

# City Administrator's Report



**To:** Mayor Schroeder & City Council  
**CC:** Staff  
**From:** R. Scott Dixon, City Administrator  
**Date:** February 21, 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 was noted by many, the city recently experienced a rash of gas leak concerns. This was the result of an odorant that was charged into the distribution system. A full report has been included in the council packet. Public Works Director, John Gomez will provide a de-brief of the incident during the presentation portion of the council meeting.

## 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

The project manual was submitted to the USDA the week of February 7<sup>th</sup>. Staff was informed by Betty Soto on February 21<sup>st</sup> that the agency *should* provide their approval letter for the project on 24<sup>th</sup> or 25<sup>th</sup> of February. They have also **tentatively** scheduled the grant closing and pre-construction meeting on March the 6<sup>th</sup> at their office in Seguin. Staff will continue to update council on the progress of this project.

## WWTP Dams and ponds

Staff attended the Parks Advisory Board meeting that was held on February 19<sup>th</sup>. At this meeting, the Friends of Regional Park strongly encouraged the Board to request a public workshop on the dam project. They would like a better understanding of the pond closures and their impact on drainage, landscaping, future trail projects etc. Staff agrees that a public workshop is advisable. We will be working with the council to coordinate a date within the next 6 to 8 weeks.

#### 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 will be installing in-line water filters at each of the nine watering zones next week. These filters should reduce the debris issues we have been dealing with. Staff will continue to look for other methods to further reduce the issues related to the current water supply design.

#### Waste Management Contract

Following council decision to issue a request for proposal for solid waste services, staff notified Waste Management that the current contract will not be renewed and is working to prepare a Request for Proposal document. A draft of the proposed RFP will be provided to council for its review and approval at the March 11<sup>th</sup> council meeting.

#### UDO Progress

Staff continues to work with both the Planning and Zoning Commission and City Council to review the proposed Unified Development Ordinance. As of the date of this report, the P&Z Committee that was established to review and discuss the UDO (comprised of Mr. Jim Welch and Mr. Bruce Alexander) has not met nor has the P&Z Commission provided any formal comments to staff. Staff will continue to relay the council's comments and other changes to the P&Z and seek their input. The council will NOT be able to adopt the UDO until the P&Z has provided its final recommendation. The next regular meeting of the P&Z is scheduled for March 12<sup>th</sup>.

#### AACOG renewal

The City recently renewed its membership in the Alamo Area Council of Governments. Included with this report is a membership report that underscores the importance of this partnership.

#### USDA Hangar Project

Believe it or not, the USDA Hangar project from 2021 still has not been officially closed by the agency. Staff is working closely with agency staff to get this project completely closed out and all monies appropriately allocated.

### Budget Workshops

Staff is in the process of preparing for the first of several budget workshops with the City Council. The date has not been determined however staff anticipates the first workshop to take place between the 15<sup>th</sup> and 28<sup>th</sup> of March. The goal is to encourage policy and prioritization discussion with council. If any of you have specific requests for information, charts or graphs that you would like to see or an idea of how you would like to engage in this important discussion, please let me know.

### Communications Policy

Over the past month, staff has been working with each department to identify the types of public communications that they have in an effort to begin to categorize them and establish written process and procedures for the various categories. Staff has enlisted the help of a college student who will be developing a draft communications plan. This policy document will be presented to council for review and adoption by the end of May.

### City Hall Remodel

The McKinstry presentation referenced in the City Administrator Report for January will be given at the March 11<sup>th</sup> council meeting.

### Elevated Water Storage Project

Staff has been meeting with the city's engineer for this project, Respec and the City's Financial Advisors, SAMCO over the past several weeks. A presentation will be made to council on the timing and scope of the project and its funding at the March 25<sup>th</sup> council meeting.

### 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 is reviewing the bids and coordinating with GrantWorks to prepare a council recommendation for the bid award at the March 11<sup>th</sup> council meeting.

### 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 KFrieze, a copy of the design is included with this report. Staff will be meeting 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.

