



Parks and Recreation Advisory Board Regular Called Meeting Agenda

COUNCIL CHAMBERS - 1209 FIORELLA STREET

Wednesday, February 18, 2026

6:30 PM

The Parks and Recreation Advisory Board of the City of Castroville will meet in the Regular Called Meeting beginning at 6:30 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.

I. Call to Order

II. Roll Call

III. Citizen Comments

The Board will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual board 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 Board is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

IV. Approval of Minutes

- a.** Approve Minutes for January 21, 2026

V. Presentations

- a.** Medina Valley Soccer Association presentation by League President, Cody Price

VI. Discussion and Action Items

- a.** Discuss and take appropriate action on the Parkland Dedication ordinance updates
- b.** Discuss and take appropriate action on the Community Center Policy
- c.** Discuss and take possible action on the Medina Valley Soccer Association presentation and their usage at Regional Park

VII. General Updates

- a.** Friends of Castroville Regional Park General Update by FCRP Representative
- b.** Update on September Square by Chairperson Adrinna Arrington-Calk

- c.** Update from the Parks & Recreation Director. The following report topics may be discussed and acted upon:

Staff Report(work orders, reservations, operations)

Community Center construction

BMA agreement for walking trails

Splashpad repairs

TPWD Grant update

Feedback on the January 29th CIP presentation to City Council

- d.** Next Regular Called Meeting: March 18, 2026

Council Chamber at 6:30 p.m.

VIII. Future Agenda Items

- a.** Lions Park shade recommendation at the entrance of the Splashpad pending repair decision
- b.** Update the Master Plan for the Regional Park- Swimming Pool to include possible programming, additional changing areas, showers, restrooms, and handicap accessibility

IX. 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.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on February 12, 2026 before 3:30 p.m.

/s/ Debra Howe

City Secretary

January 21, 2026
Wednesday, 6:00pm

I. Call to order TIME: 6:00p

II. Roll Call

Present:

Adriana Arrington- Calk, President
Nicol Schriener, Vice President (joined meeting @ 6:45)
Alli Welch, Secretary
Kyle McVay- Member
Stephen Dauphin- Member
Vacant- Alternate
Vacant- Alternate
Jonah Chang, Director of Parks and Recreation
David Merz, District 4 City Council Liaison

OTHERS PRESENT:

Helen Delevan- Friends of the Parks
Patrick Conner- Friends of the Parks

III. Citizen's comments

Patrick Conner- 811 Washington
Presented letter from friends of park (below)

At the FCRP meeting January 18th we discussed the impacts at the Castroville regional park. It is the opinion of the FCRP Board of Directors that the events are too large, leading to the exclusion of other park users, and overwhelmed parking system, and wear and tear on park facilities. The FCRP proposes the following solutions for consideration:

- Limit registration to 500 participants
- Reserve parking spaces for park users that are not attending the events. For example, reserve the parking lot west of the basketball courts.
- Require medina valley soccer association to provide parking attendants that would enforce proper parking procedures and the reserved spaces mentioned above
- Consider increasing the \$20/user/season user fee to reflect the burden on the park

Mr. Conner referred to page 19 of the Master Plan and recommended that the park be used for more shared use rather than being taken over by soccer. He also recommended having only one soccer season instead of two.

Helen Delavan- 1105 Lisbon
Mrs. Delavan reported that the FCRP Board had previously discussed possible dissolution due to member age and having met many original organizational

January 21, 2026
Wednesday, 6:00pm

goals. Instead, the group chose to restructure and expand the board to include younger members with the skills and energy to revitalize the organization. He announced the new officers as follows: Cassidy Kempf (President), Priscilla Garrett (Vice President), Desserie Mendoza (Secretary), and Hunter Gibson (Treasurer). Jeremy Tometzak, Patrick Conner, Kyle McVay, and Mrs. Delavan will remain as Members at Large. He expressed confidence that both the FCRP and the park would benefit from these changes.

Mrs. Delevan also raised ongoing concerns regarding parking at the park, stating that soccer participation has outgrown the facility and negatively impacts other park users, particularly on weekends. She urged the Park Board to encourage City Council to address and resolve the parking issue.

IV. Consent Agenda:

Motion: Accept minutes from last meeting.

Motion By: Stephen **2nd By:** Alli

Vote: Yes# 4 No# 0 Pass

V. Presentations

b. Recognition of the Friends of Castroville Regional Park founding members' efforts (above)

Adrianna recognized some founding board members of the Friends of Castroville Regional Park including Helen Delavan, Teri Barrow, Tim Barrow, Norma Green (who passed away) and Donna Jaklich. Teri resigned from the board and Helen stepped down as president, as the FCRP board has recently reorganized. Their involvement spans years from 2007 when the non-profit was formed. They helped facilitate volunteers to keep the Regional Park beautiful, safe, and welcoming. The projects include the amphitheater, butterfly garden, botanical garden, Boo Bash, and the extensive trails. Their volunteer work is a great foundation to build upon.

a. Review of Medina Valley Soccer Association yearend report & update

The Soccer Association was invited to attend meeting. Representative Cody Price was unable to attend but expressed interest in attending a future meeting, potentially in February, and in working collaboratively with the Board and Parks Department on shared park usage.

The Soccer Association reported approximately 1,500 players across both seasons, not including spectators.

January 21, 2026
Wednesday, 6:00pm

The budget was reviewed.

Medina Valley Soccer Club (MVSC)
Financial Statement – YTD 2025

1. Revenue Summary

- Spring PDL Registration: \$62,655
- Fall PDL Registration: \$62,285
- Sponsorships & Donations Total: \$1,000.00

2. Expense Summary

- Total Expenses: \$122,699.60

3. Net Income Summary

- Total Revenue: \$125,940.00
- Total Expenses: \$122,699.60
- Net Income: \$3,240.40

4. Current Balances

- Checking Account Balance: \$2,678.67
- Savings Account Balance: \$2,814.54
- Outstanding Payables: (-) \$2,453.27

5. Annual Improvements to Castroville Regional Park

- Volunteer Labor: \$15,375.00
- Soccer Goals: ~ \$7,500.00
- Field Lining Equipment: \$6,000.00
- Lighting Upgrades: \$4,941.12
- Paint Purchases: \$4,507.55
- Benches, Tents, & Equipment: \$2,466.84

6. Current MVSC Board & Contacts

- Cody Price – CEO & CFO
- Todd Seay – Director of Coaching & Referee Assignor
- Jaime Garza – Field Operations Director
- Lia Price – Marketing, Sponsorship, and Registrar
- Secretary – Vacant

7. Volunteers & Participation Numbers

- 7 Volunteers
- Spring: 793 Players
- Fall: 788 Players

January 21, 2026

Wednesday, 6:00pm

c. Review 2025 Park Board actions and look at 2026 options by Chairperson

2025 year in review

1. Recommended refurbishment of regional park pond
2. Recommended repairs to the regional park irrigation
3. Created special project fun policy
4. Updated park rules
5. Created comprehensive and prioritized project list for staff and council
6. Completed lion's park master plan updated with survey data including major amenities etc
7. Received \$5000 donation from Castroville Special Events for Lions Park shade feature. This will be used as soon as the splashpad repair decision is made.
8. Applied for the TPWD grant for the Lions Park playground and swings using the Lions Park Master Plan update, the survey results and recommendations from residents
9. Created plan for 134 Village Path to become a pocket park
10. Helped restart partnership with BMA for the Canal Trail
11. Funded pool covers from the Special Project Fund

2026 tasks for consideration

1. Need a commitment from council on what they want to fund/ support for the splashpad
2. Get approval for the Lion's Park Master Plan update with council
3. Create regional park pool master plan update
4. Spec the new regional park pool shower house (add to master plan)
5. Help finalize the active transportation plan especially to include updates to September square and 134 village Path
6. Complete initial recommendations for parkland dedication ordinance updates
7. Help with community center opening and policy
8. Refurbish north restroom in Regional Park
9. Is there another grant opportunity with TPWD for 2027? We would need survey data, plans, and feedback from current grant.
10. Update the Park Board project list depending on what gets funded this year
11. Help partner with Medina Valley Soccer Club for maintaining the Regional Park
12. Identify land for another city park about the size of Lions Park on the east side of Medina River

Members discussed possible need for an updated survey. Comments were

January 21, 2026
 Wednesday, 6:00pm

made that several more projects should be completed before conducting another survey or pursuing an additional grant.

