

CITY OF CASTLE HILLS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF JANUARY 11, 2011

The City Council of the City of Castle Hills convened at 6:30 p.m. on the 11<sup>th</sup> day of January, 2011, in the Council Chambers of the City of Castle Hills, 209 Lemonwood Drive, Castle Hills, Texas.

The attendance roster included Bill Martin, LaVerne Japhet, Pat Butler, Frank Paul, Manuel Salazar, Eloise Salazar, Suzanne Riley, William Beuhler, Bill and Helen Schluter, S.C. Kilgore, Don Harris, and Terry Carter.

I. OPENING

A. QUORUM

Present and composing a quorum of the City Council were Mayor Marcy Harper, Douglas Gregory, Marcella Huff, Tom Davis, Steve McGuire, and Bruce Smiley-Kaliff.

Staff present was City Manager Michael Steele, Assistant City Manager Rita Hoyle, 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 delivered the invocation.

PLEDGE OF ALLEGIANCE – LaVerne Japhet led the pledge.

C. CONSIDER AND ACT UPON THE MINUTES OF THE SPECIAL CITY COUNCIL MEETING HELD DECEMBER 14, 2010.

**Motion:** Councilman McGuire noted one correction before making a motion to approve the amended minutes of the special city council meeting held December 14, 2010. Council member Huff seconded the motion. The motion passed unanimously.

D. CONSIDER AND ACT UPON THE MINUTES OF THE COUNCIL MEETING HELD DECEMBER 14, 2010.

**Motion:** Council member Smiley-Kaliff moved to approve the minutes of the December 14, 2010, regular council meeting. Councilman Davis seconded the motion. The motion passed unanimously.

E. CONSIDER AND ACT UPON THE TREASURER'S REPORT FOR THE MONTH OF DECEMBER, 2010.

*Motion:* Council member Gregory moved to approve the Treasurer's Report for the month of December, 2010. The motion was seconded by Councilman McGuire. The motion passed unanimously.

II. ANNOUNCEMENTS

Mayor Harper announced that Zedric's, a Castle Hills meal catering business, was written up with good reviews in Sunday's San Antonio Express-News.

III. CITIZENS TO BE HEARD

No citizens came forward to speak.

IV. REPORTS

- City Attorney Mike Brenan gave an update on Castle Hills vs. Batchelder. He said an on-site inspection will be done during the next month, and mediation will be set for this month or next month.
- City Manager Michael Steele presented the December, 2010, Investment Report.
- Assistant City Manager Rita Hoyl gave the December, 2010, Building and Health Inspections, Code Enforcement Activities, Municipal Court Activity Report, and Department Budget Report.
- Police Chief Davis gave the December, 2010, Police Activity Report, and STEP Report. He recounted the arrest of a technician at a local pharmacy, who was selling drugs on the street that he obtained at the pharmacy.
- Fire Chief Riedel gave the December, 2010, Fire Incident and Activity Report. He announced upcoming CPR awareness and certification classes that will be held in the Community Room this month.
- Public Works Director Harada gave his report for December, 2010. He briefly discussed the drainage work on West Avenue and Loop 410.

V. OLD BUSINESS - None

VI. NEW BUSINESS

- A. CONSIDER AND ACT UPON AN ORDINANCE CALLING AN ELECTION TO BE HELD ON MAY 14, 2011, TO ELECT A MAYOR

AND TWO ALDERMEN AND ADDRESSING MATTERS RELATED TO THE ELECTION.

City Manager Steele gave a brief summary of the ordinance and indicated that the first day to file for a place on the ballot is Monday, February 14<sup>th</sup>.

**Motion:** Councilman Smiley-Kaliff made a motion to adopt the ordinance calling the election of May 14, 2011. Council member Huff seconded the motion. The motion passed unanimously. The ordinance as adopted is captioned as follows:

ORDINANCE NO. 1065

AN ORDINANCE CALLING AN ELECTION FOR THE CITY OF CASTLE HILLS, TEXAS TO ELECT A MAYOR AND TWO ALDERMEN; MAKING PROVISION FOR THE CONDUCT OF THE ELECTION; RESOLVING OTHER MATTERS INCIDENT AND RELATED TO SUCH ELECTION; AND PROVIDING AN EFFECTIVE DATE.

*A copy of Ordinance No. 1065 is attached and considered a part of these minutes.*

B. CONSIDER AND ACT UPON A JOINT ELECTION AGREEMENT WITH BEXAR COUNTY FOR THE MAY 14, 2011, ELECTIONS.

**Motion:** Council member Huff moved to approve a joint election agreement with Bexar County for the May 14, 2011, general election. Seconded by Councilman Smiley-Kaliff, the motion carried with a unanimous vote.

C. CONSIDER AND ACT UPON AMENDING THE FY 2011 BUDGET IN THE AMOUNT OF \$1500 FOR TEMPORARY PART-TIME ADMINISTRATIVE PERSONNEL.

Assistant City Manager Hoyl explained to City Council that the needed part-time help was for her while she transitions back to her old office and helps the new city manager get familiar with current city matters and policies.

Councilman Smiley-Kaliff said that he would like to see a discretionary policy, in a very short time, of up to 1% of the total budget, annually.

Council member Huff said that she considered it ill-advised to amend the budget and could not support the reasons stated. Councilman Gregory agreed, referring to the budget deficit.

Councilman McGuire commented that the city needs to put its house in order, and do it quickly. He considered \$1500 a small price to pay. Brief discussion, about who the part-time person would be, ended with a remark by Councilman Davis that it is not the City Council's purview to decide who the person may be.

**Motion:** Council member Smiley-Kaliff moved to amend the FY 2011 budget in the amount of \$1500 for temporary, part-time administrative personnel. Councilman Davis seconded the motion. The motion carried 3 to 2, with council members Huff and Gregory casting the opposing votes.

D. CONSIDER AND ACT UPON ACCEPTING A DONATION FROM THE ESTATE OF PERRY H. BURNHAM AND CREATING A PERRY H. AND MADELINE BURNHAM MEMORIAL FUND.

City Manager Steele explained that the donation from Mr. Burnham's estate is to be used for the comfort, enjoyment, and general welfare of Castle Hills residents. Mr. Steele suggested that he and Ms. Hoyl come to the council at a later date with a laundry list of possibilities for the council's consideration.

Mayor Harper clarified that the Perry H. and Madeline Burnham Memorial Fund will be created for the \$10,000, and it will be used to benefit the whole community.


**Motion:** Councilman Smiley-Kaliff moved to accept the \$10,000 donation and create the Perry H. and Madeline Burnham Memorial Fund. The motion was seconded by Councilman Gregory and passed with a unanimous vote.

VII. ADJOURNMENT

Mayor Harper adjourned the meeting at 7:00 p.m.

These minutes were approved on the 8<sup>th</sup> day of February, 2011.

APPROVED:

  
Marcy Harper, Mayor

ATTEST:

  
Linda Gill, City Secretary