### Community Survey

Staff is working to prepare a community survey, a draft has been shared with council via email for your review and input. The goal of the survey is to determine citizen satisfaction with the city's services and seek input on any areas where improvement is desired. Staff recommends repeating the survey each year so that council can track progress and determine whether its policies are having the intended outcomes. Staff plans to conduct the survey in March and April so that the results can be discussed and incorporated in the council's strategic planning and goal setting workshops.

### City Administrator Contract Extension

I appreciate the positive feedback and candid recommendations that I received from the city council during my annual review on January 14<sup>th</sup>. Following the council's annual review of my performance, I reviewed my contract and realized that it is due to expire in January of 2026. My contract was renewed for three years following my annual performance review in January of 2022. I have enjoyed working for the City of Castroville and would like to continue to do so for as long as the city council desires me to. Unfortunately, in this field, finding a new job can take up to a year or more due to the lack of opportunities, their locations and disparities in pay and experience. Therefore, I humbly request that the City Council consider extending my contract by an additional two years making the new contract expiration January of 2028. This is my only request related to my contract – I am not seeking any increases in salary or benefits. I will be prepared to address council's questions or concerns regarding this request in executive session.

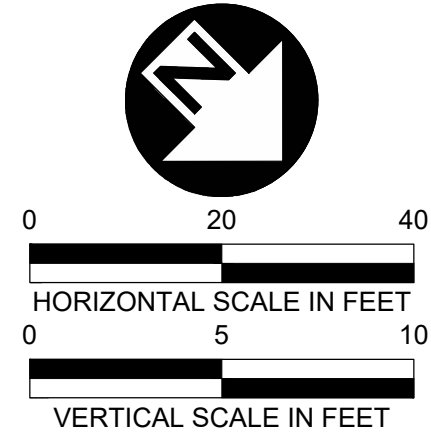
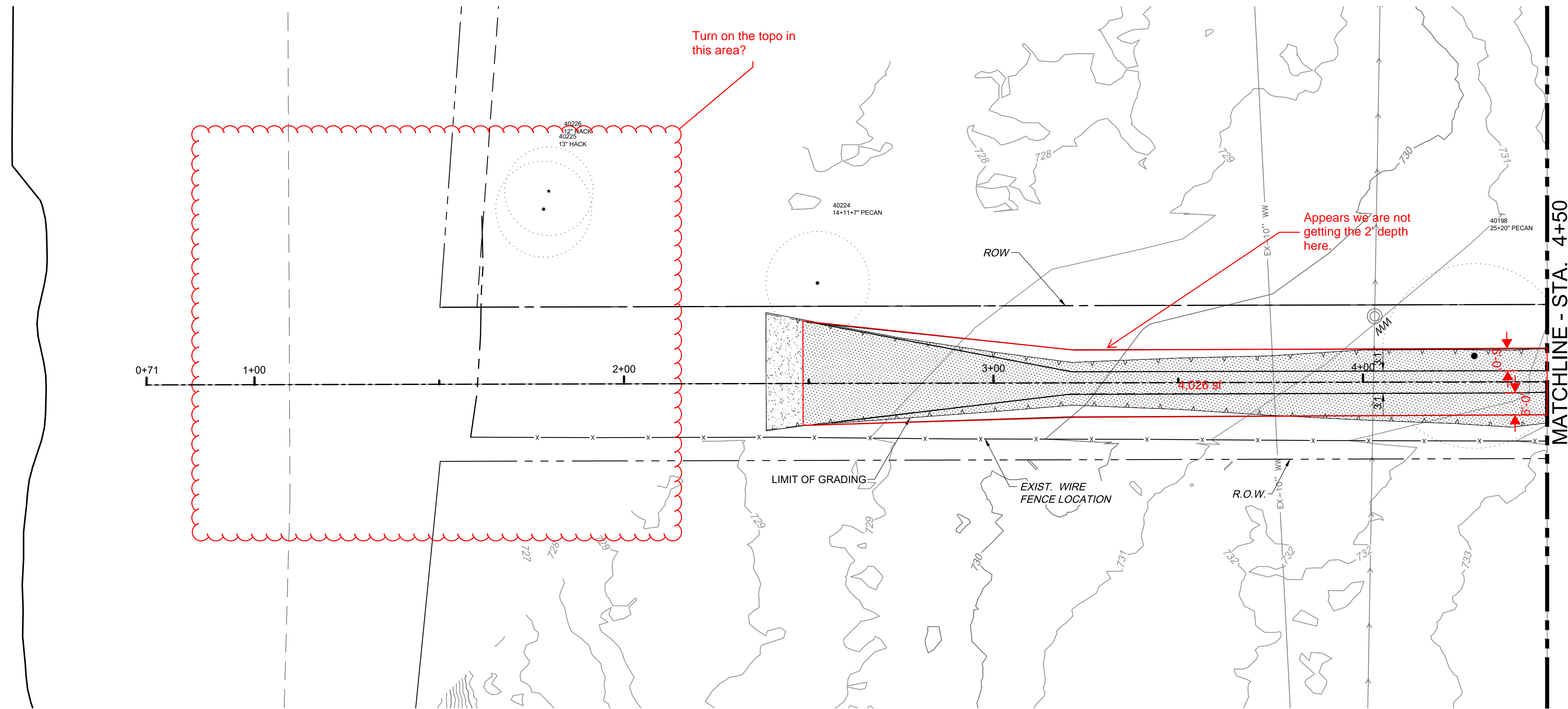
There is a lot going on in the City of Castroville! If I have left anything out of this report, it was not intentional. **If there is anything else that is of particular concern to you, please let me know so that I can include it on a future report.** As always, my door is open should you have need to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



