



City Council Regular Called Meeting Agenda

COUNCIL CHAMBERS - 1209 FIORELLA STREET

Tuesday, May 27, 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 April 22, 2025 Regular Called Meeting
- b.** Minutes for May 13, 2025 Regular Called Meeting
- c.** Consider and take appropriate action on adopting a Resolution for the Motor Vehicle Crime Prevention Authority, SB224 Catalytic Converter Grant Program.
- d.** Consider and take appropriate action on adopting an Ordinance amending the City of Castroville Code of Ordinances Chapter 106, Traffic and Vehicles adding Article VII, Operation of Golf Carts and Off-highway Vehicles on Public Streets.
- e.** Consider and take appropriate action on adopting an Ordinance on revisions to Article VI - Drought Contingency Plan.
- f.** Approve the purchase of Data Flow System's TAC II SCADA, including installation, a hub at the Public Works building, and the associated electrical requirements. The recommendation is based on the attached SCADA System Decision Matrix Evaluation.

VII. Mayor's Report

VIII. Discussion and Action Items

- a.** Discussion and appropriate action on applications submitted for open board positions.
- b.** Discussion and appropriate action to award a contract for solid waste (inclusive of recycling, bulk, and hazardous waste) services.
- c.** Council nomination and election of Mayor Pro-Tempore
- d.** Consider and take appropriate action on adopting a Resolution establishing regular meeting time, date, and place for city council meetings.
- e.** Consider and take appropriate action on approving a form for citizen participation on posted agenda items.
- f.** Discuss and take appropriate action regarding the assignment of council liaisons to the city's various advisory boards and commissions.

IX. 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, UDO Progress, Hwy 90 Improvements - Utility Relocates, City Hall Remodel RFQ, CDBG Waterline Project, Council Chamber Audio/Video, Athens Area Drainage Project

X. Discussion on Future Agenda Items

XI. 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 May 23, 2025 before 5:15 p.m.

/s/ Debra Howe

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL
REGULAR CALLED COUNCIL MEETING
1209 Fiorella
City Council Chambers
April 22, 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
Councilmember Houston Marchman	Debra Howe, City Secretary
Councilmember Phil King	
Councilmember David Merz	
Councilmember Robert Lee	

Absent:

Mayor Pro Tem Sheena Martinez

Others in Attendance:

Daniel Santee, Attorney, DNRBS&Z

III. PLEDGE OF ALLEIGENCE

IV. INVOCATION

Mayor Schroeder 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.

Elanor Elder, 374 PR 4731, Castroville, spoke on a ticket she received from a city police officer for making an illegal turn off at Hwy 90 onto Hwy 471N using an improved shoulder. Ms. Elder admitted guilt, but wanted improvements to the traffic flow, signage/markings saying not be used as a turning lane and noted other locals did the same thing as she. Mayor Schroeder said Hwy 90 was regulated by TxDOT and she should reach out to that entity with her concerns. Mayor Schroeder also said to look online at the northern route the county and the city was working on to help with the influx of traffic down Hwy 90 with the growth.

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Corrie Mitchell, 230 CR 4703, Castroville, Executive Director of Petunia's Rescue, spoke to the possibility of a private – city partnering with her organization to provide an animal shelter for the city. Ms. Mitchell said her rescue had worked with the city and helped with over 280 animals to date. Ms. Mitchell said there was a property located on 471N that would work well with buildings in place and wanted to see if the city would consider purchasing or making a one-time expenditure to partner with the 501C organization. Ms. Mitchell said they would continue to work with the city animal control to assist in adoptions and would like to work with the city for a new facility. Mayor Schroeder thanked her for the organization's work and asked that she work with the city administrator on details to be placed on possibly the next agenda.

VI. CONSENT AGENDA

- a. Minutes for March 25, 2025 Regular Called Meeting
- b. Minutes for April 8, 2025 Regular Called Meeting

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve the consent agenda. A vote was made (4:0 all ayes) the motion carried by all present.

VII. CITY ADMINISTRATOR'S 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

City Administrator Scott Dixon briefed the city council on the CA's report highlighting the Athens area drainage project with notification of street closures that day. Councilmember Lee asked about the information provided in his report on water demand. Mr. Lee clarified the city could not support new developments until the elevated storage tank was constructed. Mr. Dixon said that was correct and staff was looking at possible options. Councilmember Merz clarified it was pumping capacity, not amount of water rights. Mr. Dixon said that was correct. Mr. Dixon said he was looking at dates of May 6th, 12th or 19th for the budget presentations by department heads. Mayor Schroeder clarified only streets closed at this time were Gentilz and Geneva.

Mayor Schroeder moved Item 10a. Board openings up in the agenda due to the possible length of meeting.

IX. DISCUSSION AND ACTION ITEMS

- a. Consider and take appropriate action on applications submitted for open positions on City Boards and Commissions

City Secretary Debra Howe briefed the city council on the applications received for open positions and requests from current members to be moved to different positions. Ms. Howe said the city council had

reviewed at the previous meeting an application from Mary King for an open position on the HLC, reviewed request from Library full board member Kelly Hoog to be moved to an alternate position, reviewed a request former ZBOA member Bryan Griffin to be appointed to an open position on P & Z, and heard from one new applicant, Julieanna Renner-Ramierz, to be considered for an open position on the Library Advisory Board. Ms. Renner-Ramierz was present for any additional questions. Ms. Howe explained three of the positions shown had terms ending in 2025 and if the city council wished, they could appoint the applicants to a term ending in 2027. Ms. Howe said Ms. King was unable to attend due to a family conflict and Ms. Estrada Alternate #1(2026 term) had said she would like to be considered for the full board position held by Ms. Hoog.

A motion was made by Councilmember Lee and duly seconded by Councilmember Merz to appoint Mary King to Historic Landmark Commission full board position #5 with a term ending October 2027. A vote was taken (3ayes:0:1abstain (King)) the motion carried by a majority vote.

A motion was made by Councilmember King and duly seconded by Councilmember Marchman to appoint Bryan Griffin to the Planning and Zoning Commission open alternate position #1.

Councilmember Lee asked for discussion and said he felt Mr. Griffin should stay on the ZBOA as he was one of three members and there were still not enough members on the board to hold a meeting. Mr. Lee said he was not ready to appoint him to the P & Z.

A vote was taken (2 ayes: 2 nays (Lee, Merz)) Mayor Schroeder broke the tie with an aye. Bryan Griffin was appointed to the Planning and Zoning Commission. It was determined the term of office was not stated in the motion.

A motion was made by Councilmember King and duly seconded by Councilmember Marchman to reopen the item. A vote was taken (4:0 all aye) to reopen discussion.

A motion was made by Councilmember King and duly seconded by Councilmember Marchman to appoint Bryan Griffin to Planning and Zoning Commission open Alternate #1 position with a term ending June 2027. A vote was taken (2 ayes: 2 nays (Lee, Merz)) Mayor Schroeder broke the tie with an aye - motion carried.

A motion was made by Councilmember Marchman and duly seconded by Councilmember King to move Library Advisory full board member Kelly Hoog (position#1) to alternate position#1 with a term ending June 2026, moving Michelle Estrada(alternate#1) to full board position#1 with a term ending June 2026, and appointing Julieanna Renner-Rameriz to alternate position#2 with a term ending June 2027. A vote was taken (4:0 all ayes) the motion carried by all present.

VIII. PUBLIC HEARINGS

a. Public Hearing for Alsatian Oaks Planned Unit Development Amendment

Opened: 6:51 p.m.

Community Development Director Breana Soto provided a presentation on the request for an amendment from Alsatian Oaks Development to the development agreement. Ms. Soto said there was a change to the agreement regarding the property set aside for a school. Ms. Soto said the school district had chosen not to accept due to location so the property would revert back and greenbelt/open space would be removed from depicted. City Administrator Dixon said 20% would be recalculated into open space showing 62.24 as proposed compared to previous 60.01. The chart showed more at 69.91 acres.

Ms. Soto said street sections had been added, sidewalks would stay at 4 ft., same as existing. Ms. Soto said the one thing the P & Z did not support was changing the lots from 100 to 125 to provide at least two points of vehicular access. This was primarily for emergency vehicles. Ms. Soto said P & Z felt the 100 lots should stay the same and did not approve. City Administrator Dixon said the actual count was 101 lots with additional streets taken off. The P & Z did approve the amendment with the exception of the request for the additional lots.

Closed: 6:31 p.m.

b. Public Hearing on the adoption of the Comprehensive Plan

Opened: 6:32 p.m.

Community Development Director Breana Soto briefed the city council on the changes to the Comprehensive Plan. Ms. Soto said the language on update/review every five years had been retained; changed the areas of stability; all residential areas were now P2.5; added an engagement table; and an updated map.

Closed: 6:36 p.m.

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

Opened: 6:36 p.m.

Community Development Director Breana Soto briefed the city council on the past and up to the present steps taken to get to this point in the UDO process. Ms. Soto reviewed the recommendations from the last meeting on who would serve on the Design Review Committee including City Administrator, Community Development, Building Permitting, Public Works and include others as needed. Ms. Soto said they added a preapplication meeting with staff, design charette was optional, and neighborhood plans were now three acres instead of two. Ms. Soto said they included language from the current subdivision ordinance on water rights requirements, would allow model homes to be constructed before plat was finalized. Allow work trailers to get construction permits; included definition of Castro Street; types of mobility, removed warrants due to being too messy legally as per the city attorney; incorporated TIA threshold worksheet to show the triggers for applicant to improve perimeter streets surrounding subdivisions that did not meet city standards; included adequate lighting; sidewalk widths; ADU's chart allowing in P2 and P2.5 with a Special Use Permits; RV Parks were allowed with Special Use Permit in P2 but not in P1, P2.5, P3, P3M, P4 or P5; Recreational Vehicle Parking was allowed in layers two and three; P2 zones changed to P2.5, P3 changed to P2.5, and P5 changed to P4; setbacks were 80ft. in P2.5 with 12,000 ft. lots, 40% lot coverage, build-to-line range 10ft-80ft, 40% façade buildout minimum; Block lengths P2 720ft., P2.5 330ft., P3 & P3M 660ft, P4 & P5 330 ft. with block breaks in P3 & P3M. Bicycle parking was identified at civic buildings and Place Types P4, P5 and EC with one space per 5 parking lots; a parking plan to be included with Site Development Plan; and the definition of a Home Occupation would be included. Ms. Soto said P & Z had not taken any action at the last meeting.

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Joe Holzhaus 602 Berlin, had questions about pocket parks in P2.5 and what was the meaning of commercial, Pg. 159 transitional zones the red outline and civic space.

Closed: 6:52 p.m.

IX. DISCUSSION AND ACTION ITEMS

b. Consider and take appropriate action on adopting a Resolution for a 90-day free trial for Automatic License Plate Reader (ALPR)/ Flock Cameras

Police Chief James Kohler and Officer John Sapper briefed the city council on submitting a grant application for the use of automatic license plate reader Flock cameras. Officer Sapper said the devices would be a big help with keeping the community safe and strategically placed the cameras would help with identifying stolen vehicles, vehicles break-ins, along with other criminal activities. City Administrator Dixon asked how the program worked. Officer Sapper said all the agencies in the state using the program could get alerts. Officer Sapper said it was very manageable and the city would receive alerts for crimes within the area. Councilmember Lee asked if all the different programs worked together. Officer Sapper said they were not integrated, but the information would be in the data system just would not receive alerts unless in the Flock system. Councilmember King asked the cost after the trial period. Officer Sapper said this was a 90-day free trial and they were looking at 4 cameras at a cost of \$3,000 per camera annually. Councilmember Marchman asked if citizens could call in license plates if they thought there was suspicious activity. Officer Sapper said they were in the process of drafting a policy on the uses and that would be a policy call. City Administrator Dixon felt they would get a good return on the investment. Police Chief Kohler said it was a game changer on being able to be alerted to potential crimes. Councilmember Merz asked if there was software setup and training involved. Officer Sapper said it was a standalone program with no integration and a small amount of training for a select few. Councilmember Lee asked how the information was captured and sent. Officer Sapper said the cameras were mounted on TxDOT poles through an agreement with power or solar. The cameras took pictures and upload within 24hrs to the DPS site. The alert system used a cellular service to push the alerts. Councilmember Marchman asked what would happen if the cellular tower went down. Officer Sapper said he would check on what the backup plan was if this happened. Council asked if the department had looked at any other systems and was told the other popular program was Motorola with a setup cost of \$50,000 including a mobile trailer and higher annual costs for that system.

A motion was made by Councilmember King and duly seconded by Councilmember Marchman to adopt a Resolution for a 90-day free trial for Automatic License Plate Reader (ALPR)/Flock Cameras. A vote was taken (4:0 all ayes) the motion carried by all present.

Mayor Schroeder recessed the meeting for a short break at 7:19 p.m.
Mayor Schroeder reconvened in open session at 7:24 p.m.

c. Discussion and appropriate action on Alsatian Oaks Planned Unit Development Amendment request

Councilmember Marchman verified the P & Z approved with the exception of keeping the number of lots to 100. Councilmember Merz said the school space had already been agreed to just moving

boundaries some. Mr. Merz felt the property should be left in the agreement, agreed on keeping 100 lots and streets were subject to subdivision ordinance. Councilmember Marchman said the school property could be used for open space. Councilmember Lee clarified the street cross sections were identified in the subdivision, an open space table was required, and felt the city was trading off good useable space for flood plane identified on the map with the amendment presented. Councilmember Merz said comparing current and proposed there were smaller areas not large continuous amounts. Mr. Merz said if allowed to take off the map the portions of land could be small and unusable. Councilmember King thought the developer had to bring plats to the city and the city council could decide then if the open space shown would be acceptable. Ms. Soto said the plats did not come before the city council if there was a development plan in place, but could come back for preapproval. City Administrator Dixon said if the open space was taken out the city could lose but also said the developer could only use 50% of flood plane for open space. Mr. Dixon said the city would receive useable land. Brittany Christy with Merit and Engineer Jim Welch with Pape Dawson spoke on the amendment. Ms. Christy said they had changed engineering firms and Merit was trying to be thoughtful of how the land was developed for each Unit. Mr. Welch said his firm was trying to bring something more accountable by adding the cross-street sections not shown on the previous PUD Plan, call out collector streets, parks (no acreage shown) and would show a percentage and design when they brought to the city. Mayor Schroeder was in agreement with Councilmember Lee on map changes and loss of open space. Ms. Christy said there was not a loss of space, they were trying to clarify better and actually more was shown. Councilmember Merz verified the street sections added would be the same as currently in the built-out units. Mr. Welch said they were being mimicked. Councilmember King asked about northern corner of development being designated as a flood plane. Mr. Welch said it was a natural drainage area and better for them. Mr. King wanted the city to have final review before construction. Ms. Soto said it was in the requirements that staff had the right to review before the construction began. City Administrator Dixon asked how the open space was calculated. Mr. Welch said they had looked at units 1 and 2 that have pocket parks and they would be looking to do the same design. Mayor Schroeder reiterated the designated space to be usable space, and taking out the depiction could be a problem. Mr. Welch said the changes came with his firm taking over the project and finding incorrect calculations on acreages for right-of-way and discrepancy in open space. Councilmember Lee asked if the document had to come back with changes if the city council did not approve the change to the lots from 100 to 125 as they had submitted. Ms. Soto said the city council could approve the P & Z recommendations to approve with keeping the 100 lots. Councilmember King asked why the amenity center shown was downsized. Ms. Soto said they had found it was in part of a flood plane so they to downsize to meet that criteria. It was noted the amenity center on Lot 18 was considered open space.

A motion was made by Councilmember Merz and duly seconded by Councilmember Marchman to approve the amendment request with the exception of keeping the 100 lots as shown in the original and keeping the designated open spaces on the map. A vote was taken (4:0 all ayes) the motion carried by all present.

d. Discussion on the adoption of the Comprehensive Plan

Mayor Schroeder asked if there were any more comments from the citizens to the P & Z Board on the Comprehensive Plan. Community Development Director Soto said there had not been any additional

comments received and the P & Z Board felt the plan was tied to the UDO ordinance and did not take any action. Ms. Soto said the only updates were an engagement table and the numbers updated.

e. Discussion on the adoption of the Unified Development Ordinance

Community Development Director Soto asked for more comments on the revisions to the UDO document. Councilmember Lee said he did support having two separate ordinances. Councilmember King agreed. Councilmember Marchman said the goal was for any changes not affect the Old Castroville area. Ms. Soto went through in depth all of the changes made to the document. Changes shown – 1.11, 1.14.3.2, 1.14.3.3 City Administrator or their designee identified throughout document as city representative for matters related to the UDO (example written interpretations, stop work orders); 2.2.7 and 2.2.8 change 2.5 acres to 3 acres which was greater than a city block. Ms. Soto was to verify 3 acres equaled a city block. 2.2.11 Special Use Permit language would stay the same with a public process staying the same; 2.2.11 Final Plat include “shall not”; 2.2.23 Amending Plats would go to P & Z board for review - keep the same.

Mayor Schroeder called a brief recessed at 9:30 p.m.

Mayor Schroeder reconvened in open session at 9:35 p.m.

Mayor Schroeder continued with the amending plats approval process. City Staff would review, refer to the P & Z Commission then sent to the city council for final approval. Councilmember Lee said he was good with the technical details of the Subdivision Improvement Plans with city council approval. 2.3.1 Appeals of Administration would go to the Zoning Board of Adjustment; 3.6.4.1 New Neighborhoods or Employment Center Plan would stay the same with P & Z Commission and city council approval; 3.7 Infill Plans language to be kept as written; 3.8.6.5 Cost of Utilities Extensions language was kept as written; 4.3 Place Type Zoning leave as is; 3.8.7.5 and 4.3.1.9 Civic Space/Building language needed to be cleaned up and clarification on meeting the criteria to operate as a civic space. Religious dwelling was to be added to civic spaces. 5.9.6 Variances to be removed; 5.10.3 Signs in the Historic District information was provided by the city’s HPO Selina Angel on historic signage saying only the movie theater was legible under this section. City Council asked for language to include allowing with historic approval. 5.10.3.1 Illuminating Signs – did the city council want these types of signage. Staff was to bring back different language. On 6.1.5. Designation Process for local Historic District Councilmember King asked about properties outside of the designation and the process for voluntarily bringing in property. Ms. Soto said to designate a property into a historic district against an owners wishes it would take a super majority (3/4) vote of P & Z Commission and the City Council to designate. The language for forced designation was removed. Under definitions: Home Occupation keep definition and enforcement; Recreational vehicles would be allowed but was restricted to one boat and 1 RV not over 48ft. and not to be lived in. The changes would be made and sent back to the P & Z Commission for consideration at an upcoming meeting.

f. Discussion and appropriate action on survey for historic bridges created by TxDOT

HPO Selina Angel briefed the city council on a survey being conducted by TxDOT on historic bridges

Ms. Angel found two bridges, the Hwy 90 bridge over the Medina River and the BMA Irrigation Canal, which met the criteria and asked that the citizens partake in the survey, information provided. The survey would close May 31st.

Councilmember Lee stepped out of the meeting at 11:17 p.m.

g. Discussion and appropriate action on recording historic district with Medina County

HPO Selina Angel briefed the city council on meeting with the city attorney to get guidance on ways to provide information on designated historic properties in the city. Ms. Angel said she had created a website link to provide information on each historic property and the process associated with owning a historic property in Castroville for realtors. Ms. Angel said deed restrictions were not a good idea and all property owners would have to be contacted in the whole historic district if initiated. A suggestion was to change street signage to one color as a designation of the historic district.

Councilmember Lee returned to the meeting at 11:25 p.m.

h. Discuss and take appropriate action to replace the city council audio and video equipment

City Administrator Scott Dixon briefed the city council on receiving two bids for the replacement of the audio and video equipment. Mr. Dixon said the current system had been having technical and audio issues for the last several months and staff was directed to look at replacement options. Mr. Dixon said both quotes were in the packets for consideration – one from San Antonio Sound at \$32,170.00 and one from NBCP Communications System of San Antonio at \$49,981.94. Councilmember Lee recommended getting the internet issues fixed first, then look at upgrading. Councilmember Merz was in favor of replacing the current system. Councilmember King said many people watched/listened online and needed to have a good system. Councilmember Marchman felt a comparison of the two was necessary to make a good decision.

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve the proposal of \$32,170.00 submitted by San Antonio Sound for the replacement of the audio/video system. A vote was taken (2ayes: 2nays (Marchman, Lee) the vote was a tie. Mayor Schroeder voted nay. The motion failed.

Councilmember Marchman suggested some of the current equipment could be used and should have companies come before city council to give presentations. City Council members asked that since Councilmember Marchman had a background in sound systems to inspect the system, possibly met with the companies and report back.

X. 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.

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- d. Finance Report – General, Enterprise, Airport Funds and Municipal Court Report.
- e. Library – Member Statistics, Circulation Statistics, Summer Camps. - No monthly report.
- f. Parks & Rec – reservation report, maintenance work orders, Survey results, Pool Schedule, Memorial Tree & bench application, Park Rules update, and new grant opportunities Facilities.
- h. Police Department – updates on department including hiring, training, and grants. Animal Control and Code Compliance Activity Reports including open and closed cases.
- 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 monthly report.

City Administrator Dixon briefed the city council on the staff reports speaking on the temporary closure of the city pool being for safety reasons and would be sending out a schedule.

Mayor Schroeder recessed the meeting to go into 11:51 p.m. to go into executive session.

XI. 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. **Approximately 6.5 acres in Medina County for future Right-of-Way**
- (2) 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**

Opened: 11:56 p.m.

Closed: 12:11 a.m.

XII. RECONVENE IN OPEN SESSION

Mayor Schroeder reconvened in open session at 12:14 a.m.
Mayor Schroeder noted Councilmember Lee left the meeting at 11:51p.m.

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

No action was taken.

XIV. Discussion on Future Agenda Items

No items were discussed.

XV. ADJOURN

Mayor Schroeder adjourned the meeting at 12:15 a.m.

Mayor

ATTEST:

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL
REGULAR CALLED COUNCIL MEETING
1209 Fiorella
City Council Chambers
May 13, 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 Elect Bruce Alexander	Debra Howe, City Secretary
Mayor Pro Tem Sheena Martinez	John Gomez, Public Works Director
Councilmember Houston Marchman	Jim Kohler, Police Chief
Councilmember Phil King	
Councilmember David Merz	
Councilmember Robert Lee	

Others in Attendance:

Daniel Santee, Attorney, DNRBS&Z

III. PLEDGE OF ALLEIGENCE

IV. INVOCATION

Pastor Mitch Cobb of Calvary Church gave the invocation.

Mayor Schroeder announced he would be moving Agenda items 8 a. through f. up in to allow for the recognition of outgoing Councilmember Paul Carey, public comments by the outgoing mayor, canvassing of the vote, swearing in of Councilmembers 1, 2 and 5, swear-in of incoming Mayor Bruce Alexander and passing of the gavel. Mayor Schroeder said there would be a short break for refreshments.

