



City Council Regular Called Meeting Agenda

COUNCIL CHAMBERS - 1209 FIORELLA STREET

Tuesday, April 08, 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 February 25, 2025 Regular Called Meeting, Minutes for March 13, 2025 Special Called Meeting, and Minutes for March 25, 2025 Regular Called Meeting

VII. Mayor's Report

[a.](#) Mayor's Report on Financial State of the City

VIII. City Council Liaison Report

Airport - April 7, 2025

Library - April 3, 2025

HLC - March 18, 2025

Park - March 19, 2025

P & Z - March 17, 2025

IX. Discussion and Action Items

- a. Discussion and take appropriate action on city branding by adding signage to downtown historic corridor with a focus on Fiorella Street and Paris Street.
- b. Discussion and appropriate action on continuing the Simple City contract for the Unified Development Ordinance (UDO).
- c. Consider and take appropriate action on an application submitted for an open seat on the Historic Landmark Commission

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 April 4, 2025 before 7:00 p.m.

/s/ Debra Howe

City Secretary

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

I. CALL TO ORDER

Mayor Darrin Schroeder called the meeting to order at 5:32 p.m.

II. ROLL CALL

Present:

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

Scott Dixon, City Administrator
Debra Howe, City Secretary
John Gomes, Public Works Director
Breana Soto, Community Development Director
Darin Hamm, Tourism/Business Development Director

Absent:

Councilmember Paul Carey

Others in Attendance:

Dan Santee Attorney, DNRBS&Z

*No District 5 representative

III. PLEDGE OF ALLEIGENCE

IV. INVOCATION

Councilmember Phil King gave the invocation.

V. CITIZENS COMMENTS

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

Bob Lee, 1314 Gentilz, spoke on district 5 needing representation before he was sworn in as an elected official in May. Mr. Lee said he had spoken at the recent Parks Board meeting on the board being included in the Downtown Plan, Comprehensive Plan update and the UDO process. Mr. Lee felt the board needed to

be more involved with parkland decisions. Mr. Lee felt the city council should not be discussing the UDO until the recommendation came from the Planning and Zoning Commission. Mr. Lee said he had spoken with the City of Boerne on place zonings and recommended the city look at what they had adopted before the city approved the UDO. Mr. Lee said Boerne had completed most of their plan in-house and thought the city could benefit from having a discussion with them.

Bruce Alexander, 516 Vienna, asked the city council to postpone any action on the Downtown Master Plan, Comprehensive Plan or the UDO. Mr. Alexander said he was in support of filling district 5 seat before the May election. Mr. Alexander also spoke briefly on the agenda he had pulled up on the website that was different from the agenda at the meeting. Mr. Alexander felt the council should not have an executive session since his version did not have it listed. Mr. Alexander quoted Local Government Code 211.0165 stating that he felt the citizens including himself had not been properly notified when the historic district was created and was not legal.

* City Secretary Debra Howe clarified that the agenda the city council and others received was posted at the official location at least 72 hrs. in advance and was unsure as to how he received the working draft. Ms. Howe said the posting on the website was a courtesy posting for the public. City Administrator Scott Dixon clarified that there were two different options to view the agenda and packet and the PDF version had the correct agenda and the HTML version had, for some reason, the working document shown. Mr. Dixon said this was a new program and staff was still learning the process. Mr. Dixon said they would be putting in an inquiry to the company on this issue.

VI. CONSENT AGENDA

- a. Minutes for February 11, 2025 Regular Called Meeting
- b. Approve amendment to the Flat Creek Development Agreement.

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve the consent agenda. A vote was made (3:0 all ayes) the motion carried by all present.

VII. PRESENTATIONS

- a. Gas System Status Update by Public Works Director, John Gomez

Public Works Director John Gomez briefed the city council on the status of the Gas System. Mr. Gomez said the city was in the process of hiring experienced employees to help the city oversee the system needs. Mr. Gomez said the city had hired Simon Pena as a consultant and he was helping with the compliance requirements and Texas Regulator Consultants were helping with the day to day operations and they were training personnel to be qualified operators of maintenance in the future. Mr. Gomez spoke on the recent odorization of the gas system and the issues citizens had encountered. Mr. Gomez provided information on the number of calls (43), number of repairs on the city side for residential (2), commercial (3) and two pipe leaks at the city gate. Mr. Gomez said the strong odor noted could have been from the odorizer flow valve having been wide open or not properly closed off. Mr. Gomez said they did have some members of the community pleased with the odorizing testing due to finding leaks

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inside their homes. Mr. Gomez said they would be checking with CPS personnel for history on handling incidents like this in the past. Mr. Gomez said the city's Odorizer is in disrepair and CPS did not disclose during the lock change in October. Mr. Gomez said staff would continue to monitor and make adjustments as needed.

b. Presentation of Texas "Tourism Friendly" to City Council

Councilmember Martinez recommended skipping the item as there was no information included in the packet. Council agreed.

VIII. PROCLAMATIONS

a. American Red Cross Proclamation

Mayor Schroeder read a proclamation proclaiming the month of March as American Red Cross month.

IX. CITY ADMINISTRATOR REPORT

a. CA Report Subjects:

Gas Operations Update, CPS Wholesale Electric Negotiations, Regional Park Community Center Project, WWTP Dams & Ponds, Regional Park Irrigation, Waste Management Contract, UDO Progress, AACOG Renewal, USDA Hangar Project, Budget Workshops, Communications Policy, City Hall Remodel, Elevated Water Storage Project, CDBG Waterline Project, Athens Area Drainage Project, Community Survey, City Administrator Contract Extension

City Administrator Scott Dixon briefed the city council on his report. Mr. Dixon highlighted the community center project saying the city had not received any funds as of yet, but Grant Consultant Betty Soto should have an approval letter sometime in the next few days with a construction meeting planned for March 6th. Mr. Dixon said the ponds and dams were a project the parks board was discussing and wanted to hold a joint meeting with the city council on alternative uses. Mr. Dixon said his suggestion was for staff to have a staff update meeting for both the city council and the parks board with no agenda or action instead of a Special Called requiring a quorum of 4. Mr. Dixon said staff would consult with legal counsel on the proper procedure. Mayor Schroeder wanted to make sure the boards were included in areas they were part of. Mayor Schroeder wanted the parks board to be kept up to date on the city council's ideas, but it was different with board involvement on projects with the city council. Councilmember Martinez said she had received questions on why the building at the park had been demolished so early in the project and now having waited. City Administrator Dixon said the city had followed the direction of the USDA and had removed it expecting to have the area ready for the new building but the scheduled had slowed down and now the city was in a waiting position. Councilmember Martinez wanted to invite the city council candidates to the upcoming budget discussions. Mr. Dixon said all budget meetings were open to the public. Councilmember Merz reiterated the city had followed the USDA schedule for the project because the project was to have been completed by the end of the year. Councilmember King also said the city council had approved the demolition when it was proposed.

X. PUBLIC HEARING

- a. Public Hearing on the adoption of the Downtown Master Plan, the adoption of the Comprehensive Plan, and the repealing of Chapter 24: Signs and Signage and Chapter 100: Subdivisions from the Codes of Ordinance, and the Comprehensive Zoning Ordinance and replacing with the new City of Castroville Unified Development Ordinance (UDO). new City of Castroville Unified Development Ordinance (UDO)

Opened: 6:18 p.m.

Community Development Director Breana Soto briefed the city council on the Planning and Zoning Commission (P & Z) recommendation to approve the downtown master plan. Ms. Soto said the P & Z did agree with city council to the areas of change in the Comprehensive Plan and would have made a recommendation but thought the Comprehensive Plan should be adopted at the same time as the UDO. Ms. Soto said they agreed on the changes from P3 to P2.5 in the UDO with residential staying at 12,000 sq. ft. and the area being renamed from transitional to traditional. Ms. Soto said the board agreed ADU's would be allowed by going through the public process and city council approval for a Specific Use Permit. Ms. Soto said they looked at size of the ADU not being over 800 sq. ft.; P2 was more rural with larger lots; P3 allowed multi family; and allowing RV lots through the same public process to be allowed with a Specific Use Permit.

Tammy Alexander, 516 Vienna, was not in favor of the Downtown Master Plan saying it was expanding the district and infringing on residential. Ms. Alexander was not in favor of plans shown for the public works property or a kiosk at Houston Square. Ms. Alexander was in favor of street parking in P2.5 area. Ms. Alexander asked that the city council not take any action that evening.

Bruce Alexander, 516 Vienna, said the P & Z had made a recommendation on the Downtown Master Plan but his recommendation was to have the Historic Landmark Commission and the Parks Advisory Board review all of the plans before any action should be taken. Mr. Alexander read from the city ordinance, Chapter 82 stating the boards associated with the plans are required to make recommendations to the city council and only the P & Z had reviewed the plans. Mr. Alexander felt these boards should review before P & Z made a recommendation and should be tabled until the District 5 position was filled.

Mickey Holzhaus, 514 Washington, clarified the P & Z approved the Downtown Master Plan by a 3:2 vote and no action was taken on the Comprehensive Plan or the UDO. Mr. Holzhaus said he was still asking for a side by side comparison on the UDO. Mr. Holzhaus asked if the city had completed any studies on the utility system to see if the system could handle the additional ADU's.

No one else requested to speak.

Closed: 6:34 p.m.

XI. DISCUSSION AND ACTION ITEMS

- a. Discussion and possible action on the adoption of the Downtown Master Plan

Mayor Schroeder said he had spoken with others on the Downtown Master Plan and questioned how the city would maintain the model shown. Mayor Schroeder said this plan was like the Parks Master Plan, it

was a guideline for the city to follow. Mayor Schroeder asked about the concept of the public works property and the kiosk at Houston Square. Ms. Soto said she had received public support on the concept. Councilmember Merz asked to clarify a comment from Mr. Alexander earlier in the meeting. Mr. Merz asked Mr. Alexander if he had been previously reading from Chapter 82, Section 82.2 (D) Duties #5. Mr. Merz said the ordinance did not say the boards shall be included, it said the board may be consulted and help with the implementation of the Comprehensive Plan. Councilmember King asked what the difference was on the kiosk shown and what was set up during Old Fashion Christmas and if the kiosk could be removed from the plan. Ms. Soto said the kiosk was the same and was temporary for vendors and they could remove. Councilmember Martinez said the P & Z voted to recommend approval but felt HLC and P & Z should review and give their recommendation. Ms. Martinez felt the Parks Master Plan should be included in the Downtown Master Plan with Parks Board input. Ms. Soto said when they started reviewing the Downtown Plan they did consult the Parks Master Plan as they went through the process. Councilmember Merz said the Parks Board and HLC would always get a say in the projects each time a project was introduced. Mr. Merz did not feel the plans needed to go to the boards, the boards were there to implement. City Administrator Dixon said he would review the policy to see if the Parks Board should be included in the adoption process. Mayor Schroeder suggested they could do an in-depth review at this meeting, if the city council wished. Councilmember Merz said he did not see in doing that, he felt everyone had seen it.

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve the Downtown Master Plan as recommended by the Planning and Zoning Commission. A vote was taken (3:0 all ayes) the motion carried by all present.

b. Discussion on the adoption of the Comprehensive Plan

Community Development Director Breana Soto said the P & Z did discussion and did not make a recommendation as they felt it should be adopted at the same time as the UDO. Ms. Soto said they did make the changes to the city council suggested, those being renaming the traditional neighborhoods to stability. Councilmember Martinez asked if the historical district would impact the Comprehensive Plan. Ms. Soto said the historic district did not affect the plan. Ms. Soto said the Comprehensive Plan did speak to zoning. Councilmember King asked what the timeline was for the P & Z to be ready with a recommendation. City Administrator Dixon said he would speak more on the UDO later in the meeting but perhaps have a joint meeting at next P & Z meeting in March to meet the April timeline. Mayor Schroeder said the Thoroughfare Plan was part of the Comprehensive Plan and needed to move forward this that update. Matt Lewis of Simplecity said the Downtown Plan could be used to do a smaller area plan in scope. Mayor Schroeder wanted to look at the Comprehensive Plan separate from the UDO. City Administrator Dixon ask if the city council had any more guidance for staff. Bruce Alexander was recognized and read 211.004 of Local Government Code stating zoning changes in the UDO could affect the Comprehensive Plan.

c. Discussion on the Unified Development Ordinance (UDO)

Mayor Schroeder spoke on the importance of the city working with citizens to understand what they do and do not want changed. Mayor Schroeder discussed the three types of ordinances. The current CZO was “Use Type” zoning – which separated uses. He explained it had first been created in the 1030’s and

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adopted in the 1970's for Castroville. He pointed out the zoning in the current CZO created Hwy 90 and suggested that no one believed Hwy 90 was the best thing about Castroville and questioned why the city would repeat the mistake. Mayor Schroeder explained the intent was to write the codes to reflect the most beautiful parts of Castroville and not look like any other town in Texas. Mayor Schroeder referenced the 2008 Comprehensive Master Plan that set the development of "Form Based" ordinances. Mayor Schroeder had committed to developing a Form Based code at the end of the "Journey Series" in 2023, but described why that changed. He said that developers who wanted to create a special master-planned community would use the "Form Based" because they have legal control over the design approvals and it is the best way to create a remarkable place when you have that control over what could be built. Mayor Schroeder felt since the city did not have the same level of control and the city should find a middle ground which was "Place Type" zoning – which was a set of codes that created a specific type of place, with the right mixes of residential and commercial and proximity to services for the new development, while still offering protection to existing residents so their current way of life would not at risk. Mayor Schroeder said that Historic Castroville had that right mix and that the city should seek to protect that while repeating that formula with the new developments. Community Development Director Breana Soto spoke on including public hearings as required, adding a table of content and indexing each chapter, adding water rights in the subdivision section, making a charrette optional to the developer instead of mandatory, and allowing street parking in P2.5. Council agreed to make FM 471 area P4 instead of P5 and Providence Street area P4 instead of P5 and to look at Hwy 90 as P4. Councilmember Merz asked about the lot widths at 83 ft. Councilmember King said they had chosen to keep as in CZO and that was 80 ft. with minimum 12,000 ft. lots. Councilmember Martinez said at the previous meeting the horseshoe would be P2.5 and would be renamed as traditional zone with H-overlay, Historic zone. Ms. Martinez asked about address signage shown and would it affect the historic properties. Ms. Soto said this was already addressed in current ordinances. Ms. Martinez asked about language on permitting and penalties shown as sign administrator being the enforcement not code enforcement. Ms. Soto said it would be changed and reflect code enforcement being the enforcement.

