



## **City Council Regular Called Meeting Agenda**

**COUNCIL CHAMBERS - 1209 FIORELLA STREET**

**Tuesday, March 10, 2026**

**5:00 PM**

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**The City Council of the City of Castroville will meet in the Regular Called Meeting beginning at 5:00 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.**

**I. Call to Order**

**II. Executive Session**

The City Council will convene in closed session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code for one or more of the following authorized reasons:

a. The City council will meet in closed session pursuant to the Texas Open Meetings Act, Chapter 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following public officers or employees:

a. City Administrator R. Scott Dixon

**III. Reconvene in open session**

**IV. Roll Call**

**V. Pledge of Allegiance**

**VI. Invocation**

**VII. 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.

**VIII. Consent Agenda:**

**a.** Minutes for February 11, 2026 Special Called Joint City Council and Planning and Zoning Commission Meeting.

**b.** Minutes for February 24, 2026 Special Called City Council Meeting

c. Minutes for February 24, 2026 Regular Called City Council Meeting

**IX. Mayor's Report**

- a. CIP
- b. CPS Billing Dispute
- c. Development Agreements
- d. Ordinance Updates

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

Consider and take possible action regarding the Performance Improvement Plan for the City Administrator.

**XI. Discussion and Action Items**

- a. Consider and take appropriate action on approving a contract between the City of Castroville and Medina County Elections Administrator for Election Services for the May 2, 2026 General Election.
- b. Discussion and appropriate action regarding results of traffic calming study for the following intersections: Gentilz and Athens, Country Lane & Village Path, Fiorella & London St.
- c. Discussion and appropriate action to adopt a resolution authorizing submission of an application to the State Homeland Security Grant Program for a Police Patrol Vehicle.
- d. Discussion and appropriate action to accept the Racial Profiling Report for 2025.
- e. Discussion and appropriate action to accept a Texas Parks & Wildlife (TPWD) grant award for the Lion's Park Improvement project.
- f. Discussion and possible action to ammend the Castroville Comprehensive Fee Schedule to modify the fees related to utility reconnect and highway banner.
- g. Discussion and possible action regarding the marketing of airport property on the Castroville Economic Development Council website(s).
- h. Discussion and appropriate action to authorize the purchase of a vehicle for the Gas Utility Department.
- i. Discussion and appropriate action to establish the proposed scope of the Ragonal Park Pool bathrrom and shower building.

**XII. Discussion on Future Agenda Items**

**XIII. 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 March 04, 2026 before 5:00 p.m.

/s/ Debra Howe

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL  
SPECIAL CALLED JOINT MEETING  
WITH  
PLANNING AND ZONING COMMISSION  
1209 Fiorella  
City Council Chambers  
February 11, 2026  
Wednesday  
5:00 P.M.  
MINUTES**

**I. CALL TO ORDER**

Mayor Bruce Alexander called the meeting to order at 5:00 p.m. for the City Council Planning and Zoning Commission Board member Valarie Solis opened joint meeting due to Chairman Jim Welch’s late arrival.

**II. ROLL CALL**

Present:

- |                                |   |
|--------------------------------|---|
| Mayor Bruce Alexander          | Scott Dixon, City Administrator             |
| Mayor Pro Tem Sheena Martinez  | Debra Howe, City Secretary                  |
| Councilmember Houston Marchman | Breana Soto, Community Development Director |
| Councilmember Phil King        |   |
| Councilmember David Merz       |   |
| Councilmember Robert Lee       |   |

Others in attendance:

Planning and Zoning Commission members

**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.

Mayor Alexander announced the meeting would be ending by 7:00 p.m.

**IV. DISCUSSION AND ACTION ITEMS**

**a. Discussion and review of Development Agreement Policy**

Mayor Alexander spoke briefly on the Unified Development Ordinance having been voted down and the Development Policy that had been prepared as a stop gap until the ordinance was adopted.

(Cont.)

Mayor Alexander said he did not agree with putting the City's position in any policy. Mayor Alexander said the City should negotiate with all developers.

Community Development Director Breana Soto provided a presentation on why development agreements were needed. Ms. Soto said development agreements helped with long-term growth, showed commitment to the residents, aligned the development with public priorities and protected fiscal sustainability and the community character. Ms. Soto said the City could not regulate the type of building materials but with a development agreement the City could work toward the City's standards. Other advantages if the development consented to voluntary annexation were: infrastructure timing, developer cost participation, enhanced design standards, volunteer civic land and possible incentives tied to the benefits. Ms. Soto said the Planning and Zoning Commission (P& Z) had reviewed the ordinances and codes associated with an agreement. Ms. Soto said the commission wanted values first, fiscal sustainability, community character, quality design, connectivity, civic space, and transparent process. P & Z Board member Solis said the commission had looked at for better clarity. Councilmember Merz said the City could not regulate a lot of things but they could look at the previous agreements and know what the City wanted in the new policy. Mr. Merz said the City did need a development policy in place for a reference and get easy access. Mayor Alexander felt the City had ordinances in place for developers to follow and this was what the City wanted but with a development agreement the developers took advantage of the City. P & Z Board member Bryan Griffin said continuity with a written document was needed and wanted Castroville to be on the upside with developers. Councilmember Merz said he saw things in the Country Village Phase II development things that should/could have been better, such as connectivity. Mr. Merz said a policy would help as there were things they could put in a policy that could not be done by ordinance or in the codes. P & Z Board member Solis said she did not think there should be specific details in a policy document. P & Z Board member Troy Griggs felt they could not do that as it was too restrictive.

P & Z Chairman Jim Welch arrived at the meeting at 5:26 p.m.

Councilmember Lee said he did not want incentives mentioned in a development policy at all as that opened the door for developers to possibly take advantage of the city. Mr. Lee felt ff that were to happen the current citizens would be paying for infrastructure and other things in the development. Mr. Lee provided a copy of his edits to the original P & Z's revised development agreement to the City Council and the P & Z Board. Mr. Lee said the edits as directed by City Council were sent to the P & Z for review and were not in the backup material for this meeting. P & Z Board member Griffin said he agreed with Councilmember Lee's rework of the proposed policy. Mr. Lee said he had contracted several cities and they did not give incentives. After further discussion, all agreed the edited version of the development agreement provided by Councilmember Lee was the one the City should use. Councilmember King agreed the City needed a policy but he disagreed with Councilmember Lee on the City could lose out, the City could do what it wanted to but if the development did not agree to annexation the City could do nothing. Ms. Soto said they agreed the City was looking at the values of the City with incentives last. Ms. Soto said P3 would be providing a presentation at a future meeting and the City Council may wish to look at a policy more then. All agreed on the values provided by the P & Z and they could be included in the agreements and policy. Ms. Soto said if the City Council wanted to include language on connectivity, underground utilities, landscaping options, Dark Sky lighting, street signage enhancements, housing variety, and block length and layout. Councilmember Martinez was in favor of underground utilities, dark sky lighting and block layout/length. Councilmember Merz said he had not been at previous meeting but he wanted to see more connectivity, see more stub-out areas with more connections to other neighborhoods. Mr. Merz said he would like to see a better layout for utilities, with all being in public

(Cont.)

owned right of ways, not located in the rear of the properties. Mr. Merz said he would like to see smaller zoned – RC- for small apartments/duplexes to help sustain neighborhoods. Mr. Merz said the wording could be changed to variety of types and sizes to variety, including apartments and duplexes. City Administrator Dixon said all supported a value with specificity. P & Z Board member Griffin recommended Chairman Jim Welch to work with City Staff during the review process for a proposed development. Councilmember King agreed with Councilmember Lee and Councilmember Merz suggestions to be included. Mayor Alexander said he liked the value document. Councilmember Lee was concerned with the amount of water-rights the developers were required to bring to the City being based on LUE’s and not it appeared to address green spaces, i.e. parks, or areas of the streets with grass that would require additional water. City Council wanted to get the P & Z Commissions ideas on the agreement. P & Z Board member Marques Fuentes said all of the P & Z’s ideas were in the presentation and the board had discussed block lengths and layouts in depth and was unsure of why it was not shown that they wanted to have the streets longer in length. City Administrator Dixon said the process was to update the ordinance and include what they wanted. Ms. Soto encouraged the Council to speak with others in their districts and send over to the P & Z for review. Mr. Dixon said to prioritize what they wished to work on. Councilmember Martinez wanted to look at manufactured housing and requirements. P & Z Chairman Welch asked if P & Z were to look at setting the procedures to come to the City and if this was what the City Council was wanting the P & Z was not qualified to determine some of the items. Ms. Soto had provided the proposed process of coming to staff, P & Z, then City Council. Council wished to have public input before going to P & Z then City Council. Councilmember Merz felt the City should not require an irrigation system in the development policy. Councilmember King felt connectivity was in the agreement but to add within and to each neighboring developments. Councilmember Merz said there was a process in place to make changes to the Subdivision and CZO ordinances if the City Council chose to do so. Councilmember Lee said the agreed upon new development agreement policy wording could be incorporated into the Subdivision Ordinance now if they so wished.

**V. DISCUSSION ON FUTURE AGENDA ITEMS**

**VI. ADJOURN**

Mayor Alexander adjourned the meeting at 6:25 p.m.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

**CITY OF CASTROVILLE CITY COUNCIL  
SPECIAL CALLED COUNCIL MEETING/WORK SESSION  
1209 Fiorella  
City Council Chamber  
February 24, 2026  
Tuesday  
3:00 p.m.  
MINUTES**

**I. CALL TO ORDER**

Mayor Bruce Alexander called the meeting to order at 3:00 p.m.

**II. ROLL CALL**

Present:

Mayor Bruce Alexander	Scott Dixon, City Administrator
Mayor Pro Tem Sheena Martinez	Debra Howe, City Secretary
Councilmember Houston Marchman	Leroy Vidales, Finance Director
Councilmember Phil King	John Gomez, Public Works Director
Councilmember David Merz	Jonah Chang, Parks and Recreation Director
Councilmember Robert Lee	

Others in attendance:

Daniel Jones, Denton, Navarro, Rodrigues, Santee, Benal & Zach  
Utility and Police Employees

**III. CITIZENS COMMENTS**

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Adriana Arrington-Calk, Chairman of the Parks and Recreation Advisory Board, spoke in support of the TPWD Grant the City had been awarded for Lions Park. Ms. Arrington-Calk said the project would be for an all-abilities playground and hoped the City Council would support by appropriation of funds during the CIP discussion. Ms. Arrington-Calk also encouraged the City Council to look at providing funding for a new shower/restrooms building at the pool.

Mayor Alexander requested the meeting be stopped at 4:45 p.m. to prepare for the regular meeting beginning at 5:00 p.m.

**A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to stop the meeting at 4:45 p.m. A vote was taken (5:0 all ayes) the motion carried by all present.**

#### IV. DISCUSSION AND ACTION ITEMS

a. Discussion and possible action to identify, prioritize, and allocate funding for capital projects related to both general fund and utility fund projects

City Administrator Dixon briefed the City Council on funding sources for the projects listed and identified at the last work session. Mr. Dixon said the City had Hot Funds (for certain projects), unrestricted, restricted, and bond funds for projects the City Council identified. City Council was provided information on cash on hand in the General Fund – FY24 Audited Fund Balance - \$3,799,674, FY25 Audited Fund Balance - \$3,812,326, FY26 Operating Budget - \$5,409,025 which equated to 365 days - \$14,819 per day. Mayor Alexander asked how much the City had in the General Fund Balance. Mr. Dixon said General Fund had 257 days shown at \$3,812,326, and the City’s practice was 120 days in reserves equal to \$1,778,280. This left an excess Fund Balance of \$2,034,046 with a commitment of \$443,620 in interest for the City Hall remodel project. Mayor Alexander said he had not realized all the interest was to be used for the City Hall project. Mr. Dixon said that had been approved by the previous City Council but the current City Council could change direction. In the Utility Fund – FY24 Audit Fund Balance - \$6,181,169, FY25 estimated Fund Balance - \$7,223,308 with FY26 Operating Budget - \$9,314,315 which equated to 365 days -\$25.519 per day. Mr. Dixon said the Utility Fund Balance of \$7,223,308 minus the \$3,062,280 for 120 day reserves left \$4,161,028 in Excess Fund Balance. This did include restricted funds in the amount of \$2,525,747 shown in Water Acquisition Fund (\$437,101), Water/Sewer Impact Fee (\$1,959,018), and Utility Drainage Fund (\$129,628). Mayor Alexander asked for the amount the City should spend down on remaining bond funds as there was a time limit on use. Councilmember Lee felt the City should not go out and borrow more funds since the City still owed millions on the Sewer Treatment Plant Project. Mr. Lee asked if the City could use Impact Fees to repay the loan. Mr. Dixon said no they could be used for maintenance on the lines but not use as loan payments. Mayor Alexander said \$6 million could be used for water and/or wastewater projects. Councilmember Lee asked if all the Utility Funds were committed. Mr. Dixon said the 2024 Bond for drainage at \$1,318,196 was for Garcia/Garza Creek and the City was unsure of the cost for the project yet. Councilmember Merz spoke on the streets map with street identified for maintenance saying it was showing the newer streets, not the old portions of town to prolong the life of the streets. Mr. Merz said to budget \$300,000 each year with increases as other developments came into the City. Councilmember Martinez said the streets in her district, River Bluff, would need to be completely re-built due to the base materials being inadequate. Mayor Alexander said they used to do a double seal coat and this had been very successful in the past, but it depended on previous maintenance, materials, and traffic flow on the life of the street. Mayor Alexander asked why the streets in Country Village were targeted for maintenance, when they were not in poor condition. Mr. Dixon said they were trying to be proactive on keeping the newer streets in good condition. Mr. Dixon said the City had a contract with GoodRoads and he could have the company come back to discuss the study they had conducted on the streets. Councilmember Martinez spoke on information provided at a previous 2024 CIP workshop identifying the unfunded projects the previous City Council approved. Mr. Dixon clarified did this City Council wished to proceed with this list only. Mayor Alexander said they would review the list and decide. Mayor Alexander said the City needed a street plan and he had spoken with the County Judge and Commissioner that day on working with the City on some street projects. Councilmember Marchman

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 (Cont.)

clarified they had \$6 million to spend now and in looking at the old list he felt \$400,000 was not enough to make a difference on the streets but more like a seven figure amount should be allotted. Mr. Dixon said the previous City Council had worked toward borrowing \$6 million every two years for Utilities and \$2.5 million for General Fund projects but the growth did not happen as planned so it was not recommended. Mayor Alexander said if they had known of the amount of reserves they had now they could have already been working on projects. Councilmember Merz said the CIP information was on the website with the numbers and there was \$40 million of unfunded projects in the City's CIP. Mr. Merz said for example they could spend sales tax and property tax revenues but they may still have to look at raising taxes to have the funds to do proper maintenance on the utilities and streets in the future. Councilmember King said the previous City Council had made a commitment to build the Community Center and he was glad the City was receiving match grants but the City did have challenges in other areas and they had to balance the needs and wants out. Councilmember Lee was glad they were talking about the needs of the City and said streets would always be an issue. Mr. Lee was in favor of having a street maintenance plan in place. Mayor Alexander said the County could not be the street contractor and the County would be reimbursed for the work but the cost would be less than bidding out a project to a private company. Mayor Alexander said the City Council needed to have a priority list of streets prepared and needed to rely on the Public Works Department for input. Mr. Dixon said that would depend on how much the City wished to spend, and if they wanted to add employees and more equipment. Mr. Dixon provided proposed CIP Projects with timelines and proposed costs supported by the General Fund as: Street Overlay & Maintenance (General Fund Operating Budget) - \$400,000 (ongoing- beginning in 2026), City Hall Option "B" (committed funds & 2025 Bond) - \$3,150,000 (2026-2027), Library Addition Option "B" (2025 Bond) - \$550,000 (2026-27), Library Off-Street Parking (General Fund Reserves) - \$200,000 (2026), Steinbach Drainage (General Fund Reserves) - \$30,000 (2026), Lions Park Playscape (TPWD 50/50 Grant & General Fund Reserves) - \$750,000 (2026), Lions Park Fence (General Fund Reserves) \$50,000 (2026), Regional Park Parking (General Fund Reserves) - \$150,000 (2026), Pool Showers/Restrooms (General Fund Reserves) - \$205,000 (2026), New Police Department Facility (Future Bond) - \$3,500,000 (2028), and a New Animal Services Building (Future Bond) - \$2,500,000 (2030). Mr. Dixon said they also had the Utility Fund CIP proposed projects with cost and timeline to review. Mayor Alexander said he felt the Steinbach Haus drainage project was a maintenance item, not a CIP project but doing an engineered study on the drainage \$30,000 would not be enough to complete the project. Mayor Alexander said there were drainage issues all over town and he was not in favor of purchasing another maintainer but the City could do bar ditch maintenance with a front end loader, dump truck and road grader. Mayor Alexander said the City had to take care of the drainage issues. The City Council went through the list provided and chose the top projects they thought were most important for funding. Councilmembers went back and forth on what was important to each and the amount they felt they could commit to get each of the projects completed. The City Council spoke briefly on the northern route and Mr. Dixon said that project was unfunded. Mr. Dixon said there were two TIRZ – Alsatian Oaks and the Downtown TIRZ with those funds to be spent on maintenance spelt

out in the TIRZ. Councilmember Marchman asked why the Gas truck and the Combo truck were not in these projects. Mr. Dixon said they would still need some additional funding, but the Gas budget did have some funds available. Councilmember King was in favor of committing \$400,000 each year in the operating budget for street maintenance and would rather have more money put toward the City Hall project and not do parking at the Pool or Library at this time. The City Council was still discussing each of the projects and funding amounts at the stop time and they agreed to recess the meeting to continue discussion after the regular called meeting was complete.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember Lee to recess the meeting at 4:45 p.m. to resume after the regular called meeting was complete. A vote was taken (5:0 all ayes) the motion carried by all present.**

Mayor Alexander reconvened the meeting at 9:02 p.m.  
 All members of the City Council were present.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to reopen the meeting. A vote was taken (5:0 all ayes) the motion carried by all present.**

**A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to end the meeting at 9:30 p.m. A vote was taken (5:0 all ayes) the motion carried by all present.**

Discussions continued. Councilmember King felt they should fund the full amount for City Hall remodel. Mayor Alexander was not in favor of a funding full amount, more like \$1 million and look at more funds after the project is started. Councilmember Lee wanted to explore building a new City Hall and putting some funds into improvements to the current building. Councilmember Marchman was not in favor of this suggestion. Councilmember Marchman said the windows needed to be repaired now, not wait on a remodel. Councilmember Merz said they had enough money to do the complete City Hall project and all of the other projects identified.