Ricky - do you need a horizontal alignment data sheet to locate the channel in the field?

NOTES:

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2. PLACEMENT OF ROCK RIP RAP SHALL HAVE A MINIMUM THICKNESS OF 36 INCHES.
3. ALTERNATIVES TO FLEXAMAT MAY BE SUBMITTED FOR REVIEW AND APPROVAL BY ENGINEER.

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GENEVA STREET  
DRAINAGE IMPROVEMENTS

CHANNEL PLAN & PROFILE  
STA. 1+00 TO 4+50 (SHEET 01 OF 03)

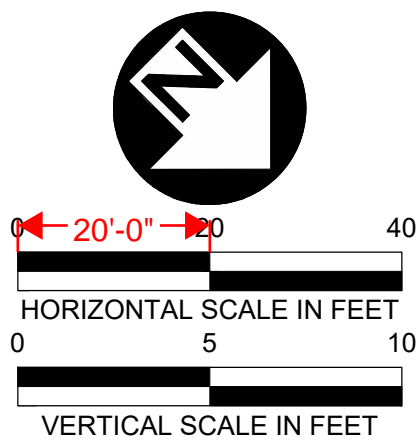
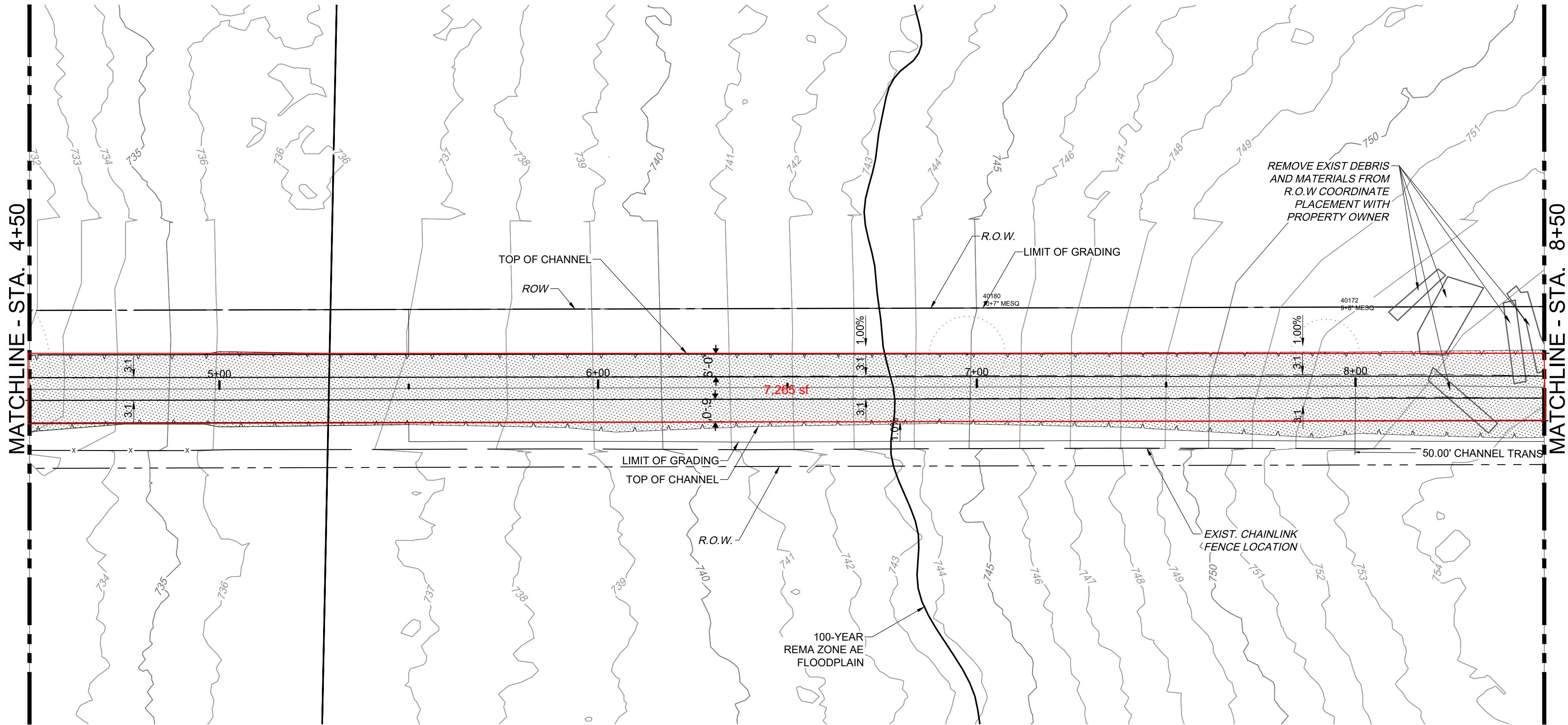