Mayor Schroeder called a brief recess at 8:10 p.m.

Mayor Schroeder reconvened in open session at 8:19 p.m.

Discussion continued on the UDO with Councilmember Martinez asking for a side by side comparison being provide. Mayor Schroeder said he and Ms. Soto were working on the request and it would be provided. Mayor Schroeder said they were making sure the protection of the city was there and they were about 85% complete. Matt Lewis said there had been a red line copy delivered to the city and it was recommended to place on the website of Building Block for the public to see. Mr. Dixon said there would be changes in the future from legislature and growth. Councilmember Martinez asked if the ADU's were approved by Specific Used Permit, would they be limited by property ownership, and nontransferable. Councilmember Merz liked the changes to the GIS with better identification of the Historic District but did not see transitional areas in the horseshoe and other areas.

Tammy Alexander asked if the setbacks in the UDO would be the same as the current ordinance and would hers change. Mr. Lewis said the setbacks would be set out in the International Building Code once the city adopted the code. It was determined the side yard setbacks could go to zero setbacks and this concerned the citizens present. Councilmember Merz spoke on parking and felt they should round down to 5% on bike parking. Councilmember King spoke on RV's and parking at residences. Mr. King said

currently they could park on the side and rear areas and felt they should stay the same and let a future council deal with any changes. Mr. King said he was not in favor of changing the current 10 ft. on side and 15 ft. on street for corner lots. Mr. King wanted the Planning and Zoning Commission to look at keeping the same and said he would talk at that meeting. City Administrator Dixon said fire safety would always prevail. Council questioned the numbers shown under streets for paths and alleys. Mr. Lewis said the information had been taken from current the ordinance and needed to be recalibrated. There was no further discussion.

d. Review of applications submitted for open positions on city boards and commissions

City Secretary Debra Howe briefed the city council on the three applications the city had received for the open positions on for the open positions on the Library Advisory Board and the Planning and Zoning Commission. Ms. Howe the applicants were not in attendance and would reach to them for the next meeting.

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

City Administrator Scott Dixon briefed the city council on upgrading the audio/video equipment. Mr. Dixon said the cost shown was from San Antonio Sound & Light based on the current equipment. Mr. Dixon said the staff had been provided a demonstration by San Antonio Sound & Light on the Medina County system. Mr. Dixon said staff was recommending replacement due to the issues the system had experienced over the last several months. Mr. Dixon said if the city council agreed he could have the company come in with a presentation and he could solicit bids to make sure the city was getting the best setup. Council was in favor of receiving bids to replace the audio/video system.

A motion was made by Councilmember King and duly seconded by Councilmember Martinez to authorize staff to proceed with receiving bids for the replacement of the audio and video equipment as discussed in the presentation. A vote was taken (3:0 all ayes) the motion carried by all present.

f. Discuss and take appropriate action regarding the City's legal review of the historic districts

City Attorney Dan Santee briefed the city council on his research into the city's historic districts. Mr. Santee said the city had in recent months had questioned the legality of the Historic Districts shown on the city map and the authority of the Historic Landmark Commission. Mr. Santee said in the original ordinance 107 the city had designated contributing and noncontributing structures and designated the structures on the 1969 Survey be governed by the HLC but if not on the Survey those structures were reviewed by the Building Official. Mr. Santee said in 2003 the city had adopted an ordinance omitting the nonconforming structures and this allowed for all structures in the H-C district to fall under the HLC. Mr. Santee said after reviewing all of the ordinances the city had adopted his legal opinion was the process of designating the Historic Districts had been followed. Mr. Santee said his recommendation was to fix the city maps to reflect the H District instead H-E District and to make sure the maps are up to date on properties annexed in and removed. City Administrator Dixon said if the council wished to review further to wait until after the UDO had been adopted.

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Mayor Schroeder called a brief recess at 10:00 p.m.

Mayor Schroeder reconvened in open session at 10:05 p.m.

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. Finance monthly activity report including Municipal Court update
- c. Library – Member Statistics, Circulation Statistics, Summer Camps.
- d. February 2025 Facilities, Parks, & Recreation Monthly Update
- e. Community Development – UDO Timeline, March Permits, Board meetings, steps completed on Thoroughfare Plan, Development Agreement Policy and Active Transportation Grant.
- f. Police Department – updates on department including hiring, training, and grants. Animal Control and Code Compliance Activity Reports including open and closed cases.
- g. Review and accept January 2025 Police Report
- h. Review and accept Animal Services and Code Compliance January 2025 Monthly Report
- i. Public Works – work orders – electric, water, wastewater and gas, updates on AMI Meter Project, River Bluff Project and Country Village Lift Station.
- j. Public Works Staff Report for January, 2025
- k. Tourism/Business Development- National Recognition of Walking Tour Campaign, City Communications, Event Promotion, Tourism promotions, Economic Development opportunities
- l. February Tourism and Business Development Report
- m. City Secretary Staff Report for January

Councilmember Martinez asked about the new BBQ signage on the former Blue Lacey not being properly permitted and asked why it was not shown in the code enforcement report. Mr. Dixon said the reports the city council was receiving was for the month of January and the signage issue should be reflected in the following month's report. Mr. Dixon was asked about the street repairs in front of the Bank at Houston Square. Mr. Dixon said it was just street maintenance, not a leak repair, and had spoken with staff on chip sealing more of the recently paved streets, to keep them in good shape.

Councilmember King commented on the Girl Scout project for Gaga Ball Pits and if it would be coming to the city council for approval. Councilmember Merz said the Park Board had approved and thought it might come for a presentation. Mr. Dixon said it would not as it was not a permanent addition to the park.

Mr. Merz was pleased that the new metering system was working better and the loss was only at 10%. Mr. Merz thought the Thoroughfare Plan was to have been moving forward because of the County having slowed down on their updates. Mr. Dixon said that was correct but now the County was almost complete.

Council agreed to move Item 16 Future Agenda Items up for before going into the executive session.

XVI. Discussion on Future Agenda Items

1. Set a joint meeting date for city council and planning and zoning commission on the UDO.
2. Look at meeting dates for budget workshops.

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3. Place appointment to fill District 5 seat on the next agenda.
4. Look at dates for Staff update meeting with city council and parks and recreation advisory board on dams and ponds at Regional Park.
5. Draft wording for historic properties deed restrictions.
6. Public Works report on data for all current city wells.
7. Update on Community Center Project.

Mayor Schroeder recessed the meeting to go into Executive Session at 10:30 p.m.

XIII. EXECUTIVE SESSION

- a. The City Council shall meet in executive session as per Texas Government Code Section 551.074 entitled “Personnel Matters” to deliberate the employment, annual evaluation, duties, of a Public Officer or employee:
 - a. City Administrator
- b. Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, 551.085 (entitled “Deliberation regarding Economic Development Negotiations”) the City Council may convene in executive to receive advice from legal counsel regarding the following:
 - a. Alsatian Oaks Development Agreement

Opened: 10:37 p.m.

Closed: 11:25 p.m.

XIV. Reconvene in open session

Mayor Schroeder reconvened in open session at 11:26 p.m.

XV. Possible action on items discussed legally in executive session

A motion was made by Councilmember Martinez and duly seconded by Councilmember King to approve City Administrator Scott Dixon contract until January 2028. A vote was taken (3:0 all ayes) the motion carried by all present.

XVII. Adjourn

Mayor Schroeder adjourned the meeting at 11:27 p.m.

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Mayor

ATTEST:

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL AND PLANNING & ZONING COMMISSION
SPECIAL CALLED MEETING/WORKSESSION**

City Council Chambers

1209 Fiorella

March 17, 2025

Monday

5:30 P.M.

MINUTES

I. CALL TO ORDER

Mayor Darrin Schroeder called the meeting to order at 5:34 p.m.

II. ROLL CALL

Present:

Mayor Darrin Schroeder

Mayor Pro Tem Sheena Martinez

Councilmember Phil King

Councilmember David Merz

Councilmember Robert Lee

Scott Dixon, City Administrator

Debra Howe, City Secretary

Breana Soto, Community Development Director

Absent:

Councilmember Paul Carey

Others in Attendance:

Paul Wendland, Attorney with Denton, Navaro, Santee, Rodriguez, Bernal & Zech

Matt Lewis, Simplecity

III. 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.

No one requested to speak.

VI. DISCUSSION AND ACTION ITEMS

a. Discussion on Unified Development Ordinance

Community Development Director Breana Soto provided a list to the city council and planning and zoning commission on topics discussed in previous meetings with citizen participation. Ms. Soto went through the recommendations made at previous meetings confirming the city council were still in agreement on: existing RA lots zoned P3 changed to P2.5 built before 2019; rename P2.5 from Historic

residential to Traditional residential; allow on-street parking in P2.5; add street subsection specifications; RC would stay the same in the transition; add a table of reference to related documents such as comp plan, building codes, downtown plan with a link; add an index of each chapter for an easier search; allow ADU's in all zoning classifications with Special Use permits; allow RV Parks in P2 zones with a Special Use Permit; add water right from the UDO; and make 2.2.3 design charrette optional; make sure no legal conflicts with historic overlay name; change document to reflect sign enforcement; and allow RV parking in the 2nd and 3rd layers in accordance with current zoning. Councilmember Martinez clarified the Special Use Permits were transferable. Ms. Soto moved on to the Comprehensive Plan saying per the legislation it was not a requirement for the Comprehensive Plan to be updated every five years but staff recommended keeping the language. Ms. Soto said she would update the tables and put in the area of stability changes from P3 to P2.5. Ms. Soto said in the UDO there was a Design Review Committee and asked the city council who they wished to see on the committee. This committee would be reviewing plans for the city. Councilmember Martinez felt citizens should be on the committee. Ms. Soto said generally the committee makeup was representatives from the community development, parks, police, and fire marshal departments. Planning and Zoning member Bruce Alexander said in the past the city's board was made up of City Administrator, Public Works Department and City Engineer. Mayor Schroeder asked P & Z Chairman Jim Welch what other cities called the review board. Mr. Welch said other cities he had worked with called the board the Preliminary Plan Review or Staff Plan Review. Ms. Soto suggested having City Administrator, Public Works, Community Development and look at others, to be added. Matt Lewis, Simplecity said the committee also looked at comments and made sure they were following the city codes and any changes would be sorted out during the review process. Council agreed the committee should consist of City Administrator, Community Development, Parks and Recreation, Fire Marshall, and the City Engineer. Councilmember Merz felt for the pre-application meeting there should only be one meeting and a time limit set on the application. Councilmember Martinez felt the penalty should be a percentage of the application. Ms. Soto said there was already a process in place in the current ordinance. Ms. Soto asked about the change of moving up to 2.75 acres to keep from splitting up a city block into additional lots thus allowing a subdivision within the city. P & Z Alternate Melanie Knous asked if this applied to the whole city or just the historic overlay areas. Mayor Schroeder said all areas in the city would be under this. Mayor Schroeder said the in-field lots already platted before this ordinance would stay the same as passed. Councilmember Lee was not in favor of changing the current standards to allow additional lots. Mayor Schroeder said to move over the standards in the CZO and look at later. It was determined this was for in-field lots not new development. Councilmember Martinez agreed with Councilmember Lee, Councilmember King agreed with Mayor Schroeder. Mayor Schroeder recommended moving over the 3 acre requirement within the city limits and keep same as of 2019. City Council discussed the Site Development with Matt Lewis saying when the developers came to the city they had to provide a concept of homes, streets etc. and this was being removed. P & Z Chairman Welch said he did not see the differential of the Neighborhood Plans for in-field or new development. Mayor Schroeder said the lot sizes would trigger the public process if smaller. Council all agreed on 3 acres in all areas. Discussion on the Site Development Plans would allow a model home built before the plat approval. P & Z member Alexander said in the past this was not allowed until after infrastructure

was approved and plat filed. Councilmember Martinez wanted to make sure penalties were included in the document for noncompliance. Councilmember Lee asked about the materials not allowed for fencing. Mr. Lee felt the fiberglass/plastic fencing was a good product and should be looked at. Councilmember Martinez asked about setbacks for fences and was told they could be placed on the property lines. P & Z Chairman Welch asked when the Site Plan was required and what were the triggers. The new development place type was for properties in the city limits, not in the ETJ. Mayor Schroeder said there could be larger lots in P3. Councilmember Merz said there was not a large percentage in P4. On the Subdivision Plan council agreed to keep the same process, go to P & Z then City Council. Councilmember Merz spoke on the private subdivisions saying he was not in favor within the city limits. Mr. Merz said someone from the private subdivision could use the public streets but others could not use theirs. P & Z Chairman Welch said that was his questions on the private streets and said San Antonio did allow private subdivisions and he wanted to make sure the streets and subdivisions were built to city standards. The Expiration of Development Approvals were changed from 36 months to 24 months and a zoning variance was also changed from 36 months to 24 months. Ms. Soto spoke on the Warrants item saying the city currently did not have this process and the question was if the city council would grant the Development Committee leeway to administratively grant a variance if within 5 percent of compliance. Councilmember Merz said city council could set guidelines on what would constitute allowance administratively. Mayor Schroeder suggested building in notification to city council and planning and zoning on the variances. Ms. Soto said if staff were to go through the additional steps the current variance process should just be followed. City Administrator Dixon said the city council could wait and see how many and what variances were requested and coming back later and change. A census was taken, and 6 members made up of city council and p & z were in agreement to allow the development review committee to grant variances if 5 percent or less. Update language in drainage study to the current standards and up the mapping language. Also change language removing the required drainage study (a) and adding on topographic map 1ft. contour intervals. The cost of distribution of oversizing facilities was not being used currently and could be looked at during the Design Review Committee process. P & Z member Alexander recommended removing the reimbursements for water and sewer and handle a different way. P & Z Chairman Welch said with water and sewer reimbursements it had the city doing the accounting and he suggested providing reimbursements through impact fees and felt it should be removed.