**A motion was made by Councilmember King and duly seconded by Councilmember Merz to remove the Street Maintenance and approve the funding amounts with General Fund Reserves for: City Hall Option "B" for \$3,150, 000; Library Option "B" for \$549,000; Lions Park Playscape Grant match for \$469,367; Regional Park Parking for \$200,000; and Pool Showers/Restroom Building for \$205,000. A vote was taken (2 ayes (King, Merz) 3 nays (Martinez, Marchman, Lee) the motion failed.**

**A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to approve funding amounts for Streets/Drainage for \$400,000; City Hall remodel for \$1,000,000; Library Option "B" for \$549,000, Lions Park Playscape Grant match for \$469,367; Regional Park Parking for \$200,000; and Pool Showers/Restroom Building for \$205,000. A vote was taken (3 ayes: 2 nays (King, Merz) the motion carried by a majority vote.**

**V. ADJOURN**

Mayor Alexander adjourned the meeting at 9:32 p.m.

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Mayor

ATTEST:

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City Secretary

**CITY OF CASTROVILLE CITY COUNCIL  
REGULAR CALLED COUNCIL MEETING  
1209 Fiorella  
City Council Chambers  
February 24, 2026  
Tuesday  
5:00 P.M.  
MINUTES**

**I. CALL TO ORDER**

Mayor Alexander called the meeting to order at 5:01 p.m.  
Mayor Alexander acknowledged a quorum was present.

Mayor Alexander recessed into executive session at 5:02 p.m.

**II. EXECUTIVE SESSION**

The City Council will convene in closed session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code for one or more of the following authorized reasons:

a. The City council will meet in closed session pursuant to the Texas Open Meetings Act, Chapter 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following public officers or employees:

a. City Administrator R. Scott Dixon

Opened: 5:03 p.m.

Closed: 6:20 p.m.

**III. RECONVENE IN OPEN SESSION**

Mayor Alexander reconvened in open session at 6:32 p.m.

**IV. ROLL CALL**

Present:

Mayor Bruce Alexander	Scott Dixon, City Administrator
Mayor Pro Tem Sheena Martinez	Debra Howe, City Secretary
Councilmember Houston Marchman	James, Kohler, Police Chief
Councilmember Phil King	John Gomez, Public Works Director
Councilmember David Merz	Jonah Chang, Parks and Recreation Director
Councilmember Robert Lee	Mike Haley, Airport Manager

Others in Attendance:

Daniel Jones, Denton, Navarro, Rodrigues, Santee, Benal & Zach

**V. PLEDGE OF ALLEIGENCE**

**VI. INVOCATION**

Councilmember David Merz gave the invocation.

**VII. 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.*

Priscilla Garrett, 702 Florence, spoke to the City Council on the recent tree removal at City Hall. Ms. Garrett said there had been positive and negative comments on the change and the City Council had discussed benches, shading, xeriscape and/or rock/pavers. Ms. Garrett asked that the City look at having a survey developed and sent out to see what the citizens would like to have at the City Hall. Ms. Garrett also requested the front of the building be power washed before any landscaping was put down.

Christopher Fowler, 107 River Forrest, spoke to the City Council on his having received code violations on a vehicle he was restoring. Mr. Fowler said after a complaint the Code Enforcement Officer had spoken with him and he had erected a fence to screen the vehicles but they could still be seen from a certain angle. Mr. Fowler said his mustang was not a junk vehicle and was worth more than a corvette he owned. Mr. Fowler wished to have the City Council address at a future meeting antique cars restoration vs junk vehicles.

**VIII. CONSENT AGENDA**

- a. Minutes for January 29, 2026 Special Called Meeting
- b. Minutes for February 10, 2026 Regular Called Meeting
- b. Approve a Resolution for the Police Department to submit an application for Operation Stonegarden Grant.
- c. Approve an updated Castroville Municipal Airport Courtesy Vehicle Policy and Use/Indemnification Agreement.

Councilmember Lee requested Item VIII c. be removed for further discussion.

**A motion was made by Councilmember Lee and duly seconded by Councilmember Martinez to approve consent agenda items a.(b.) (minutes) and b. A vote was taken (5:0 all ayes) the motion carried by all present.**

Councilmember Lee asked if there were any additional costs to the City on providing courtesy cars. City Administrator Dixon said the Airport had two vehicles designated as courtesy cars and those vehicles were already covered by the City’s insurance but in the future there may be additional budget items associated with the policy. Mr. Lee suggested adding a statement to include other options such as Uber, or Lift services.

**A motion was made by Councilmember Lee and duly seconded by Councilmember Martinez to approve Item 8c. Municipal Airport Courtesy Vehicle Policy and Use/Indemnification Agreement. A vote was taken (5:0 all ayes) the motion carried by all present.**

**IX. CITY COUNCIL LIAISON REPORTS**

- Airport - February 3, 2026 - Martinez
- P & Z /Council - February 11, 2026 - Marchman
- Library - February 12, 2026 - Lee
- HLC - February 17, 2026 - King
- Parks and Rec - February 18, 2026 – Merz

Councilmember Martinez briefed the City Council on the February 3<sup>rd</sup> Airport Board meeting. Ms. Martinez said the Board discussed issues with the new signage, the Courtesy Car Policy, and continued to work on updates to Chapter 18, and once complete they would be sending to legal for review. Ms. Martinez said an aviation business, Alpha Bravo, had recently moved out of the airport and the Airport Advisory Board Aviation Conference in Frisco, Texas.

Councilmember Marchman said the Planning and Zoning Commission did not hold a regular called meeting. (There was a joint meeting held with the City Council on February 11<sup>th</sup>.)

Councilmember Lee briefed the City Council on the February 12<sup>th</sup> Library Board meeting. Mr. Lee said the board discussed the lack of space and investigating the service of providing voter registration information and Spanish Library Materials. Mr. Lee said the board had voted in Dr. Julieanna Renner-Ramirez Renner as the Chairman.

Councilmember King briefed the City Council on the February 17<sup>th</sup> Historic Landmark Commission meeting. Mr. King said the commission had reviewed one request for a Certificate of Appropriation and discussed the upcoming work session for February 25<sup>th</sup> on revisions to ordinances associated with the historic district.

Councilmember Merz briefed the City Council on the February 18<sup>th</sup> Parks and Recreation Board meeting. Mr. Merz said the board had an extensive discussion with the Soccer Association and worked on recommendations for development agreements related to parkland. Mr. Merz said they were unsure if the suggestions should go to the P & Z for review first before the City Council.

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

**A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to authorize the Mayor to work with the City Attorney on a Performance Improvement Plan to present to the City Administrator; first bringing back to City Council for approval. A vote was taken (5:0 all ayes) the motion carried by all present.**

**XI. DISCUSSION AND ACTION ITEMS**

- a. Discussion and possible action to adopt a resolution authorizing a contract for services with the Castroville Area Chamber of Commerce

Mayor Alexander briefed the City Council on working with the Chamber of Commerce by first appointing Councilmember Marchman as the Council Liaison and now a contract for promoting more tourism/advertisement for the City. Chamber of Commerce Board President Olivia Stone and Vice President Ruby Cantu were present for any questions. Ms. Stone said the board has not met to review

the agreement but would at the next meeting. Ms. Stone said she was uncertain about managing the website shown under 5.3 Visit Castroville Website clause. City Council determined this was not a City Website but one managed by the CAEDC and this language would be removed.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember Martinez to accept agreement as written with the removal of 5.3 Visit Castroville Website.**

Discussion followed.

Councilmember King asked about a letter the City had received about six months previously stating the Chamber of Commerce could not take over the tourism responsibility and asked what had changed. Ms. Stone said they had written a letter to advocate for the position of Tourism Director Darrin Hamm but since he had left they could take on the responsibilities. Mr. King did not want an automatic renewal clause for the first few years. City Administrator Dixon said the City did now have a liaison to the board. Ms. Stone said that was correct and they were allowed at the beginning of the meetings for questions, not during financial meeting. Councilmember King said the City and Chamber had agreements in the past 10 years and had issues with meeting the requirements. Councilmember Lee said the Chamber currently carried brochures and other promotional information on the City. Mr. Lee said he would like to see a presentation on what they did now and what the future would look like working with the City. Mr. Lee wanted a detailed presentation on exactly what the Chamber would be providing with \$75,000 in Hot Funds the City planned to give the Chamber. Mr. Lee was also not in favor of an automatic renewal clause. The Steinbach Haus was brought up as it was the Visitor Center and if the Chamber would take over the responsibility. Ms. Stone said that had been a discussion of the Chamber and they did not want the responsibility and the City Council agreed. Ms. Stone requested language to that affect be added. Ms. Stone said the board would have to review and approve but she was in favor of a yearly review and renewal. A question of whether the City Council should have a member of council on the Chamber Board was asked. Vice President Ruby Cantu agreed with yearly renewal, not responsible for Steinbach Haus and agreed on not having a having a member of council on the Chamber Board. Ms. Cantu also wanted more information provided before their board would approve. Councilmember King was in favor of having a presentation from the Chamber of Commerce on what they could provide to the City for tourism.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember Martinez to rescind their first motion. Motion was rescinded.**

A consensus of the City Council agreed on having annual review in the terms.

The Chamber of Commerce would provide a presentation to the City Council at the March 24<sup>th</sup> meeting.

**b. Discussion and possible action to establish a committee to evaluate the City Hall, Steinbach Hus, and Display Structure at the Steinbach Hus**

Mayor Alexander briefed the City Council on the Steinbach Hus having a donation line in the budget from the tours Priscilla Garrett provided and could be used for maintenance. Councilmember Lee said he had recently stopped in at the Steinbach Hus and Wagon display and was concerned with the wood timbers needing attention caused by the elements. Mr. Lee provided photos of the Steinbach Hus and Display structure showing the issues and the need to maintain the buildings. Mr. Lee also provided photos of the City Hall windows and doors which had some wood rot and needed to be scraped and repainted to protect the wood from moisture and the sun. Council decided to form a committee to go and look at the buildings. Councilmember Lee wanted the maintenance issues corrected quickly.

**A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve a committee consisting of two Councilmembers - King and Marchman, the City Historic Preservation Officer Selina Angel, and anyone else deemed necessary to evaluate the Steinbach Hus and Display structures condition and provide recommendations. A vote was taken (4ayes: 1nay (Lee)) the motion carried by a majority vote.**

Mayor Alexander asked if there needed to be another committee formed for the City Hall evaluation. **A motion was made by Councilmember Merz and duly seconded by Councilmember Lee to have the same committee to evaluate the windows and doors of the City Hall and provide recommendations. A vote was taken (5:0 all ayes) the motion carried by all present.** Councilmember Martinez asked if the monies in the CIP could be used for the windows and door preservation. Councilmember Lee said he wanted something done now, not later.

- c. Discussion and possible action to authorize clean up and the installation of a safety fence along the back of the Steinbach Hus property

Mayor Alexander briefed the City Council saying he felt this was a safety and maintenance issue and did not require City Council action. Councilmember Lee spoke on this item saying it was a very steep descent to the river and was concerned with public access and safety. Mr. Lee said the property needed to be cleaned up including brush removal, fencing, and signage put in. Mr. Lee provided photos of the area. Councilmember King suggested the fencing being removed from the pool could be used for this project. Councilmember Merz was in favor of fencing and signage and asked if the City might ask permission from the State to fence closer to the river.

**A motion was made by Councilmember Lee and duly seconded by Councilmember Merz to authorize clean up, safety fencing and signage along the back of the Steinbach Hus property. A vote was taken (5:0 all ayes) the motion carried by all present.**

Mayor Alexander spoke on the upcoming subjects that he had put on the agenda. Mayor Alexander said some of the items had been discussed earlier and was looking for a plan of action.

- d. Discussion and appropriate action to identify and fund street and drainage maintenance projects

Mayor Alexander briefed the City Council on maintaining the drainage in the City. Mayor Alexander said this was an ongoing issue, with no maintenance plan in effect, and this could be addressed in-house with the city crew.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember Martinez to direct staff through the City Administrator to perform street and drainage maintenance to include cleaning of street edges and bar ditches on city streets to accommodate the efficient drainage of water during a rainfall event.**

Discussion followed.

Councilmember Merz felt the City may not be able to accomplish this task without hiring more staff or pull the crew off the Geneva Street Drainage/ Wastewater Treatment Plant Ponds projects. City Administrator Dixon said staff would bring back a plan of action to move forward. Councilmember

Council Meeting  
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 Page 6  
 (Cont.)

Merz suggested hiring more staff now, and having a 10–20-year plan, adding new areas . Mr. Merz said The City did not need a full plan ready, just needed to add funding to the new budget. Councilmember Lee said concerning City cleanup the curbs on Hwy 90 had grass growing over and he understood in some cases it was the business owners responsibility but the City’s looks were important. Councilmember Merz said the City could enforce the ordinance in place for property owners to maintain a 10 ft. area in front of their properties or just take care of. Subdivisions were different as the City owned up to 10 ft. and was to take care of.

**A vote was taken (5:0 all ayes) the motion carried by all present.**

e. Discussion and appropriate action to identify and fund street paving projects

Mayor Alexander said he had placed on the agenda as the City needed a street paving plan of action for the County to work with the City. City Administrator Dixon said he would bring back a streets plan for the County to see.

**A motion was made by Councilmember Merz and duly seconded by Councilmember Lee to direct staff through the City Administrator to prepare a proposed plan of action for 2026 Street Paving Projects and identify future revenue sources for City Council approval. A vote was taken (5:0 all ayes) the motion carried by all present.**

f. Discussion and appropriate action to authorize and establish funding and a timeframe for closure of the wastewater treatment plant effluent ponds in compliance with TCEQ

Mayor Alexander briefed the City Council on the length of time the City had been dealing with the ponds and wanting to move forward with the closure of the effluent ponds to be in compliance. City Administrator Dixon said the staff that was completing the Geneva Street project was also doing the filling in of the ponds. Mr. Dixon said TCEQ was not a threat as they had submitted a compliance plan and were going by that plan. Mr. Dixon said they had been taking leftover materials from other/outside projects to fill the area in but he could order materials to expedite the project. Mr. Dixon said there was still water in one of the ponds and that water could be run through the plant, and if the waterline at the park was replaced they could use the water for irrigation. Councilmember King said the one pond was approximately 30% filled with dirt at that time.

**A motion was made by Councilmember King and duly seconded by Councilmember Lee to direct staff through the City Administrator to provide the City Council a timeline and cost estimate to complete the Wastewater Treatment Plant Effluent Pond project in compliance with the TECQ. A vote was taken (5:0 all ayes) the motion carried by all present.**

The City Council moved to discuss 11h. before 11g.

h. Discussion and appropriate action to authorize the installation of a pump, motor, and electrical components for the recently drilled Flat Creek municipal water well

Mayor Alexander said this item was to install the pump, motor, and electrical components in the recently drilled Flat Creek well.

**A motion was made to authorize the installation of a pump, motor, and electrical components to operate the recently drilled Flat Creek municipal water well.**

Discussion followed.

Councilmember Merz asked if this installation would be connecting this well. Mr. Dixon said no they would not connect at this time. Mr. Merz asked if the cost of the elevated tank be more or less with this installation. Mr. Dixon said it would cost less. Councilmember Lee ask about installing a soft start pump on this well. Mr. Dixon said there were two plans and they were looking at and a soft pump was being considered. Council asked for the cost of the elevated tank and was told \$16,000,000 to \$22,000,000. The City had pledged debt service of \$3.5 million for the drilling of the Flat Creek water well and the project had come in under budget by \$1 million and would be used for this project.

**A vote was taken (5:0 all ayes) the motion carried by all present.**

Mayor Alexander reverted back to the regular agenda order.

**g. Discussion and appropriate action to identify and fund waterline replacement projects**

Mayor Alexander said there were utility funds set aside for the San Jacinto water line replacement and the City could use leftover bond monies for other waterline replacements. Mayor Alexander said the City used to have a replacement program and would like to start back up. City Administrator Dixon asked if this was something to be done in-house. Mayor Alexander said to come back with a list of waterline replacement and how they could do in-house.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to direct staff through the City Administrator to provide the City Council with a list of waterline improvements projects that can be done using current city staff and equipment for consideration with funding consideration/approval. A vote was taken (5:0 all ayes) the motion carried by all present.**

**i. Discussion and appropriate action to obtain an engineering cost estimate to rebuild the underground electric distribution system in the Country Village subdivision**

Mayor Alexander briefed the City Council on the history of the Country Village system built in 1985. Mayor Alexander said this system was built by the same contractor as River Bluff and was still in acceptable operation but the City should be proactive before the system failed. The current estimate was noted as \$3 million for this project.

**A motion was made by Councilmember King and duly seconded by Councilmember Merz to direct staff through the City Administrator to prepare a plan of action, including a cost estimate, to rebuild the underground electrical distribution system for the Country Village Subdivision for City Council review and consideration. A vote was taken (5:0 all ayes) the motion carried by all present.**

Councilmember Lee asked that an isolation plan be included in the plan.

j. Discussion and possible action on a Franchise Agreement with West Texas Gas (WTG Energy)

Mayor Alexander spoke on putting this back on for discussion and consideration. Mayor Alexander said the City could collect franchise fees within the City limits for the natural gas and West Texas Gas was looking to provide natural gas to some of the new developments. City Administrator Dixon said NP Homes were putting in gas lines at their cost and Alsatian Oaks and Flat Creek were currently not. The question was if it was more economical for the City to build out and provide the service or enter into a Franchise Agreement with no cost to the city. Councilmember Lee said the citizens voted to keep the natural gas system so the City needed to see what it would take to provide the service the voters wanted to keep. Mr. Lee felt the City Council needed a presentation from the staff on the CCN area the City was responsible for and how they overlapped with projected developments and project costs to run line to the areas before deciding on an agreement. Councilmember King asked if developers could chose who they wished to buy natural gas from and if the City could require gas service be provided by the City. Mr. Dixon said due to the cost the City may only want to look at providing natural gas to only Alsatian Oaks and Flat Creek Developments. A question of whether the developments would be paying a franchise fee was asked. Mr. Dixon said only West Texas Gas would pay the fee for providing gas. Mr. Dixon said NP Homes was smaller and could be the first and use it as a templet, then others may want to put in the gas system and have the PID changed. Councilmember Merz spoke on gas redundance and could be faze out but the average citizen wanted to keep and the City should own if inside the city limits. Mr. Merz was against the gas franchise agreement for any part of the city.

**A motion was made by Councilmember Merz to reject a franchise agreement with West Texas Gas (WTG Energy). The motion died from a lack of a second.**

Councilmember King was unsure of whether the City should enter into a franchise agreement with West Texas Gas or look at cost to build out and what the revenues would be. No action was taken.

