



## **City Manager's Notes**

**Week Ending  
July 25, 2025**

Mayor and Council.

The City Manager's Notes for the week ending July 25, 2025, are provided below. This report contains public information and can be freely shared.

### **Budget Workshop Reminder**

As a reminder, the City Council is scheduled to hold a budget workshop on Friday, August 1. This workshop will be held in the Rosenbaum Room located at the Terrell Police Department. Breakfast will be available beginning at 8:30 am, with the workshop beginning at 9:00 am.

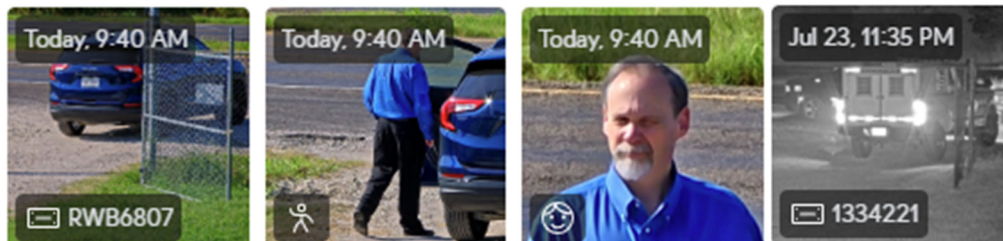
### **October 6 Joint Meeting Reminder**

As a reminder, the joint meeting of the City Council, PADIC, the school district, and Terrell Economic Development Corporation is scheduled for the evening of Monday, October 6. Please mark your calendars.

### **Animal Services Update**

On Friday, August 1, the oversight of Animal Services will transition from the Police Chief to the Director of Neighborhood Services, Denish Simon.

As of Tuesday, July 22, a new camera has been installed at the Animal Shelter. This camera should provide a higher quality recording than what was previously available. It also has license plate reading capability and the ability to capture faces. The hope is this will provide additional information to staff regarding afterhours "drop off" of animals at the facility, which is not permitted.



I was also notified by staff that the shelter has passed its annual state inspection. There were no specific comments made on the report provided, however, staff did indicate that the inspector stated they were glad to see the improvements the City has made at the facility.

### **Interim Finance Director / Director Search**

The City's Interim Finance Director, Marty Coursey, has provided notice that she will be ending her engagement with the City on Thursday, July 31. Ms. Coursey has been a valuable asset to us, but unfortunately personal obligations will require her to step away. We are currently working to secure a replacement Interim Finance Director until such time as we are able to secure a permanent Director.

In regard to the recruitment for a Finance Director, we are currently in the design phase for the position's marketing material. We expect the active recruitment to begin the week of August 4.



**Ratings Affirmed**

Earlier this year, City Council approved a parameter sale of Certificates of Obligation (COs) and General Obligation Refunding Bonds (GOs). This allowed staff and Hilltop, the City's financial advisor, to move forward with the sale when certain parameters were met. Earlier this year, the COs, which were used to fund the purchase of the two new fire engines and the upgrade of the City's public safety radio system, were issued. Staff and Hilltop are preparing for the issuance of GO Refunding Bonds, Series 2025A and Taxable Series 2025B. The issuance of these GOs will allow the City to take advantage of market conditions to refinance two outstanding previous issuances, reducing future interest costs. As part of this process, the rating agencies the City utilizes have evaluated our updated information and affirmed our current ratings. Moody's affirmed our "Aa3" rating and Standard S&P affirmed our "AA" rating. The ratings issued by these agencies are a metric used by potential investors to gauge the creditworthiness of the City.

Investor Outlook	Moody's	S&P	Description
Very Attractive	Aaa	AAA	Prime
	Aa1	AA+	High Grade
	Aa2	AA	
	Aa3	AA-	
Attractive	A1	A+	Upper Medium Grade
	A2	A	
	A3	A-	
Neutral	Baa1	BBB+	Lower Medium Grade
	Baa2	BBB	
	Baa3	BBB-	
Unattractive	Ba1	BB+	Non-Investment Grade Speculative
	Ba2	BB	
	Ba3	BBB-	
	B1	B+	Highly Speculative
	B2	B	
	B3	B-	
	Caa1	CCC+	Substantial Junk
Very Unattractive	Caa2	CCC	Extremely Speculative
	Caa3	CCC-	Default Imminent with Little Prospect for Recover
	Ca	CC	
		C	In Default
	C	D	
	/		
	/		