Mayor Schroeder called a brief recess at 7:40 p.m.

Mayor Schroeder reconvened in open session at 7:50 p.m.

The streets, paths, and trails were discussed. P & Z Commission Welch asked about TIA and was there a trigger for this for large developments. There would be comparison of what would be the improvement and addresses that was impacted. Matt Lewis, Simplecity, said a lot of the requirements should be in a separate engineering standards document. Mr. Welch asked if there would be a document being prepared and at this time, no. Councilmember Martinez asked about not allowing chip seal on reconstruction projects.

Ms. Soto said the streets would be reconstructed with what they were at the time of the project. P & Z Chairman Welch recommended changing the width shown for sideways as they were not 19ft. Mayor Schroeder asked about the northern route and the four-lane community Blvd., increased to 120 ft. to accommodate traffic relief off Hwy 90. City Administrator Dixon said this would be added to classification and the county had a different road dimensions. The council and board agreed the width of 40ft should be kept. Councilmember Merz asked if the city could be restrictive on street names. City Administrator Dixon said that was not in the city's purview to regulate. Councilmember Merz felt 41ft. was too wide for the street standards. Councilmember Lee said to keep for the proper radius for large vehicles such as fire trucks to travel through. P & Z Chairman Welch said most street standards have average daily trips and this information was not in the document and they were needed for classification. The city council and p & z agreed to keep the current setbacks of 10 ft. already in the current standards for RA, RC, HE and 5ft for CG. Councilmember Martinez asked about fencing and in her area not allowed due to deed restrictions. The city did not enforce deed restrictions. The city allowed fencing with 4 ft in front yard and 6 ft on the side and rear areas. The allowance of ADU's were discussed in depth with allowing after going through the Special Use Permit process. The city council and p & z agreed the maximum size should be 800 sq ft for the accessory dwellings and not to exceed 50% of the main structure. Language addressing current homes under 1000 sq ft. wishing to build a larger primary should be looked at. City Council wanted to look at deed restrictions, if legal. Councilmember Merz was against deed restrictions and spoke on a neighbor who was a native to Castroville and being unable to live in Castroville other than the apartment complex due to high costs and if the city allowed ADU's it could be an alternative for the next generation to stay at home and not move away, keeping the families together. Mayor Schroeder asked if ADU's would be allowed in new development and Ms. Soto said in P3, RC, and P2.5. Ms. Soto asked if they wished to include P2 as they had larger lots. It was noted to check on having deed restrictions. RV Parks were discussed being allowed in P2 as they were currently allowed in P2.5 and Councilmember Merz was in favor of RV parks being allowed in P2 and should put in Civic Space (CS) since the city owned a park. Councilmember Lee was against allowing RV parks in P2 and gave example of the river properties having enough room to have one put in without any input from property owners. Mr. Lee was in favor of allowing in P2 with a Special Use Permit. It was discussed to change all P2 zoned properties to P2.5 to discourage RV Parks. P & Z Chairman Welch spoke on setting standards that would not support trail connections. Mr. Welch recommended doing connection with block breaks. Mr. Welch said the goal was to have the same size blocks as they currently enjoyed. Mayor Schroeder said he had made the suggestion to create connectivity and it might be good to go larger and to have control over lighting requirements. Councilmember Merz suggested having 5 spaces with one designed for Bike Parking to accommodate the cycles. On the Civic Spaces the city council wanted clarification on ownership. This would be designated during the public process including parkland, cemeteries, churches, city buildings, and schools. The city council wanted the parkland to be good usable land. Currently, parkland dedication was 10% of the development and drainage areas were allowed to count toward the 10%. City Council felt during the public process the parks master plan and parks board should be consulted. Zoning changes were discussed related to P5 and city council recommended moving all to P4 for commercial

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lots and the standards were better in P4. P4 doesn't allow for some businesses but P5 was more restrictive. The Hwy 90 strip that had some residential would go to P4, also the area across the street including O'Reilly's would be zoned P4. Exceptions were Sammy's, Gas Station and Haby's Bakery. On parking Councilmember Lee asked about needing a designated parking plan. The recommendation would be for the developer to bring a parking plan to meet their needs. Possibly have a minimum by Place Type or Business Type. Matt Lewis, Simplecity said that could be done by building types but market would dictate the number of spaces. Mayor Schroeder said asked about putting additional regulations on parking and the plan would be put before the design review committee for review. Short term rentals could not be regulated by the city but city council wanted the city attorney to verify. Home base businesses criteria was to be included in the UDO and Councilmember Lee was not in favor of putting properties in the historic district that were not designated as historic, if the owners did not want to be under the district's restrictions. The summary of the final draft would be completed by the end of the week and Simplecity would have the updates in a few weeks.

V. Adjourn

Mayor Schroeder adjourned the meeting at 10:46 p.m.

Mayor

ATTEST:

City Secretary

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

I. CALL TO ORDER

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

II. ROLL CALL

Present:

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

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

Absent:

Councilmember Paul Carey

Others in Attendance:

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

III. PLEDGE OF ALLEIGENCE

IV. INVOCATION

Councilmember Phil King gave the invocation.

V. CITIZENS COMMENTS

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

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

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

VII. DISCUSSION AND ACTION ITEMS

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

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

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

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

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

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

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

VI. CONSENT AGENDA

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

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

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

Public Works Director John Gomez briefed the city council on 6c. for the replacement of the SCADA system. Mr. Gomez said the department currently used BLOC for service issues but due to the response time and issues with the system notification alerts staff felt they should look at replacing the old system. Mr. Gomez said the TAC II SCADA was sole source by Data Flow Systems with no annual user fee, software license fee, maintenance fee or annual service contract. Mr. Gomez said with this new system they would be extending the system to other areas which were not current on the system. City Administrator Dixon said the city council had already approved the funds from the CIP Bonds for this purpose. Councilmember Lee said he was concerned with the vendor being the sole source for the product. Mr. Lee said he had spoken with a former Public Works Director from another city and they used Schnider Electric for their system. Schnider Electric was only a component company. Mr. Lee asked if Schnider Electric had been compared with the company in question. City Administrator Dixon said two representatives from the company were present to answer any questions. Mayor Schroeder said he had worked on many complicated SCAD systems and wanted to see what the city would see different. Mayor Schroeder wanted more strategic data. Councilmember Martinez said she was very familiar with Schnider Electric having dealt with them in the military and wanted to see a comparison first before making any decisions. Mayor Schroeder wanted to see the standards, functions and risks and how to avoid the pitfalls in 10 years in the comparison. Councilmember King said matrix of hardware, software, and inter relations with other systems and how they rank on a bid list. Staff would bring back with more information.

VIII. CITY ADMINISTRATOR REPORT

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

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

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Councilmember Martinez asked if the department heads would give the city council their priorities when they met. Mr. Dixon said possibly.

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

Councilmember Marchman returned to meeting at 6:17 p.m.

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

IX. PRESENTATIONS

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

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

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

City Administrator Scott Dixon briefed the city council on the presentation being provided by Pavement Restoration Inc. Mr. Dixon said this was an option for alternatives for pavement preservation. Ronald Becker, of Pavement Restoration, Inc. provided a presentation on his company and what they could do to help the city preserve the city streets longer. Mr. Becker said their treatment, replaced maltene/asphaltene oil ratio-chemical binders with sealing in depth, not just on the surface. Mr. Becker said this process was 100% turnkey with the city only providing sand and water. Mr. Becker said this process did not cover up marking and had been around for about 50 years. Councilmember Merz asked the life of an asphalt street. Mr. Becker said 15-20 years but treatment in the first 10 years a street could last up to 25 years. Councilmember Merz wanted to see examples of treated areas. Councilmember Lee asked for areas they had treated so that the city council could go and see and talk with the entity on how the product held up. Councilmember King said the streets in Westheim Village were approximately 20 years old and could not be helped due to the base materials having failed with most of the streets being at least 60 years old. Councilmember Marchman asked for the longest rejuvenation project. Mr. Becker said Lubbock, Texas, they were looking at 15 years of not paving yet. Mayor Schroeder said they should look at what maintenance standards were for 30 plus year old streets and look at budget. Councilmember Lee asked when the best time was to do. Mr. Becker said 3-4 years out. Mr. Lee asked if the city had looked at any others. Mayor Schroeder said this was a start and would start looking at other options. City Administrator Dixon said rebuilding cost for River Bluff was approximately 7 million. Mayor Schroeder said they should look at asphalt now with a maintenance program in place.

Councilmember King said asphalt was much cheaper than concrete and to make sure the new developments were up to standards.

X. DISCUSSION AND ACTION ITEMS

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

Kim Roach, PC with Armstrong, Vaughan & Associates briefed the city council on the annual audit report. Ms. Roach said the city had received a clean opinion with a few suggestions for better accounting practices. Ms. Roach spoke on General, Utility, and Airport Funds, Sales Tax, Permits, Interest Income and Property Taxes. Ms. Roach said the city had \$4.5 million, which equaled 10.4 months operating funds. Ms. Roach said expenditures were up but under \$600,000, funds were set aside for the Community Center Project, with increases incurred in the Parks Department from salaries, and with upfront project costs. Tourism was shown in General Fund this year and over all the city had a \$3800.00 loss for the year.

Utility Fund had \$17.2 million with some restricted funds, and unrestricted cash \$5.3 million (working capital) with increase from Impact Fees. Utilities were down with the exception of garbage with a once every ten year transfer out for the lease of water rights from the Airport. Airport Fund had increase in revenues, expenditures up due to hiring, increases from the lease of the water rights. Ms. Roach said also shown was the depreciation of property with \$8.7 million shown and \$719,762 working capital. Councilmember Lee said citizens felt the airport was not paying for itself but this was not the case. Members of the community may be confused with grant funds and depreciation of properties shown when looking at the audits. Ms. Roach finished with Other Funds balances, Drainage, Debt Service and Special Funds. Councilmember Martinez asked about the fraud report. City Administrator Dixon said this had been resolved with the city being reimbursed for two of three issues. Ms. Martinez also asked about the USDA Grant of \$200,000 not being received and was it caused from an oversight. Mr. Dixon said the project was just now being closed out and city had previously submitted all of the information in a timely manner to the USDA and had to go back and show proof. Mr. Dixon said staff was looking to create a receivable account in Incode to have better tracking. Councilmember King asked about the drainage bond monies and projects. Mr. Dixon said they were for the Garcia Creek improvements with the balance being used for the Athens Street project. Councilmember Lee thanked Ms. Roach and Armstrong, Vaughn & Associates for continuing to provide excellent service to the city.

A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to accept the FY24 Annual Audit as presented. A vote was taken (5:0 all ayes) the motion was carried by all present.

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

Darrell Spillman, RESPEC Engineers, briefed the city council on bids received for the Alsace-Berlin water main improvement project funded by a TXCDBG grant the city had received. Mr. Spillman said the bids did come in under budget and there might be room to add to the project through change orders. Mr. Spillman said the project would be adding a new water main on Alsace. Councilmember Martinez asked about timeline for informing the citizens affected by the construction. Mr. Spillman said they would be informed

in advance. Mayor Schroeder asked for a start date. Mr. Spillman said it should be in the 4-6 weeks with a preconstruction meeting ahead of time once the project was awarded. Mayor Schroeder wanted the communication ready and put before the city council ahead of the start time. Councilmember Merz asked if the project was fully funded by the grant. Mr. Dixon said it was a 90/10 split with the city spending approximately \$50,000 from utility funds or bond funds. Councilmember Lee asked if isolation shut off valves were part of the project. Mr. Spillman said they always include in the designs to be able to isolate small areas for repairs. Councilmember Marchman wanted information when available on the start date for notification as it was in his district.

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

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

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

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

Darrell Spillman, RESPEC Engineers, briefed the city council on the Flat Creek Water Infrastructure project including a elevated water tank. Mr. Spillman said the project consisted of two phases with the first package being a TCEQ approved well at \$3.4 million to drill only with cap for preparation of new development. The second package consisted a 1.5 million gallon elevated storage tank and a 3,800 foot water main extension to connect to the existing water system with an estimated cost of \$20.1 million. Mr. Spillman said the schedule for package 1 would be advertised in April and completed by December 2025 and package two looking at submitting in April for TCEQ approval in June 2025 and advertising in August 2026 with construction 4th quarter 2026 and completion estimate 2nd quarter 2028. Mr. Spillman said they would work through development and utility service agreements and funding through the Tx Water Development Board would add time to the project. Mr. Spillman said if the city went with private loan funding the timeline would be shorter. Councilmember Martinez asked about the long timeline on advertising for package 2. Mr. Spillman said it was due to funding source. City Administrator Dixon said funding through Tx Water Development Board added another year to the project. Councilmember Merz asked about the proposed road on the project and if it was part of the thoroughfare plan. Mr. Spillman said this road was only for maintenance not a public street. The question was asked if this would help Alsatian Oaks Development. Mr. Dixon said it would and an elevated tank was required by TCEQ if a city had over 2500 connections. Mr. Dixon said it would be a pressure flow and would be another supply line for old Castroville to connect to. Mr. Spiller said it would provide resiliency and support the east side of Castroville. Mr. Spillman said the first package was now with utility funding through debt service not cash. Mr. Dixon said it was equitable issue to have paid back by future customers. Councilmember Merz asked the life of these improvements. Mr. Dixon and Spillman said at least 50 years with good maintenance program. Councilmember Lee said Impact Fees would pay for the improvements. Councilmember Martinez asked about the height of the elevated tank and flight paths at the airport. Mr. Spillman said it had previously been approved by the FAA but would go back and confirm. Councilmember King confirmed 750 ft long with 16 inch casing and should handle 5,000 connections. Councilmember Marchman confirmed there were only two pipes crossing the river and these new improvements would support Country Village if needed. Mr. Spillman said there were

only two pipe connections going under the river and this would support Country Village. The next item was tied to this project on issuing debt.