VIII. DISCUSSION AND ACTION ITEMS

a. Recognition of outgoing Councilmember, Paul Carey, District 2

Mayor Schroeder presented outgoing District 2 Councilmember Paul Carey with an inscription expressing appreciation for his time serving the citizens for the past 8 years.

b. Public comments by out-going Mayor, Darrin Schroeder

Mayor Schroeder spoke on the challenges and achievements during his tender as Mayor. Mayor Schroeder thanked everyone for working together to make the city better and hoped the city continued to move forward.

c. Canvassing the May 03, 2025 General Election Results for Mayor

The City Council canvassed the final results of the 2025 General Election for the position of mayor declaring the results as correct.

A motion was made by councilmember Martinez and duly seconded by Councilmember Merz to accept the results of the May 3, 2025 General Election results declaring Bruce Alexander as the winner for the position of Mayor. A vote was taken (5:0 all ayes) the motion carried by all present.

d. Swearing-In of Sheena Martinez, District 1 Councilmember, Houston Marchman, District 2 Councilmember, and Robert 'Bob' Lee, District 5 Councilmember

Medina County Judge Keith Lutz was present and administered the oaths to each of the incoming Councilmembers.

e. Administration of the Oath of Office and Swearing-In of Bruce Alexander, Mayor

Medina County Judge Keith Lutz administered the oath of office to incoming Mayor Bruce Alexander.

f. Passing of Gavel by Mayor Darrin Schroeder to Mayor Bruce Alexander followed by brief recess and refreshments

Outgoing Mayor Darrin Schroeder handed off the official gavel to newly sworn in Mayor Bruce Alexander.

Mayor Alexander recessed the meeting at 5:48 p.m. for refreshments.

Before reconvening in open session Mayor Alexander made a statement thanking his family and supporters for their support and hard work on the campaign. Mayor Alexander said his number one goal was open government, and following rules and regulations.

Mayor Alexander reconvened in open session at 6:05 p.m.

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.

Karen Brunair, 112 River Forrest, was happy for Mayor Alexander and said she was opposed to density in the city or ETJ. She was against retail coming to the city and she did not want the city to spend hundreds of thousands of dollars outside of the city. Ms. Brunair wanted money spent on beautifying Hwy 90 with planters and greenery. She was against lots less than 1/3 acre in city limits and in the ETJ and if the developers did not wish to comply they could withdraw from the ETJ. She was against any construction in Stage 4 water restrictions and hoped the city would not allow.

Karen Fifield, 805 Washington, agreed with all Ms. Brunair said and spoke on the difficulty she had in finding the ordinances referred to on the agenda. Ms. Fifield said she finally was able to find the backup after contacting the city secretary. Ms. Fifield suggested more detailed language for a better understanding of the subjects on the agenda when discussing ordinances.

Council Meeting
 Minutes May 13, 2025
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 (Cont.)

Chris Cox, 219 Alexander Hamilton Dr. San Antonio, spoke as the representative for Frontier Waste on the agenda item regarding proposals for the city solid waste contract. Mr. Cox spoke on having previously been the city contact for the current company – Waste Management and knowing the city’s needs. Mr. Cox questioned the scoring matrix on the proposals and his company proposed five-year and ten-year rates. Mr. Cox spoke on the cities Frontier Waste served and hoped Castroville would consider their proposal above the others.

Charity Rivera, 1105 Alamo Street, spoke on the recent election and thanked outgoing Mayor Schroeder for his work and attention to serving the community. Ms. Charity said she wanted to be a part of the community and as a volunteer had cleaned the fountain in Houston Square and helped with the cleanup of the streets. Ms. Rivera thanked former Mayor Schroeder for always taking the time to speak to the citizens, answering questions, and being a good person. Ms. Rivera hoped the community could come together and continue to work at keeping the city a place to come to and be proud of.

VI. CONSENT AGENDA

a. Minutes for April 22, 2025 Regular Called Meeting

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve the consent agenda.

Councilmember Lee said he had wording corrections and could send to city secretary. Mr. Lee also questioned a few statements under the UDO discussion. Councilmember King withdrew his motion as did Councilmember Merz his second, to allow for corrective action to be made and bring back at the next meeting.

VII. PRESENATIONS

a. The Castroville Area Economic Development Council will present the winning poster for their annual Poppy Poster contest

CAEDC member Arnie Dollase introduced the artist of the winning poster as Shelby Dixon, daughter of City Administrator Scott Dixon. Mr. Dollase said the original was hand painted, not computer generated and copies would be available for sale. Ms. Dixon was present and was acknowledged for her work. City Administrator Scott Dixon accepted the framed print on behalf of the city.

Mayor Alexander provided the city council with a revised agenda order from what was shown. Mayor Alexander said after seeing representatives present for the solid waste item he was move that up in the agenda order. City Council agreed to the changes.

VIII. DISCUSSION AND ACTION ITEMS

j. Discussion and appropriate action to award a contract for solid waste (inclusive of recycling, bulk, and hazardous waste) services

Mayor Alexander said he wanted the item to be tabled to allow for additional review of the proposals. Councilmember King wanted to make sure the companies would provide the 96-gallon containers.

Mr. Dixon said that was in the proposals. Councilmember Martinez said she was in favor of tabling the item until the next meeting. Councilmembers had not received a copy of the proposals until that evening and were reminded the documents held confidential information.

A motion was made by Councilmember Lee and duly seconded by Councilmember Marchman to table item. A vote was taken (5:0 all ayes) the motion carried by all present.

- n. Discussion and take appropriate action regarding the provision of cell phones for the mayor, city council, and senior city staff

Mayor Alexander briefed the city council on his recommendations that city council and senior staff not use personal cell phones for city business. Mayor Alexander said using personal cell phones for city business could cause issues if there were open records request. Mayor Alexander said the texts were to be kept indefinitely as per state requirements. Councilmember Merz said devices could be lost or broken losing information. Mr. Merz asked what the best way was to retain information. City Administrator Dixon recommended taking a screen shot of text and email to city issued email for retention. Mayor Alexander requested a city cell phone for himself with options left open for council members and senior staff current and in the future. None of the other members of council wished to have a second phone. City Administrator Dixon said staff would look at a city issued cell phone policy and look at procedures to capture and retain city communications on private city council cell phones and emails. No formal action was taken.

- l. Discussion and take appropriate action to establish dates, times, and locations for all open meetings conducted by the City of Castroville

Mayor Alexander briefed the city council on his suggestion of changing the city council meetings to 6 p. m. and holding executive sessions when necessary before the meeting starting at 3 p.m. Mayor Alexander wanted all boards and commissions to hold their meetings at city hall starting at 6 p.m. with livestreaming of all meetings for transparency. Councilmember Martinez said the board chairman should be asked about time and venue changes before the city council vote and asked if the council meetings starting later would they end sooner. Councilmember Marchman asked if all boards and commissions had to be livestreamed. City Attorney Santee said the state did not require this. Mr. Santee said that would be a city decision. Mr. Marchman was in favor of livestreaming all meetings. Councilmember King agreed on holding executive sessions early, before the regular meetings and said Roberts Rules stated at the beginning of a meeting the end time could be announced. Councilmember Merz was in agreement with meetings beginning at 6 p.m. but not live streaming all meetings until the livestream was fixed and look at possible added expense for additional streaming services. Mr. Merz was not in favor of meeting as early as 3 p.m. for executive sessions, as this would be a challenge for him and future candidates for council that worked. He said 5 p.m. was better for him to attend executive sessions due to his work schedule. Councilmember Lee said for all boards to meet at city hall it could be an issue with the Airport Board having to bring materials (maps) to the city hall for meetings. These were available at the Airport and would have to be transported each meeting. Mr. Lee also said the Library had materials they showed at meetings that were at the Library. Mr. Lee agreed the boards should be asked and he was in favor of holding the executive sessions at the beginning of the meetings. This item would be brought back for action.

m. Discussion and possible updates or changes to the “Council Policy and Rules of Procedure” found Chapter 2, Article 1, Section 2-4 of the City’s Code of Ordinances

Mayor Alexander briefed the city council on the possibility of changing the council policies to reflect more of what the County Commissioners Court had in place for citizens to speak on listed agenda items. Mayor Alexander provided a copy of their policy and a signup sheet for any citizen to speak in addition to citizens comments on an agenda item they were interested in during the council discussion on that item. Councilmember Merz felt there should be additional information added to current council policies to not allow sharing of notes or minutes as this had caused confusion at times for the speakers. Mr. Merz also wanted to remove the hats not allowed clause. Councilmember King was good with current policy and felt citizens could speak during citizens comments. Councilmember Lee did not feel place of employment or employment phone should be on the form and he did not want the hat ban during meetings to be removed. Mayor Alexander was also in agreement on leaving the hat ban in. Mayor Alexander recognized Karen Brunair for a question on speaking during the agenda items. Ms. Brunair asked if this would allow citizens to have a back and forth with the city council during the item. Mayor Alexander said it would not allow a dialog as per the city ordinance, only at the city council’s discretion. Mayor Alexander said for citizens to speak on the item the form had to be turned in before the item was called. Staff was directed to prepare the form.

o. Discussion on the review of city ordinances as required under Article 1, Chapter2, Section 2-11 of the City's Code of Ordinances

City Secretary Debra Howe briefed the city council on review of the current ordinances and explaining the council policies and procedures regarding this requirement had been included to review ordinances with state required timelines. Ms. Howe said the most current ordinance had been the curfew ordinance and the state in 2023 had removed cities enforcement. Mayor Alexander felt all of the city ordinances should be reviewed as every two years state legislators changed laws that effected the cities and updates be brought to the city council for review. Councilmember Merz felt staff did keep up with the changes and worked with TML on changes. Mr. Merz said it would be very time-consuming and costly to send out to the attorney for reviews and he felt the city had more pressing things to work on such as the Airport Zoning and the HLC Board’s authority was just a few. Councilmember King felt the city did keep up with changes by following TML and should review council policies yearly. Councilmember Martinez agreed the city had more pressing items. Councilmember Lee spoke on turning in materials ahead of time for council agendas items to shorten time it took for compiling the agendas and packets. A suggestion was for the City Administrator to farm out ordinances to departments the ordinances pertained to for review and or hire contract employee to help with review process.

g. Consider and take appropriate action on applications submitted for open positions on City Boards and Commissions

Mayor Alexander briefed the city council on the opening on the P & Z Commission his election to Mayor had created and his authority to appointment alternate member Eduardo Esquivel Jr. to fill position #5. Mayor Alexander had contacted Mr. Esquivel and he had agreed to serve in the full board position.

City Secretary Debra Howe briefed the city council on two applications submitted for open positions on the Zoning Board of Adjustments. Ms. Howe said the city had received applications from Wayne D. Whitaker and Joe Holzhaus for consideration. Mr. Holzhaus was in attendance and introduced himself. Mr. Holzhaus said he was a former city councilmember and at the last council meeting he attended it was noted the ZBOA was in need of members to be able to hold meetings. Mr. Holzhaus said he wanted to help where he could. Mr. Whitaker was not in attendance but had been encouraged by Councilmember Lee to apply. A question of whether the city council would keep the two-step process in acted by the last Mayor or go back to review and appointment in one meeting. Councilmember Merz felt they should stay with the current two-step process and had not met Mr. Whitaker.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to appoint Joe Holzhaus to position #1 (term ending 2026) and Wayne Whitaker to position #2 (term ending 2026) on the Zoning Board of Adjustments. A vote was taken (5:0 all ayes the motion carried by all present.

Mayor Alexander called a short recess at 7:45 p.m.

Mayor Alexander reconvened in open session at 7:54 p.m.

- h. Discussion and take appropriate action on acceptance of Texas Department of Emergency Management(TDEM) grant HMGP4798 for the purchase and installation of a 60 KW Diesel Generator at the Castroville Police Building and authorizing the expenditure of a 25% City Match of \$15,051.21 from the City's General Fund**

Mayor Alexander commended Police Chief Kohler for having gotten the grant and asked why he felt diesel fuel was better than natural gas. Mayor Alexander said back when he was still working for the city they had generators at the wells and they were powered by natural gas. Chief Kohler said he also had questions from Councilmember Lee on the choice of diesel over natural gas since the city owned the gas. Chief Kohler said the generator they selected had a feature that would automatically clean the fuel and fuel was not a problem. Chief Kohler was asked the size of the fuel tank. Chief Kohler said it was 100 gallons. Councilmember King said that would supply 20 hours of power. Chief Kohler said they hoped to get the current generator running again and use somewhere else in the city. Councilmember Martinez was in favor and said they needed a reliable generator as they were the command control center. Councilmember Lee was in favor of accepting the grant.

A motion was made by Councilmember Lee and duly seconded by Councilmember Martinez to accept the Texas Department of Emergency Management(TDEM) grant HMGP4798 for the purchase and installation of a 60 KW Diesel Generator at the Castroville Police Building and authorizing the expenditure of a 25% City Match of \$15,051.21 from the City's General Fund. A vote was taken (5:0 all ayes) the motion carried by all present.

- i. Discussion and possible action regarding the contract for planning services with Simple City Design**

Mayor Alexander said he wanted to terminate the contract immediately. Councilmember King said he wanted staff feed back on stopping the work and the cost to finish the document. Mr. King said the city still had conflicting ordinances if the process was canceled as the contract had expired.

Councilmember Martinez said the city council had been brief at the first meeting in April with overages. Ms. Martinez said the council agreed to pay the difference and now there were additional charges of \$30,000. City Administrator Dixon said the additional charges were from an invoice the city received for work completed after the initial invoice was submitted. Councilmember King said the overages equaled the 10% contingency in the contract and the city should pay the invoice and use on an hourly basis to complete the document. Councilmember Merz stated as before the overages were due to the city council wanting changes as recent as March and the additional meetings. Mr. Merz agreed the company should be paid for their work. Councilmember Lee said he felt the P & Z and citizens were not at fault for the delays. Mr. Lee felt the city staff had worked on a large amount of the project since the former Mayor and Community Development Director Soto had put together a comparison of all current ordinances vs. the UDO to help others have a better understanding of the changes, not Simplecity as requested. Mr. Lee agreed on paying the balance due and move on. Councilmember Marchman felt Simplecity owed the city money and said the city had suffered through the process. Mayor Alexander said as he read the contract the city would not own the finished product. He asked if the city would own the documents. The answer was yes and Councilmember King said the city council had approved the contract with Simplecity.

A motion was made by Councilmember King and duly seconded by Councilmember Lee to pay the contractual invoiced amount. A vote was taken (5:0 all ayes) the motion carried by all present.

j. Discussion and appropriate action to award a contract for service for the design and construction of the city hall remodel and potential future library expansion

Mayor Alexander recommended tabling to have staff bring back a funding source with no new debt being created. Councilmember Lee said he was seeing from \$1.5 to \$3 million for the remodel and asked why the big difference and the proposed way to fund, using earned interest off of general fund gave him concern. City Administrator Dixon said the city would need to borrow money to fund the project and because he did not have an engineer there were no good numbers on what it would cost. This contract for design and construction was the first in the remodeling process. Councilmember Merz asked what the issues were with the building. City Administrator Dixon said building needed maintenance and had out of date wiring, leaking roof, and upstairs walls were crumbling. Mr. Dixon said they could start by negotiating break points to see if they wanted to move forward with whomever they chose. Councilmember King said even if the city hall was moved to a different location, the building would still have to be maintained. Mr. King was in favor of starting the process and get an assessment to make an informative decision. Councilmember Marchman said he was in favor and had been through restoration when his hometown remodeled their courthouse. Councilmember Martinez felt the building needed to be updated and felt they should look at during the CIP meetings and suggested Darin Hamm look for possible grants. Councilmember Lee said the city had neglected to keep up with the maintenance and felt the earmark money for the city hall should be looked at for other projects. He felt they should look at something of this nature during budget work sessions. Councilmember King suggested that they should negotiate a contract with an hourly rate. Mayor Alexander wanted to review the RFQ's. Councilmember King was good with reviewing further and bring back to next meeting. Mayor Alexander appointed Councilmember King and Marchman as a committee to review qualifications and bring back to the next meeting. No action was taken.

IX. City Council Liaison Report

Airport Advisory Board - May 5, 2025

Councilmember Martinez reported the Airport Board met and Arnie Dollase had updated the board on working to get the STEM Program started and he was pursuing a large corporation to help build the program. Ms. Martinez said the runway had been fenced off to keep non-aviation vehicles off the runway; Border Patrol was watching airports for unusual activity at night; the fuel contract was expiring and they were discussing going with BASCO; farmland lease was coming up in December and Carpi Deim Farms was looking to renew; the board was looking at identifying the top three project to use the left over \$200,000 on. Ms. Martinez said the board seats were coming up and three of the members did plan to reapply and there were recent safety issues with patrons of the baseball fields parking along the roadside. Ms. Martinez said the police department was aware of the issues and was working to resolve.

Library Advisory Board - May 1, 2025

Councilmember Lee said he was unable to attend the meeting but had requested a report from the Library Director Beth Farley. Ms. Farley had provided her report she presented to the Library Board for the city council. Mr. Lee said the Library Board had a full board and was working on a budget presentation and City Administrator Dixon would be at their next meeting. Councilmembers were asked if they wished to review the report at that meeting as it would be part of the staff reports at the next. They chose not to.

Councilmember Marchman reported the P & Z Commission did meet and approve the amendment to the Development Agreement with Alsatian Oaks approving the school property removal and sidewalks kept at 4ft. with the exception of keeping the current number of homes to 100 and a letter from the school stating they were declining the land.

Historic Landmark Commission - April 15, 2025

Councilmember King reported the HLC had met and discussed the ins and outs of the guidelines the city council had adopted.

Parks and Recreation Advisory Board - April 16, 2025

Councilmember Merz reported the park board met and alternate Ben Jean sat in as a voting member at the meeting. Mr. Merz said they discussed Lions Park Master Plan update and planned to approve at the next meeting. Mr. Merz said the board discussed grants, the community center impact on the pool schedule, the irrigation system connection to the WW Treatment Plant being easier than expected due to an unknown valve, and finalizing the Park Master Plan to be presented to the city council in the next few months.

X. Discussion on Future Agenda Items

Councilmember Lee asked for a discussion on comparison between developers on cost, design, flexibility, annexation or not with the UDO or the existing ordinances. Mr. Lee also wanted an item to discuss putting a dirt berm/sod at a home near Athens street to alleviate flooding. City Administrator Dixon said he had to bring back solid waste contract, water conservation plan, SCADA, proposed signup form, review the ordinances compliant with state law, cell phones for Mayor and city council, and budget work session was scheduled for May 21, 2025 beginning at 9 a.m.

XI. Adjourn

Mayor Alexander adjourned the meeting at 9:20 p.m.

Mayor

ATTEST:

City Secretary



Agenda Report

Agenda of: May 27, 2025

Department: POLICE

Subject: Insert Agenda Item Title Here

Recommended Motion: Accept and Approve Grant Resolution

Background: On April 22, 2025, the below information was presented to city council, and they approved Resolution#R2025-014-ALPR for a 90-day free trial.

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.

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.

Update: MVCPA Grant for ALPR and Fixed Cameras

We were recently informed of a grant opportunity through the Motor Vehicle Crime Prevention Authority (MVCPA), which has successfully funded Flock ALPR camera systems for other agencies. Our grant proposal includes the installation of nine (9) Automated License Plate Readers (ALPRs) and three (3) fixed cameras strategically placed throughout the city. The total proposed budget for this project is \$36,000.

This is a matching grant, with the city contributing 25% (\$7,200) and the grant covering the remaining 75% (\$28,800). Importantly, if we are awarded the grant for the one-year term, the city will have no obligation to continue funding the project beyond the grant period should future funding not be secured. The grant period will run from September 1, 2025, through August 31, 2026. Per the resolution, Randall Scott Dixon has been designated as the authorized official to apply for, accept, decline, modify, or cancel the grant on behalf of the city.

Fiscal Impact:

☐ Budgeted ☒ Requires Budget Amendment

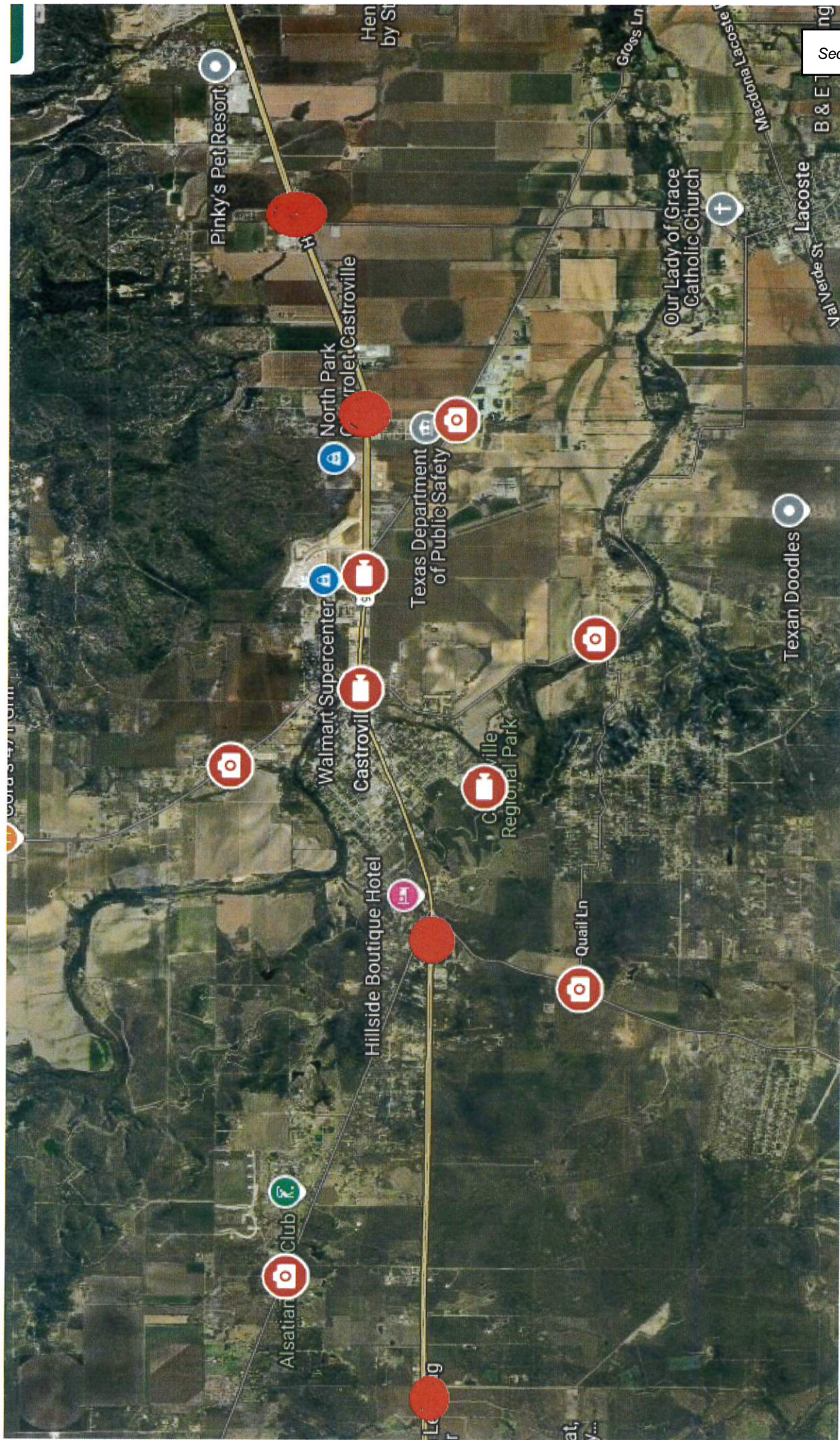
Source of Funding: General Fund

Attachments:

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

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

Submitted by: Chief James Kohler



Motor Vehicle Crime Prevention Authority Resolution

2025 City of Castroville Resolution

SB224 Catalytic Converter Grant Program

Resolution#_____

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement agencies for economic automobile theft enforcement teams and to combat motor vehicle burglary in the jurisdiction; and

WHEREAS, this grant program will assist this jurisdiction to combat motor vehicle burglary and theft; and

WHEREAS, City of Castroville has agreed that in the event of loss or misuse of the grant funds, City of Castroville assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that Randall Scott Dixon, City Administrator, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that John Sapper, Officer and Grant Writer, is designated as the Program Director and Leroy Vidales, Finance Director, is designated as the Financial Officer for this grant.

