. He questioned why the city could not enforce the ordinance, even after several notices were given by Code Compliance.

Mariane Huizar of 109 Twinleaf gave an update on Fiesta Castle Hills. She said that she brought medals, if anyone was interested in buying one.

## REPORTS

- Interim City Manager Rita Hoyl gave the March Investment Report, Building and Health Inspections, Code Enforcement Activities, Municipal Court Activity, and Department Budget. She read a letter of praise for city sanitation workers, Robert Sanchez, Pancho Castenada, and Raul Lopez sent in by a grateful resident. Ms. Hoyl said that she did not prepare a departmental budget report due to accounts still being reconciled in the new software system.
- Police Chief Donny Davis reported on the March, 2010, Police Activity and STEP program. The chief recognized Captain Wayne Davis, who recently graduated from the National Academy at Quantico. He said that Captain Davis, who is the first person from Castle Hills to complete the course, graduated in the top 5 of a class of 255.

Captain Davis gave a brief summary of the 11 weeks he spent at the academy and expressed his thanks to the city for allowing him the time away from work to attend the academy.

- Fire Chief Jerry Riedel presented the March, 2010, Fire Incident and Activity Report.
- Public Works Director Harada gave the March, 2010, Activity Report for Public Works. He discussed briefly what is being done about pot holes in the city streets and reviewed compliance with the new garbage regulations.

#### IV. OLD BUSINESS -None

#### V. NEW BUSINESS

##### A. CONSIDER AND ACT UPON ACCEPTING THE DONATED IDENTIFICATION METAL SIGNAGE FOR THE TWO MONUMENT PLANTERS AT THE LEMONWOOD ENTRANCE.

Ms. Hoyl explained that Mr. Carlton Catalani, with Council's approval, is donating metal signage for the two monument planters at the Northwest Military entrance to Lemonwood. She recalled Mr. Catalani's donation of the metal signage for the Carolwood planter last year and said the design for Lemonwood will be the same.

**Motion:** Councilman Gregory moved to accept the donated identification metal signage for the two monument planters at the Lemonwood entrance. Council member Smiley-Kaliff seconded the motion. The motion passed unanimously.

##### B. CONSIDER AND ACT UPON EXTENDING THE WEBSITE MAINTENANCE AGREEMENT.

Ms. Hoyl recommended to Council that they consider going month to month with the current website maintenance agreement until other options can be reviewed and presented at next month's council meeting. She stressed that she is not at all unhappy with Mr. Honigblum's service. She is looking at cost savings to the city and will have the information by next month.

**Motion:** Council member Smiley-Kaliff moved to extend the current maintenance agreement on a month to month basis until next month's council meeting. Councilman Davis seconded the motion. The motion passed unanimously.

##### C. CONSIDER AND ACT UPON DISCONTINUING THE DESIGN WORK OF THE NORTH MANTON DRAINAGE IMPROVEMENT PROJECT.

Ms. Hoyl recounted the drainage problems that have occurred on North Manton when it rains. She said that last November the council approved a study and design to make drainage improvements in that area. David Givler came up with two designs and two cost estimates of \$164,000.00 and \$321,000.00. Miss Hoyl said that she requested Mr. Givler do a much smaller and less costly design. She said that the result is a final design costing \$21,000.00. She indicated that the public works director will coordinate with utilities and obtain proposals from contractors to do the work. Ms. Hoyl said that she has instructed Mr. Givler not to proceed with any additional services on the project. She said that she has not discussed inspection costs estimates with him to ensure that the work is done according to his design.

***Motion:*** Councilman Smiley-Kaliff moved to discontinue the design work of the North Manton drainage improvement project. Council member Gregory seconded the motion. The motion passed with a unanimous vote.

**D. DISCUSSION ON IMPOSING PROCEDURES ON FILLING THE VACANT POSITION OF THE CITY MANAGER.**

Councilman Gregory said that he requested this item be put on the agenda to provide the council, or future councils, guidelines to know what to do to ensure success in filling a vacancy in the city manager's position. He said council member Huff has an alternate suggestion, and the matter is open for discussion.

Council member Huff said that she was reluctant to add ordinances when they are not needed. She said that she admits that the council fell short in filling the position of city manager when it became vacant, but she did not think an ordinance was needed. She said that good management practice and common sense is needed, not an ordinance.

Councilman McGuire said that he looked at the ordinance as insurance to expedite filling the position. Councilman Davis said that he considered the procedure as something that should be in a personnel policy. Council member Smiley-Kaliff said that the city manager's position was filled with an interim city manager within 12 hours and ratified by the council within a few days.

Mayor Harper said that they had a superior individual, very knowledgeable, that had been with the city for years and had filled the position of interim city manager several times before. If that had not been the case, they would have had to find someone right away. She said that the city has been running fine and is in good shape. The search committee is working well with council member Huff heading it.

Responding to an inquiry from Councilman Gregory, Mr. Brennan said that a city that has no one to step in the city manager's position would

need to contract with an employment service until one is hired. He said that he thought the council acted appropriately in appointing an interim city manager. No action was taken.

E. DISCUSSION OF COUNCIL'S EXPECTATION THAT THE ACTING CITY MANAGER PRESENT A BALANCED 2011 BUDGET PROPOSAL FOR CONSIDERATION.

Council member McGuire said that he added this item to the agenda for discussion and to give some assistance to the city manager and department heads. It is apparent that the economy is still down and does not look like it is going to recover quickly. He commented that Governor Perry ordered a 5% decrease in all state departments recently. He said that Castle Hills is not immune to what is happening. He did not see an increase in revenue, unless there is a tax increase.

Mayor Harper responded by saying that every year the council works closely with the city manager and the department heads in numerous meetings during the budget process. She commented that, if he was looking for a presentation of a balanced budget, that budget would be cutting services somewhere.

Discussion among council members led to general agreement that, they need to work together with the city manager and department heads, beginning with realistic budget numbers, to get as close as possible to a balanced budget.

Al Renaud of 203 Gladiola suggested the city needs planning, programming, and budgeting for good city management and control. He said, as a past comptroller, he was offering that as food for thought.

Judy Collins of 115 Mimosa Drive recommended that the city should save and wait to spend money on things unless they are needed.

Bill Martin of 113 Cobblestone Court said that the city has a great council. He said that, whatever they do on the budget, they need to think of the employees of the city first. He also suggested that the council promote shopping in Castle Hills as a way to improve revenues.

No action was taken.

VIII. ADJOURNMENT

Mayor Harper adjourned the meeting at 7:57 p.m.

These minutes were approved on the 11<sup>th</sup> day of May, 2010.

APPROVED:

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Marcy Harper, Mayor

ATTEST:

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Linda Gill, City Secretary