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

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

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

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

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

Mark McLiney, SAMCO said he would have the numbers the coming week on costs. City Administrator Dixon said the city had agreed on an LUE for the property for the elevated tank and could issue \$2 million in CO's or impact fees could pay for without raising rates or they could raise rates. For repayment the city had the option to do interest only for a few years to build up funds. Mr. Dixon said when looking at finances he looked at worse case scenarios. Councilmember Merz asked if a development annexed out of the city would the city still have to build and supply utilities. Mr. Dixon said they would be locked in, if in CCN they did not have to. Mr. Merz felt drilling a new well was a useful asset but asked if the city could wait on building the elevation tank later. Mr. Dixon said it had to be included as the city had to have a tank for storage but the city could look at spreading out further to save more funds. Mr. Dixon said the city currently had \$750,000 saved to use on the project. Councilmember Lee asked if the sewer plant could handle 5000 connections. Mr. Dixon said RESPEC had completed a study and the plant could had the capacity but would need to be improve in the future. Councilmember King said he felt the council was obligated to build the elevated tank and it would be a waste of money to build something smaller. Councilmember Marchman verified Country Village would be supported. Mr. Dixon said it was designed to handle Country Village and new development. Mayor Schroeder said over time it would connect and serve the east side. Councilmember Martinez asked about the city credit rating. Mr. McLiney said the city was in great shape. Ms. Martinez asked if Heights of Castroville's LUE's were included in this information. Mr. Dixon said all new

developments were. Mayor Schroeder said they needed to look at the drought and include in the LUE calculations.

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

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

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

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

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

Kathy Adams, Public Works Administrative Assistant, briefed the city council on the revisions requested at the last meeting on the Drought Contingency Plan. Ms. Adams said the city council had agreed to remove restrictions on connections during Stage 4, if they had delivered water rights to the city. Ms. Adams said discussed at a previous meeting was business exemptions from the water overage surcharges. Ms. Adams said the suggestions were medical, nursing homes and emergency services with staff adding all city accounts for council to consider. Also at a previous meeting there was a discussion on removing the requirement on developers to install sod to receive a CO. Ms. Adams said staff had researched through the state department and new sod could be established with watering 4 hours a day for 10 days, if this was a stipulation the council wished to include. Councilmember Lee spoke on in-field connections and felt the city could get in trouble with pumping if all were built out. Mr. Lee was in favor of a water acquisition fee along with the Impact Fees charged. Councilmember Merz agreed in-field lots should be allowed to connect and pay an acquisition fee. Councilmember King was in favor of connecting new services during drought stages but was only in favor of adding a water acquisition fee to subdivided in-field lots. Councilmembers Marchman and Martinez were in favor of connecting during drought stages and adding a water acquisition fee to in-field subdivided lots. Councilmember Lee was in agreement to new development new connection with city receiving water rights. City Council discussed commercial businesses being allowed to connect in Stage 4 and agreed if the pipe size was ¾ inch only. City Council agreed on developers being allowed to delay installing sod during stages of drought. The Council asked what was being done currently. Ms. Adams said there was a clause

in the plan allowing the City Administrator or his designee to grant a variance to the restrictions and they were doing the 4 hours a day for 10 days. The Council suggested allowing hand watering and this was already allowed. Councilmember King was in favor of the 4 hours daily for 10 day maximum for new sod and allowing developers to wait on installation of sod in stages after stage 1.

Mayor Schroeder called a brief recess at 9:57 p.m.
 Mayor Schroeder reconvened in open session at 10:09 p.m.

Councilmembers discussed business/community services exemptions from the water surcharge and agreed health care providers/facilities, and emergency services would be exempt with a drought management plan on file. City accounts would be exempt with staff providing a drought management plan. Summary of the lengthy discussion was (1) during Stage 4 new connections were allowed in-field and in new developments with water rights received after 03/25/2025. (2) commercial businesses with a ¾ inch connection may connect during Stage 4. (3) Sub divided In-field lots will be charged a water acquisition fee, possibly equivalent to an LUE, with the fee being established at a future meeting (4) water surcharge waivers for Nursing homes, healthcare providers/facilities and emergency services with a drought management plan on file. (5) City accounts with be exempt from water surcharges with a drought management plan on file.

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

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

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

A motion was made by Councilmember King and duly seconded by Councilmember Merz to revise the utility policy section 9 Commercial Vehicle Wash Facilities requiring water recycling systems, plans with mechanics of the system and water savings during the permitting process. A vote was taken (5:0 all ayes) the motion carried by all present.

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

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 (Cont.)

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

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

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

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

Mayor Schroeder moved item 10j. up for discussion.

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

Mayor Schroeder said he had been working with the police chief to provide clarification on allowing offroad vehicles on city streets. Police Chief Jim Kohler briefed the city council on the types of non-licensed vehicles with the exception of a Neighborhood Electric Vehicle (NEV), which did meet federal motor vehicle safety standards and a ordinance was not required. Chief Kohler said pocket bikes were not allowed on city streets; an Electric Personal Assistive Mobility Devices (EPAMD) allowed on streets, roadways and highways with speed limits under 30 miles per hour did not need an ordinance. Golf Carts could not be registered by the state, were eligible for a golf cart non-transferable license plate, allowed by city with required safety equipment, insurance and valid drivers license. Off-Highway Vehicles were only allowed by city ordinance. Sand Rails are allowed on city streets with speed limits of 25 miles per hour or less only with a valid driver license and insurance. Chief Kohler said various cities did allow golf carts with inspections conducted by the police department and Off-highway vehicles could get off-road license plate. Mayor Schroeder wanted a registration process and provide the transportation codes on the vehicles. Mayor Schroeder wanted a sticker displayed for the officers to see that it was registered. Mayor Schroeder wanted the transportation codes incorporated in the ordinance. Councilmember Martinez asked about regulations on lawn mowers being on city streets. Chief Kohler said there was a section on lawn mowers he did not include in the presentation. No action was taken.

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

City Administrator Scott Dixon briefed the city council on the community survey staff were working on and requested feedback on the draft document. Mayor Schroeder said he had asked how it would be used and

look at strategic levels, benchmarking, decision making and community engagement. City Administrator Dixon said the mayor had suggested doing different QR Codes to track where it was taken. Councilmember Marchman asked if the city would provide incentives for participation. Mayor Schroeder make sure there are other ways to take survey not only by a QR Code. Mayor Schroeder not sure on incentives as this is anonymous and it would tie someone to the survey. Mayor Schroeder summarized changes to the survey was to have separate QR Codes for different medias for participation.

A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to approve the community survey with the separate codes added for participation. A vote was taken (4:0 all ayes) the motion carried by all present.

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

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

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

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

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

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

m. Consider and take appropriate action on adopting an Ordinance cancelling the Special Election for District 5 council seat and declaring the unopposed candidate elected to office; providing for cancellation of the election for District 5 and providing an effective date

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

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

XI. Staff Reports

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

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

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

XII. Executive Session

- (1) Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (entitled “Consultation with Attorney) and Texas Government Code Section 551.085 (entitled

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

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

Opened: 11:54 p.m.

Closed: 12:12 a.m.

XIII. Reconvene in open session

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

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

No action was taken.

XV. Discussion on Future Agenda Items

City Administrator Dixon asked the city council to review the pending list and priorities and send to him. Future meeting would have language for HLC Deeds, appointment of Board liaisons.

A seminar on Senior Discounts was being held March 26, 2025

A tree dedication for former Library employee- Doris Uhl was on Wednesday.

XIII. Adjourn

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

Mayor

ATTEST:

City Secretary



- General Fund
Fiscal Year 2025
Section VII, Item a.



Date: 04/08/2025



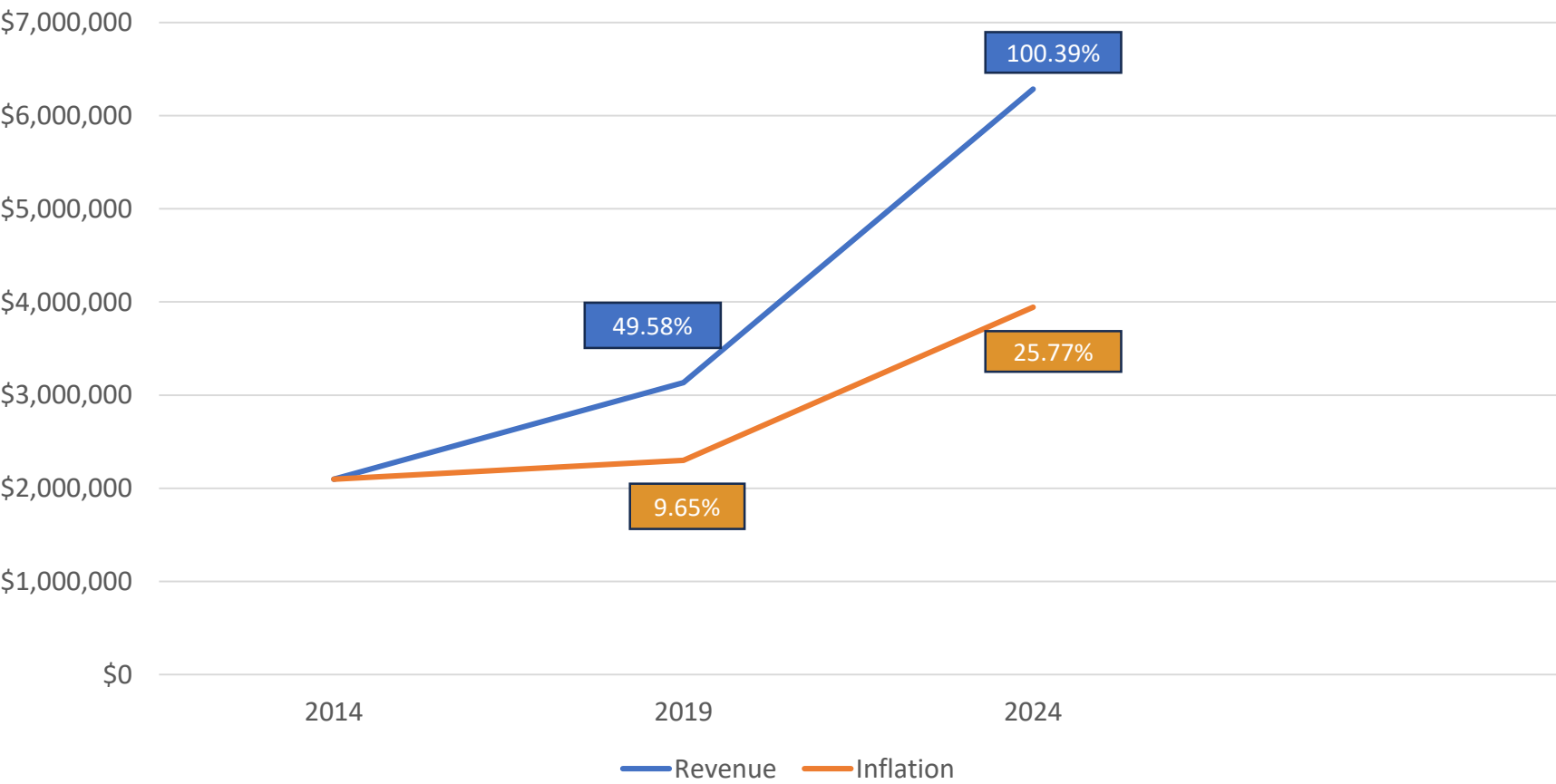
Financial State of Castroville General Fund

How do you determine financial health of a city?

- Are you increasing revenues faster than inflation?
- How resilient is your local economy?
- Do you have enough savings, but not too much?
- How is your debt-to-income ratio?
- Are you investing where people want investments?

General Fund Revenue vs Inflation

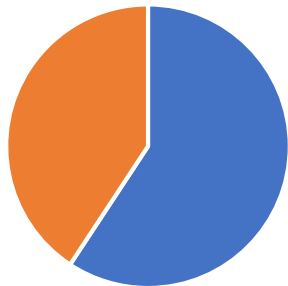
Item	FY2014	FY2019	FY2024
Total Revenues	\$2,096,367	\$3,135,733	\$6,283,777



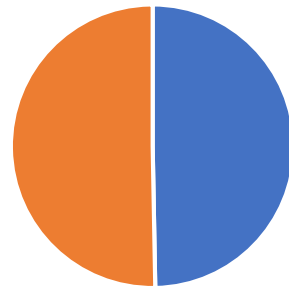


General Fund – Sales Tax vs Property Tax

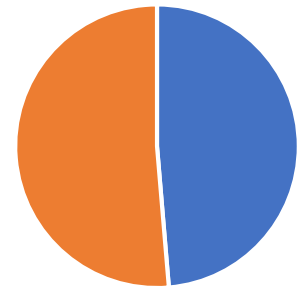
Item	FY2014	FY2019	FY2024
Sales Tax	\$663,796	\$1,109,577	\$1,889,356
Property Tax	\$784,197	\$1,122,756	\$1,993,032



■ Sales Tax ■ Property Tax



■ Sales Tax ■ Property Tax



■ Sales Tax ■ Property Tax

General Fund Savings

Item	FY2014	FY2019	FY2024
Total Revenues	\$2,096,367	\$3,135,733	\$6,283,777
Fund Balance	\$1,151,592	\$2,424,812	\$4,582,499
Fund Balance % of Revenues	55%	77%	73%



General Fund Debt

Item	FY2014	FY2019	FY2024
Total Revenues	\$2,096,367	\$3,135,733	\$6,283,777
Debt Service	\$184,886	\$182,105	\$464,534
Debt Service % of Revenues	8.82%	5.81%	7.39%



Recent Investments

- Significant investment into PD
- Added 2 additional officers
- Lion's Park Improvements
- Regional Park Improvements
- Major road repairs
- Planning efforts





Agenda Report

Agenda of: April 8, 202
Department: Tourism and Business Development
Subject: Discussion on Additional Downtown Signage

Recommended Motion: Approve sign test

Background: As we continue to strengthen our graphic identity, I would like to add signs to our historic downtown.

