



City Council Regular Called Meeting Agenda

COUNCIL CHAMBERS - 1209 FIORELLA STREET

Tuesday, April 22, 2025

5:30 PM

The City Council of the City of Castroville will meet in the Regular Called Meeting beginning at 5:30 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Invocation**
- V. Citizen Comments**

The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone and state your name residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

VI. Consent Agenda:

- [a.](#) Minutes for March 25, 2025 and April 8, 2025 Regular Called Meetings

VII. Presentations

VIII. City Administrator Report

- [a.](#) City Administrator Report Topics:

Gas Operations Update, CPS Wholesale Electric Negotiations, Regional Park Community Center Project, WWTP Dams & Ponds, Regional Park Irrigation, Solid Waste RFP, UDO Progress, New Developments - Water Demand, Budget Workshops, Bluebonnet Child Advocacy Center, 345 KV Transmission Line, City Hall Remodel RFQ, CDBG Waterline Project, Council Chamber Audio/Video, Athens Area Drainage Project

IX. Public Hearing

- [a.](#) Public Hearing for Alsatian Oaks Planned Unit Development Amendment
- [b.](#) Public Hearing on the adoption of the Comprehensive Plan.

- c. Public hearing on the adoption of the Unified Development Ordinance.

X. Discussion and Action Items

- a. Consider and take appropriate action on applications submitted for open positions on City Boards and Commissions.
- b. Consider and take appropriate action on adopting a Resolution for a 90-day free trial for Automatic License Plate Reader (ALPR)/ Flock Cameras.
- c. Discussion and appropriate action on Alsatian Oaks Planned Unit Development Amendment request.
- d. Discussion on the adoption of the Comprehensive Plan.
- e. Discussion on the adoption of the Unified Development Ordinance.
- f. Discussion and appropriate action on survey for historic bridges created by TxDOT.
- g. Discussion and appropriate action on recording historic district with Medina County.
- h. Discuss and take appropriate action to replace the city council audio and video equipment

XI. Staff Reports

City Council members may request a separate discussion or action on items contained within the submitted reports.

- a. Airport – Gas sales and Operations including revenues.
- b. City Secretary Monthly Report
- c. Community Development – UDO Timeline, March Permits, Board meetings, steps completed on Thoroughfare Plan, and Active Transportation Grant.
- d. Finance Report - General, Enterprise, Airport Funds and Municipal Court Report.
- e. Library – Member Statistics, Circulation Statistics, Summer Camps. - No report submitted this month.
- f. Parks & Rec.- reservation report, maintenance work orders, Survey results, Pool Schedule, Memorial Tree & bench application, Park Rules update, and new grant opportunities.
- g. Facilities, Parks & Recreation Monthly Update
- h. Police Department – updates on department including hiring, training, and grants. Animal Control and Code Compliance Activity Reports including open and closed cases.
- i. Review and Accept March 2025 Police Staff report.
- j. Staff Report Code Compliance and Animal Services
- k. Public Works – work orders – electric, water, wastewater and gas, updates on AMI Meter Project, River Bluff Project and Country Village Lift Station.
- l. Tourism/Business Development- National Recognition of Walking Tour Campaign, City Communications, Event Promotion, Tourism promotions, Economic Development opportunities - No report submitted this month.

XII. Executive Session

- (1) Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (entitled “Consultation with Attorney) and Texas Government

Code Section 551.085 (entitled “Deliberation regarding Economic Development Negotiations”) the City Council may convene in executive session to receive advice from the City Attorney regarding the following:

- a. And Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Local Government Code, Texas Government Code, Section 551.086, (entitled "Competitive Utility Matters") as the governing body of a public power utility, the city council will meet in closed session to discuss competitive matters:
 - a. CPSE Disputed Charges and Fees
 - a. Approximately 6.5 acres in Medina County for future Right-of-Way

XIII. Reconvene in open session

XIV. Consider possible action(s) resulting from items posted and legally discussed in Executive Session.

XV. Discussion on Future Agenda Items

XVI. Adjourn

Accessibility Statement

The City Hall is wheelchair accessible. The exit and parking ramps are located at the rear of the building.

Non-Discrimination Statement

The City of Castroville does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

The City Council of the City of Castroville reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on April 17, 2025 before 8:30 p.m.

/s/ Debra Howe

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL
REGULAR CALLED COUNCIL MEETING
1209 Fiorella
City Council Chambers
March 25, 2025
Tuesday
5:30 P.M.
MINUTES**

I. CALL TO ORDER

Mayor Darrin Schroeder called the meeting to order at 5:31 p.m.

II. ROLL CALL

Present:

Mayor Darrin Schroeder
Mayor Pro Tem Sheena Martinez
Councilmember Phil King
Councilmember David Merz
Councilmember Robert Lee

Scott Dixon, City Administrator
Debra Howe, City Secretary
Jim Kohler, Police Chief
Jonah Chang, Parks and Recreation Director
Darin Hamm, Tourism/Business Development Director
John Gomez, Public Works Director

Absent:

Councilmember Paul Carey

Others in Attendance:

Daniel Santee, Attorney, DNRBS&Z
Kathy Adams, Public Works Administrative Assistant

III. PLEDGE OF ALLEIGENCE

IV. INVOCATION

Councilmember Phil King gave the invocation.

V. CITIZENS COMMENTS

The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone, and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane, or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Valarie Jungman, 218 Alvina/512 Paris Street, spoke on a letter she received from the city on changes in zoning. Ms. Jungman said she was disappointed that the current zoning map was not included to see the changes. Ms. Jungman asked what the Traditional Zone was and the 40% coverage change for the ADU's. Ms. Jungman said she had more questions but would speak at the P & Z hearing.

Mayor Schroeder moved items 7a. and b. up in the agenda order.

VII. DISCUSSION AND ACTION ITEMS

a. Discuss and take appropriate action to accept the resignation of District 2 Councilman, Paul Carey

Mayor Schroeder said Councilmember Carey had submitted his resignation due to the recent loss of a family member. Mr. Carey felt he could not fulfill the rest of his term and requested the city council appoint a citizen to represent District 2. There would be an appreciation ceremony at a later date.

A motion was made by Councilmember King and duly seconded by Councilmember Martinez to accept the resignation of District 2 Councilmember Paul Carey. A vote was taken (4:0 all ayes) the motion carried by all present.

b. Discuss and take appropriate action to appoint a person to the unexpired term of Councilman Paul Carey of District 2

Councilmember Martinez recommended appointing Houston Marchman to fill the seat. Mr. Marchman was unopposed for the seat and would be elected to the seat in May.

A motion was made by Councilmember Martinez and duly seconded by Councilmember King to appoint Houston Marchman to fill the open seat of District 2. A vote was taken (4:0 all ayes) the motion carried by all present.

Mayor Schroeder gave the oath of office to Houston Marchman for District 2 seat. Mr. Marchman took his seat on the city council as the District 2 representative.

VI. CONSENT AGENDA

- a. Minutes for February 25, 2025 Regular Called Meeting
- aa. Minutes for March 11, 2025 Regular Called Meeting
- b. Approve the appointments of City Administrator Scott Dixon as Director and Public Works Director John Gomez as Alternate Director to serve on the Medina County Regional Water Alliance Board for the City of Castroville
- c. Approve the purchase of a Date Flow System's TAC II SCADA, including installation, a hub at the Public Works location, and the associated electrical requirements
- d. Approve the Request For Proposals for Solid Waste Services criteria and authorize staff to proceed with advertisement
- e. Adopt a Resolution approving the purchase of acquisition of property by Medina Central Appraisal District

Mayor Schroeder requested the minutes for February 25, 2025 be pulled for modifications he had provided. Mayor Schroeder felt there was additional information that needed to be added for historical purposes. Mayor Schroeder also wanted 6c pulled for further discussion on the SCADA system.

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approved 6aa., b., d., and e., of the consent agenda. A vote was taken (5:0 all ayes) the motion carried by all present.

Public Works Director John Gomez briefed the city council on 6c. for the replacement of the SCADA system. Mr. Gomez said the department currently used BLOC for service issues but due to the response time and issues with the system notification alerts staff felt they should look at replacing the old system. Mr. Gomez said the TAC II SCADA was sole source by Data Flow Systems with no annual user fee, software license fee, maintenance fee or annual service contract. Mr. Gomez said with this new system they would be extending the system to other areas which were not current on the system. City Administrator Dixon said the city council had already approved the funds from the CIP Bonds for this purpose. Councilmember Lee said he was concerned with the vendor being the sole source for the product. Mr. Lee said he had spoken with a former Public Works Director from another city and they used Hierholzer Engineering for their system. That company specialized in SCADA Systems and used off the shelf components made by Schneider Electric, a nationally known company. Mr. Lee said the Hierholzer Engineering Company supplied SCADA Systems to Cibilo, Schertz, Seguin, Green Valley, East Central and two water vendors at Canyon Lake. Mr. Lee said this same company did come onsite and internet services. Mr. Lee asked if this company had been considered. City Administrator Dixon said two representatives from the company were present to answer any questions. Mayor Schroeder said he had worked on many complicated SCAD systems and wanted to see what the city would see different. Mayor Schroeder wanted more strategic data. Councilmember Martinez said she was very familiar with Schneider Electric having dealt with them in the military and wanted to see a comparison first before making any decisions. Mayor Schroeder wanted to see the standards, functions, and risks and how to avoid the pitfalls in 10 years in the comparison. Councilmember King said the matric of hardware, software, and inter relations with other systems and how they ranked on a bid list. Staff would bring back with more information.

VIII. CITY ADMINISTRATOR REPORT

- a. Updates on: Gas Operations, CPS Wholesale Electric Negotiations, Regional Park Community Center Project, WWTP Dams and Ponds, Regional Park Irrigation, Waste Management Contract, UDO Progress, USDA Hangar Project, Budget Workshops, Communications Policy, City Hall Remodel, CDBG Waterline Project, Council Chamber Audio/Video, and Athens Area Drainage Project**

City Administrator Scott Dixon briefed the city council on his report. Mr. Dixon said the city had a Gas Operation Superintendent and would be bringing a budget request to the second meeting in April. Councilmember Martinez asked for sooner as she was out of town at that time. Mr. Dixon said he did not think the update on the needs of the gas department would be ready as the Superintendent has just been hired, but he would try. The Community Center construction had begun with the city having to spend the city funds first then be reimbursed. Mr. Dixon said they were using a filter system now for irrigation of the park, but was looking at using treated effluent. The cost for that could be close to a quarter of a million dollars to do that. Mr. Dixon said he hoped to have more information for the update meeting for the city council and the parks and recreation board. Mr. Dixon said he was working Councilmember King on the presentation. Mr. Dixon said this year the budget workshops would be

different with the department heads presenting their budgets to the council. He said staff was waiting on quotes for the audio/video upgrade. Mr. Dixon said they were still working on the Athens Area Drainage Project. Councilmember Martinez asked if the department heads would give the city council their priorities when they met. Mr. Dixon said possibly.

Councilmember Marchman stepped out of the meeting at 6:15 p.m.
 Councilmember Marchman returned to meeting at 6:17 p.m.

Councilmember Merz asked if the April 9th P & Z meeting would have the final draft for review. Mr. Dixon said it would. Councilmember Lee said he had received information on the historic overlay and more questions. Councilmember Martinez asked about the USDA Hangar Project and questioned tracking of the grant funds. Mr. Dixon said the city was not going to receive the funds but was working with the State Representative to re-appropriate.

IX. PRESENTATIONS

a. Presentation on Tourism Friendly designation by the State of Texas

Tourism/Business Development Director Darin Hamm briefed the city council on two awards the city received. Mr. Hamm said the city had received recognition as a "Tourism Friendly" community. Mr. Hamm said the award recognized the businesses and citizens who worked hard to welcome others. Mr. Hamm read a comment from State Representative Pete Flores saying the city was a beautiful and charming town. Mr. Hamm also said the city had received an award recognizing Castroville as a Film Friendly Town. Mr. Hamm said with the designations this was a good way to protect the city. The City Council posed for pictures with the awards.

b. Presentation by Pavement Restoration Inc on alternatives for pavement preservation

City Administrator Scott Dixon briefed the city council on the presentation being provided by Pavement Restoration Inc. Mr. Dixon said this was an option for alternatives for pavement preservation. Ronald Becker, of Pavement Restoration, Inc. provided a presentation on his company and what they could do to help the city preserve the city streets longer. Mr. Becker said their treatment, replaced maltene/asphaltene oil ratio-chemical binders with sealing in depth, not just on the surface. Mr. Becker said this process was 100% turnkey with the city only providing sand and water. Mr. Becker said this process did not cover up marking and had been around for about 50 years. Councilmember Merz asked the life of an asphalt street. Mr. Becker said 15-20 years but with treatment in the first 10 years a street could last up to 25 years. Councilmember Merz wanted to see examples of treated areas. Councilmember Lee asked for areas they had treated so that the city council could go and see and talk with the entity on how the product held up. Councilmember King said the streets in Westheim Village were approximately 20 years old and could not be helped due to the base materials having failed with most of the streets being at least 60 years old. Councilmember Marchman asked for the longest rejuvenation project. Mr. Becker said Lubbock, Texas, they were looking at 15 years of not paving yet. Mayor Schroeder said they should look at what maintenance standards were for 30 plus year old streets and look at budget. Councilmember Lee asked when the best time was to do this treatment. Mr. Becker said 3-4 years out.

Mr. Lee asked if the city had looked at any others. Mayor Schroeder said this was a start and would start looking at other options. City Administrator Dixon said the rebuilding cost for River Bluff streets was approximately \$7 million. Mayor Schroeder said they should look at asphalt now with a maintenance program in place. Councilmember King said asphalt was much cheaper than concrete and to make sure the new developments were up to standards.

X. DISCUSSION AND ACTION ITEMS

a. FY 2024 Annual Financial Audit Presentation and appropriate action on acceptance of the FY2024 Annual Audit

Kim Roach, PC with Armstrong, Vaughan, & Associates briefed the city council on the annual audit report. Ms. Roach said the city had received a clean opinion with a few suggestions for better accounting practices. Ms. Roach spoke on General, Utility, and Airport Funds, Sales Tax, Permits, Interest Income and Property Taxes. Ms. Roach said the city had \$4.5 million, which equaled 10.4 months operating funds. Ms. Roach said expenditures were up but under \$600,000, funds were set aside for the Community Center Project, with increases incurred in the Parks Department from salaries, and with upfront project costs. Tourism was shown in General Fund this year and over all the city had a \$3800.00 loss for the year. Utility Fund had \$17.2 million with some restricted funds, and unrestricted cash \$5.3 million (working capital) with increase from Impact Fees. Utilities were down with the exception of garbage with a once every ten year transfer out for the lease of water rights from the Airport. Airport Fund had increase in revenues, expenditures up due to hiring, increases from the lease of the water rights. Ms. Roach said also shown was the depreciation of property with \$8.7 million shown and \$719,762 working capital. Councilmember Lee said citizens felt the airport was not paying for itself but this was not the case. Members of the community may be confused with grant funds and depreciation of properties shown when looking at the audits. Ms. Roach finished with Other Funds balances, Drainage, Debt Service and Special Funds. Councilmember Martinez asked about the fraud report. City Administrator Dixon said this had been resolved with the city being reimbursed for two of three issues. Ms. Martinez also asked about the USDA Grant of \$200,000 not being received and was it caused from an oversight. Mr. Dixon said the project was just now being closed out and city had previously submitted all of the information in a timely manner to the USDA and had to go back and show proof. Mr. Dixon said staff was looking to create a receivable account in Incode to have better tracking. Councilmember King asked about the drainage bond monies and projects. Mr. Dixon said they were for the Garcia Creek improvements with the balance being used for the Athens Street project. Councilmember Lee thanked Ms. Roach and Armstrong, Vaughn & Associates for continuing to provide excellent service to the city. **A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to accept the FY24 Annual Audit as presented. A vote was taken (5:0 all ayes) the motion was carried by all present.**

b. Consider and take appropriate action on awarding a contract for the TXCDBG - Alsace Ave. & Berlin St. Water Main Improvement project

Darrell Spillman, RESPEC Engineers, briefed the city council on bids received for the Alsace-Berlin water main improvement project funded by a TXCDBG grant the city had received. Mr. Spillman said

the bids did come in under budget and there might be room to add to the project through change orders. Mr. Spillman said the project would be adding a new water main on Alsace. Councilmember Martinez asked about timeline for informing the citizens affected by the construction. Mr. Spillman said they would be informed in advance. Mayor Schroeder asked for a start date. Mr. Spillman said it should be in the next 4-6 weeks with a preconstruction meeting ahead of time once the project was awarded. Mayor Schroeder wanted the communication ready and put before the city council ahead of the start time. Councilmember Merz asked if the project was fully funded by the grant. Mr. Dixon said it was a 90/10 split with the city spending approximately \$50,000 from utility funds or bond funds. Councilmember Lee asked if isolation shut off valves were part of the project. Mr. Spillman said they always include in the designs to be able to isolate small areas for repairs. Councilmember Marchman wanted information when available on the start date for notification as it was in his district.

A motion was made by Councilmember Martinez and duly seconded by Councilmember King to award a contract to Aetos Construction LLC in the amount of \$304,808.07 for contracts CDV23-0365 and CFDA 14.228. A vote was taken (5:0 all ayes) the motion carried by all present.

Mayor Schroeder called a brief recess at 7:35 p.m.

Mayor Schroeder reconvened in open session at 7:41 p.m.

c. Presentation on Flat Creek Water Infrastructure Project - Darrell Spillman, RESPEC

Darrell Spillman, RESPEC Engineers, briefed the city council on the Flat Creek Water Infrastructure project including an elevated water tank. Mr. Spillman said the project consisted of two phases with the first package being a TCEQ approved well at \$3.4 million to drill only with cap for preparation of new development. The second package consisted a 1.5 million gallon elevated storage tank and a 3,800 foot water main extension to connect to the existing water system with an estimated cost of \$20.1 million. Mr. Spillman said the schedule for package 1 would be advertised in April and completed by December 2025 and package two looking at submitting in April for TCEQ approval in June 2025 and advertising in August 2026 with construction 4th quarter 2026 and completion estimate 2nd quarter 2028. Mr. Spillman said they would work through development and utility service agreements and funding through the Tx Water Development Board would add time to the project. Mr. Spillman said if the city went with private loan funding the timeline would be shorter. Councilmember Martinez asked about the long timeline on advertising for package 2. Mr. Spillman said it was due to funding source. City Administrator Dixon said funding through Tx Water Development Board added another year to the project. Councilmember Merz asked about the proposed road on the project and if it was part of the thoroughfare plan. Mr. Spillman said this road was only for maintenance not a public street. The question was asked if this would help Alsatian Oaks Development. Mr. Dixon said it would and an elevated tank was required by TCEQ if a city had over 2500 connections. Mr. Dixon said it would be a pressure flow and would be another supply line for old Castroville to connect to. Mr. Spiller said it would provide resiliency and support the east side of Castroville. Mr. Spillman said the first package was now with utility funding through debt service not cash. Mr. Dixon said it was equitable issue to have paid back by future customers. Councilmember Merz asked the life of these improvements. Mr. Dixon and Spillman said at least 50 years with good maintenance program. Councilmember Lee said Impact Fees would pay for the improvements. Councilmember Martinez asked about the height of the

elevated tank and flight paths at the airport. Mr. Spillman said it had previously been approved by the FAA but would go back and confirm. Councilmember King confirmed 750 ft long with 16 inch casing and should handle 5,000 connections. Councilmember Marchman confirmed there were only two pipes crossing the river and these new improvements would support Country Village if needed. Mr. Spillman said there were only two pipe connections going under the river and this would support Country Village. The next item was tied to this project on issuing debt.

- d. Discussion, consideration and authorization to proceed on the proposed Phase II Water Project (Water Well and Elevated Storage) by RESPEC, the City's Engineer, and SAMCO Capital Markets, the City's Financial Advisor, and other matter related to the project, including the Financing

Mark McLiney, SAMCO, briefed the city council on options to finance the Phase II Water Project, package 1 for the drilling and capping the well in preparation of package 2. Mr. McLiney spoke on issuing bonds, working with the Tx Water Development Board for funding of the first project. Mr. McLiney provided a calendar of the process to issue bonds and a schedule for repayment. Mr. McLiney said the city would post notice of intent in June, sell certificate in August 2025, and receive funds in September. Mayor Schroeder said the city also had to option to go to the Tx Water Development Board for a possible lower interest rate. Mr. McLiney said the city could but it would add additional time to the project and could delay development. Mr. McLiney said the next item was associated with this so that the city could reimburse themselves for funds spent in advance.

A motion was made to proceed forward on the proposed Phase II Water Project (Water Well and Elevated Tank) by RESPEC, the City's Engineer, and SAMCO Capital Markets, the City's Financial Advisor, and other matter related to the project, including the Financing as presented. A vote was taken (5:0 all ayes) the motion carried by all present.

Mayor Schroeder moved 10n up as it was part of the discussion of 10d.

- n. Consider and take appropriate action on adopting a Resolution establishing the City's intention to reimburse itself for the prior lawful expenditure of funds for capital expenditures from the proceeds of tax-exempt obligations and other matters in connection therewith

Mark McLiney, SAMCO said he would have the numbers the coming week on costs. City Administrator Dixon said the city had agreed on an LUE for the property for the elevated tank and could issue \$2 million in CO's or impact fees could pay for without raising rates or they could raise rates. For repayment the city had the option to do interest only for a few years to build up funds. Mr. Dixon said when looking at finances he looked at worse case scenarios. Councilmember Merz asked if a development annexed out of the city would the city still have to build and supply utilities. Mr. Dixon said they would be locked in, if in CCN the city has to service them. Mr. Merz felt drilling a new well was a useful asset but asked if the city could wait on building the elevation tank later. Mr. Dixon said it had to be included as the city had to have a tank for storage but the city could look at spreading out further to save more funds. Mr. Dixon said the city currently had \$750,000 saved to use on the project. Councilmember Lee asked if the sewer plant could handle 5000 connections. Mr. Dixon said RESPEC had completed a study and the plant could had the capacity but would need to be improve in the future. Councilmember King said he

felt the council was obligated to build the elevated tank and it would be a waste of money to build something smaller. Councilmember Marchman verified Country Village would be supported. Mr. Dixon said it was designed to handle Country Village and new development. Mayor Schroeder said over time it would connect and serve the east side. Councilmember Martinez asked about the city credit rating. Mr. McLiney said the city was in great shape. Ms. Martinez asked if Heights of Castroville's LUE's were included in this information. Mr. Dixon said all new developments were. Mayor Schroeder said they needed to look at the drought and include in the LUE calculations.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to adopt a resolution establishing the City's intention to reimburse itself for the prior lawful expenditure of funds for capital expenditures from the proceeds of tax-exempt obligations and other matters in connection therewith. A vote was taken (5:0 all ayes) the motion carried by all present.

- e. Consider and take appropriate action on appointments to Historic Landmark Commission and the Planning and Zoning Commission

City Secretary Debra Howe briefed the city council on requests from board members on open positions. Ms. Howe said the city had received a request from HLC board member Cendriah Maloney to be moved to an alternate position on HLC and a request from P & Z alternate member Melaine Knous to be moved to a full board position on P & Z when there was an opening. Ms. Howe said HLC alternate member Lori Marchman said she would move up to a full board position. Ms. Howe said with Councilmember Marchman being sworn in to city council there was an opening on the P & Z Commission now on the full board.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to move Cendriah Maloney to HLC alternate position #2 for a term ending in 2026, move Lori Marchman to full board position #1 for a term ending in 2025 and move P & Z alternate #1 to full board position #2 for a term ending in 2026. A vote was taken (5:0 all ayes) the motion carried by all present.

- f. Consider and take appropriate action on an Ordinance amending the Drought Contingency Plan; providing for exclusion to drought surcharge for water usage that exceeds designated thresholds and removing Stage 4 requirements relating to new, additional, expanded or increased water services

Kathy Adams, Public Works Administrative Assistant, briefed the city council on the revisions requested at the last meeting on the Drought Contingency Plan. Ms. Adams said the city council had agreed to remove restrictions on connections during Stage 4, if they had delivered water rights to the city. Ms. Adams said discussed at a previous meeting was business exemptions from the water overage surcharges. Ms. Adams said the suggestions were medical, nursing homes and emergency services with staff adding all city accounts for council to consider. Also at a previous meeting there was a discussion on removing the requirement on developers to install sod to receive a CO. Ms. Adams said staff had researched through the state department and new sod could be established with watering 4 hours a day for 10 days, if this was a stipulation the council wished to include. Councilmember Lee spoke on infill connections and felt the city could get in trouble with pumping if all were built out. Mr. Lee was in favor of a water acquisition fee along with the Impact Fees charged. Councilmember Merz agreed infill lots should be

allowed to connect and pay an acquisition fee. Councilmember King was in favor of connecting new services during drought stages but was only in favor of adding a water acquisition fee to subdivided infill lots. Councilmembers Marchman and Martinez were in favor of connecting during drought stages and adding a water acquisition fee to infill subdivided lots. Councilmember Lee was in agreement to new development new connection with city receiving water rights. City Council discussed commercial businesses being allowed to connect in Stage 4 and agreed if the pipe size was $\frac{3}{4}$ inch only. City Council agreed on developers being allowed to delay installing sod during stages of drought. The Council asked what was being done currently. Ms. Adams said there was a clause in the plan allowing the City Administrator or his designee to grant a variance to the restrictions and they were doing the 4 hours a day for 10 days. The Council suggested allowing hand watering and this was already allowed. Councilmember King was in favor of the 4 hours daily for 10 day maximum for new sod and allowing developers to wait on installation of sod in stages after stage 1.

Mayor Schroeder called a brief recess at 9:57 p.m.

Mayor Schroeder reconvened in open session at 10:09 p.m.

Councilmembers discussed business/community services exemptions from the water surcharge and agreed health care providers/facilities, and emergency services would be exempt with a drought management plan on file. City accounts would be exempt with staff providing a drought management plan. Summary of the lengthy discussion was (1) during Stage 4 new connections were allowed infill and in new developments with water rights received after 03/25/2025. (2) commercial businesses with a $\frac{3}{4}$ inch connection may connect during Stage 4. (3) Sub divided infill lots will be charged a water acquisition fee, possibly equivalent to an LUE, with the fee being established at a future meeting (4) water surcharge waivers for nursing homes, healthcare providers/facilities and emergency services with a drought management plan on file. (5) City accounts with be exempt from water surcharges with a drought management plan on file.

A motion was made by Councilmember Merz and duly seconded by Councilmember King to approve an amendment to the Drought Contingency plan providing for exclusion to drought surcharge for water usage that exceeds designated thresholds and removing Stage 4 requirements relating to new, additional, expanded or increased water services as discussed. A vote was taken (5:0 all ayes) the motion carried by all present.

- g. Consider and take appropriate action to revise the City's utility policies to require water recycling at car wash facilities**

Kathy Adams, Public Works Administrative Assistant, briefed the city council on revising the utility policy for water recycling at car wash facilities. Ms. Adams said commercial car washes were exempt during drought stages and for water conservation measures commercial car washes should have recycling systems. Ms. Adams said the recommendation was taken from San Antonio for a minimum of 50% of rinse waters be recycled. City Council asked what the highest user, Pump House, had in place. City Administrator Dixon said he thought it was 40%. Ms. Adams said this would be included in the permitting process. Mr. Dixon said staff would look at legal enforcement and what to use.

A motion was made by Councilmember King and duly seconded by Councilmember Merz to revise the utility policy section 9 Commercial Vehicle Wash Facilities requiring water recycling systems,

plans with mechanics of the system, and water savings during the permitting process. A vote was taken (5:0 all ayes) the motion carried by all present.

- h. Consider and take appropriate action on adopting an Ordinance amending Code of Ordinances Chapter 82 (Entitled Parks and Recreation), Article II - Regional Park, Section 82-27 Regulations; hours of operations, restrictions on Go-carts, Golf Carts, four wheelers, off-road motorcycles and similar non-licensed motorized vehicles; use of portable generators; and approve the 2025 Parks & Recreation Regulations – Rules – Guidelines Document**

Parks and Recreation Director Jonah Chang briefed the city council on the amendments to the Parks and Rec regulations rules and guidelines related to all city parks. Mr. Chang said the document had not been updated since 2017 and did not need many changes but they had updated contact information, hours of business, location addresses and additional information on restrictions for off-road vehicles including golf carts, go carts, 4 wheelers, and use of generators. Councilmember Merz said the Parks Board had worked hard on the document and was a good document.

*It was noted Councilmember Lee left the meeting at 10:44 p.m.

Mayor Schroeder questioned the language in Section 82-27 Regulations related to restrictions and allowance of the listed offroad vehicles. Mayor Schroeder said it should say in designated areas not only paved areas to allow for handicap access to soccer fields.

A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to adopt an ordinance amending Code of Ordinances Chapter 82 (Entitled Parks and Recreation), Article II - Regional Park, Section 82-27 Regulations; hours of operations, restrictions on Go-carts, Golf Carts, four wheelers, off-road motorcycles and similar non-licensed motorized vehicles; use of portable generators; and approve the 2025 Parks & Recreation Regulations – Rules – Guidelines Document with specified changes. A vote was taken (4:0 all ayes) the motion carried by all present.

Mayor Schroeder moved item 10j. up for discussion.

- j. Discussion and possible action on a proposed amendment to the City Ordinance pertaining to golf carts, UTVs, and neighborhood electric vehicles**

Mayor Schroeder said he had been working with the police chief to provide clarification on allowing offroad vehicles on city streets. Police Chief Jim Kohler briefed the city council on the types of non-licensed vehicles with the exception of a Neighborhood Electric Vehicle (NEV), which did meet federal motor vehicle safety standards and a ordinance was not required. Chief Kohler said pocket bikes were not allowed on city streets; an Electric Personal Assistive Mobility Devices (EPAMD) allowed on streets, roadways and highways with speed limits under 30 miles per hour did not need an ordinance. Golf Carts could not be registered by the state, were eligible for a golf cart non-transferable license plate, allowed by city with required safety equipment, insurance and valid drivers license. Off-Highway Vehicles were only allowed by city ordinance. Sand Rails are allowed on city streets with speed limits of 25 miles per hour or less only with a valid driver license and insurance. Chief Kohler said various cities did allow golf carts with inspections conducted by the police department and Off-highway vehicles could get off-road license plate. Mayor Schroeder wanted a registration process and provide the transportation codes on the vehicles. Mayor Schroeder wanted a sticker displayed for the officers to see

that it was registered. Mayor Schroeder wanted the transportation codes incorporated in the ordinance. Councilmember Martinez asked about regulations on lawn mowers being on city streets. Chief Kohler said there was a section on lawn mowers he did not include in the presentation. No action was taken.

i. Consider and take appropriate action to review and approve a community survey

City Administrator Scott Dixon briefed the city council on the community survey staff were working on and requested feedback on the draft document. Mayor Schroeder said he had asked how it would be used and look at strategic levels, benchmarking, decision making and community engagement. City Administrator Dixon said the mayor had suggested doing different QR Codes to track where it was taken. Councilmember Marchman asked if the city would provide incentives for participation. Mayor Schroeder make sure there are other ways to take survey not only by a QR Code. Mayor Schroeder not sure on incentives as this is anonymous and it would tie someone to the survey. Mayor Schroeder summarized changes to the survey was to have separate QR Codes for different medias for participation. **A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to approve the community survey with the separate codes added for participation. A vote was taken (4:0 all ayes) the motion carried by all present.**

k. Discuss and take appropriate action regarding a construction methodology for the City Hall project

City Administrator Scott Dixon briefed the city council on information requested at the last council meeting on the pros and cons of doing a Design-build vs a Design-build bid approach vs Construction Manager at Risk or Public-private partnership. The list provided showed the Design-build was the best choice for Castroville. Councilmember King was in favor of the firm who presented at the last meeting, McKinstry. Mr. King knew of the work they had completed with the County. Mr. King said he was not in favor of a company being hired just because it was the cheapest. Mayor Schroeder was in favor of design-build if they could incorporate the Bradley Hightower design into the project. Council was in agreement on design-build with the RFP/RFQ to be submitted by the primary design build team.

A motion was made by Councilmember King and duly seconded by Councilmember Marchman to direct staff to prepare an RFQ for Design-Build Contracting. A vote was taken (4:0 all ayes) the motion carried by all present.

l. Consider and take appropriate action on adopting an ordinance declaring the General City Election for District 1 and District 2 cancelled and declaring the unopposed candidates elected to office; providing for cancellation of the election for District 1 and District 2; and an effective date

City Secretary Debra Howe briefed the city council on the cancelling of the election for the two places which there was no challengers for District 1 and District 2. Ms. Howe said Councilmember Martinez and Councilmember Marchman would be sworn-in in May.

A motion was made by Councilmember King and duly seconded by Councilmember Martinez to adopt an ordinance declaring the General City Election for District 1 and District 2 cancelled and declaring the unopposed candidates elected to office; providing for cancellation of the election for District 1 and District 2; and an effective date. A vote was taken (4:0 all ayes) the motion carried by all present.

City Secretary Debra Howe briefed the city council on the cancelling of the Special election for District 5 seat as there was no challengers. Ms. Howe said Councilmember Lee would be sworn-in in May.

A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to adopt an Ordinance cancelling the Special Election for District 5 council seat and declaring the unopposed candidate elected to office; providing for cancellation of the election for District 5 and providing an effective date. A vote was taken (4:0 all ayes) the motion carried by all present.

XI. Staff Reports

City Council members may request a separate discussion or action on items contained within the submitted reports.

- a. Airport – Gas sales and Operations including revenues.
- b. City Secretary
- c. Community Development – UDO Timeline, March Permits, Board meetings, steps completed on Thoroughfare Plan, and Active Transportation Grant.
- d. Monthly Finance Report - General, Enterprise and Airport Funds and Court Report.
- e. Library – Member Statistics, Circulation Statistics, Summer Camps.
- f. Parks & Rec.- reservation report, maintenance work orders, Survey results, Pool Schedule, Memorial Tree & bench application, Park Rules update, and new grant opportunities.
- g. Facilities, Parks & Recreation Monthly Update
- h. Police Department – updates on department including hiring, training, and grants. Animal Control and Code Compliance Activity Reports including open and closed cases.
- i. February 2025 Monthly Police Report
- j. Police Statistics February 2025
- k. February Monthly Animal Services & Code Compliance
- l. Tourism/Business Development- National Recognition of Walking Tour Campaign, City Communications, Event Promotion, Tourism promotions, Economic Development opportunities - included in presentation
- m. Public Works – work orders – electric, water, wastewater and gas, updates on AMI Meter Project, River Bluff Project and Country Village Lift Station.
- n. Public Works Staff Report

Councilmember Martinez asked about commercial permitting addressing parking in established areas due to the new business build on Hwy 90 and lack of space. Mr. Dixon said he would review. Ms. Martinez said she was told there was only one heater working at the pool the morning of the city council meeting. Mr. Dixon said he would check with Mr. Chang. Ms. Martinez said code compliance did not have a report on the sign issues at Castroville BBQ Place. Mr. Dixon said the city was working with the establishment to correct. Ms. Martinez asked if shuttle buses were allowed to park in residential neighborhoods and did the city have all of the information from CPS on the Gas System since they did not identify the issues. Mr. Dixon said he thought they had everything for the department and the city was the owner of the system and should have kept up with maintenance. Councilmember Merz asked about the city secretary report on length of time spent on open records. Ms. Howe said it was only to reflect that the amount of requested may seem small but they did not show the length of time some took to complete.

XII. Executive Session

(1) Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (entitled “Consultation with Attorney) and Texas Government Code Section 551.085 (entitled “Deliberation regarding Economic Development Negotiations”) the City Council may convene in executive session to receive advice from the City Attorney regarding the following:

- a. The City Council shall meet in executive session as per Texas Government Code Section 551.072 (entitled Deliberation regarding Real Property) to deliberate the purchase of real property.
 - a. Approximately 17 acres in Medina County for future parkland
 - b. Approximately 4 acres in Medina County for future public facilities
 - c. Approximately 3.8 acres for future Right-of-Way

Opened: 11:54 p.m.

Closed: 12:12 a.m.

XIII. Reconvene in open session

Mayor Schroeder reconvened in open session at 12:15 a.m.

XIV. Consider possible action(s) resulting from items posted and legally discussed in Executive Session

No action was taken.

XV. Discussion on Future Agenda Items

City Administrator Dixon asked the city council to review the pending list and priorities and send to him. Future meeting would have language for HLC Deeds, appointment of Board liaisons. A seminar on Senior Discounts was being held March 26, 2025. A tree dedication for former Library employee- Doris Uhl was on Wednesday.

XVI. Adjourn

Mayor Schroeder adjourned the meeting at 12:20 a.m.

Mayor

ATTEST:

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL
REGULAR CALLED COUNCIL MEETING
1209 Fiorella
City Council Chambers
April 08, 2025
Tuesday
5:30 P.M.
MINUTES**

I. CALL TO ORDER

Mayor Darrin Schroeder called the meeting to order at 5:30 p.m.

II. ROLL CALL

Present:

Mayor Darrin Schroeder

Scott Dixon, City Administrator

Mayor Pro Tem Sheena Martinez

Debra Howe, City Secretary

Councilmember Houston Marchman

Councilmember Phil King

Councilmember David Merz

Councilmember Robert Lee

Others in Attendance:

Daniel Santee, Attorney, DNRBS&Z

III. PLEDGE OF ALLEIGENCE

IV. INVOCATION

Pastor Doug Steinert, of the Discover Church gave the invocation.

V. CITIZENS COMMENTS

The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone, and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane, or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Arnie Dollase, 109 River Bluff, spoke on Tour de Castroville event held the previous weekend. Mr. Dollase said there were 40 sponsors, registration was up from previous years for 5K – 200, 10K – 73, 30 mile – 180, 60 mile – 79. AVA – 5 and 10K combined – 61. Mr. Dollas said there was 70-80 volunteers and wished to thank the sponsors and volunteers for their support. Mr. Dollase showed the shirt designed by Darin Hamm for the event. The next event was scheduled for April 4th, 2026.