**XII. CITY ADMINISTRATOR REPORT**

- a. Drainage Projects
- b. BMA Trail Access
- c. Streets, Maintenance and Paving Plan
- d. WWTP Ponds
- e. CPS Energy Dispute
- f. Community Center Construction
- g. Lions Park Splash Pad
- h. Facilitated Council Workshop
- i. Hwy 90 TxDOT Construction Project
- j. County Streets Plan
- k. Multimodal Planning Effort
- l. TxDOT Hwy 90 Improvements
- m. Warrant Roundup
- n. Departmental Reports
  - Animal Control Monthly Report
  - Code Enforcement Monthly Report
  - Community Development Monthly Report

- Library Monthly Report
- Parks and Recreation Monthly Report
- Police Department Monthly Report
- Public Works Monthly Report

City Administrator Dixon provided his report for City Council review. Mayor Alexander announced he had been appointed to the Alamo Transportation Committee by County Judge Lutze. Councilmember Lee asked about the Public Works Staff Report speaking to the SCADA System issues with quality control of new parts. Councilmember King asked about stipulations he had read on entities receiving Tx Parks and Wildlife Grants and parks must remain open to the public forever and no fees were to be charged if grant supported. Parks and Recreation Director Jonah Chang said he did not think the City’s grants had those stipulations but would research. Mr. Dixon said the warrant roundup had 9 arrest and broke even. Mayor Alexander asked would the possible partial government shut down affect the City. Mr. Dixon said it would not. Councilmember Martinez said it was only affecting the Homeland Security.

**XIII. DISCUSSION ON FUTURE AGENDA ITEMS**

Councilmember Merz said the Parks and Recreation Board would be bringing to the City Council revisions to Development Parkland requirements and a Community Center Policy. Councilmember Lee said he thought the Comprehensive Fee Ordinance was wrong having the reconnect fee for utilities as \$100 and he thought it had been voted on to put at \$50.00. He wanted it researched and corrected.

**XIV. ADJOURN**

Mayor Alexander adjourned the meeting at 8:53 p.m.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



# CITY COUNCIL AGENDA REPORT

**DATE:** March 06, 2026

**AGENDA OF:** March 10, 2026

**DEPARTMENT:** City Secretary

**SUBJECT:** Contracting with Medina County Elections Administration to conduct the May 2, 2026 General Election

**RECOMMENDED MOTION:**

I make a motion to approve the contract with Medina County Elections Administration to conduct the May 2, 2026 General Election and authorize the City Secretary/Election Coordinator for the City of Castroville to sign the agreement.

**BACKGROUND:**

The city has contracted with Medina County Elections Administrator to coordinate and conduct the City Elections for several years. Staff recommends approving the election contract. The Contract is an estimate of \$8,500 for the City’s share of the Joint Election with the Medina Valley School District. Election costs are budgeted at \$10,000 and approved under line item 10-52202-203 in the FY25/26 Annual Operating Budget.

**FISCAL IMPACT/SOURCE OF FUNDING:** **X Budgeted** Requires Budget Amendment

Submitted by:

**ATTACHMENTS/ADDITIONAL INFORMATION:**

Copy of County Contract



**Medina County Elections Department  
1300 Ave. M, Room 108  
Hondo, Texas 78861  
830-741-6009**

**CONTRACT FOR ELECTION SERVICES**

**THIS CONTRACT**, hereinafter referred to as the contract, is made by and between the City of Castroville, hereinafter referred to as the City, acting by and through, Debra Howe, City Secretary, and Medina County, hereinafter referred to as the County, acting by and through Lupe C. Torres, acting in the capacity of County Elections Administrator and duly authorized agent of Medina County, Texas, hereinafter referred to as County Elections Administrator, collectively and referred to as the parties, pursuant to the authority of Section 31.092 (a) of the Texas Election Code and Chapter 791 of the Texas Government Code, for the conduct and supervision of the City of Castroville 2026 Joint Election.

**THIS CONTRACT** is entered into for the purpose of providing efficient use of public resources and for the benefit of the voters of the City and the County. This contract is entered into in consideration of the mutual covenants and agreements hereinafter set out. **IT IS AGREED AS FOLLOWS:**

**1. DUTIES AND SERVICES OF THE COUNTY ELECTIONS ADMINISTRATOR**

The County Elections Administrator agrees to coordinate, supervise and handle all aspects in administering the City of Castroville Joint Election outlined in this Contract.

The County Elections Administrator, in connection with the holding and supervision of said Election shall assume the following responsibilities:

- 1.1 Arrange for notifications, including the writ of Election, training and compensation for all presiding election judges and alternate judges.

The County Elections Administrator shall be responsible for notifying each election judge and alternate judge of his or her appointment and for determining the number of clerks or other election workers authorized to work at each voting location. The County Elections Administrator shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments.

Election Judges and/or the alternate judges shall be responsible for supervising their clerks and the County Elections Administrator shall ensure their training for such supervisory duties.

The County Elections Administrator shall ensure that the election judges are provided with all required training and election supplies and materials at the time and place determined by the County Elections Administrator.

- 1.2 Arrange for the use and compensation of polling locations as set out in Attachment A.
- 1.3 Pay cost of election judges and clerks: Each election judge will receive \$14.00; Alternate Judge \$13.50 and clerk(s) will receive \$13.00 per hour plus overtime. Each election judge or designated clerk will receive an additional \$25.00 for delivery of election returns and supplies to the County Elections Administrator after the polls close. Elections judges and clerks will receive their normal hourly rate for attending the election school operated by the County Elections Administrator.
- 1.4 Procure, prepare, proof and distribute sample ballots and ballots, including responsibility for all ballot programming required for electronic voting equipment, as well as providing all lists, forms, name tags, posture, and signage described in Chapters 51, 61, and 62 and Subchapter B of Chapter 66 of the Texas Election Code.
- 1.5 Procure, prepare, and distribute election judge kits from any third-party vendor, if applicable.
- 1.6 Prepare the list of registered voters and any copies to be used in conducting the election at no cost.
- 1.7 Provide and publish at no cost all required legal notices of the date, time and place of the testing of the electronic tabulation equipment and conduct such testing.
- 1.8 Supervise and conduct early voting by mail and personal appearance, and secure personnel to serve as Early Voting Judges, Clerks, and ballot board. Early Voting by personal appearance shall be conducted during the hours and time periods and at the locations listed in Attachment A.
- 1.9 Receive mail ballot applications on behalf of the City. The County Elections Administrator or designee shall process all applications for mail ballots in accordance with Title 7 of the Texas Election Code. Person's voting by mail will send their marked ballots to the office of the County Elections Administrator. All requests for early voting ballots by mail that are received by the City will be sent by the entity on the day of the receipt to the office of the County Elections Administrator processing.

- 1.10 Secure and maintain all Early Voting ballots (those cast by mail and those cast by personal appearance) and deliver to the Early Voting Ballot Board all Early Voting ballots for counting in accordance with Chapter 87 of the Election Code.
- 1.11 Establish and operate the Central Counting Station to receive and tally the voted ballots in accordance with Section 127.001 of the Election Code. The County and the City agrees that the County Elections Administrator is hereby appointed as the custodian of voted ballots and shall preserve the ballots in accordance with Chapter 66 of the Election Code and other applicable laws.
- 1.12 Supervise the handling and disposition of election returns, voted ballots, and tabulate unofficial returns and assist in preparing the tabulation for the official canvass.
- 1.13 Prepare the unofficial tabulation report after all precincts that have been counted, and provide a copy of the report to the City agent as soon as possible after all returns have been tabulated. The City will be responsible for the official canvass of the election.
- 1.14 Provide at no cost for the storage of election records as provided by law.
- 1.15 Provide at no cost, copies of all invoices received by the County Elections Department for payment of services or supplies of which the city is to reimburse the County Elections Department. The County Elections Administrator will be responsible for payment to all parties who have provided services, supplies and voting location for the election. The City shall not be liable to any third parties for any default by the county in connection with holding the election, including failure by the County or its County Elections Department to pay for services, supplies and voting locations for this election.

**II. DUTIES AND SERVICES OF CITY OF CASTROVILLE.**

The City, in connection with the holding and supervision of the said election, shall assume the following responsibilities and shall directly bear any attendant costs for the same:

- 2.1 Prepare election orders, resolutions, notices and other pertinent documents for adoption or execution by the appropriate office or body.
- 2.2 Post and publish election notices in accordance with the applicable law. Final notices will be published and posted no later than the 60<sup>th</sup> day before Election Day.
- 2.3 Receive and process all candidate applications in accordance with Section 141.031 et seq. of the Texas Election Code. Deliver to the County Election Administrator as soon as possible the official wording, as well as translation for the city that is to be printed on the ballot with the exact forms, candidate order, wording and spelling that is to be used.

2.4 Payment of all amounts due to the County under the terms and conditions of this Contract. Pay an additional actual cost incurred by the County Elections Department if a recount for the election is required, or the election is contested in any manner.

**III. PAYMENT FOR SERVICES**

3.1 As required by Texas Election Code Section 31.100, the estimated allocated cost for the services set out herein is attached hereto as Attachment B and incorporated for all purposes herein. After the date of the City Election and completion of all duties required by the County Elections Administrator under this contract, the County Elections Administrator shall then compute the final statement for all services rendered, together with administrative fees and bills the City. The City shall be responsible for paying this net amount within 60 days from the date of the billing.

3.2 It is agreed that pricing for the election will vary from year to year due to the following: dependent upon the positions up for election, projected number of voters, as well as services requested by City to be performed by the County.

**IV. TERMINATION**

This contract will terminate after each election, and a new contract with updated information shall be agreed upon prior to each future election.

**V. AMENDMENT AND SERVARABILITY**

This contract, together with any referenced attachments, constitutes the entire agreement between the City and Medina County, and supersedes all prior written or oral understandings. This agreement and said attachments may only be amended, supplemented, modified, or cancelled by a duly executed written statement by the undersigned authorities, or the authorized designees, as provided herein.

If any provisions of this Contract is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provision of this Contract; and, the parties to the Contract shall perform their respective obligations under this Contract in accordance with the intent of the parties as expressed in the terms and conditions of this Contract.

**VI. MODIFICATION OF ESTIMATED COSTS FOR ELECTION AND POLLING PLACES SET OUT IN ATTACHMENT A AND B**

The Estimated Costs of Election attached to this Agreement as Attachment B may be modified as necessary, upon agreement entirely between Medina County and the City of Castroville. Changes to polling locations, dates and times as set out in Attachment A may be modified as necessary, upon agreement entirely between the County and the City. Signatures of the County Elections Administrator and the City Secretary of the written statement of agreed modifications to Attachment A and/or Attachment B shall evidence such modification.

**IN WITNESS WHEREOF**, the parties hereto have made and entered into this agreement on the date first set forth below.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

BY:

BY:

\_\_\_\_\_  
Lupe C. Torres  
Elections Administrator

\_\_\_\_\_  
Debra Howe  
City of Castroville, City Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENT A**

**VOTING LOCATIONS AND TIME PERIODS**

**EARLY VOTING**

Early Voting is scheduled for Monday, April 20, 2026, through April 28, 2026.

**TIME PERIOD**

Monday, April 20, Tuesday, April 21, Wednesday, April 22, Thursday, April 23, Friday, April 24, 2026

Monday, April 27, and Tuesday, April 28, 2026, from 8:00 AM to 5:00 PM.

**LOCATION**

Names and addresses of Early Voting polling locations:

Medina County Pct. 2 Annex Bldg.  
8366 FM 471 S  
Castroville, Texas 78009

**Voting By Mail**

Name and address of Early Voting Clerk responsible for requests for ballots by mail

Lupe C. Torres  
Elections Administrator  
1300 Ave. M, Room 108  
Hondo, Texas 78861  
[lupe.torres@medinatx.gov](mailto:lupe.torres@medinatx.gov)

**Election Day Voting Locations, Date and Time**

**LOCATION**

Medina County Pct. 2 Annex Bldg.  
8366 FM 471 S  
Castroville, Texas 78009

**DATE & HOURS**

May 2, 2026, from 7:00 AM —7:00 PM

The estimated total cost for the City of Castroville will be **\$8,500.00**



# CITY COUNCIL AGENDA REPORT

**DATE:** February 17, 2026

**AGENDA OF:** March 10, 2026

**DEPARTMENT:** Police

**SUBJECT:** Traffic Calming Studies with Recommendation.

**RECOMMENDED MOTION:** Authorize staff to proceed with creation of a city ordinance addressing stop signs.

**BACKGROUND:**

Mayor and City Council Members,

Several traffic-related safety concerns have been brought to my attention throughout the city. I have conducted reviews and traffic observations at multiple locations where residents, motorists, and pedestrians have identified potential safety issues. The following intersections were evaluated, and recommendations are provided for your consideration.

## Gentilz Street and Athens Street

Concerns have been raised regarding speeding vehicles and pedestrian activity in this area, including children. Multiple traffic studies conducted at this location have revealed moderate speeding. This intersection also serves as an access route to the city park, which results in increased traffic volumes during park events and soccer season.

During an on-site visit, a resident expressed concerns regarding speeding vehicles and pedestrian safety. The resident also noted that several drivers either ignore or fail to notice the existing “Dead End” signage. A request has been made to replace the current sign with a more visible version.

### Recommendation

I recommend that the intersection of **Gentilz Street and Athens Street** be converted into a **four-way stop-controlled intersection**. This change would:

- Enhance pedestrian safety in a high foot-traffic area near the park
- Improve safety for bicyclists traveling to and from the park
- Provide clearer right-of-way control for motorists

# London Street and Fiorella Street

I was tasked with reviewing the downtown area for traffic-related safety concerns. During this assessment, particular attention was given to the intersection of **London Street and Fiorella Street** due to operational and public safety considerations.

The Police Department is located on London Street, and patrol units frequently travel eastbound toward Fiorella Street. Based on routine use and observation, this intersection presents safety challenges for both motorists and pedestrians.

This area experiences a significant volume of pedestrian traffic due to the concentration of nearby businesses. Additionally, the building located on the northwest corner of Fiorella Street sits close to the roadway, creating a sight-distance obstruction. As a result, drivers traveling on London Street must often pull significantly forward into the roadway in order to check for southbound traffic on Fiorella Street. This condition increases the risk of collisions and creates unsafe conditions for pedestrians and other motorists.

## Recommendation

I recommend converting the intersection of **London Street and Fiorella Street** into a **four-way stop-controlled intersection**. This change would:

- Improve safety for motorists by clearly assigning right-of-way
- Enhance pedestrian safety in a high foot-traffic area
- Reduce conflict points caused by limited sight distance

If implemented, **one or possibly two parking spaces would need to be removed** to ensure adequate visibility of the stop signs and to improve sight lines at the intersection.

Under **Texas Transportation Code §545**, parking is prohibited within **30 feet of a stop sign**. Under city ordinance, “No Parking” areas are typically designated by signage or by painting the curb red. In this area, the sidewalk is elevated above the roadway and could be marked with red paint along the edge to clearly designate the restricted parking area. Without proper marking, a vehicle could park near the stop sign and obstruct visibility for approaching drivers.

# Country Lane and Village Path

Currently, one stop sign controls **southbound traffic on Country Lane at Village Path**, while no other approaches are controlled.

Historically, prior to residential development in this area, there was only a single residence located on Country Lane. As development progressed, the roadway network was expanded and connected, resulting in increased traffic volumes. However, traffic control signage was not updated to reflect these changes.

A review of this intersection has been conducted, including multiple traffic studies. These studies indicate moderate speeding and increased traffic activity.

## Recommendation

I recommend converting the intersection into a **three-way stop-controlled intersection** by implementing the following changes:

- Install a stop sign on **Village Path at Country Lane for eastbound traffic**
- Install a stop sign on **Country Lane at Village Path for northbound traffic**
- Maintain the existing stop sign controlling **southbound traffic on Country Lane**

This configuration would improve traffic control by providing clearer right-of-way, reducing driver confusion, enhancing safety for motorists, and increasing protection for pedestrians.

## Consideration of TXDOT Standards

I would also like to make the City Council aware of the standards established by the Texas Department of Transportation (TXDOT). The TXDOT manual specifies that stop sign placement should not be used solely as a traffic-calming measure. Instead, such decisions should be based on sound engineering principles.

According to TXDOT guidance, the following factors should be evaluated when considering multi-way stop control:

- a. Vehicular, bicycle, and pedestrian traffic volumes on all approaches
- b. Number and angle of approaches
- c. Approach speeds
- d. Sight distance available on each approach
- e. Reported crash history

While stop signs should not be installed strictly for traffic-calming purposes, the **existing sight-distance limitations, pedestrian activity, operational demands of the Police Department, and overall safety concerns** warrant careful consideration in these locations.

**FISCAL IMPACT:** \$300 per stop sign which includes the pole, stop sign, and cement. The cost of completing this intersection with 6 stop signs is \$1800.