Fiscal Impact: Items are budgeted out of Tourism and Business Development

☒ Budgeted ☐ Requires Budget Amendment

Source of Funding: Account Code: 52602-413

Attachments:

Urgency (0-5 = Low Urgency to High Urgency): 4

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

Submitted by: Darin Hamm





GRAPHIC IDENTITY AND OUR HISTORIC DOWNTOWN

This document explores key design concepts for revitalizing our historic downtown, emphasizing the vital role of branding and visual acuity in driving business growth and attracting tourism. By crafting a cohesive and engaging visual identity, we can highlight the unique charm of our downtown area, making it a destination that resonates with both locals and visitors. Effective design not only preserves our heritage but also creates a vibrant, inviting atmosphere that encourages economic development and fosters community pride.

This process has begun in 2024 with banners and signs for our historic walking tour. These graphics are consistent with advertising and animation that has been created for Castroville.



Consistent design work across all marketing channels is essential for creating a strong and recognizable brand identity for our historic downtown in Castroville, the Little Alsace of Texas. When our video, animation, advertising, and social media materials all share a unified look and feel, it reinforces the message and image we want to project. This consistency builds trust and familiarity with our audience, making our downtown area more memorable and appealing to both residents and visitors.

By aligning our design efforts, we can more effectively showcase the unique character and charm of Castroville. A cohesive visual identity not only highlights our rich heritage but also positions our downtown as a vibrant and inviting destination. This targeted marketing approach is key to attracting businesses, tourists, and new opportunities to the area, helping to revitalize our community and boost the local economy.

Furthermore, this consistent branding strategy will serve as a foundation for future events and activities at Houston Square and throughout downtown. By establishing a strong, recognizable identity now, we can create momentum that will support ongoing and future initiatives. This approach will ensure that our historic downtown remains a focal point for community engagement and a magnet for cultural and economic growth in the region.

HISTORIC DOWNTOWN



WORKING TOGETHER TO STRENGTHEN OUR HISTORIC DOWNTOWN

To make our downtown stronger and more successful, it is essential for the city to collaborate closely with local small businesses and organizations like the Castroville Chamber of Commerce, Castroville Special Events, Historic Landmark Commission, Castroville Economic Development Council, Fiorella Friday, and other community groups. These entities play a critical role in shaping the economic and cultural landscape of Castroville, and their involvement will ensure that our efforts to revitalize downtown are inclusive, well-supported, and reflective of the community's needs.

Working together, we can develop initiatives that promote downtown businesses, enhance the visitor experience, and create a vibrant atmosphere that draws people to the area. By coordinating marketing efforts, organizing events, and providing support for local enterprises, we can build a unified strategy that benefits everyone involved. This collaboration will help amplify our collective resources and reach, making our downtown a hub of activity and a source of pride for Castroville residents.

Moreover, these partnerships will be key to sustaining long-term success. As we implement our vision for downtown, ongoing dialogue and cooperation between the city, businesses, and community organizations will be crucial for adapting to new challenges and opportunities. By fostering strong relationships and a shared commitment to our goals, we can ensure that downtown Castroville remains a thriving and dynamic part of the community for years to come.

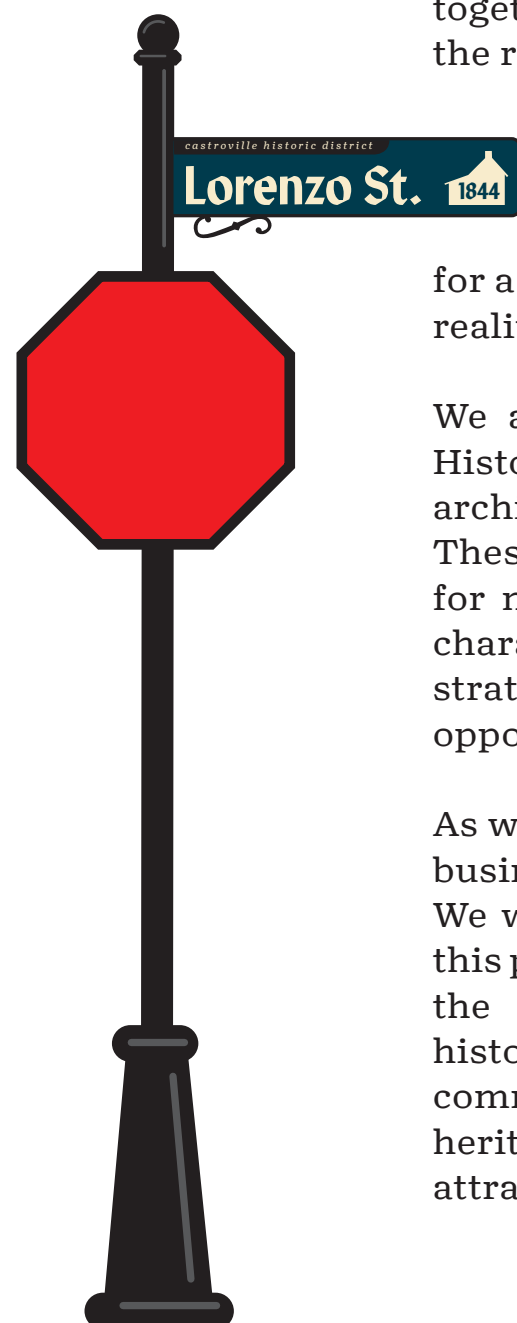


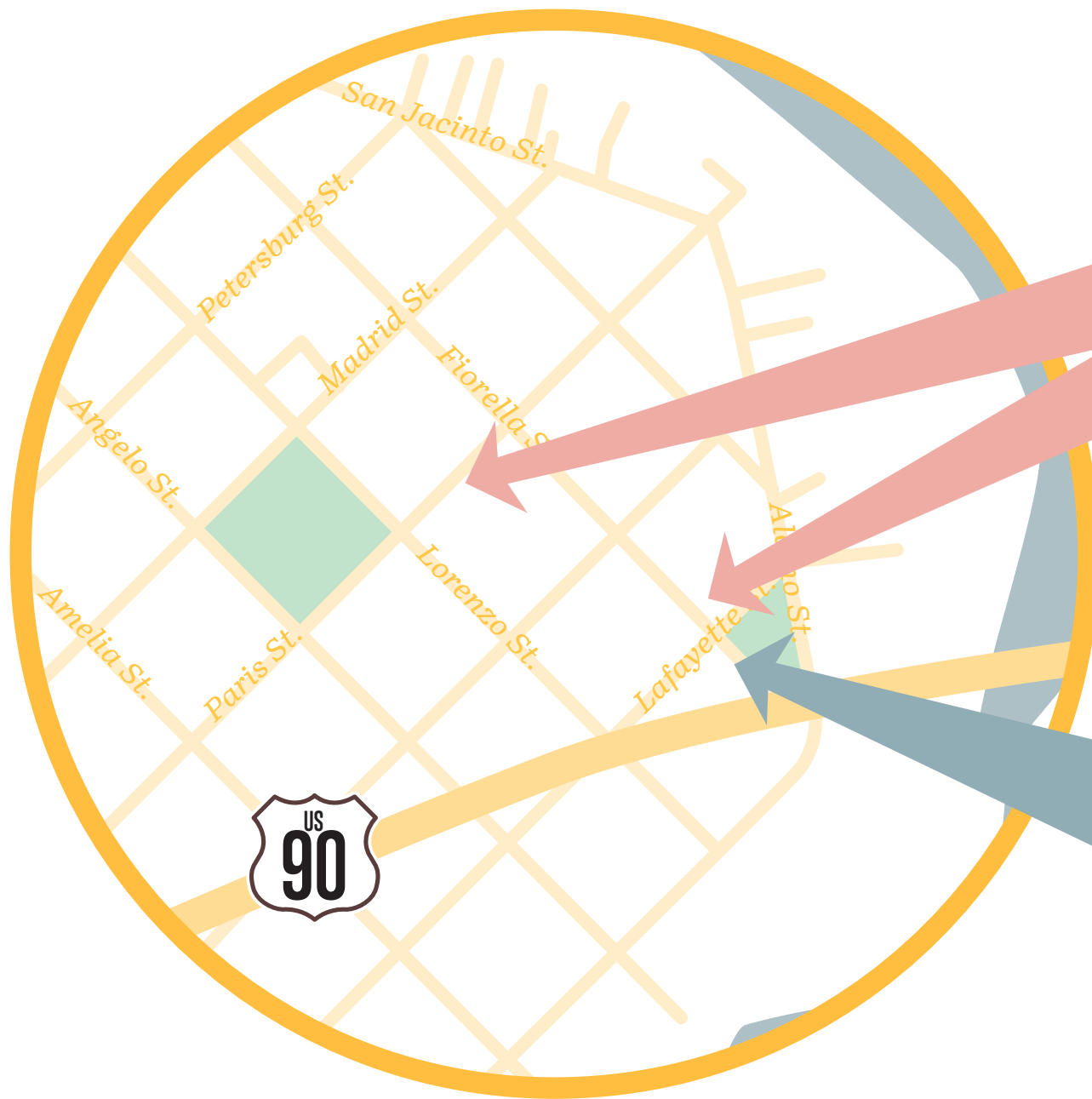
JOIN THE DOWNTOWN WORKING GROUP

The City of Castroville is committed to working hand-in-hand with downtown businesses to strengthen and preserve our historic identity as we move forward together. Our downtown is a unique treasure that reflects the rich cultural heritage of the Little Alsace of Texas, and we recognize that maintaining this identity is crucial for the vitality of our community. To achieve this, we are actively collaborating with local businesses to ensure that our shared vision for a thriving, historically authentic downtown becomes a reality.

We are already engaged with key groups, such as the Historic Landmark Commission, to safeguard the architectural and cultural integrity of our downtown area. These partnerships are essential as we balance the need for modernization with the preservation of our historic character. By working together, we can create a cohesive strategy that honors our past while embracing opportunities for growth and development.

As we continue this journey, the City's open dialogue with businesses and community organizations will be pivotal. We want to ensure that every stakeholder has a voice in this process and that our collective efforts are aligned with the goals of preserving and enhancing Castroville's historic downtown. Through collaboration and shared commitment, we can build a future that celebrates our heritage and positions our downtown as a vibrant, attractive destination for generations to come.





Placed 8.5' up on utility pole.



Placed on utility pole as a gateway to our Historic District



Agenda Report

Agenda of: April 8, 2025

Department: Community Development Department

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

Recommended Motion:

I move to approve the contract for extension of Simple City services.

Background:

The City of Castroville has been working towards the development of a Unified Development Ordinance (UDO) to streamline and consolidate various zoning, subdivision, and land development regulations into a single, comprehensive document. This initiative aims to enhance clarity, consistency, and efficiency in the city's development processes, ensuring that future growth aligns with the community's vision and goals.

In September 2023, the City Council approved a contract with Simple City to assist in the creation of the UDO, Comprehensive Plan, and Downtown Master Plan. Since then, significant progress has been made, including stakeholder engagement, public workshops, and preliminary drafts of key sections of the ordinance. However, due to unforeseen challenges and the need for additional community input, the project timeline has extended beyond the initial scope. The initial contract was valued at \$500,000.00, but to date, expenditures have reached \$520,374.00.

To ensure the successful completion of the UDO, it is recommended that the City Council approve an extension of the contract with Simple City. This extension will allow for continued collaboration, thorough review, and finalization of the ordinance.

Fiscal Impact:

☐ Budgeted ☒ Requires Budget Amendment

Source of Funding: Account Code: 73-50404-755

Attachments:

- On Call Contract
- Current Contract

Urgency (0-5 = Low Urgency to High Urgency): 4

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

Submitted by: Breana Soto

February 10, 2025

Breana Soto
City of Castroville, Texas
1209 Fiorella St.
Castroville, TX 78009

Dear Mrs. Soto,

This proposal for Simplecity Design to provide professional consulting services to the City of Castroville. The contract guarantees 10 hours a month with a fixed fee of \$3,000.00. Other staff support will be provided at the rates defined below. The 10 hours are dedicated direct access to the firm Principles. Services are defined in "Exhibit A" below with hourly service rates after the 10 hours are exhausted.

We look forward to continuing working with the staff, City Council, and community as the City implements the new code and comprehensive plan to better Castroville's future.

Sincerely,

Matt Lewis, CNUa
CEO
Simplecity Design

ON-CALL PROFESSIONAL PLANNING AND URBAN DESIGN SERVICES CONTRACT

SCOPE OF SERVICES- EXHIBIT “A”

TASKS:

1. Provide development review, assistance, recommendations, and revisions.
2. Attend meetings with City Staff for the Development Review Committee (DRC), development submittals, site visits, or other meetings as requested.
3. Maintain a GIS database for the City. This will include updating maps to reflect zoning changes, subdivision plats, building permits or other items requested by the City.
4. Assist in creating, reviewing, or modifying Regulating Plans, Neighborhood Plans or other plans as requested.
5. Attend meetings to provide City Council, and boards and commissions updates as requested.
6. Assist with urban design, architectural review, street design, building types, lot occupancy or configurations, and other design-related requests as needed.
7. Assist with plat review, place type change or designation requests, civic space determinations, building plans, site plans, or other plans as requested.
8. Assist in code, comprehensive plan, downtown master plan, or other document modifications, updates, or interpretations.
9. Assist in process updates, development application revisions, or other procedural assistance as requested.