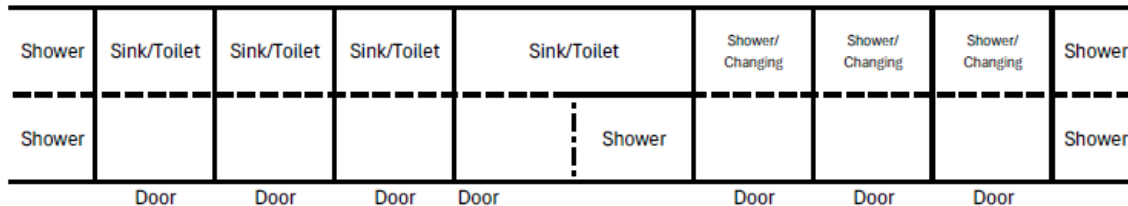
Members also discussed the approximately 8-acre parcel of city-owned land behind Northpark, noting that while it is mostly wooded, it could be a good location for a future park.

Point of order 6:45 Nicole joined meeting

VI. Discussion and Action Items

- a. Discuss and take appropriate action on the shower house plans for the Regional Park Pool

Recommended Floorplan & Spaces



City Council is supportive of the addition of a shower and bath house. Jonah presented a schematic diagram for feedback that he plans to revise and present to Council. The proposed schematic includes three toilets, four indoor showers, and four outdoor showers. Ventilation, cooling, and heating were noted as important considerations.

Motion: Alli Welch made a motion to approve the schematic as presented by Jonah.

Second: Kyle McVay

Vote: Motion passed unanimously.

- b. Discuss and take appropriate action on the Regional Park North restroom remodel

c.

The project will be presented to City Council as a Capital Improvement Project (CIP). It was noted that the project was originally considered as a remodel, with complete replacement options also reviewed. For comparison, it was noted that the restroom facility at Lions Park exceeded \$100,000 for a prefabricated

January 21, 2026
Wednesday, 6:00pm

building, making the proposed renovation a significantly more cost-effective option.

The proposed renovation includes enclosing the existing building and adding ventilation, while maintaining the current footprint. The estimated cost of renovations is \$4,397.88, with additional costs anticipated for extending the concrete area.

Members also discussed the potential addition of an exterior water fountain.

Motion: Kyle McVay made a motion to accept Jonah's recommendation to proceed with the renovation and upgrade.

Second: Stephen

Vote: Motion passed unanimously.

- d. Discuss and take appropriate action on the Lions Park splashpad repairs
Draft of options of what to do with splash pad reference

Report from Jonah- Excavation & repairs are currently underway. There was substantial damage to the center drain & the underground components. The water supply line and sewer line are completely severed, and the center drain is sitting approximately 1 inch above the pad. The plan is to lower the center drain to keep the slope necessary and then repair all plumbing & sewer components. Once the plumbing has been repaired, a pressure test will be conducted to ensure no other leaks are hidden further down the lines. After a successful pressure test, the backfill process will begin. Since there is such a large void, we will most likely need to repair other areas of the pad with flowable fill or leveling foam.

Discussion surrounded what is our goal with the splashpad for Lions Park? How can we take care of the community responsibly?

Option 1- remove and install shade pavilion

Option 2- repair, use water same as now with flowthrough fresh water

Option 3- repair change water system to collection tank for used water to use for irrigation

Option 4- repair and upgrade to water recycle system

Decisions further complicated by extreme drought conditions.

Board would ultimately like the splash pad to operate with a water recycling system. Look into grants for water conservation.

January 21, 2026
Wednesday, 6:00pm

Alli expressed that she did not support presenting an option that would eliminate the splash pad moving forward. Nicol stated that she preferred to present all options to City Council, including the potential removal of the splash pad.

Motion by Kyle for recycle system and looking into water conservation grants
Second by Stephen
Passed with 4 yes, 1 no

- e. Discuss and take appropriate action on recommending the Friends of the Castroville Regional Park(F.C.R.P) to take over the City Wide Yard Sale in June.

At previous meeting board agreed to take over, however, it was encouraged by the city administrator that a non-profit be in charge.

Motion that instead of parks board, the friends in partnership with Nip Tuck will head the city-wide yard.

Kyle motion
2nd Nicol
Passed 5-0

VII. General Updates

- a. Friends of Castroville Regional Park General Update by FCRP Representative Watershed Protection will stake the riparian restoration project on Thursday, January 23. A plant list is currently being developed. Groundbreaking is scheduled for February 7, with planting planned for February 28 along the path from the street down to the river area. Soil replacement will be required in some areas due to erosion.

FCRP is also working to schedule a trail maintenance workshop on February 28. The new board will be developing a website.

The annual membership meeting is scheduled for March 20.

- b. Parks & Recreation Director Report

The following report topics may be discussed and acted upon:

Staff Report(work orders, reservations, operations)

Community Center construction

- Construction is back underway, windows have been installed and roofing install has begun.
- The last construction schedule was sent out December 1, projecting

January 21, 2026

Wednesday, 6:00pm

Owner move-in March 25th, 2026. However, this does not account for the rain delays which are projected to be 26 Calendar days, moving owner move-in to April 30th, 2026

Swimming pool covers

Order has been placed and measurements have been triple confirmed with Recreonics.

Splashpad repairs- discussed above

BMA updated agreement

Jonah reported that BMA Board of Directors were open and willing to discuss a new/updated Interlocal Agreement. They authorized their staff & attorney to begin reviewing the updated interlocal agreement and to work together to come up with an implementation plan. There are a few items that they would like to see in the updated agreement:

- Gate installation by professionals to include key pads vs remotes.
- Keep a shorter term length of 1 year that is automatically renewed unless 60 days written notice is given to either organization for termination.
- Notify BMA Staff/Board about any repairs/maintenance being done on the canal with city equipment & vehicles. Routine maintenance/observation may not require a notice to BMA.
- Add pictures & examples: Trail barrier signage, Interpretive panels, Map outlining City trail & BMA canal

TPWD Grant update

received work from Jessica Acosta at Grant Works & Dan Reece with TPWD that our Local Park application will be recommended for funding at the Texas Parks and Wildlife Commission meeting held on January 22nd.

CIP Projects

Jonah is working on updating the CIP for Parks & Recreation and will use the most recent prioritized projects list that the Board discussed and approved.

Master Plan updates

Jonah plans to present to City Council at their January 27th meeting some updates to the Master Plan, which include the Lions Park Update & other miscellaneous updates i.e. updated city seal, add Council resolution, etc.

Parks Special Project Fund Update

The Parks & Recreation Advisory Board authorized the use of funds to

January 21, 2026
Wednesday, 6:00pm

purchase the pool covers from Recreonics. We have not received the final bill and therefore no change to this fund has been made.