Adopted this_____day of_____, 2025.

Bruce Alexander, Mayor
City of Castroville, Texas



Agenda Report

Agenda of: April 22, 2025

Department: Police Department

Subject: Golf Cart and UTV Ordinance

Recommended Motion: Accept and approve golf cart / UTV ordinance as presented.

Background:

In April 2024, the city council was briefed on regulations/ current laws pertaining to golf carts and similar vehicles being driven on city streets. The city council requested an ordinance be drafted pertaining to the regulations of golf carts by the city attorney. There were a lot more questions than answers at the time. Recently, I have been working with the new city attorney and he has drafted a sample ordinance. There are different laws pertaining to golf carts, UTVs, and Neighborhood Electric Vehicles (NEVs) under the Texas Transportation Code. The city attorney doesn't recommend the issuance of a license plate to avoid confusion on these motorized vehicles. An example, a golf cart can get a license plate from the State of Texas where others cannot. In reviewing other city ordinances from different cities on golf carts, UTVs, NEVs they all were issuing a permit stickers and they were all issued from the police department along with inspections of those motorized vehicles.

On March 11, 2025 an update was given to City Council and I received positive feedback. This ordinance presented reflects those discussion items on March 11.

Fiscal Impact: minimal cost

☒ Budgeted ☐ Requires Budget Amendment

Source of Funding: Account Code:

Attachments:

Urgency 1

Impact 1

Submitted by: Chief James Kohler

EXHIBIT A

The City of Castroville Code of Ordinances Chapter 106, Traffic and Vehicles is hereby amended by adding Article VII, Operation of Golf Carts and Off-highway Vehicles on Public Streets as set forth below:

ADD:

ARTICLE VII OPERATION OF GOLF CARTS AND OFF-HIGHWAY VEHICLES ON PUBLIC STREETS

Sec. 106-180 Definitions

The following words, terms, and phrases, when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Child Passenger Safety Seat System. An infant or child passenger restraint system that meets the federal standards for crash-tested restraint systems as set by the National Highway Traffic Safety Administration.

Driver. The person driving and having physical control over the golf cart.

Driver's license. An authorization issued by a state for the operation of a motor vehicle. The term includes:

- (1) A temporary license or instruction permit; and
- (2) An occupational license.

Golf cart. A motor vehicle designed by the manufacturer primarily for transporting persons on a golf course.

Neighborhood electric vehicle (NEV). means a vehicle that can attain a maximum speed of 35 miles per hour on a paved level surface and otherwise complies with Federal Motor Vehicle Safety Standard 500 (49 C.F.R. Section 571.500). (Texas Transportation Code section 551.301)

Off-highway vehicle. For purposes of this ordinance, includes a recreational off-road vehicle, neighborhood electric vehicle, and a utility vehicle. (Texas Transportation Code Chapter 551A.001)

Owner. The person holding title to the golf cart.

Parking area. Those areas accessible to the public by motor vehicular traffic and which are designated for temporary parking of motor vehicles, usually in places referred to as parking lots.

Permit. A certificate/decal of authorization issued to the applicant by the City's Police Department authorizing the operation of the golf cart for which the permit was issued.

Permit holder. The person to whom a golf cart permit has been issued.

Public safety personnel. Any employee or officer of a governmental law enforcement agency.

Public street. A publicly owned or dedicated road, street, drive, or other right-of-way for the use of vehicles within the corporate boundaries of the City.

Recreational Off-Road Vehicle. A motor vehicle that is:

- (a) equipped with a seat or seats for the use of:
 - (1) the rider; and
 - (2) a passenger or passengers, if the vehicle is designed by the manufacturer to transport a passenger or passengers;
- (b) designed to propel itself with four (4) or more tires in contact with the ground;
- (c) designed by the manufacturer for off-highway use by the operator only; and
- (d) not designed by the manufacturer primarily for farming or lawn care.
- (e) not less than 50 inches wide.

Sidewalk. The portion of a street that is between a curb or lateral line of a roadway and the adjacent property line and intended for pedestrian use.

Slow-moving-vehicle-emblem. A triangular emblem that conforms to standards and specifications adopted by the director of the State Department of Transportation under V.T.C.A., Transportation Code § 547.104 of the and is displayed in accordance with V.T.C.A., Transportation Code § 547.703.

Texas Transportation Code. The code as it currently exists or may be amended.

Traffic way. Any land way open to the public as a matter of right or custom for moving persons or property from one (1) place to another. The traffic way includes all property, both improved and unimproved, between the property lines of a roadway system.

Utility vehicle. A motor vehicle that is not a golf cart, as defined above, or lawn mower and is:

- (a) equipped with side-by-side seating for the use of the operator and a passenger;
- (b) designed to propel itself with at least four (4) tires in contact with the ground;
- (c) designed by the manufacturer for off-highway use only; and
- (d) designed by the manufacturer primarily for utility work and not for recreational purposes.

Working days. Monday through Friday, excluding City holidays.

Sec. 106-181 Golf Carts and Off-Highway Vehicles Permitted and Restricted

A person, other than public safety personnel, may operate a golf cart and/or an off-highway vehicle on a public street, parking area and/or traffic way if the person obtains a permit and meets the following requirements:

- (1) The maximum speed limit on the public street is 35 miles per hour or less;
- (2) The person has a valid driver's license;
- (3) The person maintains current financial responsibility for the golf cart and/or an off-highway vehicle, as required of other passenger vehicles in V.T.C.A., Transportation Code § 601.051;
- (4) The person complies with all applicable federal, state and local laws and ordinances;

- (5) The golf cart and/or an off-highway vehicle has the following equipment, which must continuously remain in good working and operational order:
 - (A) Two (2) headlamps;
 - (B) Two (2) tail lamps;
 - (C) Side reflectors (two (2) front, amber in color and two (2) rear, red in color);
 - (D) Parking brake (If equipped from manufacturer);
 - (E) Rearview mirror(s), capable of a clear, unobstructed view of at least 200 feet to the rear;
 - (F) Slow-moving vehicle emblem; and
 - (G)
 - (a) For Recreational Off-Road Vehicles and Utility Vehicles, a license plate issued by local tax assessor/collectors office as required by the Texas Transportation Code, section 551A.052. This license plate is required for all off-highway vehicle usage within the City except for exemptions provided under Texas Transportation Code, section 551A.057 which reads as follows;
 - (b) the production, cultivation, care, harvesting, preserving, drying, processing, canning, storing, handling, shipping, marketing, selling, or use of agricultural products, as defined by Section 52.002, Texas Agriculture Code; or
 - (c) utility work performed by a utility;
 - 1. the operator attaches to the back of the vehicle a triangular orange flag that is at least six (6) feet above ground level;
 - 2. the vehicle's headlights and taillights are illuminated;
 - 3. the operation of the vehicle occurs in the daytime; and
 - 4. the operation of the vehicle does not exceed a distance of 25 miles from the point of origin to the destination.
- (6) The equipment described herein meets the Texas and Federal Motor Vehicle Safety Standards, as they exist or may be amended; and
- (7) While the golf cart and/or an off-highway vehicle is in motion, the driver and every passenger in a golf cart and/or an off-highway vehicle is seated in a seat designed to hold passengers. No person may stand or ride in the lap of the driver and/or other passenger of a golf cart and/or an off-highway vehicle while it is moving.

Sec. 106-182 Additional Operational Regulations for All Golf Carts and Off-Highway Vehicles

- (a) Except for public safety personnel, golf carts and/or an off-highway vehicles shall not be operated on any sidewalk, pedestrian walkway, jogging path, park trail or any location normally used for pedestrian traffic;
- (b) All golf carts and/or an off-highway vehicles are entitled to a full use of a lane on the authorized public streets, parking areas and traffic ways of Castroville, and no motor vehicle

shall be driven in such a manner as to deprive any golf cart and/or an off-highway vehicle of the full use of a lane;

- (c) The driver of a golf cart and/or an off-highway vehicle shall not overtake and pass in the same lane occupied by the vehicle being overtaken;
- (d) No driver shall operate a golf cart and/or an off-highway vehicle between lanes of traffic or between adjacent lines or rows of vehicles;
- (e) The driver of a golf cart and/or an off-highway vehicle operating the golf cart and/or an off-highway vehicle on a public street may only cross a multi-lane federal, county or state route at an intersection controlled by an official traffic control device which stops traffic from all directions. The driver of a golf cart and/or an off-highway vehicle may cross a multi-lane road, other than a federal, state, or county route, if it is required to cross from one (1) portion of a golf course to another portion of the same golf course. If a golf cart crossing path is provided for transition between one (1) section of a golf course to another section of the same golf course across a multi-lane road, the operator shall cross at and within the golf cart crossing path;
- (f) The number of occupants in a golf cart and/or an off-highway vehicle shall be limited to the number of persons for whom factory seating is installed and provided on the golf cart and/or an off-highway vehicle;
- (g) Children must be properly seated while a golf cart and/or an off-highway vehicle is in motion as noted in items 1 and 2 below, and may not be transported in a reckless or negligent manner:
 - (1) No child younger than 18 months of age may be transported in a golf cart and/or off-highway vehicle unless restrained in a child passenger safety seat system as defined in this ordinance.
 - (2) No child 18 months of age but less than six (6) years of age may be transported in a golf cart and/or an off-highway vehicle unless restrained by a safety belt restraint.
- (h) Golf carts and/or an off-highway vehicle may not be used for the purpose of towing another golf cart and/or an off-highway vehicle, trailer or vehicle of any kind including, without limitation, a person on roller skates, skateboard or bicycle. A person employed by a golf course may tow a golf cart(s) for the purpose relocating the cart(s) from one (1) portion of a golf course to another portion of the same golf course. Towing of a utility trailer, farm and/or landscaping implement, for purposes of property and/or livestock management is exempt from this restriction.

Sec. 106-183 Liability

- (a) Nothing in this article shall be construed as an assumption of liability by Castroville for any injuries (including death) to persons, pets or property which may result from the operation of a golf cart and/or an off-highway vehicle; and
- (b) Owners are fully liable and accountable for the action of any individual that they provide permission to operate and drive said golf cart and/or an off-highway vehicle, both on personal and/or any authorized public streets, parking areas and traffic ways.

Sec. 106-184 Permit Required

- (a) No person shall operate, cause to be operated or allow the operation of a golf cart and/or an off-highway vehicle on any authorized public streets, parking areas and traffic ways unless a valid permit has been issued for the golf cart and/or an off-highway vehicle or otherwise allowed by law.
- (b) Application for a permit authorizing the operation of a golf cart and/or an off-highway vehicle shall be made by a person who owns leases or otherwise uses a golf cart and/or an off-highway vehicle. Such application shall be made in writing to the City's Police Department on a form designated for that purpose. On such application shall be set forth the following:
 - (1) The name, address, telephone number and state driver's license number, if applicable, of the permit holder;
 - (2) The street address where the golf cart and/or an off-highway vehicle is kept, including the particular suite or apartment number, if applicable;
 - (3) The business name used for the premises where the golf cart and/or an off-highway vehicle is kept, if applicable;
 - (4) The year, make, model, color, vehicle identification number or serial number if no vehicle identification number has been issued to the golf cart and/or an off-highway vehicle, electric or gasoline; and
 - (5) The person(s) and location, designated by the City's Chief of Police, that inspected the golf cart and/or an off-highway vehicle, including a certification by said inspector that the golf cart and/or an off-highway vehicle complies with the requirements of this Ordinance before the issuance of a permit;
- (c) The permit shall be permanently affixed on the left front side of the golf cart and/or an off-highway vehicle in such a manner that it is clearly visible from 50 feet. In addition, a permit will be affixed to the rear in a manner that is clearly visible from 50 feet. The permit must not be damaged, altered, obstructed, or otherwise made illegible. The permit holder shall apply for replacement permit and pay all applicable cost associated with the issuance and inspection of the golf cart and/or an off-highway vehicle;
- (d) The permit shall only be placed upon the golf cart and/or an off-highway vehicle for which it was issued;
- (e) A permit issued to a golf cart and/or an off-highway vehicle shall become invalid if the golf cart and/or an off-highway vehicle is altered in a manner that fails to comply with any requirement of this Ordinance;
- (f) Permits/stickers are valid until the ownership transfers. The fee adopted in the City's fee schedule on file with the City Secretary shall apply to inspection by the Police Department (includes permit/sticker).
- (g) The permit holder shall notify the City's Police Department within 10 working days if the golf cart and/or an off-highway vehicle transfers ownership or the address of the normal storage location has changed. The information shall be submitted on a form designated by the City's Chief of Police;

- (h) Lost or stolen permit/stickers are the responsibility of the owner. A police report must be filed in the event of a lost or stolen permit/sticker. If no record can be found of a previous application, or the receipt of a permit/sticker, the City's Chief of Police may direct the applicant to reapply, and also resubmit any and all fees necessary before a replacement permit/sticker is issued;
- (i) Any person who operates a golf cart and/or an off-highway vehicle and fails to receive and properly display a City Permit/Sticker will be subject to all applicable state laws, in addition to being in violation of this Ordinance; and
- (j) A permit may be revoked at any time by the City's Chief of Police, or his designee, if there is any evidence that the permit holder cannot safely operate a golf cart and/or an off-highway vehicle on any authorized public streets, parking areas and traffic ways of the City in compliance with this Ordinance.

Sec. 106-185 Public Safety Personnel

Public safety personnel may operate a golf cart and/or an off-highway vehicle on any public street, parking area and traffic way without any further restrictions when the golf cart and/or an off-highway vehicle is used in the performance of his/her duties.

Sec. 106-186 Penalty

Violations of this section shall be considered a Class C misdemeanor and is subject to the fines as set forth in [section 1-4](#) in the City of Castroville Code of Ordinances.



Agenda Report

Agenda of: May 27, 2025

Department: Public Works

Subject: Revision to Article VI - Drought Contingency Plan

Recommended Motion:

- A. Move to approve the requirement for entities excluded from the drought surcharge be required to provide the city with a Water Management Plan in Section 110-151, F of the Drought Contingency Plan.

Background:

On March 25, 2025, the Council approved excluding the following entities from the drought surcharge: healthcare facilities, emergency services facilities, and accounts held by the City of Castroville with the provision they be required to submit a water management plan. Plans are to be submitted to the Public Works Director and include water conservation practices, regular maintenance of plumbing systems and promoting water usage awareness among staff and residents while ensuring safe and potable water for residents. If no plan is submitted, then consideration will be given to removing the exclusion from the individual account. This additional provision is redlined and highlighted in yellow under Section 110-151, F – Enforcement of the Drought Contingency Plan

Council also approved the request to remove Sec. 110-149 – Stage 4 Response: this motion aims to eliminate the prohibition on new water services during extreme water shortage conditions.

There was discussion regarding requiring a water acquisition fee for connections on infill lots, but no clear consensus of a process and requirements.

Attachments:

Attachment A: Ordinance Revision to Article VI – Drought Contingency Plan (red lined)

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

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

Submitted by:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL AMENDING CASTROVILLE CODE OF ORDINANCES, CHAPTER 110, UTILITIES, ARTICLE VI, AMENDING AND UPDATING THE DROUGHT CONTINGENCY PLAN; PROVIDING EXCLUSION TO DROUGHT SURCHARGE FOR WATER USAGE THAT EXCEEDS DESIGNATED THRESHOLDS AND DELETING STAGE 4 REQUIREMENT RELATING TO NEW, ADDITIONAL, EXPANDED OR INCREASED WATER SERVICES

WHEREAS, the City of Castroville, Texas, recognizes that the amount of water available to the City and its water utility customers is limited and subject to depletion during periods of extended drought or upon failure of major system components; and

WHEREAS the City recognizes that natural limitations due to drought conditions and other acts of force majeure cannot guarantee an uninterrupted water supply for all purposes; and

WHEREAS, Section 11.1272 of the Texas Water Code and applicable rules of the Texas Commission on Environmental Quality ("TCEQ"), including Title 30, Chapter 288, Subchapters A and B of the Texas Administrative Code require all public water supply systems in Texas to prepare, update and adopt a water conservation and drought contingency plan at a minimum at least every five years; and

WHEREAS, the City previously updated and adopted the City's current water conservation and drought contingency plan under Chapter 110, Article VI of the City's Code of Ordinances; and

WHEREAS, in accordance with the regulations established by the TCEQ, it is necessary to review, update and adopt an amended water conservation and drought contingency plan; and

WHEREAS, as authorized under law, and in the best interests of the citizens of Castroville, Texas, and its customers, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of limited water supplies during drought and other water supply emergencies.

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

Section 1: That the Code of Ordinances, City of Castroville, Texas, Chapter 110, Utilities, Article VI, Drought Contingency Plan, is hereby amended as set forth in Exhibit A attached hereto and incorporated for all purposes.

Section 2: That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances of parts of the ordinance in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of such conflict.

Section 4. Should any part, sentence or phrase of this Ordinance be determined to be unlawful, void or unenforceable, the validity of the remaining portions of this Ordinance shall not be adversely affected. No portion of this Ordinance shall fail or become inoperative by reason of the invalidity of any other part. All provisions of this Ordinance are severable.

Section 5. That it is officially found, determined and declared that the meeting at which this Ordinance was adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 6: This Ordinance shall take effect immediately from and after its passage and any publication requirements.

PASSED AND APPROVED this ____ day of _____.

CITY OF CASTROVILLE

Bruce Alexander
MAYOR

ATTEST:

DEBRA HOWE
CITY SECRETARY

ARTICLE VI. - DROUGHT CONTINGENCY PLAN

Sec. 110-141. - Declaration of policy, purpose, and intent.

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the city hereby adopts the following regulations and restrictions on the delivery and consumption of water through an ordinance.

Water uses regulated or prohibited under this Drought Contingency Plan (the plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in section 110-151 of this plan.

Sec. 110-142. - Public involvement.

Opportunity for the public to provide input into the preparation of the plan was provided by the City of Castroville, Texas ("city") by means of a public notice of a public meeting, which was held on February 22, 2022. Additionally, the public is always invited to attend the city council meetings to ask questions about the plan and its implementation.

Sec. 110-143. - Public education.

The city will periodically provide the public with information about the plan, including information about the conditions under which each stage of the plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of public meetings, press releases to newspapers serving the area, periodic utility bill inserts, monthly newsletter articles, and placement on the city's website.

Sec. 110-144. - Coordination with regional water planning groups.

The service area of the city is located within the South Central Texas Regional Water Planning Area and the city has provided a copy of this plan to South Central Texas Regional Water Planning Area.

Sec. 110-145. - Authorization.

The city administrator, or his/her designee is hereby authorized and directed to implement the applicable provisions of this plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The city administrator or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this plan.

Sec. 110-146. - Application.

The provisions of this plan shall apply to all persons, customers, and property utilizing water provided by the city. The terms "person" and "customer" as used in the plan include individuals, corporations, partnerships, associations, and all other legal entities.

Sec. 110-147. - Definitions.

For the purposes of this plan, the following definitions shall apply:

Aesthetic water use: Water use for ornamental or decorative purposes such as fountains, reflecting pools,

and water gardens.

City: The City of Castroville, Texas.

Commercial and institutional water use: Water use is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: Those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: Any person, company, or organization using water supplied by the city.

Domestic water use: Water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: Street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: The use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

Non-essential water use: Water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (1) Irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this plan
- (2) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle
- (3) Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas
- (4) Use of water to wash down buildings or structures for purposes other than immediate fire protection
- (5) Flushing gutters or permitting water to run or accumulate in any gutter or street
- (6) Use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools
- (7) Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life
- (8) Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and

Odd numbered address: Street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Sec. 110-148. - Criteria for initiation and termination of drought response stages.

The city administrator or his/her designee shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of each stage of the plan, that is, when the specified "triggers" are reached. During especially dry periods, the city administrator or his/her designee may monitor water supply and/or demand conditions on a daily basis

and determine when conditions warrant initiation or termination of a stage of the plan.

Public notification of the initiation or termination of drought response stages shall be by means of City's emergency notification program, social media, and with signs posted in public places. Further, the notice shall be posted at City Hall and on the city's web page.

The triggering criteria described below are based on guidelines adopted by the San Antonio Water System ("SAWS") and the implementation and termination of the stages by the Edwards Aquifer Authority ("EAA") based upon reported water levels in the San Antonio Pool.

(1) *Year-round.*

- a. *Requirements for initiation.* Year-round watering restrictions are in effect when the aquifer level is above 660 feet, mean sea level as determined by EAA at the monitored well for 15 consecutive days.
- b. *Requirements for termination.* Year-round water restrictions continue until there is an announcement by EAA that Stage 1 is triggered.
- c. Year-round watering rules are in effect when the City of Castroville is NOT under any specific drought restrictions
 1. Under year-round watering rules, all fountains – whether commercial or residential (indoor or outdoor) are allowed.
 2. Landscape watering with an irrigation system or sprinkler is permitted any day of the week before 11 a.m. or after 7 p.m.
 3. Hand watering with a hand-held hose, drip irrigation, soaker hose or bucket is permitted any time of day.
 4. Washing impervious cover such as parking lots, driveways, streets or sidewalks is permitted without runoff to avoid water waste.
 5. Water waste is prohibited at all times. Allowing water to run off into a gutter, ditch, or drain or failing to repair a controllable leak is considered water waste.
 6. Residential, commercial, industrial and agricultural Edwards Aquifer water users should use common sense and best practices to avoid water waste.
 7. The use of commercial vehicle wash facilities is permitted any day.

* NOTE: The use of treated wastewater or recycled water is a defense to prosecution under these rules.