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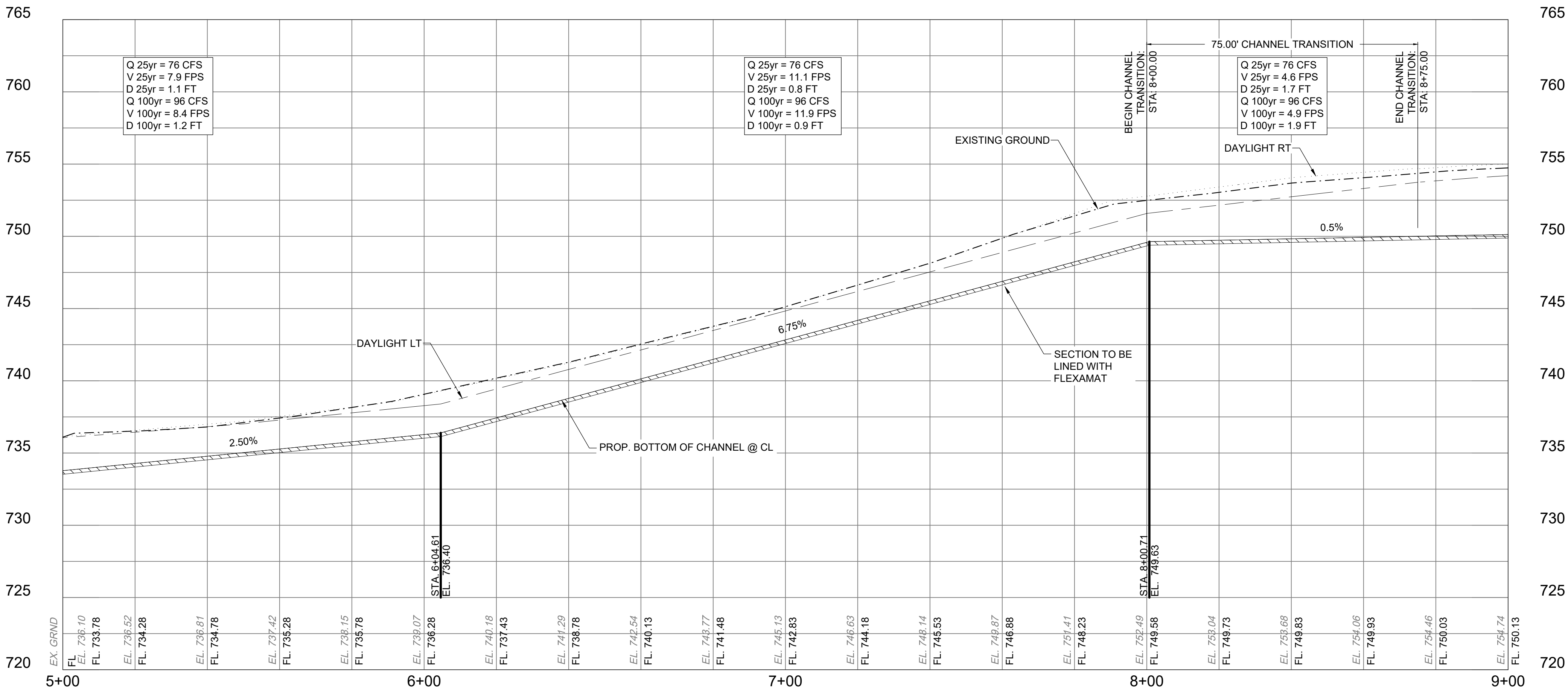
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CITY OF CASTROVILLE

GENEVA STREET  
DRAINAGE IMPROVMENTS

CHANNEL PLAN & PROFILE  
STA. 4+50 TO 8+50 (SHEET 02 OF 03)