Hourly Rate For Services

Project Lead & Urban Design Staff: \$300.00

Architecture & Illustrative Rendering Staff: \$220.00

Planning & Design Staff: \$190.00

GIS Staff: \$190.00

Administrative Staff: \$90.00

Other Fees

Travel, printing, material, and other cost associated with the provided services will be billed according to the cost of services.

CITY OF CASTROVILLE, TEXAS ON CALL PROFESSIONAL PLANNING AND URBAN DESIGN SERVICES CONTRACT AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") dated this 10th day of February 2025

Between:

City of Castroville, Texas at 1209 Fiorella St, Castroville, TX 78009 (the "Client")

- AND -

Simplecity Design, Ilc. at 219 N Comanche St, San Marcos, TX 78666 (the "Contractor").

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

1. The Client hereby agrees to engage the Contractor to provide the Client with services (the "Services") consisting of:

Services Described in Exhibit "A".

2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended with the written consent of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to the completion of the Services, that Party will be required to provide 30 days' written notice to the other Party.

Performance

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

Compensation

7. For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation (the "Compensation") to the Contractor at the for work preformed in each Task as described in Appendix "A".
8. The Client will be invoiced monthly at rates as described in Exhibit "A".
9. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.
10. The Compensation as stated in this Agreement does include sales tax, or other applicable duties as may be required by law.

Reimbursement of Expenses

11. The Contractors expenses incurred in connection with providing the Services of this Agreement will be invoiced to the client with associated tasks.

Ownership of Intellectual Property

12. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
13. The Contractor may use the Intellectual Property for promotion of work and past examples of work performed.

Return of Property

14. Upon the expiry or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or confidential information which is the property of the Client.

Capacity/Independent Contractor

15. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

Notice

16. All written notices, requests, or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:

- a. City of Castroville

1209 Fiorella St, Castroville, TX 78009

- b. Simplecity Design, llc.

219 N Comanche St, San Marcos, TX 78666

or to such other address as any Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

Indemnification

17. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, stockholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, stockholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

Modification of Agreement

18. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

19. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

20. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client, unless otherwise noted in "Exhibit A".

Entire Agreement

21. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement

22. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

Titles/Headings

23. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Governing Law

24. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Texas, without regard to the jurisdiction in which any action or special proceeding may be instituted. Any disputes shall be resolved in Hays County.

Severability

25. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

26. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF, the Parties have duly affixed their signatures under hand and seal on this February 10, 2025.

Breana Soto, Community Development
City of Castroville, Texas (Client)

Matthew Lewis, President
Simplecity Design, Ilc (Contractor)

simple**city** design

SCOPE AND FEE PROPOSAL FOR PROFESSIONAL SERVICES FOR A COMPREHENSIVE PLAN CODED UNIFIED DEVELOPMENT ORDINANCE, INCLUDING THE ZONING, SUBDIVISION, AND SIGN ORDINANCES, DOWNTOWN MASTER PLAN & A STREAMLINE DEVELOPMENT PROCESS FOR THE CITY OF CASTROVILLE, TX.

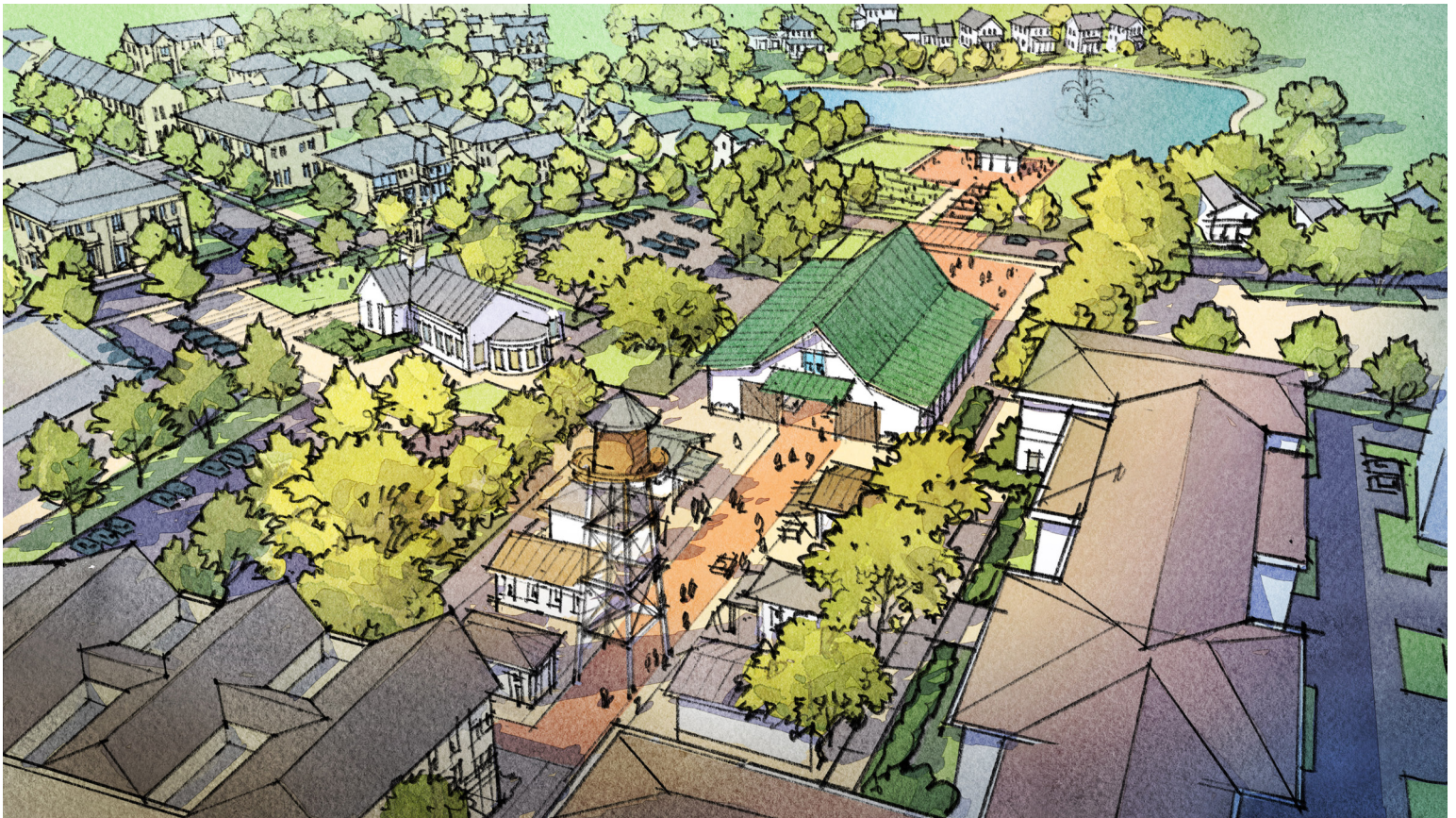
Simplecity.Design is pleased to submit this proposal to provide professional consulting services to the City of Castroville, Texas, for the rewrite of its key development standards into policies that support Castroville's goals.

PROJECT BACKGROUND AND PURPOSE

Zoning and subdivision ordinances are the primary City regulations governing the community's look, feel, and functions. Outdated and arbitrary rules create development patterns not conducive to the City's long-term goals and often conflict with past patterns. This proposal includes a substantial public engagement process to facilitate the creation of the Castroville Building Block Project.

SCOPE OF SERVICES- APPENDIX "A"

The following tasks will be completed as part of the contract, with the costs per Phase as defined in Appendix "B" being provided in Appendix "A". This proposal includes a substantial public engagement process to facilitate the creation of the Castroville Building Block Project.



PHASE 1 DISCOVERY

1.1 KICKOFF WORKSHOP WITH STEERING COMMITTEE

A brainstorm session with the Steering Committee Team on key project principles; discuss and define the project management plan; discuss data requests, and discuss what information will be helpful for inclusion in the Castroville Building Block Project updates.

1.2 COMPREHENSIVE REVIEW

The team will review all data submitted by the city as discussed in the initial kickoff workshop.

1.3 THE DNA ROUNDUP

At a fun downtown location, our team will introduce the public by linking the findings of the lecture series and the DNA Analysis to begin a dialogue about the path forward. Staff will lead the findings of the lecture series with Simplicity walking the public through the DNA Analysis through presentation and walking tour.

PHASE 2 CASTROVILLE DREAMIN'

2.1 CASTROVILLE DREAMIN' WORKSHOP

The Castroville Dreamin' is a fun forum for the community to play a role in shaping the community of the future. Big picture thought provoking dialogues will be facilitated around the build and natural environment, fiscal resilience, community scale, the future economy or other topics that are important to the community. This is about uncovering the path forward the community of Castroville wants to take. A purpose statement guiding the project will be defined by the community and vetted by the City Council. The workshop will be a one to two day event including evening sessions.

2.2 POST PRODUCTION RECAP

The outcomes of the Castroville Dreamin' will be reviewed, analyzed and consolidated into a set of themes and topics establishing the framework for the Comprehensive Plan.

2.7 SWOT ANALYSIS

As a part of community engagement, a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis will be reviewed by participants to validate the more significant strengths, weaknesses, opportunities, and threats facing Castroville. This analysis will be intended to capture Castroville's strengths and weaknesses, while understanding opportunities and threats impacting its future. This analysis will help inform budgetary and infrastructure decisions and provide direction for future growth.

3.2 DESIGN RODEO

Using the information gathered from the previous phases, validation of both the SWOT Analysis and Draft Comprehensive Plan themes will be explored. The Design Rodeo is a fun forum for the community to play a role in designing the community of the future and shape the standards that will ultimately build Castroville. The Design Rodeo is a two or three day event including evening sessions. A purpose statement guiding the project will be created by community and vetted by the City Council.

3.1 CHARACTER AREAS, BLOCKS, & BUILDINGS

Map block and building patterns into the character areas. These elements will be used to form Comprehensive Plan recommendations that utilize the existing DNA of Castroville going forward.

3.3 RENDERINGS AND ILLUSTRATIVE PLANS

Utilizing the knowledge gained from the Rodeo, the team will refine the illustrative plans (up to three) and renderings (up to two) to articulate how the Comprehensive Plan recommendation will apply on real property. Renderings and illustrative plans can be used as marketing materials and will help establish the shared vision of the community through design.

3.2 DRAFTING A PLAN

Based on the outcomes and feedback from the previous workshops, the Comprehensive Plan will begin to take shape. The chapters will be formatted in a comprehensive and logical order. The text will build on local preferences. Graphics, infographics, and tables will communicate each plan element clearly and visually. Editing and drafting the documents requires a considerable amount of time and validation along the way.

PHASE 3.4 THE LITTLE ALSACE MEETUP

The fun community validation exercise of the new Castroville Building Block framework. The core principles of the UDO will build upon the DNA findings and the feedback from the community. At this stage in the project, the framework of the Comprehensive Plan, UDO, and Downtown Master Plan are taking shape. Place Types are aligned with Street Types and standards within the UDO are calibrated to implement the plans into a reality.

PHASE 4 CODE DRAFTING

4.1 DRAFTING THE CODES

The development codes will begin to take shape. The documents are formatted in a comprehensive and logical order. Added graphics, infographics, and tables will communicate each element in a clear and visual manner. Editing and drafting the documents requires a considerable amount of time.

4.2 REVIEW DRAFT CODES

Digital drafts are shared with the City Staff for review. The review can occur in a digital or in person meeting.

4.3 REVISIONS & ADJUSTMENTS

Based on the City Staff review, the ordinances will be updated accordingly.

4.4 FINAL UDO PRODUCTION

The UDO in final form is produced. This will require formatting and integration of all graphics.

4.5 FINAL UDO REVIEW

The City will conduct final review and issue final comments.

4.6 FINAL UDO PUBLISHED

The final version of the UDO is completed and prepared for adoption.

PHASE 5 DOWNTOWN MASTER PLAN

The Downtown Master Plan public engagement and design process will be integrated throughout the project timeline. Below are the deliverables of the Downtown Master Plan. Specific scheduling of this phase will be defined in the Project Management Plan. The Downtown Master Plan will encompass the geographic boundaries within the Downtown TIRZ.

5.1 DOWNTOWN VISION AND GOALS

Building upon the DNA Analysis and workshop results. The Downtown Master Plan vision and goals will identify potential projects and opportunities for improving and enhancing public and private efforts to promote recreation, accessibility, tourism and a sense of community, character and identity through urban design, open space and public art. Prepare a character plan depicting categories of development intensities, buildings, general parking and building characteristics in an urban condition.

5.2 DOWNTOWN ILLUSTRATIVE PLAN WITH DETAILED CALLOUTS

A detailed drawing of the existing and proposed built environment will be drawn. The plan provides the framework to determine key places, buildings and activities in Downtown.

5.3 DOWNTOWN IMPLEMENTATION

Simplecity Design will develop an implementation plan with recommendations that identifies related actions to address policies, such as regulatory actions, programs, capital projects, and intergovernmental partnerships. The action plan will identify responsible parties, prioritization, and best-fit approaches. This action plan excludes drafting legal preliminary and project plans for financing districts as those efforts can vary and should be tailored to the specific approach.

Simplecity Design will also provide a strategy overview and key Steps Report for implementation of key area building/site scale plans.

Simplecity Design will draft a Final Downtown Plan Document, which will include Downtown Plan Deliverables, Implementation Recommendations, and Appendices of DNA Report, and stakeholder input (including one comprehensive revision).

PHASE 6 STREAMLINE DEVELOPMENT PROCESS

6.1 DEVELOPMENT PROCESS AND APPLICATION CALIBRATION

The purpose of this phase is to gather a clear understanding of the City's development process, including the cost of services, role of the City Staff, timelines and outputs of the process. The results will streamline the new processes to the UDO.

6.2 ALIGNMENT OF PROCESS

The new codes allow for a new development process to be created, enabling the staff, the community, the development community, and elected and appointed officials to have clear and consistent development processes. The purpose of this task is to draft a new process matching the sequential flow of the new development code.