Tammy Alexander, 516 Vienna, spoke an open records request she had submitted and felt the information she had received was not enough to support what the city had been saying on responses for the UDO. Ms. Alexander said she felt the Simplecity contract on the agenda for discussion should be terminated. Ms. Alexander said the contract was for \$500,000 and was now up to \$523,000 and should stop.

Council Meeting
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 Page 2
 (Cont.)

Joe Holzhaus, 602 Berlin, spoke to the Simplecity contract and asked the city council to stop the contract and allow the city staff to finish.

Valarie Jungman, 218 Alvina/512 Paris Street, spoke on the Simplecity contract saying the city had over paid and ask the city council to stop the contract.

Claudia Holzhaus, 306 Madrid, spoke the city council on her being against high density and ADU's, asking the city council why they were in support. Ms. Holzhaus said she had not been sent any letters on the recent changes and wanted to know who had asked for any of the changes.

Nicole Schriner, 118 Karm, spoke on her wanting Castroville to be a city in which she could work and live in. Ms. Shriner said she saw density as more housing and jobs in the future. Ms. Schriner felt there were good layers proposed and if the citizens did not want growth then the city would have to look at raising taxes and could lose services at some time in the future.

Mickey Holzhaus, 514 Washington, spoke on the Simplecity contract saying it had started out at \$250,000 not to exceed \$500,000 and needed to be stopped. Mr. Holzhaus asked why the ADU's were being allowed with a Special Use Permit and not by going through the variance process. Mr. Holzhaus asked if any studies had been completed on the city utilities and if they could handle the ADU's.

Jeanie Andermatt, 201 Alamo, spoke on the Simplecity contract and said the city council should not continue the contract.

VI. CONSENT AGENDA

a. Minutes for February 25, 2025 Regular Called Meeting, Minutes for March 17, 2025 Special Called Meeting, and Minutes for March 25, 2025 Regular Called Meeting

City Secretary Debra Howe requested the March 25, 2025 meeting minutes be pulled for additional information to be included by Councilmember Lee and GrantWorks. Councilmember Lee requested February 25, 2025 minutes be removed for typos.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to approve March 17, 2025 Special Called Meeting Minutes. A vote was taken (5:0 all ayes) the motion carried by all present. A vote was taken (5:0 all ayes) the motion carried by all present.

Councilmember Lee said on Pg. 7 b. the word "this" be removed and inserted "with" that update and in c. change 1030 to 1930's.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to approve the February 25, 2025 minutes with noted corrects. A vote was taken (5:0 all ayes) the motion carried by all present.

VII. MAYOR'S REPORT

a. Mayor's Report on Financial State of the City

Mayor Schroeder briefed the city council on the financial health of the city providing data on the

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 (Cont.)

General Fund. Mayor Schroeder provided information on sales tax starting with 2014 (\$663,796) 2019 (\$1,109,577), and 2024 (\$1,889,356). Property Tax information was also shown for 2014 (\$784,197), 2019 (\$1,122,756), and 2024 (\$1,993,032), both showing healthy increases for the city. Mayor Schroeder also spoke on general fund savings, general fund debt, investments made in new equipment, software, police department adding additional officers, Lion's Park improvements by adding the Splash Pad, Regional Park improvements with lighting for the soccer fields, community center build, road repairs and planning efforts. Mayor Schroeder said there had been \$80 million worth of needed drainage improvements with only a \$6 million dollar budget. Mayor Schroeder was pleased that the city was in really good financial health. Councilmember Lee asked what caused the difference shown revenues vs. inflation. Mayor Schroeder said it was showing grant funds and park funds.

VIII. CITY COUNCIL LIAISON REPORTS

Airport - April 7, 2025

Library - April 3, 2025

HLC - March 18, 2025

Park - March 19, 2025

P & Z - March 17, 2025

Councilmember Martinez briefed the city council on the airport board meeting saying the Airport Manager Haley had provided a presentations on drones, the old poles had been removed, discussion on budget input for the next year, and was informed the military was interested in partnering with the airport for training. Ms. Martinez said the airport had \$200,000 of unspent grant funds and they would be working with Representative Gonzales to reappropriate the funds. Ms. Martinez said the farmland lease was coming up in December. Councilmember Lee said the Library had two meetings – March 13 and April 3rd and installed new members. Mr. Lee said the board discussed budget proposal for the following year. Mr. Lee said he was very impressed with the new Library Director Beth Farley and the library board members. Mr. Lee felt Ms. Farley had stepped up and gotten the Library accreditation reinstated and the board had worked on revising the library policies. Councilmember King said the Historic Landmark Commission had met and reviewed two requests and approved COA's for both. Mr. King said the board had also discussed compliance/enforcement of the ordinances.

IX. DISCUSSION AND ACTION ITEMS

a. Discussion and take appropriate action on city branding by adding signage to downtown historic corridor with a focus on Fiorella Street and Paris Street

Mayor Schroeder briefed the city council on his request for this item. Mayor Schroeder felt anytime signage was changed in the downtown area it should be a city council decision. Mayor Schroeder said at the last council meeting the Downtown Master Plan had been adopted and signage was a part of the plan. The presentation provided by Tourism/Business Development Director Darin Hamm showed two different styles of logos, one that was more of a "challenge coin" type and one with a stark version. The city council wanted to get more information on the designs along with cost and funding for the new signage. Valarie Solis was recognized and asked about the logo with the stark being confused with the downtown business group's logo. Ms. Solis said it was very similar. Mayor Schroeder said they could

look at something to be in-line with them. The recommendation was to go to HLC and P & Z for approval first. Councilmember Lee did not want to use the stark design, but to look at other images such as the St. Louis Church, Alsatian Dancers, or one of the other landmarks in town. Councilmember Merz liked the official city seal image, not the “challenge coin” design. Councilmember King disagreed with Councilmember Lee and said the stark was part of the Alsace culture but was not in favor of the stark drawing shown, but with a better image could go hand in hand with the current wayfinding signage. Mr. King thought it would be a good idea for the Historic Preservation Officer to review during the process. Mayor Schroeder felt the Castroville Conservation Society should be invited to review. Councilmember Martinez said she had also been confused about the bird and did like the idea of the Alsatian Dancers or another landmark. Ms. Martinez said the city could use the city seal and have the stark as a sub-sign. Councilmember Marchman suggested adding an OR Code to the new signs. No action was taken.

Mayor Schroeder reopened the citizens’ comments to allow board application Julianna Renner-Ramirez to give a brief introduction of herself to be considered for a position on the Library Advisory Board. The agenda wording for discussion on her application for Library Advisory Board had inadvertently been left off. This allowed her to introduce herself, and be considered at the following meeting for a position. Ms. Renner-Ramirez introduced herself and gave a brief background on her education and love for the library.

b. Discussion and appropriate action on continuing the Simple City contract for the Unified Development Ordinance (UDO)

Mayor Schroeder briefed the city council on the hiring of Simplecity and the city working with them on the Comprehensive Plan, Downtown Master Plan, and the Unified Development Ordinance. City Administrator Scott Dixon said the contract with Simplecity was over budget and staff was trying to get a time line of when the UDO would be ready for adoption. Mr. Dixon said the city council and p & z had meeting several times separate and together with multiple public hearings and community meetings. Mr. Dixon said the contract was for \$500,000 and expenditures had reached \$520,374.00 that was approximately 5% of the contracted amount. Mr. Dixon said the concerns was the city still needed to get the finished document and if the city council wished to cancel the contract staff would need to receive the hosted documents, and build a website for the public to review, but staff would need to still have a consultant for answers staff could not provide. Mr. Dixon said they could finish out on a task order basis with hourly rates or look at a limit with cost estimate. Councilmember Marchman felt some of the additional charges might be from time spent correcting Simplecity mistakes found by city council or members of the p & z and should not be charged to the city. Mr. Marchman said he felt Mr. Lewis had been disrespectful to the citizens during the community meetings and the city should have a credit not owe anything. Mr. Dixon said he would go back and do the research and contact them. Councilmember Martinez asked why the contract and overages had not came back to city council before now. Mr. Dixon said the contract went out in December and that was when the overages occurred. Mr. Dixon said he could approve up to \$25,000 and was now bringing back for council direction since it did not look to be finalized and being more. Mayor Schroeder said the additional interactions had added to the cost. Councilmember King agreed with Councilmember Marchman on his observation and had spoken with Mr. Lewis on his attitude in the past. Mr. King felt it would be a disaster if the city stopped the process

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 (Cont.)

now, it needed to be finished. Mr. King recommended going back to Simplecity and looking at the cost to finish. Councilmember Merz said the city council gave Mr. Dixon the authority to approve up to \$25,000 and the overages were caused by the city council, not Simplecity. Mr. Merz said the additional meetings and comment periods had contributed to the overages. Mr. Merz was in favor of the open schedule and if not finishing, look at a fixed amount. Councilmember Martinez said she just wanted information ahead of time. Councilmember Lee was not in favor of continuing the contract without more information.

A motion was made by Councilmember Marchman and duly seconded by Councilmember Martinez to deny the contract extension.

Councilmember Lee asked for more discussion before the vote was taken. Mr. Lee suggested getting more information on what was needed to complete the document. Councilmember Marchman recommended Mr. Dixon to go back and negotiate the fees and the final cost. Councilmember Merz agreed on finding out cost of close out and any additional cost for approved directives. The city council gave direction to Mr. Dixon to speak with Simplecity and negotiate the costs. Mr. Dixon asked if the city council wanted Simplecity to come to the P & Z meeting the next evening as first planned. Mr. Dixon's concern was if they did not come there could be questions staff could not answer. City Council did not want Simplecity attending the next evening.

Councilmember Marchman agreed to resend his motion to deny, instead to direct staff to negotiate the fees. Councilmember Martinez agreed to resend her second. No other action was taken.

c. Consider and take appropriate action on an application submitted for an open seat on the Historic Landmark Commission

City Secretary Debra Howe briefed the city council on the application submitted by Mary King for the open position on the HLC Board. Ms. Howe said Ms. King had submitted her application back in September when a position was open and city council had chosen Lori Marchman and her application had been kept for a future opening. Ms. Howe said she was still interested in being on the board. Mayor Schroeder said this would be considered at the next meeting.

X. Discussion on Future Agenda Items

No items were discussed.

XI. Adjourn

Mayor Schroeder adjourned the meeting at 7:49 p.m.

Mayor

ATTEST:

City Secretary



POWER ENGINEERS, INC.

25025 INTERSTATE 45
SUITE 300
SPRING, TX 77380 USA

PHONE 281-765-500

April 2, 2025
(Via Mail)

Mr. Scott Dixon
City Administrator
City of Castroville
1209 Fiorella Street
Castroville, TX 78009

Re: Proposed Howard to Bottlebrush 345 kV Transmission Line Project in Atascosa, Bandera, Bexar, Crockett, Edwards, Kerr, Kimble, Kinney, Medina, Pecos, Real, Sutton, Terrell, Uvalde, and Val Verde Counties, Texas
POWER Engineers, Inc. Project No. 256789

Dear Mr. Dixon:

Subject to the Public Utility Commission of Texas' (PUC's) decision expected by May 1, 2025 (Docket No. 55718), CPS Energy and Texas-New Mexico Power Company (TNMP) could be filing an application with the PUC to amend their Certificates of Convenience and Necessity (CCNs) to construct a new, single-circuit 345 kilovolt (kV) transmission line in Atascosa, Bandera, Bexar, Crockett, Edwards, Kerr, Kimble, Kinney, Medina, Pecos, Real, Sutton, Terrell, Uvalde, and Val Verde Counties, Texas (Project).

The purpose of this Project is to satisfy the PUC order and Section 39.166 of the Public Utility Regulatory Act (PURA) associated with the Electric Reliability Council of Texas, Inc. (ERCOT) Permian Basin Reliability Plan.

The Project will extend approximately 270 miles from the proposed CPS Energy Howard Road Station, to be located in the southwest portion of the City of San Antonio in Bexar County, to the proposed TNMP Bottlebrush Station, to be located approximately one mile northeast of US Highway 285 in Pecos County. A study area has been developed to consider possible routes connecting the proposed Howard Road and Bottlebrush stations to be included in the CCN application for filing with the PUC. Proposed routes for the Project have not been developed at this time. The location of the study area, proposed Howard Road Station, proposed Bottlebrush Station, and approximate locations of other existing transmission facilities are shown on the enclosed map.

POWER Engineers, Inc. (POWER) is preparing an Environmental Assessment and Alternative Route Analysis to support CPS Energy's and TNMP's CCN application with the PUC. POWER is gathering data on the existing environment and identifying environmental, cultural, and land use constraints within the study area. POWER will identify potential routes between the end points that consider these environmental, cultural, and land use constraints.

April 2, 2025

POWER is requesting that your agency/office provide information concerning environmental and land use constraints or other issues of interest to your agency/office within the study area. Your input will be an important consideration in the evaluation of the potential routes and in the assessment of potential impacts of each route. In addition, POWER would appreciate receiving information about any permits, easements, or other approvals by your agency/office that you believe could affect this Project, or if you are aware of any major proposed development or construction in the study area. Upon certification for the proposed Project by the PUC, CPS Energy and TNMP will identify and obtain necessary permits, if required, from your agency/office.

Thank you for your assistance with this proposed electric transmission line project route development process. Please contact me by phone at 281-765-5511, or by e-mail at denise.williams@powereng.com, if you have any questions or require additional information. POWER would appreciate receiving your reply by April 29, 2025.

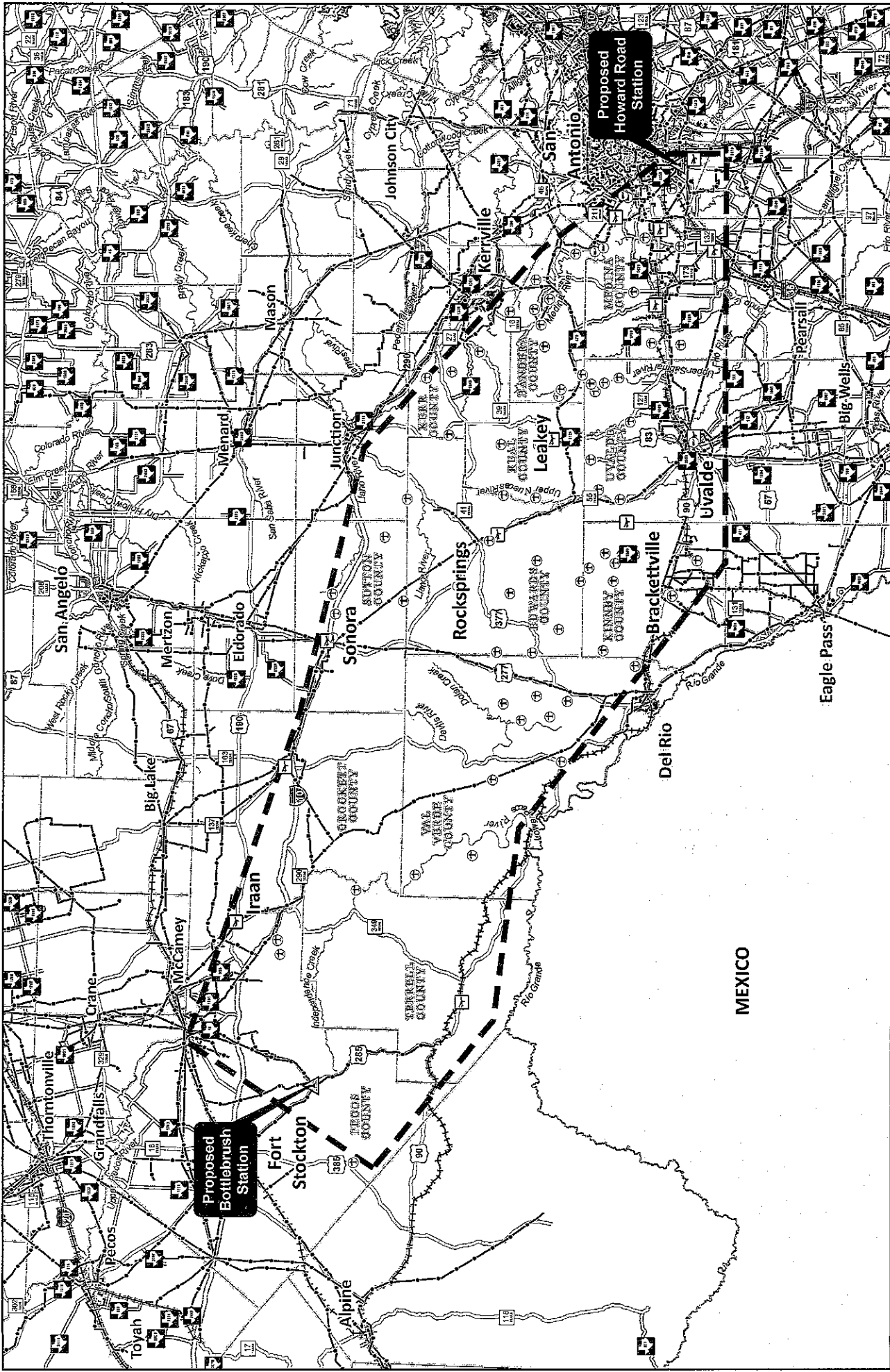
Sincerely,



Denise M. Williams
Environmental Project Manager

Enclosure(s):
Study Area Map

Sent Via Mail



Section VIII, Item a.

HOWARD TO BOTTLEBRUSH 345 KV TRANSMISSION LINE PROJECT STUDY AREA

cps

7M

0 35 Miles

Project Area

Public Airport

Private Airstrip

Heliport

River

Railroad

Interstate Highway

US Highway

State Highway

Farm-to-Market Road

Proposed Station

Study Area Boundary

Existing Transmission Line

City Limit

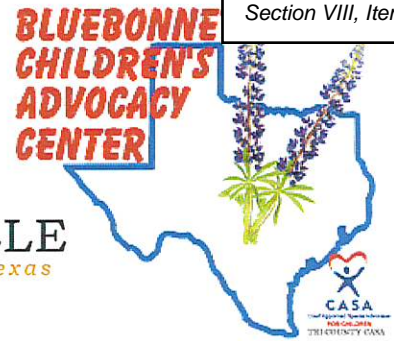
County Boundary

April 14, 2025

Mr. Scott Dixon, City Administrator
City of Castroville
1209 Fiorella Street
Castroville, Texas 78009



CASTROVILLE
the little Alsace of Texas



Dear Scott,

Bluebonnet Children's Center is grateful to have a strong partnership with the City of Castroville and Medina County!

Since 2001, **BCC has conducted forensic interviews for children experiencing abuse and neglect in Medina County and provides free therapy (no waiting list) for Castroville and Medina County clients.** BCC services include victim advocacy, crime victims' compensation assistance, community education classes, awareness programs, and basic needs to victims through our multiple resource connections. We offered access to an emergency resource room - The Rainbow Room - stocked with clothing, infant/toddler food and diapers, hygiene items, and school supplies to help the victims and their families. These services were available to Medina County clients at no charge.

I also wanted to share with you some of the **BCC's outcomes in 2024** for Medina County. Below are the following services we provided to the children and their nonoffending parents or caregivers:

- **157 First Time/Repeat Children received BCC Services**
- **67 Children received a Forensic Interview**
- **82 Children received Trauma Focused Mental Health/Therapy services for a total of 948 Sessions.**
- **18 Adults received Trauma Focused Mental Health/Therapy services for a total of 115 Sessions.**

BCC's average cost per child is \$1,784 for our core service delivery, which equals \$280,088 that BCC spent helping the 157 children in crisis from Medina County in 2024. The Bluebonnet Children's Advocacy Center forensic interviewers appreciate the opportunity to work with law enforcement, attorneys, and judges from Castroville and Medina County and have built a strong professional relationship over the years. We would like to see that continue! In addition, we realize the importance of our working together to promote healing and recovery for victimized children and believe that by partnering together, we can protect these same children and the community through limiting access by alleged perpetrators.

We appreciate the opportunity to be of service to the Castroville and Medina County community. Please let us know if you need additional information of our services to your community or would like a tour of our Hondo office and meet our team of dedicated therapists.

We are on the same team to help children in crisis receive justice, recover, and heal in Castroville and Medina County.

Sincerely,

Ed Gentry, Executive Director



Bluebonnet Children's Advocacy Center (BCAC) is committed to protecting and enhancing the quality of life for children experiencing abuse and neglect in Medina, Uvalde, and Real counties.

City Administrator's Report



To: Mayor Schroeder & City Council
CC: Staff
From: R. Scott Dixon, City Administrator
Date: April 16, 2025
Re: City Administrator's Report

Mayor and Council,

The following items are listed in no particular order. If there is anything that you would like an update on that you do not see listed or you have any additional questions or concerns, please contact me.

Gas Operations Update

The City recently hired Javier Jacquez as the Gas Utility Superintendent. He has hit the ground running! Javier is currently prepping for the Railroad Commission's annual inspection and also compiling a list of the needed maintenance equipment for the gas utility. We anticipate the need to hire at least one other full-time position. The City's gas utility is currently spending approximately \$5,000 per month on gas line locating services.

CPS Wholesale Electric Negotiations

Staff will update the city council and seek council direction on the current status of these negotiations during an executive session on April 22nd.

Regional Park Community Center Project

The Regional Park Community Center is in full swing. The foundation preparation has been completed, the building will begin "going vertical" in the next 3 -4 weeks. Unfortunately, the pool may be closed for a good portion (all of May & July, and part of August) of the summer. Staff is evaluating the planned construction and will work to ensure the safety of our patrons while this project is underway. A time lapse camera has been installed so that we can capture the project's progress and share it with the community – more details on when and how these images will be shared is forthcoming.

WWTP Dams and ponds

With the assistance of Councilman King, staff provided an update on the wastewater treatment plant ponds on Monday, April 7th. The next step in this process will be to send the results of the soil samples to the TCEQ to see if any specific requirements (i.e. soil removal) will be required. Once the TCEQ clears the City to begin work, we will begin filling in the east pond and de-watering the west pond. This effort will require the use of heavy machinery which the City will rent for this purpose. To the extent necessary, staff will seek a budget amendment for this project once these costs have been identified.

Regional Park Irrigation

Staff has continued to look at other methods of park irrigation. As was demonstrated during the city council's tour of the WWTP, staff has located the water line that will be piped into the irrigation line that runs to the park. This will allow for approximately 25,000 gallons a day of irrigation. The next step in this process is to evaluate the pumps at the clarifier to ensure that they are up to the task of pumping the water to the irrigation line. A more permanent (and costly) solution that is continuing to be investigated is the re-purposing of the sludge containment area which would allow the city to store up to 400,000 gallons of effluent for re-sale or irrigation purposes.

Solid Waste RFP

The Request for Proposals for Solid Waste Services has been issued – it is due on April 29th. All of the major solid waste service companies have been contacted and the RFP has been advertised in the paper and on the City website.

UDO Progress

The P&Z met on April 9th and reviewed the draft UDO. The Commission voted to take no action regarding the recommendation for adoption and instructed staff to seek additional public comment with a request that all comments be submitted by April 18th so that council can address any new issues or concerns during the public hearing portion of the April 22nd regular council meeting.

New Developments – Water Demand

Staff has been contacted by a number of developers seeking to establish either new commercial or residential developments within the City's ETJ. The prevailing concern has been the availability of water. The water capacity that was provided by the system improvements that were made by Alsatian Oaks (Medina Valley Well improvements) have been claimed by Alsatian Oaks, Terry Dickerson, and Flat Creek. The City's water utility does not have additional capacity to offer until the new elevated storage tank is constructed (estimated completion February 2028) or unless additional improvements are made at the Medina Valley well site.

Staff is evaluating the viability of other funding alternatives including capitalizing the city's TIRZ revenue and seeking a private partnership on the elevated tower project. The City Administrator will provide a brief explanation of these two alternatives during his report to City Council.

Budget Workshops

Staff is preparing to provide council with individual budget presentations by each department head at a council budget workshop. The proposed dates for these workshops are the weeks of May 6th or May 12th or May 19th.

Bluebonnet Child Advocacy Center

Included with this report is a copy of a letter that the City received from the Bluebonnet Child Advocacy Center. The letter provides an overview of the important work that they do. The City of Castroville has supported this organization by hosting their annual BBQ cook-off fundraiser at the Castroville Regional Park.

345 KV Transmission Line

Included with this report is a copy of a letter that the City received from Power Engineers pertaining to the construction of a 345 KV transmission line. Staff will consult with our legal advisor for electric matters to determine whether any action is necessary related to the City's electric CCN.

City Hall Remodel - RFQ

Following council's direction, staff has issued the RFQ for design-build of the City Hall, it has been posted in the newspaper and in Civcast. Staff added expansion of the library as a future potential project based upon prior CIP discussions. This addition will not obligate the City in any way but provides greater flexibility should the council seek to do any work on the library. The RFQ is due May 2nd.

CDBG Waterline Project

The Community Development Block Grant (CDBG) waterline project will commence in the next few weeks. Staff has conducted the pre-construction meeting and issued the notice to proceed.

Council Chamber Audio/Video

Staff has received an additional proposal for audio/video upgrades to the council chambers. Modifications to the proposal have been requested, as soon as a revised proposal is received, staff will place the item before the council for consideration.

Athens Area Drainage Project

Staff recently met with the adjoining landowners to the Geneva paper street. The project area has been staked and the project will commence construction within the next few weeks.

There is a lot going on in the City of Castroville! If I have left anything out of this report, it was not intentional. **If there is anything else that is of particular concern to you, please let me know so that I can include it on a future report.** As always, my door is open should you have need to speak with me. It is my pleasure to serve the people of Castroville.

Thank you,

A handwritten signature in blue ink, appearing to read "R. Scott Dixon".

R. Scott Dixon, MPA

City Administrator, Castroville, TX



Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Public Hearing for Alsatian Oaks Planned Unit Development Amendment

Recommended Motion:

I move to approve the planned unit development amendment for Alsatian Oaks.

Background:

The City of Castroville City Council is considering the following request:

Applicant: Pape Dawson

Property Owner: AO Lot Development LLC

Legal Description: A1259 L. M. COLLARD SURVEY 97; 121.967 ACRES

Location: Parcel 10627, Property north of Highway 90 W and east of Tondre Dr.

Zoning: P-D, Planned Development District

Pape Dawson has submitted a PUD plan amendment on behalf of the Alsatian Oaks development agreement. The changes are listed below:

- The school site in the northwest corner of the development was not needed by MVISD and has been changed to single-family residential
- Future unit boundaries have been revised
- Designated non-floodplain open space areas have been removed from the map but are accounted for within the open space table
- Proposed street cross-sections have been added Line and curve table has been added
- PUD Development summary has been updated
 - Corrected acreages of Lots 18, 19, 20, 21, 22 and Units 6, 7A, 7B, 8, 9, 10, 11, 12, and 13 for Right-of-way discrepancy
 - Corrected illustrated Local "B" Right-of-Way width to reflect 60' on plan view
 - Future projected open space updated
- Updated Note No. 4 in reference to secondary access requirements

Attachments:

- City Engineer Review Letter
- Alsatian Oaks PUD Amendment Revision Narrative
- Revised PUD Plan

Submitted by: Breana Soto

Alsatian Oaks PUD Amendment

Alsatian Oaks PUD Amendment

Discuss and take appropriate action on a request for a planned unit development amendment for approximately 415.15 acres located at the property north of Highway 90 W and east of Tondre Drive, also known as Alsatian Oaks.

Applicant: Pape-Dawson

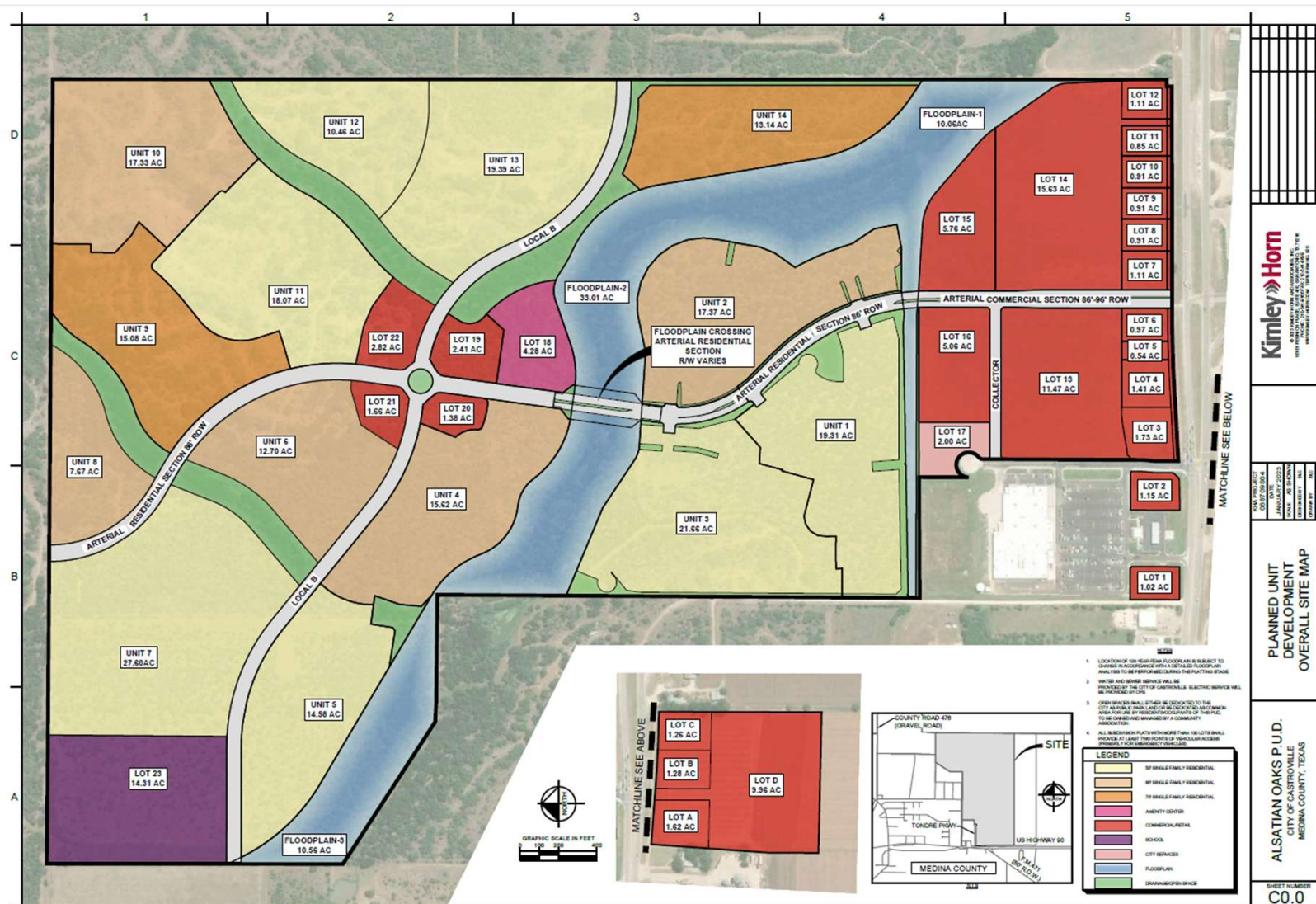
Property Owner: AO Lot Development LLC

Legal Description: A1259 L. M. COLLARD SURVEY 97; 121.967 ACRES

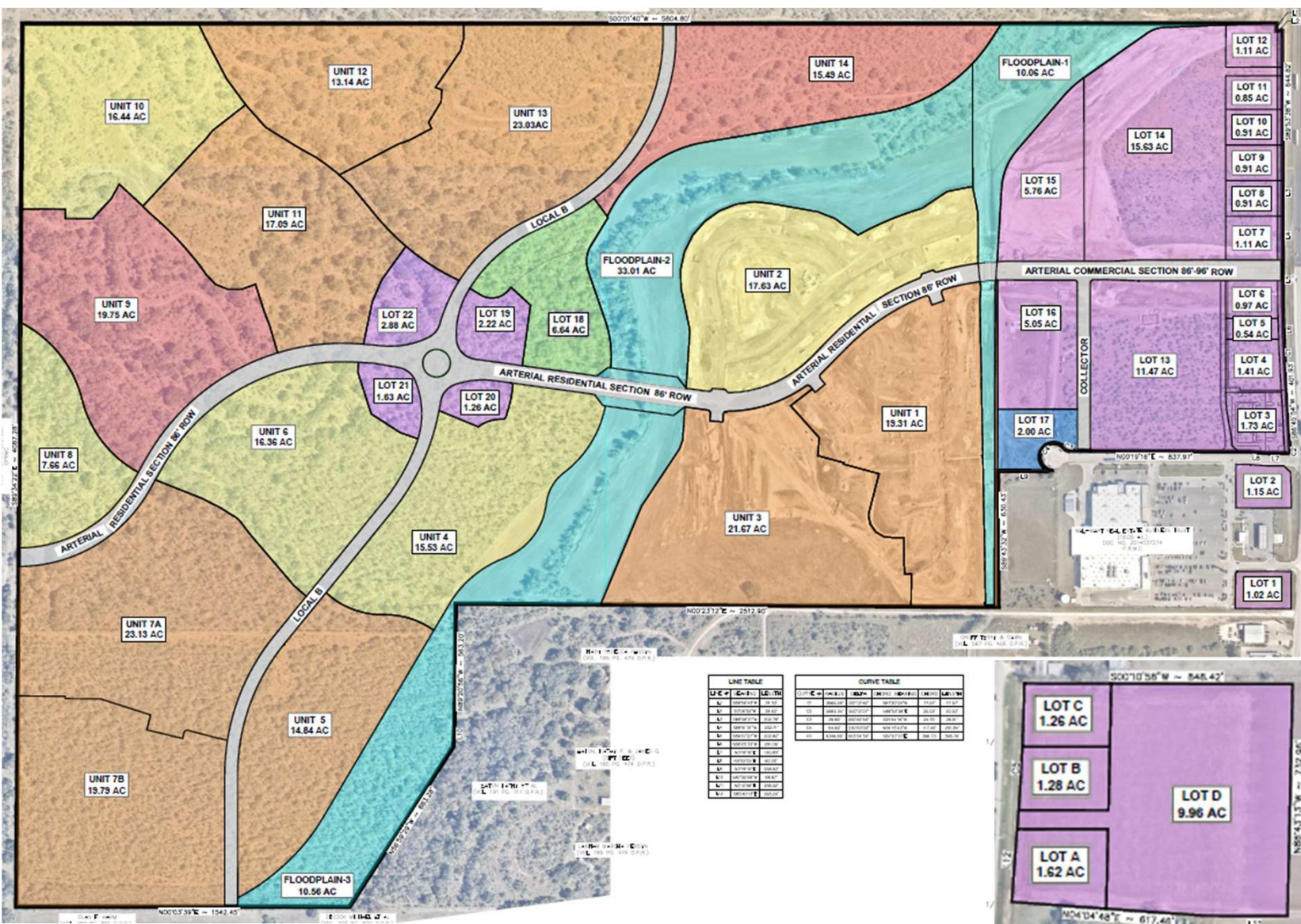
Location: Property north of Highway 90 W and east of Tondre Dr.