Meeting time- move from 6 to 6:30

Motion- Alli, 2nd Kyle, passed 5-0

VIII. Future Agenda Items

- a. Update the Master Plan for the Regional Park Pool including possible programming, additional changing areas, showers, restrooms, and handicap accessibility.
- b. Community Center Usage Policy & Ordinances
- c. September Square brick refurbishment and installment policy, to include updating the Master Plan for September Square
- d. Lions Park shade recommendation at the entrance of the Splashpad pending repair decision

IX. Adjourn **TIME** 8:03p

Motion: To Adjourn

Motion By: Kyle **2nd By:** Alli

Vote: Yes# 5 No# 0 Pass/Fail Action:

Prepared By _____

Approved By _____

Parkland Dedication Ordinance Recommendations – Draft - January 2026

Unless noted, most of these recommendations only update 100-53 at this point to address the past issues in the subdivision parkland dedication ordinance.

Goals

- Ensure that parkland dedication is done at both preliminary and final platting
- Define what is valid parkland dedication
- Define tighter fees-in-lieu-of (FILO) requirements
- Make the Parks Director a part of the approval process

Parkland Dedication Clearly Marked on Preliminary and Final Plats

- Preliminary Plat: Sec 100-23.c - Add location of all "Locations, dimensions, and purposes of all proposed parks, playgrounds, or other dedicated public uses"
- Final Plat: Sec 100-25.b - Add location of all "Locations, dimensions, and purposes of all proposed parks, playgrounds, or other dedicated public uses"
- Also see 100-53c

Valid Parkland Dedication (100-53b)

- Required for residential developments with a gross site area of 5–200 acres: must dedicate 5% of the gross site area to the city
- Developments under 5 acres: pay fee-in-lieu-of (see below)
- Developments over 200 acres (More than a 10-acre park; community park size per Parks Master Plan)
 - This seems to be a similar process to what is in the PUD

- Must dedicate 5% of the gross acreage as parkland AND must build recreational amenities on the dedicated land.
- The Parks Director and Parks Board should be maintaining the Parks Master Plan and have documentation on what standards are required for park amenities and dedication. Examples: trails, small playgrounds, open-air pavilions, sports fields, shade structures, or other community-serving improvements that match the size and type of the development.
- Such parkland may be accepted for City ownership or maintained by a homeowners' association, subject to City approval.
- Where parkland is maintained by an HOA, perpetual public access, maintenance standards, and enforcement mechanisms shall be established through recorded covenants approved by the City.

Valid Parkland Criteria - Dedicated parkland must meet **all** of the following:

- **Usable for active or passive recreation.** Drainage, detention, floodplain, or utility areas do **not** qualify unless designed for recreational use.
- **Contiguous and functional** in size and shape. Leftover strips or fragmented parcels are not acceptable.
- **Publicly accessible** with frontage on a public street or approved public access
- **Connected** to sidewalks, trails, or active transportation facilities. Use the Active Transportation Plan in particular.
- **Free of required easements, buffers, or setbacks** that limit recreational use

Fees-in-lieu-of Requirements (100-53f)

Fees-in-lieu-of (FILO) should be the last resort/option. We want parkland dedication to be the default.

- When FILO may be taken

- The development is less than 5 acres gross size, **OR**
- The land offered does not meet city park standards, **AND**
- The city determines there is no feasible place within the project to create a usable park in any configuration, **AND**
- The city has identified a higher-priority park site in the service area and needs to collect funds for that specific purpose.
- How FILO Is Calculated
 - The fee equals the fair market value of 5% of the gross acreage of the development.
 - Land value must be supported by a current appraisal, paid for by the developer and reviewed by the city.
 - The city may reject appraisals that undervalue the land.
 - The FILO must go into the parkland dedication fund separate from the Special Project and General Funds.
- How FILO Funds Can Be Used
 - Acquiring new parkland **or** building or maintaining large projects that require CIP funding in any of the city parks. (Our city is still small anyway.)
 - The Parks Director with help from the Parks Board along with the Parks Master Plan can determine how to prioritize the FILO funds.
 - The FILO payment must be spent within 5 years.
 - Funds may **not** be used for routine maintenance, vehicles, staffing, or unrelated city expenses.

Add Parks Director to the Approval Process

- Adding the Parks Director to the approval process for both subdivisions and PUDs will affect many parts of Chapter 100 of the city ordinance
- **OR** consider adding it only for a certain section
 - When the parkland dedication includes getting amenities; gross site area greater than 200 acres and either for HOA or city ownership
 - When the PUD is dedicating a park (see 100-76c)

- This will ensure the park features comply with the Master Plan and with the Director's amenity list

REGIONAL PARK COMMUNITY CENTER



816 ALSACE AVE

Castroville Parks and Recreation



Dedication Page



TABLE OF CONTENTS

Table of Contents 2

Introduction..... 3

Guiding Principles 4

Facility Information & Hours 5

Reservations & How to Book 8

Rental Rates & What’s Included..... 10

Setup, Decorations & Cleanup..... 13

Alcohol & Security 15

Vendors & Catering 17

Fire & Safety Rules..... 19

Parking & Accessibility 21

 PARKING MAP 22

Prohibited Activities 23

Damages, Enforcement & Deposits 24

Miscellaneous & Policy Acknowledgment..... 26

 FACILITY MAP..... 27



Introduction

The Castroville Community Center (the "Center") is a public facility operated by the City of Castroville Parks and Recreation Department. The Center exists to serve residents, organizations, and partners by providing safe, accessible, and well-managed space for programs, events, meetings, and celebrations.

This Handbook is intended as a user-facing guide. It summarizes rules, procedures, and expectations. All rentals are governed by the Community Center Rental Agreement (Legal), which controls in the event of any conflict.



Guiding Principles

The recommendations contained in this Strategic Plan are informed by the following Guiding Principles:

Meet the needs of a changing community

The Community Center is committed to serving the evolving needs of Castroville residents and ensuring programs, services, and facilities remain responsive to the community.

Promote social equity

The City strives to provide equitable access to programs and facilities, with particular attention to individuals and communities that have historically been underserved or have limited access to recreational opportunities.

Be effective and efficient

Operations and programs are evaluated regularly to ensure resources are used responsibly and in a manner that delivers the greatest benefit to the community.

Ensure safety, cleanliness, and accessibility

The City prioritizes a safe, clean, and accessible environment through appropriate staffing, facility standards, and operational oversight.

Practice responsible stewardship of public facilities and resources

The City is committed to maintaining public facilities in a manner that protects public investment and ensures their long-term availability for community use.

Build and maintain a strong team

The success of the Community Center depends on knowledgeable and dedicated staff. The City is committed to attracting, developing, and retaining qualified personnel to support quality service delivery.



Facility Information & Hours

The Castroville Community Center is located within Castroville Regional Park and is operated by the City of Castroville Parks and Recreation Department. The facility is available for community programs, meetings, special events, and private rentals in accordance with City policies and availability.

Location

Castroville Community Center
816 Alsace Avenue
Castroville, Texas

Park Office Hours

Monday – Friday: 8:00 a.m. – 4:00 p.m.
Saturday – Sunday: Closed

Community Center Rental Hours

Monday – Friday: 8:00 a.m. – 9:00 p.m.
Saturday – Sunday: 8:00 a.m. – 10:00 p.m.

Use of the Community Center is limited to the hours reserved and paid for by the renter. All setup, event activities, breakdown, and cleanup must occur within the approved rental period.

After-Hours Use

Use of the facility outside of standard rental hours may be approved on a case-by-case basis and may require a minimum rental period, additional staffing, and additional fees.

Holidays and Closures

The Community Center is not available for rental on designated City holidays, including but not limited to:

New Year’s Day

Memorial Day

Independence Day (July 4)



Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

Additional closures may occur due to City use, maintenance, or emergency situations.

Facility Capacity

Maximum occupancy for the Community Center is:

_____ persons (standing)

_____ persons (seated)

Occupancy limits must be observed at all times and may vary based on event setup and fire code requirements.

Restrooms

The Community Center includes the following restroom facilities:

_____ interior restrooms

_____ exterior restrooms

_____ additional restroom facilities (if applicable)

Restrooms must be used in accordance with posted rules and left in a clean condition following use.