**K·FRIESE + ASSOCIATES**  
A LOCHNER COMPANY

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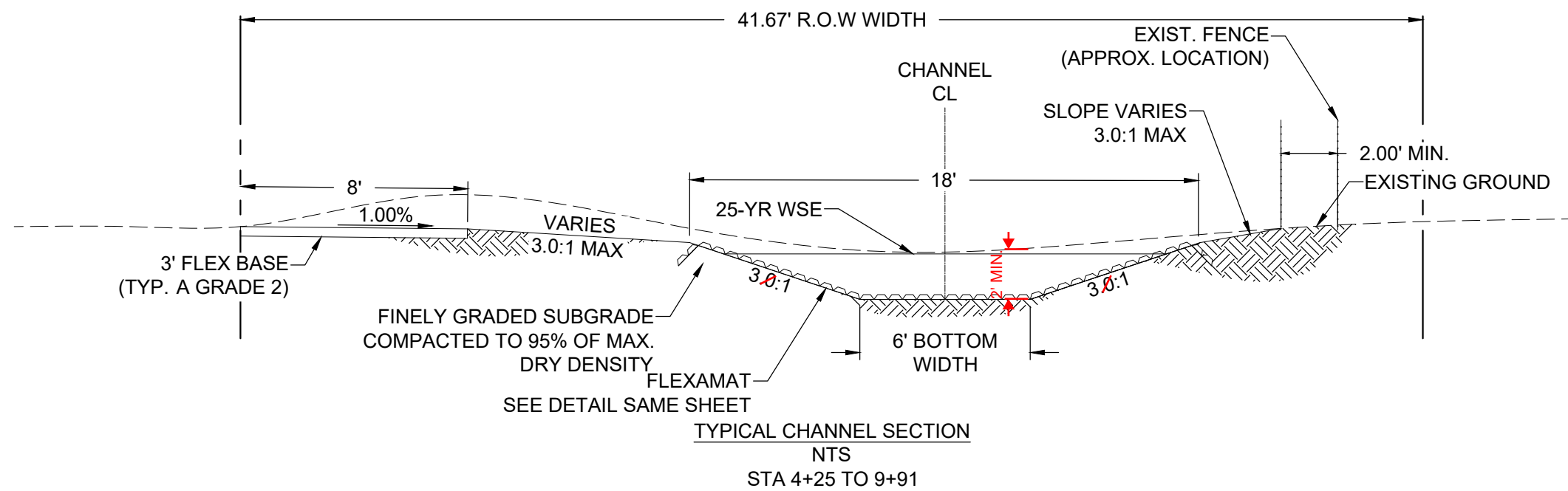
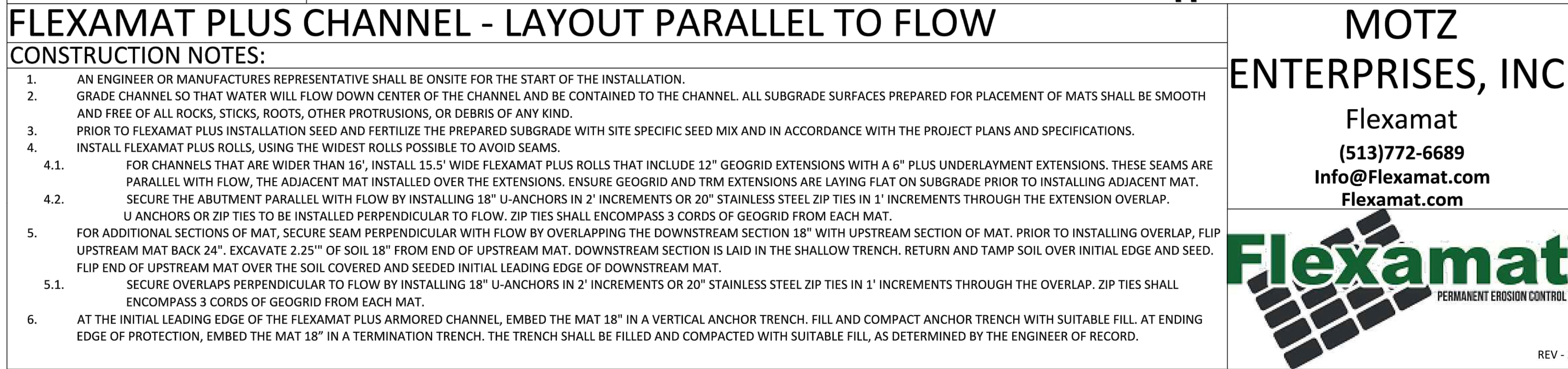
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CITY OF CASTROVILLE

GENEVA STREET  
DRAINAGE IMPROVEMENTS

CHANNEL DETAILS  
(SHEET 01 OF 02)



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February 3, 2025

Hon. Darrin Schroeder  
City of Castroville  
1209 Fiorella  
Castroville, TX 78009

Dear Mayor Schroeder:

Thank you for your continued support of the Alamo Area Council of Governments (AACOG).

AACOG is proud to work with and support our members across the 13-county Alamo Area through planning and coordination activities including the provision of technical assistance, dissemination of information, and administration of regional programs.

Your continued AACOG membership allows us to provide for better intergovernmental cooperation and a more efficient response in key areas including assistance for older adults and veterans, air quality monitoring, services for individuals with intellectual and developmental disabilities, rural public transportation, environmental conservation, community and economic development, criminal justice, homeland security, regional 9-1-1, military affairs, and weatherization (energy efficiency) assistance.

Based on our records, 2025 membership dues for City of Castroville is \$600.00. An invoice is attached for your convenience. Enclosed you will also find the 2024 Return On Investment Report for City of Castroville.