Budgeted    Requires Budget Amendment

**SOURCE OF FUNDING:**

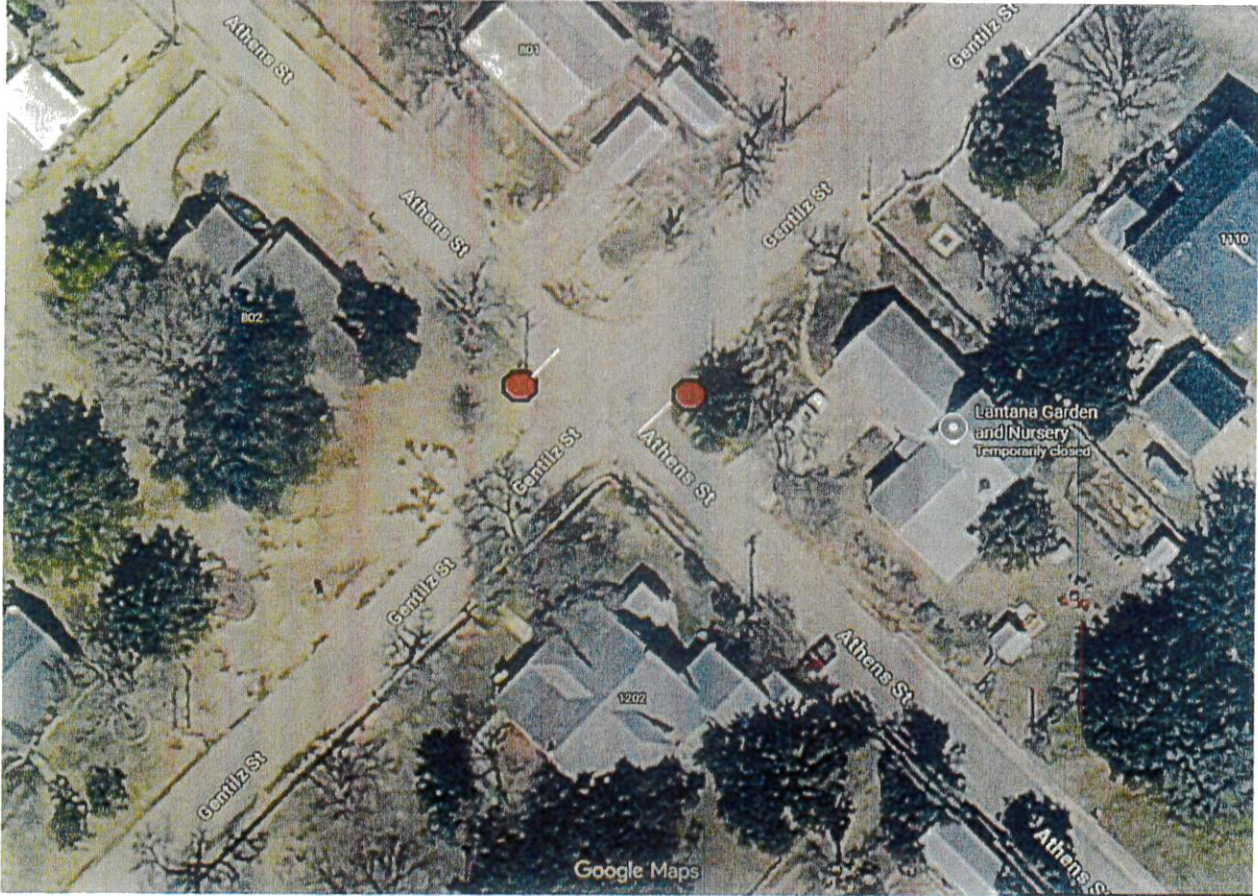
**ATTACHMENTS:** N/A

**Urgency (0-5 = Low Urgency to High Urgency):**   1  

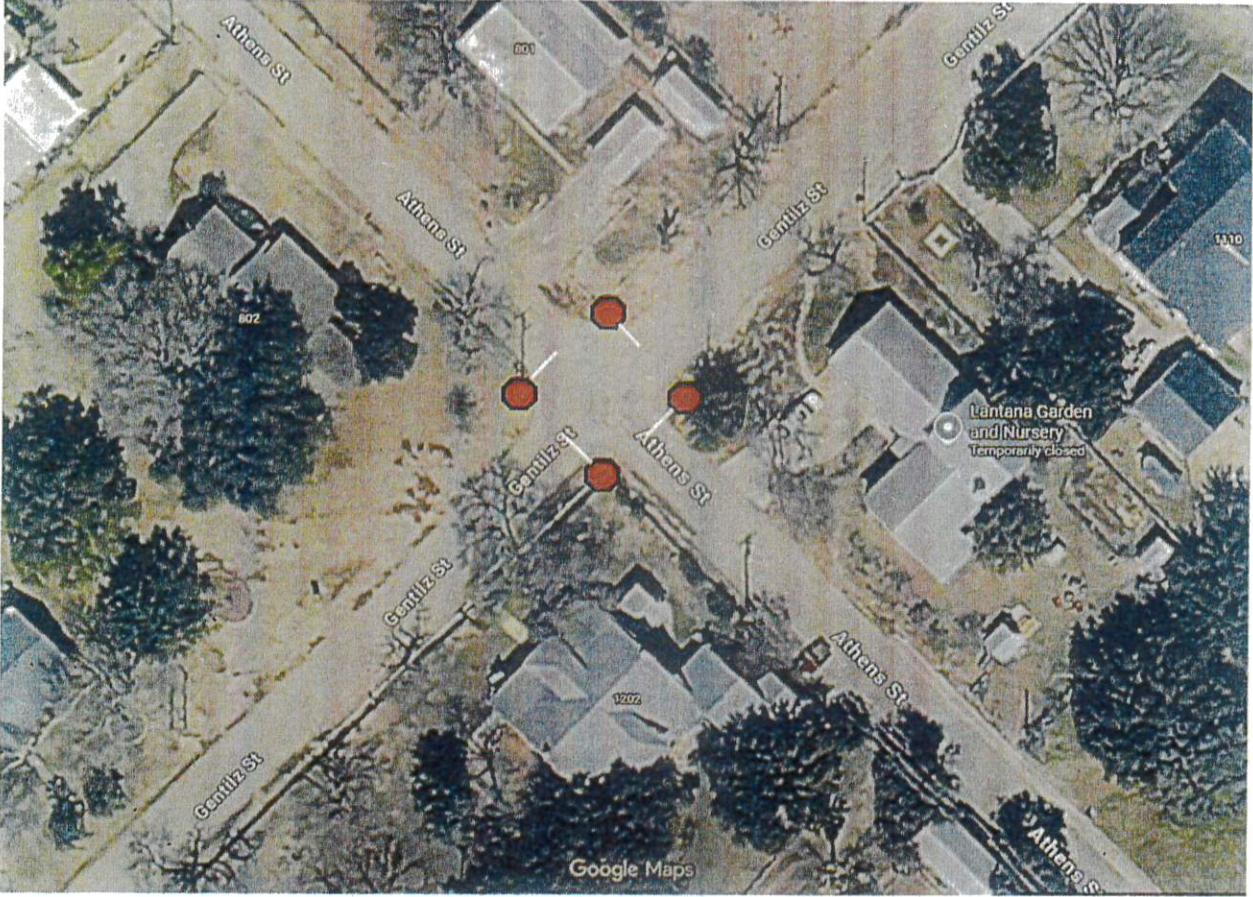
**Impact (0-5 = Low Impact to High Impact):**   1  

Submitted by:   **Chief James Kohler**

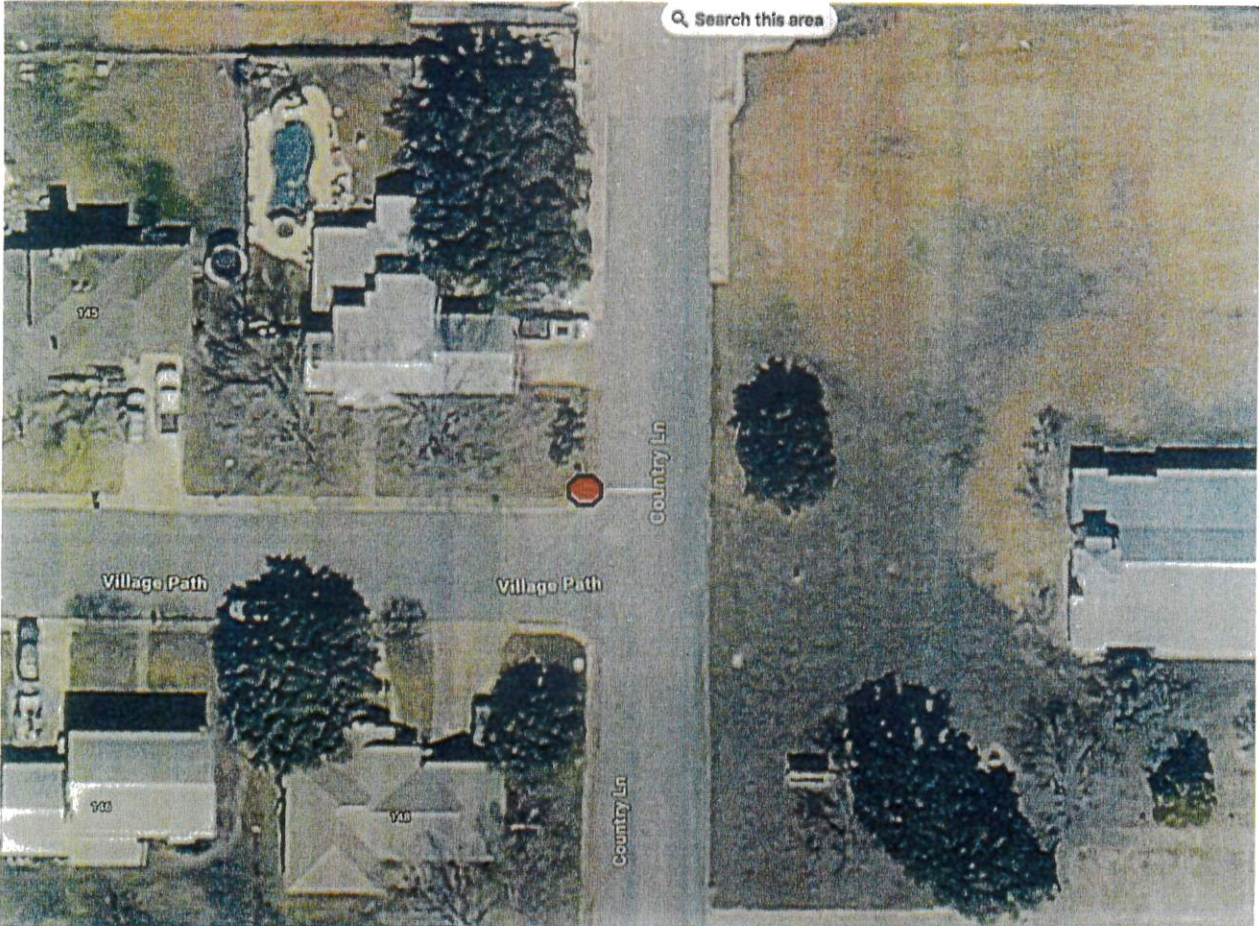
Current Intersection Athens St & Gentilz St (2-Way Stop)



Proposed Intersection Athens St & Gentilz St (4-Way Stop)



Current Intersection Country Lane & Village Path



Proposed Intersection Village Path & Country Lane (3-Way Stop)





Radar | Lidar

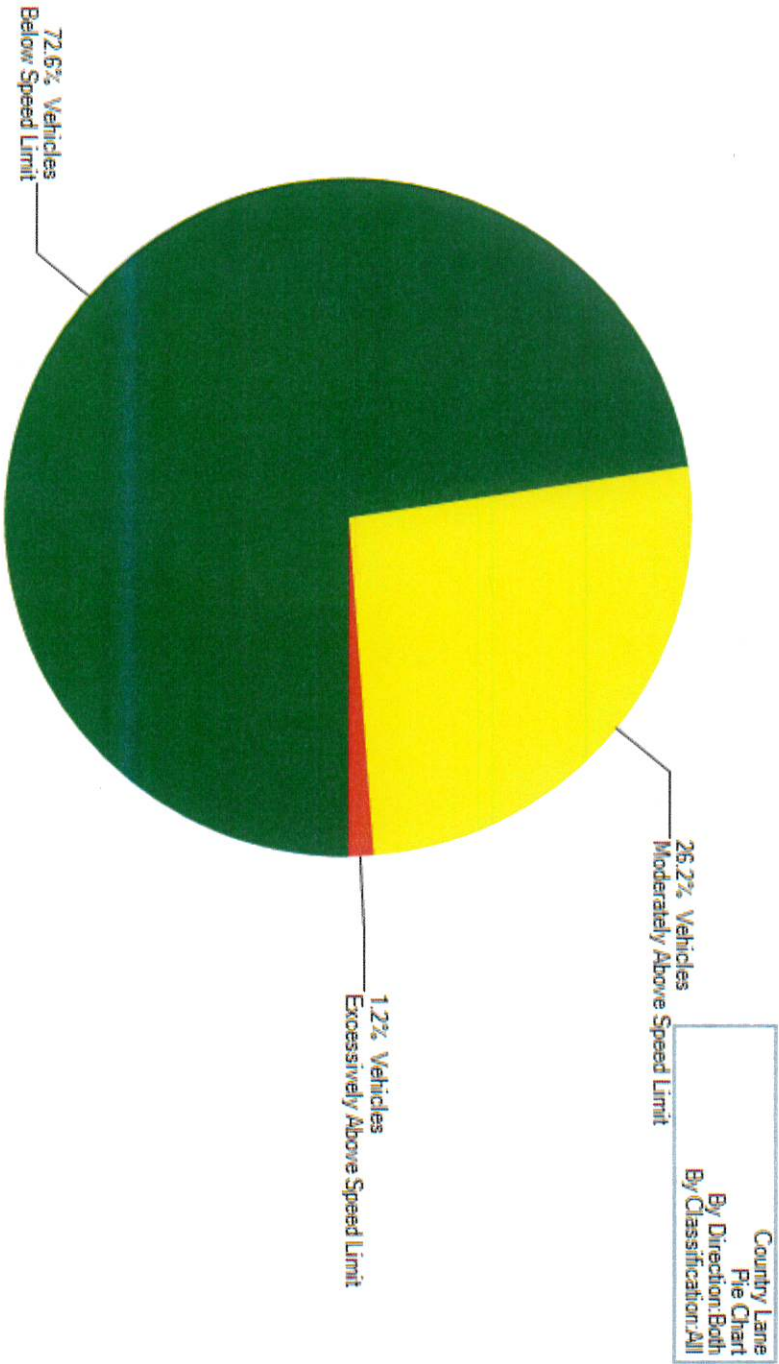
Survey Name	Country Lane	Location	1000 Country Lane,Castroville...	Speed Unit	Miles/Hour
Start	2026-02-13 21:43	Traffic Direction	Undefined	Speed Limit	25
Stop	2026-02-20 20:51	Zone	Normal	Min Speed Threshold	20
Operator	000	Min Following Time	0.0	Max Speed Threshold	40
Survey Direction	Both	Time Resolution	1	Speed Resolution	1

Total Vehicle Count	8845	Average Speed	23.1	In Pace Count	6250	70%
Under Limit Count	6418	Minimum Speed	3	10 mph Pace	19 - 28	MPH
Over Limit Count	2428	Maximum Speed	40	Standard Deviation	4	MPH
10 Over Limit Count	107	85Speed Percentile	27	Average Speed Over Limit	28.6	MPH

# STALKER

## Radar | Lidar

Country Lane-Chart-7

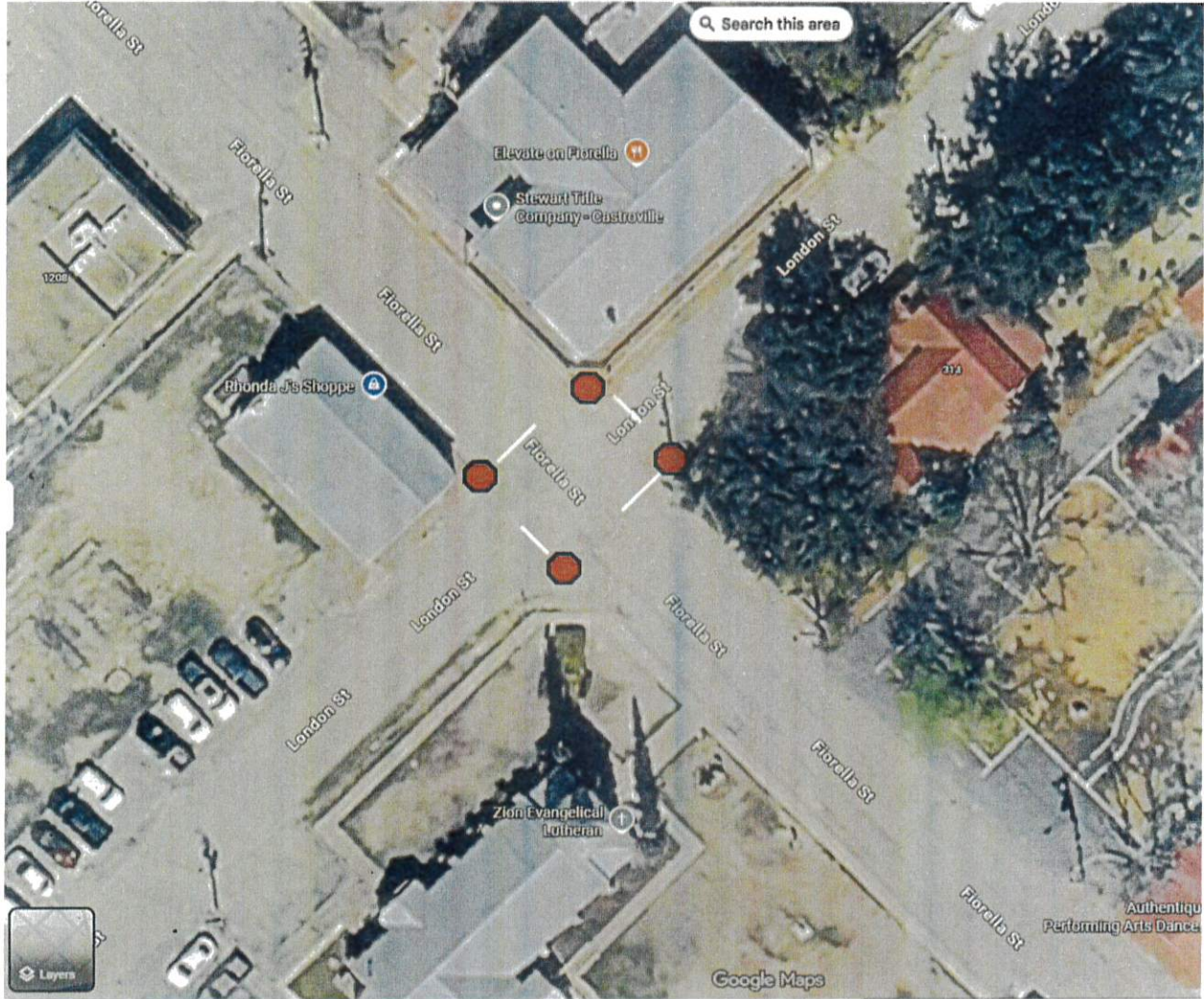


Survey Name	Country Lane	Speed Unit	Miles/Hour	Average Speed	23.1	MPH	Total Volume	8846	100%
Start Date	2026-02-13	Speed Limit	25	Max Speed	40	MPH	Over Limit Count	2428	27.4%
Stop Date	2026-02-20			Min Speed	3	MPH	Under Limit Count	6418	72.6%
				85th Percentile	27	MPH	Over Threshold Count	6418	1%