(2) *Stage 1 Triggers—Mild water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be requested to conserve water and adhere to the prescribed restrictions on certain water uses, defined in section 110-147 of this plan, when the ten-day rolling average of the Edwards Aquifer level drops to 660 feet mean sea level at the monitored well.
- b. *Requirements for termination.* Stage 1 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days or notification by Edwards Aquifer Authority that Stage 1 restrictions are terminated or that Stage 2 is in effect. Upon termination of Stage 1, year-round becomes operative.

(3) *Stage 2 Triggers—Moderate water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in section 110-149 of this plan

when the ten-day rolling average of the Edwards Aquifer level reaches 650 feet mean sea level at the monitored well.

- b. *Requirements for termination.* Stage 2 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days or notification by Edwards Aquifer Authority that Stage 2 restrictions are terminated or that Stage 3 is in effect. Upon termination of Stage 2, Stage 1 becomes operative.

(4) *Stage 3 Triggers—Severe water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 provided in section 110-149 of this plan when ten-day rolling average of the Edwards Aquifer level drops to 640 feet mean sea level at the monitored well.
- b. *Requirements for termination.* Stage 3 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days or notification by Edwards Aquifer Authority that Stage 3 restrictions are terminated or that Stage 4 is in effect. Upon termination of Stage 3, Stage 2 becomes operative.

(5) *Stage 4 Triggers—Extreme water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 provided in section 110-149 of this plan when ten-day rolling average of the Edwards Aquifer level drops to 630 feet mean sea level at the monitored well.
- b. *Requirements for termination.* Stage 4 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days or notification by Edwards Aquifer Authority that Stage 4 restrictions are terminated or that Stage 5 is in effect. Upon termination of Stage 4, Stage 3 becomes operative.

(6) *Stage 5 Triggers—Critical water shortage conditions.*

- a. *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 provided in section 110-149 of this plan when ten-day rolling average of the Edwards Aquifer level drops to 625 feet mean sea level at the monitored well.
- b. *Requirements for termination.* Stage 5 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days or notification by Edwards Aquifer Authority that Stage 5 restrictions are terminated. Upon termination of Stage 5, Stage 4 becomes operative.

(Ord. No. 2009-013, § 2(Exh. A, § VIII), 8-24-09; Ord. No. 2013-006, § 1, 4-9-13)

Sec. 110-149. - Drought response stages.

The city administrator, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in section 110-148 of this plan, shall determine that a mild, moderate, severe, critical, emergency or water shortage condition exists and shall implement the following notification procedures:

(1) *Notification.*

- a. *Notification of the public:* The city administrator or his/ her designee shall notify the public by means of the City's emergency notification program, social media, and posting at City

Hall and placement of the information on the city's website.

- b. *Additional notification:* The city administrator or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities when required under the plan:
 1. Mayor/chairman and members of the city council—At each declaration.
 2. Police chief/fire chief—At each declaration.
 3. County emergency management coordinator(s)—When mandatory restrictions are imposed.
- (2) Critical water users, i.e. hospitals, critical care facilities—when mandatory restrictions are imposed.
- (3) *Stage 1 Response—Mild water shortage conditions.*
 - a. *Target:* Achieve a 20 percent reduction in total water use.
 - b. *Mandatory water use restrictions for reducing demand:*
 1. Landscape watering with an irrigation system, ~~or~~ sprinkler or soaker hose is allowed only once a week: before 11 a.m. and after 7 p.m. on your designated water day. For addresses ending in 0 or 1, the designated day is Monday. Addresses ending in 2 or 3 have a designation of Tuesday. Addresses ending in 4 or 5 have a designation of Wednesday. Addresses ending in 6 or 7 have a designation of Thursday. Addresses ending in 8 or 9 have a designation of Friday. No watering on weekends with a sprinkler or irrigation system.
 2. Watering days begin and end at midnight; overnight watering is not allowed.
 3. Hand watering with a hand-held hose, soaker hose, drip irrigation, bucket or water can is permitted any time and any day.
 4. Use of grey water is allowed at any time.
 5. The use of commercial car wash facilities is allowed any day.
 6. Residential car washing allowed during drought once per week on your designated watering day, Saturday or Sunday as long as there is no water waste.
 7. Washing impervious cover such as parking lots, driveways, streets, or sidewalks is prohibited. Health and safety exceptions to this rule may be requested from the City in writing.
 8. All non-public swimming pools must have a minimum of 25 percent of the surface covered with evaporation screens when not in use. Inflatable pool toys or floating decorations may be used.
 9. Landscape areas on golf courses not directly "in play" are required to follow one day-per-week watering based on address unless otherwise instructed by the city.
 10. Operators of golf courses, athletic fields and parks must submit a conservation plan to the city. For submittal requirements, operators should contact the city administrator.
 11. All residential fountains and indoor commercial fountains can operate at any stage of drought. Outdoor commercial fountains must have a city variance in order to operate during drought stages 1—65.
 12. **Water waste is prohibited at all times.** Water waste includes allowing water to run off into gutter, ditch or drain; or failing to repair a controllable leak

13. Reduce water consumption/usage by any means available.

(4) *Stage 2 Response—Moderate water shortage conditions.*

- a. *Target:* Achieve a 30 percent reduction of total water usage.
- b. *Water use restrictions for demand reduction:* Under threat of penalty for violation, the following water use restrictions shall apply to all persons:
 - 1. All restrictions from Stage 1 remain in effect unless added to or replaced by Stage 2.
 - 2. Landscape watering with an irrigation system, sprinkler or soaker hose is allowed only once a week from 7-11 a.m. and 7-11 p.m. on your designated watering day, as determined by your address. No watering on weekends with a sprinkler or irrigation system.
 - 3. Watering with a drip irrigation is permitted any day, but only between 7-11 a.m. and 7- 11 p.m.
 - 4. Watering with a hand-held hose or bucket is allowed any time on any day.
 - 5. Use of grey water is allowed at any time.
 - 6. Hotels, motels and other lodging must offer and clearly notify guests of a "linen/towel change on request only" program.
 - 7. Use of water from hydrants shall be limited to firefighting related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the city.
- 8. All restaurants may prohibit the serving of water to patrons except upon request of the patron.

(5) *Stage 3 Response—Severe water shortage conditions.*

- a. *Target:* Achieve a 35 percent reduction in total water use.
- b. *Water use restrictions for demand reduction:* All restrictions from Stage 1 and Stage 2 remain in effect, unless added to or replaced by Stage 3 rules.
 - 1. Drought surcharge will be applied when customer's billed usage achieve the volumetric threshold designated under Sec. 110-151. – Enforcement, Part D of this plan.
 - 2. Landscape watering allowed only **every other week** with an irrigation system, sprinkler or soaker hose from 7:00 a.m. -11:00 a.m. and 7:00 p.m. – 11:00 p.m. on your designated watering day, as determined by your address. Weeks when no watering is allowed will be announced via local media, social media and City website.
 - 3. Watering with drip irrigation is permitted every Monday, Wednesday, and Friday, but only between 7 a.m. -11 a.m. and 7 p.m. – 11 p.m.
 - 4. Watering with a hand-held hose, bucket or watering can is allowed any time on any day.
 - 5. Washing impervious cover such as parking lots, driveways, streets or sidewalks is prohibited. Health and safety exceptions may be requested from the city administrator or his/her designee.
 - 6. All non-public swimming pools must have a minimum of 25 percent of the surface is covered when not in use. Inflatable pool toys or floating decorations may be used for this purpose.

7. Residential car washing allowed during drought once per week on Saturday or Sunday as long as there is no water waste. No street run-off allowed.
8. Use of grey water is allowed at any time.
9. Hotels, motels and other lodging facilities must limit linen/towel changes to once every three nights, except for health and safety.
10. The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

(6) *Stage 4 Response—Extreme water shortage conditions.*

- a. *Target:* Achieve a 40 percent reduction in total water use.
- b. *Water use restrictions for reducing demand:* All requirements of Stage 1, 2 and 3 shall remain in effect during Stage 4 with the following additional restrictions:
 1. Drought surcharge will be applied when customer's billed usage achieves the volumetric threshold designated under Sec. 110-151. – Enforcement, Part D of this plan.
 2. The filling, refilling, or adding water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited, unless such pool is equipped with a filtration system which requires such pool to maintain a constant level for proper operation. For pools with a filtration system as described, the surface of the pool must be covered when not in use to prevent evaporation.
 3. Use of grey water is allowed at any time.
 4. *Reserved.*

(7) *Stage 5 Response—Critical water shortage conditions.*

- a. *Target:* Achieve a 44 percent reduction in total water use.
- b. *Water use restrictions for reducing demand:* All requirements of Stage 1, 2, 3, and 4 shall remain in effect during Stage 5 with the following additional restrictions:
 1. Drought surcharge will be applied when customer's billed usage achieves the volumetric threshold designated under Sec. 110-151. – Enforcement, Part D of this plan.
 2. The use of irrigation systems is prohibited. Watering with a hand-held hose, bucket or watering can will be allowed once per week on your designated watering day, as determined by your address during the hours of 7 to 11 a.m. and 7 to 11 p.m. only. Use of water to wash impervious surfaces such as sidewalks, walkways, driveways, or parking lots is prohibited
 3. Use of water to wash down buildings or structures for purposes other than immediate fire protection is prohibited.
 4. Use of grey water is allowed at any time.

Sec. 110-150. - Plan review and update.

The city will review and update the plan as appropriate based on an assessment of the five- and ten- year goals, as well as whenever the plans for SAWS and EAA are updated. At a minimum, the plan will be updated every five years.

Sec. 110-151. - Enforcement.

- (a) No person shall knowingly or intentionally allow the use of water from the city for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by city administrator or his/her designee, in accordance with provisions of this plan.
- (b) Any person who violates this plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than \$200.00 and not more than \$2,000.00. Each day that one or more of the provisions in this plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this plan, the city administrator shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$50.00, and any other costs incurred by the city in discontinuing service. In addition, suitable assurance must be given to the city administrator that the same action shall not be repeated while the plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.
- (c) Any person, including a person classified as a water customer of the city, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parent's control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this plan and that the parent could not have reasonably known of the violation.
- (d) The city's police officer, code enforcement officer, or other city employee designated by the city administrator may issue a citation to a person he/she reasonably believes to be in violation of this article. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged and shall direct him/her to appear in the municipal court on the date shown on the citation. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in municipal court to enter a plea of guilty or not guilty for the violation of this plan. If the alleged violator fails to appear in municipal court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in municipal court before all other cases.
- (e) In deeper stages of drought, a drought surcharge will encourage both residential and commercial customers with very high usage to conserve. The drought surcharge rate will be established by City Council in the city's comprehensive fee schedule. In Stage 3, the drought surcharge for residential customers will take effect for water usage above 20,000 gallons per billing cycle. In Stage 4 and 5, the threshold for residential customers drops to 12,000 gallons. The threshold for commercial customers will be 80,000 in Stage 3 and will be 40,000 in Stage 4 and 5.

Customer Class	Stage 3 Threshold by gallons	Stage 4 & 5 Threshold by gallons
Residential	20,000	12,000
Commercial	80,000	40,000

(f) Excluded from the drought surcharge are healthcare facilities, emergency services facilities, and accounts held by the City of Castroville. Each will be required to submit a Water Management Plan that outlines water conservation practices, regular maintenance of plumbing systems and promotes water usage awareness among staff and residents while ensuring safe and potable water for residents. Plans shall be submitted to the Public Works Director. If no plan is submitted, then consideration will be given to removing the exclusion from the individual account.

- Healthcare providers/facilities are defined as Clinics and Medical Offices, Urgent Care Centers, Rehabilitation Centers, Nursing Homes, Hospitals, Ambulatory Surgical Centers (ASCs), Mental Health and Addiction Treatment Centers, Birth Centers, Hospice Care Facilities, Dialysis Facilities, Imaging and Radiology Centers, Long-Term Care Facilities, and Specialized Outpatient Services
- Emergency Services are defined as law enforcement, fire protection and emergency medical services (EMS).

Sec. 110-152. - Variances.

- (a) The city administrator, or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:
- (1) Compliance with this plan cannot be technically accomplished during the duration of the water supply shortage or other conditions for which the plan is in effect.
 - (2) Alternative methods can be implemented which will achieve the same level of reduction in water use.
- (b) Persons requesting an exemption from the provisions of this article shall file a petition for variance with the city within five days after the plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the city administrator, or his/her designee, and shall include the following:
- (1) Name and address of the petitioner(s).
 - (2) Purpose of water use.
 - (3) Specific provision(s) of the plan from which the petitioner is requesting relief.
 - (4) Detailed statement as to how the specific provision of the plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this article.
 - (5) Description of the relief requested.
 - (6) Period of time for which the variance is sought.
 - (7) Alternative water use restrictions or other measures the petitioner is taking or proposes to

take to meet the intent of this plan and the compliance date.

(8) Other pertinent information.

- (c) Variances granted by the city administrator, or his/her designee may be subject to conditions which shall be set forth in the variance. Should the city administrator or his/her designee deny a variance, the person requesting the variance may appeal such a denial to the city council.

Secs. 110-153—110-170. - Reserved.



Agenda Report

Agenda of: May 27, 2025

Department: Public Works

Subject: Purchase Data Flow System’s TAC II SCADA

Recommended Motion: Move to approve purchase of Data Flow Systems’ TAC II SCADA system and the installation of the system to include a hub at Public Works and the associated electrical requirements

Background: Following the council’s direction, staff conducted a comprehensive matrix analysis comparing integrated and manufactured SCADA vendors. This project was previously approved through the Capital Improvement Plan (CIP).

Our existing SCADA system no longer meets operational requirements. It is outdated, with some components now obsolete, leading to recurring technical issues. Additionally, securing service and repairs has become increasingly challenging, as the original integrated vendor is difficult to reach. When external vendors are available, many are either unwilling or unable to work on systems developed by other firms. Those who do attempt repairs often lack the necessary parts, resulting in additional costs for travel and service fees.

Through our search for a new solution, we identified Data Flow Systems as the ideal provider for a new SCADA system. Their TAC II SCADA System is specifically designed for water and wastewater applications and offers significant advantages, including the absence of annual user fees, software license fees, maintenance fees, and service contracts. This system will replace our current SCADA infrastructure.

For the electrical installation, we have selected Future Electric due to their extensive experience and proven track record with the TAC II SCADA System. We received one additional bid for this portion of the work, along with a no-bid response.

Fiscal Impact: \$212,361

\$160,161.00 – Direct Purchase Option from DFS

\$52,200 – Electric

☒ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding: CIP Bond Funds

Attachments:

Attachment A – SCADA Decision Report

Attachment B – DFS SCADA Quote

Attachment C – DFS Electric Scope of Work

Attachment D- Electric Contractor Quote

Attachment E - TAC Chapter 252.022 7 A (see page 1, 4, and 5 highlights)

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

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

Submitted by: Ricardo Carrasco



Summary analysis between manufacturers of SCADA system (vs) Intergrater of SCADA system

Executive Summary

The City of Castroville’s current SCADA (Supervisory Control and Data Acquisition) system, installed seven years ago by an integrator developer, is reaching the end of its operational life. Ongoing upgrades have become increasingly cost-prohibited, and maintenance expenses are expected to rise over time. To address these challenges, staff conducted a comprehensive evaluation of alternative solutions aimed at minimizing future upgrade requirements, simplifying troubleshooting, and ensuring long-term reliability.

In assessing multiple SCADA vendors, Data Flow Systems (DFS) emerged as a strong candidate based on the City’s operational priorities. However, all vendors presented viable solutions, each offering unique strengths and trade-offs. While DFS scored highest in key evaluation criteria, other vendors excelled in areas such as scalability, industrial integration, and customization, making them well-suited for different operational needs.

SCADA System Decision Matrix Evaluation

To guide the selection process, staff utilized a decision matrix to compare five leading SCADA vendors: **Data Flow Systems (DFS)**, **VTSCADA**, **Wonderware**, **Ignition**, and **Block**. The evaluation focused on six key criteria relevant to water and wastewater system operations.

Each criterion was weighted based on its strategic importance, with particular emphasis on security, total cost of ownership, and system longevity. Vendors were scored on a scale of 1 to 5 (5 = Excellent), with higher scores indicating stronger capabilities in each respective category.

Criteria	DFS	VTSCADA	Wonderware	Ignition	Block
Security	5	4	3	4	3
Total Cost of Ownership	5	4	3	4	3
Ease of Integration	5	5	4	5	4
Customization and Flexibility	5	5	3	5	4
Support and Maintenance	5	5	3	4	4
System Longevity	5	5	4	4	4
Total Score	30	28	20	26	22

Comparison Notes:

- **DFS:** Purpose-built for water/wastewater applications, DFS offers an operator- friendly interface and robust long-term support. However, its specialization may limit broader industrial flexibility.
- **VTSCADA:** Delivers strong water system capabilities and a flexible architecture but may require more technical expertise, which could be a consideration for smaller municipalities.
- **Wonderware (AVEVA):** A feature-rich industrial platform with extensive capabilities though higher complexity and cost may be factors for smaller utilities.
- **Ignition (Inductive Automation):** A highly customizable, cost-effective option ideal for organizations with access to skilled integrators.

Manufactured vs. Integrated SCADA Systems

SCADA systems can be designed as either **manufactured** or **integrated** solutions, each with distinct advantages and potential drawbacks.

Integrated SCADA System: A consulting engineer will design a SCADA system and hire an electrical contractor to install off the shelf parts and integrate those parts in the field to create a SCADA System. Replacements will result in multiple-manufactured parts no longer working together as a cohesive system and or failure of components to continue working with the software. In many cases it is common for the software manufacturer or component to no longer support the older version of their product. In such cases, an upgrade will be required.

- Involving various vendors
- Difficult to hold any of the various vendors responsible for the cohesiveness of the parts.
- Difficult to maintain compatibility as the system ages (generally 5 to 7 years).
- Annual User fees
- Licensing fees
- Software fees

Manufactured SCADA System: All the components are designed to work cohesively, and all the parts are non-generational and “downward compatible” with older versions. If an older module can no longer work and cannot be repaired due to lack of component level parts, the newer replacement will seamlessly plug into the old component slot and provide the required function.

- No annual fees
- No software license- all upgrades are free of charge.
- No maintenance contract
- Free Lifetime technical support
- Free operator and supervisor training
- Free Smartphone interface
- Free unlimited seats
- Obsolescence proof

Key Findings

Through the evaluation, DFS scored highest in areas such as security, cost transparency, and specialization in water/wastewater systems. Other vendors demonstrated strengths in different areas, such as scalability and customization, which may align better with specific operational needs.

DFS stood out in the critical categories:

- **Security:** Utilizes a Linux-based OS, 2048-bit SSL encryption, a firewall whitelist and supports VPN with two-factor authentication.
- **Total Cost of Ownership:** No licensing, per-seat, or upgrade fees—all features are included without additional charges.
- **Integration & Support:** Offers plug-and-play, backward-compatible components and full utility modification capabilities without third-party reliance.
- **Water/Wastewater Specialization:** DFS is the only vendor exclusively focused on this sector, resulting in purpose-built software and hardware.

While **DFS** ranked highest in the evaluation, **VTSCADA**, **Wonderware**, **Ignition**, and **Block** each provide valuable solutions with varying degrees of scalability, industrial integration, and customization. The choice between a manufactured and an integrated SCADA system depends on each utility's operational priorities, budget considerations, and long-term infrastructure strategy.

This revision keeps the evaluation balanced by clearly highlighting the strengths of all vendors while emphasizing that the final decision depends on specific operational needs.



**ELECTRICAL SCOPE OF WORK 240717-01-SH
DFS SEWER COLLECTION SCADA
CASTROVILLE, TEXAS
AUGUST 8, 2024**

The proposed TAC II SCADA System is designed specifically for water and wastewater applications. Highlights include ease-of-use and obsolescence-proof engineering. Every improvement we make to our system hardware and software is downward compatible with every one of our TAC II SCADA Systems, including those installed nearly 30 years ago. Even our oldest customers can take full advantage of our latest innovations and improvements. No other manufacturer has taken such extreme measures to assure the support of their systems and to prevent obsolescence.

Please keep in mind that many of the features and services offered free of charge by DFS are either line-item costs and/or reoccurring costs with other SCADA system providers. Such DFS features and services include but are not necessarily limited to:

- No access limits or charges for additional user seats
- No annual user fees
- No annual software license fees
- No incremental group rates for future points or tags
- No annual maintenance fees or annual service contract required
- No cost for SCADA software and/or module firmware revisions for life - All revisions and updates are available free of charge
- No cost for telephone-based technical support
- SCADA Server remote access connection (secure VPN by owner) permits our technicians to troubleshoot in real time alongside your operators and technicians
- Multiple communication/protocol drivers and system/user partitioning
- Three (3) year warranty on DFS hardware (including radio) against lightning and surge damage.

When comparing SCADA systems, it is of the utmost importance to consider the life cycle. The life cycle of a SCADA system is determined by the brand and provider support, durability, availability, as well as compatibility of replacement parts. In most cases, the life cycle of other SCADA systems is only 7 to 10 years. On the other hand, DFS has yet to define our SCADA system's life expectancy. Many of our SCADA systems have been in continuous use for well over 20 years and are still running strong.

We ask that you consider what other SCADA system providers charge per year for the above-mentioned features and services, and extrapolate such cost over the life cycle expectancy of the system. We believe that when you compare the extrapolated value of other SCADA systems to that of DFS, you will see that DFS provides the most economical and durable SCADA system in the industry.

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- **SCADA SOFTWARE & FREE SERVICES FOR LIFE OF SYSTEM:**

The proposed HT4 SCADA Software is manufactured by DFS and operates on a wall-mounted Hyper SCADA Server. A typical off-the-shelf “Windows PC” is utilized for the HMI operator interface. Great attention has been paid to ease of use. The HMI platform is the familiar Internet Browser

Distinct benefits and savings are unlimited RTU I/O points, unlimited user access seats, built-in reports, trending tools, 911 alarm notification, 411 remote access, mobile phone access, and the Maria DB open-source database. It’s important to note there are no ongoing costs associated with the use of DFS SCADA Software. All updates, revisions, and future releases of the HT4 SCADA software are available free of charge for the life of your system. **NO MAINTENANCE CONTRACT REQUIRED!**

HT4 MOBILE: This system includes HT4 Mobile, which is an interface developed by DFS for use with a smartphone’s browser app. Please note that HT4 Mobile requires secure Internet access to the HSS via a secure VPN connection. This secure VPN connection, as well as the smartphone(s) with cell carrier service, are the responsibility of the Owner. Tablets or iPads are recommended for remote SCADA access.

- **WARRANTY AND CUSTOMER SUPPORT: (INCLUDES 3-YEAR SURGE/LIGHTNING WARRANTY)**

DFS warrants the proposed system to be free from defects in materials and workmanship for a period of one year. All DFS plug-in modules, radios, power supplies, and pump controllers, carry an additional two-year return-to-factory warranty and are covered against damage due to surge/lightning for the entire 3-year period. Our Service Department operates 24/7/365 to administer all service-related issues. DFS service personnel are full-time DFS employees. DFS telephone-based technical support is provided free of charge for the life of the system. **NO MAINTENANCE CONTRACT REQUIRED!**

The proposed Hyper SCADA Server (HSS) incorporates remote maintenance access, which will allow DFS to perform remote diagnostics and troubleshooting free of charge (during normal business hours) for the life of the system. We have found that most service issues can be resolved remotely, resulting in an immediate resolution. A VPN network router and static public IP, provided by the City, will provide an Internet connection that will permit DFS (and City personnel) remote access to the HSS for maintenance, warranty support, updates, and upgrades.