Access and Key Pickup

Facility access procedures, including key pickup and return requirements, will be provided to renters upon approval of the reservation and execution of the Rental Agreement.

Failure to follow access procedures may result in additional fees or loss of deposit.

Priority of Use

City-sponsored programs, official City functions, and emergency uses take precedence over all reservations. In such cases, the City will make reasonable efforts to notify affected renters as soon as practicable.



Accessibility

The Community Center is wheelchair accessible and designed to accommodate individuals with disabilities. The City of Castroville is committed to compliance with the Americans with Disabilities Act (ADA).



Reservations & How to Book

Reservations for the Castroville Community Center are managed by the City of Castroville Parks and Recreation Department. All reservations are subject to availability, City policies, and approval.

Eligibility

- The individual responsible for the reservation must be at least **twenty-one (21) years of age**.
- The individual signing the Rental Agreement is responsible for all activities, guests, and vendors associated with the event.

Reservation Timeframes

- Reservations must be made **at least seven (30) days** prior to the requested event date.
- Reservations may be accepted up to **twelve (12) months** in advance.
- Same-day or last-minute reservations are not permitted.

How to Submit a Reservation Request

Reservation requests may be submitted through the following methods:

- **Online:** _____
- **In person:** Parks and Recreation Office, 816 Alsace Avenue
- **Phone:** (830) 931-0033
- **Email:** _____

Submission of a request does not guarantee availability or approval.

Reservation Confirmation

A reservation is not considered confirmed until all of the following have been completed:

- Execution of the Community Center Rental Agreement
- Payment of all required rental fees and deposits
- Submission and approval of all required documentation, permits, licenses, and insurance (if applicable)

Required Documentation

Depending on the nature of the event, the following may be required:



- Certificate of insurance naming the City as additional insured
- Alcohol permits or TABC licensing
- Vendor documentation and health permits
- Event timeline or floor plan

Specific requirements will be communicated during the reservation process.

Payment Requirements

- All rental fees and deposits must be paid in full prior to key issuance or facility access.
- Accepted forms of payment include: _____.

Changes and Cancellations

All changes, cancellations, and refunds are governed by the Community Center Rental Agreement. Renters are encouraged to review cancellation timelines and refund policies carefully prior to booking.

Denial of Reservation

The City reserves the right to deny or revoke a reservation if:

- Required procedures are not followed
- Fees or documentation are incomplete
- The proposed use is inconsistent with facility policies or public safety standards

Fees

See Facility User Rates.



Rental Rates & What's Included

Rental rates for the Castroville Community Center are set annually by the City of Castroville and are intended to cover the costs of facility operations, staffing, and maintenance. Current rates are provided at the time of reservation and are subject to City policy.

Facility Rental Rates

Rental rates vary based on the type of event, duration of use, and whether the renter qualifies for a non-profit or other approved rate category.

Community Center				
Sunday - Thursday			Friday & Saturday	
	Resident	Nonresident	Resident	Nonresident
Rental Rate	\$75/HR \$500/DAY	\$100/HR \$650/DAY	\$100/HR \$650/DAY	\$125/HR \$800/DAY
Non-Profit Rate	\$50/HR \$400/DAY		\$75/HR \$650/DAY	

Security Deposit- \$200

Security Deposit (Rentals w/ Alcohol) - \$300

Hourly Rate: \$_____ per hour

Full-Day Rate: \$_____

Non-Profit Rate (if applicable): \$_____

A minimum rental period may apply. Rental time includes all setup, event activities, breakdown, and cleanup.



Deposits and Additional Fees

The following fees may be required in addition to the rental rate:

- **Security / Cleaning Deposit:** \$ _____
- **After-Hours Fee (if applicable):** \$ _____
- **Security Services (alcohol-related events):** \$ _____ per hour, minimum _____ hours
- **Additional staffing or special accommodations:** As required

Deposits are refundable following post-event inspection, provided no damages, additional cleaning, or policy violations occur.

What’s Included in the Rental

The standard facility rental includes use of the following amenities:

- Up to _____ **rectangular tables**
- Up to _____ **padded folding chairs**
- Access to the main indoor event space
- Built-in public address system for voice use only
- Climate-controlled facility (heating and air conditioning)
- Restroom access during the rental period

Availability of equipment may vary based on event setup and prior reservations.

Kitchen Access (If Applicable)

Kitchen access is provided for limited use only.

- Kitchen facilities are intended for **warming, staging, and serving food**
- Food preparation, grease disposal, and cooking requiring open heat sources are not permitted
- Kitchen sinks may not be used for food or grease disposal

Additional kitchen rules may apply and will be provided during the reservation process.

Equipment and Amenities Not Included

The following items are **not included** in the rental unless specifically approved:

- Audio/visual equipment beyond the built-in system
- Extension cords, adapters, or auxiliary speakers
- Decorations, linens, or event supplies
- Event setup or breakdown assistance



Rate Changes

Rental rates and fees are subject to change and are governed by City policy in effect at the time of reservation approval.



Setup, Decorations & Cleanup

Renters are responsible for the setup, use, and cleanup of the Community Center during their reserved rental period. All activities must comply with facility policies to ensure the space remains safe and available for future users.

Setup and Breakdown

- All setup, event activities, breakdown, and cleanup must occur **within the approved rental time**.
- Early access to the facility is not permitted unless approved in advance.
- Tables, chairs, and equipment provided by the City may not be removed from the building.
- No items may be left on-site before or after the rental period.

Decorations

To protect the facility and ensure safety, the following rules apply:

- Decorations may **not** be nailed, taped, glued, stapled, or otherwise affixed to walls, ceilings, windows, floors, beams, or doors.
- Adhesive materials, fasteners, screws, nails, and staples are not permitted.
- Decorations may not be attached to fire safety equipment, exit signs, or lighting fixtures.
- No decorations may be draped over or attached to structural beams.

The use of the following items is **not permitted**:

- Confetti, glitter, rice, seed, or flower petals (natural or artificial)
- Balloons, sparklers, fireworks, or pyrotechnic devices
- Candles, open flames, incense, or smoke-producing devices

All decorations must be free-standing and removed at the conclusion of the event.

Cleanup Requirements

Renters are responsible for returning the facility to the condition in which it was received.

At the conclusion of the event, the renter must:

- Remove all decorations, food, beverages, rental equipment, and personal items
- Collect and dispose of all trash in the provided receptacles
- Wipe down tables and chairs and return them to their designated storage areas
- Sweep floors and spot mop as needed
- Clean all areas used, including restrooms and kitchen areas



Trash bags, brooms, and mops are provided. Additional cleaning supplies, if needed, must be supplied by the renter.

Kitchen Cleanup

If kitchen access is approved:

- All food and materials must be removed from the kitchen
- Kitchen sinks may not be used for food or grease disposal
- Surfaces must be wiped down and left clean

Failure to Comply

Failure to comply with setup, decoration, or cleanup requirements may result in:

- Deduction from the security/cleaning deposit
- Additional cleaning or damage fees
- Denial of future rental privileges



Alcohol & Security

Alcohol service at the Community Center is permitted only under strict compliance with City policies, Texas law, and facility requirements. The renter is responsible for ensuring all alcohol-related activities comply with these standards.

Responsible Alcohol Service

- Alcohol may only be served to individuals who present valid proof of legal drinking age in accordance with the laws of the State of Texas.
- Alcohol shall not be served to visibly intoxicated individuals.
- Alcohol service must cease **at least thirty (30) minutes prior to the scheduled end of the event.**
- Non-alcoholic beverage options must be available throughout the event.

Prohibited BYOB Policy

- **Bring Your Own Beverage (BYOB) is strictly prohibited.**
- Guests may not bring alcoholic beverages onto the premises or remove alcoholic beverages from the facility.
- All alcohol must be provided and served by a **TABC-licensed caterer or vendor**, unless otherwise approved by the City.
- Alcohol consumption is limited to **City-approved designated areas** only. Consumption in parking areas or undesignated spaces is prohibited.