Zoning: P-D, Planned Development District

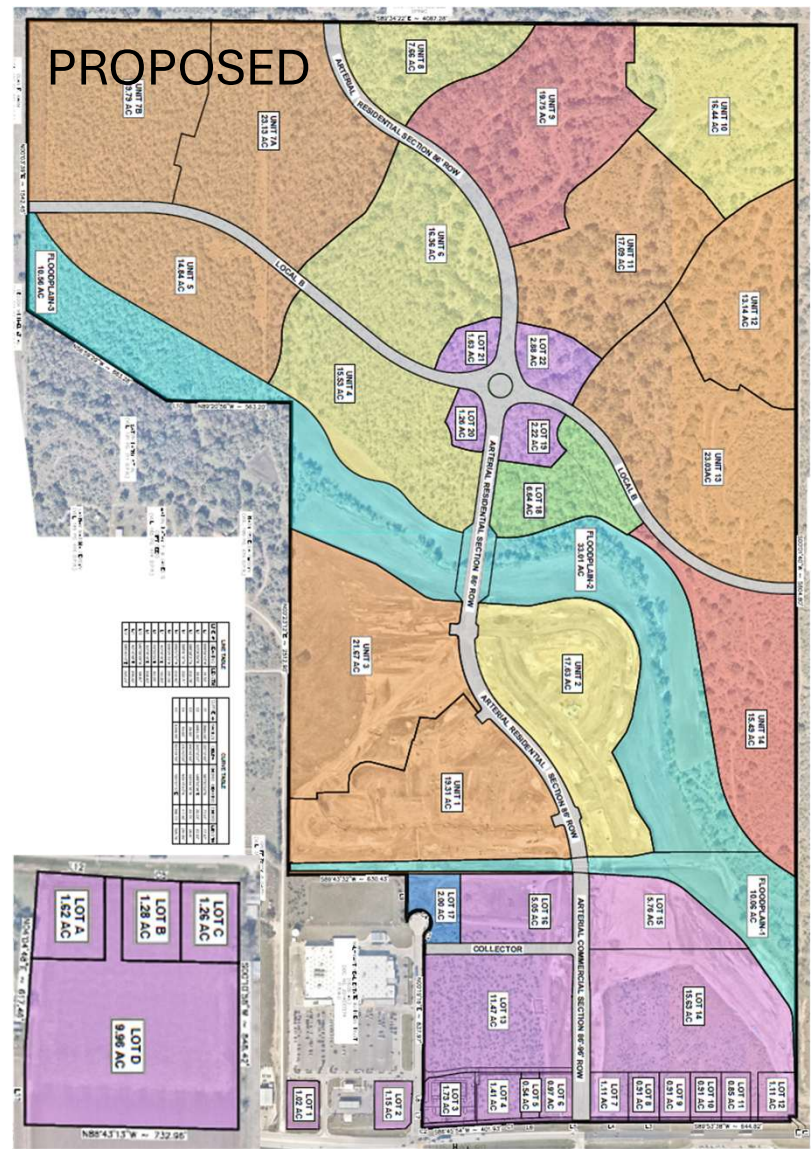
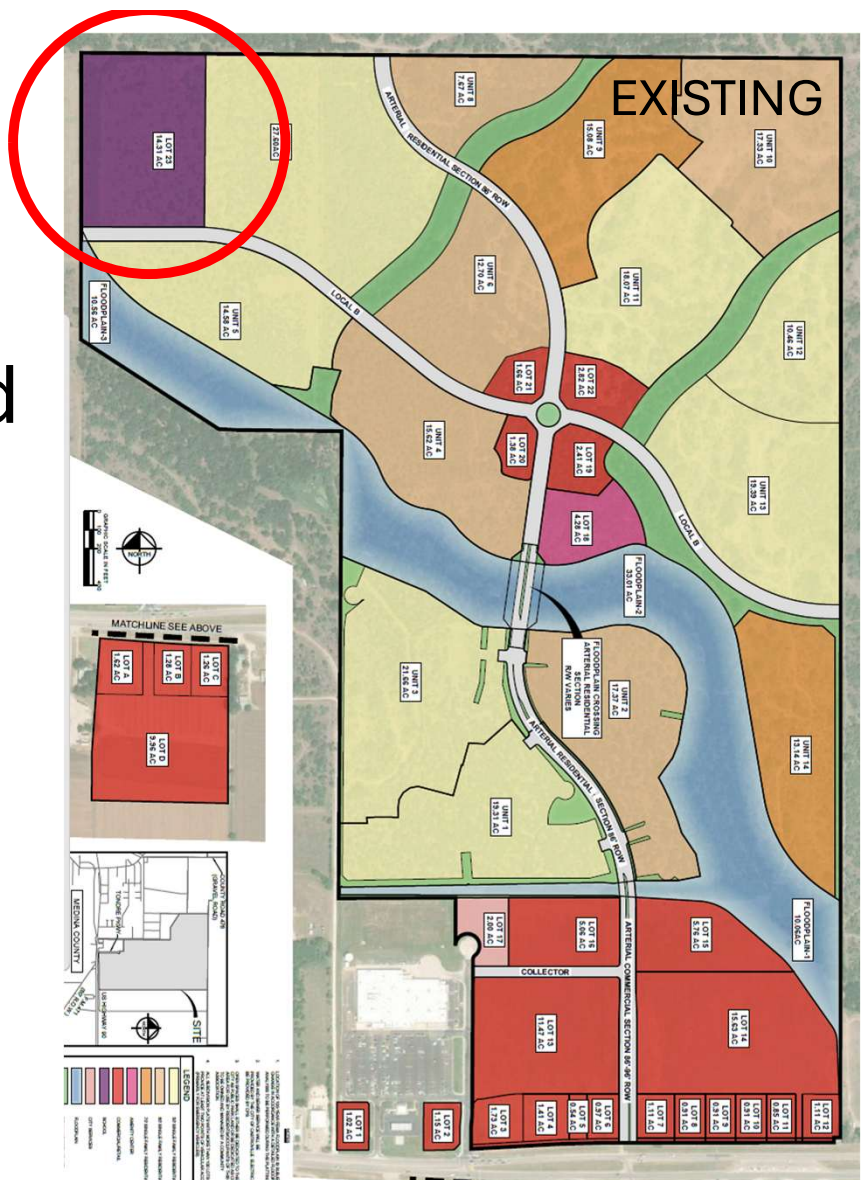
Existing PUD Plan



Proposed PUD Plan

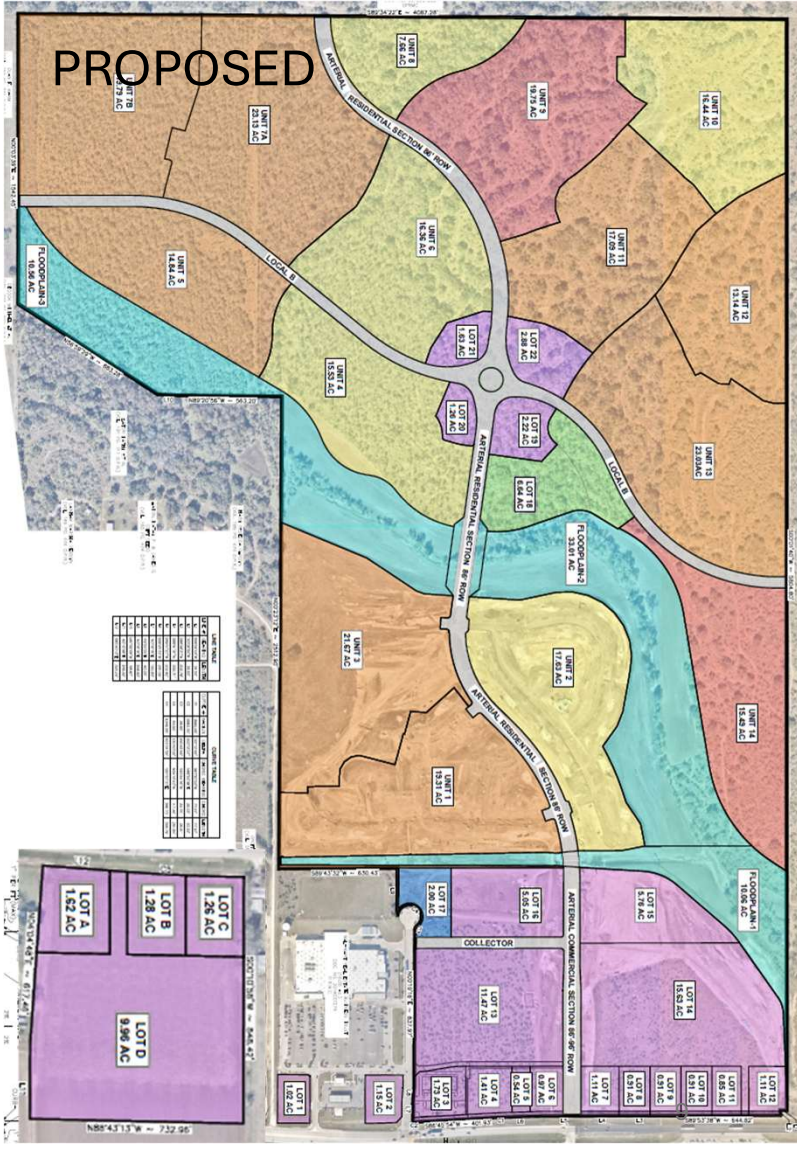
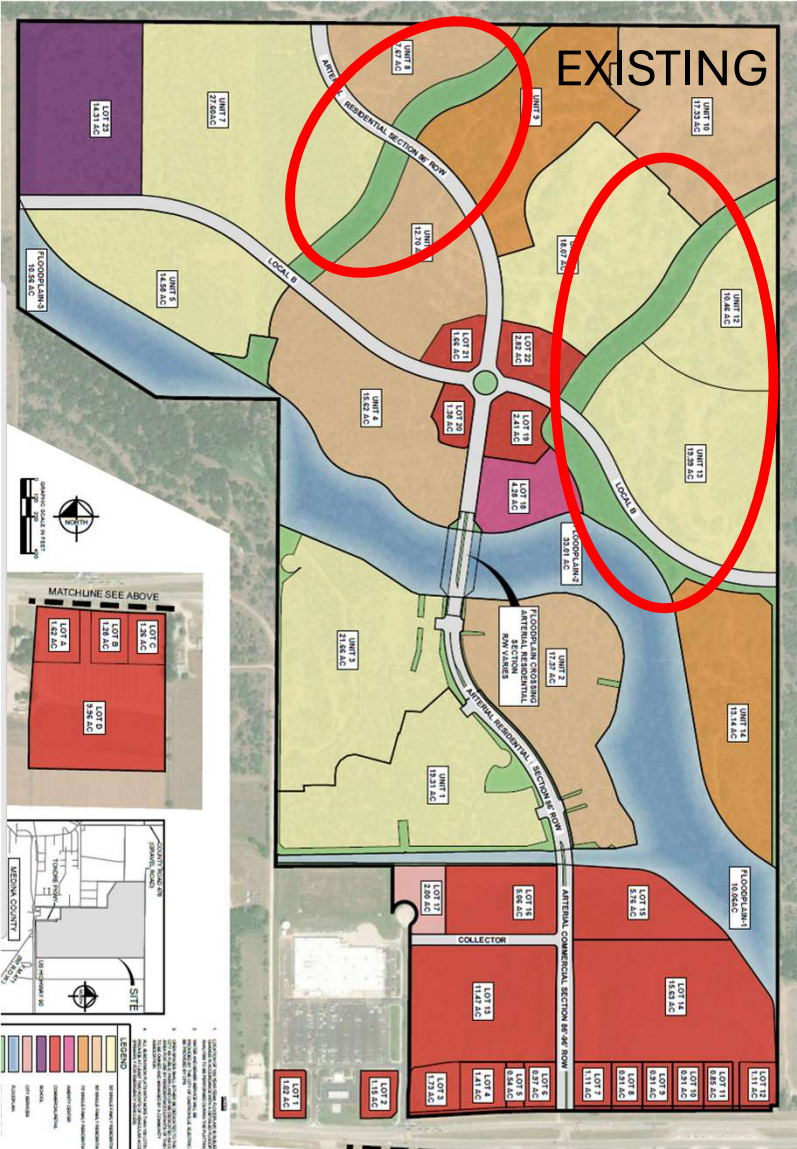


Changes School Site Removed



Changes
Open
Space
Designation
Removed

Is Included
in Chart



Development Table

EXISTING

ORIGINAL APPROVED PUD DEVELOPMENT SUMMARY						
AREA/PHASE	ORIGINAL LAND USE	AREA (AC.)	DENSITY (DU/AC.)	DENSITY (BUILDING SQ. FT.)	UNITS/LOTS	OPEN SPACE REQ. (AC.)
AM-1	AMENITY CENTER	8.32	----	----	----	8.32
COM-1	COMMERCIAL/RETAIL	32.33*	----	316,905	----	3.23*
COM-2	COMMERCIAL/RETAIL	19.11*	----	199,940	----	1.91*
COM-3	COMMERCIAL/RETAIL	3.30*	----	60,115	----	0.33*
COM-4	COMMERCIAL/RETAIL	1.53*	----	17,750	----	0.15*
COM-5	COMMERCIAL/RETAIL	1.21*	----	14,810	----	0.12*
COM-6	COMMERCIAL/RETAIL	1.08*	----	13,721	----	0.11*
COM-7	COMMERCIAL/RETAIL	9.56*	----	104,435	----	0.96*
FLP-1	FLOODPLAIN	4.31**	----	----	----	2.16**
FLP-2	FLOODPLAIN	6.51**	----	----	----	3.26**
FLP-3	FLOODPLAIN	15.42**	----	----	----	7.71**
FLP-4	FLOODPLAIN	3.58**	----	----	----	1.79**
RES-1	SINGLE FAMILY RESIDENTIAL	16.99***	3.63	----	62	3.40***
RES-2	SINGLE FAMILY RESIDENTIAL	27.96***	3.80	----	106	5.59***
RES-3	SINGLE FAMILY RESIDENTIAL	18.01***	3.80	----	68	3.60***
RES-4	SINGLE FAMILY RESIDENTIAL	9.92***	3.63	----	36	1.98***
RES-5	SINGLE FAMILY RESIDENTIAL	30.75***	3.00	----	92	6.15***
RES-6	SINGLE FAMILY RESIDENTIAL	18.94***	3.80	----	72	3.79***
RES-7	SINGLE FAMILY RESIDENTIAL	37.01***	3.00	----	105	7.01***
RES-8	SINGLE FAMILY RESIDENTIAL	28.49***	3.63	----	92	5.05***
RES-9	SINGLE FAMILY RESIDENTIAL	8.18***	3.80	----	31	1.64***
RES-10	SINGLE FAMILY RESIDENTIAL	27.51***	3.80	----	105	5.50***
RES-11	SINGLE FAMILY RESIDENTIAL	23.08***	3.80	----	88	4.62***
RES-12	SINGLE FAMILY RESIDENTIAL	24.35***	3.80	----	93	4.87***
ROW-1	ARTERIAL RIGHT OF WAY	16.52	----	----	----	----
ROW-2	LOCAL B RIGHT OF WAY (EAST)	2.34	----	----	----	----
ROW-3	LOCAL B RIGHT OF WAY (WEST)	1.44	----	----	----	----
ROW-4	LOCAL B RIGHT OF WAY (SOUTH)	0.75	----	----	----	----
CS	CITY SERVICES	2.00	----	----	----	----
SCH-1	SCHOOL	14.65	----	----	----	----
TOTAL		415.15	----	727,676	950	60.01

* MINIMUM REQUIREMENT OF 10% OF GROSS SITE AREA FOR NON-RESIDENTIAL
 ** ONE HALF OF FLOODPLAIN
 *** MINIMUM REQUIREMENT OF 20% OF GROSS SITE AREA FOR RESIDENTIAL

PROPOSED

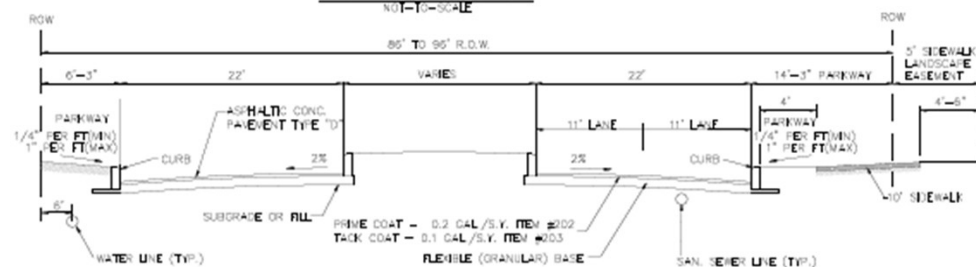
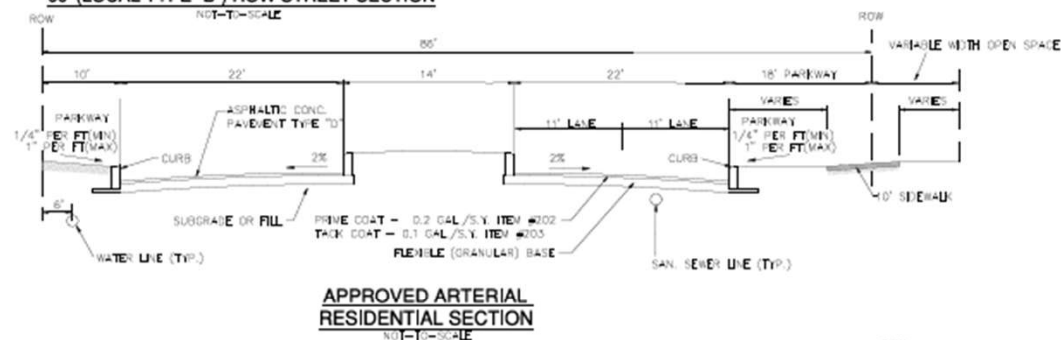
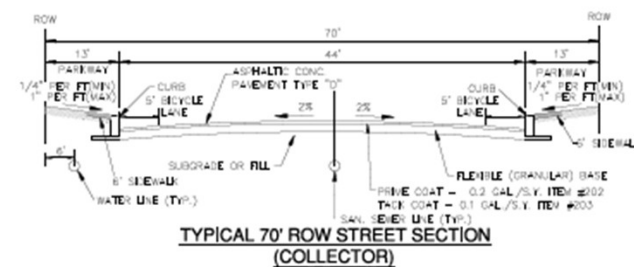
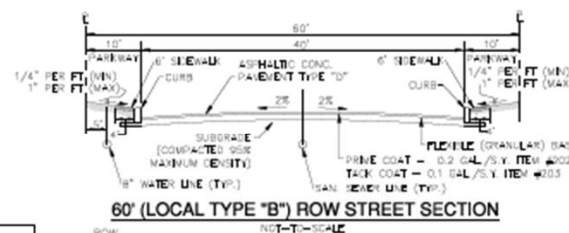
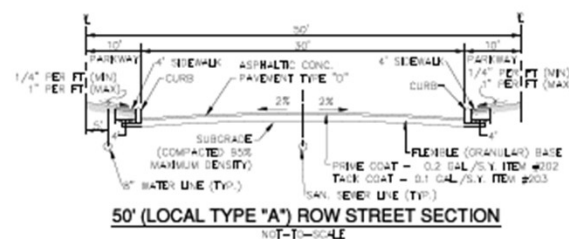
PUD DEVELOPMENT SUMMARY							
AREA/PHASE	ORIGINAL LAND USE	AREA (AC.)	DENSITY (DU/AC.)	UNITS/LOTS	LOT FRONTAGE WIDTH (FT)	OPEN SPACE REQ. (AC.)	OPEN SPACE PROJECTED (AC.)
Lot 1	COMMERCIAL/RETAIL	1.02	----	----	----	0.10*	----
Lot 2	COMMERCIAL/RETAIL	1.15	----	----	----	0.12*	----
Lot 3	COMMERCIAL/RETAIL	1.73	----	----	----	0.17*	----
Lot 4	COMMERCIAL/RETAIL	1.41	----	----	----	0.14*	----
Lot 5	COMMERCIAL/RETAIL	0.54	----	----	----	0.05*	----
Lot 6	COMMERCIAL/RETAIL	0.97	----	----	----	0.10*	----
Lot 7	COMMERCIAL/RETAIL	1.11	----	----	----	0.11*	----
Lot 8	COMMERCIAL/RETAIL	0.91	----	----	----	0.09*	----
Lot 9	COMMERCIAL/RETAIL	0.91	----	----	----	0.09*	----
Lot 10	COMMERCIAL/RETAIL	0.91	----	----	----	0.09*	----
Lot 11	COMMERCIAL/RETAIL	0.85	----	----	----	0.09*	----
Lot 12	COMMERCIAL/RETAIL	1.11	----	----	----	0.11*	----
Lot 13	COMMERCIAL/RETAIL	11.74	----	----	----	1.17*	----
Lot 14	COMMERCIAL/RETAIL	15.63	----	----	----	1.56*	----
Lot 15	COMMERCIAL/RETAIL	5.76	----	----	----	0.58*	----
Lot 16	COMMERCIAL/RETAIL	5.05	----	----	----	0.51*	----
Lot 17	CITY SERVICES	2.00	----	----	----	----	----
Lot 18	AMENITY CENTER	6.64	----	----	----	0.66*	6.64
Lot 19	COMMERCIAL/RETAIL	2.22	----	----	----	0.22*	----
Lot 20	COMMERCIAL/RETAIL	1.26	----	----	----	0.13*	----
Lot 21	COMMERCIAL/RETAIL	1.63	----	----	----	0.16*	----
Lot 22	COMMERCIAL/RETAIL	2.88	----	----	----	0.29*	----
Lot a	COMMERCIAL/RETAIL	1.62	----	----	----	0.16*	----
Lot b	COMMERCIAL/RETAIL	1.28	----	----	----	0.13*	----
Lot c	COMMERCIAL/RETAIL	1.26	----	----	----	0.13*	----
Lot d	COMMERCIAL/RETAIL	9.96	----	----	----	1.00*	----
Unit 1	SINGLE FAMILY RESIDENTIAL	19.31	3.83	74	50	3.86***	3.33
Unit 2	SINGLE FAMILY RESIDENTIAL	17.63	3.91	69	60	3.53***	0.46
Unit 3	SINGLE FAMILY RESIDENTIAL	21.67	4.15	90	50	4.33***	1.59
Unit 4	SINGLE FAMILY RESIDENTIAL	15.53	3.09	48	60	3.11***	2.20
Unit 5	SINGLE FAMILY RESIDENTIAL	14.84	3.57	53	50	2.97***	2.03
Unit 6	SINGLE FAMILY RESIDENTIAL	16.36	2.32	38	60	3.27***	4.01
Unit 7A	SINGLE FAMILY RESIDENTIAL	23.13	3.63	84	50	4.63***	1.43
Unit 7B	SINGLE FAMILY RESIDENTIAL	19.79	2.93	58	50	3.96***	4.72
Unit 8	SINGLE FAMILY RESIDENTIAL	7.66	2.48	19	60	1.53***	2.59
Unit 9	SINGLE FAMILY RESIDENTIAL	19.75	2.58	51	70	3.95***	4.19
Unit 10	SINGLE FAMILY RESIDENTIAL	16.44	3.71	61	60	3.29***	0.68
Unit 11	SINGLE FAMILY RESIDENTIAL	17.09	4.10	70	50	3.42***	0.94
Unit 12	SINGLE FAMILY RESIDENTIAL	13.14	2.82	37	50	2.63***	4.02
Unit 13	SINGLE FAMILY RESIDENTIAL	23.03	2.82	65	50	4.61***	2.96
Unit 14	SINGLE FAMILY RESIDENTIAL	15.49	3.87	60	70	3.10***	1.30
FP-1	FLOODPLAIN	10.06	----	----	----	----	5.03**
FP-2	FLOODPLAIN	33.01	----	----	----	----	16.51**
FP-3	FLOODPLAIN	10.56	----	----	----	----	5.28**
Road	STREET ROW	21.16	----	----	----	2.12*	----
TOTAL		417.20	----	877.00		62.24	69.91

* MINIMUM REQUIREMENT OF 10% OF GROSS SITE AREA FOR NON-RESIDENTIAL
 ** 50% OF FLOODPLAIN
 *** MINIMUM REQUIREMENT OF 20% OF GROSS SITE AREA FOR RESIDENTIAL
 ***** LOT FRONTAGE WIDTH SUMMARY COUNT %
 50' LOTS 531 60.55 %

Changes Street Sections Added

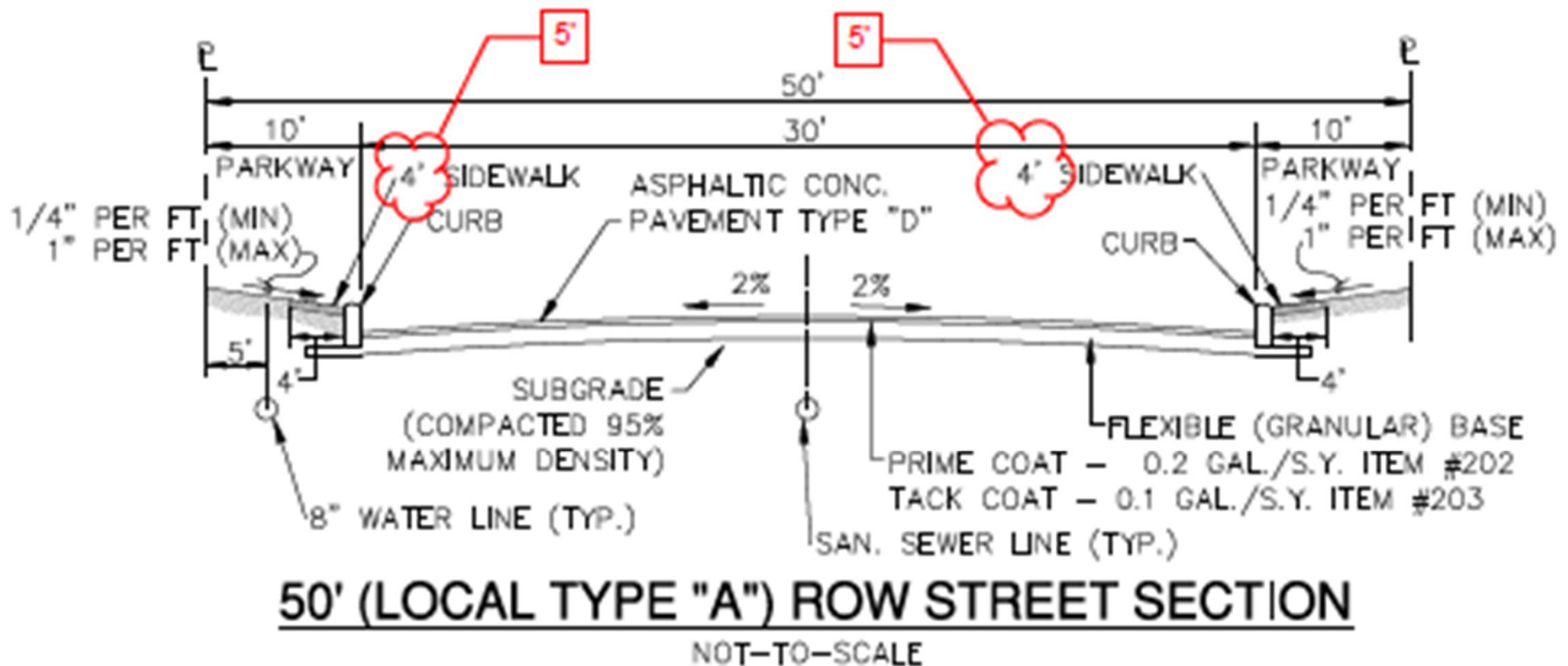
STREET DESIGN STANDARDS

STREET CLASSIFICATION	LOCAL "A"	LOCAL "B"	ARTERIAL	COLLECTOR
R.O.W. WIDTH (FT)	50'	60'	86-96'	60'
DESIGN SPEED (MPH)	25	25	35	35
MINIMUM GRADE	0.5%	0.5%	0.5%	0.5%
MAXIMUM GRADE	10%	10%	5%	8%
MINIMUM CENTERLINE RADIUS (FT)	200	200	600	400
MINIMUM RATE OF VERTICAL CURVATURE (K) FOR CREST CURVES	15	15	30	30
MINIMUM RATE OF VERTICAL CURVATURE (K) FOR SAG CURVES	30	30	50	50



Changes

Street Sections Added



Changes Secondary Access

EXISTING

ALL SUBDIVISIONS PLATS WITH MORE THAN **100** LOTS SHALL PROVIDE AT LEAST TWO POINTS OF VEHICULAR ACCESS (PRIMARILY FOR EMERGENCY VEHICLES).

PROPOSED

ALL SUBDIVISIONS PLATS WITH MORE THAN **125** LOTS SHALL PROVIDE AT LEAST TWO POINTS OF VEHICULAR ACCESS (PRIMARILY FOR EMERGENCY VEHICLES).

Changes

Development Summary Updated

PUD DEVELOPMENT SUMMARY

AREA/PHASE	ORIGINAL LAND USE	AREA (AC.)	DENSITY (DU/AC.)	UNITS/LOTS	LOT FRONTAGE WIDTH (FT)	OPEN SPACE REQ. (AC.)	OPEN SPACE PROJECTED (AC.)
Lot 1	COMMERCIAL/RETAIL	1.02	----	----		0.10*	----
Lot 2	COMMERCIAL/RETAIL	1.15	----	----		0.12*	----
Lot 3	COMMERCIAL/RETAIL	1.73	----	----		0.17*	----
Lot 4	COMMERCIAL/RETAIL	1.41	----	----		0.14*	----
Lot 5	COMMERCIAL/RETAIL	0.54	----	----		0.05*	----
Lot 6	COMMERCIAL/RETAIL	0.97	----	----		0.10*	----
Lot 7	COMMERCIAL/RETAIL	1.11	----	----		0.11*	----
Lot 8	COMMERCIAL/RETAIL	0.91	----	----		0.09*	----
Lot 9	COMMERCIAL/RETAIL	0.91	----	----		0.09*	----
Lot 10	COMMERCIAL/RETAIL	0.91	----	----		0.09*	----
Lot 11	COMMERCIAL/RETAIL	0.85	----	----		0.09*	----
Lot 12	COMMERCIAL/RETAIL	1.11	----	----		0.11*	----
Lot 13	COMMERCIAL/RETAIL	11.74	----	----		1.17*	----
Lot 14	COMMERCIAL/RETAIL	15.63	----	----		1.56*	----
Lot 15	COMMERCIAL/RETAIL	5.76	----	----		0.58*	----
Lot 16	COMMERCIAL/RETAIL	5.05	----	----		0.51*	----
Lot 17	CITY SERVICES	2.00	----	----			----
Lot 18	AMENITY CENTER	6.64	----	----		0.66*	6.64
Lot 19	COMMERCIAL/RETAIL	2.22	----	----		0.22*	----
Lot 20	COMMERCIAL/RETAIL	1.26	----	----		0.13*	----
Lot 21	COMMERCIAL/RETAIL	1.63	----	----		0.16*	----
Lot 22	COMMERCIAL/RETAIL	2.88	----	----		0.29*	----
Lot a	COMMERCIAL/RETAIL	1.62	----	----		0.16*	----
Lot b	COMMERCIAL/RETAIL	1.28	----	----		0.13*	----
Lot c	COMMERCIAL/RETAIL	1.26	----	----		0.13*	----
Lot d	COMMERCIAL/RETAIL	9.96	----	----		1.00*	----
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Unit 7A	SINGLE FAMILY RESIDENTIAL	23.13	3.63	84	50	4.63***	1.43
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Unit 8	SINGLE FAMILY RESIDENTIAL	7.66	2.48	19	60	1.53***	2.59
Unit 9	SINGLE FAMILY RESIDENTIAL	19.75	2.58	51	70	3.95***	4.19
Unit 10	SINGLE FAMILY RESIDENTIAL	16.44	3.71	61	60	3.29***	0.68
Unit 11	SINGLE FAMILY RESIDENTIAL	17.09	4.10	70	50	3.42***	0.94
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Unit 14	SINGLE FAMILY RESIDENTIAL	15.49	3.87	60	70	3.10***	1.30
FP-1	FLOODPLAIN	10.06	----	----		----	5.03**
FP-2	FLOODPLAIN	33.01	----	----		----	16.51**
FP-3	FLOODPLAIN	10.56	----	----		----	5.28**
Road	STREET ROW	21.16	----	----		2.12*	----
TOTAL		417.20	----	877.00		62.24	69.91
*MINIMUM REQUIREMENT OF 10% GROSS SITE AREA FOR NON-RESIDENTIAL							
**50% OF FLOODPLAIN							
***MINIMUM REQUIREMENT OF 20% OF GROSS SITE AREA FOR RESIDENTIAL							
**** LOT FRONTAGE WIDTH SUMMARY							
			COUNT	%			
50' LOTS			531	60.55%			
60' AND 70' LOTS			346	39.45%			
			877				
PER THE DEVELOPMENT AGREEMENT, NOT MORE THAN 60% OF THE SINGLE FAMILY RESIDENTIAL LOTS SHALL HAVE A FRONTAGE WIDTH OF FIFTY FEET (50'), WITH THE REMAINING 40% OF SUCH LOTS BEING COMPRISED OF LOTS HAVING FRONTAGE WIDTHS OF SIXTY FEET (60') AND SEVENTY FEET (70'), OR LARGER. THE DEVELOPMENT AGREEMENT ALSO ALLOWS FOR UP TO A 3% VARIANCE FROM THE SIXTY/FORTY PERCENT MIX OF LOT SIZES PROVIDED.							

Planning and Zoning Action

- Planning and Zoning recommended approval of the Alsatian Oaks Planned Unit Development amendment as presented, with the exception of the request to increase the number of homes from 100 to 125, which would necessitate two points of vehicular access.



Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Public Hearing on the adoption of the Comprehensive Plan.

Recommended Motion:

No Motion.

Background:

A comprehensive plan is a strategic framework that guides the long-term development and preservation of a city. It encompasses various elements such as land use, transportation, housing, economic development, and environmental sustainability. By integrating these components, a comprehensive plan ensures that growth is managed in a way that maintains the city's unique character. Preservation efforts within the plan focus on natural resources and the distinctive elements of Castroville, ensuring that the city's identity is retained for future generations. The Comprehensive Plan addresses growth guidance, the Highway 90 scar, streets and drainage, and outlines an action plan with both short-term and long-term goals.

The first meeting on this topic was held on January 16, 2024, with about 80 attendees. There was great discussion, much of it centered around Highway 90 and future connectivity possibilities but also covering other visions that would benefit the community.

The Planning and Zoning Commission held a public hearing on January 8, 2025, regarding the Comprehensive Plan. Following the staff's recommendation, they did not act but instead listened to citizens' comments and discussed their concerns and questions.

The Planning and Zoning Commission held another public hearing on February 12th to discuss each the Downtown Plan, Comprehensive Plan, and Unified Development Ordinance. The Planning and Zoning Commission recommended approval of the Downtown Plan but requested a joint workshop with the Council to discuss policy decisions.

On March 17, 2025, the Planning and Zoning Commission and City Council held a joint workshop to discuss policy decisions. Topics and concerns brought up at that workshop have been addressed in the updated documents.

Planning and Zoning decided to not take action. They wanted the public to have more time to review the document. It was decided that they would bring the UDO back at the next meeting to discussion and possible action

Attachments:

- PowerPoint presenting the changes made derived from the joint workshop.

Submitted by: Breana Soto

Comprehensive Plan

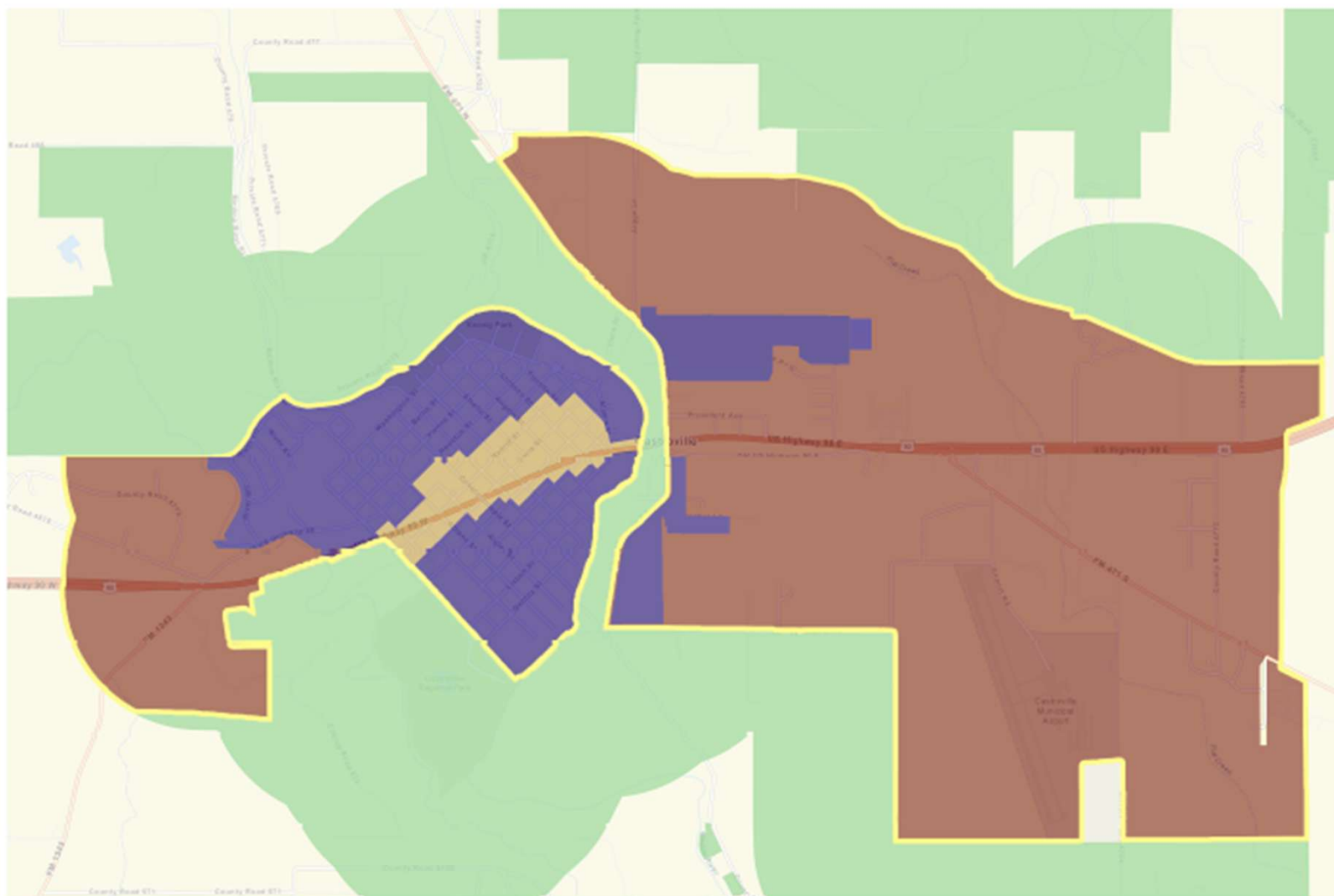
5 Year Statement

Comprehensive plans are required by State law to accompany zoning ordinances. Comprehensive plans shape the long-term goals of the community through a series of organized chapters focusing on land use and growth alongside a roadmap for success. It is recommended for comprehensive plans to be reviewed updated every five years to be consistent with the community zoning rules.

Update Engagement Table

Phase	Online Input Window	Site Views	Site Visits	Visitors	Contributions	Contributors
Code Rodeo	Aug 29, 2024 - September 17, 2024	348	232	133	3	3
Community Roundup	September 25, 2024 - January 20, 2025	2,302	1,615	916	35	27
Total Including Previous Phases		9,451	4,746	2,647	1944	220

Growth Guidance Map Updated



Planning and Zoning Commission Recommendation

- Planning and Zoning took no action. They wanted to give the public more time to review and provide questions.

Questions?





Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Public hearing on the adoption of the Unified Development Ordinance.

Recommended Motion:

No Motion.

Background:

The City of Castroville has undertaken a comprehensive review of its existing development regulations, including zoning, subdivision, and sign ordinances. These regulations, originally adopted in 1975, 2002, and 2017, respectively, and have been amended numerous times. The need for a Unified Development Ordinance (UDO) has been identified to streamline and modernize these regulations, ensuring they are clear, consistent, and aligned with development practices and community goals.

Discussion:

The proposed UDO consolidates and updates the existing development regulations into a single, cohesive document. Key features of the UDO include:

1. **General Provisions:** Establishes the purpose, scope, and applicability of the UDO.
2. **Review Authority & Procedures:** Defines the roles and responsibilities of various review bodies and outlines the procedures for applications and permits.
3. **Zoning District & Use Regulations:** Updates zoning districts and permitted uses to reflect current and future land use needs.
4. **Site Development & Design Standards:** Provides guidelines for site development.
5. **Environmental Protection:** Incorporates standards for stormwater management.