If you would like for AACOG to make a presentation to City of Castroville about the benefits of membership, or if you would like to be added to one of the AACOG program newsletters, please contact Crystal Campos-Rosales, External Affairs Coordinator, at (210) 362-5204 or ccampos-rosales@aacog.gov.

Once again, thank you very much for your support and partnership. We look forward to continuing to work with you on improving the quality of life of your residents and the entire Alamo Area.

Sincerely,

Clifford C. Herberg  
Executive Director



# Return on Investment

City of Castroville  
2025 Dues: \$600.00

2024 Direct Dollar Funding to City of Castroville/Medina County		
Program:	Funding:	Services:
Area Agency on Aging	\$8,285.54*	Congregate Meals, Home Delivered Meals, Transportation
Criminal Justice		
Environmental Conservation		
Government Services		
Homeland Security		
Weatherization Assistance		
2024 Direct Services to City of Castroville/Medina County		
Program:	Funding:	Services:
Area Agency on Aging	33421.44*	Health Maintenance, Income Support, Residential Repair
Alamo Regional Transit	\$458,000*	ART provided 4,632 trips within Medina County. Trips provided were for medical appointments, school, work and entertainment.
Criminal Justice	\$2,583.68**	Provide technical assistance in the grant process, including technical reviews, grant workshops, and assistance with reporting to the Governor's Office, distribution of grant funding opportunities and facilitate/assist in the Criminal Justice Regional Strategic Plan.
Government Services		
Homeland Security	\$4,305.63**	Homeland Security Planning - Provides technical assistance in the grant process, including technical reviews, grant workshops, and assistance with reporting to the Office of the Governor (OOG), distribution of grant funding opportunities and facilitate/assist in planning within each respective jurisdiction. San Antonio Regional Risk Assessment (SARRA); Homeland Security Strategic Plan - Implementation Plan. AACOG was also awarded additional SHSP funding to hire a 24-month contractor to serve as a liaison between the Southwest Texas Fusion Center and the member governments.
Intellectual and Developmental Services	\$822,782.00 **	Transition Support Team services; Support and Empowerment; Health and Wellness programs support.
Law Enforcement Academy	\$7,998.58*	Academy Reported Training for 16 students; 208 Contact Hours
911		
Military and Veterans Affairs	\$2.7M **	Alamo Veterans Network connected 4,103 veterans to essential services, supported 635 veterans through the nation's largest Veterans Directed Care program, and provided 6,166 rides via the Rides for Texas Heroes program
Natural Resources		
Weatherization Assistance	\$10,561.45	Weatherization
2024 Additional Benefits/Services Provided to City of Castroville/Medina County		
Program:	Funding:	Services:
Area Agency on Aging	1214007**	Benefits Counseling; Care Coordination; Caregiver Education and Information Services; Evidence Based Intervention; Health Information Counseling; Assistance/Outreach and Older Relative Caregiver Program
Government Services		Newly Elected Officials; Planning & Zoning; Texas Department of Agriculture - TxCDBG; Texas Water Development Board; Grants Information
Homeland Security	\$17,605.63**	Interoperable Communication Tower Enhancement Project (\$1.1 M) - supports enhancements through the Statewide Emergency Radio Infrastructure (SERI) funding stream to bolster first responder radio communications for all jurisdictions in the AACOG Region. The AACOG Domestic Violent Extremism (\$125k) - partners with the Southwest Texas Fusion Center using a team of

		DVE Analysts/Liaisons to assist with collecting and disseminating intelligence related to homegrown terrorism in and around the Alamo Area Region. In addition the team has been in the region providing the Behavioral Threat Assessment courses to school personnel and law enforcement agencies.
Intellectual and Developmental Services		
Law Enforcement Academy	\$902.77**	Benefit of receiving services from the Alamo Area Regional Law Enforcement Academy and Special Investigative Topics for Violence Against Women Program.
Natural Resources		

\*=Funding for all of Medina County

\*\*=Funding for entire AACOG Region