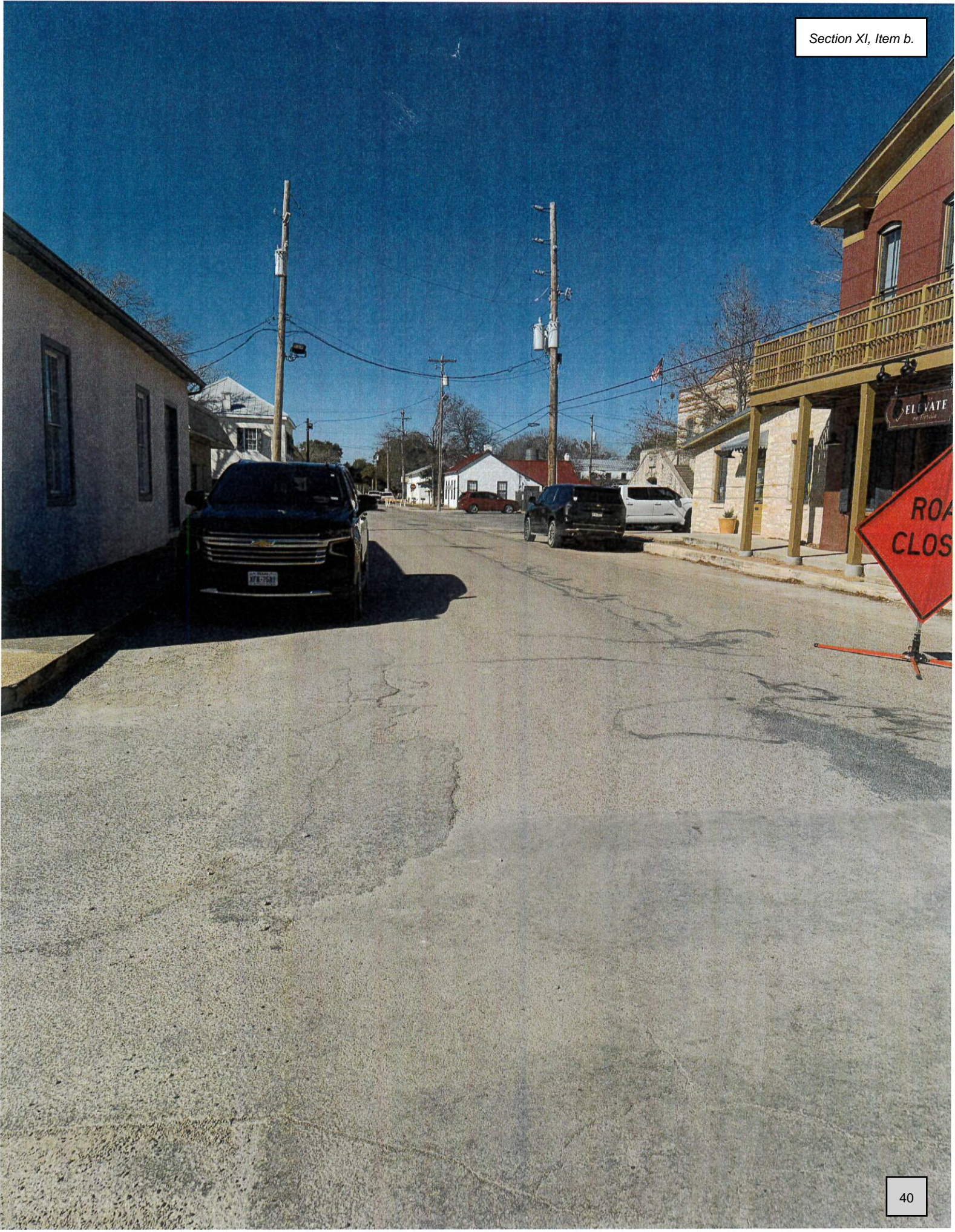
Current Intersection London St & Fiorella St



Proposed Intersection London St & Fiorella St (4-Way Stop)









**CITY COUNCIL AGENDA REPORT**

**DATE:** \_\_\_\_\_

**AGENDA OF:** \_\_\_\_\_, 2026

**DEPARTMENT:** Police

**SUBJECT:** HS-State Homeland Security Grant Program (HSGP); Grant # 5905901

**RECOMMENDED MOTION:**

No motion for consent. If pulled from consent the following motion may be made: Accept and approve a resolution authorizing the Castroville Police Department to apply for and accept grant funding through the State Homeland Security Grant Program (HSGP), grant #5905901 in the amount of \$101,280.00 for the purchase of one Police Patrol vehicle. This grant does not require a City match.

**BACKGROUND:**

The Public Safety Office is soliciting grant applications under the State Homeland Security Program to support local and regional projects that enhance terrorism prevention, protection, and interdiction capabilities. The program is intended to strengthen coordinated efforts among law enforcement and public safety partners to identify, deter, and disrupt threats to critical infrastructure, transportation corridors, and surrounding communities. Funding prioritizes initiatives that improve intelligence-driven operations, operational coordination, and rapid response capabilities aligned with National Priority Areas and core homeland security objectives. Eligible projects are expected to support collaborative regional strategies that enhance preparedness, increase information sharing, and improve the ability of agencies to prevent and respond to evolving homeland security threats.

**FISCAL IMPACT:**

**No impact on the city budget.** This is a 100% reimbursement grant in the amount of \$101,280.00

Budgeted    Requires Budget Amendment

**SOURCE OF FUNDING:** Grant Funded

**ATTACHMENTS:** N/A

**Urgency (0-5 = Low Urgency to High Urgency):**   1  

**Impact (0-5 = Low Impact to High Impact):**   1  

Submitted by:   **Chief James Kohler**

**RESOLUTION NO. \_\_\_\_\_**

**A Resolution of the City Council of the City of Castroville, Texas, authorizing the submission of a grant application to the Public Safety Office – State Homeland Security Grant Program – Law Enforcement Terrorism Prevention Activities**

**WHEREAS**, The Castroville City Council finds it in the best interest of the citizens of Castroville, Texas that The Castroville Police Department - support the State Homeland Security Grant Program by acquiring one fully equipped patrol vehicle; and

**WHEREAS**, The Castroville City Council agrees to abide by the rules and guidelines set out under the Public Safety Office’s Solicitation; and

**WHEREAS**, The Castroville City Council designates Scott Dixon, City Administrator, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency; and

**WHEREAS**, The Castroville City Council designates Leroy Vidales, Finance Director, as the grantee's finance officer. The finance officer is given the authority to submit financial and/or performance reports or alter a grant; and

**WHEREAS**, The Castroville City Council agrees that in the event of loss or misuse under the Office of the Governor funds, The Castroville City Council assures that the funds will be returned; and

**WHEREAS**, The City of Castroville agrees to provide applicable matching funds for the said project as required by the SHSP-LETPA grant application; and

**NOW THEREFORE, BE IT RESOLVED** that Castroville City Council approves submission of the grant application for The Castroville Police Department – State Homeland Security Grant Program.

Passed and Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor  
City of Castroville

ATTEST:

\_\_\_\_\_  
City Secretary



# CITY COUNCIL AGENDA REPORT

**DATE:** February 2,2026

**AGENDA OF:** March 10, 2025

**DEPARTMENT:** Police

**SUBJECT:** Racial Profiling Report

**RECOMMENDED MOTION:** Staff recommends accepting report.

The Castroville Police Department is required to present on an annual basis a Racial Profiling Report to their respective City Council. In addition, we have already submitted the report to the Texas Commission on Law Enforcement(TCOLE). TCOLE only requires that the City Council receive the report with no additional action requirement. I have reviewed the report and have no concerns about the data contained in the report.

**FISCAL IMPACT:** N/A

Budgeted     Requires Budget Amendment

**SOURCE OF FUNDING:** N/A

**ATTACHMENTS:** N/A

**Urgency (0-5 = Low Urgency to High Urgency):**   1  

**Impact (0-5 = Low Impact to High Impact):**   1  

Submitted by:   **Chief James Kohler**

# Racial Profiling Report | Full

Agency Name: CASTROVILLE POLICE DEPT.  
 Reporting Date: 01/12/2026  
 TCOLE Agency Number: 325201

Chief Administrator: James H Kohler Jr.

Agency Contact Information:  
 Phone: (830) 931-2222  
 Email: james.kohler@castrovilletx.gov

Mailing Address:  
 411 LONDON ST, CASTROVILLE, TX, 780094505

This Agency filed a full report

CASTROVILLE POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the CASTROVILLE POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the CASTROVILLE POLICE DEPT. if the individual believes that a peace officer employed by the CASTROVILLE POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the CASTROVILLE POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the CASTROVILLE POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The CASTROVILLE POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article 2.133 (c), Code of Criminal Procedure during the reporting period.

Executed by: Neil Quick  
ADMIN OFFICER

Date: 01/12/2026

**Total stops: 5920**

**Street address or approximate location of the stop**

City street	1068
US highway	4475
County road	23
State highway	314
Private property or other	40

**Was race or ethnicity known prior to stop?**

Yes	12
No	5908

**Race / Ethnicity**

Alaska Native / American Indian	15
Asian / Pacific Islander	38
Black	323
White	2302
Hispanic / Latino	3242

**Gender**

<b>Female</b>	<b>2136</b>
Alaska Native / American Indian	4
Asian / Pacific Islander	16
Black	103
White	916
Hispanic / Latino	1097
<b>Male</b>	<b>3784</b>
Alaska Native / American Indian	11
Asian / Pacific Islander	22
Black	220
White	1386
Hispanic / Latino	2145

**Reason for stop?**

<b>Violation of law</b>	<b>130</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	4
White	61

Hispanic / Latino	64
<b>Preexisting knowledge</b>	<b>7</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	1
Hispanic / Latino	5
<b>Moving traffic violation</b>	<b>4992</b>
Alaska Native / American Indian	12
Asian / Pacific Islander	32
Black	268
White	1976
Hispanic / Latino	2704
<b>Vehicle traffic violation</b>	<b>791</b>
Alaska Native / American Indian	3
Asian / Pacific Islander	5
Black	50
White	264
Hispanic / Latino	469
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>184</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	13
White	47
Hispanic / Latino	124
<b>No</b>	<b>5736</b>
Alaska Native / American Indian	15
Asian / Pacific Islander	38
Black	310
White	2255
Hispanic / Latino	3118
<b>Reason for Search?</b>	
<b>Consent</b>	<b>20</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	9

Hispanic / Latino	11		
<b>Contraband</b>	<b>1</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	1		
<b>Probable</b>	<b>123</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	12		
White	29		
Hispanic / Latino	82		
<b>Inventory</b>	<b>10</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	3		
Hispanic / Latino	7		
<b>Incident to arrest</b>	<b>30</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	1		
White	6		
Hispanic / Latino	23		
 <b>Was Contraband discovered?</b>			
<b>Yes</b>	<b>98</b>	<b>Did the finding result in arrest?</b>	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	7	Yes 1	No 6
White	24	Yes 9	No 15
Hispanic / Latino	67	Yes 26	No 41
<b>No</b>	<b>86</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	6		
White	23		
Hispanic / Latino	57		

<b>Description of contraband</b>	
<b>Drugs</b>	<b>64</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	15
Hispanic / Latino	46
<b>Weapons</b>	<b>3</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	1
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>23</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	6
Hispanic / Latino	13
<b>Stolen property</b>	<b>8</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	7
<b>Other</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Result of the stop</b>	
Verbal warning	<b>0</b>

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Written warning</b>	<b>2633</b>
Alaska Native / American Indian	9
Asian / Pacific Islander	15
Black	156
White	1133
Hispanic / Latino	1320
<b>Citation</b>	<b>3225</b>
Alaska Native / American Indian	6
Asian / Pacific Islander	23
Black	165
White	1152
Hispanic / Latino	1879
<b>Written warning and arrest</b>	<b>22</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	4
Hispanic / Latino	18
<b>Citation and arrest</b>	<b>40</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	13
Hispanic / Latino	25
<b>Arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>53</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	1
White	15
Hispanic / Latino	37
<b>Violation of Traffic Law</b>	<b>5</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	3
<b>Violation of City Ordinance</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>3</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	3

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Resulting in Bodily Injury To:</b>	
Suspect	0
Officer	0
Both	0
<b>No</b>	<b>5920</b>
Alaska Native / American Indian	15
Asian / Pacific Islander	38
Black	323
White	2302
Hispanic / Latino	3242

**Number of complaints of racial profiling**

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

**Comparative Analysis**

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input checked="" type="checkbox"/>

**Optional Narrative**

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement



## Agenda Report

**Agenda of:** March 10<sup>th</sup>, 2026

**Department:** Parks & Recreation

**Subject:** Texas Parks & Wildlife (TPWD) grant award for Lion's Park.

**Recommended Motion:**

I move that the City Council accept the grant award from the Texas Parks & Wildlife Department for the Lion's Park Improvement Project.

***Motion for a later date:***

I move that the City Council approve the associated grant agreement and authorize the City Administrator to execute all documents necessary to administer and implement the project.

**Background:**

The City has been awarded a grant from the Texas Parks & Wildlife Department for improvements to Lion's Park. This funding will allow the City to enhance park amenities while leveraging outside funding to reduce the impact on the local budget. The project supports improved accessibility, sustainability, and long-term recreational opportunities for the community. The project will include the construction of an all-inclusive playground with incorporated shade, a shaded swing set, and supporting park amenities such as poured-in-place safety surfacing, accessible sidewalks, and related site improvements to enhance accessibility and usability for all park visitors. The project is funded through a 50/50 matching grant, with the City's matching funds previously committed by Council during the CIP Workshop held on February 24, 2026. At this time, the final grant agreement has not yet been issued by TPWD. Final execution of the grant agreement will be subject to legal review and approval, and staff will return to Council for approval of the agreement once received.

**Fiscal Impact:**

Fund Balance: \$469,367

**Budgeted**    **Requires Budget Amendment**

**Source of Funding:** Account Code: 10-50904-413.04\*

**Attachments:**

**Lions Park Grant Update**

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

**Impact (0-5 = Low Impact to High Impact): 4**

**Submitted by: Jonah Chang, Director of Parks & Recreation**

# Lion's Park All-Inclusive Playground & Swing Set

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Jonah Chang, CPRP

Director of Parks & Recreation

# Project Overview

## Project Location: Lion's Park

- 1101 Houston Street

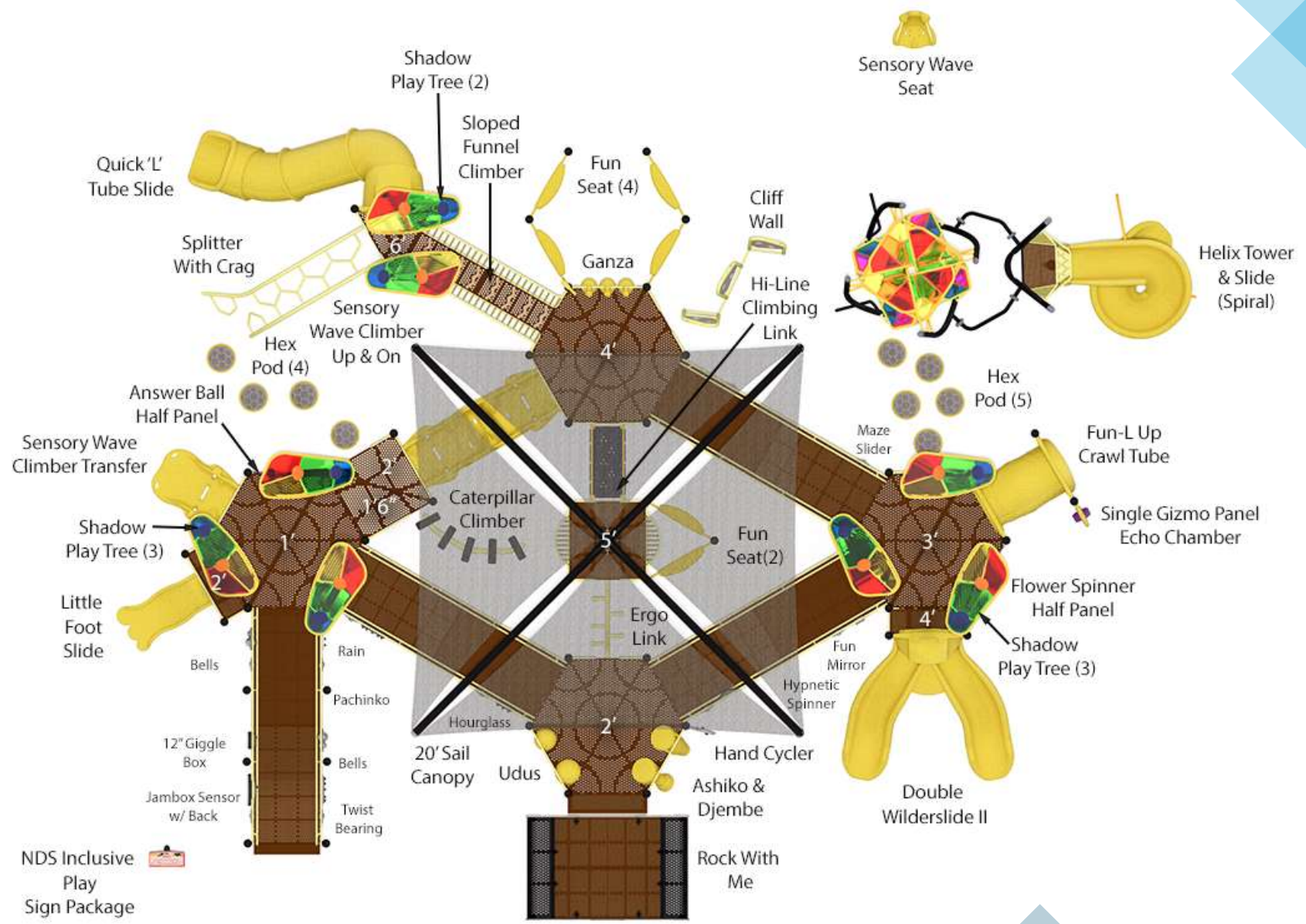
## Focus Areas:

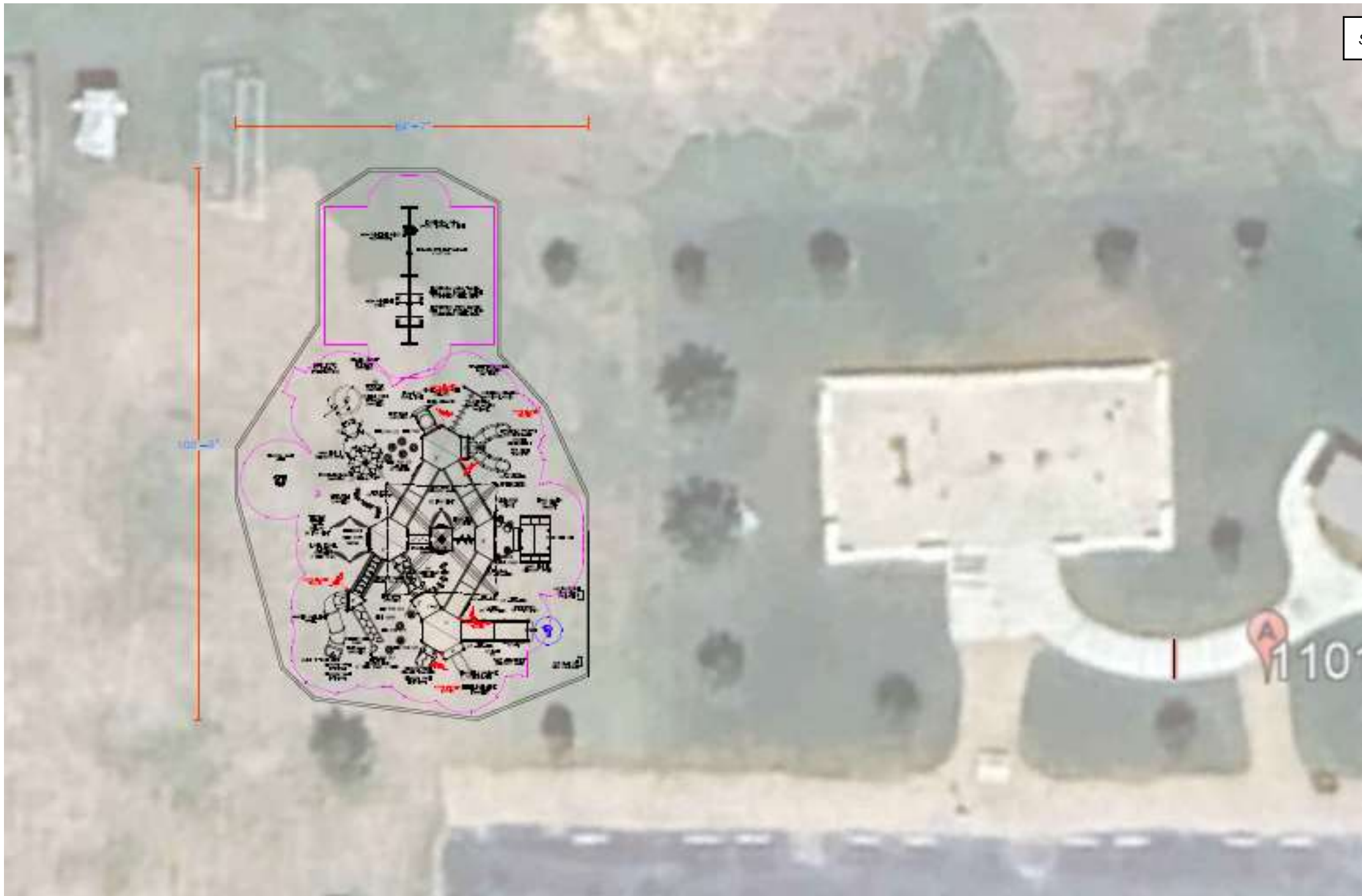
- Accessibility enhancements
- Long-term park sustainability
- Increased community use