The UDO has been developed with extensive public input, including community workshops, public hearings, and consultations with stakeholders. It aims to promote sustainable development, protect natural resources, and enhance the quality of life for residents.

Community engagement for this process:

- November 28, 2023 – DNA Roundup: An analysis of Castroville's built environment and building patterns that begins the assessment of any inconsistencies between what the zoning codes tell developers to build and what the town wants to look like. This is Castroville, from the ground, up.

- January 16-17, 2024 – Castroville Dreaming: Stakeholder input is concurrently informing the city-wide Comprehensive Plan as well as the more focused Downtown Plan.
- March 27-28, 2024 – Design Rodeo: This phase begins the analysis of development standards, building upon input shared thus far.
- April 12, 2024 – Walkabout Code Tour: Walkabout Code walking tour of to see how development codes impact everyday buildings in Castroville.
- August 6-7, 2024 – Code Rodeo: This phase aligns all development codes together, in the Unified Development Ordinance.
- September 23, 2024 – Community Roundup: Find your property on the draft maps, explore the draft development standards, and review their applicability across Castroville. Submit recommended changes to the Place Type map as well as recommended changes to the Place Type zoning categories themselves.
- December 10-11, 2024 – Code Walkthrough: The Draft Comprehensive Plan, Downtown Masterplan, and Unified Development Ordinance documents will be reviewed publicly at Plan Commission and City Council before adoption.

Planning and Zoning decided to not take action. They wanted the public to have more time to review the document. It was decided that they would bring the UDO back at the next meeting to discussion and possible action

Attachments:

- PowerPoint summarizing recent changes derived from the joint workshop.

Submitted by: Breana Soto

Unified Development Ordinance

Timeline

- November 28, 2023 – DNA Roundup
- January 16-17, 2024 – Castroville Dreaming
- March 27-28, 2024 – Design Rodeo
- April 12, 2024 – Walkabout Code Tour
- August 6-7, 2024 – Code Rodeo
- September 23, 2024 – Community Roundup
- December 10-11, 2024 – Code Walkthrough
- December 11, 2024 – 1st Workshop with Council
- January 8, 2025 – 1st Public Hearing with Planning and Zoning
- February 12, 2025 – UDO Discussion with Planning and Zoning
- March 17, 2025 – 2nd Workshop with Council

Design Review Committee

2.3.5.1 ESTABLISHMENT AND MEMBERSHIP.

The DRC shall comprise a core membership and additional membership depending on project necessities. The City Administrator will determine the inclusion of additional membership on a project-to-project basis :

- (1) City Administrator
- (2) Community Development Department.
- (3) Building Permitting / Inspections Department.
- (4) Public Works Department (Water/Sewer/Drainage)

Additional project to project membership options

- (1) Engineering Department.
- (2) Public Works Department (Water/Sewer/Drainage).
- (3) Parks and Recreation Department.
- (4) Fire Marshal or Public Safety.
- (5) Other designees as determined by the City Administrator.

Pre- Application Meetings

Development activities begin with a pre-application meeting request to the City. The primary purpose of the pre-application meeting is for staff to help identify the scope of the development proposal, so that the City can determine the appropriate submittal requirements and process(es), including whether the development will require administrative or public approval.

Design Charette

THE DESIGN CHARRETTE (OPTIONAL).

A Design Charrette is a collaborative urban design and development workshop to create a fiscally viable and geographically appropriate development project. The development team and the City team have the option to work together to achieve common project goals for the development. The development proposal will be facilitated through a Charrette process with the development team and the city team, including a hired consultant to facilitate the Design Charrette.

Neighborhood Plans

2.2.7 NEIGHBORHOOD PLAN.

1

APPLICABILITY.

Neighborhood Plans are for development projects over 3 acres (one or more standard city blocks) on previously undeveloped and/or unplatted land. Neighborhood Plan applications are used to layout new neighborhoods or portions thereof including streets, blocks, lots, Civic Spaces, a parking plan, etc. and to allocated Place Type zoning districts within the new neighborhood. Neighborhood Plans include a general subdivision layout which shall serve as the guide for the preliminary plat(s) that will be submitted after the Neighborhood Plan is adopted.

Water Rights

2.2.20 WATER RIGHTS TRANSFER

Prior to a final plat being approved, the subdivider must provide to the City of Castroville ample water supply for the subdivision. If water rights are unavailable for the subdivided property, subdivider shall pay an equivalent fee to be spent in accordance with the city's water acquisition policy. Ample water supply or the equivalent payment shall be determined by the City of Castroville. Funding provided to the city for purchase of water rights shall be determined by the City of Castroville using the prevailing water rate at the time of the final plat or upon obtaining service within the extraterritorial jurisdiction.

Residential subdivisions. For single family residential subdivisions, the Subdivider shall transfer water rights accordingly:

For purposes of determining ample water supply, the city will utilize living unit equivalents as set forth below. A living unit equivalent ("LUE") means the typical flow that would be produced by a single family residence.

- (1) For subdivisions resulting in lots of less than one acre, water rights dedication will be .612 acre feet per lot.
- (2) For subdivisions resulting in lots greater than or equal to one acre, water rights dedication will be one acre foot per lot.

Site Development

During the site development process, model homes and temporary work trailers can obtain construction permits.

Civic Space

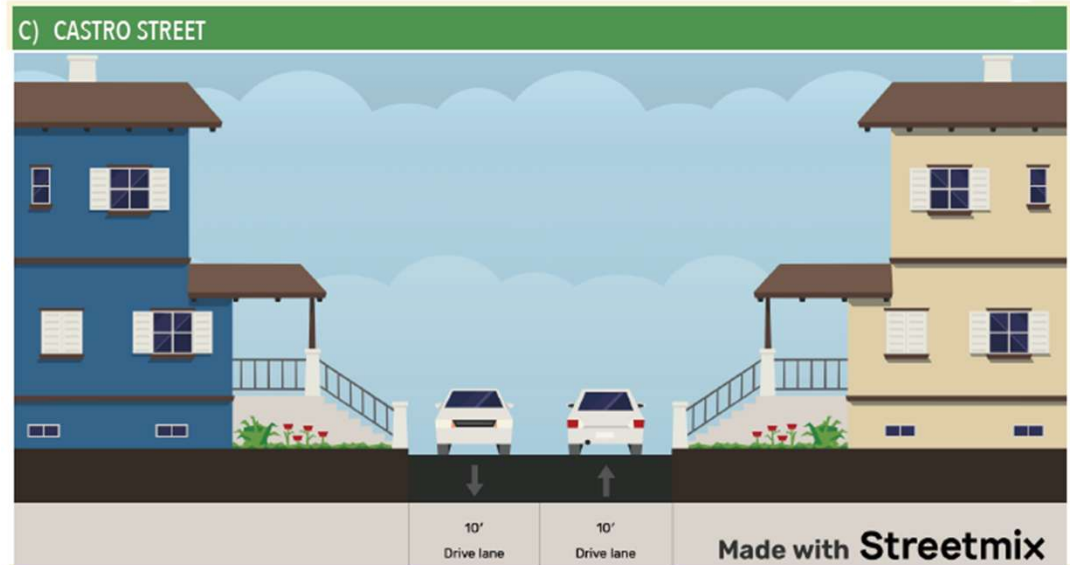
- (d) Civic Spaces seeking to change to a noncivic use shall require a rezoning.

Castro Street

DESCRIPTION

Castro Street is a low-capacity, low-speed neighborhood street throughout the original Castroville Plan. The street widths are narrow to encourage slower vehicular movements. On-street parking is permitted but is not continuous or must be designated by striping. Due to the low speeds, bicyclists, and pedestrians travel in the street with vehicles. This street type is a key feature that makes Castroville comfortable for all types of mobility.

Illustrated Street Sections



DESCRIPTION

Castro Street is a low-capacity, low-speed neighborhood street throughout the original Castroville Plan. The street widths are narrow to encourage slower vehicular movements. On-street parking is permitted but is not continuous or must be designated by striping. Due to the low speeds, bicyclists, and pedestrians travel in the street with vehicles. This street type is a key feature that makes Castroville comfortable for all types of mobility.

SPECIFICATIONS

RIGHT-OF-WAY:	42'	CURB TYPE:	No curb, Laydown
PAVEMENT WIDTH:	20'	PLACE TYPES:	P1, P2, P2.5, P3, P3M, P4
DESIGN SPEED:	25 mph	PARKING LANES	Unmarked
TRAFFIC LANES:	Two lanes	WALKWAY TYPE	Shared Street

Warrants

Removed

Streets, Paths, and Trails

- 3.8.1.6- Street names are approved by 911, addressing with Medina County
- 3.8.1.3- Incorporate TIA Threshold Worksheet when there is a trigger for the applicant to improve perimeter streets surrounding subdivisions that are not improved to city standards
- 3.8.1.12- Paths to include adequate lighting
- Table 3.8.1(D) - Change from sidewalks to walkways to clarify that the sidewalk width includes more than just the sidewalks

Accessory Dwelling Units – ADU’s

5.2.3.3 ADU ALLOWANCE

ADUs must adhere to the Place Type zoning standards. A proposal varying from the Place Type standards may be requested through a Special Use Permit if a similar ADU is constructed within 200 feet of the subject property and submitted for approval to the Planning and Zoning Commission.

A max of 1 ADU’s are allowed as long as the lot coverage percentage does not exceed total lot coverage percentage of the lot’s respected Place Type. The ADU lot coverage is in addition to the primary structure.

Maximum size of and ADU shall be no greater than 800 square feet.

TABLE 5.2(A): ADU'S PERMITTED BY PLACE TYPE ZONING DISTRICTS.

	PLACE TYPES							
	P1	P2	P2.5	P3	P3M	P4	P5	EC
# Of ADU's Allowed	NP	SP	SP	P	P	P	NP	NP
P = PERMITTED NP = NOT PERMITTED OO = OWNER OCCUPIED								

RV (Recreational Vehicle) Park

RESIDENTIAL BUILDINGS	P1	P2	P2.5	P3	P3M	P4	P5	CS	EC
DETACHED DWELLING	NP	P	P	P	P	P	NP	NP	TBD
ATTACHED DWELLING	NP	NP	NP	P	NP	P	NP	NP	TBD
COTTAGE COURT	NP	NP	NP	P	NP	P	NP	NP	TBD
DUPLEX	NP	NP	NP	P	NP	P	NP	NP	TBD
TRIPLEX	NP	NP	NP	NP	NP	P	NP	NP	TBD
QUADRAPLEX	NP	NP	NP	NP	NP	P	NP	NP	TBD
SMALL APARTMENT	NP	NP	NP	NP	NP	P	P	NP	TBD
LARGE APARTMENT	NP	NP	NP	NP	NP	NP	P	NP	TBD
MANUFACTURED HOME	NP	NP	NP	NP	P	NP	NP	NP	TBD
ACCESSORY DWELLING UNIT	NP	SP	SP	P	P	P	NP	NP	TBD
RECREATIONAL VEHICLE PARK	NP	SP	NP	NP	NP	NP	NP	NP	TBD
ACCESSORY BUILDING	NP	P	P	P	P	P	NP	NP	TBD

RV Parking

5.4.2.3 Recreational Vehicle Parking.

Designated parking spaces and drive aisle locations shall be placed in the second or third layer of the lot, except in , P3M, P5, and EC, as stated in Section 4.3.1 Place Type Zoning District Details and in accordance with this UDO.

Zone Changes

P2 to P2.5

P3 to P2.5, except lots platted after 2019 or were multifamily (RC) prior.

P5 to P4

Setbacks and Frontage

LOTS	P1	P2	P2.5	P3	P3M	P4	P5	CS	EC
WIDTH (MINIMUM)	None	None	80'	None	None	None	None	TBD	None
AREA (MINIMUM)	None	2.5 acre	12,000 sq ft	3,500 sq ft	3,500 sq ft	3,500 sq ft	None	TBD	None
LOT COVERAGE (MAXIMUM)	N/A	30%	40%	60%	40%	75%	80-100%	TBD	TBD
BUILD-TO-LINE (RANGE)	N/A	10'-No max	10'- 80'**	0'- 35'	10'- 35'	0'- 15'	0'- 15'	TBD	TBD
FACADE BUILDOUT (MINIMUM)*	N/A	N/A	40%	40%	40%	60%	80%	TBD	TBD

*CARPORTS AND GARAGES SHALL NOT COUNT TOWARD THE FACADE BUILDOUT PERCENTAGE

**15' MINIMUM BUILD-TO-LINE ADJACENT TO ROW

Block Lengths

STANDARDS	PLACE TYPES								
BLOCKS	P1	P2	P2.5	P3	P3M	P4	P5	CS	EC
BLOCK LENGTH (MAXIMUM)	N/A	720'	330'	660*	660*	330'	330'	TBD	TBD
BLOCK PERIMETER (MAXIMUM)	N/A	2,880'	2,880'	1,320'	1,320'	1,320'	1,320'	TBD	TBD

*WITH MID-BLOCK BREAKS

Bicycle Parking



5.4.2.2 Bike Parking.

- (1) This section applies to civic buildings and Place Types P4, P5, and EC.
- (2) 1 bicycle parking spot per every 5 parking lots
- (3) Bicycle parking facilities shall not interfere with accessible paths of travel or accessible parking as required by the Americans with Disabilities Act, as amended.
- (4) When a rack is placed within a sidewalk or pedestrian right-of-way, a minimum of four (4) feet from the required rack dimension shall be provided for pedestrian clearance.
- (5) Bicycle racks shall be located in highly visible and well-lit areas to minimize theft and vandalism.
- (6) When automobile parking spaces are provided in a structured parking garage, all required long-term and short-term bicycle spaces shall be located inside the garage on the ground level. Alternative layout and design of racks to maximize space may be approved by the DRC.

Parking Plan

2.2.28 SITE DEVELOPMENT PLAN.

1

APPLICABILITY.

An approved Site Development Plan is required prior to construction of any improvements on a site including but not limited to buildings, driveways, sidewalks, a parking plan, outdoor storage areas, trash and recycling enclosures, stormwater facilities, utilities, site lighting, landscaping, walls and fences, etc for commercial/multifamily projects or sites. An approved Site Development Plan is required prior to submittal of a Building Permit application.

Home Occupancy

HOME OCCUPATION shall mean a business operated entirely within a residence by its occupants, allowing no more than one non-resident employee on-site and limiting traffic to no more than two client/customer vehicles at a time, with no exterior signage or visible business activity.

Planning and Zoning Commission Recommendation

- Planning and Zoning took no action. They wanted to give the public more time to review and provide questions.

Next Steps

Questions?





CITY COUNCIL AGENDA REPORT

DATE: April 6, 2025

AGENDA OF: April 22, 2025

DEPARTMENT: City Secretary

SUBJECT: Appointments for City Boards and Commissions

RECOMMENDATION:

Consider and appropriate action on appointing Mary King to the Historic Landmark Commission to Full Board position #5 for a term ending in October 2025 or 2027.

Consider and appropriate action on appointing Brian Griffin to the open Alternate #1 position of the Planning and Zoning Commission for a term ending in 2025 or 2027.

Approve a request from Library Full Board member Kelly Hoog to be moved to Alternate Position #1 and appoint (Alternate #1) Michelle Estrada to Full Board Position #1 for terms ending in 2026.

Review and appropriate action on application submitted by Julieanna Renner-Ramierz for an open position (Alternate #2) on the Library Advisory Board for a term ending June 2025 or 2027.

BACKGROUND:

Mary King has submitted an application to be considered for an open position on the Historic Landmark Commission. The city council had reviewed in September 2024 and at the last meeting the city council reviewed again. Kelly Hoog has requested to be moved to an alternate position. To fill the open full board position city council has the option to move Michelle Estrada who was recently appointed as an alternate #1. Julieanna Renner-Ramierz had submitted an application for the open position on the Library Advisory Board at the same time as the other candidates who were chosen but was unable to attend the meeting to meet the city council. Ms. Renner-Ramirez introduced herself at the last council meeting. Alternate position #2 is open with the term ending June 2025 but city council could make the term until June 2027.

FISCAL IMPACT/SOURCE OF FUNDING:

None.

Submitted by:

City Secretary

ATTACHMENTS/ADDITIONAL INFORMATION:

Planning and Zoning Commission Roster

Historic Landmark Commission Roster

Library Advisory Board Roster

Email from Library member Kelly Hoog

Applications submitted for P & Z, HLC and Library



PUBLIC SERVICE APPLICATION FORM

City government depends on residents who volunteer their time and expertise to participate as members of boards, commissions and committees. The citizen involvement is important in setting the direction for Castroville's future.

In compliance with the Open Records Act information provided on this form may be available to the public. Public Service opportunities are offered by the City of Castroville without regard to race, color, national origin, religion, sex, or disability.

Name: Mary King Email: meK1919@gmail.com

Home Address: 502 FLORENCE ST. Mailing Address: Same

City: Castroville Zip: 78009 City: _____ Zip: 78009

Home Telephone: _____ Cell/Business Telephone: 210-854-9794

Resident of Castroville for 13 years Voter District: 3 Resident of Texas for 68 years

Reside within the city limits of City of Castroville: Yes ☒ No ☐

Reside in Medina County: Yes ☒ No ☐ Other: _____

***Please note some boards and commissions require the members to reside in the corporate city limits.**

Please indicate Board, Commission or Committee preference:

1st Choice: Historic Landmark Com 2nd Choice: _____

If you have prior service on a board, please provide the name of the board and the date of service.

NONE

Are you currently holding any public office or board appointment? No If so, what? _____

Please list any special knowledge, education or experience that you feel qualifies you to serve in the areas you have indicated as a preference. Also, list any business or personal relationship with the City of Castroville that might create a conflict of interest or that would affect your ability to serve.

I have been with the Castroville Conservation Society for 13 years, a Castro Colonies Heritage Association as well Board member / OFFICER IN BOTH

HISTORIC LANDMARK COMMISSION

October 2024-2026

	Member/Address	Appointed	Phone #	Email Address	Term Expiration
1.	Lori Marchman 1616 San Jacinto Castroville, Texas 78009	Sept. 2024	(817) 247-5504	lgouge49@gmail.com	2026
2.	Doug DeMino 1716 Naples St. Castroville, Texas 78009	Sept. 2024	(c) 210-218-2549	dougdemino@gmail.com	2026
3.	Kyle McVay 307 Madrid Castroville, Texas 78009	Sept. 2024	(h) 830-538-2630 (c) 830-931-2525	klmcvay@hotmail.com	2026
4.	Jeff Gardner 802 Gentilz Street Castroville, Texas 78009	Sept. 2024	(h) 210-557-6169	mountainaxe25@gmail.com	2026
5.	OPEN				2025
6.	Priscilla Garrett 702 Florence Castroville, Texas 78009	Feb. 2024	(h) 830-931-2262	prismon@aol.com	2025
7.	Dan Maloney 204 River Bluff Castroville, Texas 78009	Feb. 2024	(c) 817-807-8414	dan.w.maloney@gmail.com	2025

Alternates:

- | | | | | | |
|----|--|---|----------------|--|------|
| 1. | Tracy Schott
1307 Lorenzo
Castroville, Texas 78009 | Aug. 2023
Mailing Address: P.O. Box 1587
Castroville, Texas 78009 | (210) 415-3656 | tschott777@gmail.com | 2025 |
|----|--|---|----------------|--|------|

Historic Landmark Commission
Page 2

2.	Cindy Maloney 204 River Bluff Castroville, Texas 78009	Feb 2024	(c) 817-372-3530	maloney.cindy@gmail.com	2025
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Historic Preservation Officer: Selina Angel

Council Liaison: Councilmember Phil King

P & Z Liaison:

***The board terms do not expire until October**

Updated 04-03-2025



PUBLIC SERVICE APPLICATION FORM

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In compliance with the Open Records Act information provided on this form may be available to the public. Public Service opportunities are offered by the City of Castroville without regard to race, color, national origin, religion, sex or disability.

Name: BRYAN GRIFFIN Email: PD185@SBCGLOBAL.NET

Home Address: 716 LAFAYETTE Mailing Address: _____

City: Castroville Zip: 78009 City: _____ Zip: _____

Home Telephone: 210 422-1452 Cell/Business Telephone: _____

Resident of Castroville for 19 years. Resident of Texas for 57 years.

Qualified Registered Voter within the City of Castroville: Yes _____ No _____ Voter District: _____

Please indicate Board, Commission or Committee preference:

1st Choice: PLANNING + ZONING 2nd Choice: _____

If you have prior service on a board, please provide the name of the board and the date of service.

ZBOA (2023-2025)

Are you currently holding any public office or board appointment? _____ If so, what? _____

Please list any special knowledge, education or experience that you feel qualifies you to serve in the areas you have indicated as a preference. Also, list any business or personal relationship with the City of Castroville that might create a conflict of interest or that would affect your ability to serve.

Residential Building Business for over 40 years. Experienced in City Code Enforcement.

Members of each board will be appointed on an equitable basis so as to represent all segments and geographical areas of the city. All applicants will be notified of appointments by phone, mail or email. Applicants not appointed will be reconsidered as vacancies occur. Applications will be maintained on file for one year.

A brief resume and letters of recommendations are welcomed when submitting an application. Please submit this form to the City Secretary's Office, 1209 Fiorella, Castroville, Texas 78009. Or Email to debra.howe@castrovilletx.gov or by fax to 830-931-6377.

PLANNING AND ZONING COMMISSION

July 2025 - 2026

Position #	Member/Address	Appointed	Phone #	Email Address	Term Expiration
1.	Priscilla Garrett 702 Florence Castroville, Texas 78009	July 2022	(h) 830-931-2262	prismon@aol.com	2026
2.	Melanie Knous 2202 Geneva Street Castroville, Texas 78009	March 2025	(c) 541-207-6077	melknous@gmail.com	2026
3.	Jim Welch 704 Lisbon Street Castroville, Texas 78009	June 2023	(c) 210-260-2844	jimcodywelch@gmail.com	2025
4.	Kyle McVay 307 Madrid Castroville, Texas 78009	June 2023	(h) 830-538-2630 (c) 830-931-2525	klmcvay@hotmail.com	2025
5.	Bruce Alexander 516 Vienna Street Castroville, Texas 78009	March 2024	(h) 830-931-1442	bruce-tammy@sbcglobal.net	2026

Alternates:

1.	OPEN				2025
2.	Eduardo Esquivel Jr. 201 Paris Castroville, Texas 78009	April 2024	(c) 210-983-3885	sector40@protonmail.com	2026

Council Liaison: Councilmember

Updated 03-15-2025

Debra Howe

From: Kelly Hoog <justri@ymail.com>
Sent: Thursday, April 3, 2025 10:35 AM
To: Debra Howe; Lauren E. Cortez
Subject: Re: Library Agenda

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Debra,

Now that we have a full board I'd like to request that I move to an alternate position since I am already President of the FOL.

I'm happy to continue to attend and give input but want others to be able to fully participate.

Thank you,

Kelly Hoog

On Friday, March 28, 2025 at 06:03:30 PM CDT, Debra Howe <debra.howe@castrovilletx.gov> wrote:

Here is the agenda for next week's special called meeting. Hope you have a great weekend!



Section X, Item a.

Section XI, Item b.

ARF
#1 till 2026
up to full #1
2026

PUBLIC SERVICE APPLICATION FORM

City government depends on residents who volunteer their time and expertise to participate as members of boards, commissions and committees. The citizen involvement is important in setting the direction for Castroville's future.

In compliance with the Open Records Act information provided on this form may be available to the public. Public Service opportunities are offered by the City of Castroville without regard to race, color, national origin, religion, sex, or disability.

Name: MICHELLE M ESTRADA Email: Yc11ehs52@gmail.com

Home Address: 2111 GENEVA CT Mailing Address: SAME

City: CASTROVILLE Zip: 78009 City: _____ Zip: _____

Home Telephone: _____ Cell/Business Telephone: 210-722-8156

Resident of Castroville for 17 years Voter District: _____ Resident of Texas for 19 years

Reside within the city limits of City of Castroville: Yes ☒ No _____

Reside in Medina County: Yes ☒ No _____ Other: _____

*Please note some boards and commissions require the members to reside in the corporate city limits.

Please indicate Board, Commission or Committee preference:

1st Choice: Library 2nd Choice: _____

If you have prior service on a board, please provide the name of the board and the date of service.

Are you currently holding any public office or board appointment? NO If so, what? _____

Please list any special knowledge, education or experience that you feel qualifies you to serve in the areas you have indicated as a preference. Also, list any business or personal relationship with the City of Castroville that might create a conflict of interest or that would affect your ability to serve.

I'm retired military and would be able to help any of those who are now in our community and military families

RECEIVED
3:54 PM



Section X, Item a.
Section IX, Item c.

PUBLIC SERVICE APPLICATION FORM

City government depends on residents who volunteer their time and expertise to participate as members of boards, commissions and committees. The citizen involvement is important in setting the direction for Castroville's future.

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Name: Julieann G. Renner - Ramirez Email: 1946JGR872@gmail.com

Home Address: 321 C.R. 4614 Mailing Address: P.O. Box 1626

City: Castroville Tx Zip: 78009 City: Castroville Tx Zip: 78009

Home Telephone: _____ Cell/Business Telephone: (406) 240-6516

Resident of Castroville for 2 years Voter District: _____ Resident of Texas for 4 years

Reside within the city limits of City of Castroville: Yes _____ No X

Reside in Medina County: Yes X No _____ Other: Dundee

***Please note some boards and commissions require the members to reside in the corporate city limits.**

Please indicate Board, Commission or Committee preference:

1st Choice: Library 2nd Choice: Zoning Board

If you have prior service on a board, please provide the name of the board and the date of service.

School Board Pecos Unified School District 1989-1994 (mard)

Are you currently holding any public office or board appointment? NO If so, what? _____

Please list any special knowledge, education or experience that you feel qualifies you to serve in the areas you have indicated as a preference. Also, list any business or personal relationship with the City of Castroville that might create a conflict of interest or that would affect your ability to serve.

I am a clinical Psychologist / Educator, I have a law degree and
am a certified mediator in Ca, Mt and TX as well as an MBA from UTAH

Letter of Recommendation for Dr. Julieanna Renner Ramirez

March 3, 2025

To whom It May Concern,

It is with great pleasure that I write this letter of recommendation for Dr. Julieanna Renner Ramirez. I have had the privilege of working closely with Dr. Ramirez for several years at Wisdoms Ark and as a close colleague, where she has demonstrated exceptional talent, dedication, and professionalism in her field.

Dr. Ramirez is an outstanding Clinical Psychologist, Academic, Attorney and Author, her attention to getting projects done is impressive. Her ability to think critically has consistently produced high-quality outcomes. She has a remarkable ability to analyze complex problems and devise effective solutions, often surpassing our expectations.

Her life experiences have given her a worldly perspective. In addition to her professional accomplishments, Dr. Ramirez is a person of high integrity and strong ethical values. She approaches her work with humility and a genuine passion for making a difference. She has dedication to improving the lives of others.

I have no doubt that Dr. Julieanna Renner Ramirez will continue to excel and make significant contributions in her future endeavors. She has my highest recommendation, and I am confident that she will be an asset to any organization fortunate enough to have her.

Please do not hesitate to contact me if you require any further information or clarification regarding Dr. Ramirez's qualifications and accomplishments.

Sincerely,

Her Husband, Dr. Rey Ramirez PhD

rey@imagolfboss.com, 210-347-6367

LIBRARY BOARD

July 2025 - 2026

Position #	Member/Address	Appointed	Phone #	Email Address	Term Expiration
1.	Kelly Hoog 274 Private Rd. 4731 Castroville, Texas 78009	July 2024	830-931-4649	justri@ymail.com	2026
2.	Bertha Benedetti 4176 CR 271 Mico, Texas 78056	March 2025	830-931-3868 (c) 210-459-3269	benedettibertha@gmail.com	2026
3.	Lauren Cortez, MS 227 PR 4703 Castroville, Texas 78009	July 2023	(c) 210-612-5640	lcortez1@tulane.edu	2025
2.	Isabella Cortez 227 PR 4703 Castroville, Texas 78009	July 2023	(c) 210-387-0175	cortezgisabella@gmail.com	2025
5.	Crystal Stutes 816 Lafayette Castroville, Texas 78009	October 2023	(c) 210-378-2966	crystal.stutes@gmail.com	2026

Alternates:

1.	Michelle M. Estrada 211 Geneva Ct. Castroville, Texas 78009	March 2025	(c) 210-722-8156	yellehs52@gmail.com	2026
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2. Vacant

2025

Student Rep: Open

Council Liaison: Councilmember Robert Lee

Updated 04-03-2025



Agenda Report

Agenda of: April 22, 2025

Department: Police

Subject: Automatic License Plate Reader(ALPR)/ Flock Cameras

Recommended Motion: Accept and Approve Resolution for free 90 day trial

Background: The police department has been reviewing and researching the proposed installation of Flock Safety cameras in our community. These cameras, which use automatic license plate reader (ALPR) technology, are being introduced with the stated purpose of enhancing public safety. They are typically mounted at neighborhood entrances, intersections, or high-traffic areas and can capture images of vehicles, including license plate numbers, make, model, and color. The data is then made available to law enforcement agencies to assist in investigations.

Our plan is to install 4 cameras that will allow us to capture vehicles entering and exiting our city on Highway 90. There are certainly potential benefits to this technology. Flock cameras have been used in other communities to aid in the recovery of stolen vehicles, to assist with Amber Alerts, and to provide valuable evidence in cases of burglary, vandalism, and package theft. Many law enforcement agencies have reported improved response times and increased case closure rates when supported by this kind of real-time data. From a public safety perspective, the cameras may function as a deterrent for criminal activity and can help create a sense of security for residents. (Here are two examples: Last week a stolen truck from San Antonio stopped at our Tractor Supply entered the store and attempted to use a stolen credit card. In addition, last week we had a burglary of a motor vehicle in Alsation Oaks, and we have the car on camera; however, no license plate was able to be obtained.) These are merely two incidents and there could be hundreds of other instances where these cameras could have assisted in potentially solving these crimes.

It is essential that we also consider the potential downsides and questions these systems raise. Chief among these are privacy concerns. Without robust policies in place, there is a risk that this technology could be misused. In addition, we must follow state laws as we currently follow regarding the Criminal Justice Information System (CJIS).

Furthermore, there are financial considerations. Flock camera systems typically cost three thousand dollars per unit annually. We have been approved for a free 90-day trial period. It is important to ask: how is this being funded? This will be discussed further when our budget is discussed. If a camera breaks there is no cost to the City of Castroville.

Fiscal Impact:

☐ Budgeted ☐ Requires Budget Amendment

Source of Funding: 90 day free-trial.

Attachments:

Urgency 2

Impact 5

Submitted by: Chief James Kohler

RESOLUTION # _____ - ALPR

A RESOLUTION OF THE CITY COUNCIL OF CASTROVILLE, TEXAS, AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A MULTIPLE-USE AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION ALLOWING THE INSTALLATION AND OPERATION OF AUTOMATED LICENSE PLATE RECOGNITION CAMERAS IN THE TEXAS DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of Castroville has determined the addition of Automatic License Plate Recognition (ALPR) Cameras will increase public safety and aid the Police Department in its crime prevention efforts and strategies; and

WHEREAS, the City Council desires to engage with the Texas Department of Transportation (TxDot) and is asking that Flock Safety be allowed to place ALPR Cameras in TxDot right-of-way's on behalf of the City of Castroville; and

WHEREAS, the City Council finds it to be in the public interest to authorize the police Department to Sign a Multiple-Use Agreement with TxDOT.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CASTROVILLE, TEXAS, THAT:

Section 1.

The City Council hereby authorizes the Chief of Police to enter into a Multiple-Use Agreement with TxDOT for the installation and operation of ALPR Cameras in TxDOT right-of-way.

Section 2.

This resolution shall take effect immediately upon adoption.
ADOPTED BY THE CITY COUNCIL this ____ day of _____ 2025.

Mayor

Attest:

Title:



Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Alsatian Oaks Planned Unit Development Amendment

Recommended Motion:

I move to approve the planned unit development amendment for Alsatian Oaks.

Background:

The City of Castroville City Council is considering the following request:

Applicant: Pape Dawson

Property Owner: AO Lot Development LLC

Legal Description: A1259 L. M. COLLARD SURVEY 97; 121.967 ACRES

Location: Parcel 10627, Property north of Highway 90 W and east of Tondre Dr.

Zoning: P-D, Planned Development District

Pape Dawson has submitted a PUD plan amendment on behalf of the Alsatian Oaks development agreement. The changes are listed below:

- The school site in the northwest corner of the development was not needed by MVISD and has been changed to single-family residential
- Future unit boundaries have been revised
- Designated non-floodplain open space areas have been removed from the map but are accounted for within the open space table
- Proposed street cross-sections have been added Line and curve table has been added
- PUD Development summary has been updated
 - Corrected acreages of Lots 18, 19, 20, 21, 22 and Units 6, 7A, 7B, 8, 9, 10, 11, 12, and 13 for Right-of-way discrepancy
 - Corrected illustrated Local "B" Right-of-Way width to reflect 60' on plan view
 - Future projected open space updated
- Updated Note No. 4 in reference to secondary access requirements

Planning and Zoning recommended approval of Planned Unit Development Plan as presented with the exception of the lot change from 100 to 125.

Attachments:

- City Engineer Review Letter
- Alsatian Oaks PUD Amendment Revision Narrative
- Revised PUD Plan

Submitted by: Breana Soto

March 20, 2025

Breana Soto
Community Development Director
City of Castroville
1209 Fiorella Street
Castroville, TX 78009

Re: Development Submittal Review for Alsatian Oaks Units 4-5 Planned Unit Development

Dear Ms. Soto,

This letter is in response to your submittal review request for the above referenced items. Details of the review and comments are provided below.

Submittals Reviewed

The following submittals were reviewed:

1. Alsatian Oaks PUD Overall Site Map by Pape-Dawson Engineers, Dated January 14, 2025 (Map)
2. Alsatian Oaks Units 4-5 PUD Revisions Letter by Pape-Dawson Engineers, Dated January 15, 2025 (Letter)

Standards Applied

The submittals were reviewed for compliance with engineering standards in the following resources:

- City of Castroville Code of Ordinances Chapter 100 – Subdivisions, Ordinance 2023-014, Enacted May 23, 2023
- City of Castroville Comprehensive Zoning Ordinance, Adopted 1975 and Amended 2022
- Alsatian Oaks Development Agreement, Adopted September 24, 2019

Submittal Review Comments

The following are submittal review comments by category:

Land

1. Letter – Provide documentation that MVISD no longer requires a school site.
2. Map – Update total for “OPEN SPACE REQ (AC)” in PUD Development Summary Table to 62.27.

Street

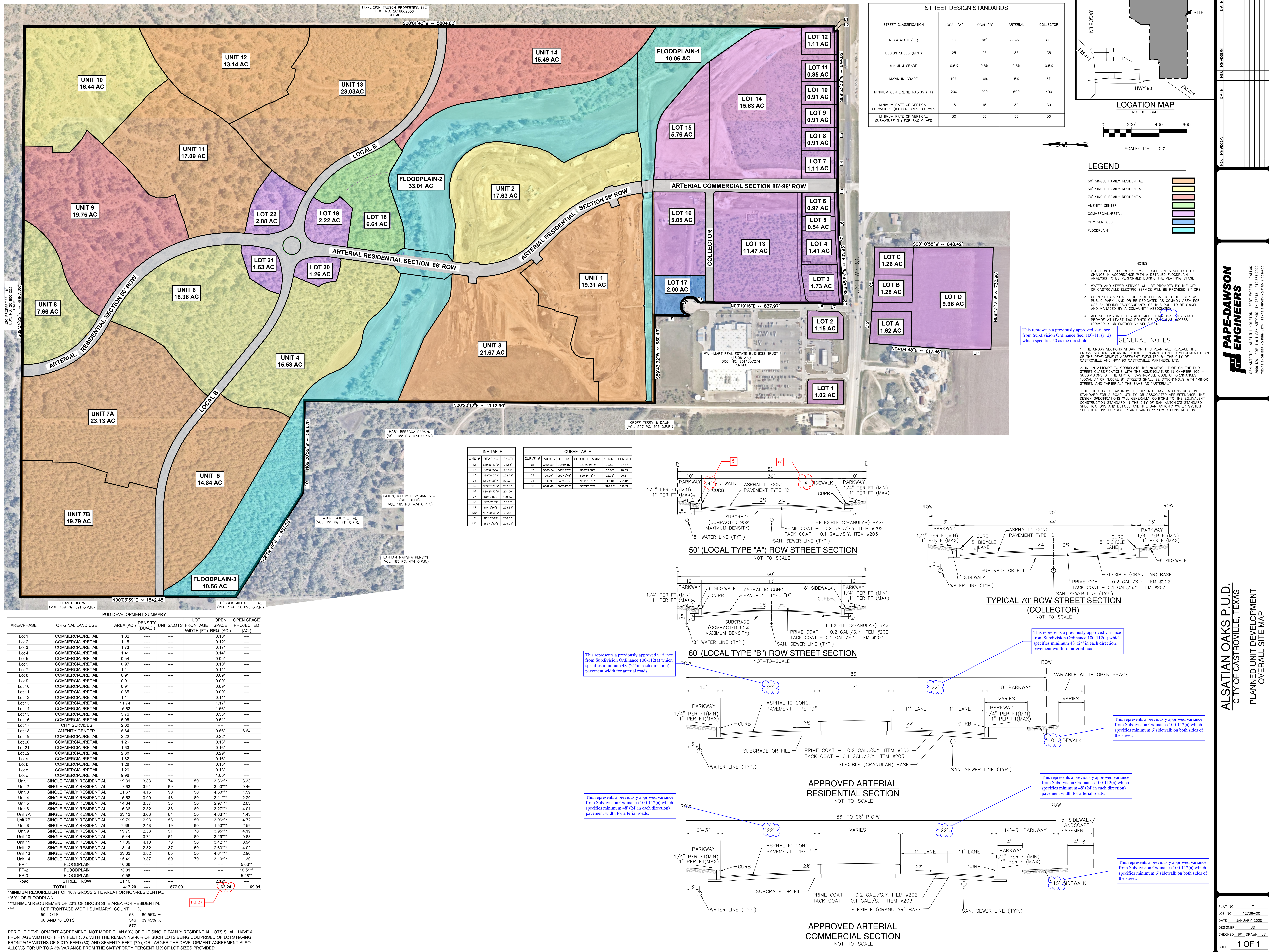
1. Map – Note 4 represents an approved variance allowing up to 125 lots before more than one access is needed. Subdivision Ordinance Sec. 100-111(i)(2) requires that all subdivisions with 50 or more lots have at least two points of vehicular access. (See attached markup)
2. Map – Update Local Type “A” street section with minimum 5’ sidewalks on both sides. Subdivision Ordinance 100-112(a) Table A states that minor streets shall have minimum 5’ wide sidewalks on both sides. (See attached markup)
3. Map – The Arterial Residential street section with a 10’ sidewalk on one side and 22’ pavement width in each direction represents a previously approved variance. Subdivision Ordinance 100-112(a) Table A states that arterial streets shall have minimum 6’ wide sidewalks on both sides and a total pavement width of at least 48’. (See attached markup)
4. Map – The Arterial Commercial street section with a 10’ sidewalk on one side and 22’ pavement width in each direction represents a previously approved variance. Subdivision Ordinance 100-112(a) Table A states that arterial streets shall have minimum 6’ wide sidewalks on both sides and a total pavement width of at least 48’. (See attached markup)

Please contact me at 512-262-0440 or jschmeling@spi-eng.com if you have any questions.