TABC Compliance

- All alcohol service must comply with **Texas Alcoholic Beverage Commission (TABC)** regulations.
- Caterers and vendors must maintain a valid TABC license at all times.
- The City reserves the right to report alcohol-related violations to the TABC or other authorities, as applicable.

Intoxicated Guest Management

- Alcohol service staff must be trained to identify signs of intoxication and are authorized to refuse service when necessary.
- Guests who are no longer eligible for alcohol service must be informed discreetly.
- The City, its staff, and representatives reserve the right to intervene when alcohol consumption presents a safety concern.

Security Requirements



- **Security is required for all events involving alcohol.**
- Security must be provided by the **City of Castroville Police Department or an approved off-duty law enforcement officer.**
- Alcohol service may not begin until required security personnel are present.

Security Staffing Guidelines

- **0–100 guests:** 1 security officer(s)
- **101–150 guests:** 2 security officer(s)
- **151–200 guests:** 3 security officer(s)
- **Events exceeding 200 guests:** Security requirements will be determined by the City

Security personnel have the authority to enforce facility policies, manage disturbances, and address alcohol-related issues.

Violations and Enforcement

Violations of alcohol and security policies may result in one or more of the following actions:

- Immediate suspension of alcohol service
- Termination of the event
- Forfeiture of deposits
- Additional fines or fees
- Notification of law enforcement or regulatory authorities
- Denial of future rental privileges

Violations include, but are not limited to:

- Unauthorized BYOB activity
- Serving alcohol to minors
- Alcohol service without required security present
- Removal of alcohol from the facility
- Consumption of alcohol in non-designated areas

Liability and Indemnification

The renter acknowledges responsibility for compliance with all alcohol-related laws and policies. The City assumes no liability for injuries, damages, or losses arising from alcohol service or consumption. Violations may result in immediate event shutdown and enforcement actions as allowed by law.



Vendors & Catering

Renters may use outside vendors and caterers for events held at the Community Center, subject to approval and compliance with City policies. The renter is responsible for ensuring that all vendors adhere to facility rules and applicable regulations.

Vendor Responsibility

- All vendors, contractors, and service providers are considered the responsibility of the renter.
- Vendors must comply with all facility policies, safety requirements, and operational guidelines.
- The City does not supervise vendors and assumes no responsibility for vendor performance, conduct, or equipment.

Approved Caterers

- Food and beverage service must be provided by a **licensed and insured caterer or food service provider**, unless otherwise approved by the City.
- Caterers serving alcohol must hold a valid **TABC license**, as required by law.
- Proof of licensing and insurance must be submitted to the City no later than _____ **days** prior to the event.

Mobile Food Vendors

Mobile food vendors may be permitted with prior approval.

Mobile food vendors must provide:

- A valid **Medina County and Cities Health Department Mobile Food Establishment Permit**
- Proof of **general liability insurance** with minimum coverage of \$ _____
- Documentation listing the City as an additional insured, if required

Mobile food vendors must operate only in designated areas approved by the City.

Vendor Insurance Requirements

Vendors may be required to provide proof of insurance, including:

- General liability insurance with a minimum coverage of \$ _____
- Naming the City of Castroville as additional insured and certificate holder, when required



Specific insurance requirements will be communicated during the reservation process.

Vendor Access and Setup

- Vendor access to the facility is limited to the renter’s approved rental period.
- Vendors may not access the facility early or remain after the rental period without prior approval.
- Vendors must use designated loading, setup, and service areas.
- Vehicles may not be parked in non-designated areas or on landscaped surfaces.

Vendor Conduct and Compliance

The City reserves the right to deny access to or remove any vendor who:

- Fails to comply with facility policies
- Poses a safety concern
- Operates without required documentation or permits

Violations by vendors may result in penalties assessed against the renter, including fees, forfeiture of the deposit, or denial of future rentals.



Fire & Safety Rules

The City of Castroville is committed to providing a safe environment for all Community Center users. All events must comply with applicable fire codes, safety regulations, and facility policies. Failure to follow these requirements may result in immediate enforcement action.

Fire Protection Systems

- The Community Center is protected by an active fire alarm system and related safety equipment.
- Fire protection devices, including fire extinguishers, pull stations, smoke detectors, and alarm speakers, may not be blocked, covered, disabled, or altered in any manner.
- Decorations, signage, or equipment may not be attached to or interfere with any fire protection device.

Open Flames and Prohibited Equipment

For safety reasons, the following are strictly prohibited:

- Candles, open flames, or flame-producing devices
- Pyrotechnics, fireworks, sparklers, or similar effects
- Fog machines, smoke machines, haze machines, or faux smoke devices
- Incense or fragrance-burning devices

Any use of prohibited items that activates the fire alarm system may result in immediate event shutdown and assessment of all related fees.

Exits and Occupancy

- All marked exits must remain unobstructed at all times.
- Exit doors may not be propped open.
- Occupancy limits established by fire code must be observed and may vary based on event layout.

Emergency Procedures

- In the event of a fire alarm or emergency, all occupants must exit the building immediately and calmly.
- Re-entry into the facility is permitted only when authorized by Fire Department or City personnel.
- The renter is responsible for communicating emergency procedures to guests and vendors, if necessary.



Fire Department Response

- If a fire alarm is activated due to prohibited activities, negligence, or noncompliance, the renter will be responsible for any costs incurred by the Fire Department or the City.
- The City reserves the right to terminate the event if fire or life safety concerns arise.

Authority to Enforce

City staff, fire officials, and security personnel have the authority to:

- Enforce fire and safety regulations
- Require immediate correction of unsafe conditions
- Suspend or terminate events that pose a safety risk



Parking & Accessibility

Parking and access to the Community Center are shared with other users of Castroville Regional Park. Renters and guests must comply with all parking and accessibility requirements to ensure safe and equitable use of the park.

Parking

- Parking within Castroville Regional Park is **first-come, first-served**.
- There is no reserved or guaranteed parking for Community Center events unless approved in advance.
- Vehicles must be parked only in **designated parking areas and paved roadways**.
- Parking outside of designated areas, including on sidewalks, walkways, patios, landscaped areas, or unapproved grass areas, is prohibited.
- No vehicles are permitted inside the building at any time.

Oversized vehicles, trailers, buses, or vendor vehicles may be subject to additional restrictions and must be approved in advance.

Loading and Unloading

- Loading and unloading of supplies and equipment must occur only in designated areas.
- Vehicles may not block fire lanes, walkways, or building entrances.
- All vehicles must be moved promptly after unloading.

Accessibility

- The Community Center is wheelchair accessible and designed to accommodate individuals with disabilities.
- Accessible parking spaces must remain available for individuals who require them.
- The City of Castroville is committed to compliance with the Americans with Disabilities Act (ADA).

Guest Conduct

- Renters are responsible for informing guests of parking and accessibility requirements.
- Failure to follow parking or access rules may result in enforcement action, fines, or termination of the event.



PARKING MAP

(Parking Map) * Drone Pictures + Updated Site Plan Mapping



Prohibited Activities

To ensure the safety, cleanliness, and proper operation of the Community Center, the following activities are strictly prohibited unless expressly approved in writing by the City.

