



Mayor and Council.

The City Manager's Notes for the week ending May 9, 2025 are provided below. This report contains public information and can be freely shared.

- **Senate Transportation Hearing**

Terrell Citizens Police Academy Alumni Association President Andreia Reese traveled to Austin on May 7 to testify before the Senate Transportation Committee in support of HB 22198, sponsored by Rep. Keith Bell and carried by Sen. Bob Hall, in favor of designating the portion of Hwy 34 within the Terrell City Limits as Officer Jacob Candanoza Memorial Highway. She took letters of support from Terrell Police Chief Arley Sansom and Mayor Rick Carmona.

- **Terrell Police Department Ceremony**

Terrell Police Department hosted a Pinning of the Badge Ceremony, Promotion Ceremony and a Presentation of End of Watch Memorial Ribbons on May 8. Officer Jana Mote, K9 Officer Drake, and K9 Officer Blaze were sworn in. Officer James Melton was promoted to Police Sergeant. End of Watch Memorial Ribbons were presented for Officer Jacob Candanoza and K9 Officer Max.

- **Push-In Ceremonies for New Fire Engines**

Community members, elected officials, and City and Chamber staff gathered with Terrell Fire Department personnel for traditional “push-in” ceremonies for two fire engines - E611 at Station No. 1 and E621 at Station No 2. Attendees were asked to dry off the new engines before they were pushed back into the bays as they were ceremonially welcomed as official additions to the TFD fleet.

- **Receipt of Certificate of Obligation Proceeds**

On Thursday, May 8, the City received the proceeds from the parameter sale of Certificates of Obligation (CO's) that Council authorized at its March 4 City Council meeting. With the parameters being satisfied, the sale of the CO's occurred in April. The \$4.1 million was issued to fund the purchase of the two new fire engines and public safety communications equipment. At the March 4 City Council, Council also authorized the issuance of General Obligation (GO) refunding bonds. Because there is no urgency with the timing of the sale of the GO's, staff is continuing to monitor rates and discussing the timing of the sale with Hilltop, the City's Financial Advisor.

- **Annual Building Safety Inspections in the Central Business District**

Attached to this report are staff notes providing an update on owner and tenant communication and inspection services. This is a follow up item from discussions at a recent Council meeting. This will be a helpful guide and an important building and fire safety initiative, particularly in commercial locations with zero lot lines, common walls, and multi-tenant situations when an adjacent vacancy can have a detrimental impact neighboring businesses.



- **5th Annual Terrell Taco Festival**

The footprint for this event shifted to downtown for the first time. The crowd was much larger than it had been in years past. There were positive reviews from visitors and downtown merchants alike. The City and Chamber staff plan to continue using this new footprint for future events with minor modifications that address safety concerns and improve walkability.

- **Marketing Services RFQ Responses**

The City issued [RFQ 25-06 Marketing & Public Relations Services](#), with responses due April 9, 2025. The purpose was to identify a firm to assist in expanding marketing, branding, and public relations efforts of the City. After identifying the finalists, a City team led by Omayra Mata interviewed the top three firms. These included (in alphabetical order):

- Belmont Icehouse
- Brandera
- Gray Reed

The other members of the evaluation team include Rayland Smith, Payton Wynne, Alison Walker, and Mike Sims. The team hopes to determine a recommendation during the week of May 12.

- **Executive Search Services RFQ Responses**

The City has issued [RFQ 2025-04 Executive Search Services](#). This RFQ will be used to evaluate and select a firm to provide Executive Search Services to the City of Terrell for a 36-month period. The RFQ was issued in order to identify a firm to be used in the recruitment, evaluation, and selection of a new Director of Finance, as well as any near future executive level recruitments the City may require. The responses to this RFQ are due to the City on Tuesday, May 20.