Sincerely,
Schaumburg & Polk, Inc.



John D. Schmeling, P.E.
Project Manager







Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Discussion on the adoption of the Comprehensive Plan.

Recommended Motion:

No Motion.

Background:

A comprehensive plan is a strategic framework that guides the long-term development and preservation of a city. It encompasses various elements such as land use, transportation, housing, economic development, and environmental sustainability. By integrating these components, a comprehensive plan ensures that growth is managed in a way that maintains the city’s unique character. Preservation efforts within the plan focus on natural resources and the distinctive elements of Castroville, ensuring that the city’s identity is retained for future generations. The Comprehensive Plan addresses growth guidance, the Highway 90 scar, streets and drainage, and outlines an action plan with both short-term and long-term goals.

The first meeting on this topic was held on January 16, 2024, with about 80 attendees. There was great discussion, much of it centered around Highway 90 and future connectivity possibilities but also covering other visions that would benefit the community.

The Planning and Zoning Commission held a public hearing on January 8, 2025, regarding the Comprehensive Plan. Following the staff’s recommendation, they did not act but instead listened to citizens’ comments and discussed their concerns and questions.

The Planning and Zoning Commission held another public hearing on February 12th to discuss each the Downtown Plan, Comprehensive Plan, and Unified Development Ordinance. The Planning and Zoning Commission recommended approval of the Downtown Plan but requested a joint workshop with the Council to discuss policy decisions.

On March 17, 2025, the Planning and Zoning Commission and City Council held a joint workshop to discuss policy decisions. Topics and concerns brought up at that workshop have been addressed in the updated documents.

Planning and Zoning decided to not take action. They wanted the public to have more time to review the document. It was decided that they would bring the UDO back at the next meeting to discussion and possible action

Attachments:

- Draft Comprehensive Plan

Submitted by: Breana Soto



Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Discussion on the adoption of the Unified Development Ordinance.

Recommended Motion:

No Motion.

Background:

The City of Castroville has undertaken a comprehensive review of its existing development regulations, including zoning, subdivision, and sign ordinances. These regulations, originally adopted in 1975, 2002, and 2017, respectively, and have been amended numerous times. The need for a Unified Development Ordinance (UDO) has been identified to streamline and modernize these regulations, ensuring they are clear, consistent, and aligned with development practices and community goals.

Discussion:

The proposed UDO consolidates and updates the existing development regulations into a single, cohesive document. Key features of the UDO include:

1. **General Provisions:** Establishes the purpose, scope, and applicability of the UDO.
2. **Review Authority & Procedures:** Defines the roles and responsibilities of various review bodies and outlines the procedures for applications and permits.
3. **Zoning District & Use Regulations:** Updates zoning districts and permitted uses to reflect current and future land use needs.
4. **Site Development & Design Standards:** Provides guidelines for site development.
5. **Environmental Protection:** Incorporates standards for stormwater management.

The UDO has been developed with extensive public input, including community workshops, public hearings, and consultations with stakeholders. It aims to promote sustainable development, protect natural resources, and enhance the quality of life for residents.

Community engagement for this process:

- November 28, 2023 – DNA Roundup: An analysis of Castroville's built environment and building patterns that begins the assessment of any inconsistencies between what the zoning codes tell developers to build and what the town wants to look like. This is Castroville, from the ground, up.

- January 16-17, 2024 – Castroville Dreaming: Stakeholder input is concurrently informing the city-wide Comprehensive Plan as well as the more focused Downtown Plan.
- March 27-28, 2024 – Design Rodeo: This phase begins the analysis of development standards, building upon input shared thus far.
- April 12, 2024 – Walkabout Code Tour: Walkabout Code walking tour of to see how development codes impact everyday buildings in Castroville.
- August 6-7, 2024 – Code Rodeo: This phase aligns all development codes together, in the Unified Development Ordinance.
- September 23, 2024 – Community Roundup: Find your property on the draft maps, explore the draft development standards, and review their applicability across Castroville. Submit recommended changes to the Place Type map as well as recommended changes to the Place Type zoning categories themselves.
- December 10-11, 2024 – Code Walkthrough: The Draft Comprehensive Plan, Downtown Masterplan, and Unified Development Ordinance documents will be reviewed publicly at Plan Commission and City Council before adoption.

Planning and Zoning decided to not take action. They wanted the public to have more time to review the document. It was decided that they would bring the UDO back at the next meeting to discussion and possible action

Attachments:

- Unified Development Ordinance
- Revision List
- Community Engagement Appendix

Submitted by: Breana Soto

Version 2 – Released
01/06

UDO**Removed**

- 2.2.24.1 Remove Section: For the purposes of Section 212.016(10)(C), all plats within the Neighborhood Infill FutureLand Use category qualify as residential improvement areas.
- 5.2.3.1 (1)(c): “Lodging with a full time, on-site operator. Special Use Permit without a full time, on-site operator”
- Cottage Court Allowance in P2, P2.5
- Mention of Warrants throughout document
- Mention of any reference to City Charter

Added

- Integrated Subdivision Ordinance (Chapter 100) of existing CZO including in Section 3.8 Neighborhood Design Standards:
 - Streets
 - Drainage and Flood Hazards
 - Water and Sewers
 - Permit Expiration and Project Dormancy
- Created section for Drainage and Flood Standards from existing CZO
 - 3.8.4
- Definitions: Engineering Standards shall refer to the City of San Antonio's Design Guidance Manual
- 5.4.3.1 (2): Add P2 to Parking Design Standards- At a minimum, use dust palliative or other surfacing materials that minimize the generation of fine dust particulates for P2.5, P3, P3M and P4.
- Definition of House-Form Commercial/Office

Modified

- Throughout: Filled in discrepancies to allow Castro Streets to be allowed in all Place Types throughout document.
- Throughout: Residential Alley- Not allowed in P2 & P2.5
- 3.8.1.5: Street Widths adjusted to orient in order of intensity
- 3.8.1.5: Adding missing ROW and Pavement Width
 - Yield Streets serving Original Castro Area- Castroville’s uniquely narrow streets and ROW in the historic plat of the city is most translatable to traditional yield streets. These will have a minimum dedicated right-of-way of __ and a minimum (paving) width curb to curb of __
 - Yield Streets serving Original Castro Area- Castroville’s uniquely narrow streets and ROW in the historic plat of the city is most translatable to traditional yield streets. These will

have a minimum dedicated right-of-way of 40' and a minimum (paving) width curb to curb of 20'

- 3.8.1.5: Yield Streets changed to Castro Streets
 - 3.8.1.5 (b)
 - 3.8.1.14 (3)
 - Table: 3.8.1 (B) Street, Path, and Trail Standards By Place Type Zoning District
 - 3.8.5.5(5) Remove axial termination and change to visual terminus
- 3.8.7 *Remove section:* Acceptance of Public Improvements 5.10.11.2 (17): Highway 79 and North Main Street to Highway 90
- 5.10.10.3 Sign Administration: *Adjust Permitting from ZBA to City Council* "If the City denies a permit, the applicant may appeal through a variance to the ZBA."
- 5.4.7.1(1)(b) Bicycle Spaces: Lowered number of bike stalls required
- Changed Civic Space link 4.2.3.10 to 4.2.3.9
 - 3.8.5.1 (2) (c):
 - 3.8.5.2 (2)
- 3.8.5.2: Adjusted Ped Shed link from 3.7.17 to correct link of 3.6.17
- 6.1.5.1 "The City may designate a historic landmark without the property owner's approval." This is not allowed without a $\frac{3}{4}$ vote by P&Z and City Council.
 - *Added with a super majority, $\frac{3}{4}$ vote*
- 5.3.7.4 Change opening to doors and windows: What are openings? Does that mean doors and windows? May be necessary to define.

Version 3 – Released
01/24

Comprehensive Plan

Modified

- Pg7. Image pixelated

Removed

- Pg. 66 Mention of speed bumps

Modified

- Grammatical and spelling errors
- Pg. 7 Improved image quality
- Pg. 78 The following are options Castroville can implement in streets throughout the city which mitigate speeding while promoting the shared street culture seen throughout Castroville's more established neighborhoods. To:
 - The following are options Castroville can implement in streets throughout the city *instead of speed bumps*, which mitigate speeding while promoting the shared street culture seen throughout Castroville's more established neighborhoods.

Downtown Plan

To Be Removed

To Be Added

Modified

- General
 - Improve spacing between text for clarity
 - Fixed grammatical and spelling errors
- Title page
 - Insert Castroville Logo
 - Improve link of base image
- Pg 2: The area includes the properties along Highway 90 leading Westward and eastward toward new growth areas.
- Pg 3 Each project will require cooperation and have budgetary implications to be calculated at the start of the project.
- Pg 4 Simplicity Capitalize the "S"
- Pg 4 ~~The~~ Castroville's DNA is comprised of its streets, buildings, sidewalks, courtyards, and more.
- Pg 5:
 - Community members feel that the connection between rural and urban places is the critical element of **what makes Castroville**, Castroville

UDO

Removed

Added

- Street type cross-sections
- Light styles graphics

Modified

- Place type map: Remove P3 from inside the horseshoe
- General
 - Fixed grammatical and spelling errors

Supplemental guidelines. The HPO or the HLC may develop, and the City Council may approve, such supplemental guidelines as it may find necessary to implement the regulations of historic overlay zoning or the findings applicable to the designation of a particular historic property. Such guidelines may include, but are not limited to the following:



Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Historic Bridges

Recommended Motion:

No Action.

Background:

The THC is helping TxDOT conduct a survey on historic bridges. I reviewed their map to see if any of Castroville's bridges were under evaluation and found two:

- US 90 at Medina River
 - Built in 1940
 - Plate Girder - Cantilever with Suspended Span
- Houston Street at BMA Irrigation Canal
 - Built in 1922
 - Concrete girder - Tee Beam - Simple

TxDOT is looking for community feedback on these bridges, specifically stories on how it's impacted the community:

- Is it a beautiful place to visit?
- Did the bridge allow a city or community to grow?
- Why is the bridge important to you or your community?
- Are there other bridges (prior to 1950) that are important in Castroville that are not on the list above, such as the US 90 and Irrigation Canal 1940 Steel I-beam (stringer) bridge? \
- What makes these bridges important?
- Do you like the bridge's design?
- Does the engineer have ties to the community?
- What does the bridge symbolize to the community?

The survey closes May 31st. Maybe we can get some feedback from the community?

Fiscal Impact:

☐ Budgeted ☐ Requires Budget Amendment N/A

Source of Funding: Account Code: N/A

Attachments:

- Historic Bridges Flyer

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 2

Submitted by: Breana Soto



SHARE YOUR FEEDBACK!

The Texas Department of Transportation (TxDOT) invites your input in evaluating the historical significance of Texas' non-truss vehicular bridges and bridge-class culverts built on or before 1945, along with masonry structures constructed through 1950.

THERE ARE TWO BRIDGES IN CASTROVILLE THAT ARE UNDER EVALUATION:



US 90 AT MEDINA RIVER



HOUSTON STREET AT BMA IRRIGATION CANAL

Did the bridge allow the community to grow?

What does the bridge symbolize to the community?

What makes these bridges important?



SCAN FOR SURVEY!

The survey closes MAY 31st



TEXAS HISTORICAL COMMISSION
REAL PLACES TELLING REAL STORIES



Agenda Report

Agenda of: April 22, 2025

Department: Community Development Department

Subject: Deed Restrictions for Historic Properties

Recommended Motion:

No action recommended. This is more for discussion.

Background:

The Historic Landmark Commission requested that staff explore methods for recording the historic district with the County. Following consultations with legal advisors, Selina Angel, the Historic Preservation Officer, will present the Council with various options for informing homeowners and realtors that their properties are within the historic district.

Fiscal Impact:

☐ Budgeted ☐ Requires Budget Amendment N/A

Source of Funding: Account Code: N/A

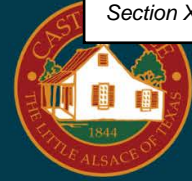
Attachments:

- Realtor Postcard

Urgency (0-5 = Low Urgency to High Urgency): 2

Impact (0-5 = Low Impact to High Impact): 2

Submitted by: Breana Soto



DID YOU KNOW?

Your listing at _____
is located in one of Castroville's Historic Districts.

What does this mean?

The timeless charm of our historic districts is preserved through the Historic Landmark Commission (HLC) review process. Any ***exterior*** modifications, including alterations, demolitions, additions, or new construction, within Castroville's locally zoned historic districts (HE and CG), must receive HLC approval before work begins.



Scan the QR code for more information on our commitment to historic preservation, or visit:

<https://www.castrovilletx.gov/2218/Historic-Preservation>

HLC Meetings are open to the public!

Every 3rd Tuesday of the month
6:30pm in Council Chambers
1209 Fiorella, Castroville, TX 78009



Agenda Report

Agenda of: April 22, 2025

Department: Administration

Subject: Discuss and take appropriate action to replace the city council audio and video equipment

Recommended Motion: I move to approve a contract to replace the city council audio and visual equipment with _____ in an amount not to exceed _____.

Background: Over the past year, the city has dealt with a number of issues related to the audio and video equipment in the city council chambers. During the past few months, staff began looking at other solutions including a review of the systems that the City of Hondo and Medina County use. A proposal was obtained from the County’s provider – San Antonio Sound & Light (SASL) which was provided in the City Administrator’s report in January of this year and discussed at the February 25th City Council meeting. The City Council directed staff to seek additional proposals. Staff contacted two other companies, one declined to provide a proposal, the other, NBGP, provided the proposal that has been included with this packet. Both companies have done extensive work for cities and counties throughout Texas. Because we did not provide a list of specifications and equipment, each company has provided a custom solution. Staff recommends that the city council select a company and provide specifications and direction to the chosen group. The following scope of work was provided to both companies:

AUDIO

- Replace the existing gooseneck microphones with push-to-talk functionality.
- Replace the existing audio mixer to connect all microphones and existing audio system.

VIDEO

- Install cameras to capture the audience, staff, council, and speaker (podium)

CONTROL & INFRASTRUCTURE

- Provide a controller that supports broadcasting the meetings, switching between cameras and sharing presentations

OTHER

- Provide on-going system support
- Quote should include all equipment, tech materials, logistics, installation, and programming.

Fiscal Impact: TBD

☐ Budgeted ☒ Requires Budget Amendment

Source of Funding: Account Code:52106-802

Attachments: None

Urgency (0-5 = Low Urgency to High Urgency): 2

Impact (0-5 = Low Impact to High Impact): 3

Submitted by: R. Scott Dixon

QUOTE #24014

DATE: January 9, 2025

EXPIRATION DATE February 9, 2025

BILL TO R. Scott Dixon, MPA
City Administrator
1209 Fiorella St.
Castroville, TX 78009
W: (830) 931-4070
O: (817) 320-1712
Scott.Dixon@castrovilletx.gov

SHIP TO SASL to
Deliver/Install

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Brooks Quillian	City Hall AV Upgrades	Check / PO	50% down upon approval 50% due upon completion

Scope of Work:

AUDIO

- Replace the existing gooseneck microphones with (9x) Shure gooseneck microphones with push-to-talk functionality.
- Replace the existing audio mixer with a Biamp TesiraFORTÉ VT DSP, connect all microphones and existing audio system.

VIDEO

- Install (1x) PTX Optics 1080p PTZ Camera on the center pole facing the dais.
- Install (1x) PTX Optics 1080p PTZ Camera on the shelf in front of the dais to face the podium, attorney desk, and the audience.
- Install (1x) HDMI over Cat5 extender at the podium location.
- The Blackmagic Design HyperDeck Studio HD Mini Recorder will record the sessions on an SD card.
- The Blackmagic Design ATEM Mini Pro is a 4-input HDMI streaming switcher, and will connect the two PTZ cameras, the podium HDMI input, the moderator/dais HDMI input, and will connect to the network for streaming.
 - The ATEM Mini Pro can also connect to a computer via USB for meetings over Zoom/Teams.
 - If more than one HDMI input at the dais is required, we can either add an additional switch for dais inputs or upgrade the switcher to the ATEM Mini Extreme which has 8x HDMI inputs.
- The Blackmagic Design ATEM Streaming Bridge will be connected between the switcher and recorder and provide a local video feed to the existing in-room displays.
- (1x) 4-Port USB Hub will be installed next to the master computer which will provide USB connectivity from the switcher and audio DSP.

Continued on the next page...

CONTROL & INFRASTRUCTURE

- The Crestron CP4N 4-Series™ Control System with isolated control subnet will control the AV system.
- A Crestron 10.1 in. Tabletop Touch Screen will provide a custom graphic user interface for user control of the audio system and PTZ cameras.
- A Netgear M4250 10-port managed AV network switch will connect system components to the AV network.
- All rack-mountable equipment will be installed in a 12U rack credenza with power conditioning and cooling fans.
 - Custom colors are available and are TBD by the client.

OTHER

- SASL will fully install & commission all aspects of the system and provide basic training to the end user(s) to ensure proper operation of the equipment.
- IT personnel may be required for some aspects of the network configuration.
- Quote includes all equipment, tech materials, logistics, installation, and programming.

Signature of Approval _____

Equipment	\$21,370.00
Installation Services	\$10,800.00
Subtotal	\$32,170.00
Sales Tax	EXEMPT
Total	\$32,170.00

Bill of Materials:

Qty	Make	Model	Description
AUDIO			
DSP / MIX			\$3,143.00
1	Biamp	TesiraFORTÉ VT	Fixed I/O DSP with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, AEC technology (all 12 inputs), 2 channel VoIP, and standard FXO telephone interface
MICROPHONES			\$5,850.00
9	Shure	MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10' XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base
2	Shure	SLXD24D/SM58-G58	Dual Wireless Vocal System with SM58
VIDEO			
CAPTURE / CAMERAS			\$3,009.00
2	PTZ Optics	PT12X-SE-GY-G3	PTZ camera, featuring 12X Optical Zoom, 1080 Resolution at 60fps
1	PTZ Optics	HCM-1-BK	PTZ optics wall mount
1	BlackMagic Design	BMD-HYPERD/ST/DAHM	Blackmagic Design HyperDeck Studio HD Mini Recorder
1	Exascend	EXA-EX64GSDU2-S	64GB Essential SDXC, UHS-II, V90 Memory Card
DISTRIBUTION / SWITCHING			\$938.00
1	Liberty	DL-HD50C-WPKT-W	DigitaLinx HDMI Wall Plate Extension Set
1	BlackMagic Design	BMD-SWATEMMINISBPR	ATEM Streaming Bridge
1	BlackMagic Design	BMD-SWATEMMINIBPR	ATEM Mini Pro
2	BlackMagic Design	BMD-CONVCMIC/SH03G/WPSU	SDI to HDMI 3G with Power Supply
RACK / CONTROL			
CONTROL			\$5,441.00
1	Crestron	CP4N	4-Series™ Control System with isolated control subnet
1	Crestron	TS-1070-B-S	10.1 in. Tabletop Touch Screen, Black Smooth
1	Netgear	GSM4212P-100NAS	M4250-10G2F-POE+ AV SWITCH
1	Liberty	DL-4USB-PHUB	TeamUp+ Series 4 Port Powered USB 3.0 Commercial Hub
1	Liberty	INT-USB2-50C	Intelix Series USB 2.0 High Speed Client / Remote Side Extender
1	Liberty	INT-USB2-50H	Intelix Series USB 2.0 High Speed Client / Remote Side Extender
RACK			\$1,235.00
1	AVFI	CR1000EX	Single 12U Rack Credenza with cooling fans and casters (Finish TBD)
1	Furman	M-8X2	15A STD Power Conditioner

Terms and Conditions

1. **Payment Schedule:** SASL intends to invoice per phase and project progress.
 - a. Down Payment to Order Materials – 50%
 - b. Remaining balance due upon completion – 50%
2. **Payment** is due within 30 days of the invoice date, unless otherwise noted. A delayed payment may result in project delays.
3. **Installation Labor and Materials:**
 - a. SASL Tech Materials will be provided, as required, to complete all audio and video connections, properly secure equipment, and wire management parts to provide a tidy cabling plant.
 - b. All work shall be installed as indicated and specified, and in accordance with acknowledged industry professional standards and practices, and manufacturer's recommendations.
 - c. San Antonio Sound & Light shall provide all tools and equipment needed to install the systems.
4. **Non-Equipment Deliverables**
 - a. System Technical Drawings: One-Line Schematic, Rack Elevation, Mechanical Plate Details, AV Floor Plan, AV Reflected Ceiling Plan, Control Narrative and GUI Layouts (Per the Proposal scope of work)
 - b. System Equipment Tables with connection details, IP Address and Physical MAC address of all devices (As Required)
 - c. Control System Source Code: All uncompiled source code and programming software be made available to the customer. (As Required)
5. **Warranty and Insurance:**
 - a. San Antonio Sound & Light offers a one-year warranty on workmanship in all installed systems. After 1 year, much of the equipment may still be under the manufacturer's warranty. In the event of equipment failure, SASL will assist in diagnosing the problem and getting any equipment sent for repair, but a service fee will be charged.
 - b. SASL carries worker's compensation, auto and general liability insurance. Certificates are available on request.
 - c. Owner Furnished Equipment is not covered under SASL's warranty.
6. **COVID Related price changes, delays, and increased shipping cost:** SASL is experiencing price increases and equipment delays from most manufactures. Global supply chain shortages often cause delays on equipment deliveries. SASL will always do our best to mitigate any potential price changes and will advise clients of any known delays as soon as possible. The shipping price in the proposal is an estimate. Final shipping charges will be applied to the invoice. Pricing on this quote will be honored up to the quote's stated expiration date.

TECHNICAL PROPOSAL FOR:

City Council AV Upgrade

Castroville, TX



COMPANY OVERVIEW AND HISTORY

WHAT WE DO

NBCP Communications Systems is a San Antonio based company specializing in the implementation of Audio Visual (AV) systems tailored to meet the mission demands of our customers. For 18 years, we have provided solutions to just about every branch of the Federal, State and Local client, delivering 3,500+ projects on time and on budget across the globe. NBCP has designed and deployed custom built solutions to 17 states as well as to Germany, Japan, Qatar and Brazil.

Since 2016, NBCP has delivered custom built solutions for local Clients and General contractors building 50+ AV projects for Bexar County alone as well as designing and implementing City Public Service's (CPS) entire new AV infrastructure.

THE NBCP ADVANTAGE

1. NBCP's headquarters is located in the city of San Antonio for the fullest support possible of our Texas clients (not a satellite "office", not a couple of service members).
2. A 18-year history of delivering multi-million-dollar projects on time and on budget across the world.
3. An all-in-house team of AVIXA, Crestron, Biamp, and Cisco certified Programmers and System Engineers.
 - a. NBCP has more Project Managers, Engineer/ Programmers and Electricians on-staff in San Antonio than any other major AV vendor in the city and, than most AV vendors have on their entire staff in the state!
4. An all in-house team of trained installers equipped, experienced and efficient in all things from fiber terminations to low-voltage cabling; from high-voltage work to complete ceiling work.
5. A 7,000-sf facility housing a state-of-the art research and development (R&D) lab for:
 - a. custom fabrications/ pre-deployment rack builds/wiring,
 - b. software development and testing
 - c. equipment testing and repair.
6. A 2-tiered warehouse that carries an ample bench stock of common AV systems repair items, accessories and loaner equipment enabling our team to routinely make same day repairs.

WHY NBCP IS THE BEST CHOICE

1. Local Office Support.
 1. An all in-house team of AVIXA, Crestron, Biamp, Shure, Cisco, Shure certified Programmers and System Engineers within 10 minutes' driving distance.
2. Uninterrupted Installation. Our team has a plan to work around the mission to cause as few interruptions as possible. The team will work very closely with the facility POCs to schedule the room updates to minimize interruptions.

3. No use of Sub-contractors. 100% of the work will be accomplished by the same in-house installers, electricians, and engineer/ programmers and key personnel (KPs). No one unfamiliar with the installation will ever show up to provide support.
4. Post-Installation Uninterrupted Technical Support. The same key personnel (KPs) that will manage, install and commission all of the systems will provide phone, email and on-site support.
5. 1-Hour Tier 2 (engineer) Warranty Support. As part of this proposal a 12-month warranty on all labor as well as a 1-Year Premium Support Coverage will be provided. This service will include:
 - A. Unlimited Phone & Email Support. The same centralized phone number and email addresses will continue to be provided to all client points of contact. During normal business hours response times will be as follows:
 - B. Initial phone response: immediate
 - C. Tier 2 escalation: within 1 hr.
 - D. Routine On-site support: Within 24-48 hrs. when necessary.
 - E. Same-day emergency on-site support when needed.
6. On-going Service Support Plans. Available at a large discount if requested.

CLARIFICATIONS

1. Price Duration. Due to current AV industry supply constraints and sporadic price volatility, pricing for this proposal is valid for 60 days from day of submittal.
2. Taxes. taxes were not included in this proposal.
3. Extraneous Equipment Licensing. None requested and none included herein.
4. Work Hours: Normal work hours will be M-F 07:00-5:00.
5. Trash removal. Is included in this proposal.

NOTE: Please feel free to clarify any assumptions or interpretations made above. We will be happy to provide a revised plan with your preferences.

This proposal includes all “ancillary items and supplies” (mounts, wires, cables, connectors etc.) and qualified labor necessary to integrate and install the items and deliver per the requirements. Any further assumptions, inclusions, and exclusions as typical for the work contemplated have also been clearly stated herein.

CERTIFICATIONS AND CONTRACT VEHICLES

SOCIO-ECONOMIC CERTIFICATIONS

- South Central Texas Regional Certification Agency (SCTRCA) Cert # 221056247. TX HUB, DIBE, ESBE, HABE, MBE, SBE, VBE
- SBA Small Business and Service Disabled Veteran-Owned Small Business (SDVOSB)

CONTRACT VEHICLES

- **GSA- GS-03F-063BA** (Audio Visual), Category MAS 335911, 335999, 541990AV, OLM – Professional Audio/Video Services
- **TIPS CONTRACT:** 220704, and 230101 Technology Solutions Products and Services (24,000 + items)
- **BuyBoard CONTRACT:** 678-22 Scoreboard Signage Digital Displays

OUR STAFF

Employing **in-house** senior project managers and manufacturer certified engineers, programmers and technicians, NBCP will use all of its experience, resources and emphasis on exceptional customer satisfaction to give the same excellent project approach used to date to achieve Contractor Performance Assessment Reporting System (CPARS) ratings of no less than 96%.

TABLE 2. CERTIFICATIONS

Manufacturer Certs	Manufacturer Certs
Biamp Tesira Forte	Kramer Dealer
Cisco Partner	Planar Video Wall Installer
Cisco Network	Planar VideWallG3 Installer
Extron Programming	Vaddio MatrixPro
Extron Install	Vaddio MatrixMix
Harman/ AMX Control Professional	Crestron Programming
Harman/ AMX Design	Crestron Design
Harman/ AMX Advanced Programming	Shure Advanced
Holocom	RGB Spectrum
Freeport	QSC

Sample professional certifications also attached separately include:

- AVIXA CTS, CTS-D, CTS-I
- Dante
- ComptiaA+
- FOA Fiber Optic Technician
- BIM
- Visio

SCOPE OF WORK

INTRODUCTION

AVIXA certified Design Engineers and Programmers assessed the bid documents, developed a solution that best conforms to the effort needed, and devised a project plan that will integrate and support that solution. The following documents were reviewed prior to submitting this proposal:

ASSUMPTIONS/ CLARIFICATIONS/ CORRECTIONS

CLARIFICATIONS

1. Price Duration. This proposal is **valid for 60 days** from day of submittal.
2. No Optional Hardware Licenses Or Coverages Requested. No optional licenses (i.e. multi-site, SMART, extended hardware warranties, etc.) were included in this proposal as none were requested.
3. Equipment Delivery Delays. Only after a purchase order is received can accurately lead times be ascertained. Contract POP must be of at least 6 months. We pledge to do our best, but our company cannot receive punitive actions (nor be pressured to give discounts) if ANY of the equipment is unavailable for extended amounts of time or if the client cannot make the rooms available as necessary. Client Furnished
4. Work hours will be M-F **07:00-18:00** daily during the on-site installation period.
5. Site Travel Costs Included. It is hereby clearly stated that this proposal covers the costs of work done in as single continual installation process. Therefore, the Client must have all work spaces available one after the other for work NOT to have a stoppage that will require installation crews to sit idle for ANY period of time besides that of normal weekends.
6. High Voltage, Network and Phone Connections. Will be provided by the vendor at their proper location.
7. Network Configurations. The customer shall be responsible for gathering the correct information regarding the network services/configuration for codecs (i.e., Network address, gatekeeper, gateway, etc.) BEFORE the room is scheduled for commissioning and testing.. Mistakes in network configurations will **not** cause a delay in invoicing.
8. Systems Demonstration & Training: NBCP will provide a fully documented and structured user training regimen that will include:
 1. Full functionality demonstration and training.
 2. Hands-on training on system use, maintenance, and troubleshooting.
 3. Testing and re-training when necessary. There is no limit on the number of users that can be trained. At least 2 hrs. of training will be provided and more if needed at any time during the first year after installation.

9. OPTIONAL On-Going Service Support Coverage. Unlimited Phone & Email Support (M-F 08:00-17:00) is offered at additional cost. A centralized phone number and email address will be provided to all client points of contact. During normal business hours response times will be as follows:
 1. Initial phone.(8:00 AM – 5:00 PM CST) Immediate.
 2. Email response: Within 1 hr.
 3. Tier 2 escalation: within 1 hr.
 4. Preventive visits. Two (2) included with the on-going coverage.
10. Partial Invoicing. It is hereby agreed upon that partial invoicing will be allowed under any resulting contract.

IMPORTANT:

By accepting this proposal the Client certifies that it understands and abides by these realities.

NOTE: Please feel free to clarify any assumptions or interpretations made above. We will be happy to provide a revised plan with your preferences.

This proposal includes all “ancillary items and supplies” (mounts, wires, cables, connectors etc.) and qualified labor necessary to integrate and install the items and deliver per the requirements. Any further assumptions, inclusions, and exclusions as typical for the work contemplated have also been clearly stated herein.

OPERATIONAL SUMMARY

The team will provide all necessary parts, tools, hardware, and skilled labor to install a state-of-the-art AV system in support of the effort.

Our company will:

- Provide a project manager to act as the main point of contact for the duration of the project.
- Deliver and install all audiovisual equipment in the room within the time specified within this proposal after contract award. All hardware will conform to the design/parts list included in this proposal and follow the intent and functionality of the direction/hardware outlined in the bid requirements. Installation practices will meet AVIXA AV industry standards.
- Whenever possible, equipment racks will be pre-built, custom wired and tested BEFORE delivery for in-site integration.
- Provide pre-deployment testing and post-installation testing to ensure 100% system functioning.

- Provide structured systems training to include unlimited hands on practice to ensure 100% user proficiency as well as unlimited follow on training for 1-year.
- Provide full system documentation (manuals, engineering As-Built drawings, How to Tutorials, etc.

TECHNICAL SYSTEM DETAILS

OBJECTIVE: Remove and replace existing AV system and install a new state of the art, digital, AV system to support video capture for live video and audio streaming and high-definition presentations.

Assumptions:

- Wall mounted displays will be able to be mounted. Walls will be free of obstructions, obstacles, and can support the mounting of the displays.
- Wall mounted cameras will be able to be mounted. Walls will be free of obstructions, obstacles, and can support the mounting of the cameras.
- Room calculations are made utilizing an 11' ceiling height.
- It is assumed that the existing room speaker cutouts in the ceiling will accommodate the replacement speakers.
- It is assumed in this plan that the AV equipment rack will be installed in the council chamber room. The labor charges account for the work required to complete this room. In the event that the location of the equipment rack changes, additional labor charges will be applied to account for the distance and difficulty of re-running the cable.
- It is understood that the chambers may be experiencing potential internet connectivity issues, as indicated by recent reports of latency and intermittent freezing during live streaming. NBCP does not have control over client-side telecommunications infrastructure and, therefore, cannot guarantee uninterrupted streaming from a network connectivity perspective.
- Necessary electrical circuits for system operation will be provided by the client.
- All GFE equipment is in working order in accordance with manufacturers' specifications and verified to be on-site. NBCP will make the best effort to integrate GFE hardware or software. If hardware is deemed unserviceable by NBCP, hardware will need to be repaired or replaced at the expense of the government.

Video:

- One **75" LED** room display.
 - One display will be mounted on the front wall behind the dais.
- Eight 22" monitors for the dais.
 - Each monitor will be mounted in front of each seating location.
- One high definition USB AV Bridge appliance will be installed to allow the ability to live the stream audio and video via clients preferred platform.
 - AV Bridge unit will be connected to the room PC running the streaming software.

- A wireless presentation sharing device will be installed in the system.
 - System will have two dongles for use between multiple computers.
- Two High definition PTZ cameras.
 - One PTZ camera will be mounted on the front wall to view podium and attorney table.
 - One PTZ camera will be mounted on the back wall to view full dais panel.
- An AVoIP Matrix solution for switching and routing all video signals.
 - Input Sources:
 - 1 HDMI input from the wireless sharing device.
 - Output Destinations:
 - 1 HDMI outputs to **75”** LCD displays.

Audio: The team will provide and/or integrate:

- An AVB equipped digital signal processor will be utilized to receive, process, and distribute audio signals.
- Two wireless handheld microphones will be provided for room use.
- Eight dais mounted, cardioid, gooseneck, condenser microphones will be added for each speaker at the dais.
- One lectern mounted, cardioid, gooseneck, condenser microphone will be added for speaker at podium.
- Ceiling recessed speakers will be integrated into the new system.
- Audio amplifiers will be installed.

Control: The team will provide and/or integrate:

- A control processor for control over Audio visual devices.
- One 10” wired touch panel will be provided at the dais to control room functions including: System power, volume control, camera control, and other functions.
- Network switch for control, and AVB audio traffic.
- USB extension hardware will be provided.
 - USB will be extended to the room PC at the dais from the equipment rack closet.

Other: The team will provide and/or integrate:

- Equipment will be integrated into a new in-room equipment rack to be housed in the same location inside the room as current.
- Mounting hardware for PTZ cameras will be provided.
- Display mounts.
- Uninterruptible power supply.

GENERAL

Installation: The team will provide and install all low voltage wiring between the displays, sources, switcher, microphones, amplifier, speakers, and a touch panel as applicable. An engineer will conduct all commissioning and testing ON SITE.

Programming: All Control system, and DSP programming code will be constructed, installed and validated by OUR COMPANY engineer/ programmers.

NOTE: One or more meetings will be required with organization personnel to ensure they understand and approve touch panel layouts and code operation.

Miscellaneous: The team will provide and integrate all necessary miscellaneous hardware to ensure a working system according to the provided preliminary drawings and this proposal.

Equipment Certification. Our Team certifies it is an Original Equipment Manufacturer (OEM) Registered Partner as of the date of the submission of this offer, and that we have the certification/ specialization level required by the OEM to support design, install and support all products in the proposed solutions. OUR COMPANY will source all products directly from the OEM or through the US authorized distribution channels only.

Products will be warranted, licensed, and supported by the OEM. Customer will be the original licensee of all OEM software. OUR COMPANY will install them as best as possible to meet user requirements within limits of a given product's technical specifications, manufacturer guidelines, and safety considerations.

OUR APPROACH TO PROJECT FULFILLMENT

1. Project Kick Off. Project Manager (PM) will arrange a kick-off meeting within 5 days of award to:
 - a. Introduce the project team
 - b. Ensure client has an understanding of the system to be installed as well as the installation plan laid out by our company.
 - c. Ascertain access requirements to ensure a smooth and efficient start to all work operations.
 - d. Provide a list of all personnel working on the site.
 - e. Provide a draft work schedule to include general milestones and work phase duration.
 - f. Conduct a thorough investigation of pathways, ceilings and infrastructure to be modified in the rooms.
2. Work stages include:
 - a. Design finalization accomplished after input from the project kickoff meeting.
 - b. Equipment procurement phase
 - c. Pre-installation phase (at NBCP HQ)
 - i. Rack build
 - ii. Control code build

- iii. Rack testing
- iv. Touch panel layout finalization with input from the end-user.
- v. Coordination with base COMM group to ensure system registration (i.e. MAC addresses added to Client VLAN, GVS registrations, firewall rules, Unified communications wavers, etc.) are completed before the next phase.
- d. Physical installation (on site)
- e. Testing, commissioning and user training. Only in-house engineer/programmer will be used and will be physically on-site during the entire testing phase to ensure expedience and efficiency of commissioning/testing.

