

# City Administrator's Report



**To:** Mayor Schroeder & City Council  
**CC:** Staff  
**From:** R. Scott Dixon, City Administrator  
**Date:** May 23, 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

Staff received a preliminary report on the capacity analysis. The gas system is in very good shape. The engineering firm recommended some relatively minor improvements to create more loops within the system that will ensure even greater redundancy and capacity for future growth. Their final report will be completed within the next week or so. Staff will provide an update to council at the June 10<sup>th</sup> regular meeting.

## CPS Wholesale Electric Negotiations

Staff is coordinating with the City's legal counsel on this matter to provide an update to council at an upcoming executive session.

## Regional Park Community Center Project

The Regional Park Community Center is in full swing. The foundation preparation and dirt work has been completed. The pipe and gravel have been delivered to the job site. The utility crew is currently trenching to install the water lines. According to the general contractor, civil work on the concrete slab is scheduled to begin in two weeks.

## WWTP Dams and ponds

The results of the soil testing have been sent 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

Unfortunately, the pumps connected to the contact chamber are not strong enough to pump the water to the park's irrigation system. The initial cost estimate to make the necessary improvements to allow beneficial re-use in the park on a reliable basis without pumping from the ponds is approximately \$250,000. Staff will seek direction from council on how to proceed.

#### UDO Progress

At its meeting earlier this month, the P&Z Board recommended adoption of both the Comprehensive Plan and UDO with minor updates that were discussed during the meeting. Staff is working to incorporate the recommended changes into a final draft for council's review in June. Per the council's direction, the contract with Simple City has been closed out and final payment has been made.

#### Hwy 90 Improvements – Utility Relocation

As was shared with council during the budget workshop, the city has been notified by TxDOT that they will be making improvements to Hwy 90 between 211 and Hondo. They have requested that any utilities currently in the TxDOT Right-of-Way be moved. Staff is coordinating with TxDOT to locate and identify the affected utilities and provide scope and cost estimates for the work. Staff will provide council with a more detail at the June 10<sup>th</sup> meeting.

#### City Hall Remodel - RFQ

Following council's direction, staff met with the RFQ committee to review the qualifications from the five respondents. This review resulted in two firms that have been selected as potential partners for this project: McKinstry and Pugh Constructors. The committee will schedule in-person interviews of each firm and provide council with their recommendation at an upcoming council meeting.

#### 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

With the assistance of Houston Marchman and Bob Peterson, staff believes that the problem is being caused by the streaming software, Vimeo. The internet, the cabling, the camera, and the computer settings have all been checked and re-checked. Staff is working with Mr. Peterson and

Vc3 to identify another option for the streaming service. We will get this installed and tested ASAP. Staff will seek further direction regarding when and if other upgrades (new monitors, cameras, microphones, or meeting controls) are desired.

#### Athens Area Drainage Project

The project area has been staked however, the city engineer has revised the depth and channel requirements to minimize impacts to the city's sewer line that is just north of the project area. 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