The HSS also incorporates a “911” alarm dial-out feature. The Owner will be required to provide one (1) telephone line (standard dial-up or POTS line) to the HSS that is dedicated to the system’s 911 feature (a modem). Alternatively, a VoIP based solution may be possible upon further discussion.

Note: All wire terminations and associated work inside the existing control panels, ancillary panels, etc., are to be performed by City or City’s Electrical Contractor. Antenna mounting will also be done by the City’s Electrical Contractor. This includes any required tower or structure for the mounting of antennas.

PUBLIC WORKS BILL OF MATERIAL & SERVICES:

1. TACII CENTRAL SITE PACKAGE:

THIS ITEM INCLUDES THE FOLLOWING:

A. HYPER SCADA SERVER (HSS002-2 FULLY REDUNDANT):

- (1) Enclosure Assembly w/Door Window (Steel, 24”W x 30”H x 8”D)
- (2) Modular Backplane
- (2) Hyper Server Module (HSM003)
- (2) Network Switch Module (NSM001)
- (1) Network Fiber Module (NFM001, connection to CTU)
- (2) Power Supply Module
- (2) 7.0 aH Backup Battery (UPS)

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- (2) RJ-45 Ethernet Surge Protector
- (1) Debian Linux OS w/SQL Software
- (1) Maria DB SQL Relational Database
- (1) HT4 SCADA Software
- (1) HT4 Mobile (smartphone & service by Utility)
- (1) Symphony Harmonious Pump & Flow Management (HSS & Sewer Collection RTUs)

B. CENTRAL TERMINAL UNIT (CTU) INSTALLED AT WATER & WASTE WATER UTILITY OFFICES INDOORS:

- (1) CTU202 NEMA 4X White Composite Enclosure 15.5"H x 13.38"W x 7.69"D
- (1) CTU202 Modular Backplane
- (1) Power Supply Module (PSM003)
- (1) Telemetry Interface Module (TIM001) Radio
- (1) Fiber Interface Module (FIM001)
- (1) Lot Fiber Optic Cable (Multi-Mode), routed from the CTU to the HSS
- (1) 2.6 aH Backup Battery (UPS)
- (1) 10 AMP Breaker
- (1) Lot Terminal Hardware
- (1) RTA209 Yagi Antenna & Coaxial Cable Assembly
- (1) Lot RTC600 Coaxial Cable with Connectors
- (1) FCC Licensing
- (0) COMPUTER WORK STATION (PC): **BY THE CITY OF CASTROVILLE**
- (0) VPN ROUTER: **BY THE CITY OF CASTROVILLE**

C. CENTRAL SITE ONSITE SERVICES

DFS will provide field services for the wiring inside the HSS and CTU, startup, and commissioning per WORK TO BE PROVIDED BY DFS.

D. OPERATOR TRAINING

The initial Operator Training will cover an introduction to the Hyper SCADA Server (HSS) and TCU800 Remote Terminal Unit (RTU). Multiple introductory training courses will be provided via a live online presentation. Also included is one additional day of onsite advanced training to be scheduled at the utility's convenience. The onsite course will be taught in a single 8-hour day. Please note that the maximum number of attendees for onsite training is four (4) people due to the material presentation and effective instructor/student ratio.

RADIO COMMUNICATION ANTENNA INSTALLATION REQUIREMENTS:

- CTU - Public Works RTA209 Offset Yagi at 21' above ground level (agl) directed at 202°M.
 - FTU - to/from Remotes: RTA209 Omni directional antenna installed at 55' agl on existing tower, directed at 49°M. See **NOTE** below.
 - FTU to/from CTU - Yagi RTA209 directional antenna installed at 21' agl directed at 202°M.
 - Airport (New East LS) - Yagi RTA209 directional antenna installed at 21' agl directed at 251°M.
 - Koenig Park LS - Yagi RTA209 directional antenna installed at 21' agl.
 - Main LS - Yagi RTA209 directional antenna installed at 21' agl directed at 318°M.
 - Riverside LS - Yagi RTA209 directional antenna installed at 21' agl directed at 211°M.
 - Country Village LS - Quoted Separately. See DFS Quotation 240124-02-HRH3.
- **IMPORTANT FTU TOWER NOTE:** All radio tower construction will be done by others. To not disrupt any of the existing frequencies or the new DFS frequency, antenna separation will be as follows:
- a) Consideration should be given to securing the tower base to the existing concrete.

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- b) Install one additional 10' tower section onto the existing tower. This will require removing the top section, installing the new mid-section, and reinstalling the top section.
- c) Mount the DFS Omni directional antenna at the top of the tower.
- d) Install a DFS Yagi directional antenna 5' below the DFS Omni antenna.
- e) Re-mount the existing Omni antenna 5' below the DFS Yagi antenna.
- f) Route the DFS Omni, and Yagi coax to the DFS forwarding Terminal Unit (FTU) installed on the existing rack next to the GST. Reuse the existing coax for the existing Omni antenna.

SUMMARY OF SCOPE

DFS will provide the Central Site Equipment (CSE), a Forwarding Terminal Unit (FTU), and four (4) Remote LS RTUs. The FTU will be located at Medina GST. The sewer collection locations are Airport (New East) LS (RTU201), Koenig Park LS (RTU203), Main LS (RTU205), and Riverside LS (RTU207). DFS will also provide Vega well-level transducers for the lift stations.

DFS will manufacture the RTUs and provide automation configurations. DFS will provide field services for the wiring inside the DFS panels, startup, and commissioning to support the provided SCADA system.

All physical installations (panels, antennas, transducers, etc.) are by others. The Utility shall hire an electrical contractor to perform all installation work.

FIELD BILL OF MATERIAL & SERVICES:

A. Forwarding Terminal Unit (FTU) Assembly:

- (1) FTU Enclosure White NEMA 4X 15.5Hx23Wx6D 316 SS RTU204 w/MBP001-4 Backplane
- (1) PSM003-1 Power Supply Module
- (2) TIM007 (Radio) Module
- (1) Analog Monitor Module (AMM002)
- (2) Edco DRS-36 Analog Surge Protector
- (2) RF pigtail
- (1) SPS001 RTU Surge Protection Kit
- (1) 10 Amp Breaker
- (2) Polyphaser Coaxial Surge Protector
- (1) 2.6 Ah Backup Battery
- (1) Lot Terminal Hardware
- (1) 21' Aluminum Mast and Mast Support for CTA209 Dipole Omni
- (1) CTA209 Dipole Omni (4 Lobes) & Coaxial Cable Assembly
- (1) RTA209 Yagi Antenna & Coaxial Cable Assembly
- (1) Lot RTC-600 Cable w/Connectors
- (1) FCC Licensing Services
- (1) Project Management, Testing, Configs, Base-page Update & Startup Services

B. TCU800 RTU Assembly:

- (4) TCU800 Enclosure w/Plate, 24Hx20Wx8D 316 SS
- (4) TCU800 Pump Controller w/Radio
- (4) Deluxe Snap-in Installation Kit w/Wire Harness *(includes 1 Relay for Alarm Output)*
- (4) TCU800 Harness Relay Adder Kit *(adds 4 Relays for Pump & Aux Outputs)*
- (4) RF pigtail
- (4) RTU Surge Protection Kit
- (4) 3-Phase Surge Protector Kit
- (4) Polyphaser Coaxial Surge Protector
- (4) 7.0 Ah Backup Battery

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- (4) RTA209 Yagi Antenna & Coaxial Cable Assembly
- (4) TCU Wiring Services, Limited to TCU800 internal enclosure terminations
- (4) Project Management, Testing, Configs, Base-page Update & Startup Services
- (4) FCC Licensing Services

C. Lift Station Wet-Well Level Transducer:

- (4) VegaPuls C 21 RA-222 23X Surface Mount Level Transducer w/32' 4-20mA Cable (install by others)

D. SPARE PARTS:

- (1) Power Supply Module (PSM003)
- (2) Telemetry Interface Module (TIM007) Radio
- (1) Fiber Interface Module (FIM001)
- (1) TCU800 w/radio

WORK TO BE PERFORMED BY DFS:

1. DFS will provide and ship the proposed equipment for installation by others.
2. DFS will perform all wire terminations inside DFS panels.
3. DFS will complete all TCU800 configurations at the central site. Central site configurations include a default-generated graphical screen (no custom screens).
4. DFS will provide on-site start-up services.

WORK TO BE PERFORMED BY THE CONTRACTOR / UTILITY / OTHERS:

1. The Utility will contract an Electrical Contractor licensed in Texas to perform all required installations for the proposed equipment.
2. All required antenna towers will be supplied and installed by the electrical contractor.
3. All recommended modifications to existing tower(s) are the responsibility of others.
4. The contractor shall mount the TCU Enclosure within 15' of the tower (by others) to minimize coaxial cable length. All required panel mounting structures and related hardware are the responsibility of others.
5. The electrical subcontractor will provide and install the conduit, signal wire, and 120 VAC power in accordance with the NEC. AC service wires, digital signal wires, and analog circuit wires shall not occupy the same conduits. Analog signals require a shielded 2-conductor wire. DFS recommends 16 AWG stranded wires for all other signals. Terminals with the TCU cannot accept signal wires that are solid core or larger than 12 AWG.
6. The TCU800 Pump Controller shall assume complete control of the lift station pumping operation. The Pump Control Panel must have a "TCU interface terminal strip" for all TCU800 RTU wire connections. DFS will not modify any wiring beyond this terminal strip. Please note the proposed TCU800 is designed to operate up to three (3) fixed-speed pumps (No VFDs).
7. Wire terminations external to the TCU are the responsibility of others. DFS services are limited to terminating wires at the TCU.
8. Conduit for tower/antenna coax cable. This conduit shall be 1" minimum and routed from the base of the proposed tower installation to the DFS RTU panel for coaxial cable. All bends shall conform to NEC for smooth radius (lead sheath) bends 11" min. No LBs or right-angle fittings are permitted on this conduit.
9. **Grounding and Bonding of the antenna tower, tower ground rod, RTU, and Power Utilities ground rod is the responsibility of others. All ground lugs and taps must be bonded using a continuous single 6 AWG solid bare copper wire. Improper grounding will void the DFS lightning and surge warranty. A DFS grounding procedure is available online <https://dataflowsys.com/wp-content/uploads/2023/12/DFS-RTU->**

[Grounding-Procedure.pdf](#)

10. Provide and install all required instrumentation, including manufacturing of mounting rack/posts and sunshield requirements.
11. Surge protection to protect devices outside of the DFS TCU/RTU panel is responsibility of instrumentation / device provider / others. Providers of instrumentation, devices and services are responsible for signal/noise quality to meet the requirements of the control/telemetry system.
12. All required underground locate information must be provided before DFS installation services can be scheduled. DFS will provide an underground locate information form. The Contractor will be the underground locate Point of Contact. The Contractor must provide a contact name and phone number for use by locate services should they need to gain access to a secured construction area or are unable to find the site based on the locate information provided by the Contractor.
13. Demolition, removal, and/or relocation of existing equipment where required.
14. Any required permitting and associated fees.

END OF SCOPE OF WORK



**DFS QUOTATION 240717-01-SH
SEWER COLLECTION SCADA
CASTROVILLE, TEXAS
JULY 17, 2024**

The proposed TAC II SCADA System is designed specifically for water and wastewater applications. Highlights include ease-of-use and obsolescence-proof engineering. Every improvement we make to our system hardware and software is downward compatible with every one of our TAC II SCADA Systems, including those installed nearly 30 years ago. Even our oldest customers can take full advantage of our latest innovations and improvements. No other manufacturer has taken such extreme measures to assure the support of their systems and to prevent obsolescence.

Please keep in mind that many of the features and services offered free of charge by DFS are either line-item costs and/or reoccurring costs with other SCADA system providers. Such DFS features and services include but are not necessarily limited to:

- No access limits or charges for additional user seats
- No annual user fees
- No annual software license fees
- No incremental group rates for future points or tags
- No annual maintenance fees or annual service contract required
- No cost for SCADA software and/or module firmware revisions for life - All revisions and updates are available free of charge
- No cost for telephone-based technical support
- SCADA Server remote access connection (secure VPN by owner) permits our technicians to troubleshoot in real time alongside your operators and technicians
- Multiple communication/protocol drivers and system/user partitioning
- Three (3) year warranty on DFS hardware (including radio) against lightning and surge damage.

When comparing SCADA systems, it is of the utmost importance to consider the life cycle. The life cycle of a SCADA system is determined by the brand and provider support, durability, availability, as well as compatibility of replacement parts. In most cases, the life cycle of other SCADA systems is only 7 to 10 years. On the other hand, DFS has yet to define our SCADA system's life expectancy. Many of our SCADA systems have been in continuous use for well over 20 years and are still running strong.

We ask that you consider what other SCADA system providers charge per year for the above-mentioned features and services, and extrapolate such cost over the life cycle expectancy of the system. We believe that when you compare the extrapolated value of other SCADA systems to that of DFS, you will see that DFS provides the most economical and durable SCADA system in the industry.

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- **SCADA SOFTWARE & FREE SERVICES FOR LIFE OF SYSTEM:**

The proposed HT4 SCADA Software is manufactured by DFS and operates on a wall-mounted Hyper SCADA Server. A typical off-the-shelf “Windows PC” is utilized for the HMI operator interface. Great attention has been paid to ease of use. The HMI platform is the familiar Internet Browser

Distinct benefits and savings are unlimited RTU I/O points, unlimited user access seats, built-in reports, trending tools, 911 alarm notification, 411 remote access, mobile phone access, and the Maria DB open-source database. It’s important to note there are no ongoing costs associated with the use of DFS SCADA Software. All updates, revisions, and future releases of the HT4 SCADA software are available free of charge for the life of your system. **NO MAINTENANCE CONTRACT REQUIRED!**

HT4 MOBILE: This system includes HT4 Mobile, which is an interface developed by DFS for use with a smartphone’s browser app. Please note that HT4 Mobile requires secure Internet access to the HSS via a secure VPN connection. This secure VPN connection, as well as the smartphone(s) with cell carrier service, are the responsibility of the Owner. Tablets or iPads are recommended for remote SCADA access.

- **WARRANTY AND CUSTOMER SUPPORT: (INCLUDES 3-YEAR SURGE/LIGHTNING WARRANTY)**

DFS warrants the proposed system to be free from defects in materials and workmanship for a period of one year. All DFS plug-in modules, radios, power supplies, and pump controllers, carry an additional two-year return-to-factory warranty and are covered against damage due to surge/lightning for the entire 3-year period. Our Service Department operates 24/7/365 to administer all service-related issues. DFS service personnel are full-time DFS employees. DFS telephone-based technical support is provided free of charge for the life of the system. **NO MAINTENANCE CONTRACT REQUIRED!**

The proposed Hyper SCADA Server (HSS) incorporates remote maintenance access, which will allow DFS to perform remote diagnostics and troubleshooting free of charge (during normal business hours) for the life of the system. We have found that most service issues can be resolved remotely, resulting in an immediate resolution. A VPN network router and static public IP, provided by the City, will provide an Internet connection that will permit DFS (and City personnel) remote access to the HSS for maintenance, warranty support, updates, and upgrades.

The HSS also incorporates a “911” alarm dial-out feature. The Owner will be required to provide one (1) telephone line (standard dial-up or POTS line) to the HSS that is dedicated to the system’s 911 feature (a modem). Alternatively, a VoIP based solution may be possible upon further discussion.

Note: All wire terminations and associated work inside the existing control panels, ancillary panels, etc., are to be performed by City or City’s Electrical Contractor. Antenna mounting will also be done by the City’s Electrical Contractor. This includes any required tower or structure for the mounting of antennas.

PUBLIC WORKS BILL OF MATERIAL & SERVICES:

1. TACII CENTRAL SITE PACKAGE:

THIS ITEM INCLUDES THE FOLLOWING:

A. HYPER SCADA SERVER (HSS002-2 FULLY REDUNDANT):

- (1) Enclosure Assembly w/Door Window (Steel, 24”W x 30”H x 8”D)
- (2) Modular Backplane
- (2) Hyper Server Module (HSM003)
- (2) Network Switch Module (NSM001)
- (1) Network Fiber Module (NFM001, connection to CTU)
- (2) Power Supply Module
- (2) 7.0 aH Backup Battery (UPS)

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- (2) RJ-45 Ethernet Surge Protector
- (1) Debian Linux OS w/SQL Software
- (1) Maria DB SQL Relational Database
- (1) HT4 SCADA Software
- (1) HT4 Mobile (smartphone & service by Utility)
- (1) Symphony Harmonious Pump & Flow Management (HSS & Sewer Collection RTUs)

B. CENTRAL TERMINAL UNIT (CTU) INSTALLED AT WATER & WASTE WATER UTILITY OFFICES INDOORS:

- (1) CTU202 NEMA 4X White Composite Enclosure 15.5"H x 13.38"W x 7.69"D
- (1) CTU202 Modular Backplane
- (1) Power Supply Module (PSM003)
- (1) Telemetry Interface Module (TIM001) Radio
- (1) Fiber Interface Module (FIM001)
- (1) Lot Fiber Optic Cable (Multi-Mode), routed from the CTU to the HSS
- (1) 2.6 aH Backup Battery (UPS)
- (1) 10 AMP Breaker
- (1) Lot Terminal Hardware
- (1) RTA209 Yagi Antenna & Coaxial Cable Assembly
- (1) Lot RTC600 Coaxial Cable with Connectors
- (1) FCC Licensing
- (0) COMPUTER WORK STATION (PC): **BY THE CITY OF CASTROVILLE**
- (0) VPN ROUTER: **BY THE CITY OF CASTROVILLE**

C. CENTRAL SITE ONSITE SERVICES

DFS will provide field services for the wiring inside the HSS and CTU, startup, and commissioning per WORK TO BE PROVIDED BY DFS.

D. OPERATOR TRAINING

The initial Operator Training will cover an introduction to the Hyper SCADA Server (HSS) and TCU800 Remote Terminal Unit (RTU). Multiple introductory training courses will be provided via a live online presentation. Also included is one additional day of onsite advanced training to be scheduled at the utility's convenience. The onsite course will be taught in a single 8-hour day. Please note that the maximum number of attendees for onsite training is four (4) people due to the material presentation and effective instructor/student ratio.

RADIO COMMUNICATION ANTENNA INSTALLATION REQUIREMENTS:

- CTU - Public Works RTA209 Offset Yagi at 21' above ground level (agl).
 - FTU to/from Remotes: RTA209 Omnidirectional antenna installed at 55' agl. See **NOTE** below.
 - FTU to/from CTU - Yagi RTA209 directional antenna installed at 21' agl.
 - Airport (New East LS) - Yagi RTA209 directional antenna installed at 21' agl.
 - Koenig Park LS - Yagi RTA209 directional antenna installed at 21' agl.
 - Main LS - Yagi RTA209 directional antenna installed at 21' agl.
 - Riverside LS - Yagi RTA209 directional antenna installed at 21' agl.
 - Country Village LS - Quoted Separately. See DFS Quotation 240124-02-HRH3.
- **IMPORTANT FTU TOWER NOTE:** All radio tower construction will be done by others. To not disrupt any of the existing frequencies or the new DFS frequency, antenna separation will be as follows:
- a) Consideration should be given to securing the tower base to the existing concrete.

- b) Install one additional 10' tower section onto the existing tower. This will require removing the top section, installing the new mid-section, and reinstalling the top section.
- c) Mount the DFS Omni directional antenna at the top of the tower.
- d) Install a DFS Yagi directional antenna 5' below the DFS Omni antenna.
- e) Re-mount the existing Omni antenna 5' below the DFS Yagi antenna.
- f) Route the DFS Omni, and Yagi coax to the DFS forwarding Terminal Unit (FTU) installed on the existing rack next to the GST. Reuse the existing coax for the existing Omni antenna.

SUMMARY OF SCOPE

DFS will provide the Central Site Equipment (CSE), a Forwarding Terminal Unit (FTU), and four (4) Remote LS RTUs. The FTU will be located at Medina GST. The sewer collection locations are Airport (New East) LS (RTU201), Koenig Park LS (RTU203), Main LS (RTU205), and Riverside LS (RTU207). DFS will also provide Vega well-level transducers for the lift stations.

DFS will manufacture the RTUs and provide automation configurations. DFS will provide field services for the wiring inside the DFS panels, startup, and commissioning to support the provided SCADA system.

All physical installations (panels, antennas, transducers, etc.) are by others. The Utility shall hire an electrical contractor to perform all installation work.

FIELD BILL OF MATERIAL & SERVICES:

A. Forwarding Terminal Unit (FTU) Assembly:

- (1) FTU Enclosure White NEMA 4X 15.5Hx23Wx6D 316 SS RTU204 w/MBP001-4 Backplane
- (1) PSM003-1 Power Supply Module
- (2) TIM007 (Radio) Module
- (1) Analog Monitor Module (AMM002)
- (2) Edco DRS-36 Analog Surge Protector
- (2) RF pigtail
- (1) SPS001 RTU Surge Protection Kit
- (1) 10 Amp Breaker
- (2) Polyphaser Coaxial Surge Protector
- (1) 2.6 Ah Backup Battery
- (1) Lot Terminal Hardware
- (1) 21' Aluminum Mast and Mast Support for CTA209 Dipole Omni
- (1) CTA209 Dipole Omni (4 Lobes) & Coaxial Cable Assembly
- (1) RTA209 Yagi Antenna & Coaxial Cable Assembly
- (1) Lot RTC-600 Cable w/Connectors
- (1) FCC Licensing Services
- (1) Project Management, Testing, Configs, Base-page Update & Startup Services

B. TCU800 RTU Assembly:

- (4) TCU800 Enclosure w/Plate, 24Hx20Wx8D 316 SS
- (4) TCU800 Pump Controller w/Radio
- (4) Deluxe Snap-in Installation Kit w/Wire Harness *(includes 1 Relay for Alarm Output)*
- (4) TCU800 Harness Relay Adder Kit *(adds 4 Relays for Pump & Aux Outputs)*
- (4) RF pigtail
- (4) RTU Surge Protection Kit
- (4) 3-Phase Surge Protector Kit
- (4) Polyphaser Coaxial Surge Protector
- (4) 7.0 Ah Backup Battery

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- (4) RTA209 Yagi Antenna & Coaxial Cable Assembly
- (4) TCU Wiring Services, Limited to TCU800 internal enclosure terminations
- (4) Project Management, Testing, Configs, Base-page Update & Startup Services
- (4) FCC Licensing Services

C. Lift Station Wet-Well Level Transducer:

- (4) VegaPuls C 21 RA-222 23X Surface Mount Level Transducer w/32' 4-20mA Cable (install by others)

D. SPARE PARTS:

- (1) Power Supply Module (PSM003)
- (2) Telemetry Interface Module (TIM007) Radio
- (1) Fiber Interface Module (FIM001)
- (1) TCU800 w/radio

WORK TO BE PERFORMED BY DFS:

1. DFS will provide and ship the proposed equipment for installation by others.
2. DFS will perform all wire terminations inside DFS panels.
3. DFS will complete all TCU800 configurations at the central site. Central site configurations include a default-generated graphical screen (no custom screens).
4. DFS will provide on-site start-up services.

