

# City Administrator's Report



**To:** Mayor Schroeder & City Council  
**CC:** Staff  
**From:** R. Scott Dixon, City Administrator  
**Date:** April 16, 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

The City recently hired Javier Jacquez as the Gas Utility Superintendent. He has hit the ground running! Javier is currently prepping for the Railroad Commission's annual inspection and also compiling a list of the needed maintenance equipment for the gas utility. We anticipate the need to hire at least one other full-time position. The City's gas utility is currently spending approximately \$5,000 per month on gas line locating services.

## CPS Wholesale Electric Negotiations

Staff will update the city council and seek council direction on the current status of these negotiations during an executive session on April 22<sup>nd</sup>.

## Regional Park Community Center Project

The Regional Park Community Center is in full swing. The foundation preparation has been completed, the building will begin "going vertical" in the next 3 -4 weeks. Unfortunately, the pool may be closed for a good portion (all of May & July, and part of August) of the summer. Staff is evaluating the planned construction and will work to ensure the safety of our patrons while this project is underway. A time lapse camera has been installed so that we can capture the project's progress and share it with the community – more details on when and how these images will be shared is forthcoming.

### WWTP Dams and ponds

With the assistance of Councilman King, staff provided an update on the wastewater treatment plant ponds on Monday, April 7<sup>th</sup>. The next step in this process will be to send the results of the soil samples to the TCEQ to see if any specific requirements (i.e. soil removal) will be required. Once the TCEQ clears the City to begin work, we will begin filling in the east pond and de-watering the west pond. This effort will require the use of heavy machinery which the City will rent for this purpose. To the extent necessary, staff will seek a budget amendment for this project once these costs have been identified.

### Regional Park Irrigation

Staff has continued to look at other methods of park irrigation. As was demonstrated during the city council's tour of the WWTP, staff has located the water line that will be piped into the irrigation line that runs to the park. This will allow for approximately 25,000 gallons a day of irrigation. The next step in this process is to evaluate the pumps at the clarifier to ensure that they are up to the task of pumping the water to the irrigation line. A more permanent (and costly) solution that is continuing to be investigated is the re-purposing of the sludge containment area which would allow the city to store up to 400,000 gallons of effluent for re-sale or irrigation purposes.

### Solid Waste RFP

The Request for Proposals for Solid Waste Services has been issued – it is due on April 29<sup>th</sup>. All of the major solid waste service companies have been contacted and the RFP has been advertised in the paper and on the City website.

### UDO Progress

The P&Z met on April 9<sup>th</sup> and reviewed the draft UDO. The Commission voted to take no action regarding the recommendation for adoption and instructed staff to seek additional public comment with a request that all comments be submitted by April 18<sup>th</sup> so that council can address any new issues or concerns during the public hearing portion of the April 22<sup>nd</sup> regular council meeting.

### New Developments – Water Demand

Staff has been contacted by a number of developers seeking to establish either new commercial or residential developments within the City's ETJ. The prevailing concern has been the availability of water. The water capacity that was provided by the system improvements that were made by Alsatian Oaks (Medina Valley Well improvements) have been claimed by Alsatian Oaks, Terry Dickerson, and Flat Creek. The City's water utility does not have additional capacity to offer until the new elevated storage tank is constructed (estimated completion February 2028) or unless additional improvements are made at the Medina Valley well site.

Staff is evaluating the viability of other funding alternatives including capitalizing the city's TIRZ revenue and seeking a private partnership on the elevated tower project. The City Administrator will provide a brief explanation of these two alternatives during his report to City Council.

#### Budget Workshops

Staff is preparing to provide council with individual budget presentations by each department head at a council budget workshop. The proposed dates for these workshops are the weeks of May 6<sup>th</sup> or May 12<sup>th</sup> or May 19<sup>th</sup>.

#### Bluebonnet Child Advocacy Center

Included with this report is a copy of a letter that the City received from the Bluebonnet Child Advocacy Center. The letter provides an overview of the important work that they do. The City of Castroville has supported this organization by hosting their annual BBQ cook-off fundraiser at the Castroville Regional Park.

#### 345 KV Transmission Line

Included with this report is a copy of a letter that the City received from Power Engineers pertaining to the construction of a 345 KV transmission line. Staff will consult with our legal advisor for electric matters to determine whether any action is necessary related to the City's electric CCN.

#### City Hall Remodel - RFQ

Following council's direction, staff has issued the RFQ for design-build of the City Hall, it has been posted in the newspaper and in Civcast. Staff added expansion of the library as a future potential project based upon prior CIP discussions. This addition will not obligate the City in any way but provides greater flexibility should the council seek to do any work on the library. The RFQ is due May 2<sup>nd</sup>.

#### CDBG Waterline Project

The Community Development Block Grant (CDBG) waterline project will commence in the next few weeks. Staff has conducted the pre-construction meeting and issued the notice to proceed.

#### Council Chamber Audio/Video

Staff has received an additional proposal for audio/video upgrades to the council chambers. Modifications to the proposal have been requested, as soon as a revised proposal is received, staff will place the item before the council for consideration.

### Athens Area Drainage Project

Staff recently met with the adjoining landowners to the Geneva paper street. The project area has been staked and the project will commence construction within the next few weeks.

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

Thank you,

A handwritten signature in blue ink, appearing to read "R. Scott Dixon".

R. Scott Dixon, MPA

City Administrator, Castroville, TX