

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.

Council Meeting Schedule

The Monday March 3 meeting is at 5:30 PM at Fairfield Marriot jointly with TISD, PADIC and TEDC.

The Tuesday March 4 meeting is at the standard 6:00 PM at City Hall.

The March, April, May calendars are attached.

Website Updates

Council has been concerned about public information in our land, right of way and easement acquisition processes. In order to improve in this area, we now have our website active: [Real Estate Operations](#). Of course, this site will be updated on a regular basis as new projects come forward. Feedback is welcome.

Finance

Staff elected to participate in a Texas Municipal League (TML) program designed to assist cities across the State with improving their Finance operations. A TML Financial Boot Camp representative ("TML") was on-site February 25 through February 28, 2025. Over the course of the engagement, TML met individually with members of the Finance team as well as with representatives from the City Manager's office and consultants who are supporting the Finance team with Tyler Munis ERP conversion issues. TML reviewed the City's financial policies and procedures, the City's Finance website, the most recent audit and budgets and performed analysis of accounts payable and purchasing data and reviewed the trial balance.

Human Resources

Advertisements are now active for the next round of our leadership team/succession planning efforts with recruitments for Assistant Director of Finance, Assistant Director of Utilities and Assistant Director of Public Services now all underway.

As a small appreciation event for staff, Mayor and Council are invited to join an appreciation pancake breakfast/brunch cooked by management for City staff on March 7 from 8:30 to 10:00 at City Hall.

Downtown

We have had several inquiries about the status of Town Square related projects. Here is a brief update:

Road, curb, gutter, underground storm water and sidewalk improvements on Frances, Adelaide, Newton strictly around the Town Square and Grove/West End from Frances to Mineral Wells are included in the RAISE grant application. This \$20M grant funding opportunity will have project selection announcements late in 2025. This grant is anticipated to also pay for the removal of the old road beds and drainage which crisscross the future Town Square area.

Water and Sewer improvements in that zone are eligible under TXWDB grant/subsidized loan opportunities. These requests are pending at TXWDB and, if selected, will be announced by TXWDB between summer 2025 (wastewater) and late 2025 (water). These are estimated combined \$4M included in larger grant/subsidized loan opportunities.

Road, curb, gutter, underground storm water and sidewalk improvements on Broad from Adelaide to Frances are included in the Quiet Zone application. The local match is budgeted in the PADIC Board's plans and engineering was supported by the County Bond Program. The Quiet Zone project covers the zone from FM148 to Burch Street for a grant request amount of \$15M.

Vacant buildings acquired by the City on the north side of Newton will be demolished in the next 60 days. All other buildings in the Town Square zone are owned by the City, the last remaining occupant has a temporary lease expiring this spring. Some of these will require demolition in the FY26 budget period. As a reminder, three existing structures will remain. The three that will be refurbished are the 25,000 sq ft warehouse at the corner of Grove and Adelaide, the "Wall of Honor" building at Grove and Frances and the silos.

The City will also incur the cost of removing the existing overhead power lines from the future Town Square area. In order to receive and build the RAISE grant mentioned above, the City will need to clear existing franchise utilities at our expense. Clearing the overhead power lines is also necessary for preliminary public use as a park area and a non-grant eligible element of preparing that zone for any future Texas Parks and Wildlife Grant opportunities. These require statewide competition in the future and can be done in \$1M phased incremental grant requests after the steps above.

Staff is committed to continue our efforts to maximize grant opportunities for Town Square and Quiet Zones while minimizing direct City expenses on Town Square and Quiet Zone projects. Without the existing work to date (planning, engineering, land acquisition funded through TIRZ#1), the City would not be in a competitive position for these \$40M in grant opportunities.

Municipal Development

We have an unusual case at 905 North Frances in which the City has been compelled to file eviction proceedings at a property that ought to be unoccupied. The property was last under ownership of a person deceased for some time for which no probate has been posted. The public safety concern is that unauthorized use of a vacant structure leads to sanitation and public health dangers. Thus, the City will work through Justice of Peace Precinct 3 to improve the situation. Our goal is post the house as a dangerous structure, bar entry and enforce no trespassing until further order of the courts.

Feb 2025						
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Apr 2025						
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MAR 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4 Regular City Council Meeting 6 p.m.	5	6	7	8
9	10 National League of Cities	11 National League of Cities	12 Airport Board Meeting 6 p.m. National League of Cities	13 Park Board Mtg 6 p.m. at Terrell Service Center	14 PADIC Meeting 8:00 a.m.	15
16	17 TISD Spring Break	18	19	20 Facilities Naming Committee 6 p.m. Terrell Airport	21	22
23	24 ZBA Meeting 5:30 p.m. City Hall	25 Regular City Council Meeting 6 p.m.	26	27 P&Z Meeting 5:30 p.m. City Hall	28 Strategic Plan Workshop Part 1 9 a.m.-3 p.m.	29
30	31	1	2	3	4	5

Mar 2025						
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APR 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
					Strategic Plan Workshop Part 2 9 a.m.-3 p.m.	
6	7	8 Regular City Council Meeting 6 p.m.	9 Airport Board Mtg at 6 p.m. Terrell Municipal Airport	10 Park Board Mtg 6 p.m. at Terrell Service Center	11 PADIC Meeting 8:00 a.m.	12
13	14	15	16	17 Library Advisory Board 4 p.m. Facilities Naming Committee 6 p.m.	18 Good Friday	19
20 Easter Sunday	21	22 Regular City Council Meeting 6 p.m.	23	24 P&Z Meeting 5:30 p.m. City Hall	25	26 44 th Annual Heritage Jubilee
27 44 th Annual Heritage Jubilee	28 ZBA Meeting 5:30 p.m. City Hall	29	30	1	2	3

Apr 2025						
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Jun 2025						
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MAY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3 Taco Festival Election Day
4	5	6 Regular City Council Meeting 6 p.m.	7	8 Park Board Mtg 6 p.m. at Terrell Service Center	9 PADIC Meeting 8:00 a.m.	10
11 Mother's Day	12	13 Regular City Council Meeting 6 p.m.	14 Airport Board Mtg at 6 p.m. Terrell Municipal Airport	15 Facilities Naming Committee 6 p.m. Terrell Airport	16	17
18	19 ZBA Meeting 5:30 p.m. City Hall	20	21	22 P&Z Meeting 5:30 p.m. City Hall	23	24
25	26 Memorial Day	27	28	29	30	31