- Smoking, vaping, or use of tobacco products anywhere inside the facility or on Community Center premises
- Possession, use, or distribution of illegal drugs or controlled substances
- Unauthorized alcohol service, BYOB practices, or removal of alcohol from the premises
- Use of candles, open flames, fireworks, pyrotechnics, fog machines, smoke machines, or similar devices
- Blocking or tampering with fire exits, fire protection equipment, or safety systems
- Attaching signs, decorations, or materials to walls, ceilings, floors, beams, doors, or fire devices
- Use of confetti, glitter, rice, seed, flower petals, balloons, sparklers, or similar materials
- Animals on the premises, except for trained service animals as defined by law
- Glass containers smaller than one (1) quart, including beer or soda bottles, unless otherwise approved
- Disorderly, unsafe, or disruptive behavior
- Any activity that exceeds the approved occupancy limits or violates City policies

The City reserves the right to immediately stop prohibited activities, suspend or terminate events, and assess applicable fees or penalties for violations.



Damages, Enforcement & Deposits

Renters are responsible for the conduct of their guests, vendors, and contractors, as well as for the condition of the Community Center and surrounding premises during the rental period.

Damages

- The renter is responsible for any damage to the facility, furnishings, equipment, or grounds caused by the renter, guests, vendors, or contractors.
- Damage includes, but is not limited to, physical damage, excessive cleaning needs, missing items, or misuse of equipment.
- The City will determine the extent of damage and necessary repairs or cleaning.

Security and Cleaning Deposits

- A security and/or cleaning deposit may be required for all rentals.
- Deposits are reviewed following the event after inspection of the facility.
- Deposits may be partially or fully withheld to cover costs associated with:
 - Damage or repairs
 - Additional cleaning
 - Policy violations
 - After-hours use or staffing

If costs exceed the deposit amount, the renter will be responsible for payment of the remaining balance.

Enforcement Authority

The City reserves the right to enforce all facility rules and policies during the rental period.

City staff, security personnel, and law enforcement officers may:

- Issue verbal or written warnings
- Require immediate correction of violations
- Suspend specific activities (including alcohol service)
- Terminate the event if safety or policy violations occur

Event Termination

The City may immediately terminate an event without refund if:

- Facility rules or safety requirements are violated



- Alcohol or security policies are not followed
- The event poses a risk to public safety or City property

Termination of an event does not relieve the renter of financial responsibility for damages or additional costs.

Future Use

Failure to comply with facility policies, damage to City property, or unpaid balances may result in the denial of future rental privileges.



Miscellaneous & Policy Acknowledgment

Policy Updates and Changes

Policies, procedures, and facility rules outlined in this Handbook are subject to change as necessary to ensure safe and effective operations. The City of Castroville reserves the right to update or modify policies at any time.

Relationship to the Rental Agreement

This Handbook is intended to provide general guidance regarding use of the Community Center. All rentals are governed by the **Community Center Rental Agreement**, which serves as the binding legal document. In the event of any conflict, the terms of the Rental Agreement shall prevail.

Interpretation of Policies

The City reserves the right to interpret and apply facility policies as needed to address unique circumstances, safety concerns, or operational needs. Decisions made by City staff in the interest of safety and facility protection are final.

Acceptance of Policies

By reserving and using the Community Center, renters acknowledge that they have reviewed and agree to comply with all policies, guidelines, and requirements outlined in this Handbook and the Rental Agreement.

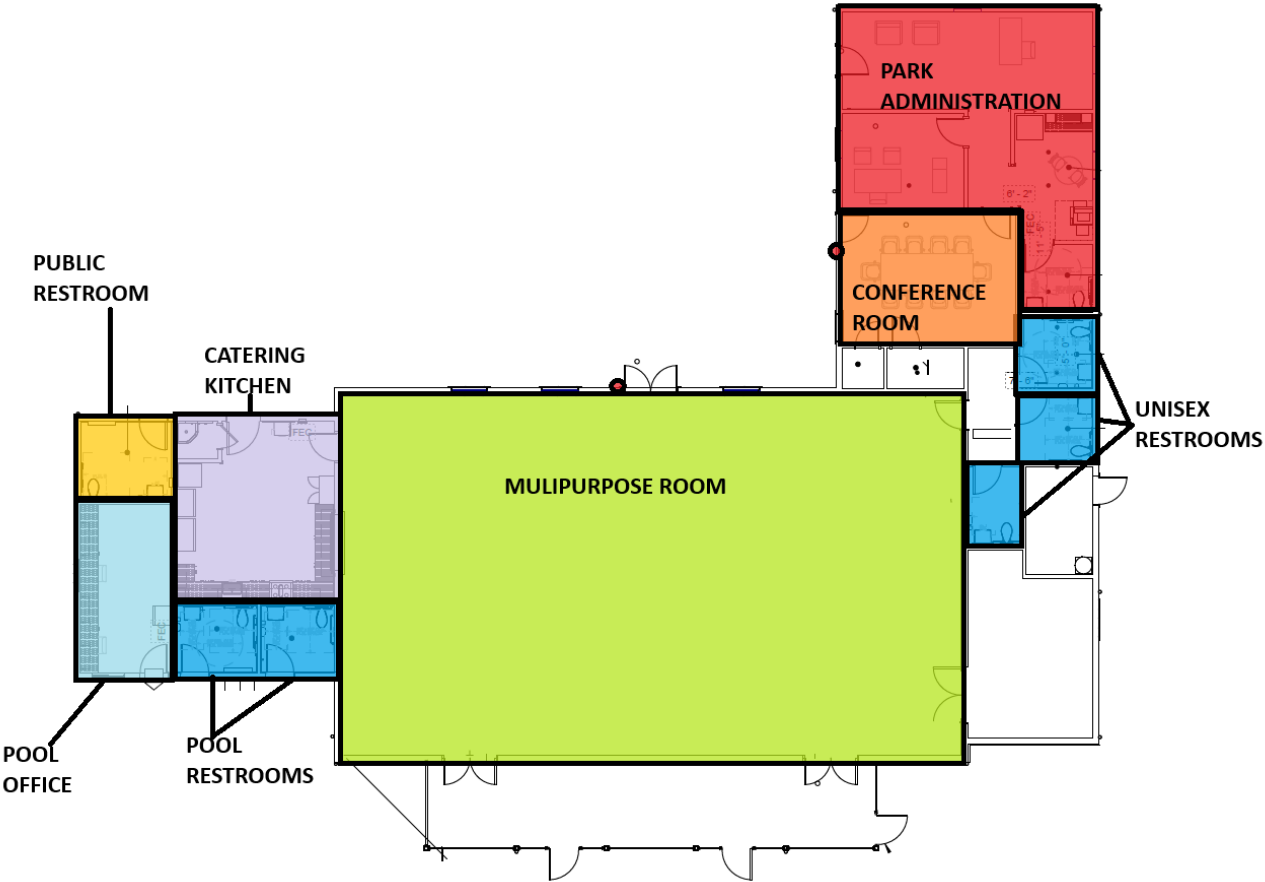
Contact Information

For questions regarding facility policies, reservations, or event planning, please contact:

City of Castroville
Parks and Recreation Department
Phone: (830) 931-0033
Email: _____



FACILITY MAP



Community Center Rental Agreement

City of Castroville, Texas

This Community Center Rental Agreement (“Agreement”) is entered into by and between the **City of Castroville, Texas** (“City”) and the undersigned renter (“Client”) for use of the Castroville Community Center (“Center”).

CLIENT AND EVENT INFORMATION

Client: _____

Date of Rental: _____

Event Time: _____

Time in Building: _____

Type of Event: _____

Security Required: Yes No

Alcohol Served: Yes No

I. RESERVATION AND AGREEMENT TERMS

- A. To reserve the Center, the Client must be at least twenty-one (21) years of age.
- B. A reservation is considered confirmed only when this Agreement has been executed and approved by the City, all required fees and deposits have been paid in full, and all required permits, licenses, insurance certificates, and documentation have been submitted and approved.
- C. This Agreement must be returned within ten (10) days of booking. One (1) date change may be permitted within ten (10) days of booking, subject to availability and payment of any difference in rental fees.