WORK TO BE PERFORMED BY THE CONTRACTOR / UTILITY / OTHERS:

1. The Utility will contract an Electrical Contractor licensed in Texas to perform all required installations for the proposed equipment.
2. All required antenna towers will be supplied and installed by the electrical contractor.
3. All recommended modifications to existing tower(s) are the responsibility of others.
4. The contractor shall mount the TCU Enclosure within 15' of the tower (by others) to minimize coaxial cable length. All required panel mounting structures and related hardware are the responsibility of others.
5. The electrical subcontractor will provide and install the conduit, signal wire, and 120 VAC power in accordance with the NEC. AC service wires, digital signal wires, and analog circuit wires shall not occupy the same conduits. Analog signals require a shielded 2-conductor wire. DFS recommends 16 AWG stranded wires for all other signals. Terminals with the TCU cannot accept signal wires that are solid core or larger than 12 AWG.
6. The TCU800 Pump Controller shall assume complete control of the lift station pumping operation. The Pump Control Panel must have a "TCU interface terminal strip" for all TCU800 RTU wire connections. DFS will not modify any wiring beyond this terminal strip. Please note the proposed TCU800 is designed to operate up to three (3) fixed-speed pumps (No VFDs).
7. Wire terminations external to the TCU are the responsibility of others. DFS services are limited to terminating wires at the TCU.
8. Conduit for tower/antenna coax cable. This conduit shall be 1" minimum and routed from the base of the proposed tower installation to the DFS RTU panel for coaxial cable. All bends shall conform to NEC for smooth radius (lead sheath) bends 11" min. No LBs or right-angle fittings are permitted on this conduit.
9. **Grounding and Bonding of the antenna tower, tower ground rod, RTU, and Power Utilities ground rod is the responsibility of others. All ground lugs and taps must be bonded using a continuous single 6 AWG solid bare copper wire. Improper grounding will void the DFS lightning and surge warranty. A DFS grounding procedure is available online <https://dataflowsys.com/wp-content/uploads/2023/12/DFS-RTU->**

[Grounding-Procedure.pdf](#)

10. Provide and install all required instrumentation, including manufacturing of mounting rack/posts and sunshield requirements.
11. Surge protection to protect devices outside of the DFS TCU/RTU panel is responsibility of instrumentation / device provider / others. Providers of instrumentation, devices and services are responsible for signal/noise quality to meet the requirements of the control/telemetry system.
12. All required underground locate information must be provided before DFS installation services can be scheduled. DFS will provide an underground locate information form. The Contractor will be the underground locate Point of Contact. The Contractor must provide a contact name and phone number for use by locate services should they need to gain access to a secured construction area or are unable to find the site based on the locate information provided by the Contractor.
13. Demolition, removal, and/or relocation of existing equipment where required.
14. Any required permitting and associated fees.

▪ **PRICING & TERMS:**

This quotation totals **\$160,161.00 for DIRECT PURCHASE**. Any applicable taxes must be added. Shipping charges are included. Lead time is approximately 90 days after receipt of the order or after approved submittal if required. Please review the Quotation Notes listed below. DFS payment terms are NET 30. This proposal will be honored for 90 days. DFS will submit an invoice for each activity, and the payment schedule is as follows:

- 25% Mobilization (upon submittal approval)
- 55% Delivery of Product (or 75% if no submittal)
- 15% Start-Up
- 5% Completion of Punch List items

OPTION - LEASE/PURCHASE IN 12, 24, AND 36 MONTHS:

The Direct Purchase total is \$160,161.00. The following option represents a Lease/Purchase with a Buyout after 12, 24, and 36 months of payments. The standard DFS warranty applies to the Lease/Purchase agreement program. Down payment is due upon execution of the DFS agreement, and monthly payments become due 30 days thereafter.

❖ **\$40,000.00 down payment and \$2,522.00 per month (Monthly Payment).**

- Buyout Option at 12 months of payments is \$100,717.00
- Buyout Option at 24 months of payments is \$70,459.00
- Buyout Option at 36 months of payments is \$40,200.00
- *Term Duration must be specified at purchase. The final Buyout payment is due with the final monthly payment.*

QUOTATION NOTES:

1. Only those items and services specifically listed above are included in this quotation.
2. Please note that lead times may be affected by product/material availability.
3. All applicable taxes must be added to the quotation total. All prices are subject to increases by the amount of any sales, excise, or other tax levied or charged by any governmental agency and are subject to price adjustment in the amount expended by DFS in compliance with any governmental action.
4. Pricing assumes credit approval of the purchaser by DFS and is based on DFS's General Terms & Conditions Governing Quotations and Performance. These Terms and conditions may be viewed by visiting our

website at <https://dataflowsys.com/wp-content/uploads/2023/12/DFS-LLC-GENERAL-TERMS-CONDITIONS.pdf>

5. While DFS is willing to consider the Purchasers' requests for alternate terms and conditions, the adoption of such terms and conditions will be at the sole discretion of DFS and will make necessary a commensurate adjustment in quoted price.
6. Worksite(s) must be accessible by DFS vehicles and DFS crews must have access to work site(s) to perform work during all daylight hours, seven (7) days a week excluding holidays.
7. All items shipped will be billed at the time of shipment. Shipping is included.
8. DFS imposes a surcharge of 3.5% (which is not greater than our cost of acceptance) on the transaction amount on all invoices for which payment is remitted via MasterCard and/or Visa credit card products.
9. This quotation does not include bonding, any required permitting, sealed drawings, or associated fees.
10. This quotation stipulates that DFS' existing insurance provider(s) and policy coverage are acceptable to the Purchaser. DFS insurance information can be downloaded at <https://dataflowsys.com/wp-content/uploads/2023/12/ACORD-FORM-COI-THRU-3-31-2024.pdf>
11. DFS prefers the adoption of our Agreement of Sale as the contract that will establish the terms under which DFS will participate in this project.
12. This quotation is formatted and priced for direct purchase from the Utility. If this scope is to be purchased by others, a revised quote is required to cover additional project administration charges. These additional charges cover routine contractor/developer requirements such as contract management, submittal preparation, project coordination, owner notices, etc.

END OF QUOTATION

FUTURE ELECTRIC
PO Box 356
Pleasanton, TX 78064
office@futureelectricoftexas.com



Estimate

ADDRESS
City of Castroville
1209 Fiorella St.
Castroville, TX 78009

ESTIMATE # 1288
DATE 12/05/2024
EXPIRATION DATE 01/05/2025

PROJECT	DETAIL
Data Flow	Various Sites

DESCRIPTION	AMOUNT
We are pleased to give our price to you to install all components for data flow operation at various sites as listed. Price includes installation of data flow cabinet, Yagi antenna, and telemetries (all provided by others), installation of raceway (above grade GRC, below grade PVC) and conductors, extend enclosure rack or antenna masts, coordination with data flow tech for start up, and demo existing controls and SCADA no longer utilized. Notes: Existing enclosure racks and antenna masts to be reused if possible. Transducers, probes or float switches will be provided by others if needed. Electrical work as per contract agreement. This project is being priced as for a tax exempt entity.	
Airport Lift Station -Not to exceed price \$10,000.00	8,500.00
Country Village Lift Station-Not to exceed price \$9,000.00	7,200.00
Riverside Lift Station-Not to exceed price \$9,700.00	8,000.00
Koenig Lift Station-Not to exceed price \$9,000.00	7,200.00
Main Lift Station-Not to exceed price \$12,000.00	8,500.00
Public Works-Install data flow cabinet and antenna (both provided by others). Price includes demo of existing SCADA cabinet.	2,100.00
TECL 18039 Estimator Daniel Guerra. I can be reached at 210-519-7293.	SUBTOTAL 41,500.00 TAX 0.00 TOTAL \$41,500.00

Accepted By	Accepted Date
-------------	---------------

FUTURE ELECTRIC
PO Box 356
Pleasanton, TX 78064
office@futureelectricoftexas.com



Estimate

ADDRESS
City of Castroville
1209 Fiorella St.
Castroville, TX 78009

ESTIMATE # 1290
DATE 12/06/2024
EXPIRATION DATE 01/06/2025

PROJECT
Main Hub Data Flow

DESCRIPTION	AMOUNT
We are pleased to give our price to you to install all components for data flow operation. Price includes installation of data flow cabinet both FTU and CPU, Yagi antenna, and all telemetries (all provided by others), raceway and conductors (raceways above grade GRC, below grade PVC), extend enclosure rack or antenna masts, coordination with data flow tech for start up, and demo of existing controls and SCADA no longer utilized. Notes: Existing racks and antenna masts will be reused if possible.	
Not to exceed price: \$15,000.00	
Electrical work as per contract agreement. This project is being priced as for a tax exempt entity.	10,700.00
TECL 18039 Estimator Daniel Guerra. I can be reached at 210-519-7293.	
SUBTOTAL	10,700.00
TAX	0.00
TOTAL	\$10,700.00

Accepted By

Accepted Date

**AHE ELECTRICAL SERVICES**

170 Mariposa Dr
Poteet TX, 78065
210.265.7748
TDLR #407116
TECL #34690
ahuron@ahetx.com

November 19, 2024
Quote # 24103 REV1
Quote Expiration:
December 24, 2024

Castroville Public Works Department

703 Paris St.
Castroville, Texas 78009
830.200.9518
Rcarrasco@castrovilletx.gov

Attention: Ricky Carrasco

Reference: DFS Sewer Collection SCADA

SCOPE OF WORK

Install all physical and electrical installations (panels, antennas, etc.) for the proposed equipment at the following locations:

**Central Site at Water & Waste Utility Office (Indoors)
Forward Terminal Unit at Medina GST
Airport (New East) LS (RTU201)
Koenig Park LS (RTU203)
Main LS (RTU205)
Riverside LS (RTU207)**

**Electrical installations are subjected and not limited to scope of work provided by DFS DataFlow Systems.
(240717-01-SH)
(IE: antennas, transducers, towers, coax cable, surge protection, ect.)**



Mr. Carrasco,

I am pleased to submit the following proposal to furnish all supervision, labor, tools, material, and construction equipment to complete this project in accordance with your request for electrical construction services.

Proposed per location:

ELECTRICAL LABOR
\$27,015.00
ELECTRICAL MATERIAL
\$3,700.00
TOTAL AMOUNT
\$30,715.00

All Applicable Taxes included

Scope of work per plans and specifications are to 100% completion.

Client understands and approves of the work/cost described on this document. If requested by owner/builder to deviate from original scope of work or drawings. A Change Order will be required which will increase final invoice statement. After project completion. Payment is required within 14 days. If no payment is received within 14 days. An additional 2% of final invoice will be added per day.

EXCEPTIONS:

Should any unknown issues arise during or after installation performed by AHE. They will be addressed with client and can be resolved by AHE but will be classified as a Change Order.

EXCLUSIONS:

AHE is not responsible for damage to any utility lines while trenching that are not located or located incorrectly. AHE can repair damages upon approval and will be considered a Change Order.

TECHNICAL CLARIFICATIONS

1. The proposal bid price is based on all clarifications, qualifications, and/or exemptions being made an integral part of any resulting contract.
2. This proposal is based on a pre-award meeting to insure scope and intent.



3. This proposal is firm for acceptance for Thirty (30) calendar days of the proposal date.
4. This proposal is based on a four (4) to five (5) week. Eight (8) hours per day. Any additional days required for any reason from customer, owner, or builder will result in payment from customer, owner, or builder to AHE as a time and material payment. Invoice will be submitted.
5. This proposal is subject to mutual agreement on the Terms and Conditions of a formal contract prior to there being any binding obligation on the part of either party.
6. This proposal is based upon current market conditions for labor and material. No provisions have been included for escalation or contingency.
7. AHE reserves the right to request compensation for increases due to possible import tariffs on commodities (i.e., steel, aluminum, copper, etc.).
8. No provisions have been included for work stoppage due to project operations. All costs associated with such delays will be for the buyer's account.
9. This proposal does not include the cost of additional permits outside "GENERAL ELECTRICAL PERMITS". Should AHE be required to obtain additional permits, all cost incurred by AHE to acquire permits and the actual cost of the permits will be submitted as a contract change and invoiced at cost.
10. AHE is not involved with and can take no responsibility for the design on this project. We have assumed for the purpose of the bid that the designers have adequately addressed all design requirements, including all applicable codes.
11. Security for the project site and laydown areas will be furnished by others.
12. AHE will be responsible for removing trash generated by same to an onsite common dumpster which will be furnished and maintained by others.
13. All material, which is to be furnished by others, will be supplied to the site during normal working hours, in a timely manner and with sufficient quantities to meet the requirements of the project scope and schedule.
14. All electrical raceway supports, i.e. uni-strut, angle iron and small channel, will be furnished and installed by AHE. No provisions for structural steel supports have been included. All structural steel supports will be furnished and installed by others.
15. This proposal is based on the attached scope of work.
16. Additional labor cost shall be invoiced for work performed on the following Holidays:
 - New Year's Day
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
17. Labor tickets and material will be invoiced weekly, and all invoices are net **fourteen (14) days** from the date of invoice.

We appreciate this opportunity to serve your company and look forward to working with you on this and future projects. Should additional information be required, please do not hesitate to notify Anthony Huron (210) 265-7748.



AHE

Section VI, Item f.

EST. 2019

Sincerely,

Anthony Huron
Owner/Master Electrician
ahuron@ahetx.com

CLIENT SIGNATURE

DATE

LOCAL GOVERNMENT CODE

TITLE 8. ACQUISITION, SALE, OR LEASE OF PROPERTY

SUBTITLE A. MUNICIPAL ACQUISITION, SALE, OR LEASE OF PROPERTY

CHAPTER 252. PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 252.001. DEFINITIONS. In this chapter:

(1) "Bond funds" includes money in the treasury received from the sale of bonds and includes the proceeds of bonds that have been voted but have not been issued and delivered.

(2) "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.

(3) "Current funds" includes money in the treasury, taxes in the process of being collected in the current tax year, and all other revenue that may be anticipated with reasonable certainty in the current tax year.

(4) "High technology procurement" means the procurement of equipment, goods, or services of a highly technical nature, including:

(A) data processing equipment and software and firmware used in conjunction with data processing equipment;

(B) telecommunications equipment and radio and microwave systems;

(C) electronic distributed control systems, including building energy management systems; and

(D) technical services related to those items.

(5) "Planning services" means services primarily intended to guide governmental policy to ensure the orderly and coordinated development of the state or of municipal, county, metropolitan, or regional land areas.

(6) "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.

(7) "Sequential purchases" means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

(8) "Time warrant" includes any warrant issued by a municipality that is not payable from current funds.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1250, Sec. 2, eff. Sept. 1, 1989; Acts 1995, 74th Leg., ch. 207, Sec. 1, eff. May 23, 1995.

Sec. 252.002. MUNICIPAL CHARTER CONTROLS IN CASE OF CONFLICT. Any provision in the charter of a home-rule municipality that relates to the notice of contracts, advertisement of the notice, requirements for the taking of sealed bids based on specifications for public improvements or purchases, the manner of publicly opening bids or reading them aloud, or the manner of letting contracts and that is in conflict with this chapter controls over this chapter unless the governing body of the municipality elects to have this chapter supersede the charter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1993, 73rd Leg., ch. 749, Sec. 5, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch. 757, Sec. 7, eff. Sept. 1, 1993.

Sec. 252.003. APPLICATION OF OTHER LAW. The purchasing requirements of Section 361.426, Health and Safety Code, apply to municipal purchases made under this chapter.

Added by Acts 1991, 72nd Leg., ch. 303, Sec. 17, eff. Sept. 1, 1991.

SUBCHAPTER B. COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED

Sec. 252.021. COMPETITIVE REQUIREMENTS FOR PURCHASES. (a) Before a municipality may enter into a contract that requires an expenditure of more than \$50,000 from one or more municipal funds, the municipality must:

(1) comply with the procedure prescribed by this subchapter and Subchapter C for competitive sealed bidding or competitive sealed proposals;

(2) use the reverse auction procedure, as defined by Section 2155.062(d), Government Code, for purchasing; or

(3) comply with a method described by Chapter 2267, Government Code.

(b) A municipality may use the competitive sealed proposal procedure for the purchase of goods or services, including high technology items and insurance.

(c) The governing body of a municipality that is considering using a method other than competitive sealed bidding must determine before notice is given the method of purchase that provides the best value for the municipality. The governing body may delegate, as appropriate, its authority under this subsection to a designated representative. If the competitive sealed proposals requirement applies to the contract, the municipality shall consider the criteria described by Section 252.043(b) and the discussions conducted under Section 252.042 to determine the best value for the municipality.

(d) This chapter does not apply to the expenditure of municipal funds that are derived from an appropriation, loan, or grant received by a municipality from the federal or state government for conducting a community development program established under Chapter 373 if under the program items are purchased under the request-for-proposal process described by Section 252.042. A municipality using a request-for-proposal process under this subsection shall also comply with the requirements of Section 252.0215.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 56(b), eff. Aug. 28, 1989; Acts 1993, 73rd Leg., ch. 749, Sec. 1, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch. 757, Sec. 11, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 45, Sec. 1, eff. May 5, 1995; Acts 1997, 75th Leg., ch. 790, Sec. 1, eff. June 17, 1997; Acts 1999, 76th Leg., ch. 571, Sec. 1, eff. June 18, 1999; Acts 2001, 77th Leg., ch. 115, Sec. 1, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 436, Sec. 2, eff. May 28, 2001; Acts 2001, 77th Leg., ch. 436, Sec. 3, eff. May 28, 2001; Acts 2001, 77th Leg., ch. 1409, Sec. 1, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 217, Sec. 1, eff. June 18, 2003; Acts 2003, 78th Leg., ch. 1276, Sec. 12.003, eff. Sept. 1, 2003.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [434](#), Sec. 1, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [1213](#), Sec. 1, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [1272](#), Sec. 1, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [1272](#), Sec. 2, eff. September 1, 2007.

Acts 2011, 82nd Leg., R.S., Ch. [1129](#), Sec. 4.01, eff. September 1, 2011.

Sec. 252.0215. COMPETITIVE BIDDING IN RELATION TO HISTORICALLY UNDERUTILIZED BUSINESS. A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section.

Added by Acts 1993, 73rd Leg., ch. 749, Sec. 3, eff. Sept. 1, 1993.

Amended by Acts 1997, 75th Leg., ch. 165, Sec. 17.18, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 115, Sec. 2, eff. Sept. 1, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [434](#), Sec. 2, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [937](#), Sec. 1.100, eff. September 1, 2007.

Sec. 252.022. GENERAL EXEMPTIONS. (a) This chapter does not apply to an expenditure for:

(1) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;

(2) a procurement necessary to preserve or protect the public health or safety of the municipality's residents;

(3) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;

(4) a procurement for personal, professional, or planning services;

(5) a procurement for work that is performed and paid for by the day as the work progresses;

(6) a purchase of land or a right-of-way;

(7) a procurement of items that are available from only one source, including:

(A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;

(B) films, manuscripts, or books;

(C) gas, water, and other utility services;

(D) captive replacement parts or components for equipment;

(E) books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and

(F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;

(8) a purchase of rare books, papers, and other library materials for a public library;

(9) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;

(10) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;

(11) a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;

(12) personal property sold:

(A) at an auction by a state licensed auctioneer;

(B) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;

(C) by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or

(D) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

(13) services performed by blind or severely disabled persons;

(14) goods purchased by a municipality for subsequent retail sale by the municipality;

(15) electricity; or

(16) advertising, other than legal notices.

(b) This chapter does not apply to bonds or warrants issued under Subchapter A, Chapter 571.

(c) This chapter does not apply to expenditures by a municipally owned electric or gas utility or unbundled divisions of a municipally owned electric or gas utility in connection with any purchases by the municipally owned utility or divisions of a municipally owned utility made in accordance with procurement procedures adopted by a resolution of the body vested with authority for management and operation of the municipally owned utility or its divisions that sets out the public purpose to be achieved by those procedures. This subsection may not be deemed to exempt a municipally owned utility from any other applicable statute, charter provision, or ordinance.

(d) This chapter does not apply to an expenditure described by Section 252.021(a) if the governing body of a municipality determines that a method described by Chapter 2267, Government Code, provides a better value for the municipality with respect to that expenditure than the procedures described in this chapter and the municipality adopts and uses a method described in that subchapter with respect to that expenditure.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 47(c), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1001, Sec. 1, eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 42, Sec. 1, eff. April 25, 1991; Acts 1993, 73rd Leg., ch. 749, Sec. 7, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch.

757, Sec. 9, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 207, Sec. 2, eff. May 23, 1995; Acts 1995, 74th Leg., ch. 746, Sec. 1, eff. Aug. 28, 1995; Acts 1997, 75th Leg., ch. 125, Sec. 1, eff. May 19, 1997; Acts 1997, 75th Leg., ch. 1370, Sec. 3, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 405, Sec. 41, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1409, Sec. 2, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 1420, Sec. 8.290, eff. Sept. 1, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [434](#), Sec. 3, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. [885](#), Sec. 3.77(3), eff. April 1, 2009.

Acts 2011, 82nd Leg., R.S., Ch. [1129](#), Sec. 4.02, eff. September 1, 2011.

Sec. 252.023. EXEMPTIONS FROM REFERENDUM PROVISIONS. The referendum provisions prescribed by Section 252.045 do not apply to expenditures that are payable:

- (1) from current funds;
- (2) from bond funds; or
- (3) by time warrants unless the amount of the time warrants issued by the municipality for all purposes during the current calendar year exceeds:
 - (A) \$7,500 if the municipality's population is 5,000 or less;
 - (B) \$10,000 if the municipality's population is 5,001 to 24,999;
 - (C) \$25,000 if the municipality's population is 25,001 to 49,999; or
 - (D) \$100,000 if the municipality's population is more than 50,000.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1991, 72nd Leg., ch. 109, Sec. 1, eff. Aug. 26, 1991.

Sec. 252.024. SELECTION OF INSURANCE BROKER. This chapter does not prevent a municipality from selecting a licensed insurance broker as the sole broker of record to obtain proposals and coverages for

excess or surplus insurance that provides necessary coverage and adequate limits of coverage in structuring layered excess coverages in all areas of risk requiring special consideration, including public official liability, police professional liability, and airport liability. The broker may be retained only on a fee basis and may not receive any other remuneration from any other source.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

SUBCHAPTER C. PROCEDURES

Sec. 252.041. NOTICE REQUIREMENT. (a) If the competitive sealed bidding requirement applies to the contract, notice of the time and place at which the bids will be publicly opened and read aloud must be published at least once a week for two consecutive weeks in a newspaper published in the municipality. The date of the first publication must be before the 14th day before the date set to publicly open the bids and read them aloud. If no newspaper is published in the municipality, the notice must be posted at the city hall for 14 days before the date set to publicly open the bids and read them aloud.

