

Mayor and Council,

I am pleased to pass on the following information. All information in Manager's Notes is available to the public and may be shared.

Staff Appreciation

I attended the joint Public Services and Utility Department regular safety briefing this morning. Our topic was a trainer from the TML Risk Pool discussing (fittingly) the dangers of exposure to the cold and how to manage when working outdoors in cold weather. I was able to thank staff for their hard work and we enjoyed some Q&A together.

Soccer Coordination

Here is our general plan for the PADIC funded Soccer Field Irrigation Project

- RFP advertising: March 1st - March 8th
- Open bid: March 11th
- Park Board bid results: March 13th
- PADIC Board bid results: March 14th
- Council- Park & PADIC recommendations: March/April
- Estimated construction: July - August 2025

This will allow procurement to proceed with actual construction scheduled to follow after the conclusion of Soccer season.

Event Planning

The Mayor, Alison Walker and I met with American National Bank this week to discuss plans for their 150th Birthday celebration later this year. ANB has roughly 200 employees in downtown Terrell and 550 total employees including all of their branch offices.

Fire Department

I attended a meeting with our ISO specialist consultant and Fire Department Staff at Fire Administration this week. We had an excellent discussion regarding strategies to maintain our ISO rating and provide quality service during the next few years of growth. We also reviewed some preliminary modeling on

potential service impacts of different locations for Fire Stations #1 (relocation) and #4 (new). This information should be available for Council review at the April 4 Strategic Plan Workshop.

We received confirmation that our Fire Department passed (with zero violations) its Biennial Inspection by the Compliance Officer of the Texas Commission on Fire Protection. Good news and great thanks to the hard work of our Fire Department.

Human Resources

The Senior Project Manager position in Engineering is being retitled to more accurately reflect the role. This will impact Mike Davis who will continue his existing role with a new title and new hire Jessie Ortiz who starts employment on March 10th. Mr. Ortiz has over 20 years of experience working with the City of Mesquite, most recently as a Construction Inspector.

The Asst. Director of Finance position has been posted on TML and we are working on getting it posted both to our website and then other finance/accounting related associate sites.

We Much work remains and but we do anticipate a go live of the HR Tyler module in March with the first check run in April generated through Tyler. This is a major automation step forward.

Utilities

The Town North repair is complete, this allows several other priority leaks to move up on the list and staff will be attentive to moving forward with those. A fuller discussion of the Utility Cut repair process and budget will be scheduled for an upcoming meeting.