## Features:

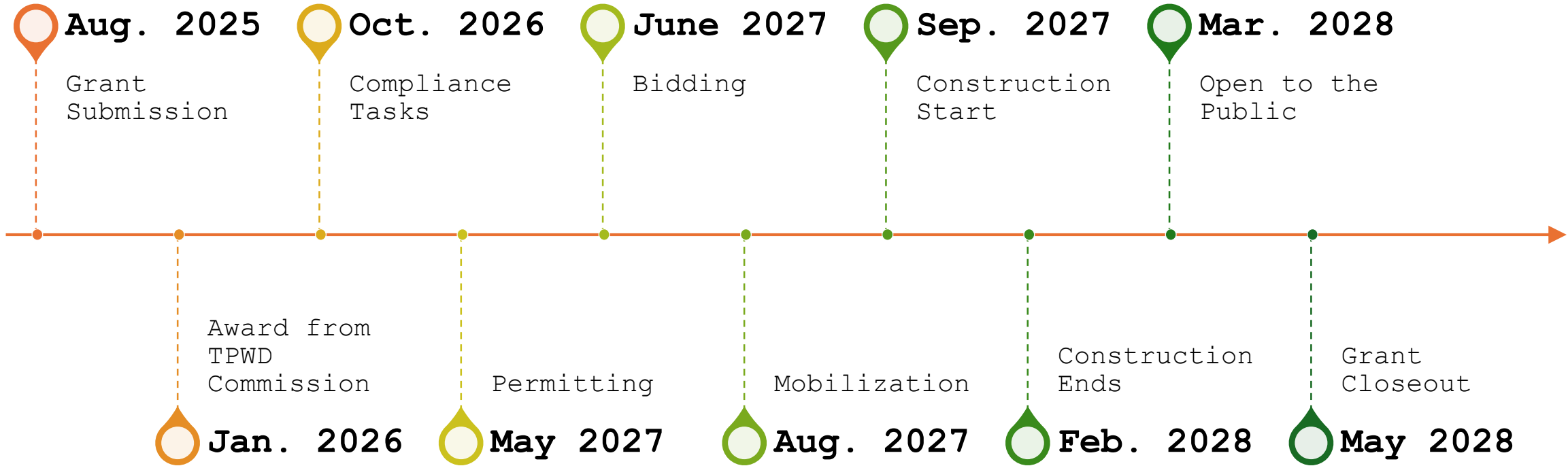
- All inclusive play structure with incorporated shade
- Swing sets with incorporated shade







# Project Timeline (Example)



# Impact & Alignment



## **Community Impact:**

Enhances recreational quality of life

Expands inclusive and accessible park features

Supports families, youth sports, and events



## **Economic Impact:**

Improves Lion's Park as a destination asset

Supports tourism and local business activity

Leveraging outside funding instead of solely relying on local tax dollars



## **This project aligns with:**

The Parks & Recreation Master Plan

Capital Improvement Plan priorities

Long-term community growth

## Texas Parks & Wildlife

- Staff is currently waiting for funding to officially kick off.
- Once funding has kicked off, we will receive the Grant agreement for signatures & acceptance.

## Staff recommends Council:

- Formally accept the TPWD grant award.
- Execute the grant agreement.
- Authorize the City Administrator to execute any other necessary documents.

# Next Steps & Staff Recommendation

**DATE: March 6, 2026**

**AGENDA OF: March 10, 2026**

**DEPARTMENT: City Council**

**SUBJECT: Adjust Fee Schedule for Utility Reconnect fee and for Highway 90 Banner placement**

**RECOMMENDED MOTION:**

Amend Fee Schedule to adopt new fees for utility re-connect and banner placement over highway 90.

**BACKGROUND**

**Utility Re-connect**

Utility re-connect fees were a flat \$50 for many years. See Atch. The primary reason for a disconnect was the customer did not pay after being notified of a late bill and that the utilities would be disconnected. Historically, if the customer paid their bill with enough time left in the work day, an attempt would be made to re-connect the same day and if not the next day. If it was a serious weather or special situation, such as health and safety, those circumstances were taken into consideration. See attached budgets for 2018, 2019, 2020. I did not have 2021, 2022, or 2025.

The 2023 and 2024 continued with a re-connect fee of \$50 and an additional fee **if an after-hours reconnect was customer requested**. Additionally, if there were subsequent **after-hours requests** in a 12-month period the fee increased from \$50 for the first request to \$100 for additional requests in a 12-month period. There is no indication in the wording that if the customer had the reconnect done during business hours there was anything but the stated \$50.

The adopted 2026 has a re-connect fee of \$100 and **if the customer requests an after-hours reconnect** it is an additional \$50.

**The recommendation is** we reconsider the re-connect fee of \$100 and reduce it back to \$50. **If the customer requests an after-hours re-connect**, we charge an additional \$50 unless there are special circumstances such as cold weather, health and safety or other reasons that the fee should be waved. If the customer does not request an after hours re-connect, then there is only the \$50 charge and the re-connect will happen at the next business day. The determination to wave the re-connect fee or after-hours fee is left to the Administrator, Public Works Director or Mayor.

Since we bill primarily on consumption it is to our benefit to have connected customers. We are in the customer service business and should do our best to understand our customers deal with a wide variety of issues that sometime make funds tight. Adding additional cost to restore utilities to a customer already having financial issues should be considered.

**RECOMMENDATION**

Adjust the utility re-connect fee to \$50 and if the customer requests an after-hours reconnect an additional \$50 unless there are special circumstances where specific city officials may wave any or all re-connect fees.

**Highway 90 Banner Placement**

The fee to place a banner over Highway 90 was \$75 and hour with a one hour minimum in 2019. In the 2026 budget it was raised to a flat \$600. That fee discourages placement of a banner over the highway.

I understand the 2025 Old Fashion Christmas in Houston Square was not publicized by a banner because of cost. In about every case, the purpose of banners over Highway 90 is to announce events in Castroville that we want people outside of Castroville to attend. The banner’s message and efforts to place it supports tourism. This high banner placement fee seems work against our recent effort to pay the Chamber of Commerce \$75,000 a year to promote tourism. We want tourism but we discourage advertisement over the most highly visible place to do it by charging this high fee. We are working against ourselves.

It takes the Electric Department and Police Department time and equipment to place and remove banners and some fee is reasonable. My inquires of both departments is that it typically is no more than an hour to assemble the people and equipment to do the job. However, the recently adopted fee of \$600 is too much.

**RECOMMENDATION**

Adjust the banner placement (install and removal) fee to not more than \$200.

**Robert Lee  
District 5**

Attachments:  
Fee schedules for utility re-connect for 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026  
Fee schedules for banner placement for 2019, 2026

**CITY OF CASTROVILLE - ADOPTED COMPREHENSIVE FEE SCHEDULE**  
**FY 2018 Adopted Annual Operating & Capital Budget**

	FY 2017 Adopted	FY 2018 Adopted
<b>Utility Fees</b>		
Deposit - Residential	\$150.00	\$150.00
Deposit - Commercial	\$500.00	\$500.00
Re-Connect Fee	\$50.00	\$50.00
Re-Read Fee	\$5.00	\$5.00
Temporary Utility Service Connection Fee	\$50.00	\$50.00
<b>Water Tap Fee</b>		
3/4" Meter	\$700.00	\$700.00
1" Meter	\$800.00	\$800.00
1 1/2" Meter	\$1,550.00	\$1,550.00
2" Meter	\$2,000.00	\$2,000.00
3" or Larger	\$2,000 plus actual cost*	\$2,000 plus actual cost*
<b>Sewer Tap Fee</b>		
5' and above	\$900.00	\$900.00
Below 5'	\$1,200.00	\$1,200.00
<b>Electric Service</b>		
Electric Overhead (Single & Multi)	\$400 w/100 ft. included plus actual cost*	\$400 w/100 ft. included plus actual cost*
Electric Underground (Single & Multi)	\$700 w/100 ft. included plus actual cost*	\$700 w/100 ft. included plus actual cost*
<b>Gas Service</b>		
	\$700 plus actual cost*	\$700 plus actual cost*

\* Allows for the adjustment of fees in accordance with cost of providing the utility service. Commercial accounts- Service fees will be based on actual cost of installation & metering equipment.

## CITY OF CASTROVILLE - ADOPTED COMPREHENSIVE FEE SCHEDULE

### FY2019 ADOPTED Annual Operating & Capital Budget

**Utility Fees**

Deposit - Residential	\$150.00
Deposit - Commercial	\$500.00
Re-Connect Fee	\$50.00
Re-Read Fee	\$5.00
Temporary Utility Service Connection Fee	\$50.00

**Water Tap Fee**

3/4" Meter	\$1,200.00
1" Meter	\$1,350.00
1 1/2" Meter	\$2,100.00
2" Meter	\$2500 + actual cost
3" or Larger	\$3500 + actual cost

**Sewer Tap Fee**

4 " Sewer Tap Fee and 5' and above	\$1,200.00
Below 5'	\$2,200.00
Below 8' priced per foot	\$200.00
6" Sewer Tap Fee & 45' Pole	Cost to be determined by Public Works

**Electric Service**

Electric Overhead w/ existing Transformer & Pole	\$650 with 100 ft included
Electric Overhead Install 30' Pole with existing Transformer	\$2,100 with 100 ft included
Electric Overhead Install 45' Pole with existing Transformer	\$2,700 with 100 ft included
Electric Overhear Install Transformer & 30' Pole & 45' Pole	\$6,500 with 100 ft included

# CITY OF CASTROVILLE - COMPREHENSIVE FEE SCHEDULE

## FY2020 ADOPTED Annual Operating & Capital Budget

<b>Utility Fees</b>	
Deposit - Residential	\$150.00
Deposit - Commercial	\$500.00
Re-Connect Fee	\$50.00
Re-Read Fee	\$5.00
Temporary Utility Service Connection Fee	\$50.00
<b>Water Tap Fee</b>	
3/4" Meter	\$1,200.00
1" Meter	\$1,350.00
1 1/2" Meter	\$2,100.00
2" Meter	\$2500 + actual cost
3" or Larger	\$3500 + actual cost
<b>Sewer Tap Fee</b>	
4 " Sewer Tap Fee and 5' and above	\$1,200.00
Below 5'	\$2,200.00
Below 8' priced per foot	\$200.00
6" Sewer Tap Fee & 45' Pole	Cost to be determined by Public Works
<b>Electric Service</b>	
Electric Overhead w/ existing Transformer & Pole	\$650 with 100 ft included
Electric Overhead Install 30' Pole with existing Transformer	\$2,100 with 100 ft included
Electric Overhead Install 45' Pole with existing Transformer	\$2,700 with 100 ft included
Electric Overhear Install Transformer & 30' Pole & 45' Pole	\$6,500 with 100 ft included

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**  
**FY 2021 ADOPTED Annual Operating & Capital Budget**  
**Fees – Public Works**

**Utility Fees**

Deposit – Residential:

- Electric \$150.00
- Water \$100.00
- Gas \$50.00

Deposit - Commercial	\$500.00
Re-Connect Fee	\$50.00
Re-Read Fee	\$5.00
Temporary Utility Service Connection Fee	\$50.00

**Edwards Aquifer Authority (EAA)** \$5.17 / month/account  
Pass thru (As set by EAA)

**Street Light Installation** \$300.00

**Water Sales – Coin Op** \$25 / 50 gallons

**Water Acquisition Fee (Surcharge)**

Residential	% based on Water Consumption / month
Commercial	% based on Water Consumption / month

**Water Tap Fee**

Residential: ¾" and 1"	\$1,500.00
Larger than 1"	Cost plus 5% Admin. Fee
Commercial	Cost plus 10% Admin. Fee
Meter Connection	\$100.00

**Sewer Tap Fee**

Residential: 5 ft. and above	\$1,500.00
Residential: below 5ft.	\$1,800.00
Commercial	Cost plus 10% Admin. Fee

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**  
**FY 2022 ADOPTED Annual Operating & Capital Budget**  
**Fees – Public Works**

**Utility Fees**

Deposit – Residential:

- Electric \$150.00
- Water \$100.00
- Gas \$50.00

Deposit - Commercial \$500.00

Utility Re-Connect Fee \$50.00

Utility After Hours re-connection Fee \$50 flat fee plus additional \$50 for first request in 12-  
*(requested by customer)* month period and additional \$100 for every request  
within a 12-month period.

Meter Re-Read Fee \$20.00

Temporary Utility Service Connection Fee \$50.00

Meter **testing** *(requested by customer)* \$100 per meter plus actual cost of testing and  
postage if not found to be defective.

Meter **change out** *(requested by customer)* \$100 per meter plus actual cost of installation.

Meter **tampering** fee \$500 per meter for first offense. \$750 per meter for  
every offense after first. Also, may be subject to  
additional charges for code or criminal violations, as  
applicable.

**Edwards Aquifer Authority (EAA)** \$5.17 / month/account  
Pass thru (As set by EAA)

**Street Light Installation** \$525.00

**Water Sales – Coin Op** 10¢ per gallon

**Water Acquisition Fee (Surcharge)**

Residential % Based on Water Consumption / month

Commercial % Based on Water Consumption / month

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**  
**FY 2023 PROPOSED Annual Operating & Capital Budget**  
**Fees – Public Works**

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**Utility Fees**

Deposit – Residential:

- Electric \$150.00
- Water \$100.00
- Gas \$50.00

Deposit - Commercial \$500.00

Utility Re-Connect Fee \$50.00

Utility After Hours re-connection Fee (*requested by customer*) \$50 flat fee plus additional \$50 for first request in 12-month period and additional \$100 for every request within a 12-month period.

Meter Re-Read Fee \$20.00

Temporary Utility Service Connection Fee \$50.00

Meter testing (*requested by customer*) \$100 per meter plus actual cost of testing and postage if not found to be defective.

Meter change out (*requested by customer*) \$100 per meter plus actual cost of installation.

Meter tampering fee \$500 per meter for a first offense. \$750 per meter or every offense the after first. Also, may be subject to additional charges for code or criminal violations, as applicable.

For Monthly Utility Rates (Electric, Gas, Water, Sewer, see Adopted Ordinance 2022-003)

Edwards Aquifer Authority (EAA) \$5.17 / month/account

**Water Acquisition Fee (Surcharge)**

Residential % Based on Water Consumption / month

Commercial % Based on Water Consumption / month

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**

**FY 2024 ADOPTED Annual Operating & Capital Budget**

**Fees – Public Works**

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**Utility Fees**

Deposit – Residential:

- Electric \$150.00
- Water \$100.00
- Gas \$50.00

Deposit - Commercial \$500.00

Utility Re-Connect Fee \$50.00

Utility After Hours re-connection Fee \$50 flat fee plus additional \$50 for first request in 12-  
*(requested by customer)* month period and additional \$100 for every request  
within a 12-month period.

Meter Re-Read Fee \$20.00

Temporary Utility Service Connection Fee \$50.00

Meter **testing** *(requested by customer)* \$100 per meter plus the actual cost of testing  
and postage if not found to be defective.

Meter **change out** *(requested by customer)* \$100 per meter plus actual cost of installation.

Meter **tampering** fee \$500 per meter for a first offense. \$750 per  
meter or every offense the after first. Also,  
may be subject to additional charges forcode  
or criminal violations, as applicable.

**For Monthly Utility Rates (Electric, Gas, Water,  
Sewer, see Adopted Ordinance 2022-003)**

**Edwards Aquifer Authority (EAA)** \$5.17 / month/account  
Pass thru (As set by EAA)

**Inspection Fee** **\$115 / hr**

**Water Acquisition Fee (Surcharge)**

Residential Negotiated

Commercial Negotiated

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**  
**FY 2025 ADOPTED Annual Operating & Capital Budget**  
**FEES – Public Works**

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**Utility Fees**

Deposit – Residential:	
• Electric	\$150.00
• Water	\$100.00
• Gas	\$50.00
Deposit - Commercial	\$500.00
Utility Re-Connect Fee	\$50.00
Utility After Hours re-connection Fee ( <i>requested by customer</i> )	\$50 flat fee plus additional \$50 for first request in 12-month period and additional \$100 for every request within a 12-month period.
Manual READ Fee (per occurrence)	\$50.00
Meter ACCESS Fee	\$50.00
Temporary Utility Service Connection Fee	\$50.00
Meter <b>testing</b> ( <i>requested by customer</i> )	\$100 per meter plus the actual cost of testing and postage if not found to be defective.
Meter Exchange Fee	\$175.00
Meter <b>tampering</b> fee	\$500 per meter for a first offense. \$750 per meter or every offense the after first. Also, may be subject to additional charges forcode or criminal violations, as applicable.
For Monthly Utility Rates (Electric, Gas, Water, Sewer, see Adopted Ordinance 2024-003)	
Edwards Aquifer Authority (EAA)	\$5.17 / month/account Pass thru (As set by EAA)
Inspection Fee	\$115 / hr
Water Acquisition Fee (WSC- Water Service Charge)	
Residential	See Adopted Ordinance No. 2024-003
Commercial	See Adopted Ordinance No. 2024-003
Draught Surcharge Rate	\$7.89 per thousand gallons

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**  
**FY 2026 ADOPTED Annual Operating & Capital Budget**  
**FEES – Public Works**

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**Utility Fees**

Deposit – Residential:

- Electric \$200
- Water \$200
- Gas \$200

Deposit - Commercial \$500

Utility Re-Connect Fee \$100

Utility After Hours re-connection Fee *(requested by customer)* \$50

Manual READ Fee (per occurrence) \$50

Meter ACCESS Fee \$50

Temporary Utility Service Connection Fee \$100

Meter **testing** *(requested by customer)* \$100 per meter plus the actual cost of testing and postage if not found to be defective.