(b) If the competitive sealed proposals requirement applies to the contract, notice of the request for proposals must be given in the same manner as that prescribed by Subsection (a) for the notice for competitive sealed bids.

(c) If the contract is for the purchase of machinery for the construction or maintenance of roads or streets, the notice for bids and the order for purchase must include a general specification of the machinery desired.

(d) If the governing body of the municipality intends to issue time warrants for the payment of any part of the contract, the notice must include a statement of:

- (1) the governing body's intention;
- (2) the maximum amount of the proposed time warrant indebtedness;
- (3) the rate of interest the time warrants will bear; and
- (4) the maximum maturity date of the time warrants.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1991, 72nd Leg., ch. 109, Sec. 2, eff. Aug. 26, 1991; Acts 1993, 73rd Leg., ch. 749, Sec. 4, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch. 757, Sec. 6, eff. Sept. 1, 1993.

Sec. 252.0415. PROCEDURES FOR ELECTRONIC BIDS OR PROPOSALS.

(a) A municipality may receive bids or proposals under this chapter through electronic transmission if the governing body of the municipality adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

(b) Notwithstanding any other provision of this chapter, an electronic bid or proposal is not required to be sealed. A provision of this chapter that applies to a sealed bid or proposal applies to a bid or proposal received through electronic transmission in accordance with the rules adopted under Subsection (a).

Added by Acts 2001, 77th Leg., ch. 1063, Sec. 6, eff. Sept. 1, 2001.

Sec. 252.042. REQUESTS FOR PROPOSALS FOR CERTAIN PROCUREMENTS.

(a) Requests for proposals made under Section 252.021 must solicit quotations and must specify the relative importance of price and other evaluation factors.

(b) Discussions in accordance with the terms of a request for proposals and with regulations adopted by the governing body of the municipality may be conducted with offerors who submit proposals and who are determined to be reasonably qualified for the award of the contract. Offerors shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. To obtain the best final offers, revisions may be permitted after submissions and before the award of the contract.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 56(c), eff. Aug. 28, 1989; Acts 1995, 74th Leg., ch. 45, Sec. 2, eff. May 5, 1995.

Sec. 252.043. AWARD OF CONTRACT. (a) If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.

(b) In determining the best value for the municipality, the municipality may consider:

- (1) the purchase price;
- (2) the reputation of the bidder and of the bidder's goods or services;
- (3) the quality of the bidder's goods or services;
- (4) the extent to which the goods or services meet the municipality's needs;
- (5) the bidder's past relationship with the municipality;
- (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and
- (8) any relevant criteria specifically listed in the request for bids or proposals.

(b-1) In addition to the considerations provided by Subsection (b), a joint board described by Section 22.074(d), Transportation Code, that awards contracts in the manner provided by this chapter may consider, in determining the best value for the board, the impact on the ability of the board to comply with laws, rules, and programs relating to contracting with small businesses, as defined by 13 C.F.R. Section 121.201.

(c) Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.

(d) Except as provided by Subsection (d-1), the contract must be awarded to the lowest responsible bidder if the competitive sealed bidding requirement applies to the contract for construction of:

(1) highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects, or related types of projects associated with civil engineering construction; or

(2) buildings or structures that are incidental to projects that are primarily civil engineering construction projects.

(d-1) A contract for construction of a project described by Subsection (d) that requires an expenditure of \$1.5 million or less may be awarded using the competitive sealed proposal procedure prescribed by Subchapter D, Chapter 2267, Government Code.

(e) If the competitive sealed bidding requirement applies to the contract for construction of a facility, as that term is defined by Section 2267.001, Government Code, the contract must be awarded to the lowest responsible bidder or awarded under the method described by Chapter 2267, Government Code.

(f) The governing body may reject any and all bids.

(g) A bid that has been opened may not be changed for the purpose of correcting an error in the bid price. This chapter does not change the common law right of a bidder to withdraw a bid due to a material mistake in the bid.

(h) If the competitive sealed proposals requirement applies to the contract, the contract must be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the request for proposals.

(i) This section does not apply to a contract for professional services, as that term is defined by Section 2254.002, Government Code.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 1370, Sec. 4, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 1409, Sec. 3, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. [739](#), Sec. 1, eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. [428](#), Sec. 1, eff. June 15, 2007.

Acts 2011, 82nd Leg., R.S., Ch. [1129](#), Sec. 4.03, eff. September 1, 2011.

Sec. 252.0435. SAFETY RECORD OF BIDDER CONSIDERED. In determining who is a responsible bidder, the governing body may take into account the safety record of the bidder, of the firm, corporation, partnership, or institution represented by the bidder, or of anyone acting for such a firm, corporation, partnership, or institution if:

- (1) the governing body has adopted a written definition and criteria for accurately determining the safety record of a bidder;
- (2) the governing body has given notice to prospective bidders in the bid specifications that the safety record of a bidder may be considered in determining the responsibility of the bidder; and
- (3) the determinations are not arbitrary and capricious.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 58(b), eff. Aug. 28, 1989.

Sec. 252.0436. CONTRACT WITH PERSON INDEBTED TO MUNICIPALITY.

(a) A municipality by ordinance may establish regulations permitting the municipality to refuse to enter into a contract or other transaction with a person indebted to the municipality.

(b) It is not a violation of this chapter for a municipality, under regulations adopted under Subsection (a), to refuse to award a contract to or enter into a transaction with an apparent low bidder or successful proposer that is indebted to the municipality.

(c) In this section, "person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the municipality requiring approval by the governing body of the municipality.

Added by Acts 2003, 78th Leg., ch. 156, Sec. 1, eff. Sept. 1, 2003.

Sec. 252.044. CONTRACTOR'S BOND. (a) If the contract is for the construction of public works, the bidder to whom the contract is awarded must execute a good and sufficient bond. The bond must be:

- (1) in the full amount of the contract price;

(2) conditioned that the contractor will faithfully perform the contract; and

(3) executed, in accordance with Chapter 2253, Government Code, by a surety company authorized to do business in the state.

(b) Repealed by Acts 1993, 73rd Leg., ch. 865, Sec. 2, eff. Sept. 1, 1993.

(c) The governing body of a home-rule municipality by ordinance may adopt the provisions of this section and Chapter 2253, Government Code, relating to contractors' surety bonds, regardless of a conflicting provision in the municipality's charter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1993, 73rd Leg., ch. 865, Sec. 2, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 76, Sec. 5.95(17), eff. Sept. 1, 1995.

Sec. 252.045. REFERENDUM ON ISSUANCE OF TIME WARRANTS. (a) If, by the time set for letting a contract under this chapter, a written petition with the required signatures is filed with the municipal secretary or clerk requesting the governing body of the municipality to order a referendum on the question of whether time warrants should be issued for an expenditure under the contract, the governing body may not authorize the expenditure or finally award the contract unless the question is approved by a majority of the votes received in the referendum. The petition must be signed by at least 10 percent of the qualified voters of the municipality whose names appear as property taxpayers on the municipality's most recently approved tax rolls.

(b) If a petition is not filed, the governing body may finally award the contract and issue the time warrants. In the absence of a petition, the governing body may, at its discretion, order the referendum.

(c) The provisions of Subtitles A and C, Title 9, Government Code, relating to elections for the issuance of municipal bonds and to the issuance, approval, registration, and sale of bonds govern the referendum and the time warrants to the extent those provisions are consistent with this chapter. However, the time warrants may mature over a term exceeding 40 years only if the governing body finds that the financial condition of the municipality will not permit payment

of warrants issued for a term of 40 years or less from taxes that are imposed substantially uniformly during the term of the warrants.

(d) This section does not supersede any additional rights provided by the charter of a special-law municipality and relating to a referendum.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 1064, Sec. 38, eff. Sept. 1, 1999.

Sec. 252.046. CIRCUMSTANCES IN WHICH CURRENT FUNDS TO BE SET ASIDE. If an expenditure under the contract is payable by warrants on current funds, the governing body of the municipality by order shall set aside an amount of current funds that will discharge the principal and interest of the warrants. Those funds may not be used for any other purpose, and the warrants must be discharged from those funds and may not be refunded.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 252.047. PAYMENT METHOD FOR CERTAIN CONTRACTS. If the contract is for the construction of public works or for the purchase of materials, equipment, and supplies, the municipality may let the contract on a lump-sum basis or unit price basis as the governing body of the municipality determines. If the contract is let on a unit price basis, the information furnished to bidders must specify the approximate quantity needed, based on the best available information, but payment to the contractor must be based on the actual quantity constructed or supplied.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 252.048. CHANGE ORDERS. (a) If changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, the governing body of the municipality may approve change orders making the changes.

(b) The total contract price may not be increased because of the changes unless additional money for increased costs is

appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants.

(c) If a change order involves a decrease or an increase of \$50,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change orders.

(c-1) If a change order for a public works contract in a municipality with a population of 500,000 or more involves a decrease or an increase of \$100,000 or less, or a lesser amount as provided by ordinance, the governing body of the municipality may grant general authority to an administrative official of the municipality to approve the change order.

(d) The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 706, Sec. 1, eff. Sept. 1, 1995; Acts 1995, 74th Leg., ch. 746, Sec. 2, eff. Aug. 28, 1995.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. [479](#), Sec. 1, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. [1129](#), Sec. 2.09, eff. September 1, 2011.

Sec. 252.049. CONFIDENTIALITY OF INFORMATION IN BIDS OR PROPOSALS. (a) Trade secrets and confidential information in competitive sealed bids are not open for public inspection.

(b) If provided in a request for proposals, proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for public inspection.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 252.050. LEASE-PURCHASE OR INSTALLMENT PURCHASE OF REAL PROPERTY. (a) This section applies only to a lease-purchase or installment purchase of real property financed by the issuance of certificates of participation.

(b) The governing body of a municipality may not make an agreement under which the municipality is a lessee in a lease-purchase of real property or is a purchaser in an installment purchase of real property unless the governing body first obtains an appraisal by a qualified appraiser who is not an employee of the municipality. The purchase price may not exceed the fair market value of the real property, as shown by the appraisal.

Added by Acts 1989, 71st Leg., 1st C.S., ch. 10, Sec. 2, eff. Oct. 18, 1989.

Sec. 252.051. APPRAISAL REQUIRED BEFORE PURCHASE OF PROPERTY WITH BOND PROCEEDS. A municipality may not purchase property wholly or partly with bond proceeds until the municipality obtains an independent appraisal of the property's market value.

Added by Acts 2011, 82nd Leg., R.S., Ch. [719](#), Sec. 1, eff. September 1, 2011.

SUBCHAPTER D. ENFORCEMENT

Sec. 252.061. INJUNCTION. If the contract is made without compliance with this chapter, it is void and the performance of the contract, including the payment of any money under the contract, may be enjoined by:

(1) any property tax paying resident of the municipality;
or

(2) a person who submitted a bid for a contract for which the competitive sealed bidding requirement applies, regardless of residency, if the contract is for the construction of public works.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. [979](#), Sec. 1, eff. September 1, 2009.

Sec. 252.062. CRIMINAL PENALTIES. (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

(b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.

(c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1250, Sec. 3, eff. Sept. 1, 1989.

Sec. 252.063. REMOVAL; INELIGIBILITY. (a) The final conviction of a municipal officer or employee for an offense under Section 252.062(a) or (b) results in the immediate removal from office or employment of that person.

(b) For four years after the date of the final conviction, the removed officer or employee is ineligible:

(1) to be a candidate for or to be appointed or elected to a public office in this state;

(2) to be employed by the municipality with which the person served when the offense occurred; and

(3) to receive any compensation through a contract with that municipality.

(c) This section does not prohibit the payment of retirement or workers' compensation benefits to the removed officer or employee.

Added by Acts 1989, 71st Leg., ch. 1250, Sec. 4, eff. Sept. 1, 1989.



CITY COUNCIL AGENDA REPORT

DATE: May 23, 2025

AGENDA OF: May 27, 2025

DEPARTMENT: City Secretary

SUBJECT: Appointments for City Boards and Commissions

RECOMMENDATION:

Consider and take appropriate action on appointing Beatrice Hurtado to an open position on the Zoning Board of Adjustments.

Consider and appropriate action on appointing Marques Fuentes to an open position on the Planning and Zoning Commission.

BACKGROUND:

The Board of Adjustments is made up of a five member board with two alternate positons with staged terms. The board currently has one full board positions (terms ending in 2027) and two alternate positions (terms 2026 and 2025) open. Beatrice (BeBe) Hurtado is a past member in good standing and has submitted an application for an open position.

Marques Fuentes has submitted an application for a position (Full Board Position#5) on the P & Z Commission with a term ending 2026. Mr. Fuentes has previously served on the ZBOA and Parks Board and is in good standing.

FISCAL IMPACT/SOURCE OF FUNDING:

None.

Submitted by:

City Secretary

ATTACHMENTS/ADDITIONAL INFORMATION:

Zoning Board of Adjustments Roster

Planning and Zoning Commission Roster

Applications submitted for the Zoning Board of Adjustments and Planning and Zoning Commission

RECEIVED
MAY 23 2025
12:06pm

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: Beatrice Hurtado Email: bshurtado@yahoo.com

Home Address: 916 Vienna Mailing Address: _____

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

Home Telephone: _____ Cell/Business Telephone: 830-931-4381

Resident of Castroville for 66 years Voter District: 2 Resident of Texas for 66 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: Variance Board (Att) 2nd Choice: Park Board

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

Variance Board 2023-2024

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.

Lived all my life in Castroville. have worked my
job for 48yrs. Very loyal

ZONING BOARD OF ADJUSTMENTS

Section VIII, Item a.

July 2025-2026

Position #	Member/Address	Appointed	Phone #	Email Address	Term Expiration
1.	Joe Holzhaus 602 Berlin Street Castroville, Texas 78009	May 2025	(c) 830-538-9262	joeh40287@gmail.com	2026
2.	Wayne Whitaker 1406 Gentilz Castroville, Texas 78009	May 2025	(c) 830-534-7673	cowboy.doug@yahoo.com	2026
3.	Robbie Klekar 114 Country Lane Castroville, Texas 78009	June 2024	(h) 210-872-4884 (c) 210-349-7300	robbie@ericstad.com	2026
4.	Milton Theis Jr. 115 Madrid Castroville, Texas 78009	June 2023	(c) 210-422-7495	milonthies@gmail.com	2025
5.	OPEN				2025

Alternates:

- | | | |
|----|-------------|------|
| 1. | OPEN | 2026 |
| 2. | OPEN | 2025 |

Council Liaison:

Updates 05-23-2025



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: Marques J. Fuentes Email: 778stretch@sbcglobal.net

Home Address: 1311 Houston st Mailing Address: _____

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

Home Telephone: _____ Cell/Business Telephone: 830 931 1369

Resident of Castroville for 47 years Voter District: 1 Resident of Texas for 47 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: Planning & Zoning 2nd Choice: Zoning board of Adjustments

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

Parks + Rec , ZBOA

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.

Residing within The City and Serving on Boards previously
I feel i'll be a great Asset going forward.

PLANNING AND ZONING COMMISSION

Section VIII, Item a.

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.	OPEN				2026

Alternates:

1.	Brian Griffin 716 Lafayette Castroville, Texas 78009	April 2025	(c) 210-422-1452	pd185@sbcglobal.net	2027
2.	Eduardo Esquivel Jr. 201 Paris Castroville, Texas 78009	April 2024	(c) 210-983-3885	sector40@protonmail.com	2026

Council Liaison: Councilmember Marchman

Updated 05-08-2025



CITY COUNCIL AGENDA REPORT

DATE: May 22, 2025

AGENDA OF: May 27, 2025

DEPARTMENT: Public Works

SUBJECT: Contract for Solid Waste

RECOMMENDATION:

Recommend the City Council review and approve staff's recommendation to enter a 5 year contract with South Texas Refuse Disposal, Inc. (STRD) for municipal solid waste collection, disposal, and recycling services.

BACKGROUND: On April 3, 2025, a Request for Proposal (RFP) was published in the Hondo Anvil Herald newspaper, inviting solid waste service firms to submit proposals for municipal solid waste collection, disposal, and recycling services. The deadline for submissions was April 28, 2025, by which we received proposals from three firms. All submissions met the necessary requirements. The proposals were evaluated by staff using a weighted criteria scoring analysis.

DISCUSSION: Questions

FISCAL IMPACT/SOURCE OF FUNDING: Solid Waste Budget

Submitted by: Scott Dixon /John Gomez

ATTACHMENTS/ADDITIONAL INFORMATION:

Attachment A - Solid Waste RFP

Attachment B- Solid Waste Committee Roster

Attachment C- Solid Waste Comparison Worksheets

Attachment D- RFP Decision Matrix

Attachment E- RFP Decision Score sheets



REQUEST FOR PROPOSALS (RFP) FOR MUNICIPAL SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING SERVICES FOR THE CITY OF CASTROVILLE

Introduction and Instructions

The City of Castroville (City) is seeking proposals from qualified waste management firms to provide **municipal solid waste collection, disposal, and recycling services**. The City intends to award a contract to a service provider capable of delivering **reliable, high-quality, and cost-effective** waste collection services for **residential, commercial, and industrial** customers within the city limits.

Proposals must be **received by April 29, 2025 at 1:30 PM** at the following address:

ATTN: Debra Howe, City Secretary
City of Castroville
1209 Fiorella Street, Castroville, TX 78009

Proposals must be **submitted in a sealed envelope or package** marked "**Request for Proposal for Municipal Solid Waste Services for the City of Castroville.**"

Questions regarding this request must be submitted in writing to **John Gomez** at **John.Gomez@castrovillex.gov** with "RFP Solid Waste Services" in the subject line. The City will issue responses and clarifications via addenda, which will be posted on the City's website.

Late submissions will **not** be considered. The City **reserves the right** to reject any or all proposals, waive informalities, and negotiate with the most qualified firm.

Scope of Work & Required Services

The selected contractor will be responsible for **comprehensive solid waste collection, disposal, and recycling services** in accordance with the requirements outlined below.

1. Residential Waste Collection

- **Curbside Collection:** Provide **once-per-week** collection of residential solid waste using **96-gallon carts**.
- **Bulk Waste & Brush Collection:** Provide **monthly collection** of up to **six (6) cubic yards** of bulk waste and brush per household.
- **Recycling Services:** Provide **weekly collection** of recyclables using a designated **96-gallon recycling cart** per household. Alternate recycling methods including community drop-off recycling centers may be considered.
- **Hazardous Waste Disposal:** Provide an **"At Your Door Special Collection"** service for household hazardous waste and electronic waste (if applicable).

2. Commercial & Industrial Waste Collection

- **Light Commercial Collection:** Provide **weekly collection** for businesses using **96-gallon carts**.
- **Commercial Dumpsters:** Offer collection services for businesses and institutions using **2, 3, 4, 6, and 8 cubic yard containers**. Frequency of collection will be **as agreed upon with each business**.
- **Roll-Off Services:** Provide **20, 30, and 40 cubic yard roll-off bins** for industrial and high-volume waste generators.

3. City Services

The selected provider must **provide the following services at no cost to the City:**

1. **Collection and disposal of solid waste at all municipal facilities**, including City Hall, parks, the library, and other City-owned properties.
2. **Provision of dumpsters at major City events** (minimum **four events per year**).
3. **Annual contribution of six (6) free roll-off containers** for City use two (2) at Public Works.
4. **Senior Citizen Billing Discount:** Offer reduced-rate services for eligible senior residents, including **door-to-door collection if required**.
5. **Emergency Services:** In the event of a **natural disaster or storm event**, the contractor must be prepared to assist with debris collection, same day but no later than next day.
6. **Customer Service & Complaint Resolution:** Maintain a **local or toll-free** customer service hotline with a response time of **no more than 24 hours** for complaints or missed collections.
7. **Community Support:** Provide evidence of financial or in-kind support for local community and/or non-profit organizations.

Proposal Submission Requirements

Proposals must include the following:

1. **Cover Letter:** Signed by an authorized representative, indicating the firm's interest in providing the requested services.
2. **Company Background & Qualifications:** A description of the firm's history, experience, and qualifications in solid waste management.
3. **Service Plan:** A detailed plan for providing the services outlined above, including:
 - o Methods for ensuring customer satisfaction and quality service.
 - o Contingency plans for equipment failures, severe weather, and increased service demands.
 - o Proposed collection schedules.
4. **Equipment & Facilities:** A list of all collection vehicles, containers, and disposal sites to be used in fulfilling the contract.
5. **Customer Service Plan:** Description of procedures for handling complaints, service requests, and public outreach.
6. **Pricing Structure:** Proposed rates for all services, including residential, commercial, and industrial collection. Pricing should include costs per **container type and collection frequency**.
7. **Insurance & Performance Bond:** Evidence of the proposer's ability to meet the City's **insurance and liability requirements**.

Type	Amounts
1. Workers' Compensation 2. Employers' Liability	Statutory \$1,000,000 / \$1,000,000 / \$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For Bodily Injury and Property Damage of: \$1,000,000 per occurrence. \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability: a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence

Proposal Evaluation & Selection Criteria

Proposals will be evaluated based on the following weighted criteria:

Evaluation Criteria	Weight (%)
Cost of Service	30%
Experience & Qualifications	20%
Quality of Service Plan	20%
Customer Service & Complaint Resolution	15%
Environmental & Recycling Programs	10%
Innovative Approaches & Added Value	5%

The **City Council** and/or its staff designee will review proposals and may conduct **interviews with the top-ranked firms** before awarding the contract.

Contract Term & Conditions

- The initial contract term will be **five (5) years**, with the option for **one (1) additional five-year renewal** upon mutual agreement.
- Rate adjustments will be considered **annually** based on CPI (Consumer Price Index) and disposal cost changes.
- The contractor must comply with **all local, state, and federal** regulations.
- The City **reserves the right** to terminate the contract for non-performance with **30-day written notice**.

Key Dates & Timeline

- **RFP Release Date:** April 3, 2025
- **Deadline for Questions:** April 18, 2025
- **Proposal Submission Deadline:** April 28, 2025
- **City Council Review & Selection:** May 13, 2025
- **Contract Start Date:** June 9, 2025

The City of Castroville appreciates your interest and looks forward to receiving your proposal.



Proposal Evaluation Committee Roster

Project Title: Request for Proposal (RFP) for Municipal solid waste collection, disposal, and recycling services for the City of Castroville

Date of Evaluation: May 7, 2025

Committee Members

Name	Title	Department
John Gomez	Public Works Director	Public Works
Ricardo Carrasco	Assistant Public Works Director	Public Works
Kathy Adams	Technical Services Supervisor	Public Works
Patricia Lanford	Utility Billing Specialist	Public Works
Jeanette Rodriguez	Technical Services Supervisor	Public Works

Confidentiality & Conflict of Interest Acknowledgment

Each committee member affirms the following:

- I will maintain the confidentiality of all proposal materials and deliberations.
- I have disclosed any potential conflicts of interest.
- I will evaluate proposals fairly and objectively based on the published criteria.