6.3 NEW DRAFT PROCESS

Now that a new process is drafted, using the baseline development process and staff roles, the Team can now compare the two to determine cost of service, timelines and any staffing gaps or overlaps that may be present.

6.4 FINAL DEVELOPMENT PROCESS AND APPLICATIONS

The intent is to provide the development community and staff with a streamlined process, resulting in an easy-to-administer development process built around the goals of the community, the staff, and the UDO. Updated checklists meeting the new State Law will be provided as a result of the effort.

PHASE 7 ADOPTION

7.1 PLANNING & ZONING COMMISSION HEARING

Preparing for the adoption process requires standards of the Texas Local Government Code to be accomplished. Mail out notices, printed materials and all applicable standards will be provided by the City which fits within a timeline that fits citywide standards.

7.2 PLANNING & ZONING COMMISSION HEARING

Prepare a presentation and present the final UDO to the commission for adoption.

7.3 CITY COUNCIL PUBLIC HEARINGS AND READINGS

Prepare a presentation and present final P&Z recommendation on the UDO to the City Council for adoption. (Two Meetings).

7.4 FINAL READING & PARTY

A final City Council Meeting to present the final UDO for adoption. After the adoption, a party will be held to introduce and celebrate all the hard work with the community.

SAMPLE OUTREACH TOOLBOX

We look forward to having the opportunity to work with Staff to develop a customized Project Management Plan with a community engagement strategy that fits the local preferences of the community, while meeting project goals and aspirations.

ANALOG

Electronic communication is challenging for some people and becomes an easy excuse for not participating. Whether it is print formats, such as utility bill inserts and postcards, or one-on-one conversations around homemade pound cake and coffee, analog communication tools are still one of the most effective communication tools to ensure understanding of local preferences and a way to engage the most critical stakeholders.

DIGITAL

PROJECT BRANDING AND WEBSITE

Creating a name for the project can spark community interest and be used for marketing and branding. Whether creating a unique website or specific page on the City's existing website, it provides a one-stop location for project overview, schedules, and other interactive engagement features.

SOCIAL PINPOINT ELECTRONIC ENGAGEMENT

Digital engagement platform makes it easy to engage your stakeholders with numerous customizable tools easily integrated with existing social media platforms on multiple devices. Tools include Interactive on-line maps with pin-drop style comment features, digital surveys, virtual townhall meetings, and forums.

POLL EVERYWHERE

Effective tool to engage staff, advisory committees, and stakeholders for more productive remote and in-person meetings by allowing survey questions to be styled as yes/no, multiple choice, and open-ended. Participants can answer online or by text. Results are anonymous and can be shared immediately to audience by sharing screen.

SOCIAL MEDIA STRATEGIES

Content will be prepared to engage social media on City's existing accounts, including community influencers. Strategies will be utilized to encourage participation, spark interest, and educate on key concepts and topics.

CHARRETTES

DESIGN RODEO - IN PERSON OR ELECTRONIC

The Design Rodeo provides the community an opportunity to visualize and design a future Copperas Cove. It is a place where nothing is off the table, big ideas are encouraged, and the community goes on a journey. The cool part about our approach is that we draw with the community as we design. This process allows for abstract conversations to be realized.

CODE RODEO - IN PERSON OR ELECTRONIC

Building on the community's input from the Design Rodeo, the Code Rodeo is where the ideas and possibilities become viable or removed. Using the drawings on real developable properties, we draft development standards that emulate the vision desired by the community. This process allows us to create standards and illustrative drawings, which represent how the standards would apply in the community.

COMMUNITY TOURS

BUS TOUR - BASTROP & SAN MARCOS

Key stakeholders would be introduced to Downtown Bastrop and Downtown San Marcos to visually see and interact with the components of fiscal sustainability, which create lovely, timeless places. Having real examples helps ensure group understanding during discussions and provides common ground to design regulations that work for your community.

COMMUNITY TOURS

Traveling by bus, bike, golf cart, wheelchair, or foot, allows you to absorb your community in an unconventional manner. Narrated by an urban naturalist, your environment will be beautifully unfolded to explain how the public and private realm is or is not working. The distinction is the difference between the places you linger and enjoy and those you cannot wait to escape.

VISIONING

FISCAL SUSTAINABILITY RETREAT WITH CITY COUNCIL

The decision to be fiscally responsible requires persistence, desire, and execution to escape status quo development that guarantees bankruptcy. Retreat covers building blocks of fiscal sustainability needed for a successful journey. Conversations include key policy decisions such as parking, gridded street network, and the Use Chart. A Purpose Statement will be created to guide the development of the Zoning Code.

TACTICAL URBANISM

Effective way to validate street improvements, development code overhauls, and inspire support for capital investments. Using items, such as temporary chalk paint, moveable furniture, plywood sidewalks, and food trucks, let Simplicity. Design help your vision be observed in real life.

CITIZEN PRIMER FOR FISCAL SUSTAINABILITY EXERCISE

With quality data from the City, this exercise is a powerful way to visualize the relationship between the services citizens say they want and their willingness to pay based on growth patterns of sprawl versus density. Using population estimates for 2050, growth allocations, and specific revenue sources, citizens will be educated on costs and benefits of individual services, each explained on an individual visual board, such as response times, number of firefighters on an engine, and increasing neighborhood parks and trails.

APPENDIX B

	CONTRACT BILLING RATES
PHASE 1: DISCOVERY	\$24,200
PHASE 2: CASTROVILLE DREAMIN'	\$110,839
PHASE 3: COMMUNITY CHECK IN	\$114,857
PHASE 4: CODE DRAFTING	\$157,085
PHASE 5: DOWNTOWN MASTER PLAN	\$74,269
PHASE 6: STREAMLINED DEVELOPMENT PROCESS	FREE
PHASE 7: ADOPTION	\$18,750
REIMBURSES: IE, PRINTING, TRAVEL, SOCIAL MEDIA	Pricing varies by selected options and contract terms
TOTAL:	\$500,000
*CONTINGENCY	10% of total projects cost: Reserved for unforeseen items, such as, additional meetings, trips or project cost. Minor scope adjustments would also file under contingency.

CASTROVILLE TEAM:

SIMPLECITY DESIGN, LLC.

JOHNSON PLANNING, LLC.

MC/A ARCHITECTS, INC.

ZANETTA ILLUSTRATION, LLC.

CRABTREE GROUP, INC.

POPKEN POPUPS, LLC.

JASON KRELLENSTEIN, PLLC.

MASTER SERVICES AGREEMENT

THIS Master Services Agreement (the "Agreement" or "MSA") is made as of the 26th day of September, 2023 by and between Simplecity Design, a Texas limited liability company whose address is 120 W Hopkins, #101, San Marcos, TX 78666 ("Simplecity"), and City of Castroville, TX "Client", a General Law Municipality in the State of Texas whose address is 1209 Fiorella St, City Of Castroville, TX 78009

Simplecity and Client are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

1. **ENGAGEMENT.** Client hereby engages Simplecity to provide certain planning, policy review and recommendations related to professional services (the "Services"), as specifically set forth and on the terms and conditions, herein. The specific services, costs, deadlines, and other details are outlined in the attached Appendix "A" Statements of Work ("SOW"), executed and agreed upon between the Parties. Each duly executed and delivered SOW shall be on the terms and conditions of this MSA and deemed incorporated and merged herewith.

2. BILLING AND PAYMENT.

a. Client agrees to pay for Services at the rates and in accord with the payment terms set forth in Exhibit "A" SOW. Simplecity shall submit invoices on a monthly basis or upon completion of certain milestones. **Payment is due upon receipt, time being of the essence.** All payments of fees and expenses as stated in Appendix "B" cost of services are due and payable to Simplecity shall be paid by the Client electronically via direct transfer into our accounts using ACH, without any intermediary or payment services. Simplecity will provide ACH transfer information to the Client upon execution hereof. Unpaid sums shall accrue an additional charge of 0.75% of the invoiced amount per month. 25% of the fee is due before work begins.

b. If the Client objects to all or any portion of an invoice, it shall notify Simplecity in writing in reasonable detail within seven (7) calendar days of the invoice date, and such notice shall be accompanied by payment of all non-disputed amounts.

3. INFORMATION RECEIVED FROM CLIENT; OWNERSHIP/REUSE OF DOCUMENTS; CONFIDENTIALITY.

a. Client is solely responsible for information, data, and/or materials furnished to Simplecity for any purpose. Client represents and warrants that it has (a) all right, title, and interest in and to any and all information, data, and/or materials provided by or on behalf of Client to Simplecity; (b) all right and authority to provide same to Simplecity or to make same available to Simplecity; and (c) all right and authority to use or disseminate same in the manner intended by the Parties or as directed or approved by Client. Client hereby acknowledges that Simplecity relies upon the accuracy and completeness of all information, data, and materials provided by Client, and additionally upon Client's representation, explicit or implicit, that it has all right and authority to disclose or provide same to Simplecity for any purpose. Simplecity shall in no event have any responsibility for or liability in respect of any work, Services, deliverables, or content modified or disseminated by the Client without Simplecity's express written consent.

b. All documents and materials prepared or provided to the Client by Simplecity, including original drawings, models, schemata, matrices, surveys, renderings, designs, field notes, layouts, specifications, and data provided or furnished by Simplecity pursuant to this Agreement, are instruments of service with respect to the subject project. Simplecity shall retain ownership and all right, title and interests therein, whether or not the project is completed. Provided that Client pays for all Services in full, Simplecity hereby grants Client a license to make and retain copies of such documents and materials solely within the context of the subject project; however, such documents and materials are not intended or suitable for reuse by Client or others except within the context of the subject project, and may not be used on any adaptation or modification thereof, on any other project, or for any other purpose. Any use, reuse, or modification of any documents or material provided by Simplecity except as specifically set forth herein shall be at the Client's sole risk and without liability to Simplecity.

c. Simplecity represents that it will treat as confidential Client's nonpublic trade secret information identified in writing or verbally as such by the Client ("Client Confidential Information") or as would reasonably be determined to be Client Confidential Information. Simplecity hereby agrees to use Client Confidential Information solely for the purpose of rendering Services to Client. These restrictions shall not apply to any Confidential Information: (a) that becomes generally known to the public through no fault of Simplecity; (b) for which disclosure is required by applicable law, legal process, or any order or mandate of a court or other

governmental or competent authority to be disclosed; or (c) that is required to be disclosed in connection with a lawsuit or other legal or administrative action or proceeding or the equivalent, or to which legal compulsion is otherwise applicable provided, that in the case of clauses (b) or (c), Simplecity shall use reasonable commercial efforts to provide Client with the advance written notice of the Client Confidential Information intended to be disclosed and the circumstances surrounding such disclosure to permit the Client to seek a protective order or another appropriate request for confidential treatment of the applicable Client Confidential Information.

d. As between the Parties, all right, title and interest in and to Simplecity's processes, methods, forms, layouts, design techniques, web pages or web designs, contacts, vendors, databases; trade techniques, systems or processes, trademarks, trade names, service marks, logos, domain names, or other similar rights, to the extent proprietary, confidential, or protectable or protected as trade secrets or intellectual property under applicable law or regulation (collectively, the "Simplecity IP"), shall remain the sole and exclusive property of Simplecity. Client acknowledges and agrees that Simplecity retains sole and exclusive ownership of all techniques, copyrights, trademarks, trade dress, trade secrets, inventions, improvements, and specific processes and procedures of Simplecity applied to this engagement. Client further acknowledges and agrees that any new or useful technique, method, concept, process, art, discovery, contribution, finding, or improvement, whether or not patentable, and all related know-how, designs, discoveries, formulae, processes, manufacturing techniques, computer software, inventions, improvements, and ideas conceived or developed or reduced to practice by Simplecity prior to or independently of this engagement shall be the sole and exclusive property of Simplecity, and all rights to same shall inure to the benefit of Simplecity, whether or not same were developed solely or jointly with others, or during or out of the usual hours of work, or otherwise.

e. Client acknowledges and agrees that Simplecity's work and services are not exclusive to Client, and Simplecity may perform the same or similar services for others, advertise or market its competencies, services, and relationships, and engage in other business activities or in the solicitation of other business relationships.

4. STANDARD OF CARE; REPRESENTATIONS.

a. The Services will be performed in a manner consistent with that level of care and skill ordinarily required of similarly credentialed professionals practicing in the locality in which the Services are provided. No other representation, expressed or

implied, and no warranty or guarantee is included or intended, expressed or implied, by this Agreement (including no guarantees of regulatory approvals), or in any report, opinion, document, or other writing prepared by Simplecity. Simplecity's review of other documents, reports, recommendations, items or submittals supplied by, prepared or originating with professionals or contractors not directly engaged by Simplecity shall not be conducted to determine the accuracy or completeness of such details as dimension or quantities, or for substantiating instructions for the development of property, installation or performance of equipment or systems, all of which remain the responsibility of other such professionals or contractors. No such review shall result in liability to Simplecity, including for any error, defect, or non-conformity contained in such document except to the extent resulting from Simplecity's failure to satisfy any applicable professional standard of care materially.

b. Neither the authority of Simplecity nor a decision made in good faith either to exercise or not exercise such authority shall give rise to a duty or responsibility of Simplecity to any other consultant or contractor, subcontractor, material or equipment suppliers, other professional, municipality, agency, or authority, or any of their respective employees or agents, or other persons or entities with respect to the subject project, even if Simplecity was or should have been aware of such other person's or entities' reliance upon same.

c. In no event will Simplecity be responsible for any change, error, modification, cost, liability, delay or expense resulting from, arising out of, or relating to (i) conditions encountered at the subject project or site thereof which are subsurface or otherwise concealed physical conditions which differ materially from those indicated in the applicable SOW or other documents or materials relating to the subject project; (ii) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in planning, design, construction, or project management activities of the character provided for in the applicable SOW; (iii) changes, amendments, modifications, or extensions to applicable law or regulation, or permissions, permits, decrees, resolutions, or requirements of any public agency, quasi-public agency, regulatory agency, lender, or other party with jurisdiction over the subject project granted, promulgated, or occurring subsequent to execution of this MSA.

d. Client represents and warrants to Simplecity as follows: (i) that it shall comply with all applicable state and local laws, statutes, and ordinances relating to or implicated by performance of its obligations hereunder and otherwise with respect to the subject project; (ii) that its execution and delivery of this Agreement and its performance thereof and hereunder has been duly authorized by all requisite

corporate, municipal or other requisite authority; and (iii) this Agreement constitutes the valid and legally binding obligation of Client, enforceable in accord with its terms.