- **Audit RFQ Responses**

Responses to [RFQ 2025-02 Compliance Audit Services](#) and [RFQ 2025-03 Standard Audit Services](#) were due on Tuesday, May 6 at 10:00 AM. The only respondent for RFQ 2025-02 was Whitley Penn, LLP. The respondents for RFQ 2025-03 Standard Audit Services were (in alphabetical order):

- Forvis Mazars, LLP
- Patillo, Brown & Hill, LLP
- Vail & Park, P.C.
- Whitley Penn, LLP

In my previous experience, I have personally worked with three of the four firms and believe we would receive excellent service from any of them. While I am not personally familiar with Vail & Park, I am quite sure they would be a quality firm as well.

The next step in the process will be for the RFQ review committee to review and evaluate the responses, conduct interviews as may be necessary, and develop a recommendation for Council consideration. As a reminder, the RFQ Review Committee currently consists of the following individuals:



## ***City Manager's Notes***

**May 9, 2025**

- Keith Dagan, Texas Municipal League City Financial Services
- Trudy Lewis, City of North Richland Hills Assistant City Manager
- Marty Coursey, City of Terrell Interim Finance Director
- Charles Williams, City of Terrell Contract Employee in Finance through SGR.
- Robert Messer, Senior Executive Vice President and Chief Strategy Officer, American National Bank.

Additional background information on these individuals is available in the City Manager's Notes from April 25, 2025. (<https://www.cityofterrell.org/Archive.aspx?AMID=50>)

### ***In Closing***

If staff can provide additional information or clarification, please let me know. Thank you all for your continued service and dedication to the City of Terrell.

Respectfully,

Mark C. Mills  
Interim City Manager

**Fire Marshal / Building Official  
Annual Building Safety Inspections  
Central Business District**

As a follow-up to the March 4 City Council discussion regarding code enforcement and citizen comments on the condition of downtown buildings, city staff is providing the following update on enhanced inspection and code enforcement efforts within the Central Business District (specifically the area between Rockwall and Virginia).

Staff will begin engaging with current tenants and property owners to review key items typically addressed during Certificate of Occupancy inspections and annual safety inspections. These discussions will help clarify expectations and requirements for building maintenance and tenant safety.

Additionally, staff will initiate outreach through meetings and written correspondence to all affected individuals. This campaign will include information about downtown revitalization efforts, such as PADIC grant opportunities, City capital improvement projects, and long-term planning initiatives.

We believe this process will provide a strong foundation for collaborative discussions with property owners about necessary building improvements to support both current and prospective tenants.

City staff will continue to keep City Council informed throughout this process, providing updates on meetings and correspondence with property owners. We welcome any comments or feedback as we move forward.

Thank you!

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**ANNUAL BUILDING SAFETY INSPECTIONS** include health and safety inspections for all buildings and business which include, but are not limited to:

- Life safety including exit doors, panic hardware, ceiling tiles and grid, backflow devices, signage,
- Electrical, plumbing, and mechanical equipment code compliant and in working condition
- Fire extinguishers, means of egress, system inspections
- Miscellaneous – combustible materials, extension cords / permanent wiring, electrical panels, unsafe/exposed wires, outlets, and fixtures
- Sign permits
- City and State permits / certificates – including Health / Food Inspection, Game Hall, Coin Operated Machines, Residential Tenant Registration, Certificate of Occupancy (updates may be required)

**BUILDING RESTORATION & MAINTENANCE:**

*ZONING ORDINANCE – SECTION 27A.7 – MAINTENANCE & PRESERVATION (CBD) (see Exhibit 1)*

2. The Building Façade Plan shall clearly show how any new structure and/or any structure that is undergoing exterior renovations will look, and shall portray a reasonably accurate depiction of the materials to be used. Especially significant is the way in which such structure(s) will be viewed from the thoroughfare upon which the property faces and/or sides.
3. Review, approval and appeal procedures shall be the same as the procedures for a Building Permit Plan, as outlined in Section 12.
4. The MD Director (or his/her designee) may, as he/she deems appropriate, require submission of information and materials (possibly actual samples of materials to be used) additional to those initially submitted by the applicant during the Building Facade Plan review process.
11. **Overhead Power Lines** – New utility lines to business establishments shall be placed underground or toward the rear of existing buildings.
12. **Pedestrian Streetscape** – Pedestrian spaces shall be treated with amenities that are selected based upon their ability to unify the streetscape with the area's historic past. It is important that elements such as construction materials, colors, textures and fixture design complement the area's historic qualities. These features shall be repeated throughout the streetscape so as to unify the district as a whole.
13. **Furnishings** – Planters, window boxes, street furniture and other streetscape furnishings shall be complementary to the historical time frame of the CBD area, and shall be located not more than five feet (5') from the building front/facade.
14. **Open Storage** – Open storage is prohibited in the CBD district.