PROJECT MILESTONES

The chart below lists proposed major milestones for the Project. This chart is comprised only of major project milestones such as completion of a project phase. There may be smaller milestones which are not included on this chart. If there are any circumstances on the Client side that will result in scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

Milestone	Description	Date
Project Award	Contract awarded and signed.	TBD
Project Team Kickoff Meet	First virtual meet. Team introduction, preliminary schedule and general details discussed.	5 days ARO
Designs and Implementation Plans Submitted	Design plan drawings and Implementation Plans submitted for approval.	10 days ARO
Contractor Project Management Plan (CPMP) Submitted	The first draft of the project plan is delivered to the COR.	14 days ARO
Designs and Implementation Plans Approval	Design plan drawings and Implementation Plans approved by COR.	14 days ARO
Equipment Purchased	Equipment is purchased and lead times are established	Within 1 week of Designs approval
Purchasing	Purchasing and logistics planning phase begins. Equipment lead times are ascertained and conveyed to the Client for future planning.	Within 1 week of Designs approval

Installation Start	On-site work begins. Will depend on equipment lead times and site availability.	TBD
Installation	Installation (demolition, ongoing replacement, periodic sub-system testing and cleanup). Expected work hours 7:00 – 16:00 Monday – Friday.	No more than 15 working days
System Test Plan	Final Testing Phase. All functionality tested and all identified errors corrected.	No more than 2 days
User System Training Plan	Coordinated with COR and on-site users.	Immediately after testing

DELIVERY AND EXPECTED LEAD TIMES

Timeframes

On-site installation time will not exceed 2 weeks. However, equipment lead times can only be firmed up after a contract is received. All deliverables will be submitted in electronic format to the designated Project Manager:

Project Schedule

We understand the importance of the timely implementation of this project. In the process of preparing this proposal, we expended time up-front in researching and investigating several critical design issues to minimize overall risk. This level of preliminary design completed to date will allow us to fast-track this project in order to meet schedule requirements. Please note that once a contract is awarded we can get firmer delivery dates from our manufacturers and we will be better positioned to schedule the resources required to deliver this project.

Following contract award, the Contractor will submit a complete project schedule within 10 calendar days outlining all project tasks to include: a project kickoff meeting, second site survey, project design submittals, delivery/unpacking of equipment, physical installation tasks, testing, Client acceptance, etc. This project schedule will identify all major milestones, and project tasks/sub-tasks associated with delivering this turn-key solution.

We will provide all personnel, materials and other resources necessary to perform the tasks specified herein, including the appropriate management activities to ensure timely and economical execution of our defined responsibilities. This schedule is open for discussion and or changes depending on PO issue date and requested timeline, below is a proposed project schedule for reference:

STANDARDS AND REFERENCES

Our Team will provide and comply with the following standards and references:

Installation work will conform to equipment manufacturer specifications and follow standard installation practices as determined by AVIXA standards, ANSI/TIA/EIA standards, IEEE standards, electric codes, local/national codes, and standard industry practices.

Provide and install all wiring, connectors and hardware, as required to complete the work. All wiring will be installed in a neat and professional manner. Plastic and Velcro tie-wraps will be used to secure cabling at a minimum. All cables will be labeled with source/destination at both ends with wrap around machine made labels.

Cable numbers can be used only if a master cable index is provided. Labels will be permanent and clearly readable. Cables are to be distributed in a manner that enables user identification and aesthetic/ functional operation. Cable termination and connectors will ensure all applicable engineering standards are adhered to; including but not limited to maintenance loops, cable stress relief, and power/signal separation. All cabling and termination practices are subject to approval by customer.

- Label all patch panels, amplifier controls, audio and/or video mixer inputs/outputs and switcher/router inputs/outputs. Labels will be used to identify the patch panel information, the respective end equipment, equipment jacks, their related wall plates or other fiber optic patch panels at the distant end to include building, room number, and other termination specifications. All cable references will be to cable destination. Contractor will use mechanically printed labels and affix to the front of equipment cabinet.
- Use qualified personnel to perform all contract requirements in accordance with established standards of good workmanship for this type of contract, and in accordance with governing federal guidelines of OSHA for safety and health of personnel in accomplishing contract requirements.
- Confine operations at the site to areas permitted by law, ordinances, permits, and the contract documents and will not encumber the site with any materials or equipment without prior written authorization.
- Repair and clean-up. Any items touched will be repaired to their original conditions, to include, but not limited to patch holes, seal wall penetrations, touch-up paint, clean areas (vacuum, wipe clean desks), replace ceiling tiles, etc.
- Remove and properly dispose of all garbage, cardboard and other trash resulting from delivery of all associated Contractor provided equipment, materials, and supplies, or other items used by the Contractor while onsite. This includes general cleanup of material, packaging, and work areas conducted during job progress (at the end of each day as a minimum) to minimize unacceptable appearance of job site.
- Remove all old equipment they have taken down as part of the installation and obtaining a large trash container for transport and disposal off the work site.
- Plan operations so as to keep temporary work from blocking access to adjacent building facilities. If, however, conflict with normal personnel access occurs, he will coordinate a temporary bypass routing with building manager, until such temporary work is completed.
- Coordinate all utility outages through the designated Project Manager. Provide written notification of requested outages at least 20 working days in advance. The Project Manager will coordinate with local building occupants and base civil engineering squadron and will grant written approval for the outage.

- Request a final inspection upon completion of work. The Client will inspect all work before acceptance. All work identified during the final inspection not meeting the criteria specified by this statement of need will be repaired or replaced by the Contractor at no additional cost to the Client.
- Maintain and/or exceed acceptable quality levels. Audio/Visual equipment quality levels are defined as follows: Consumer, which includes equipment, aimed to the home market, industrial which is designed for mid-grade or small commercial use (church, boardroom, small auditoriums, etc.) and professional or broadcast which is designed for large scale theater/auditoriums or video production facilities. Professional equipment or better will be provided for the video components as well as professional equipment for all audio components. This contract requires professional and or broadcast quality components.

INCLUSIONS

The following items are INCLUDED in the project scope of work:

- All equipment, wire, and accessories required for a fully functional audio and video system.
- Non-union labor associated with turnkey engineering, installation, programming, testing, and training.
- Documentation package including as-built system CAD diagrams and Manufacturer's Operation manuals.
- Coordination and cooperation with building owner in regards to installing the system.
- User training on system operation.
- Where applicable, the owner's architect will provide the teams engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to team.

EXCLUSIONS

Unless specified, the following items are EXCLUDED from the project scope of work:

- Any and all high-voltage work or hardware (unless specifically quoted).
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Concrete saw cutting and/or core drilling
- Fire wall, ceiling, roof and floor penetration, patching, removal or fire stopping
- Necessary sheet rock replacement, ceiling tile, T-bar replacement and/or repair
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork to accommodate the AV equipment is to be provided by others, unless otherwise noted in this proposal
- Painting, patching or finishing of architectural surfaces
- Permits (unless specifically provided for elsewhere in the contract)

- HVAC and plumbing relocation
- Rough-in, bracing, framing or finish trim carpentry for installation
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required
- Owner furnished equipment or equipment by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.

DESIGN REVIEW AND APPROACH METHODOLOGY

Included in our quality control procedures is a methodical design review to ensure functionality and constructability. Our Lead Project Engineer will be responsible for internal design review, development, and coordination of engineering documentation as well as providing oversight of testing and commissioning.

During this phase, the information acquired during the needs analysis is developed into a technically sound and functional system design. The Project Engineer, along with the Team's Project Manager will perform a feasibility study. During the engineering and design process, the selection of the appropriate equipment, hardware and software is accomplished. The result of the engineering and design process is a system designed specifically to meet the requirements and environmental conditions that are unique to your application.

The goals for this phase of the project are:

- Verify initial design concepts
- Verify location of all devices
- Validation of the design's performance and concepts
- Provide any value engineering and performance enhancement recommendations
- Convert concept drawings to schematic, "build to" shop drawings
- Submit final shop drawings and hardware list for approval prior to procurement and construction.
- The documents created by the Systems Group engineering team include but are not limited to:
 - Rack Elevations
 - Patch Bay Elevations
 - Lighting fixture locations
 - Custom assembly details
 - Panel details
 - Verification of Conduit Requirements
 - Verification of Junction Box Requirements
 - Creation of Fabrication Documentation including wire numbers
 - Verification of Wire Types
 - Speaker Cluster Rigging Design
 - Creation of accurate hardware/bill of quantities (BOQ) list
 - Create cut sheet books for hardware items
 - Provide other submittals as required

Following the physical site survey, our Team will submit design review of all solution proposals (annotated shop drawings in MS Visio). The designated Client Project Manager will have 5 business days to review and provide comments. Our Team will then make corrections/address concerns and submit to the Project Manager for concurrence and approval within 5 business days from receipt of Project Manager Comments. No installation will begin until designs are approved.

TEST PLAN METHODOLOGY

The Team's Project Manager will develop a systems acceptance test plan (SAT) document with assistance from the Delivery Engineer that outlines standards to which the system will be tested, and will be provided with the design plan. The intent of the document is to provide the testing procedures that will be performed by our Team and witnessed by the Client staff for equipment acceptance. The tests will demonstrate the consistency between system design, functionality, and system installation performance of all the components adhering to requirements outlined in paragraph 3.03 (testing and Adjustments) in the RFP.

The Systems Acceptance Testing (SAT) Plan defines the methodology by which our Team will comply with the installation of devices and systems installation and functionality described in project specifications. It also includes visual inspection of all devices that verify proper assembly, leveling, mounting, fit and finish, and conformance to standard industry installation practices.

Test results, as-built drawings, equipment lists will include make/model/manufacture/serial number and equipment layout drawings. This information will be delivered to the designated Project Manager during final acceptance. Equipment lists will be submitted in MS Excel and drawings (rack elevation face diagrams and system logical view) submitted in MS Visio.

The SAT Plan will be conducted in three stages:

- Pre-installation Component Test
- System Acceptance Test
- Final Acceptance Test

Tests will be performed after the system is placed into service and prior to system acceptance. The Team will provide an acceptance test report of the results of the testing accomplished under the acceptance test plan. Documentation will be provided and system will be accepted when tests have been completed, demonstrating that the system performs as specified in the RFP. It will also include visual inspection of all devices that verify proper assembly, leveling, mounting, fit and finish, and conformance to standard industry installation practices.

Our project manager will coordinate with the project team as required to complete successful testing and tuning of the system. Our factory trained service engineers' travel to the job site to commission the system. All installation work is thoroughly checked prior to "turn on". Errors or problems are corrected as detected and all equipment is adjusted for optimal performance in accord with the project specifications. The result of this work is the shortest possible final punch list. Our projects typically have short punch lists due to:

- Adherence to our quality assurance program
- Correcting site specific problems as they are detected
- Installation of fully tested and “burned in” electronic hardware
- Termination into fully tested and verified cabling and far end connections

PROJECT MANAGEMENT

The Project Manager, Nathan Wells, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of personnel from the installation group, engineering and programming group, quality control/assurance group and technical writing group. The project manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project sponsor. All funding decisions outside of the scope of this project will be made by a designated Client Representative. Any delegation of approval authority to the project manager should be done in writing.

SCHEDULE MANAGEMENT PLAN

Project schedules for the AV System Replacement Project will be created and monitored by the Project Manager starting with the deliverables identified in the project’s Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. Resource estimating will be used to assign resources to work packages in order to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the Client Project Representative will review and approve the schedule and it will then be base lined.

QUALITY MANAGEMENT PLAN

All members of the AV System Replacement Project team will play a role in quality management. It is imperative that the team ensures that work is completed at a top level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the AV System Replacement Project:

The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will ensure acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality

standards (ie. Quality Control and Assurance Logs) to the project team and Client Project Representative.

RISK MANAGEMENT PLAN

The approach for managing risks for the AV System Replacement Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project's onset.

RISK QUALIFICATION AND PRIORITIZATION

In order to determine the severity of the risks identified by the team, a probability and impact factor is assigned to each risk. This process allows the project manager to prioritize risks based upon the effect they may have on the project. The project manager utilizes a probability-impact matrix to facilitate the team in moving each risk to the appropriate place on the chart.

The most likely and highest impact risks are added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule. Risk managers will provide status updates on their assigned risks in weekly project team meetings.

The risks for this project will be managed and controlled within the constraints of time, scope, and cost. All identified risks will be evaluated in order to determine how they affect this triple constraint. The project manager, with the assistance of the project team, will determine the best way to respond to each risk to ensure compliance with these constraints.

PRICING

Please see bid form for and for pricing. **Price quote is valid for 90 days from the submission date. This proposal includes only hardware and services specifically outlined and detailed herein.**

Please contact me with any questions.

We look forward to exceeding your expectations!

Kermit Cruz, CPPM, General Manager

Office: 210-858-7477, Cell: 210-744-3564, Fax: 1-800-409-2138

Email: kermit@NBCPsourcing.com



DUNS: 784367315, CAGE: 4HTD6, TaxID: 33-1137911,
TX DBE, TX HUB, SBA 8(a), Service Disabled Veteran-Owned

TIPS CONTRACT: 230105 Technology Solutions Products and Services
BuyBoard CONTRACT: 678-22 Scoreboard Signage Digital Displays

ATTN:
R. Scott Dixon, MPA
City Administrator
Castroville, Texas

QUOTE

Solicitation#	
Solicitation Title	Castroville City Council
Quote #	250421
Due Date	4/16/2025
Revision Date	
Terms	Net 30
Shipping	FED-EX Ground
FOB Point	Destination
Delivery ETA	TBD

CONFIDENTIAL

Client Point Of Contact		Vendor Point of Contact					
R. Scott Dixon, MPA		Kermit Cruz, 210-858-7477, 3700 Fredericksburg RD, Suite 130, San Antonio, TX 78201 kermit@nbcpcommunications.com					
Short Description	Model	Manufacturer	Item #	Qty	Unit Price	Amount	
Digital Audio Server With 12 Analog Input And 8 Analog Output, And Include Acoustic Echo Cancellation (AEC) Technology On All 12 Input	Tesira FORTE CI	Biamp Systems	1	1	\$ 2,300.68	\$ 2,300.68	
Tesira Poe Logic Expander With 16 Logic GPIO (4 GPIO Are Configurable For Potentiometer Interface)	Tesira EX-LOGIC	Biamp Systems	2	1	\$ 436.18	\$ 436.18	
X-Large Fusion Micro-Adjustable Tilt Wall Mount for 98" Displays	XTM1U	Chief	3	1	\$ 359.91	\$ 359.91	
SMALL TILT MOUNT 100X100	FTR100	Chief	4	8	\$ 56.04	\$ 448.29	
X-Series Amplifier, 75 W	AMP-X75	Crestron Electronics	5	1	\$ 326.57	\$ 326.57	
AirMedia Series 3 Kit with AM-3200-WF Receiver, two AM-TX3-100 Adaptors, and Cradle	AM3-212 KIT	Crestron Electronics	6	1	\$ 2,800.14	\$ 2,800.14	
4-Series Control System	RMC4	Crestron Electronics	7	1	\$ 621.50	\$ 621.50	
10.1" Tabletop Touch Screen, Black Smooth	TS-1070-B-S	Crestron Electronics	8	1	\$ 1,846.42	\$ 1,846.42	
LED MONITOR - FULL HD (1080P) - 21.5"	P2225H	DELL	9	8	\$ 180.79	\$ 1,446.31	
4K Ultra HD to USB 3.0 with HDMI loop and VISCA port	4KX-PLUS	Inogeni	10	1	\$ 751.45	\$ 751.45	
Professional Online UPS, 1000VA, 1000W, TAA	GBB1000N	IOGEAR	11	1	\$ 661.31	\$ 661.31	
4K UHD Commercial TV with management software, scheduler and certified Crestron Connected	75UR340C9UD	LG Electronics	12	1	\$ 1,497.25	\$ 1,497.25	
28W20Space 28Dp RFR Rack Br	RFR-2028BR	MIDDLE ATLANTIC	13	1	\$ 1,063.31	\$ 1,063.31	
RFR EMC Rear Rail 20Space	RFR-ERRK-20	MIDDLE ATLANTIC	14	1	\$ 57.63	\$ 57.63	
24x1G PoE+ 300W 2x1G and 4xSFP Managed Switch (Americas)	GSM4230P-100NAS	Netgear	15	1	\$ 1,068.98	\$ 1,068.98	
Dual Wireless Vocal System with SM58	SLXD24D/SM58-G58	Shure	16	1	\$ 1,096.10	\$ 1,096.10	
microflex 15" cardioid gooseneck microphone	MX415/C	Shure	17	9	\$ 270.07	\$ 2,430.63	
6" low Profile, Full range loudspeaker (Each)	PS-C63RTLTP WHITE	Sonance	18	4	\$ 229.39	\$ 917.56	
HDBaseT receiver with HDMI, RS-232, PoC 4K, 70M.	79080R	Tekvox	19	2	\$ 216.96	\$ 433.92	
TEK TPHD402 with PoC Series DC Power Supply 24 Volts 1.25 Amps	TEK HDBT PoC Power Supply	Tekvox	20	2	\$ 20.34	\$ 40.68	
Miscellaneous Hardware and Supplies	NBCPMisc	NBCP	21	1	\$ 7,837.13	\$ 7,837.13	
Installation	NBCPInst	NBCP	22	1	\$ 12,550.00	\$ 12,550.00	
Travel	NBCPTrvl	NBCP	23	1	\$ -	\$ -	
Man Lift Equipment Surcharge	NBCPLft	NBCP	24	1	\$ -	\$ -	
Project Management	NBCPLPm	NBCP	25	1	\$ 560.00	\$ 560.00	
System Engineering	NBCPEng	NBCP	26	1	\$ 1,120.00	\$ 1,120.00	
DSP Programming	NBCPEDsp	NBCP	27	1	\$ 560.00	\$ 560.00	
Control System Programming	NBCPProg	NBCP	28	1	\$ 3,000.00	\$ 3,000.00	
Commissioning	NBCPComm	NBCP	29	1	\$ 2,240.00	\$ 2,240.00	
Documentation	NBCPDoc	NBCP	30	1	\$ 560.00	\$ 560.00	
Electrical	NBCPElec	NBCP	31	1	\$ 600.00	\$ 600.00	

Freight	NBCPPrgt	NBCP	32	1	\$ 350.00	\$ 350.00
						\$ 49,981.94
Total						\$ 49,981.94
Tax						
Final Price						\$ 49,981.94

The Numbers at the Airport

544,180

REVENUE IN DOLLARS

67%

Percentage of Budget

\$45,123

MONTHLY FUEL SALES IN DOLLARS



24%

From Last Month



44%

From Last Year

14,183

AIRCRAFT OPERATION Y-T-D



20%

From Last Month



29%

From Last Year

0/67

SPACE AVAILABILITY

52

Number on Waitlist

Airport Manager Mike Haley gave drone presentations at Lacoste Elementary for career day. See attached pics. Video Surveillance upgrade began at the terminal and will include video of approaches to each runway. U.S. Air Force submitted a request for a VOR approach to the Castroville Airport. The request does not add military landings to our current traffic. Ramp fencing project initiated to restrict vehicular direct access to the ramp.





VirTower LLC
13721 Jetport Commerce Pkwy, Suite 2
Fort Myers FL 33913
Phone +1 888 31 70 747
virtower.com | info@virtower.com

Airport Operations

Snapshot Local Time

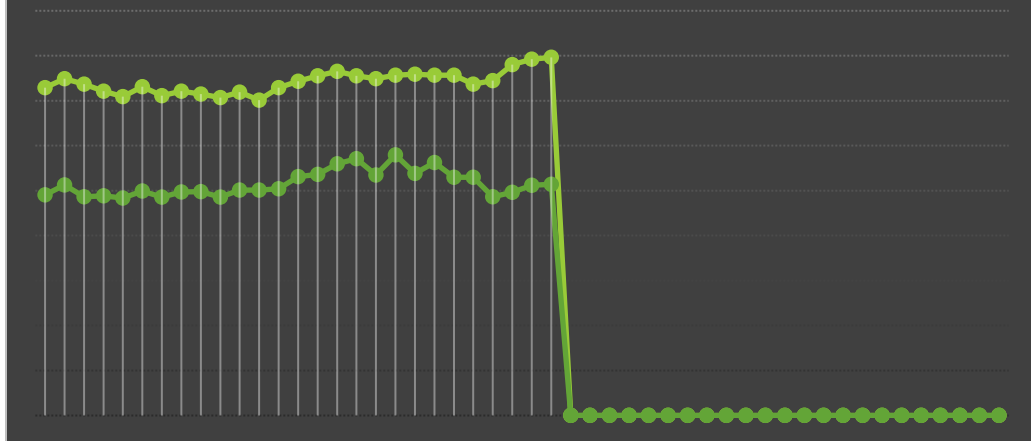
Start Date 03/01/2025 00:00 LT
End Date 03/31/2025 23:59 LT

Creation 04/11/2025 14:06
User Michael_Haley
Customer ID KCVB

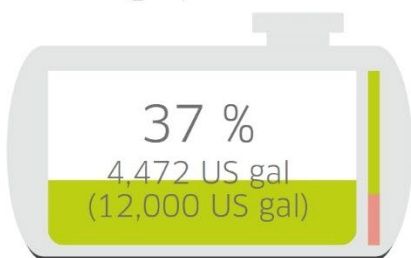
Summary

Landings		Take-Offs		Totals	
Single Engine	985	Single Engine	1004	Single Engine	1989
Single Engine Turbine	25	Single Engine Turbine	27	Single Engine Turbine	52
Multi Engine	76	Multi Engine	72	Multi Engine	148
Multi Engine Turbine	4	Multi Engine Turbine	4	Multi Engine Turbine	8
Business Jet	14	Business Jet	15	Business Jet	29
Helicopter	1	Helicopter	3	Helicopter	4
Military	62	Military	54	Military	116
Light Sport Aircraft	4	Light Sport Aircraft	4	Light Sport Aircraft	8
Other	1	Other	1	Other	2
TOTAL	1172	TOTAL	1184	TOTAL	2356

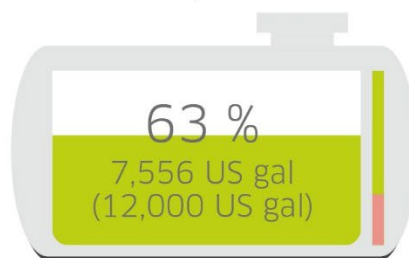
Supplier Fuel Price Trends



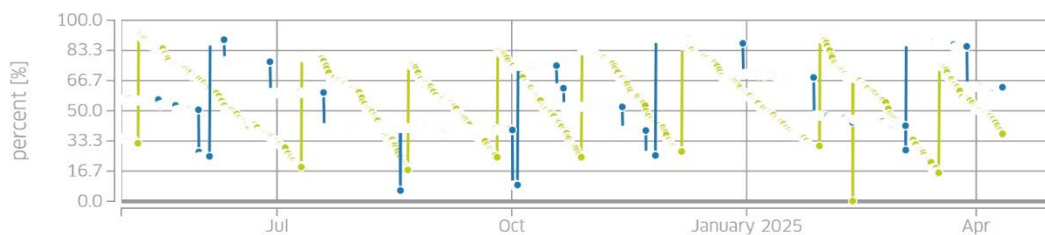
Avgas, Gasoline



JetA, Diesel



Fuel tank levels of the last twelve months



Avgas, Gasoline
JetA, Diesel

Avgas, Gasoline



JetA, Diesel





March Monthly Report

From: Debra Howe, City Secretary

Activities/Projects:

Attended:

Council Meetings: March 1th (3hrs.21mins.) 17th (5hrs. 12mins.) and 25th (6hrs.49mins.)

Texas Trails Meeting: March 13th – zoom meeting

Managers Meetings: 0

2025 General and Special Election for May 3, 2025

Ordinances to cancel the election for District 1, District 2 and Special Election for District 5 were adopted at the March 25th meeting with Houston Marchman being appointed to the District 2 council seat. In May both District 2 and District 5 councilmembers will be sworn in as elected officials.

Open Records requests

For March– 15 completed includes: (5) Court/PD, (1) Community Development, (1) Code Enforcement (4) Grant funding for Community Center, (2) Public Works/Utility (2) Election/Board members (1) pending AG, (1) pending per requestor.

Miscellaneous

Printed approximately 4615 pages of packets (12) and agenda copies for all boards and City Council Meetings in March.

Posted: (8) Agendas including possible quorum for Wastewater Tx Plant Tour for City Council (3), HLC (1), Library (1), Parks (1), and P&Z (1)

Notarized 137 court documents.

Red Flags

None at this time.



Office of Anton Haller, justice of the Peace, in the Joseph Carle House and Store Building, Madrid Street (Houston Square), circa 1940. (MS 362: 107-0037)



Just a reminder that we have online permitting. You can apply, pay fees, and check status! Here is the link. [Citizen Portal \(iworq.net\)](https://www.iworq.net)

Monthly Community Development Report



March 2025



Breana Soto

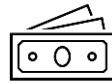
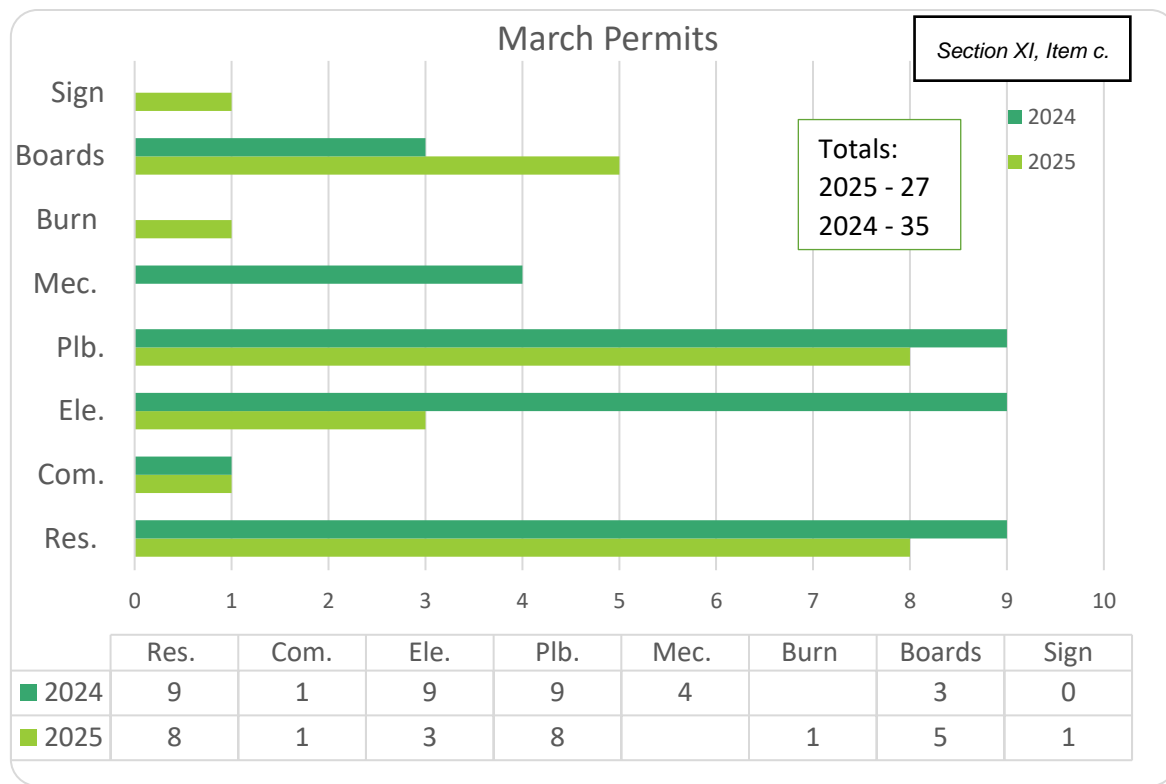


NEW BUILDS
2025

Pending Plan
Review: 0

Approved and
Issued: 4

Completed
and Closed: 0



Permit Fees


2025 2024
\$18,276 \$16,605

Boards and Commissions

	HLC	P&Z	ZBOA
Next Meeting Date	April 15th	April 9th	TBD
March Meeting Date and Items	March 18th 1410 Gentelz St. – Approved 1207 Angelo St. – Approved	March 17 th <ul style="list-style-type: none">Comprehensive PlanDowntown Master Plan DiscussionUDO Discussion	No Meeting

UDO TIMELINE

- May 20, 2023: Release RFQ **COMPLETED**
- July 17, 2023: Deadline for Submissions **COMPLETED**
- August 7 – 11: Interviews (Tentative) **COMPLETED**
- September 12, 2023: Award contract **COMPLETED**
- September – October 2023: Project Kickoff **COMPLETED**
- DNA Roundup – November 28th **COMPLETED**
- Castroville Dreamin' Workshop – January 16th and 17th **COMPLETED**
- Design Rodeo – March 27th and 28th **COMPLETED**
- Code Rodeo – August 6th – 9th **COMPLETED**
- Community Roundup – September 23rd **COMPLETED**
- Code Walkthrough – December 10th **COMPLETED**
- October 2024 – February 2025: Development Ordinances Update
- February – May 2025: Development Ordinances Adoption



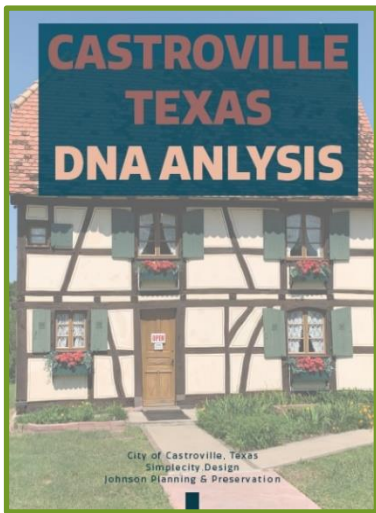
REQUEST FOR PROPOSALS
Unified Development Ordinance

ISSUED BY:
 City of Castroville
 1209 Fiorella
 Castroville, TX 78009

Issuance date: May 30, 2023

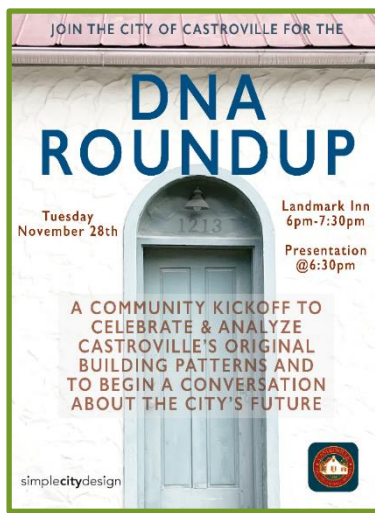
Responses due no later than 4:00pm CST on July 17, 2023

SUBMIT PROPOSALS PACKET TO:
 Brenna Soto
 Community Development Director
 City of Castroville
 1209 Fiorella
 Castroville, TX 78009



CASTROVILLE TEXAS DNA ANALYSIS

City of Castroville, Texas
 Simplicity Design
 Johnson Planning & Preservation




JOIN THE CITY OF CASTROVILLE FOR THE

DNA ROUNDUP

Tuesday November 28th Landmark Inn 6pm-7:30pm
 Presentation @6:30pm

A COMMUNITY KICKOFF TO CELEBRATE & ANALYZE CASTROVILLE'S ORIGINAL BUILDING PATTERNS AND TO BEGIN A CONVERSATION ABOUT THE CITY'S FUTURE

simplecitydesign



THE CITY OF CASTROVILLE INVITES YOU TO

Castroville Dreamin'

FRIENDS AND NEIGHBORS, KIDS AND ADULTS, ITS TIME TO GET TOGETHER. IT'S TIME TO GET TOGETHER FOR A COMMUNITY CONVERSATION, AN INTERACTIVE GATHERING WHERE THE FUTURE OF THE COMMUNITY IS SHAPED BY YOU.

LET'S CELEBRATE CASTROVILLE'S ORIGINAL SETTLEMENT PATTERNS AND DISCUSS THE FUTURE OF OUR COMMUNITY. SHARE WHAT YOU LOVE AND HELP DETERMINE THE WAY CASTROVILLE WILL LOOK, FEEL, AND FUNCTION IN THE FUTURE.


ELSASS HALL, 1201 FIORELLA ST.

TUESDAY, JANUARY 16TH
 10-11AM, 1-2PM, OR 6-7PM: OPEN STUDIO & TABLE TALKS: HELP DREAM UP WHAT CASTROVILLE WILL GROW FROM THE PAST, WHAT IS MOST IMPORTANT TO THE COMMUNITY, AND WHAT WILL DEFINE ITS FUTURE.

WEDNESDAY, JANUARY 17TH
 10-11AM, 1-2PM, OR 6-7PM: DOWNTOWN DREAMIN': HELP DESIGN AND IMAGINE WHAT A DOWNTOWN FOR CASTROVILLE COULD BE BY DRAWING AND SHARING YOUR IDEAS.

7-8PM: CLOSING PRESENTATION

MORE INFORMATION AT castroville.mysocialpinpoint.com simplecitydesign



Plan Castroville's Future!

The Castroville Building Block Project includes an update to the Comprehensive Plan, Downtown Plan, and Unified Development Ordinance.

DESIGN RODEO

At Legion Hall

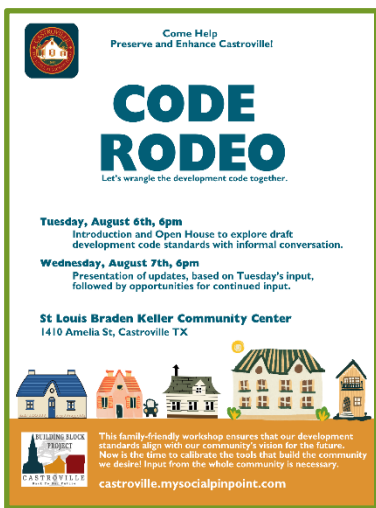
A family-friendly workshop to facilitate community conversations about the streets, buildings, and future infrastructure of Castroville.

WEDNESDAY MARCH 27TH
 1:00pm-4:00pm: Open Studio Chat
 6:00pm: Design Workshop
 Give Input on Existing Codes, & Where Future Growth will Locate

THURSDAY, MARCH 28TH
 1:00pm-4:00pm: Open Studio Chat
 6:00pm-7:00pm: Summary
 Community Input Heard, Next Steps

Join the Journey to shape Castroville's future. Castroville's comprehensive plan and downtown plan will set the stage to align the vision of the community to the development standards that oversee their implementation. Creating this alignment allows for the city's budget priorities to be brought to life.

castroville.mysocialpinpoint.com



Come Help Preserve and Enhance Castroville!

CODE RODEO

Let's wrangle the development code together.

Tuesday, August 6th, 6pm
 Introduction and Open House to explore draft development code standards with informal conversation.

Wednesday, August 7th, 6pm
 Presentation of updates, based on Tuesday's input, followed by opportunities for continued input.

St Louis Braden Keller Community Center
 1410 Amelia St, Castroville TX

This family-friendly workshop ensures that our development standards align with our community's vision for the future. Now is the time to calibrate the tools that build the community we desire! Input from the whole community is necessary.

castroville.mysocialpinpoint.com



Zoning Categories are Changing

Community Roundup

Monday, September 23rd
 3:30pm-7:30pm
 Landmark Inn @ 402 Florence St, Castroville

Come find your property on the new zoning map and discuss how the Unified Development Ordinance will preserve and enhance Castroville.

Continuing online through October

castroville.mysocialpinpoint.com

The Castroville Building Block Project ensures that our development standards align with our community's vision for the future. Input from the whole community is necessary. Now is the time to calibrate the tools that build the community we desire!

CODE CREATION BEGINS, MORE MEETINGS TO FOLLOW!



Castroville's Active Transportation Grant

- ☒ Enroll in Local Government Project Procedures Qualification for TxDOT
- ☒ Submit Qualifications Statement and Risk Assessment
- ☒ ~~Create RFQ –~~
- ☒ Meet consultant about scope of work.
- ☒ PTN signs Oversight Special Approval (SPA) form.
- ☒ Advanced Funding Agreement Resolution approval by City.
- ☒ TxDOT approves contract.
- ☐ Move forward with planning effort.
TxDOT engineer is working on scope and fee schedule.

Throughfare Plan

- ☒ Meet with County about alignment with County plans.
- ☒ Meet with TxDOT about alignment/ discrepancies with TxDOT plans.
- ☒ Meet with County engineer about suggestions from TxDOT. **TxDOT had a lot of great suggestions.**
- ☐ **Directed to move forward with adoption of thoroughfare plan. Waiting on engineer to send revised plan for Council to review.**
- ☐ Bring to City Council for review.
- ☐ Make changes to plan per Council recommendation.
- ☐ Send out required public notifications.
- ☐ Bring to City Council for approval.