5. LIMITATION OF LIABILITY.

a. In recognition of the relative risks, rewards, and benefits of the project to both Client and Simplecity, the risks have been allocated such that Client agrees that, to the fullest extent permitted by law, Simplecity's total liability to Client for any and all claims, losses, damages, expenses, injuries, or any other cause or casualty, arising from Simplecity's performance of the Services or otherwise from this engagement or the Parties' relationship (including any claim for indemnification), shall not exceed Simplecity's fee or \$50,000.00, whichever is less. Such causes include, but are not limited to, Simplecity's negligence, errors, omissions, strict liability, breach of contract or breach of warranty, or any other claim, theory, or cause of action. Simplecity shall not be liable to the Client or any other party for any consequential, punitive, special, or indirect damages, including loss of use and loss of profit.

6. INDEMNIFICATION

a. Simplecity shall defend, indemnify and hold the Client harmless from any damage, liability, or cost (including reasonable attorney's fees and costs of defense) to the extent caused by Simplecity's negligence or misconduct in the performance of the Services.

b. Client shall defend, indemnify and hold harmless Simplecity and all its directors, owners, officers, agents, employees, contractors, representatives, and other affiliated entities ("Simplecity Indemnified Parties") from and against any and all damages, losses, claims, expenses, deficiencies or costs incurred as a result of (i) Client's negligence or misconduct, or the negligence or misconduct of Client's contractors, subcontractors, agents, employees, owners, or partners, or any other party, engaged, directly or indirectly by, or acting on behalf of, Client; (ii) Client's breach of any of its representations, covenants or warranties contained herein; or (iii) any demand, action, claim, suit or proceeding brought against any of the Simplecity Indemnified Parties, or in which any of the Simplecity Indemnified Parties are asked or compelled to participate, to the extent caused by, arising out of, or relating to any information, data, or materials provided or made available by Client.

7. TERMINATION. This Agreement may be terminated (i) without cause, at any time prior to completion of Simplecity's services either by the Client or by Simplecity, upon ten (10) days' written notice to the other; and/or (ii) upon ten days' written

notice and opportunity to cure, or, in an emergency, at any time upon written notice, for material breach. Upon termination for any reason, the Client shall be responsible for payment in full for all Services provided and costs incurred up to the date of termination in accordance with Simplecity's currently effective hourly rate schedule and direct expense reimbursement policy.

8. SUCCESSORS AND ASSIGNS.

Neither Client nor Simplecity shall assign or transfer his interest in this Agreement without the other Party's written consent, and any purported assignment or transfer absent such notice shall be void. There are no third-party beneficiaries of this Agreement.

9. SEVERABILITY.

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Client and Simplecity, who agree that this Agreement, to the extent possible, shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10. OTHER TERMS.

a. This Agreement sets forth the entire agreement between the Parties, and no promise, representation, or inducement, except as herein set forth, has been made by either Party to this Agreement. No provision or term of this Agreement may be amended, modified, changed, altered, or waived except by written document executed by the Parties hereto; provided, however, that additions or changes to the Services, including engagement of Simplecity to provide additional or modified Services, may be set forth by exchange of executed Statements of Work. In the event that any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular provision(s) held to be unenforceable and the unenforceable provision(s) shall be replaced by mutually acceptable provision(s) which, being valid, legal and enforceable, come closest to the Parties' intention underlying the invalid or unenforceable provision. Client shall not assign this Agreement without written consent of Simplecity, and any purported assignment absent such consent shall be void. This Agreement, and the obligations set forth herein, shall be binding on any and all successors and assigns of the Parties,

including, without limitation, any corporation or other entity with or into which Simplecity or Client is merged or consolidated or any entity which acquires all or substantially all of the assets of Simplecity or Client.

b. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Texas applicable to contracts made and to be performed entirely therein, without regard to the conflict of laws provisions thereof, and each Party shall be subject to the jurisdiction of the federal or state courts located Hays or Travis Counties if a suit is commenced in connection with this Agreement. The prevailing Party in any action for breach of this Agreement shall be entitled to recover its attorney's fees.

b. Any notice or communication required or permitted under this Agreement shall be in writing and shall be deemed received (i) on the date personally delivered; (ii) the day following sending, if sent by facsimile, Federal Express, or any other next-day carrier service, with appropriate proof of delivery, or (iii) the third day after mailing via first-class mail, return receipt requested, to a Party at the address specified above or such other address as the Parties may designate from time to time. Unless otherwise specified herein, notices shall be delivered to the names and addresses set forth in this Agreement.

e. Simplecity may place announcements, advertisements, or tombstones on its websites, its written promotional material, and in newspapers, journals, and publications at its own expense, which may include the Client's name, logo, and trademarks. Simplecity's contact information and/or logo shall be included on press and media releases and similar statements.

f. The waiver of any rights under this Agreement shall be in writing and signed by the Party granting the waiver. Failure by any Party to enforce any rights under this Agreement shall not be construed as a waiver of such rights. The waiver of any breach of this Agreement, regardless of the number or extent of same, shall not be construed as a modification of this Agreement or as a waiver of any other breach of this Agreement. In the event of any breach or violation of this Agreement, Simplecity shall be entitled to all remedies available at law or in equity, including injunctive relief, without the need for posting a bond or security. The remedies herein are cumulative, and the election or exercise of one remedy shall not preclude or waive the exercise of any other remedy; provided, however, in the event of any breach by the Simplecity, the Client's sole remedy shall be limited to an action to recover damages, if any, at law.

g. Neither Party will be responsible for any failure to perform (other than a failure to fulfill payment obligations hereunder) due to causes beyond its reasonable control (each a "Force Majeure Event"), including but not limited to acts of God, war, riot, embargoes, acts of civil or military authorities, fire, floods, catastrophic weather events, terrorist activity, an outbreak of disease, earthquakes, catastrophic accidents, failure of communications facilities, or strikes; *provided, however*, that the Party claiming such Force Majeure Event gives prompt written notice thereof to the other Party.

IN WITNESS WHEREOF, the Parties hereto have executed this Master Services Agreement on the date set forth below.

September 26, 2023

SIMPLECITY DESIGN, LLC

CITY OF CASTROVILLE, TX

Matthew Lewis, CNUa
Chief Executive Officer

Scott Dixon
City Administrator

Darrin Schroeder
Mayor

simple**city** design



CITY COUNCIL AGENDA REPORT

DATE: April 3, 2025

AGENDA OF: April 08, 2025

DEPARTMENT: City Secretary

SUBJECT: Appointments for City Boards and Commissions

RECOMMENDATION:

Consider and possible action on appointment of Mary King to an open position on the Historic Landmark Commission.

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

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

Review and possible action on application submitted by Julieanna Renner-Ramierz for an open position on the Library Advisory Board.

BACKGROUND:

At the last council meeting the city council approved a request from Cendriah Maloney to be moved to alternate position #2 and move Lori Marchman to the full board position #1 on the HLC. Also at the meeting Houston Marchman was appointed to District 2 City Council seat which leaves the full board position #5 open. Ms. Mary King had submitted her application for consideration back in September when Lori Marchman was appointed and would like to be considered for this recent opening. Michelle Estrada has recently been appointed as alternate and council has the option to move her up. Julieanna Renner-Ramierz had submitted an application for the open position on the Library Advisory Board at the same time as the other candidates who were chosen but was unable to attend the meeting to meet the city council. Ms. Renner-Ramierz is still interested in a position on the board and has indicated she will be attending the meeting.

FISCAL IMPACT/SOURCE OF FUNDING:

None.

Submitted by:

Debra Howe

City Secretary

ATTACHMENTS/ADDITIONAL INFORMATION:

Planning and Zoning Commission Roster

Historic Landmark Commission Roster

Library Advisory Board Roster

Email from Library member Kelly Hoog

Applications submitted for P & Z, HLC and Library



PUBLIC SERVICE APPLICATION FORM

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

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

Name: Mary King Email: meK1919@gmail.com

Home Address: 502 FLORENCE ST. Mailing Address: Same

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

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

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

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

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

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

Please indicate Board, Commission or Committee preference:

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

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

DONE

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

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

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

HISTORIC LANDMARK COMMISSION

October 2024-2026

Member/Address	Appointed	Phone #	Email Address	Term Expiration
1. Lori Marchman 1616 San Jacinto Castroville, Texas 78009	Sept. 2024	(817) 247-5504	lgouge49@gmail.com	2026
2. Doug DeMino 1716 Naples St. Castroville, Texas 78009	Sept. 2024	(c) 210-218-2549	dougdemino@gmail.com	2026
3. Kyle McVay 307 Madrid Castroville, Texas 78009	Sept. 2024	(h) 830-538-2630 (c) 830-931-2525	klmevay@hotmail.com	2026
4. Jeff Gardner 802 Gentilz Street Castroville, Texas 78009	Sept. 2024	(h) 210-557-6169	mountainaxe25@gmail.com	2026
5. OPEN				2025
6. Priscilla Garrett 702 Florence Castroville, Texas 78009	Feb. 2024	(h) 830-931-2262	prismon@aol.com	2025
7. Dan Maloney 204 River Bluff Castroville, Texas 78009	Feb. 2024	(c) 817-807-8414	dan.w.maloney@gmail.com	2025
Alternates:				
1. Tracy Schott 1307 Lorenzo Castroville, Texas 78009	Aug. 2023	(210) 415-3656	tschott777@gmail.com	2025
Mailing Address: P.O. Box 1587 Castroville, Texas 78009				

- | | | | | | |
|----|--|----------|------------------|--|------|
| 2. | Cindy Maloney
204 River Bluff
Castroville, Texas 78009 | Feb 2024 | (c) 817-372-3530 | maloney.cindy@gmail.com | 2025 |
|----|--|----------|------------------|--|------|

Historic Preservation Officer: Selina Angel

Council Liaison: Councilmember Phil King

P & Z Liaison:

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

Updated 04-03-2025



PUBLIC SERVICE APPLICATION FORM

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Name: BRYAN GRIFFIN Email: PD185@SBCGLOBAL.NET

Home Address: 716 LAFAYETTE Mailing Address: _____

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

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

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

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

Please indicate Board, Commission or Committee preference:

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

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

ZBOA (2023-2025)

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

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

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

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

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

PLANNING AND ZONING COMMISSION

July 2025 - 2026

Position #	Member/Address	Appointed	Phone #	Email Address	Term Expiration
1.	Priscilla Garrett 702 Florence Castroville, Texas 78009	July 2022	(h) 830-931-2262	prismon@aol.com	2026
2.	Melanie Knous 2202 Geneva Street Castroville, Texas 78009	March 2025	(c) 541-207-6077	melknous@gmail.com	2026
3.	Jim Welch 704 Lisbon Street Castroville, Texas 78009	June 2023	(c) 210-260-2844	jimcodywelch@gmail.com	2025
4.	Kyle McVay 307 Madrid Castroville, Texas 78009	June 2023	(h) 830-538-2630 (c) 830-931-2525	klmcvay@hotmail.com	2025
5.	Bruce Alexander 516 Vienna Street Castroville, Texas 78009	March 2024	(h) 830-931-1442	bruce-tammy@sbcglobal.net	2026
Alternates:					
1.	OPEN				2025
2.	Eduardo Esquivel Jr. 201 Paris Castroville, Texas 78009	April 2024	(c) 210-983-3885	sector40@protonmail.com	2026

Council Liaison: Councilmember

Updated 03-15-2025

Debra Howe

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

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

Debra,

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

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

Thank you,

Kelly Hoog

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

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

RECEIVED
MAR 3
3:54PM



PUBLIC SERVICE APPLICATION FORM

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Name: Julieanna G. Renner - Ramirez Email: 1946JGR842@gmail.com

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

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

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

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

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

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

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

Please indicate Board, Commission or Committee preference:

1st Choice: Library 2nd Choice: Zoning Board

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

School board Poray Unified School District 1989-1994 (moved)

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

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

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

Letter of Recommendation for Dr. Julieanna Renner Ramirez

March 3, 2025

To whom It May Concern,

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

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

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

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

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

Sincerely,

Her Husband, Dr. Rey Ramirez PhD

rey@imagolfboss.com, 210-347-6367

LIBRARY BOARD

July 2025 - 2026

Position #	Member/Address	Appointed	Phone #	Email Address	Term Expiration
1.	Kelly Hoog 274 Private Rd. 4731 Castroville, Texas 78009	July 2024	830-931-4649	iustri@ymail.com	2026
2.	Bertha Benedetti 4176 CR 271 Mico, Texas 78056	March 2025	830-931-3868 (c) 210-459-3269	benedettibertha@gmail.com	2026
3.	Lauren Cortez, MS 227 PR 4703 Castroville, Texas 78009	July 2023	(c) 210-612-5640	lcortez1@tulane.edu	2025
2.	Isabella Cortez 227 PR 4703 Castroville, Texas 78009	July 2023	(c) 210-387-0175	cortezgisabella@gmail.com	2025
5.	Crystal Stutes 816 Lafayette Castroville, Texas 78009	October 2023	(c) 210-378-2966	crystal.stutes@gmail.com	2026
<u>Alternates:</u>					
1.	Michelle M. Estrada 211 Geneva Ct. Castroville, Texas 78009	March 2025	(c) 210-722-8156	yellehs52@gmail.com	2026

2025

2. Vacant

Student Rep: Open

Council Liaison: Councilmember Robert Lee

Updated 04-03-2025