

# City Administrator's Report



**To:** Mayor Schroeder & City Council  
**CC:** Staff  
**From:** R. Scott Dixon, City Administrator  
**Date:** March 14, 2025  
**Re:** City Administrator's Report

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Mayor and Council,

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

## Gas Operations Update

As mentioned during the previous two council meetings, staff is in the process of recruiting and hiring a gas services supervisor. This position will serve as the City's authorized representative to direct the efforts of both trained staff and consultants for the necessary repairs and upkeep of the city gas system. A job description for this position has been included with this report.

## CPS Wholesale Electric Negotiations

**NO CHANGE.** The RULE 408 negotiations between the City of Castroville and CPS Energy are continuing. In addition to the undisputed charges for last year, staff has continued to calculate and pay the undisputed charges for each billing month as invoices are received. The City's outside counsel has been informed that the City should expect to receive "a draft agreement in the near future". Staff will continue to provide updates on this matter as things progress.

## Regional Park Community Center Project

FINALLY! As reported on at the last council meeting, staff met with the USDA on March 6<sup>th</sup> and was given the "green light" to commence construction. Frontera Construction's subcontractor that will be performing the necessary dirt work mobilized to the park on March 13<sup>th</sup>. There will be visible signs of activity as the project progresses until it is completed early next year.

### WWTP Dams and ponds

Staff was directed by council to provide a public presentation on the proposed pond dewatering and closure. Staff is coordinating with Councilman King and Michael Persyn of KFriese to flesh out the plan next week. We are targeting the week of March 25<sup>th</sup> or April 1<sup>st</sup> for the public presentation.

### Regional Park Irrigation

While efforts to establish a reliable system to store and supply treated effluent to the city park is still in-progress, staff has worked with several community members and councilman King to identify a short term solution. Staff installed in-line water filters the week of March 3<sup>rd</sup> however, pond levels were not high enough in the west pond to commence watering. Staff anticipates the first test of the improved watering system the week of March 17<sup>th</sup>. We will continue to look for other methods to further reduce the issues related to the current water supply design.

### Waste Management Contract

A draft RFP for solid waste services has been prepared and included on the council's agenda. Once approved by council, staff will publish the RFP and contact solid waste providers in the region to solicit their proposals.

### UDO Progress

Staff has been working tirelessly to read and respond to the pages of comments that have been provided. We appreciate the input and look forward to resolving whatever concerns may arise. Breana Soto has created side-by-side comparison documents that compare the proposed ordinance language to the existing ordinances, this information has been provided in the packets for the March 17<sup>th</sup> Special Called Meeting. Another public hearing before the Planning & Zoning Commission has been scheduled for their regular meeting on April 9<sup>th</sup>.

### USDA Hangar Project

Staff received final payment on the USDA Hangar project on March 13<sup>th</sup>. Staff is working with the USDA and the City's Bond Counsel to close out the project so that the grant funds can be released to the City.

### Budget Workshops

Staff presented the council with an overview of budget methodologies at the March 11<sup>th</sup> council meeting. Staff will continue to cover various budget-related topics on a periodic basis with council during their regular meetings. The council packet for the March 25<sup>th</sup> meeting will include our revenue forecasts for FY 25-26 as well as the proposed budget calendar. Based

upon the feedback that council provided at the March 11<sup>th</sup> meeting, staff is planning to have each department present their respective budget to council. These presentations will highlight the current services that are offered and will include proposed service level adjustments (SLA's) for both reductions and improvements in various service areas.

#### Communications Policy

Staff has continued to develop and refine the communication policy that was mentioned in the February City Administrator Report. A comprehensive list of the city's communications has been included with this report for your reference. This policy document will be presented to council for review and adoption by the end of May.

#### City Hall Remodel

Following council's direction at the March 11<sup>th</sup> meeting, staff will prepare a presentation comparing the various construction methods including the pros and cons of each. Staff will also prepare an RFQ for Design-Build services for council's review and approval.

#### CDBG Waterline Project

The Community Development Block Grant (CDBG) waterline project continues to move forward. Bids were opened on February 13<sup>th</sup>. The bids ranged from \$304,000 to \$612,000. Respec has reviewed the bids and coordinated with GrantWorks. This item is on the council's March 25<sup>th</sup> agenda for action.

#### Council Chamber Audio/Video

Following council's direction at the February 25<sup>th</sup> meeting, staff has contacted two additional audio/video companies to seek customized proposals for the proposed scope of work. Staff will seek to obtain a minimum of three proposals for council's review and consideration.

#### Athens Area Drainage Project

The final design for the drainage ditch that will be constructed at the intersection of Gentilz and Geneva has been completed by KFriese. Staff met with the property owners on the east side of the channel on February 27<sup>th</sup>. Staff has attempted to contact the property owner to the east and will be mailing them information related to the proposed project. Staff estimates the cost of equipment and materials for this project to be between \$85,000 and \$100,000 which will be paid for from the drainage utility funds as previously directed by council. Staff is scheduling a follow-up meeting with the property owners to review and discuss their concerns. This project will commence shortly after that meeting is held.

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

Thank you,

A handwritten signature in blue ink, appearing to read "R. Scott Dixon". The signature is fluid and cursive, with the first name "R. Scott" and the last name "Dixon" clearly distinguishable.

R. Scott Dixon, MPA

City Administrator, Castroville, TX