Committee Member Initials: JA Date: 5/7/25

Committee Member Initials: RC Date: 5/7/25

Committee Member Initials: KA Date: 5/7/25

Committee Member Initials: PL Date: 5/7/25

Committee Member Initials: JR Date: 5/7/25

Solid Waste Management Proposal Comparison							
		Frontier	Frontier Notes	STRD	STRD Notes	WM	WM Notes
Cost of Service	Residential Services						
	Option One Price	5-Year Contract		Off Site Recycling - 5 Years			
	Toter Garbage	\$ 19.91		\$ 23.25		\$ 29.87	
	Additional Fees	?	Annual Adjustment Increase Based on CPI Index	\$ -			
	Option Two Price	10 - Year Contract		Recycling Cart Included - 5 Years			
	Toter Garbage	\$ 17.00	Year 1	\$ 26.25			
	Additional Fees	\$ 2.00	Increase per Year For Years 2 -	\$ -			
	Additional Fees	?	Years 7-10 Will Have a Price Increase Based on CPI Index	\$ -			
	Additional Toter	\$ 9.75		\$ 5.75		\$ 7.11	
	Replacement Cart Cost					\$ 75.00	
	Additional Recycling			\$ 5.75			
	At-Door Collection	Included		Included			
	Bulk Waste Curbside			Included		Included	
	Brush Waste Curbside			Included		Included	
	Senior Discounts	Open	Open to Discussion	10%	Aged 65 and older	\$ 26.88	Senior Rate
	Small Business Discounts	Open	Open to Discussion				
	Household Hazardous Waste					Included	On Call
	Commerical Containers						
	2 Yard - Weekly	\$ 91.98		\$ 81.73		\$ 87.01	
	2 Yard - Twice Weekly	\$ 167.86		\$ 129.87		\$ 137.19	
	2 Yard - Three Weekly					\$ 216.32	
	3 Yard - Weekly	\$ 109.37		\$ 107.56		\$ 119.34	
	3 Yard - Twice Weekly	\$ 218.53		\$ 138.11		\$ 152.93	
	3 Yard - Three Weekly					\$ 322.93	
	4 Yard - Weekly	\$ 139.42		\$ 123.69		\$ 125.69	
	4 Yard - Twice Weekly	\$ 276.37		\$ 216.49		\$ 237.04	
	4 Yard - Three Weekly					\$ 447.02	
	6 Yard - Weekly	\$ 166.55		\$ 142.15		\$ 179.00	
	6 Yard - Twice Weekly	\$ 318.69		\$ 243.38		\$ 356.40	
	6 Yard - Three Weekly					\$ 709.60	
	8 Yard - Weekly	\$ 245.60		\$ 204.51		\$ 237.04	
	8 Yard - Twice Weekly	\$ 483.49		\$ 367.29		\$ 474.06	
	8 Yard - Three Weekly					\$ 948.07	
	10 Yard - Weekly	\$ -		\$ 287.22			
	10 Yard - Twice Weekly	\$ -		\$ 439.13			
	Additional Fees	?	Annual Adjustment Increase Based on CPI Index	\$ -			
	Extra Pickups					\$ 123.58	All size of Roll-offs, only avaiable on regular service day
	Cart Collection Weekly	\$ 45.00				\$ 30.32	95 Gallon Cart
	Cart Collection Twice a Weekly	\$ 90.00					
	Recycle Collection Weekly					\$ 30.32	95 Gallon Cart
	Extra Cart Collection	\$ 45.00					
	Delivery, Removal, and Exchange Fee	\$ 25.00	Per Occurrence				
	Ancillary						
	Lockbar (per container)			\$ 12.00		\$ 21.34	
	Casters (Per Container)			\$ 12.00		\$ 21.34	
	Snapshot - Unusual					\$ 143.58	
	Roll Off						
	20 Yard Roll of Collection			\$ 442.63	Includes 4 Tons	\$ 515.40	Per Haul
	30 Yard Roll of Collection			\$ 470.29	Includes 4 Tons	\$ 553.28	Per Haul
	40 Yard Roll of Collection	\$ -		\$ 508.42	Includes 4 Tons	\$ 606.34	Per Haul
	Roll Off Delivery (One Time)			\$ 152.10		\$ 189.48	
	Roll Off Rental Fee (Per Day)	\$ 5.00		\$ 8.00		\$ 7.58	
	Additional Roll Off Ton			\$ 75.00	Additional Ton Past 4 Tons		
	Additional Fees	?	Annual Adjustment Increase Based on CPI Index	\$ -			
	Haul Fee	\$ 378.00	Per haul				
	Disposal Fee	\$ 68.78	Per ton				
	Delivery and Relocate Fee	\$ 175.00	Per container				
	Dry Run fee	\$ 150.00	Per container				
	Compactors						
	Compactor	Negotiated	Based on Setup and Service	\$ 875.83	Includes 6 tons		
	Additional Compactor Ton			\$ 75.00	Additional Tons Past 6 Tons		
	20 Yard Sludge Container			\$ 771.25			
	Haul fee	\$ 435.00					
	Disposal Fee	\$ 68.78	Per ton				

Solid Waste Management Proposal Comparison							
		Frontier	Frontier Notes	STRD	STRD Notes	WM	WM Notes
Experiences & Qualifications	Founded	2015		2007		1968	
	Texas Based	Yes				Yes	Waste Management of Texas Inc. created in 1966
	Municipal Contracts	350	Not limited to active contracts	4 + County	4 city contracts and rural communities within medina county		
	Customer Served	170,000+		5,000+			
	Leadership Experience	200+		40+			
	Refrence Letters	7	City of Saint Hedwig, Balch Springs, Woodway, Pearland, Gonzales, Riesel, and Italy. Included reference list of 39 City Municipal contacts from other cities.	8	City of Hondo, Natalia, Somerset, Brackettville, Sabinal, Medina County Commissioners Court, Stinson & Stinson, Inc, and Fort Clark Springs Association		
	Local Facility	San Antonio		Hondo		San Antonio	
	Largest City	McKinney	58,900 Homes	Hondo	2,600 Customers		
	Smallest City	Blum	156 Homes	Sabinal	750 Customers		
	Other Factors						Largest recycler in North America. See packet for other historical notes.

Solid Waste Management Proposal Comparison							
		Frontier	Frontier Notes	STRD	STRD Notes	WM	WM Notes
Quality of Service Plan	Frequency of Residential Pickup	Weekly		Weekly		No Change	Thursday Weekly: Will remain same as current policy
	Service Hours	7 am - 6 pm		6 am - 7 pm		No Change	Will remain same as current policy
	Service Route	Same Route				No Change	Will remain same as current policy. Drivers already know route.
	Frequency of Recycling Pickup			Weekly	Separate day from Trash	No Change	Wednesday Weekly: Will remain same as current policy.
	New Containers				Logged and reported to city monthly		
	Brush & Bulk	Scheduled	Customer must schedule pick up	Within 72	Collected within 72 hours of notice from resident. Can not exceed 8 yards		
	Frequency of Commercial Pickup			Varies			
	Truck Operation Type			Rear Load	Driver and Helper		
	Employee Training	Monthly		Monthly		Monthly	
	Customer Service		Resolves within 24 hours		Keeps log and will report monthly to city. Handled within 24 hours		Multiple customer support channels, online, live chat, and phone
	Event partnership			Yes	Will partner with city and schools as needed		
	Free Waste Collection for City Facilities			Yes	Provided with waste containers at no charge		
	Roll-Off Donations			5	Will donate five roll-off containers to city annually		
	10% Franchise Fee			10%	Provide a 10% franchise fee that will be provided quarterly		
	Community Contributions			\$ 1,500.00	Will be donated annually to local charity	\$ 2,500.00	WM will present a annual check for financial assistance for community organizations
	On Board Computing System	Yes	Samsara GPS and TraceZ on trucks			Already Installed	Devices already tailored to castroville
	Disaster and Emergency Response	Included				Included	
	Maintenance	Included	Most occur in house			Included	Mostly in house maintenance on trucks

Solid Waste Management Proposal Comparison							
		Frontier	Frontier Notes	STRD	STRD Notes	WM	WM Notes
Customer Service and Compliant Services	Customer Service Representative	Included					
	24 Hour response rate	Yes					
	Missed Pick Up	As Soon as Possible					
	Toll Free Number	Included		Included		Included	Includes Interactive voice response, callback system, and contact back
	Customer ServiceHours	7 am - 6 pm					
	Mobile App	Yes	Frontier Waste App				
	Social Media	Yes					
	List of Key Contacts	Yes					
	Holiday Hours Included	Yes		Yes		Yes	Included on the employee console application to include updates
	Service Email					Included	
	Chat Bot					Included	

Solid Waste Management Proposal Comparison							
		Frontier	Frontier Notes	STRD	STRD Notes	WM	WM Notes
Environment and Recycling Programs	Recycling details included	Yes		Yes	Two options: Toter or off site	Yes	Mainly states recycling services wil remain the same
	Serviced Separate Day from Trash	Not clear	Only states secylcyng and trash will be between 7 am - 7 pm	Yes*	If option with toter is selected	Yes	Wednesday
	Weekly	Yes		Yes*	If option with toter is selected. Off site is once a month	Yes	Wednesday Weekly: Will remain same as current policy.
	Environmental Statement Included	No		No		Yes	Highlighted their commitment to suatinability throughout entire document

Solid Waste Management Proposal Comparison							
		Frontier	Frontier Notes	STRD	STRD Notes	WM	WM Notes
Innovative Approach & Added Value	Community Contributions			\$ 1,500.00	Will be donated annually to local charity	\$2,500.00	WM wil present a annual check for financial assistance for community organizations
	Franchise Fee			10%	Provide a 10% francise fee that will be provided quarterly		
	Historical Value						Largest recycler in North America. See packet for other historical notes.



City of Castroville – RFP Decision Matrix

Vendor Name: _____

Date: _____

Requirement	Proposal Section	Score (1 – 5)	Comments
Cost of Service: Proposed rates for all services, including residential, commercial, and industrial collection. Pricing should include costs per container type and collection frequency.			
Experience and Qualification: A description of the firm's history, experience, and qualifications in solid waste management			
Quality of Service Plan: A detailed plan for providing the services outlined above, including: <ul style="list-style-type: none"> • Methods for ensuring customer satisfaction and quality service. • Contingency plans for equipment failures, severe weather, and increased service demands. • Proposed collection schedules. 			
Customer Service and Complaint Resolution: Description of procedures for handling complaints, service requests, and public outreach.			
Environmental and Recycling Programs			
Innovative Approaches and Added Value			

Scoring Criteria

Section VIII, Item b.

Evaluation Criteria

	Weight (%)
Cost of Service	30%
Experience & Qualifications	20%
Quality of Service Plan	20%
Customer Service & Complaint Resolution	15%
Environmental & Recycling Programs	10%
Innovative Approaches & Added Value	5%

Score Criteria

- (Poor):** Requirement is barely addressed or missing.
- (Fair):** Requirement is partially addressed but lacks detail.
- (Adequate):** Requirement is sufficiently addressed but could be improved.
- (Good):** Requirement well addresses with minor gaps.
- (Excellent):** Requirement is fully addressed with comprehensive detail.

Example: Calculate Weighted Scores

Multiply each option's score by the weight of the corresponding criteria.

Example for one option:

Weight % × Score (1-5) = Weighted Score

Criteria	Weight%	Score (1–5)	Weighted Score
Cost of Service	0.3	4	1.2
Quality	0.2	5	1.0
Customer Service	0.2	3	0.6
Recycling	0.15	2	0.3
Total			3.1

City of Castroville-RFP Decision Matrix
Vendor Name: Waste Management

Section VIII, Item b.

RFP Requirements	Team Member (1)	Team Member (2)	Team Member (3)	Team Member (4)	Team Member (5)	Total Score	Total Weighted Score
Cost of Service: Proposed rates for all services, including residential, commercial, and industrial collection. Pricing should include cost per container type and collection frequency.	3	3	4	4	3	17	5.1
Experience and Qualification: A description of the firm’s history, experience, and qualifications in solid waste management	4	5	5	5	5	24	4.8
Quality of Service Plan: A detailed plan for providing the services outlined above, including: Methods for ensuring customer satisfaction and quality service Contingency plans for equipment failures, severe weather, and increased service demands. Proposed collection schedules	3	5	4	4	4	20	4.0
Customer Service and Complaint Resolution: Description of procedures for handling complaints, service requests, and public outreach.	3	4	4	5	5	21	3.2
Environmental and Recycling Programs	3	4	5	5	5	22	2.2
Innovative Approaches and Added Value	3	3	4	5	4	19	9.5
Date: May 7, 2025							
Total Score						123	28.8

RFP Requirements	Team Member (1)	Team Member (2)	Team Member (3)	Team Member (4)	Team Member (5)	Total Score	Total Weighted Score
Cost of Service: Proposed rates for all services, including residential, commercial, and industrial collection. Pricing should include cost per container type and collection frequency.	4	5	5	5	4	23	6.9
Experience and Qualification: A description of the firm's history, experience, and qualifications in solid waste management	5	4	5	4	4	22	4.4
Quality of Service Plan: A detailed plan for providing the services outlined above, including: Methods for ensuring customer satisfaction and quality service Contingency plans for equipment failures, severe weather, and increased service demands. Proposed collection schedules	4	4	4	4	4	20	4.0
Customer Service and Complaint Resolution: Description of procedures for handling complaints, service requests, and public outreach.	3	5	4	4	4	20	3.0
Environmental and Recycling Programs	3	4	4	3	3	17	1.7
Innovative Approaches and Added Value	4	4	5	3	3	19	9.5
Date: May 7, 2025						Total Score	121
							29.5

RFP Requirements	Team Member (1)	Team Member (2)	Team Member (3)	Team Member (4)	Team Member (5)	Total Score	Total Weighted Score
Cost of Service: Proposed rates for all services, including residential, commercial, and industrial collection. Pricing should include cost per container type and collection frequency.	3	3	4	4	3	17	5.1
Experience and Qualification: A description of the firm's history, experience, and qualifications in solid waste management	4	3	5	5	4	21	4.2
Quality of Service Plan: A detailed plan for providing the services outlined above, including: Methods for ensuring customer satisfaction and quality service Contingency plans for equipment failures, severe weather, and increased service demands. Proposed collection schedules	3	4	4	4	3	18	3.6
Customer Service and Complaint Resolution: Description of procedures for handling complaints, service requests, and public outreach.	3	4	4	5	3	19	2.9
Environmental and Recycling Programs	4	4	3	5	3	19	1.9
Innovative Approaches and Added Value	3	4	3	5	3	18	9.0
Date: May 7, 2025							Total Score 112 26.7



CITY COUNCIL AGENDA REPORT

DATE: May 23, 2025

AGENDA OF: May 27, 2025

DEPARTMENT: City Secretary

SUBJECT: Nomination and Election of a Mayor Pro Tem

RECOMMENDATION: Nominate and Elect a member of council to service for a one-year term as Mayor Pro Tem.

BACKGROUND:

In a General Law Type A city at the first meeting after the swearing in of new council members, the city council members are required to elect to serve in the absence, inability, or refusal of the mayor to act a mayor pro tem for a one year term. Tx Loc. Govt. Code 22.037 Current Mayor Pro Tem is District 1 Councilmember Sheena Martinez.

Submitted by:

Debra Howe
City Secretary



CITY COUNCIL AGENDA REPORT

DATE: May 23, 2025

AGENDA OF: May 27, 2025

DEPARTMENT: City Administration

SUBJECT: Resolution Changing the time of regular council meetings

RECOMMENDED MOTION: I move to adopt a Resolution establishing regular council meetings time, date and place for city council meetings.

BACKGROUND

This agenda item was brought before the city council by Mayor Alexander to change the time of regular council meetings to 6:00 p.m. Mayor Alexander also recommended changing the Executive Sessions to an earlier time in an effort to shorten the length of the council meetings. A suggestion was made by the City Attorney to put in language that allowed for the Executive Sessions to start at 5 p.m. when needed and this would alleviate the need to call a special called meeting and having different quorum requirements. All other meetings and times would be considered a Special Call.

FISCAL IMPACT/SOURCE OF FUNDING: N/A

Budgeted ☐ Requires Budget Amendment

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

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

Submitted by: Debra Howe

ATTACHMENTS: Resolution

RESOLUTION NO. R2025 -XXX**A RESOLUTION OF THE CITY COUNCIL OF CASTROVILLE, TEXAS
ESTABLISHING REGULAR MEETING TIME, DATE AND PLACE FOR
CITY COUNCIL MEETINGS**

WHEREAS, Texas Local Government Code Section 22.038 (a) provides City Council shall meet at the time and date determined by resolution adopted by Council; and

WHEREAS, City Council desires to meet on a date or time other than the dates and time previously authorized by Resolution R2022-014; and

WHEREAS, City Council has determined it is in the best interest of the City to conduct regularly scheduled meetings as provided for herein.

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

Section one. City Council Meeting. City Council shall meet at City Hall, located at 1209 Fiorella Street, Texas, on the second and fourth Tuesday of each month at 6:00 p.m.

Section two. Regular meeting schedule. The meeting designated in Section One is the established schedule for regular called meetings. In the event a closed session is needed the meetings will start at 5:00 p.m. All other meetings of the City Council shall be considered special called meetings and may be called in compliance with council rules and state law.

Section four. Finding adopted. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section five. Severability. If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this resolution would have been enacted without such invalid provision.

Section six. Texas Open Meetings Act. It is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section seven. Effective date. This resolution shall become effective immediately upon adoption and approval.

PASSED AND APPROVED this 27th day of May, 2025.

CASTROVILLE, TEXAS

BRUCE ALEXANDER, Mayor

ATTEST:

DEBRA HOWE, City Secretary

DRAFT

Memo

To: Scott Dixon, City Administrator
City Council Members

From: Bruce A. Alexander, Mayor Elect

Date: May 8, 2025

Re: Meeting Dates, Times and Locations

BOA
5/8/25

I propose the following meeting times, dates and locations be established by City Council Resolution:

- All regular meetings of the City Council, Boards and Commissions open to the public shall be held in the City Council Chambers beginning at 6pm.
- All regular meetings of the City Council open to the public shall be held on the 2nd and 4th Tuesday of each month unless otherwise approved by City Council.
- All regular, special and emergency meetings open to the public shall be held in accordance with the open meetings act.
- All regular, special and emergency meetings open to the public shall be recorded and live streamed to provide an opportunity for members of the public to view both in person or online as a live streamed event.
- All established rules of decorum and opportunities for public participation shall be made available to the public at every regular meeting open to the public.
- An executive session meeting of the City Council, when required, shall be scheduled to begin at 3pm on the date of a regular meeting. The regular meeting shall be recessed following the executive session until 6pm for the remainder of the regular meeting open to the public.

I propose these changes to better accommodate public participation and promote a more streamlined meeting process.

PUBLIC PARTICIPATION FORM

Note: This participation form must be presented to the City Staff or Mayor/City council before the agenda item(s) you wish to address are discussed by the city council.

City of Castroville City Council

Public Participation Form

Instructions: Please fill out all appropriate blanks. ***Please print legibly***

NAME: _____

ADDRESS: _____

TELEPHONE: (optional) _____

EMAIL ADDRESS: _____

Which agenda item/items do you wish to address:

Agenda# _____

Subject: _____

In general are you for or against the item/items:

Signature: _____



CITY COUNCIL AGENDA REPORT

DATE: May 23, 2025

AGENDA OF: May 27, 2025

DEPARTMENT: City Secretary

SUBJECT: Council Liaisons

RECOMMENDATION: Appoint Council Liaisons for City Boards and Commissions

BACKGROUND:

Each election year the members of city council are appointed by the Mayor to a Board or Commission to be the liaison.

The current boards and Liaisons are:

Airport – Councilmember Martinez

Library – Councilmember Lee

Planning and Zoning Commission – Councilmember Marchman

Historic Landmark Commission – Councilmember King

Parks and Recreation – Councilmember Merz

ZBOA – (Past liaison was the P & Z liaison or Mayor)

FISCAL IMPACT/SOURCE OF FUNDING:

None.

Submitted by:

ATTACHMENTS/ADDITIONAL INFORMATION:

None

City Administrator's Report



To: Mayor Schroeder & City Council
CC: Staff
From: R. Scott Dixon, City Administrator
Date: May 23, 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

Staff received a preliminary report on the capacity analysis. The gas system is in very good shape. The engineering firm recommended some relatively minor improvements to create more loops within the system that will ensure even greater redundancy and capacity for future growth. Their final report will be completed within the next week or so. Staff will provide an update to council at the June 10th regular meeting.

CPS Wholesale Electric Negotiations

Staff is coordinating with the City's legal counsel on this matter to provide an update to council at an upcoming executive session.

Regional Park Community Center Project

The Regional Park Community Center is in full swing. The foundation preparation and dirt work has been completed. The pipe and gravel have been delivered to the job site. The utility crew is currently trenching to install the water lines. According to the general contractor, civil work on the concrete slab is scheduled to begin in two weeks.

WWTP Dams and ponds

The results of the soil testing have been sent 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

Unfortunately, the pumps connected to the contact chamber are not strong enough to pump the water to the park's irrigation system. The initial cost estimate to make the necessary improvements to allow beneficial re-use in the park on a reliable basis without pumping from the ponds is approximately \$250,000. Staff will seek direction from council on how to proceed.

UDO Progress

At its meeting earlier this month, the P&Z Board recommended adoption of both the Comprehensive Plan and UDO with minor updates that were discussed during the meeting. Staff is working to incorporate the recommended changes into a final draft for council's review in June. Per the council's direction, the contract with Simple City has been closed out and final payment has been made.

Hwy 90 Improvements – Utility Relocation

As was shared with council during the budget workshop, the city has been notified by TxDOT that they will be making improvements to Hwy 90 between 211 and Hondo. They have requested that any utilities currently in the TxDOT Right-of-Way be moved. Staff is coordinating with TxDOT to locate and identify the affected utilities and provide scope and cost estimates for the work. Staff will provide council with a more detail at the June 10th meeting.

City Hall Remodel - RFQ

Following council's direction, staff met with the RFQ committee to review the qualifications from the five respondents. This review resulted in two firms that have been selected as potential partners for this project: McKinstry and Pugh Constructors. The committee will schedule in-person interviews of each firm and provide council with their recommendation at an upcoming council meeting.

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

With the assistance of Houston Marchman and Bob Peterson, staff believes that the problem is being caused by the streaming software, Vimeo. The internet, the cabling, the camera, and the computer settings have all been checked and re-checked. Staff is working with Mr. Peterson and

Vc3 to identify another option for the streaming service. We will get this installed and tested ASAP. Staff will seek further direction regarding when and if other upgrades (new monitors, cameras, microphones, or meeting controls) are desired.

Athens Area Drainage Project

The project area has been staked however, the city engineer has revised the depth and channel requirements to minimize impacts to the city's sewer line that is just north of the project area. 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