D. Cancellation Policy:

- 1. Cancellations made more than six (6) months prior to the event date will receive a refund of the initial payment, less a twenty percent (20%) administrative fee. Deposits will be fully refunded.
- 2. Cancellations made less than six (6) months prior to the event date are non-refundable.
- 3. The City shall not be responsible for cancellation or interruption due to weather, power outages, natural disasters, emergencies, or other events beyond the City’s control.

E. The City strongly recommends that the Client purchase event cancellation or postponement insurance.

F. Non-profit organizations must provide documentation of tax-exempt status recognized by the State of Texas.

G. Rental rates are established annually. Events involving music, dancing, or alcohol require rental of the entire facility.

H. Reservations may be made up to one (1) year in advance and are processed in the order received.

I. Official City use or emergency use shall take precedence over all reservations without liability to the City.

J. Failure to comply with this Agreement or applicable policies may result in denial of future rental privileges.

K. Key Access:

Keys may be issued one (1) business day prior to the event and must be returned the following business day or placed in the designated lock box. Keys will not be issued until all requirements are met. Failure to retrieve keys requiring staff call-out will result in a \$150 fee deducted from the deposit. Lost or unreturned keys may result in replacement or re-keying charges.

L. After-hours assistance may be requested through the Parks and Recreation on-call staff at (830) 931-0033.

II. INCORPORATION OF COMMUNITY CENTER HANDBOOK

The **Community Center Handbook and User Guide (“Handbook”)** is incorporated by reference into this Agreement. The Handbook outlines facility rules, operational procedures, setup and cleanup requirements, parking guidelines, vendor policies, safety rules, and behavioral expectations.

Failure to comply with the Handbook constitutes a violation of this Agreement and may result in enforcement action, including fees, event termination, forfeiture of deposits, or denial of future rental privileges.

III. USE OF FACILITY

A. Use of the Center does not imply City endorsement of the event or activity.

B. Access to the Center is limited strictly to the approved rental period.

C. The Client is responsible for the conduct of all guests, vendors, contractors, and invitees.

D. Client and all attendees shall comply with all applicable federal, state, and local laws, ordinances, regulations, and posted facility rules.

- E. The City retains full authority to manage, operate, enter, and enforce rules at the Center at any time during the rental period.
 - F. The City reserves the right to remove individuals who pose a safety risk or violate City policies.
 - G. The City is not responsible for lost, stolen, or damaged personal property.
-

IV. FEES, DEPOSITS, AND PAYMENTS

All rental fees, deposits, and required charges must be paid in full prior to facility access. Deposits will be reviewed following post-event inspection and, if applicable, refunded within thirty (30) days after the event, less any assessed costs for damages, cleaning, violations, or additional staffing.

If assessed costs exceed the deposit amount, the Client shall be responsible for payment of the remaining balance within thirty (30) days of written notice.

V. SECURITY AND ALCOHOL

- A. Security is required for all events serving or selling alcohol and must be provided by the City of Castroville Police Department.
 - B. A minimum of one (1) officer for four (4) hours is required. Security fees are charged at the current CPD hourly rate and are the responsibility of the Client.
 - C. All alcohol service must comply with Texas Alcoholic Beverage Commission regulations. Alcohol may not be served to individuals under twenty-one (21) years of age.
 - D. A valid TABC license is required for alcohol sales and must be submitted to the City at least thirty (30) days prior to the event.
 - E. City staff and security personnel have the authority to suspend alcohol service or terminate the event for violations.
-

VI. VENDORS AND CATERING

The Client is responsible for all vendors and caterers and shall ensure compliance with City policies and applicable laws. Mobile food vendors must provide proof of general liability insurance with minimum coverage of \$1,000,000 and valid health permits. Additional requirements are outlined in the Handbook.

VII. FIRE AND SAFETY

The Client shall comply with all fire, life safety, and emergency procedures outlined in the Handbook. Activation of fire alarms due to prohibited activities or violations may result in charges assessed by the Fire Department and the City.

VIII. DAMAGES AND LIABILITY

- A. The Client is responsible for any damage to the facility or grounds caused by the Client, guests, vendors, contractors, or invitees.
 - B. The City may arrange for any necessary repairs at the Client’s expense. Repair and cleaning costs may be deducted from the deposit.
 - C. If repair or cleaning costs exceed the deposit amount, the Client shall reimburse the City for the balance plus a twenty percent (20%) administrative fee within thirty (30) days of written notice.
 - D. Security camera footage may be reviewed prior to deposit return.
-

IX. INSURANCE, RELEASE, AND INDEMNIFICATION

To the fullest extent permitted by Texas law, the Client agrees to indemnify, defend, and hold harmless the City of Castroville, its officers, agents, employees, and volunteers from and against any and all claims, losses, damages, liabilities, costs, and expenses, including attorneys’ fees, arising out of or related to use of the Center, including those caused in whole or in part by negligence.

X. NON-TRANSFERABILITY

This Agreement may not be transferred, assigned, or sublicensed without the prior written consent of the City.

XI. MISCELLANEOUS TERMS

- A. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements or understandings.
- B. This Agreement shall be governed by the laws of the State of Texas, with venue in Medina County, Texas.
- C. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- D. Failure to enforce any provision shall not constitute a waiver.

E. No modification of this Agreement shall be valid unless in writing and signed by both parties.

ACKNOWLEDGMENT AND SIGNATURES

By signing below, the Client acknowledges receipt of and agreement to comply with this Agreement and the Community Center Handbook.

CLIENT:

Signature: _____

Printed Name: _____

Date: _____

CITY OF CASTROVILLE:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

City of Castroville Parks & Recreation Department

Monthly Report: January 2026

Submitted by: Jonah Chang, Director of Parks & Recreation

1. Department Overview & Updates

- Community Center Construction:
 - Construction is still underway. Overall, the project is 57% complete.
 - We are currently seeing a delay in re-mobilization due to sub-contractors moving equipment & staff to other active jobs. Substantial completion is projected for May 15th with owner move in on May 29th.
 - Attached below is the presentation given to council on Tuesday February 10th, 2026.(Attachment #1)
- Splash Pad:
 - Repairs are still underway; the sewer line has been repaired(Attachment #2) and some internal components along with the main water supply line are currently being re-plumbed. Once the plumbing has been repaired, a pressure test will be conducted to ensure no other leaks are hidden further down the lines. After a successful pressure test, the backfill process will begin.
 - These repairs are projected to be done before summer 2026!
- BMA Agreement:
 - At the January 27th Council meeting, council discussed the updated contract and the expending of funds not to exceed \$15 Thousand dollars to install automatic gate openers, trail material, and signage. My staff and I plan to meet with BMA staff to finalize & discuss the logistics.
- TPWD Grant Update:
 - The Texas Parks and Wildlife Commissioners meeting held on January 22nd approved the Lions Park Project unanimously! Even though the TPWD commission approved the project, the City Council has not formally accepted or committed the funds for this project.
 - Please reach out to the City Council members and express your support for this project and all the good it will bring to the city, residents & its visitors!
- CIP Projects:
 - I discussed numerous Capital Improvement Plan projects with council at the January 29th meeting. The focus for Parks & Recreation was funding the Lions Park Playground & Swing set.
 - Most Parks & Recreation projects are grant eligible so find those grants would be beneficial to EVERYONE, the department, City Council, and residents.
 - One of the biggest things that staff is trying to leverage is identifying projects that have a dollar-for-dollar match. i.e., the Lions Park Project

2. Programs & Events

3. Staffing

Type:

Full-time Staff:

Part-time Staff:

Pool Staff:

Status:

Five positions filled

One position filled(Facilities)

Six positions filled

4. Upcoming Priorities & Projects

- Tree Replacement (Garden of Roots & Lions Park)
- Garden of Roots Tree Sign Installation
- Upcoming Event Prep: Easter Weekend & Tour De Castroville
-