Meter Exchange Fee \$175

Meter **tampering** fee & Theft of Service Tampering Fee: \$500  
Theft of Service: \$5,000

**For Monthly Utility Rates (Electric, Gas, Water, Sewer, see Adopted Ordinance 2024-003)**

Edwards Aquifer Authority (EAA) \$0.50 per 1,000 gallons

Pass thru (As set by EAA)

Inspection Fee \$100/hr.

# CITY OF CASTROVILLE - ADOPTED COMPREHENSIVE FEE SCHEDULE

## FY2019 ADOPTED Annual Operating & Capital Budget

### ADMINISTRATION FEES:

Copies (8 1/2 x 11)	0.10 per page
Copies (8 1/2 x 14)	0.10 per page
Copies (11 x 17)	0.25 per page
Color Copies	1.00 per page
Certified Copies	1.00 per page
Fax Outgoing Same Area Code	0.50 per page
Fax Outgoing Long Distance	1.00 per page
Fax Incoming	0.20 per page
Return Check Fee	\$25.00

### Occupational Tax:

Retail Beer on Premise (BE) Annual	\$75.00
Retail Beer off Premise (BF) Annual	\$30.00
Retail Beer and Wine on premise (BG) Annual	\$87.50
Retail Beer and wine off premise (BQ) Annual	\$30.00
Package Store (P) Annual	\$250.00
Wine Only Package Store (Q) Annual	\$30.00
Wholesale Distributor (W) Annual	\$37.50
Mixed Beverage (MB) Annual	\$312.50
Other Liquor Permits (Tx Alcohol Beverage Code)	1/2 State Fee/yr
Other Beer Licenses	1/2 State Fee/yr
Coin operated game machines	\$7.50

### Special Events:

Application Fee:	
On City Property & ROW excluding Regional Park	\$50 - \$150/event + cost
Litter Pick up Deposit	\$12/90 gal container
Banner Placement	\$75/hr.;1 hr. minimum
Sanctioned Event Permit (Ord.2014-10)	\$20.00

### Permits:

Horse Drawn Carriage	\$100.00
Park Alcohol Permit Fee (for each day of the event)	\$20.00

**CITY OF CASTROVILLE – COMPREHENSIVE FEE SCHEDULE**  
**FY 2026 ADOPTED Annual Operating & Capital Budget**  
**FEES - Administration - (Continued)**

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**Special Events: Application Fee :**

On City Property & ROW excluding Regional Park \$100/event + cost  
Litter Pick up Deposit \$14.00

**Banner Placement**

**\$600 per banner**

Sanctioned Event Permit (Ord. 2014-10) \$20.00

**Permits:**

Horse Drawn Carriage \$100.00

Park Alcohol Permit Fee (for each day of event) \$20.00

Carnival \$250

Solicitors (includes background, picture ID) \$100 organization permit + \$50 each person

**General Fees** - Moving of any building or structure - for movement of structure on City streets or ROW where city assistance is required. \$100.00

**Extension of Time** - Fee may be waived by the City Administrator if the extension is requested prior to any approval expiring & subject to the applicant providing cause for the extension. \$250/extension

**Postponement** - When a postponement is requested by an applicant for an item on an agenda for which a public hearing was scheduled. Fee may be waived by City Administrator. \$200.00

DATE: March 5, 2026

AGENDA OF: March 10, 2026

DEPARTMENT: City Council

SUBJECT: Discuss and take possible action on marketing of the airport by Castroville Area Economic Development Council (CAEDC).

**RECOMMENDED MOTION:** Cease all advertisement of airport west side property for commercial leasing until a development plan is completed.

**BACKGROUND**

The airport property, primarily on the airport west side, is identified as aeronautical or non-aeronautical in the Airport Master Plan. The CAEDC has a picture of the airport property on its website with very limited information. There are no details of the ground lease requirements and lease process, utilities available, infrastructure cost to developer, proximity to transportation system, development placement depending on whether aviation or non-aviation business, business type restrictions, development costs and so forth.

The Airport Master Plan does reflect a possible west side initial development of the aeronautical area parallel to the runway, starting at the northern end. I doubt this has been thoroughly studied by Council. We have no west side in-depth airport development plan with all needed information for an interested party to review. We will need information on cost to develop that area, determination of building placement priority based on size and type of business, whether being in the aviation area or out of it. The potential infrastructure cost could be tens of millions of dollars to install utilities, roads, taxiways, aprons, and other needs. All this needs to be decided by Council before we open the door to an interested party and are not able to provide what is needed in a well planned out approach. We could easily make a decision without all the needed information and regret it later.

There is a community desire to preserve green space around Castroville, of which a portion of the airport property would be a perfect spot to identify as part of that plan. The impact on the irrigated and dry land agricultural lease of the land has not been identified/discussed and the implications of loss of revenue to the airport and maintaining the property if it is not feasible to farm any longer. The land on the airport west side is key to the 472-acre feet of water now available to the city for crop irrigation and public water system use.

Texas Local Government Code Chapter 241 [Sec. 241.014. JOINT AIRPORT ZONING BOARD.](#) (a) A political subdivision to whose benefit an airport is used in the interest of the public or in which an airport owned or operated by a defense agency of the federal government or the state is located may create a joint airport zoning board with another political subdivision in which an airport hazard area or a controlled compatible land use area relating to the airport is located.

This joint board was started several years ago and abandoned putting the airport’s future at risk and possibly allowing development that is not compatible with an airport. While not part

of this agenda item for action, it needs to be dealt with by Council soon as it directly impacts airport area development.

All of these unanswered issues must be addressed and a plan developed before we advertise for possible business investment on airport property with primary focus on the west side. It is premature to advertise this property for development.

**RECOMMENDATIONS**

Drop all advertisement of airport west side property until all of these issues are addressed and a comprehensive plan developed.

**Robert Lee**  
**District 5**

- Attachments:  
Photo of Airport from CAEDC website  
Photo of Airport for Non-Aeronautical Development

# Area Sites & Properties Available For Business Development

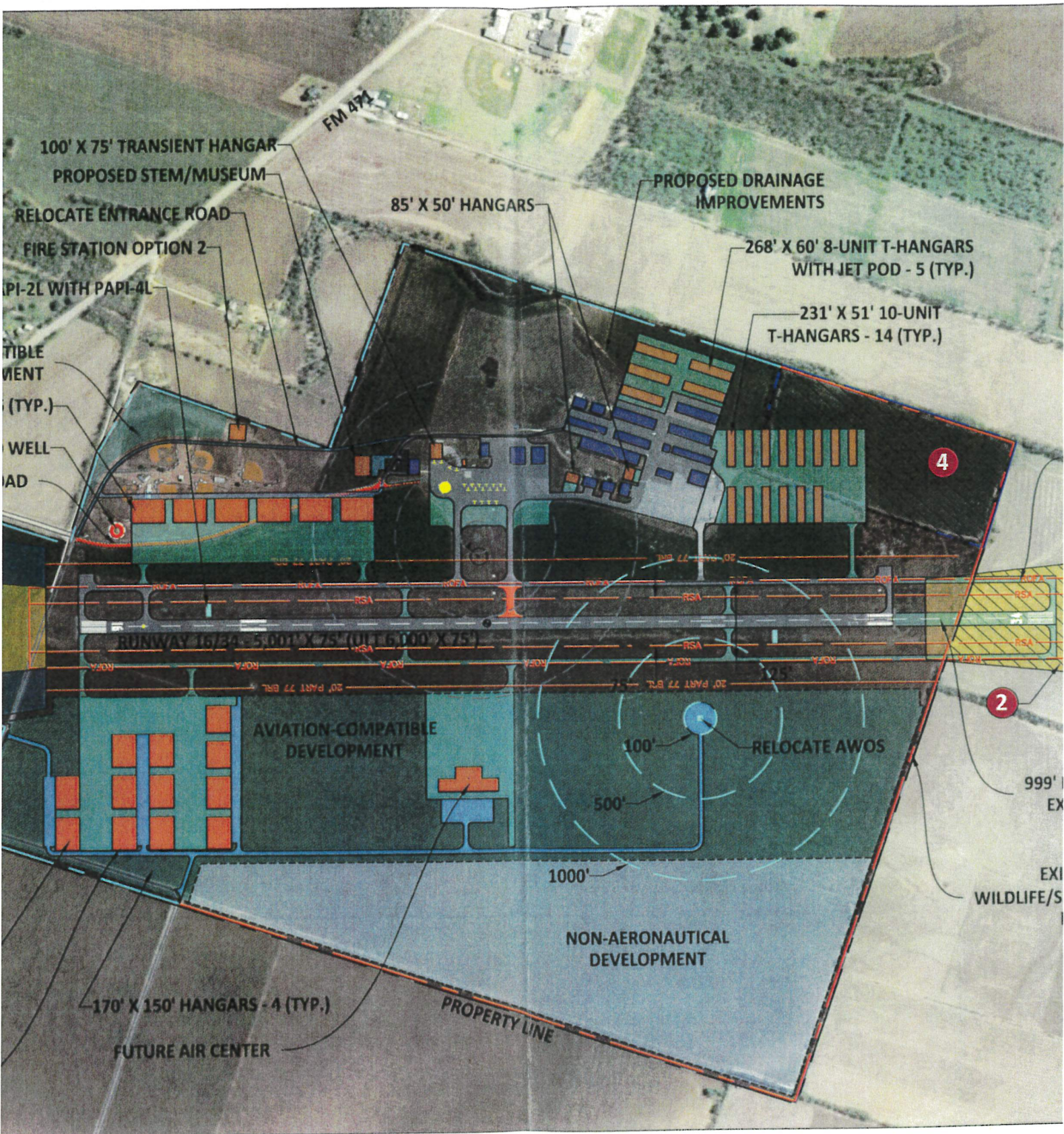
Castroville, Texas has set aside 270 acres specifically to attract new business to the city. Situated on the airport is the Airport Development Zone which is available for long term lease for construction of commercial and/or light industrial & manufacturing business. The Airport Development Zone is just one of many areas zoned for commercial development within the city.

To learn more contact the Castroville Area Economic Development Council at [830-538-9048](tel:830-538-9048) or [info@caedc.org](mailto:info@caedc.org).



Castroville's 270 Acre Airport Development Zone

**Check out the currently available commercial properties & structures by visiting these Castroville Realtors.**





# Agenda Report

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**Agenda of:** March 10, 2026  
**Department:** Public Works  
**Subject:** Approval of Fleet Vehicle Purchase for the Natural Gas Department

**Recommended Motion:** Approve the purchase of one (1) 2026 Ford F-350 or Ford F-250 utility service truck for the Natural Gas Department and authorize staff to award the purchase to the lowest responsive bidder.

**Background:** The Natural Gas Department requires a heavy-duty utility vehicle to support daily operations, emergency gas leak response, pipeline maintenance, and transportation of tools and safety equipment. The requested vehicle will replace or supplement existing fleet units to ensure continued reliability and emergency response readiness.

Staff obtained pricing for a 2026 Ford F-350 Crew Cab dual rear wheel truck equipped with an enclosed service body and required safety and utility upfits. Quotes were reviewed for compliance with specifications, operational suitability, and total cost. All submitted quotes met the required specifications.

After evaluation, staff determined that **Red McCombs Ford** submitted the **lowest responsive and responsible quote**, providing the best value to the City while fully meeting departmental needs.

**Fiscal Impact:** Ford F-350 \$76,358.00 or Ford F-250 \$75,358.00

**Budgeted**    **Requires Budget Amendment**

**Source of Funding:** Account Code: 20-51107-602

**Attachments:**

Attachment A- Quote Summary

Attachment B- Red McCombs Ford Quote

Attachment C- Cavender Ford Quote

Attachment D- Ford of Boerne Quote

Attachment E- Chapparal Ford Quote

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

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

**Submitted by:** John Gomez

**Red McCombs Ford**

**PRICE                      KEN FLYNN**

2026 F250 RWD 4x2 Crewcab	\$	75,358.00
2026 F350 RWD 4x2 Crewcab	\$	76,358.00

**Cavendar Ford**

**COLLIN RESPONDEK**

2026 F250 RWD 4x2 Crewcab	\$	75,482.30
2026 F350 RWD 4x2 Crewcab	\$	76,567.50

**Ford of Boerne**

**JASON LAY**

2026 F250 RWD 4x2 Crewcab	\$	75,657.43
2026 F350 RWD 4x2 Crewcab	\$	76,852.43

**Chapparral Ford**

**Juan Vera**

2026 F250 RWD 4x2 Crewcab	\$	77,223.44
2026 F350 RWD 4x2 Crewcab	\$	77,223.44

RETAIL SALES ORDER  
PRELIMINARY COPY

# Cavender Grande Ford

3600 N. PANAM EXPY.  
SAN ANTONIO, TEXAS 78219  
PHONE: (210) 661-4121

PURCHASER'S NAME <b>CITY OF CASTROVILLE</b>	DEAL NO.	DATE <b>3/3/2026</b>	
ADDRESS <b>1209 FIORELLA ST</b>			STOCK NO.  <b>TBD</b>
CITY <b>CASTROVILLE</b>	STATE <b>TEXAS</b>	ZIP <b>78009</b>	

PLEASE ENTER MY ORDER FOR THE FOLLOWING MOTOR VEHICLE:

YEAR <b>2026</b>	MAKE <b>FORD</b>	MODEL <b>F-350</b>	COLOR <b>OXFORD WHITE</b>	W.B. <b>0</b>	I.D. NO. <b>TBD</b>
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<p><b>** The Dealer's Inventory Tax charge is intended to reimburse the dealer for ad valorem taxes on its motor vehicle inventory. The charge, which is paid by the dealer to the county tax assessor-collector, is not a tax imposed on a consumer by the government, and is not required to be charged by the dealer to the consumer.</b></p>	LIST PRICE:	\$	<b>\$60,855.00</b>	
	SALE PRICE	\$	<b>\$54,476.68</b>	
	ADDITIONAL EQUIPMENT	\$	<b>\$21,710.93</b>	
	SUB TOTAL	\$	<b>\$76,187.61</b>	
	FEDERAL EXCISE TAX	\$	<b>\$0.00</b>	
	**DEALER'S INVENTORY TAX	\$	<b>\$154.89</b>	
	LESS TRADE-IN ALLOWANCE	\$	<b>\$0.00</b>	
	YEAR <b>0</b>	MAKE <b>0</b>	LIC. NO.	
	YEAR <b>0</b>	MAKE <b>0</b>	LIC. NO.	
	I.D. NO. <b>0</b>			
<b>NET DIFFERENCE</b>			<b>\$76,342.50</b>	

REFLECTING INVOICE ON CHASSIS - UPFITS MARKED AS QUOTED	STATE & LOCAL TAXES	\$	<b>\$0.00</b>
	LICENSE & BRIDGE FEES	\$	<b>\$0.00</b>
	TITLE FEE	\$	<b>\$0.00</b>
	STATE INSPECTION	\$	<b>\$0.00</b>
	EXTENDED SERVICE PLAN	\$	<b>\$0.00</b>
	MISC CHARGES	\$	<b>\$0.00</b>
NEW/USED VEHICLE MILES <b>0</b>	DOCUMENTARY FEE	\$	<b>\$225.00</b>

<p>IF SALE IS OF A USED VEHICLE, IT IS SOLD (BOUGHT) AS IS.</p> <p>DRAFT \$</p>	<p>A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS AND PERFORMING SERVICES RELATING TO THE CLOSING OF A SALE. A DOCUMENTARY FEE MAY NOT EXCEED \$300 OR A REASONABLE AMOUNT AGREED TO BY THE PARTIES FOR A HEAVY COMMERCIAL VEHICLE CONTRACT. THIS NOTICE IS REQUIRED BY LAW.</p>		
	SUB TOTAL	\$	<b>\$76,567.50</b>
LIEN TO:	OWING TO:	<b>0</b>	<b>\$0.00</b>
	ON		
	TRADE		
	<b>Amount Due</b>		<b>\$76,567.50</b>
	CASH DEPOSIT REC. #	\$	<b>\$0.00</b>
	REBATES	\$	<b>\$0.00</b>
Unpaid Balance - Amount Financed	BALANCE DUE	\$	<b>\$76,567.50</b>

PURCHASER AGREES THAT THIS ORDER INCLUDES ALL OF THE TERMS AND CONDITIONS ON BOTH THE FACE AND REVERSE SIDE HEREOF, THAT THIS ORDER CANCELS AND SUPERSEDES ANY PRIOR AGREEMENT AND AS OF THE DATE HEREOF COMPRISES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT RELATING TO THE SUBJECT BINDING UNTIL ACCEPTED BY THE GENERAL MANAGER OR SALES MANAGER PURCHASER BY HIS EXECUTION OF THIS ORDER ACKNOWLEDGES THAT HE HAS READ ITS TERMS AND CONDITIONS AND HAS RECEIVED A TRUE COPY OF THIS ORDER

IF SALE IS OF A USED VEHICLE, IT IS SOLD (BOUGHT) AS IS. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE GENERAL MANAGER OR SALES MANAGER

COMPANY NAME <b>CITY OF CASTROVILLE</b>	ACCEPTED & APPROVED	<b>RESPONDEK</b>
PURCHASER'S SIGNATURE	SALESMAN	F&L









DEAL #: 104294

Devine, TX 78016  
www.devineford.com • (800) 278-4301 • (830) 665-4461

**CASH RETAIL PURCHASE ORDER  
WORKSHEET ONLY - FOR CREDIT TRANSACTIONS**

Section XI, Item h.