**27A.7****MAINTENANCE AND PRESERVATION****A. Purpose**

Existing buildings in the Central Business District collectively create an image that is vital to the character and attractiveness of the city that must be properly maintained and preserved in order to sustain the appearance and economic vitality of the CBD.

**B. Preservation of Architectural Features and Materials****1. Facades**

- a. Original doors, entrances, windows, cornices, friezes, parapets and wall treatments should be preserved or restored to the original design in as much as possible using proper maintenance, painting, cleaning and established restoration methods and techniques.
- b. Wood siding materials and architectural details are such an important feature of an historic building it should be restored and repaired using materials that resemble the original texture and character of the original material as much as possible, aluminum, plastic or vinyl siding or materials shall not be used.
- c. Wood materials should be painted at least every five years to prevent deterioration.
- d. Wood materials should not be sand blasted or stripped using wet or dry abrasives or power wire brushes that will damage the wood. Wood surfaces should be hand scraped and sanded before painting.
- e. Masonry materials usually do not require cleaning as aging produces a patina or color changes that creates a desirable appearance. Cleaning should only be done to halt deterioration or to remove heavy soiling and should be done with the gentlest method possible, such as low pressure water and detergents.

- f. Masonry walls built prior to 1860 were customarily painted and after this date were usually left unpainted. Surfaces that were previously painted should remain painted and unpainted surfaces should remain unpainted.
- g. Waterproofing materials may actually change the color, appearance or damage the materials and should be used with caution and tested on a small area prior to application.

2. **Demolition**

- a. Demolition of an existing building should only be considered as a last resort and only if the building is structurally unsafe and determined it cannot be repaired or rendered safe upon inspection by a qualified registered structural engineer or architect.
- b. If demolition reveals the side of an adjacent building that was designed never to be exposed the wall should be painted a neutral or brick color compatible with surrounding buildings. Stucco or stucco panels should only be used if the wall is too unattractive to paint.

3. **Demolition by Neglect for existing buildings:** No owner or person with an interest in real property within the CBD District shall permit the property to fall into serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgement of the City Council and/or the Chief Building Official, produce a detrimental effect upon the character of the CBD as a whole or the life and character of the property itself.

- a. Examples of such deterioration include but are not limited to:
  - 1. Deterioration of exterior walls or other vertical support;
  - 2. Deterioration of roofs or other horizontal members;
  - 3. Deterioration of exterior chimneys;
  - 4. Deterioration or crumbling of exterior stucco or mortar;
  - 5. Ineffective waterproofing of exterior walls, roofs, or foundations, including broken windows or doors;
  - 6f. Deterioration of any feature so as to create a hazardous condition which could lead to the claim that demolition is necessary for public safety.

4. **Boarded up windows** – Boarded-up windows on the first floor of a building façade that fronts on a street are prohibited, except as follows:

- Buildings that have been determined to be unrepairable and tagged accordingly by inspection services.
- Time of compliance:
  - Existing buildings with boarded-up windows on the first floor will have six months from the effective date of this section to comply with the regulations herein.
- Nothing in this section shall preempt enforcement of any city ordinance or state law with respect to the regulation of unsafe structures.

## 27A.8 OUTDOOR DISPLAYS AND SALES

A. **Temporary Outdoor Retail Sales** - Temporary outdoor retail sales, which involves the outside display of merchandise and/or seasonal items, shall be limited to the following:

- 1. Shall not be placed/located more than twelve feet (12') from the main building.
- 2. Shall not pose a safety or visibility hazard, nor impede public vehicular or pedestrian circulation, either on-site or off-site, in any way (i.e., sidewalk sales cannot block the sidewalk or extend out into the street).