Garcia Creek Report

Target Date of Comp. – 1/25

- ☒ Obtain & review data: Right of Entry, Records Search
- ☒ Field Survey: Field Data Collection, Digital Data Entry
- ☒ Engineer Site Visit
- ☒ Hydraulic Modeling
- ☐ Channel/Slope Stability Analysis: Field Investigations, Lab Tests, Draft Eng. Reports

DRAFTING
REPORT TO
PRESENT TO
COUNCIL

Airport Zoning

- ☒ Update zoning and regs
- ☒ Create GIS Portal for public review
- ☒ Present to Council for review
- ☒ Reach out to County for input – **No movement or input from County**
- ☐ Create Joint Airport Zoning Board
- ☐ Review of zoning regulations by JAZB
- ☐ Public hearing for public input
- ☐ Adoption by City and County

City of Castroville

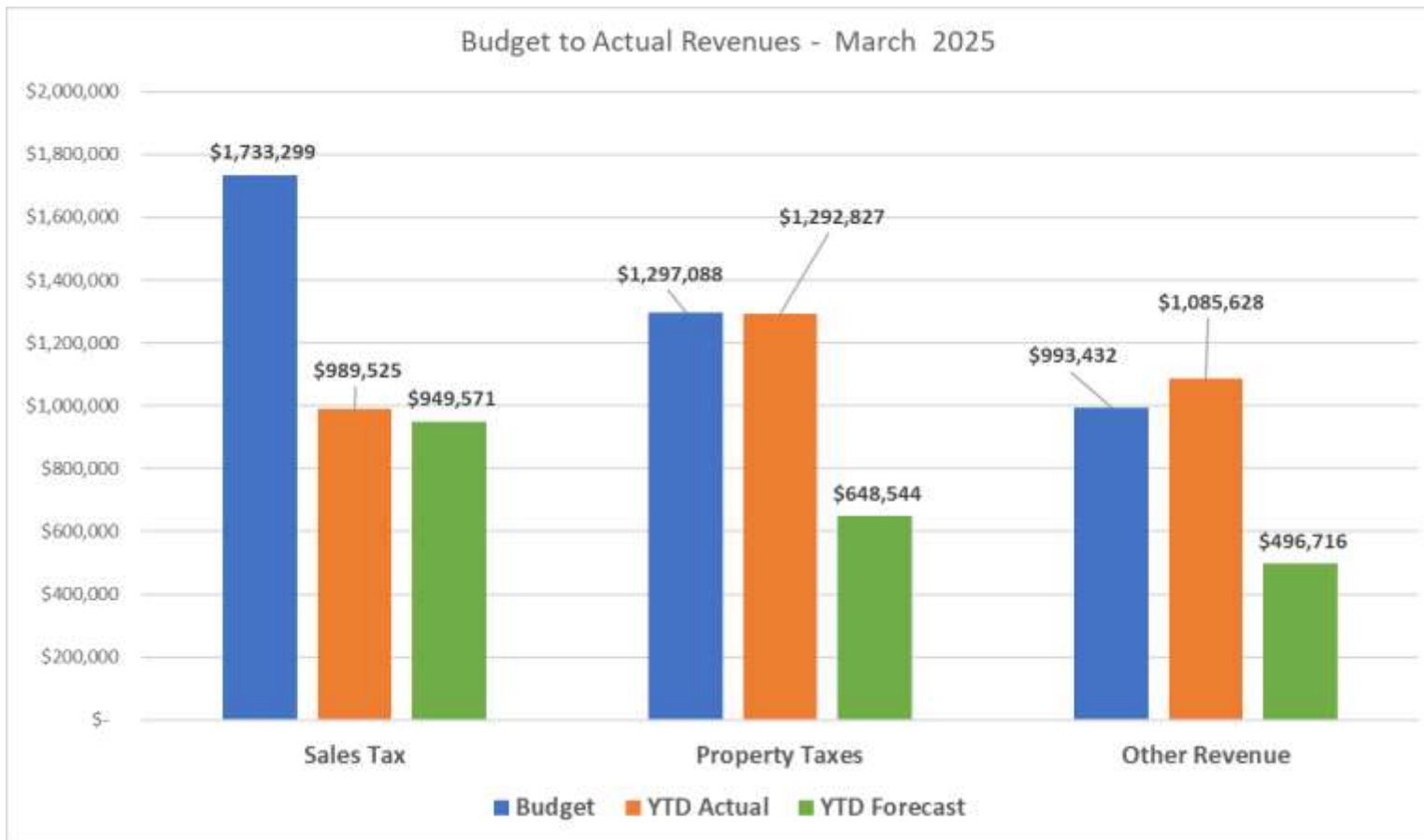
MONTHLY FINANCE REPORT (ENDING MARCH 31, 2025)

- **General Fund**
- **Enterprise Fund**
- **Airport Fund**
- **Municipal Court Report**



General Fund

General Fund YTD Comparison

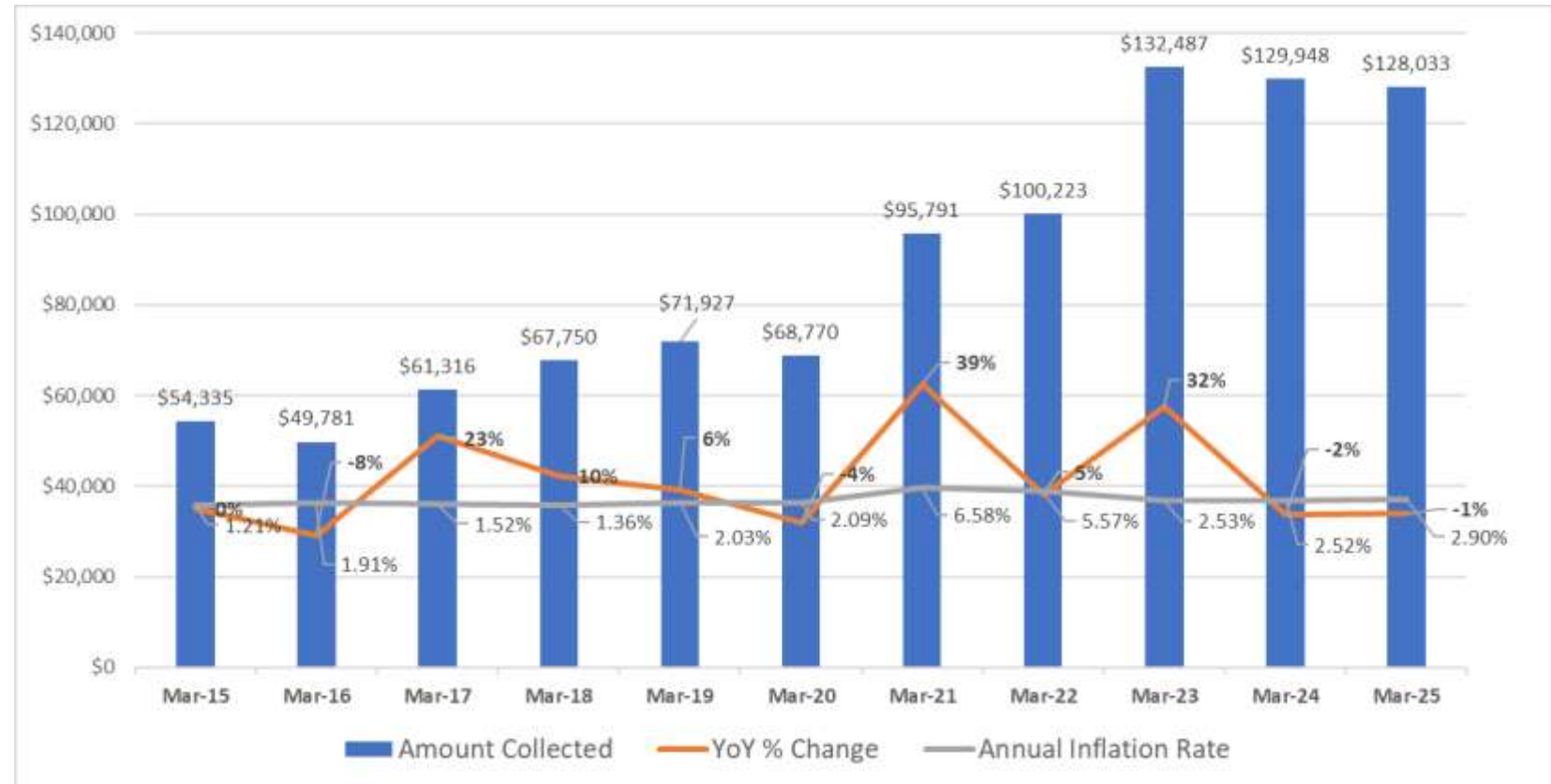


- **Blue** = Total amount budgeted for the year
 - **Orange** = YTD amount received
 - **Green** = Amount anticipated YTD
-
- Sales tax collections for the month of March totaled \$133,294.15 (includes sales and liquor tax) compared to last year, total collected for the month of March 2024 was \$134,305.98
 - Property tax collections for the month of March totaled \$28,535.13 compared to last March 2024, total collected was \$101,904.19
 - Other Revenue includes municipal court, parks and recreation and other misc. revenue. Court Collection Fees for the month of March totaled \$50,396.26 compared to last March 2024, total collected was \$16,778.96.

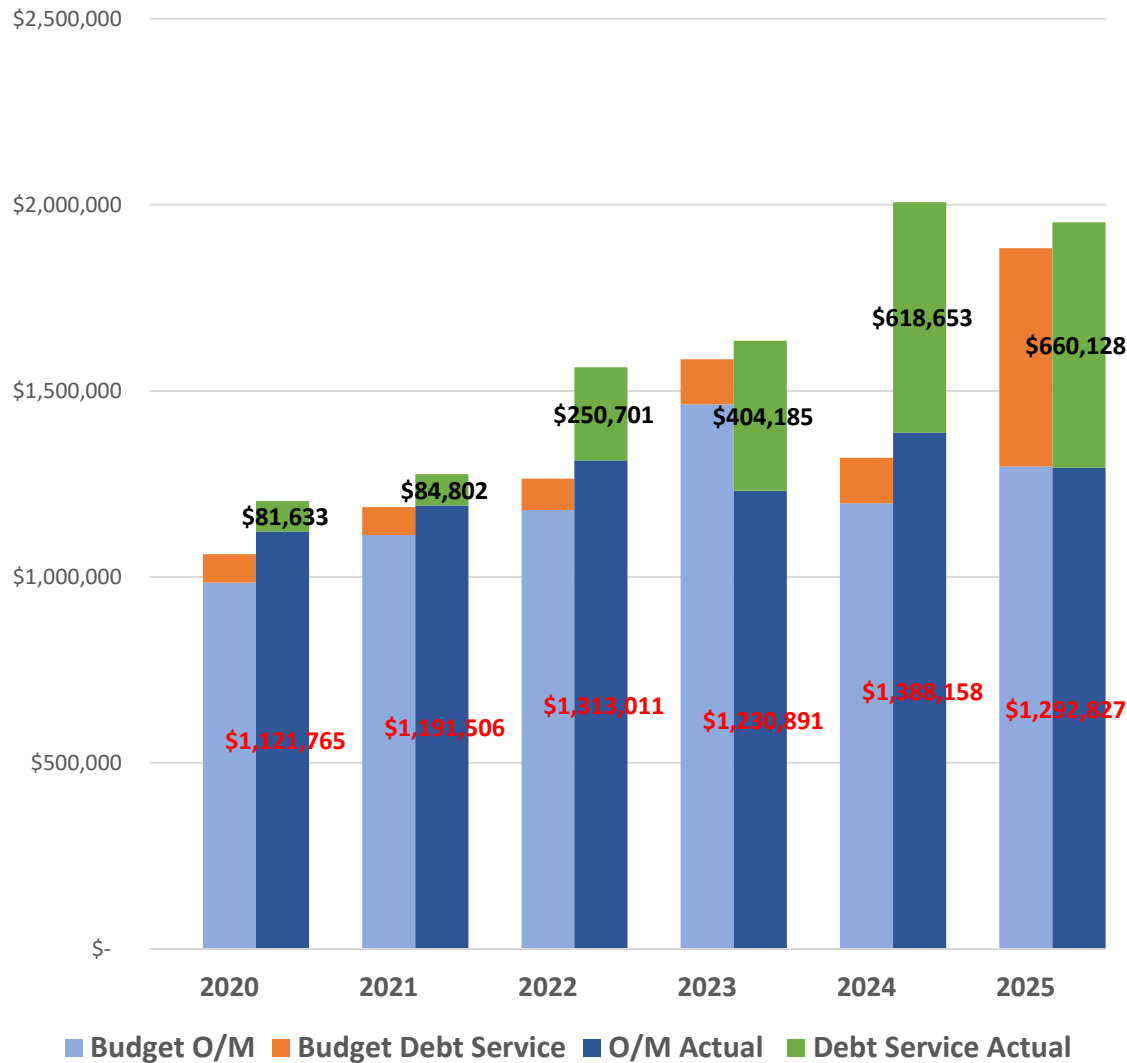
Comparison of Annual Collections for the Month of March.

Sales taxes relatively flat in March.

- Sales tax collections for the month of March totaled \$128,032.66. This amount is true sales tax (does not include liquor tax). This represents a decrease of 1.47%, or \$1,916, compared to last year.
- Through March, sales tax collections are down \$1,011, or .75%, from the prior year.
- Collections for this month represent sales that took place in January.



Property Tax Collections

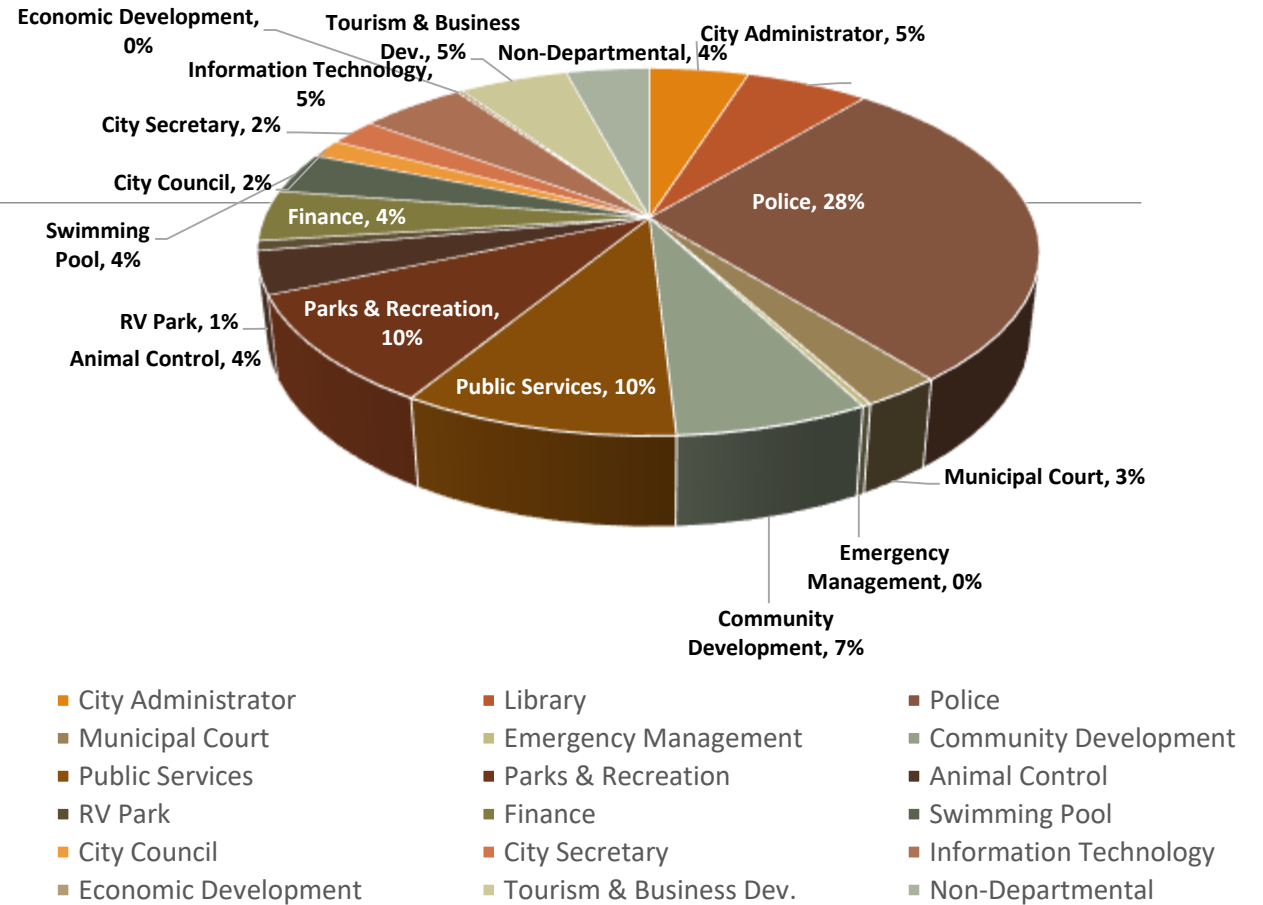


- Current property tax collections are 99.67% of the original budget at this point of the fiscal year. This includes ad valorem, delinquent and penalties and interest. We have collected 96.51% of the total tax levy.
- Taxes become delinquent on February 1st. January is the last month to pay without penalties.
- Delinquent property taxes represent collections on prior year levies. Penalty and interest are being collected on prior year taxes.
- Total property tax collections year to date including prior year collections, as well as penalties and interest for March are \$1,292,827.

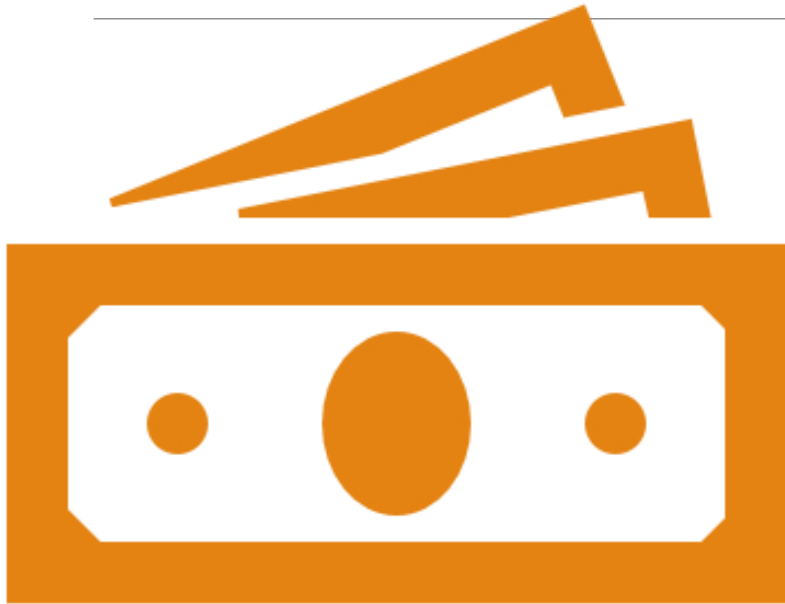
General Fund by Department

Section XI, Item d.

Department	% of Budget	Adopted	Actual YTD	Difference
City Administrator	5%	\$ 232,418	\$ 115,086	\$ 117,332
Library	6%	\$ 289,897	\$ 106,583	\$ 183,314
Police	28%	\$ 1,341,322	\$ 801,367	\$ 539,955
Municipal Court	3%	\$ 133,979	\$ 83,349	\$ 50,630
Emergency Management	0%	\$ 14,700	\$ 3,326	\$ 11,374
Community Development	7%	\$ 320,767	\$ 201,060	\$ 119,707
Public Services	10%	\$ 456,851	\$ 202,679	\$ 254,172
Parks & Recreation	10%	\$ 459,653	\$ 245,984	\$ 213,669
Animal Control	4%	\$ 177,632	\$ 94,796	\$ 82,836
RV Park	1%	\$ 40,900	\$ 19,816	\$ 21,084
*Finance	4%	\$ 213,385	\$ 230,426	\$ (17,041)
Swimming Pool	4%	\$ 173,008	\$ 63,849	\$ 109,159
City Council	2%	\$ 76,606	\$ 14,720	\$ 61,886
City Secretary	2%	\$ 111,998	\$ 53,820	\$ 58,178
Information Technology	5%	\$ 246,000	\$ 145,749	\$ 100,251
Economic Development	0%	\$ 12,100	\$ 5,535	\$ 6,565
Tourism & Business Dev.	5%	\$ 256,286	\$ 128,894	\$ 127,392
Non-Departmental	4%	\$ 195,200	\$ 179,553	\$ 15,647
100%		\$ 4,752,702	\$ 2,696,594	



*The primary reason for the overage in the Finance Department budget is due to a staffing cost adjustment. Previously, a portion of one employee's salary was allocated to Enterprise Fund. However, that salary is now fully budgeted within the Finance Department, resulting in the increase. This adjustment aligns with current staffing assignments and ensures all related costs are accurately reflected within the department's budget moving forward.



Utility Fund

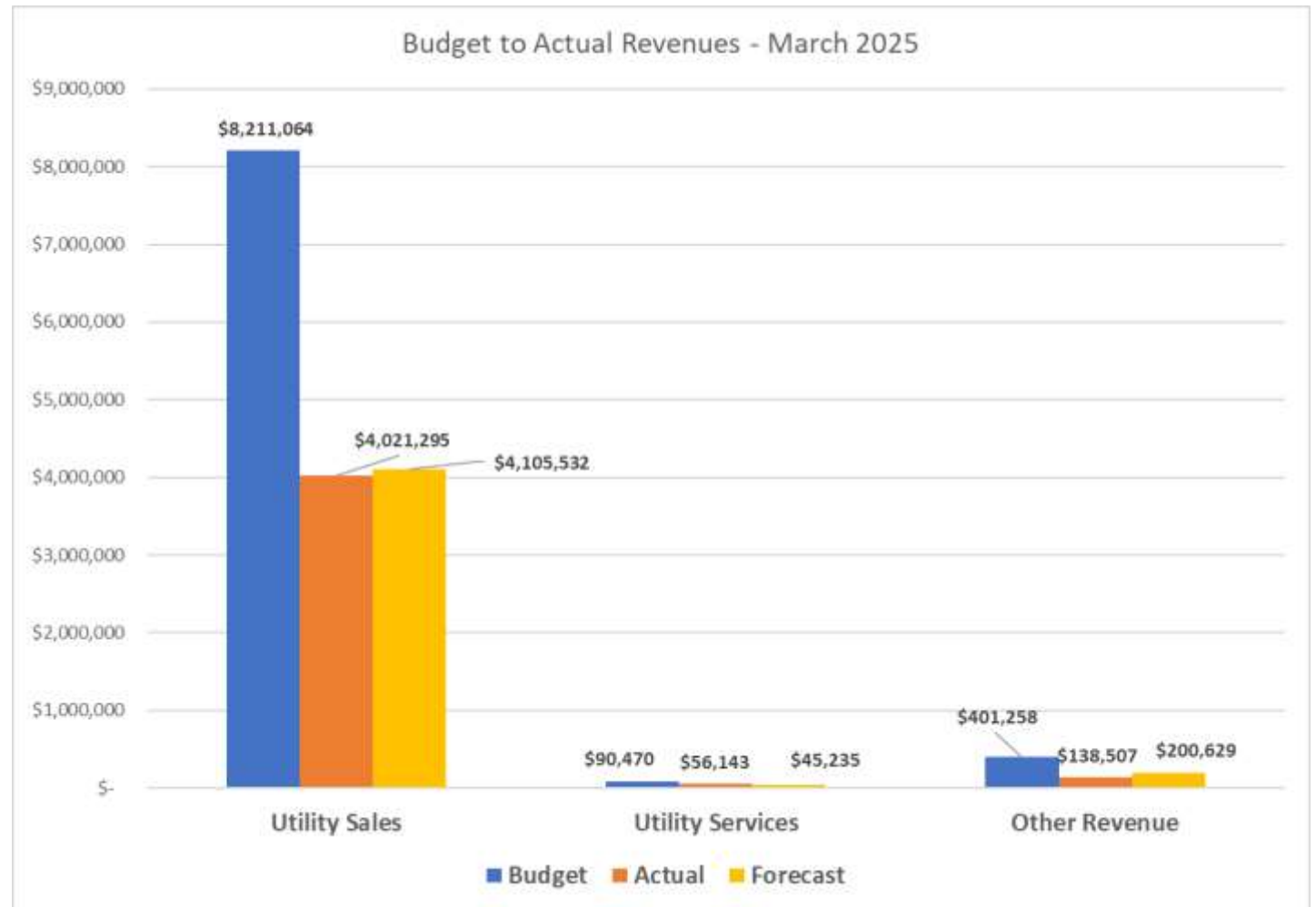
YTD Utility Fund Revenues

		Budget Forecast	ACTUAL	% Change	Over/Under	Forecast (FLAT)	Forecast (-2%)	Forecast (+9%)
October	7.55%	\$ 629,005.97	\$ 681,046	8%	\$ 52,039.58	\$ 681,046	\$ 681,046	\$ 681,046
November	7.29%	\$ 606,691.59	\$ 693,685	14%	\$ 86,993.77	\$ 693,685	\$ 693,685	\$ 693,685
December	7.42%	\$ 617,510.61	\$ 649,728	5%	\$ 32,217.06	\$ 649,728	\$ 649,728	\$ 649,728
January	8.22%	\$ 684,552.45	\$ 827,004	0%	\$ 142,452.01	\$ 827,004	\$ 827,004	\$ 827,004
February	8.22%	\$ 684,740.90	\$ 740,152	0%	\$ 55,410.72	\$ 740,152	\$ 740,152	\$ 740,152
March	7.05%	\$ 586,889.22	\$ 618,637	0%	\$ 31,747.59	\$ 618,637	\$ 618,637	\$ 618,637
April	7.31%	\$ 608,923.47	\$ -	0%	\$ -	\$ -	\$ -	\$ -
May	8.48%	\$ 706,147.45	\$ -	0%	\$ -	\$ -	\$ -	\$ -
June	8.89%	\$ 740,367.46	\$ -	0%	\$ -	\$ -	\$ -	\$ -
July	9.41%	\$ 783,225.70	\$ -	0%	\$ -	\$ -	\$ -	\$ -
August	10.01%	\$ 833,167.65	\$ -	0%	\$ -	\$ -	\$ -	\$ -
September	10.15%	\$ 845,381.51	\$ -	0%	\$ -	\$ -	\$ -	\$ -
	100.00%	\$ 8,326,604	\$ 4,210,251	51%	\$ 400,861	\$ 4,210,251	\$ 4,210,251	\$ 4,210,251

- YTD Actuals collected \$4,215,945 compared to last year in March 2024, total collected was \$3,486,463. That is a 20.92% increase
- Percentage of budget collected is 48.44%

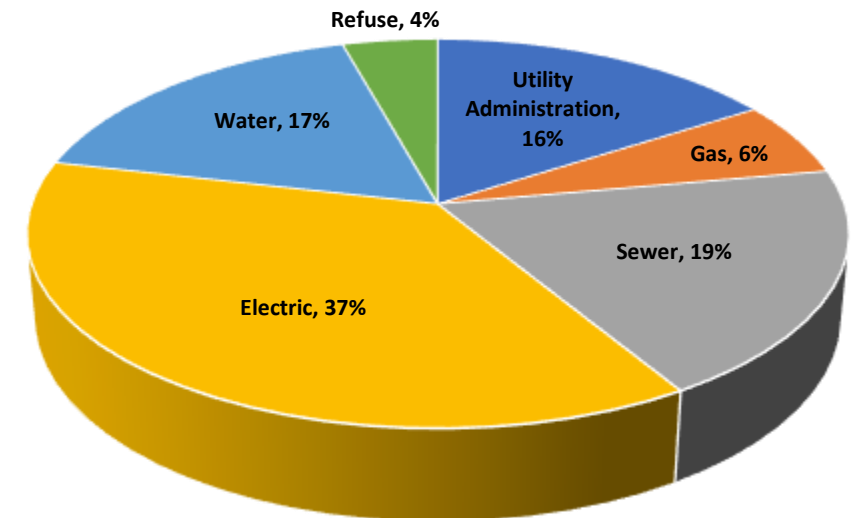
Utility Fund Revenues (March 2025)

- Currently collected \$618,638 in utility revenues for the month of March 2025.
- Total YTD Collections are \$4,215,945. This includes utility sales, utility services and other misc. revenue.
- Last year (2024) total collections during the month of March was \$583,090. This is a 6.1% increase compared to last year.

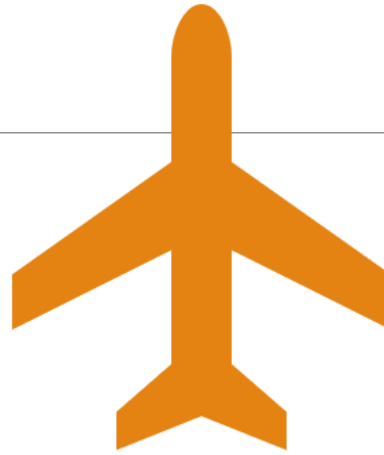


Utility Fund Expenditures by Department

Department	% of Budget	Adopted	Actual YTD	Difference
Utility Administration	16%	\$ 1,389,163	\$ 605,732	\$ 783,431
Gas	6%	\$ 539,852	\$ 327,490	\$ 212,362
Sewer	19%	\$ 1,665,406	\$ 485,480	\$ 1,179,926
Electric	37%	\$ 3,246,083	\$ 1,310,006	\$ 1,936,077
Water	17%	\$ 1,485,137	\$ 706,361	\$ 778,776
Refuse	4%	\$ 377,152	\$ 212,281	\$ 164,871
	100%	\$ 8,702,793	\$ 3,647,350	

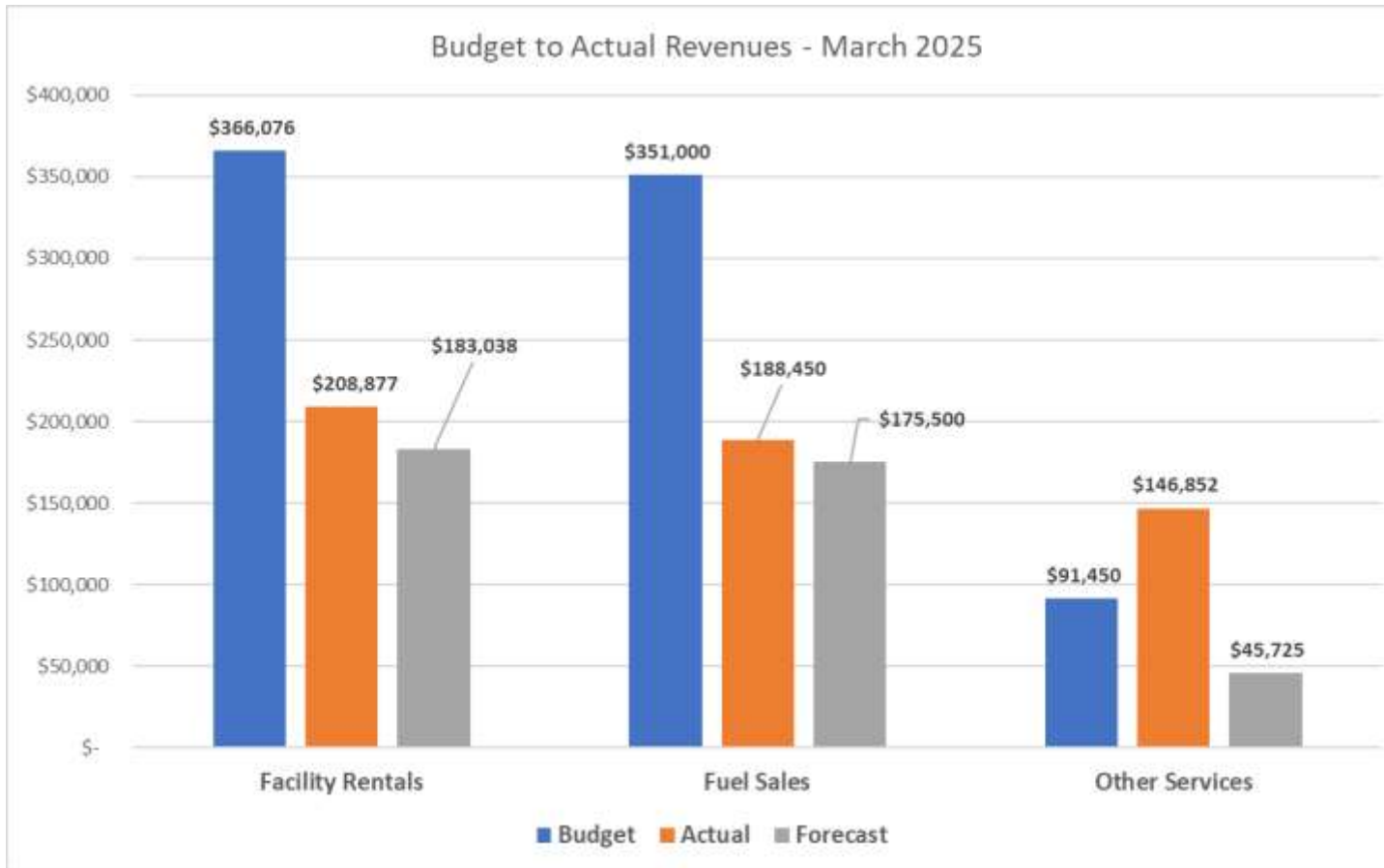


- The above graph represents YTD actual expenditures by department.
- The Utility Fund is performing as expected – all departments are currently under budget.
- Largest savings are in Electric and Sewer Funds – driven primarily by project timing.
- Expenditures will increase in the second half of the year as projects and purchases progress.



Airport Fund

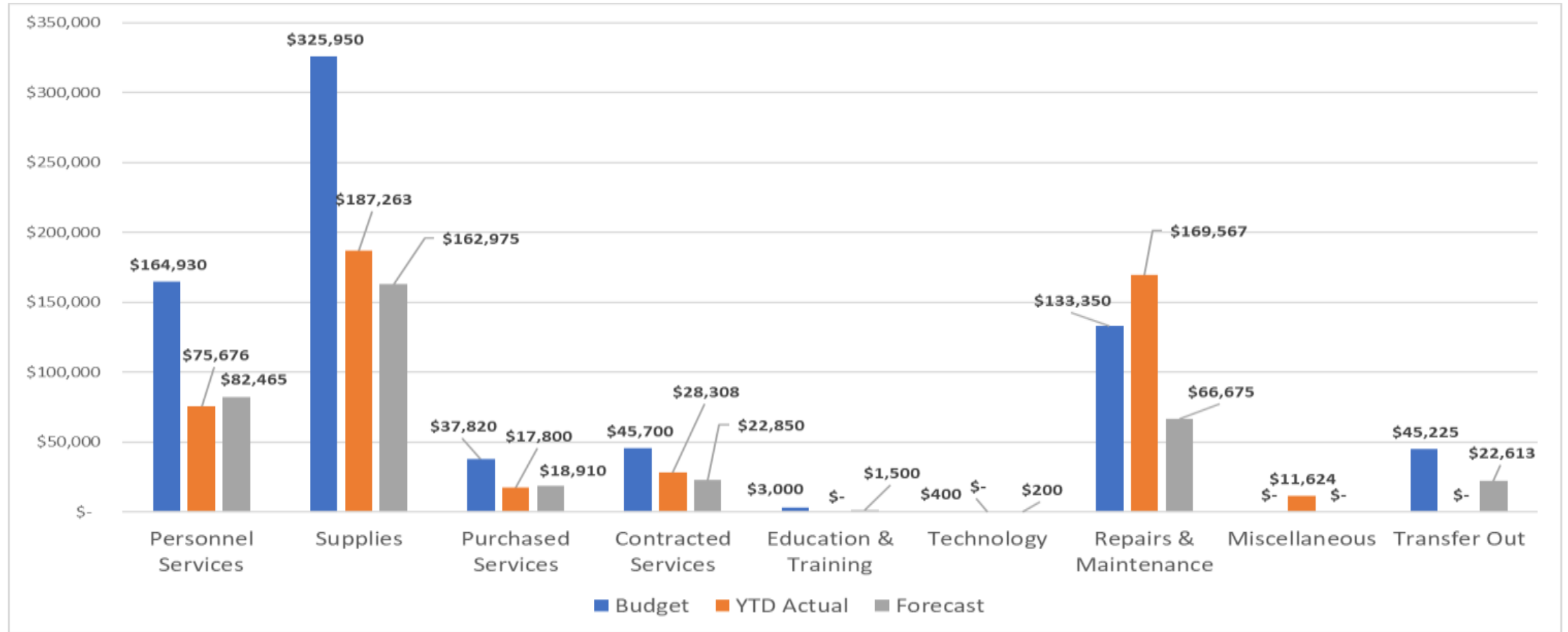
Airport Fund YTD Comparison



- Currently collected \$147,131 in airport revenues for the month of March 2025.
- Total YTD Collections are \$544,180. This includes facility rentals, fuel sales and other misc. revenue.
- Last year (2024) total collections during the month of March was \$404,352. This is a 34.58% increase compared to last year.

Airport Fund Expenditures Budget vs. Actual March 2025

Section XI, Item d.





Municipal Court Report

MARCH 2025



- The above data represents the number of ticket violations for the month of March 2021-2025.
- Traffic violations increased from 73 in 2021 to 295 in 2025 – a 304% increase over five years.
- The most substantial year-over-year growth occurred from 2024 to 2025, nearly doubling from 145 to 295 violations.
- This trend suggest enhanced enforcement, increased traffic volume, or greater compliance checks.
- State Law violations fluctuated between 1 and 7 cases per year. In 2025, there was a drop to only 2 cases.
- No cases were filed for City Ordinance violation in 2021, 2023, or 2024. There was a spike to 6 cases in 2022 and 3 cases in 2025.
- No violations from 2021 through 2024 for parking violations. The first appearance in 2025 with 3 cases filed.