5. Reservation Report January 2026

Facility	Bookings
Regional Park- Volleyball Courts	0
Regional Park- Soccer Fields	1
Regional Park- Amphitheater	0
Regional Park- Area Rentals	0
Regional Park- Pavilion Rentals	4
Regional Park Table Rentals	4
City Pool- Parties	0
RV Park Bookings	43
Regional Park- Tent Camping	0

6. Work Orders & Repairs January 2026

Department	Problem Code	# of Work Orders
Parks: 138	007: City Parks Maintenance	0
	500: City Parks Maintenance	12
	501: City bldg. Maintenance	16
	505: Equipment Repairs & Maintenance	0
	510: Regional Park Maintenance	31
	515: RV Park Maintenance	5
	520: Swimming Pool Maintenance	8
	530: Lions Park Maintenance	27
	535: Splash Pad Maintenance	1
	599: Misc. Facilities & Parks	29
	801: Weeds/Overgrown Brush	0
	802: Mowing & Weed Eating	4
	806: Tree Issue (Trim & Clear)	1
	819: Misc Streets	1
	978: Vehicle & Equipment Maintenance	3
Facilities: 25 Total	500: City Parks Maintenance	0
	501: City Bldg. Maintenance	16
	506: Flags	0
	515: RV Park Maintenance	0
	520: Swimming Pool Maintenance	8
	599: Misc. Facilities & Parks	1
TOTAL: 163 Work Orders		

Attachment #1

Pages: 4-9

Section VII, Item c.

Community Center Update

Jonah Chang, CPRP

Director of Parks & Recreation

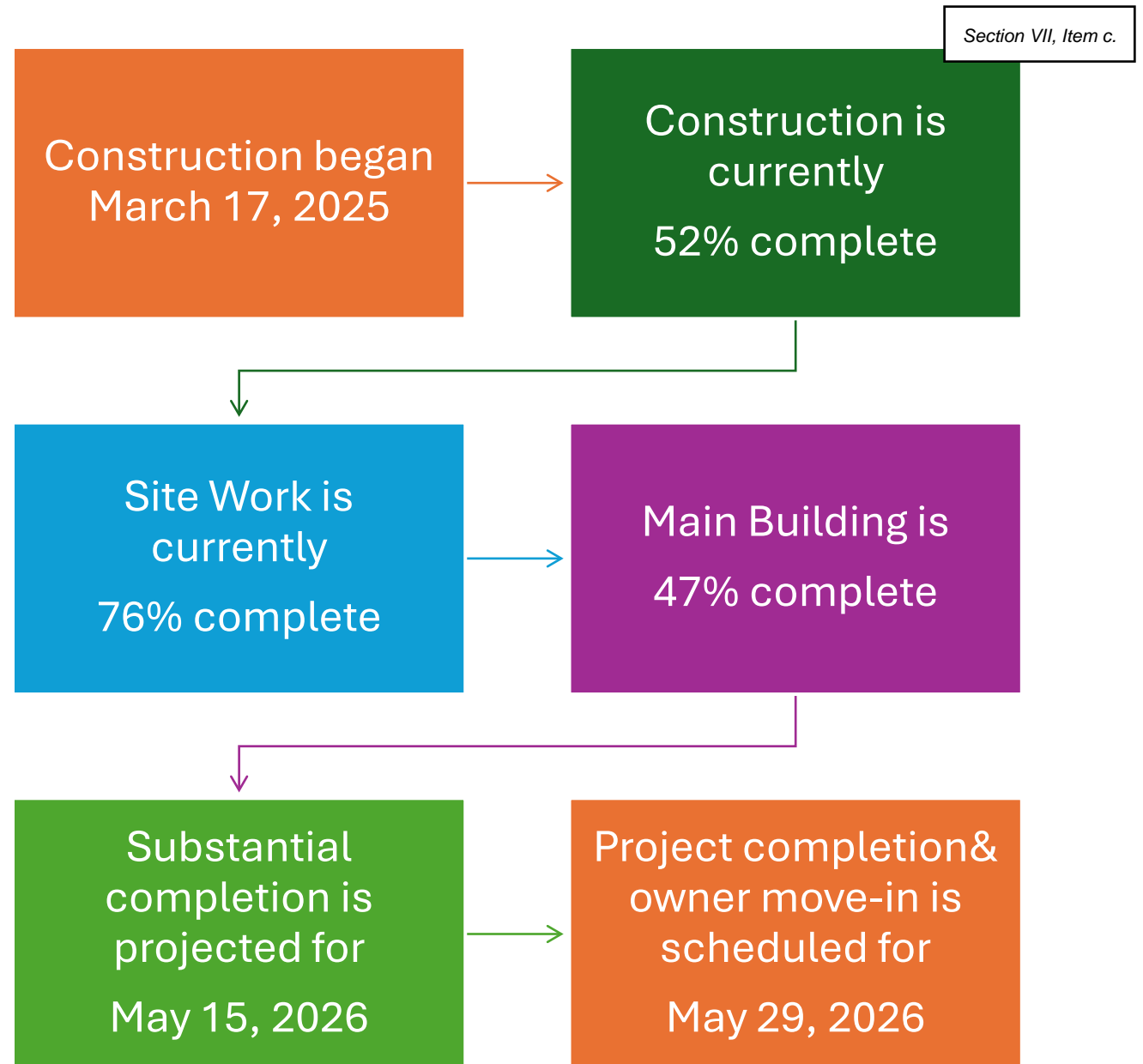
Where did we start?

- Mid Summer 2021, the Pool building was identified as a City Facility in need of major repairs and/or replacement.
- December 2022, the City was awarded a Congressional Appropriation of \$1,705,340
- February 2024, City Council approved the demolition package for the old pool building.
- June 2024, City Council approved the Base Proposal for the Construction package and awarded the project to Frontera Construction.

Where are we now?

- The Community Center is currently 57% complete
- Current jobs underway:
 - Installation of the door frames & doors.
 - Installation of the roofing system.
 - Installation of lathing for stucco.
 - Site work & final grading for drainage & concrete work.
 - Finalizing framing revisions per the structural inspection.

Current Project Timeline & Completion:



Delays to the project:

The project saw a weather delay equating to 26-calendar days.

The project also saw a full suspension of work for approximately 63-day due to the Government Shutdown spanning from October 1-December 2, 2025.

In addition, there was a 21-day recovery impact due to subcontractors reassigning labor & equipment, remobilization requiring re-staffing, re-sequencing, and the December Holidays.

In total, the project has been delayed 110 calendar days(3.6 months.)

Budget

City's Portion: \$464,852

- The City's portion was required to be used first before the Congressional Appropriated funds could be used.
- The City's portion was used primarily for the initial soft costs like design, geo-testing, demolition, a portion of the construction cost, etc.

Federal Portion: \$1,705,340

- The City began receiving Federal fund in May/June 2025.
- The first Estimate of Funds received from USDA was \$64,946.19.
- We have currently received \$931,743.72 and have a balance of \$773,596.28.

Estimated Final Numbers:

- Remainder of construction contract cost:
 - \$722,294.60
- Change order
 - \$28,865.58(General conditions)
 - \$1,298.95(Project insurance & bonds)
- Alliance for Community Standards:
 - \$92,660
- Furnishings:
 - \$55,602
- Remaining project cost after the initial City's portion and the congressional appropriation:
 - \$164,466

Damaged Sewer Line



ATTACHMENT #2



Repaired Sewer Line



Addition of 2 new LED lights on the Library Building.

One on the North wall, above the double windows and replacement of an old fixture on the west wall by the flagpole.



Removal & final grade of the front 2 flower beds.

Installed mulch until a decision is made on what is going into these two beds.



Riparian Restoration Project: 2/7/2026



Demo Garden Installation



Wattle Installation
Wattles help filter & prevent further erosion



Installation of new steps to tables 32 & 33