Cust. No. 70709 Stock No. \_\_\_\_\_  
Date Ordered 03/03/2026 Delivered 03/03/2026  
Year 2026 Make FORD Model F350  
Body \_\_\_\_\_ Serial No. 1FT8W3AN0TEC19304  
Miles \_\_\_\_\_ License No. \_\_\_\_\_

BASE PRICE 55000.00

**ALLOWANCE FOR TRADE**

By	Yr.	Make
Model		
Lic. No.	Mileage	
Ser. No.		
By	Yr.	Make
Model		
Lic. No.	Mileage	
Ser. No.		
<b>Drafting Instructions</b>		
Lien To		
Address		
City	State	Zip
Approved By	Recvd By	
Amt of: Lien 77223.44	Date Lien 03/03/2026	
CASH Recpt No.	By:	Date
CASH Recpt No.	By:	Date
CASH Recpt No.	By:	Date

ADDITIONAL EQUIPMENT

CANOPY BED 21710.93

Rebate ( N/A )  
CASH PRICE OF VEHICLE 76710.93  
TRADE ALLOWANCE ( N/A )

CASH DIFFERENCE 76710.93  
Documentary Fee 225.00 ~~425.00~~

Dealer Inventory Tax 104.51  
Sales Tax N/A  
Title & Registration Fee \$28.00

License Fee R & B State Inspection 155.00  
GAP Insurance N/A  
Extended Service Plan N/A

PRICE OF VEHICLE 77223.44  
Down Payment ( N/A )  
Payoff To \$ N/A

Address  
Phone City  
State Zip Good Til

ACCT #  
Payoff To \$ N/A  
Address

Phone City  
State Zip Good Till  
ACCT. #

Total to Finance \$ 77223.44

Registered Owner/Owners  
(Print) CITY OF CASTROVILLE  
(Signature)

(Print)  
(Signature)  
Address

City CASTROVILLE State TX Zip 78009  
Res Bus

E-mail aaron.garcia@castrov Mobile (830) 384-3784  
S.S. No. S.S. No.

Accepted Subject to Finance: Chaparral Ford  
Salesman by

**NOTICE**

A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT EXCEED A REASONABLE AMOUNT AGREED TO BY THE PARTIES. THIS NOTICE IS REQUIRED BY LAW.

**ADVISO**

UN HONORARIO DE DOCUMENTACIÓN NO ES UN HONORARIO OFICIAL. UN HONORARIO DE DOCUMENTACIÓN NO ES REQUERIDO POR LA LEY, PERO PUEDE SER CARGADA AL COMPRADOR COMO GASTOS DE MANEJO DE DOCUMENTOS RELACIONADOS CON UNA VENTA. UN HONORARIO DE DOCUMENTACIÓN NO PUEDE EXCEDER UNA CANTIDAD RAZONABLE ACORDADA POR LAS PARTES. ESTA NOTIFICACIÓN ES REQUERIDA POR LA LEY.

**SPECIAL INSTRUCTIONS**

NOTICE: SEE PAGE 2 FOR IMPORTANT INFORMATION  
The warranties, covenants, terms, and agreements on page 2 are incorporated herein and made part hereof for all purposes.

NOTICE OF CREDIT BUYER  
IF THIS ORDER INVOLVES THE DEALER CREDIT THIS FORM SHALL BE DEEMED A WORKSHEET ONLY. NO CONTRACTUAL RELATIONSHIP IS CREATED BETWEEN THE PARTIES. FULL DISCLOSURE REQUIRED BY THE FEDERAL CONSUMER PROTECTION ACT AND THE TEXAS CONSUMER CREDIT CODE WILL BE MADE PRIOR TO CONSUMMATION OF A CREDIT TRANSACTION BY PURCHASER'S SIGNATURE TO AN SALES CONTRACT. PURCHASER AUTHORIZES SELLER TO SECURE ANY AND ALL INFORMATION FROM ANY SOURCE TO DETERMINE THE CREDIT WORTHINESS OF THE PURCHASER.

PURCHASER THIS ORDER IS NOT VALID UNLESS ACCEPTED BY AN AUTHORIZED REPRESENTATIVE OF CHAPARRAL FORD.

F & I	O.K. TO DELIVER
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NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.



DEAL #: 104293

Devine, TX 78016  
www.devineford.com • (800) 278-4301 • (830) 665-4461

**CASH RETAIL PURCHASE ORDER  
WORKSHEET ONLY - FOR CREDIT TRANSACTIONS**

Section XI, Item h.

Cust. No. 70709 Stock No. \_\_\_\_\_  
Date Ordered 03/03/2026 Delivered 03/03/2026  
Year 2026 Make FORD Model F250  
Body \_\_\_\_\_ Serial No. 1FT7W2AN0TEC36156  
Miles 33 License No. \_\_\_\_\_

ALLOWANCE FOR TRADE		
By	Yr.	Make
Model		
Lic. No.	Mileage	
Ser. No.		
By	Yr.	Make
Model		
Lic. No.	Mileage	
Ser. No.		
<b>Drafting Instructions</b>		
Lien To		
Address		
City	State	Zip
Approved By	Recvd By	
Amt of: Lien <u>77223.44</u>	Date Lien <u>03/03/2026</u>	
CASH Recpt No.	By:	Date
CASH Recpt No.	By:	Date
CASH Recpt No.	By:	Date

<b>BASE PRICE</b>	55000.00
<b>ADDITIONAL EQUIPMENT</b>	
CANOPY BED	21710.93
Rebate	( N/A )
CASH PRICE OF VEHICLE	76710.93
TRADE ALLOWANCE	( N/A )
CASH DIFFERENCE	76710.93
Documentary Fee	225.00 <del>XXXXXXX</del>
Dealer Inventory Tax	104.51
Sales Tax	N/A
Title & Registration Fee	\$28.00
License Fee R & B State Inspection	155.00
GAP Insurance	N/A
Extended Service Plan	N/A
<b>PRICE OF VEHICLE</b>	77223.44
Down Payment	( N/A )
Payoff To	\$ N/A

**NOTICE**  
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**ADVISO**  
UN HONORARIO DE DOCUMENTACIÓN NO ES UN HONORARIO OFICIAL. UN HONORARIO DE DOCUMENTACIÓN NO ES REQUERIDO POR LA LEY, PERO PUEDE SER CARGADA AL COMPRADOR COMO GASTOS DE MANEJO DE DOCUMENTOS RELACIONADOS CON UNA VENTA. UN HONORARIO DE DOCUMENTACIÓN NO PUEDE EXCEDER UNA CANTIDAD RAZONABLE ACORDADA POR LAS PARTES. ESTA NOTIFICACIÓN ES REQUERIDA POR LA LEY.

<b>SPECIAL INSTRUCTIONS</b>

**NOTICE: SEE PAGE 2 FOR IMPORTANT INFORMATION**  
The warranties, covenants, terms, and agreements on page 2 are incorporated herein and made part hereof for all purposes.

NOTICE OF CREDIT BUYER  
IF THIS ORDER INVOLVES THE DEALER CREDIT THIS FORM SHALL BE DEEMED A WORKSHEET ONLY. NO CONTRACTUAL RELATIONSHIP IS CREATED BETWEEN THE PARTIES. FULL DISCLOSURE REQUIRED BY THE FEDERAL CONSUMER PROTECTION ACT AND THE TEXAS CONSUMER CREDIT CODE WILL BE MADE PRIOR TO CONSUMPTION OF A CREDIT TRANSACTION BY PURCHASER'S SIGNATURE TO AN SALES CONTRACT. PURCHASER AUTHORIZES SELLER TO SECURE ANY AND ALL INFORMATION FROM ANY SOURCE TO DETERMINE THE CREDIT WORTHINESS OF THE PURCHASER.

PURCHASER THIS ORDER IS NOT VALID UNLESS ACCEPTED BY AN AUTHORIZED REPRESENTATIVE OF CHAPARRAL FORD.

F & I  O.K. TO DELIVER

Address	
Phone	City
State	Zip
Good Till	
ACCT #	
Payoff To	\$ N/A
Address	
Phone	City
State	Zip
Good Till	
ACCT. #	
<b>Total to Finance</b>	\$ 77223.44
Registered Owner/Owners	
(Print) <u>CITY OF CASTROVILLE</u>	
(Signature)	
(Print)	
(Signature)	
Address	
City <u>CASTROVILLE</u>	State <u>TX</u> Zip <u>78009</u>
Res	Bus
E-mail <u>aaron.garcia@castrov</u>	Mobile <u>(830) 384-3784</u>
S.S. No.	S.S. No.
Accepted Subject to Finance: Chaparral Ford	
Salesman	by

NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.



Preview Order 1111 - W3A 4x2 Crew Cab SRW : Order Summary Time of Preview: 02/25/2026 16:39:56 Receipt: 2/25/2026

Dealership Name : Ford of Boerne

Sales Code : F52143

Dealer Rep.	Jason Lay	Type	Fleet	Vehicle Line	Superduty	Order Code	1111
Customer Name	Castroville	Priority Code	E1	Model Year	2026	Price Level	645

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F350 4X2 CREW CAB PICKUP/176	\$55500	CARPET DELETE	\$0
176 INCH WHEELBASE	\$0	PLATFORM RUNNING BOARDS	\$445
TOTAL BASE VEHICLE	\$55500	11100# GVWR PACKAGE	\$0
OXFORD WHITE	\$0	50 STATE EMISSIONS	\$0
40/20/40 CLOTH SEAT	\$0	AM/FM STEREO MP3/CLK	\$0
MEDIUM DARK SLATE	\$0	JACK	\$0
PREFERRED EQUIPMENT PKG.613A	\$0	UPFITTER SWITCHES	\$250
.XLT TRIM	\$0	250 AMP ALTERNATOR	\$185
7.3L DEVCT NA PFI V8 ENGINE	\$1500	PRICE CONCESSION INDICATOR	\$0
10-SPEED AUTO TORQSHIFT	\$0	REMARKS TRAILER	\$0
.LT275/65R18E BSW ALL SEASON	\$0	CONN PKG: 1 YR INCL W/FORD APP	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
JOB #1 ORDER	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	FUEL CHARGE	\$0
TEXAS/OKLAHOMA EDITION	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
FRONT LICENSE PLATE BRACKET	\$0	PRICED DORA	\$0
ALL WEATHER MATS W/O CARPT MAT	\$180	ADVERTISING ASSESSMENT	\$0
		DESTINATION & DELIVERY	\$2795

	MSRP
TOTAL BASE AND OPTIONS	\$60,855.00
FORD GOV'T + DEALER DISCOUNTS	\$- 6,000.00
ALUM KUV UPFIT COST	\$21,710.93
REGISTRATION + DOCUMENT FEE	\$ 286.50
<b>TOTAL</b>	<b>\$76,852.43</b>



Preview Order 0000 - W2A 4x2 Crew Cab SRW : Order Summary Time of Preview: 02/25/2026 16:43:47 Receipt: 2/25/2026

Dealership Name : Ford of Boerne

Sales Code : F52143

Dealer Rep.	Jason Lay	Type	Fleet	Vehicle Line	Superduty	Order Code	0000
Customer Name	Castroville	Priority Code	E1	Model Year	2026	Price Level	645

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X2 CREW CAB PICKUP/176	\$54205	PLATFORM RUNNING BOARDS	\$445
176 INCH WHEELBASE	\$0	10400# GVWR PACKAGE	\$0
TOTAL BASE VEHICLE	\$54205	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	SPARE TIRE AND WHEEL	\$0
40/20/40 CLOTH SEAT	\$0	AM/FM STEREO MP3/CLK	\$0
MEDIUM DARK SLATE	\$0	JACK	\$0
PREFERRED EQUIPMENT PKG.603A	\$0	UPFITTER SWITCHES	\$250
.XLT TRIM	\$0	250 AMP ALTERNATOR	\$185
7.3L DEVCT NA PFI V8 ENGINE	\$1500	PAYLOAD PACKAGE UPGRADE	\$100
10-SPEED AUTO TORQSHIFT-G	\$0	PRICE CONCESSION INDICATOR	\$0
.LT275/65R18E BSW ALL SEASON	\$0	REMARKS TRAILER	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$0	CONN PKG: 1 YR INCL W/FORD APP	\$0
JOB #1 ORDER	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
TEXAS/OKLAHOMA EDITION	\$0	FUEL CHARGE	\$0
FRONT LICENSE PLATE BRACKET	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
ALL WEATHER MATS W/O CARPT MAT	\$180	PRICED DORA	\$0
CARPET DELETE	\$0	ADVERTISING ASSESSMENT	\$0
		DESTINATION & DELIVERY	\$2795

	MSRP
TOTAL BASE AND OPTIONS	\$59,660.00
FORD GOV'T + DEALER DISCOUNTS	\$- 6,000.00
ALUM KUV UPFIT COST	\$21,710.93
REGISTRATION + DOCUMENT FEE	\$ 286.50
<b>TOTAL</b>	<b>\$75,657.43</b>



## Agenda Report

**Agenda of:** March 10<sup>th</sup>, 2026  
**Department:** Parks & Recreation  
**Subject:** Pool Restroom & Shower Building

### Recommended Motion:

I move that the City Council accept the updated Floorplan(**Option 2**) and authorize staff to move forward with the project as discussed.

### Background:

Staff has evaluated several layout and construction options for a new bathhouse facility at the Pool. The goal is to provide a functional, durable, and cost-effective structure that can adequately support typical municipal pool attendance and peak summer usage. After reviewing potential layouts, a multi-stall bathhouse design is recommended because it provides improved circulation, greater restroom and shower capacity. Facilities of this type are commonly constructed at municipal pools across Texas. To help manage project costs while maintaining durability, staff also evaluated construction methods. Staff recommends a hybrid approach using a pre-engineered metal building structure with concrete masonry unit (CMU) lower walls, commonly used by municipalities and provides a balance of durability, speed of construction, and cost efficiency. Based on current planning assumptions, a simple and functional bathhouse of approximately 500 square feet is estimated to come in within budget but the final cost would depend on final design and materials. The proposed facility would include two(2) outdoor showers, three(3) indoor shower/changing rooms, two(2) unisex restrooms and one(1) ADA-accessible family restroom to meet accessibility requirements.

### Fiscal Impact:

Fund Balance: \$205,000

**Budgeted**    **Requires Budget Amendment**

**Source of Funding:** Account Code: 10-51907-616

### Attachments:

Pool Restroom Shower Bldg.

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

**Impact (0-5 = Low Impact to High Impact): 4**

**Submitted by: Jonah Chang, Director of Parks & Recreation**

# Pool Restroom & Shower Building

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Jonah Chang, CPRP  
Director of Parks & Recreation

# Original Pool House

## Men's Side:

- 2 Urinals
- 2 Toilets
- 2 Sinks
- 2 Showers
- Changing Space

## Women's Side:

- 2 Toilets
- 3 Sinks
- 2 Showers
- Changing Space



# Updated Floorplans & Concepts

## Original Concept (OPTION 1)

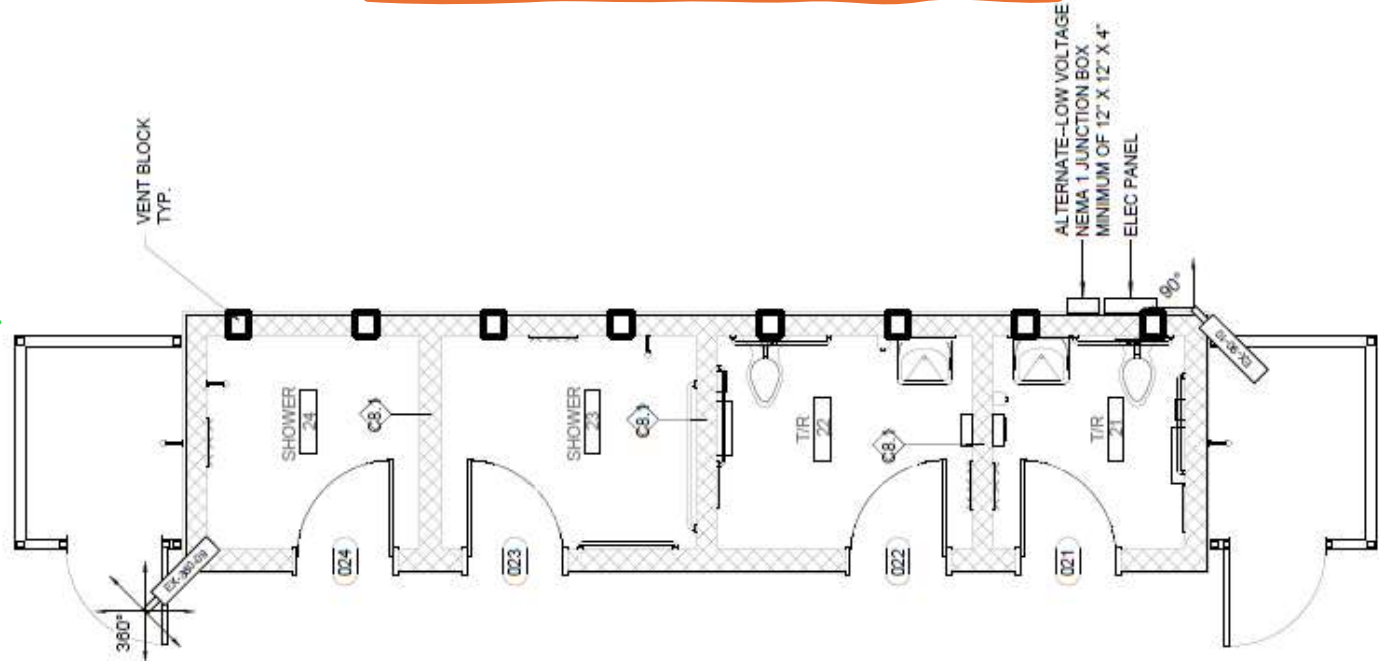
- Unisex stalls
  - 2 Toilets & Sinks
  - 2 Changing/Shower Stalls
  - 2 Outdoor Shower Spaces
- Approximately 352 sq ft(44'x8')

## PARD & Parks & Rec. Advisory Board Concept (OPTION 2)

- Unisex Stalls
  - 3 Toilets & Sinks
    - 1 being a larger family restroom & shower
  - 3 Changing/Shower Stalls
  - 2 Outdoor Shower Spaces
- Approximately 500 sq ft(50'x10')

# Comparison

OPTION 1



OPTION 2

Outdoor Shower	Shower/ Changing	Shower/ Changing	Shower/ Changing	Sink/Toilet		Sink/Toilet	Sink/Toilet
Outdoor Shower	10x5	10x5	10x5	10x12	Shower	10x8	10x8

5x5 Stalls

# Summary:

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- The new concept (option 2) that the Parks & Recreation Advisory Board recommended would increase the number of changing/shower stalls by one (1) and add an additional family restroom that would include a shower as well.
- Park/Pool Staff & the Parks Board both agree that when the pool is at max capacity (swim practices, swim meets, swim lessons, weekend swims, etc.) there is a need for this additional space & would recommend that the second/updated floorplan be constructed.
- This updated floorplan would help with future growth and help support the expansion of programming at the pool. Keeping this building simple yet functional is key!

# Next Steps

Which floorplan does Council recommend building?

- Option 1 or Option 2

Does council have any guidelines on what materials are used?

- Pre-Engineered Metal Building with/without wainscot
- Wood & stick with siding
- Concrete Masonry Unit (CMU)
- Stucco
- Etc.