Parks & Recreation Update

Jonah Chang CPRP CPSI

Parks & Recreation Director

General Updates

Community Center

- Foundation & survey complete.
- Next Steps:
 - Utilities, mobilization projected for 4/14/2025

Easter Weekend

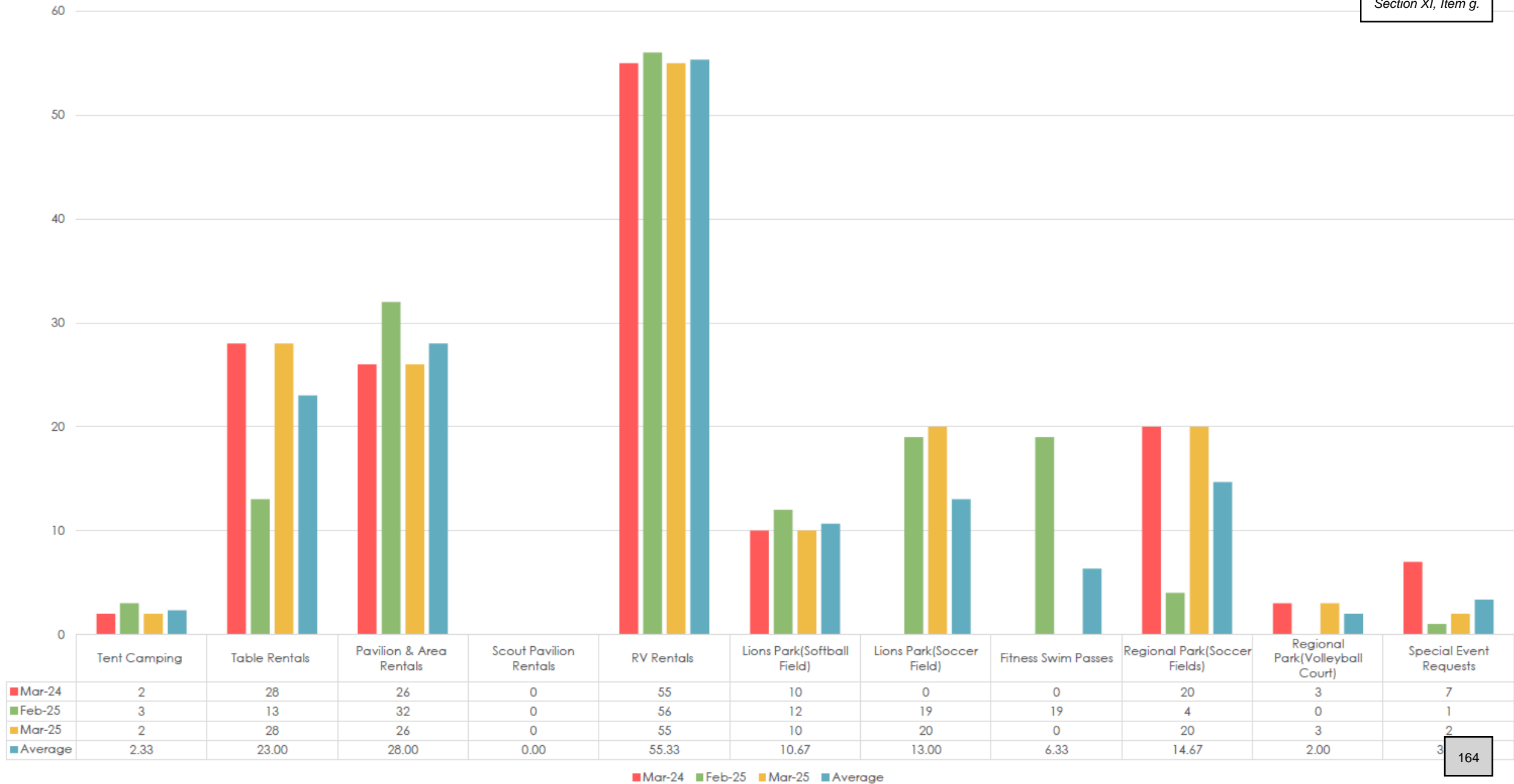
- Park will be prepped & ready for the Egg Hunt on Friday 4/18/25 and Easter Weekend.
- Reservations for Easter weekend:
 - All Tables, Areas, & Pavilions have been reserved.

Aquatics

- Pool Heaters: Units replaced and operational until final swim day (Sunday 4/6/25.)
- Splash Pad: Advanced Aquatics and City Staff looked & inspected the features and pad. Will be reaching out to Vortex to discuss recommended next steps.

Recreation Reservation Numbers

Section XI, Item g.



Work Order Numbers

Monthly Work Order Report Breakdown

Facilities And Parks Monthly Report
March 1 - March 31, 2025

Total Number of Work Orders: **77**

Total Facilities Work Orders: **18** Total Parks Work Orders: **59**



Breakdown		Facilities:	Parks:	Total:
300	Water Leak(Potable Water)		1	1
500	City Parks Maintenance		7	7
501	City Building Maintenance	12	1	13
505	Equipment Repairs & Maintenance		1	1
506	Flags		1	1
507	Replace Flags			0
510	Regional Park Maintenance	2	37	39
515	RV Park Maintenance		2	2
520	Swimming Pool Maintenance	1	1	2
530	Lions Park Maintenance		3	3
535	Splash Pad Maintenance			0
599	Misc. Facilities & Parks			0
801	Weeds/Overgrown Brush			0
802	Mowing & Weedeating			0
804	Barricades			0
806	Tree Issue(Trim & Clear)			0
819	Misc. Streets			0
900	Event Support			0
902	Services Request/City Dept	1		1
977	Vehicle Inspection & Maintenance			0
978	Vehicle & Equipment Maintenance		1	165
988	Animal Control			0
0	Micellaneous	2	4	6

Parks & Recreation Update



- Parks & Recreation Personnel

- Briana Tello resigned her position with the City of Castroville on Friday 4/4/2025.
- Sandra Troublefield has begun cross-training and expressed interest in the Parks & Rec Coordinator Position.
- The Parks & Recreation Department will have a vacancy and will hope to have it filled in May, if not sooner.

- Tree Planting Update

- Out of the total(188) trees, it looks like only a few did not make it.
- We will work with Bexar Branches Alliance to get a map of the trees, locate and identify the numerous species, and figure out next steps for tree replacement.
- We will also work on getting an After-Action Report for next month's meeting.

- Swimming Pool

- After discussing the Construction schedule & calendar, we feel it is appropriate to open the pool this season with modifications to the schedule & programming.
 - 5/8/25-5/29/25: Site Utilities- Communication, TSS, & Telecome Duct Banks and Structures
 - 6/27/25-8/8/25: Site- Construct Sidewalks & Parking Lot
 - 7/3/25-8/13/25: Main Building- Install Wood Roof Frame
- Due to the proximity of the construction & noise I recommend NOT hosting swim lessons this year. I recommend continuing programming for Fitness Swim, Swim Team, Dive Team, & Open Swim.
 - **These programs will need to follow the construction schedule & adhere to any pool closures recommended by OAC.**



Community Center Construction:

Project: 2326 - Castroville Community Building

Status Date: Mon 2/24/25

All Tasks



ID	Task Name	Duration	Start	Finish	% Complete	2026													
						5	Feb	Mar	Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026	
									Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	Project: Castroville Community	221 days	Thu 3/6/25	Tue 1/20/26	0%														
2	General Milestones	221 days	Thu 3/6/25	Tue 1/20/26	0%														
3	Pre-Construction Meeting	0 days	Thu 3/6/25	Thu 3/6/25	0%														
4	Notice to Proceed	0 days	Fri 3/7/25	Fri 3/7/25	0%														
5	Start Construction	0 days	Mon 3/17/25	Mon 3/17/25	0%														
6	Substantial Completion	0 days	Thu 1/15/26	Thu 1/15/26	0%														
7	Start Owner Move-In	0 days	Tue 1/20/26	Tue 1/20/26	0%														
8	Construction	214 days	Mon 3/17/25	Tue 1/20/26	0%														
9	Construction Milestones	163 days	Thu 6/5/25	Tue 1/20/26	0%														
10	Site - Utility Connections Established	0 days	Thu 6/5/25	Thu 6/5/25	0%														
11	Foundation Work Completed	0 days	Thu 6/26/25	Thu 6/26/25	0%														
12	Structural Framework Completed	0 days	Wed 8/13/25	Wed 8/13/25	0%														
13	Roof Installed	0 days	Wed 9/10/25	Wed 9/10/25	0%														
14	Exterior Walls Completed	0 days	Thu 10/9/25	Thu 10/9/25	0%														
15	Windows and Doors Installed	0 days	Wed 11/12/25	Wed 11/12/25	0%														
16	Interior Framing and Drywall Completed	0 days	Fri 11/21/25	Fri 11/21/25	0%														
17	MEP Rough-Ins Completed	0 days	Thu 11/20/25	Thu 11/20/25	0%														
18	Interior Finishes Completed	0 days	Fri 1/2/26	Fri 1/2/26	0%														
19	Exterior Finishes Completed	0 days	Thu 11/6/25	Thu 11/6/25	0%														
20	Furniture, Artwork & Signage Completed	0 days	Thu 1/8/26	Thu 1/8/26	0%														
21	Final Walkthrough and Punch List Completed	0 days	Tue 1/20/26	Tue 1/20/26	0%														
22	Site Work	214 days	Mon 3/17/25	Tue 1/20/26	0%														
23	Site - Start	0 days	Mon 3/17/25	Mon 3/17/25	0%														
24	Site - Finish	0 days	Mon 8/18/25	Mon 8/18/25	0%														
25	Site - Earth Work	83 days	Mon 3/17/25	Mon 7/14/25	0%														
26	Site - Erosion and Sedimentation Control	3 days	Mon 3/17/25	Wed 3/19/25	0%														
27	Site - Protect Existing Trees as Required	5 days	Thu 3/20/25	Wed 3/26/25	0%														
28	Site - Excavation and fill As Required	75 days	Thu 3/27/25	Mon 7/14/25	0%														
29	Site Utilities	75 days	Thu 3/27/25	Mon 7/14/25	0%														
30	Site - Sanitary Sewerage Piping and Structures	15 days	Thu 3/27/25	Wed 4/16/25	0%														
31	Site - Non-Potable/Raw Water Piping and Structures	15 days	Thu 4/10/25	Wed 4/30/25	0%														
32	Site - Electrical Ductbanks and Structures	15 days	Thu 4/24/25	Wed 5/14/25	0%														
33	Site - Communication, TSS, & Telecom Ductbanks and Structures	15 days	Thu 5/8/25	Thu 5/29/25	0%														
34	Site - Pull Electrical Cabling and Terminate	5 days	Thu 5/15/25	Wed 5/21/25	0%														
35	Site - Pull Communication/Telephone Cabling and Terminate	5 days	Fri 5/30/25	Thu 6/5/25	0%														
36	Site - Pull TSS Cabling and Terminate	5 days	Fri 5/30/25	Thu 6/5/25	0%														
37	Site - Site Lighting Works	15 days	Thu 5/22/25	Thu 6/12/25	0%														

Project: 2326 - Castroville Community Building

Status Date: Mon 2/24/25

All Tasks

ID	Task Name	Duration	Start	Finish	% Complete																		
						5	Feb	Mar	Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025			2026					
									Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb				
38	Site - Irrigation System	20 days	Fri 6/13/25	Mon 7/14/25	0%							6/13		7/14									
39	Site - Other Features	137 days	Fri 6/27/25	Tue 1/13/26	0%																		
40	Site - Construct Sidewalks	30 days	Fri 6/27/25	Fri 8/8/25	0%							6/27		8/8									
41	Site - Parking Lots	14 days	Tue 7/22/25	Fri 8/8/25	0%							7/22		8/8									
42	Site - Install Site Fences and Gates	15 days	Fri 11/7/25	Mon 12/1/25	0%										11/7		12/1						
43	Site - Install Exterior Signage	3 days	Fri 1/9/26	Tue 1/13/26	0%												1/9		1/13				
44	Site - Landscape	25 days	Tue 7/15/25	Mon 8/18/25	0%							7/15		8/18									
45	Site - Punch List	5 days	Wed 1/14/26	Tue 1/20/26	0%												1/14		1/20				
46	Main Building	211 days	Thu 3/27/25	Thu 1/15/26	0%																		
47	Main Building - Foundations	64 days	Thu 3/27/25	Thu 6/26/25	0%																		
48	Main Building - Layout and Excavate	9 days	Thu 3/27/25	Tue 4/8/25	0%				3/27		4/8												
49	Main Building - Form / Rebar Footings & Grade Beams	15 days	Wed 4/9/25	Tue 4/29/25	0%				4/9		4/29												
50	Main Building - Place Concrete Footings & Grade Beams	1 day	Tue 4/29/25	Tue 4/29/25	0%				4/29		4/29												
51	Main Building - Concrete Curing Footings & Grade Beams	7 days	Wed 4/30/25	Thu 5/8/25	0%				4/30		5/8												
52	Main Building - Back fill	2 days	Fri 5/9/25	Mon 5/12/25	0%				5/9		5/12												
53	Main Building - Final Grade and Base Coarse	2 days	Tue 5/13/25	Wed 5/14/25	0%				5/13		5/14												
54	Main Building - Below/In-Slab Electrical & Plumbing Rough-In	15 days	Thu 5/15/25	Wed 6/4/25	0%				5/15		6/4												
55	Main Building - Termicide	3 days	Thu 6/5/25	Mon 6/9/25	0%				6/5		6/9												
56	Main Building - Vapor Barrier	3 days	Thu 6/5/25	Mon 6/9/25	0%				6/5		6/9												
57	Main Building - Form / Rebar Slab	5 days	Tue 6/10/25	Mon 6/16/25	0%				6/10		6/16												
58	Main Building - Place Concrete Slab	1 day	Tue 6/17/25	Tue 6/17/25	0%				6/17		6/17												
59	Main Building - Concrete Curing Slab	7 days	Wed 6/18/25	Thu 6/26/25	0%				6/18		6/26												
60	Main Building - Wood Structure	34 days	Fri 6/27/25	Wed 8/13/25	0%																		
61	Main Building - Erect Wood Main Columns	15 days	Fri 6/27/25	Thu 7/17/25	0%				6/27		7/17												
62	Main Building - Install Wood Roof Frame	30 days	Thu 7/3/25	Wed 8/13/25	0%				7/3		8/13												
63	Main Building - Exterior Wall	65 days	Fri 7/11/25	Thu 10/9/25	0%																		
64	Main Building - Install Exterior Wall Wood Frame	45 days	Fri 7/11/25	Thu 9/11/25	0%				7/11		9/11												
65	Main Building - Exterior Wall Wood Blocking	60 days	Fri 7/18/25	Thu 10/9/25	0%				7/18		10/9												
66	Main Building - Exterior Wall Mechanical Plumbing Preparations	25 days	Fri 7/18/25	Thu 8/21/25	0%				7/18		8/21												
67	Main Building - Exterior Wall Electrical Raceways and Boxes	25 days	Fri 8/15/25	Thu 9/18/25	0%							8/15		9/18									
68	Main Building - Exterior Wall Telecom Raceways	20 days	Fri 9/12/25	Thu 10/9/25	0%								9/12		10/9								
69	Main Building - Exterior Wall Sound Attenuation and Insulation Installation	15 days	Fri 9/19/25	Thu 10/9/25	0%								9/19		10/9								
70	Main Building - Exterior Wall Sheathing	60 days	Fri 7/18/25	Thu 10/9/25	0%				7/18		10/9												
71	Main Building - Roofing	34 days	Thu 8/14/25	Wed 10/1/25	0%																		
72	Main Building - Install Roof Cover	20 days	Thu 8/14/25	Wed 9/10/25	0%							8/14		9/10									
73	Main Building - Install Roofing System	15 days	Thu 9/11/25	Wed 10/1/25	0%								9/11		10/1								
74	Main Building - HVAC	8 days	Fri 8/29/25	Wed 9/10/25	0%																		

Project: 2326 - Castroville Community Building

Status Date: Mon 2/24/25

All Tasks



ID	Task Name	Duration	Start	Finish	% Complete													2026	
						5	Feb	Mar	Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026	
									Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
75	Main Building - Place HVAC Equipment	2 days	Fri 8/29/25	Mon 9/1/25	0%								8/29	9/1					
76	Main Building - Install HVAC Equipment	8 days	Fri 8/29/25	Wed 9/10/25	0%								8/29	9/10					
77	Main Building - Rough-In	64 days	Thu 9/11/25	Fri 12/12/25	0%														
78	Main Building - Electrical Rough-In	45 days	Fri 9/19/25	Thu 11/20/25	0%														
79	Main Building - O/H Power/Lighting Raceways and Boxes	30 days	Fri 9/19/25	Thu 10/30/25	0%								9/19	10/30					
80	Main Building - O/H Telecom Raceways	30 days	Fri 10/10/25	Thu 11/20/25	0%								10/10	11/20					
81	Main Building - O/H Fire Alarm System	30 days	Fri 9/19/25	Thu 10/30/25	0%								9/19	10/30					
82	Main Building - Power/Lighting Raceways and Boxes	30 days	Fri 9/19/25	Thu 10/30/25	0%								9/19	10/30					
83	Main Building - Telecom Raceways	30 days	Fri 10/10/25	Thu 11/20/25	0%								10/10	11/20					
84	Main Building - Fire Alarm System	30 days	Fri 9/19/25	Thu 10/30/25	0%								9/19	10/30					
85	Main Building - Mechanical Rough-In	39 days	Thu 9/11/25	Tue 11/4/25	0%														
86	Main Building - O/H Duct Work Installation	23 days	Thu 9/11/25	Tue 10/14/25	0%								9/11	10/14					
87	Main Building - O/H Ductwork Insulation	15 days	Wed 10/15/25	Tue 11/4/25	0%								10/15	11/4					
88	Main Building - Non-Potable/Raw Water Piping	15 days	Wed 10/8/25	Tue 10/28/25	0%								10/8	10/28					
89	Main Building - Sanitary Piping	15 days	Wed 10/8/25	Tue 10/28/25	0%								10/8	10/28					
90	Main Building - Architecture Rough-In	66 days	Fri 9/12/25	Fri 12/12/25	0%														
91	Main Building - Install Interior Wall Wood Frame	18 days	Fri 9/12/25	Tue 10/7/25	0%								9/12	10/7					
92	Main Building - Interior In-Wall Wood Blocking	18 days	Wed 10/8/25	Fri 10/31/25	0%								10/8	10/31					
93	Main Building - Wall Sheathing	15 days	Mon 11/3/25	Fri 11/21/25	0%										11/3	11/21			
94	Main Building - Support for Hard Ceiling	15 days	Wed 10/8/25	Tue 10/28/25	0%								10/8	10/28					
95	Main Building - Install Preparation for Millwork	15 days	Mon 11/24/25	Fri 12/12/25	0%										11/24	12/12			
96	Main Building - Install Door Frame	8 days	Mon 11/3/25	Wed 11/12/25	0%										11/3	11/12			
97	Main Building - Install Window Frame	8 days	Mon 11/3/25	Wed 11/12/25	0%										11/3	11/12			
98	Main Building - Interior Final Finishes	48 days	Wed 10/29/25	Fri 1/2/26	0%														
99	Main Building - Ceiling	25 days	Wed 10/29/25	Tue 12/2/25	0%														
100	Main Building - Hard Ceiling	10 days	Wed 10/29/25	Tue 11/11/25	0%								10/29	11/11					
101	Main Building - Install Ceiling Light Fixtures	15 days	Wed 11/12/25	Tue 12/2/25	0%										11/12	12/2			
102	Main Building - Ceiling Finishes	15 days	Wed 11/12/25	Tue 12/2/25	0%										11/12	12/2			
103	Main Building - Wall	37 days	Thu 11/13/25	Fri 1/2/26	0%														
104	Main Building - Install Doors	8 days	Thu 11/13/25	Mon 11/24/25	0%										11/13	11/24			
105	Main Building - Install Windows	8 days	Thu 11/13/25	Mon 11/24/25	0%										11/13	11/24			
106	Main Building - Wall Tile	5 days	Mon 11/24/25	Fri 11/28/25	0%										11/24	11/28			
107	Main Building - Wall Covering	5 days	Mon 11/24/25	Fri 11/28/25	0%										11/24	11/28			
108	Main Building - Wall Paint	5 days	Mon 11/24/25	Fri 11/28/25	0%										11/24	11/28			
109	Main Building - Install Wallbase	5 days	Thu 12/4/25	Wed 12/10/25	0%										12/4	12/10			
110	Main Building - Install Bathrooms Fixtures	20 days	Mon 12/8/25	Fri 1/2/26	0%										12/8	1/2			
111	Main Building - Install Millwork	15 days	Mon 12/15/25	Fri 1/2/26	0%										12/15	1/2			

Project: 2326 - Castroville Community Building

Status Date: Mon 2/24/25

All Tasks

D	Task Name	Duration	Start	Finish	% Complete													2026			
						5					Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026	
						Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb			
112	Main Building - Floor	8 days	Mon 11/24/25	Wed 12/3/25	0%																
113	Main Building - Install Floor Tile	8 days	Mon 11/24/25	Wed 12/3/25	0%																
114	Main Building - Floor Polished Concrete	5 days	Mon 11/24/25	Fri 11/28/25	0%																
115	Main Building - Floor Sealed Concrete	5 days	Mon 11/24/25	Fri 11/28/25	0%																
116	Main Building - Exterior Main Building Finishes	19 days	Fri 10/10/25	Thu 11/6/25	0%																
117	Main Building - Application of Waterproof Barrier at Walls	10 days	Fri 10/10/25	Thu 10/23/25	0%																
118	Main Building - Exterior Paint Final Finish at Façade	10 days	Fri 10/24/25	Thu 11/6/25	0%																
119	Main Building - Furniture, Signage and Artwork	4 days	Mon 1/5/26	Thu 1/8/26	0%																
120	Main Building - Furniture By Owner	4 days	Mon 1/5/26	Thu 1/8/26	0%																
121	Main Building - Furniture Installation by Owner	4 days	Mon 1/5/26	Thu 1/8/26	0%																
122	Main Building - Signage	4 days	Mon 1/5/26	Thu 1/8/26	0%																
123	Main Building - Interior Signage	4 days	Mon 1/5/26	Thu 1/8/26	0%																
124	Main Building - Exterior Signage	4 days	Mon 1/5/26	Thu 1/8/26	0%																
125	Main Building - Punch List	5 days	Fri 1/9/26	Thu 1/15/26	0%																



STAFF REPORT

DATE: April 10, 2025
TO: Scott Dixon, City Administrator
FROM: Jim Kohler, Chief of Police
SUBJECT: March 2025 Monthly

Grants

We have completed rifle armor grant, Lone Star Grant for overtime and equipment, Stonegraden grant for overtime, working on grants for drug tester in the field at approximately 34k, working on a grant for a new generator for the PD. UPDATE: Generator grant completed. Also completed grant for small camera for Code Compliance through AACOG.

Stonegarden grant approved for overtime.

UPDATE: I know this is March report; however, On April 9, 2025 Officer Sapper and I went to AACOG on the TruNarc drug testing device and presented in front of their board. Officer Sapper gave an outstanding presentation which I was very proud of him. He spoke with knowledge on the device and answering all questions without referring to any of the material he brought with him. Great Job! Castroville scored 10 out 16 agencies that were funded and now it will head to the Governor's Office for approval.

Emergency Management

Still working on generator. The repair service is waiting on a quote from their vendor.

Internal Happenings

I have been working with code compliance on abandoned vehicles within the city and have identified approximately 25 different locations that may have an issue. We continue to weekly meetings with code complianmce and animal services.

Preparing and researching data for a new police facility in the future.

We are looking into Flock License Plate Reader (LPR) cameras and are working on a 90 day trial period. There would 4 cameras on this trial 2 at each end of the city which would capture all vehicle license plates entering and exiting our city. We would have an app on our IPADS and phones which would alert the officer of a stolen vehicle. This would also help us if we had a crime at a given time to search a vehicle that has entered the city about the same time. **We will be drafting a policy on LPR this month/ Update: Done. Had phone call January 2025 with FLOCK. TxDOT is a big hurdle. UPDATE: I will prepare Resolution for CC in April.**

We are in the process of a full inventory to the property room. **Update: On-going**

Had several Officers attend "Active Shooter" training. **Completed / 2 more officers attended class in March**

Sgt. Knutson and Officer Carl Boatright will be attending a property/ evidence room class in April.

Finally, we are going to allow officers to wear cowboy hats as many of them have expressed interest on wearing them. **On-going Update: in process of ordering**

April 13-17,2025. As region 7 director I will be attending our quarterly meeting on April 14,2025.

Case Detail Report**HLC LIST REPORT**

Case Date	Address	Violation	Date Closed/ Referred
3/27/2025	702 Lafayette	Substandard Structure	
3/27/2025	713 Lisbon St	Health and Sanitation	
3/27/2025	714 Lisbon St	Building	
3/27/2025	709 Lisbon St	Building	4/9/2025
3/27/2025	714 Florence	Accessory Structure	
3/27/2025	1401 Isabella St	Building	

Total Cases	6
Open Cases	5
Closed Compliance	0
No violations found	1

Case Detail Report

JUNK VEHICLES REPORT

Case Date	Status	Violation(s)	Date Closed /		
3/3/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/18/2025		
3/5/2025	Open	Illegally Parked Vehicle	3/6/2025		
3/5/2025	Closed - No Violation	Illegally Parked Vehicle			
3/6/2025	Closed - Compliance Recieved	Illegally Parked Vehicle			
3/6/2025	Open	Illegally Parked Vehicle			
3/7/2025	Open	Illegally Parked Vehicle	3/18/2025		
3/7/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/11/2025		
3/7/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	4/7/2025		
3/7/2025	Closed - Compliance Recieved	Illegally Parked Vehicle			
3/7/2025	Open	Illegally Parked Vehicle			
3/7/2025	Open	Illegally Parked Vehicle	4/8/2025		
3/7/2025	Closed - Compliance Recieved	Illegally Parked Vehicle			
3/7/2025	Open	Illegally Parked Vehicle	3/20/2025		
3/7/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	4/8/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/18/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/18/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/20/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/27/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/19/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/10/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/12/2025		
3/10/2025	Closed - Compliance Recieved	Illegally Parked Vehicle			
3/10/2025	Open	Illegally Parked Vehicle	3/28/2025		
3/11/2025	Open	Illegally Parked Vehicle	3/18/2025		
3/11/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	3/20/2025		
3/11/2025	Closed - Compliance Recieved	Illegally Parked Vehicle			
3/11/2025	Open	Illegally Parked Vehicle	3/11/2025	Total Cases	33
3/11/2025	Closed - No Violation	Illegally Parked Vehicle	3/28/2025	Open Cases	10
3/12/2025	Closed - Compliance Recieved	Illegally Parked Vehicle	4/1/2025	Closed Compliance	19
3/19/2025	Closed - Compliance Recieved	Illegally Parked Vehicle		No violations found	2
3/20/2025	Open	Illegally Parked Vehicle	3/24/2025		

MARCH CODE COMPLIANCE

CASE COUNT	STATUS			
VIOLATION	Closed - Compliance Recieved	Closed - No Violation	Open	Grand Total
Accessory Structure			1	1
Substandard Structure			1	1
Building	1	1	4	6
Substandard Structure	1	1	4	6
Health and Sanitation	1		1	2
Weeds, Trash, Junk and Debris	1		1	2
Illegally Parked Vehicle	19	2	10	31
Junk Vehicle as Public Nuisances	19	2	10	31
Offenses and Miscellaneous Provisions	3		1	4
Abandoning Refrigerators and other Containers; Penalty	2			2
Junkyard prohibited; penalty	1		1	2
Solid Waste	1			1
Unlawful deposit or accumulations	1			1
Tall Grass	2			2
Weeds above 12 ins.	2			2
Utilities	1			1
Water Conservation Plan	1			1
Zoning	1			1
Substandard Structure	1			1
Grand Total	29	3	17	49

YTD 44 5 22 72

MARCH ANIMAL SERVICES

Section XI, Item j.

Case Count	Status		
Case Type	Closed	Open	Grand Total
Animal At Large	5	8	13
Animal Pick Up	5	1	6
Assist Another Agency	3		3
Dead Animal	7		7
Event	2		2
Found Animal	2		2
Injured/sick Animal	1		1
Miscellaneous		1	1
Owner Euthanasia request	1		1
TNR request	7	1	8
Transfer in	1	2	3
Trap Request (Citizen Owned)	2		2
Trap Request (City Owned)	2		2
Welfare Check	1		1
Grand Total	39	13	52

YTD 129 36 165

Code Enforcement: Opened Cases – 49 Closed Cases – 32
February 2025 Monthly Report is on the following page.

OPEN CASES

- 1/23/2024: 2024012. 1513 Old Hwy 90 W. Health & Sanitation., The Occupants is out of the house, now the contractor can work on removing the violations. The Owner is doing everything possible to get property sold. work stopped due to death of contractor, property for sale.
Weeds, Trash, Junk, Debris, and unlicensed Vehicles over property. Owner's Son is willing to work with volunteers, for cleanup. Code Enforcement has connected the owner with a third-party contractor who is presently working to bring all violations into compliance. Property is up for sale. Contractor passed away
- 2/20/2025: 2025011. 1110 Washington. Illegally parked Vehicle., Property including vehicle is in probate resident trying to get cash to have vehicle moved. CVL was issued on 3/12/2025 Vehicle has been parked on City easement with no current registration.
- 02/20/2025: 2025014. 1303 Lorenzo. Permit required., Scheduled for HLC meeting 4/15/2025 CVL was issued on 02/28/2025 Signs were painted, and temporary signs continue to display of temporary sign after allowable period. Plus, permanent signs were erected without permit.
- 02/25/2025: 2025021. 1302 C Hwy 90 W. Signage. CVL Issued 4/07/2025. Spoke to the manager 3/18/25 she would have signs removed. Observed multiple banners on display past the allotted time. Spoke to the building owner and he said he would speak to the tenant. Left a door hanger.
- 3/05/2025: 2025026. 1402 Vienna. Illegally Parked Vehicle., CVL Mailed 3/27/25. Vehicle parked in yard, immobile and without current registration.
- 3/06/2025: 2025028. 702 Lafayette. Building. Repairs in process. Substandard Housing in the Historic District.
- 3/6/2025: 2025030. 1008 Gentilz. Illegally parked vehicle., Vehicle was moved to back yard. CVL mailed 3/27/25. Vehicle with flat tires and without current registration parked in front yard.
- 3/7/2025: 2025031. 1305 Lisbon. Illegally parked vehicle. The vehicle was moved to the back yard. Coachman Motorhome parked in front yard with broken window and without current registration.
- 3/7/2025: 2025036. 1404 Washington. Illegally parked vehicle. The vehicle was moved to the side pf the house under a tarp. Blue pickup truck parked in front yard without current registration.

- 3/7/2025: 20250037. 702 Vienna. Illegally parked Vehicle. CVL mailed 3/27/25. Five vehicles in various stages of disrepair parked in the yard without current registration.
- 3/7/2025: 2025040. 1410 Berlin. Illegally Parked Vehicle. Vehicle parked in front yard without current registration.
- 3/10/2025: 2025049. 710 Lisbon. Illegally Parked Vehicle. Scheduled to be removed May 5th, 2025. A Vehicle parked in the front yard under tarp without current registration.
- 3/11/2025: 1516 Jackson. Junkyard. CVL mailed 3/27/25. Multiple vehicles and scrap Iron stored in back yard.
- 3/11/2025: 1301 Houston. Junkyard. CVL mailed 3/27/25. Vehicle parked with flat tires and without current registration plus scrap iron all over the front yard.
- 3/11/2025: 1406 Washington. Illegally Parked Vehicle. CVL mailed 3/27/25. Vehicle parked in front yard without current registration
- 3/20/2025: 1515 Athens. Illegally Parked Vehicle. Two vehicles parked in driveway without current registration.
- 3/26/2025: 208 Old Hwy 90 E. Building. Partially demolished structure unsecured.
- 3/27/2025: 713 Lisbon. Health & Sanitation. Trash and debris stored on front porch in Historic District.
- 3/27/2025: 714 Lisbon. Building. Building in disrepair in the Historic District.
- 3/27/2025: 714 Florence. Accessory Structure. Structure fell in on itself and pottery storage in back yard.
- 3/27/2025: 1401 Isabella. Building. Substandard Structure in disrepair maintained in Historic District.

- 5/12/2021: 2021030. 1515 Athens St Building. We are still awaiting a date for the bench trial. No work has been done to complete the siding installation.
The complaint was filed with the municipal court on January 12, 2022. At Court on March 3, 2022. Residents ask for a hearing. Contractor called PW inquiring about permit application. No application has been filed thus far. haven't received a court date as of today.
- 5/26/2021: 2021038. Zoning, 10/4/2021: 2021095 Home Occupancy. 1714 Geneva St. Information on fence Ordinance was sent to Cyprexx to bring it into compliance. The Management company has cleared all debris from the yard, they are in process of removing the used oil off the property. and they are aware of the fence violation that has to be corrected. Control of property is being held up by Hub. Clean up will take place once this process is completed. Waiting for Property management to take full control of property. Cyprexx a property Management company has authority over and will be looking into cleaning up the property. It has been reported that the Bank is about to foreclose on the property. Utilities have been turned off at the owner's request. The fence has not been adjusted, there are trailers and building material in the yard. **The complaint was filed with the municipal court August 19, 2021, December 7, 2021.** The violators were a no -show at court on October 7, 2021. No show at Court on March 3, 2022. Still no compliance effort on this. The court has filed a warrant. Reported to Credit Collector. The fence was not lowered. 10/4/2021: Operating Auto repair shop and Junk yard. Took pictures, new vehicles brought in, left door hanger 11/4/22 Awaiting decision from Judge and Prosecutor. Resident supposedly moved to Mexico
- 3/30/2023: 2023167 R 13947 Berlin St Solid Waste., Still awaiting a date for the Bench trial. Vacant lot, Owner asked for a bench trial, brush and stumps were removed.
The Complaint was filed with the municipal Court on June 8, 2023. Brush out on vacant lot, waste Management did not pick up. They had multiple conversations, in person, by phone and email to no avail. CVL mailed 5/18/2023. Citation issued 6/7/2023 Violator requested a trial.
- 2/26/2024: 2024023. 1715 Naples St. Historic., Client pleaded not Guilty, requesting Jury trial. Case rescheduled to November due to prosecutor's absence. **Case differed to 10/3/24.**, prosecutor needs to review case. **The complaint was filed with the municipal Court on April 19, 2024.** Historical property is in violation of COA. Knowingly used material not recommended on garage. Left door hanger, no response. CVL mailed certified 3/15/24, returned not taken, NOV Mailed certified 4/19/24, returned not taken. The court date is June 6, 2024.
- 4/12/2024: 2024043. 501 London St. Health & Sanitation., Owner did not show up for court 3/4/25 Cleaned up approximately one third of property. A new NOV was issued 3/12/2025. Meeting with PD Chief, Owner and Code Enforcement took place 1/24/25. Roll off will be ordered and Owner will load personally. Citizens were advised to take debris to the dump to come into compliance. More debris was removed from the shed. Court Fees were paid 9/3/24, bamboo, cane and junk removed. Still working on the shed. **The Complaint was filed with the municipal court August 6, 2024.** Weeds, trash, junk, and debris in the yard. A falling down shed and bamboo growing on property line. Spoke to the owner about the violations. They have since sorted and stacked the construction debris for reuse. There is presently a civil case ongoing against the contractor who left the job unfinished. The shed was cautioned off until they could sort through contents before removal and would be chemically treating bamboo. Brick

pavers cannot be moved due to civil cases. CVL Mailed 7/9/24., NOV issued 8/6/24.

- 7/29/2024: 2024090. 1102 Fiorella St. Permit Required., Owner did not show up for court on 2/6/2025 t Client requested to reschedule until February 2025. Citation mailed 10/23/24, **The Complaint was filed with the municipal court September 13, 2024.** CVL was mailed 8/13/2024. Made initial contact, compliance is not forthcoming. Installed glass door in-front of Barn door without COA at a business in the historic district. The Owner applied for COA, did not make payments, request was denied by HLC and installed the doors anyway. I spoke to the owner informing them that I have received complaints she hung up then text me her attorney's information saying do not call me contact my attorney
- 02/28/2025: 2025023. 1619 San Jacinto. Illegal location., Citation issued, and **the Complaint filed with the municipal court March 26th, 2025.** CVL issued 3/12/2025 Occupants were given ten days to remove the washer and dryer on the front porch

PUBLIC WORKS MONTHLY STAFF REPORT

March 2025

Project Updates

- Country village Lift Station – Contractor, Keely , is waiting for gas line to be moved
- CDBG Water Line Replacement Project – received bids and will make two
- Gas System - Texas Regulatory Consultants report attached at end of report
- WWTP Ponds
 - *Currently filling in the pond*
- In the process of getting quotes for needed irrigation line to the park
- Phase II Water Well and Tower – finalizing design work and specifications with RESPEC prior to submitting plans for TCEQ review
- PIF – working with RESPEC for possible available funds for water projects (i.e. Phase II Water Well and tower)

Regulatory compliance

- Submitted the following regulatory reports in March
 - *Water Use Survey – annual report that provides preliminary information for the Water Loss Audit, which is due on May1 and includes the amount of water pumped at each well. Submitted to Texas Water Development Board (TWDB)*
 - *EAA Critical Report – monthly report of water pumped by permit for tracking during the critical drought periods*
 - Pumped 14,753,000 gallons for EAA Permit# 102-824 (City and MVWSC wells)
 - Pumped 8,084,363 gallons for EAA Permit# 102-832 (Airport Well)
 - *PHMSA report submitted (Gas) to Railroad Commission - required of pipeline operators in Texas and cover various aspects of pipeline safety, including annual reports, incident reports, and safety-related condition reports.*

Gas Department Work Orders

PROBLEM CODE	Completed
Meter Replacement	1
Gas Leak	2
Gas Meter Re-connect	1
Gas Meter Repair	1
Gas Pressure Issue	2

These work orders were completed by Robert Norris and Ashton Botello with the streets dept.

Water Department Work Orders

Problem Code	Completed
METER/New Connection	11
Meter Issue	3
Meter Repair	2
SYSTEM MAINTENANCE	3
Water Leak Assessment (no leak found)	2
Water Leak (Potable Water)	5
Water Leak - Customer's Side	4
No Water	1
Water Pressure	1
Sewer Blockage	1

Electric Department Work Orders

PROBLEM CODE	OPEN	COMPLETED
Meter Issue		2
Meter Replacement		1
Meter Reconnect		1
SYSTEM MAINTENANCE		1
Damaged Utility Pole		2
Power Outage		3
Street Light Replacement		5
Trim Trees from Power Lines		1
Tree Issue (trim and clear)		4
Misc. Electric		3

Streets Department Work Orders

Problem Code	Completed
Regional Park Maintenance	4
Misc. Wastewater	5
Street Repair	15
Street Signs	8
Street Cleaning	5
Misc Streets	2
Event Support	2
Tree or other road obstruction	1
Drainage	4