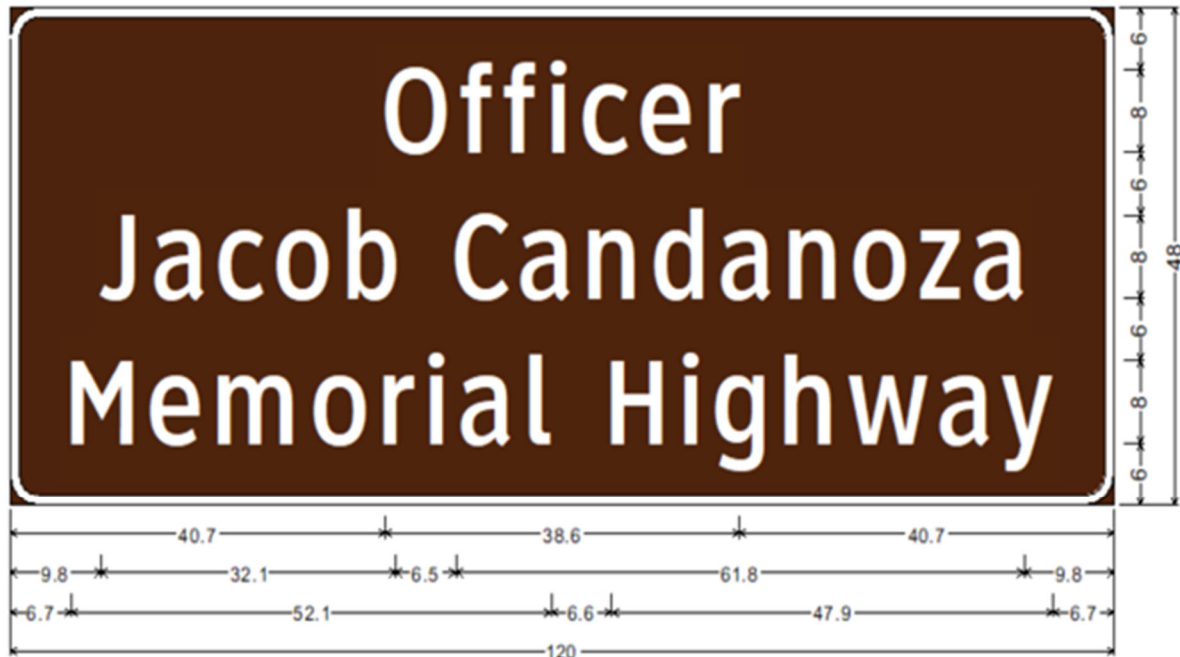
**Literacy Depot**

The Hulsey Public Library's Literacy Depot, the hub for youth programming and the Makerspace, is moving to a new location. The move is necessary after a water leak discovered at the current location creates an unsafe environment for patrons and staff. We are very excited to restart programming in mid-August at the new location at The Shops of Terrell.



**Officer Jacob Candanoza Memorial Highway**

With the passage of HB 2198, sponsored by Rep. Keith Bell and Sen. Bob Hall, the portion of State Highway 34 between Kings Creek Drive and North Francis will be designated as the Officer Jacob Candanoza Memorial Highway; approximately 5.7 miles in length. Once installed, TxDOT is responsible for the repair, maintenance, and replacement of each sign. TxDOT may not design, construct, or erect the markers unless the initial costs are covered by funds from outside of TxDOT. The estimated costs the design and installation of the two signs is \$6,958. The City has submitted an Intent to Fund Form with TxDOT so that work can begin.



3.0" Radius, 1.0" Border, White on Brown;

"Officer", ClearviewHwy-3-W; "Jacob Candanoza", ClearviewHwy-3-W; "Memorial Highway", ClearviewHwy-3-W;

**Fire Station #3 Update**

Below is a link to the most recent construction update video for Fire Station #3.

- <https://wraarchitects.canto.com/b/P67QK>
- <https://youtu.be/WrkROKqeCvk>

**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



**City of Terrell, Texas**  
**Finance Director**

*Recruitment Timeline & Workplan*  
(7/2025)

TIMEFRAME	ACTIVITY
<b>PHASE I: DEVELOP/REVIEW CANDIDATE PROFILE AND RECRUITMENT STRATEGY</b>	
<b>7/9/2025-8/3/2025</b>	<ul style="list-style-type: none"><li>Recruitment Kick-Off Meetings</li><li>The Ideal Candidate Profile</li><li>Recruitment Brochure Development &amp; Marketing Strategy</li></ul> <p><i>* Position to be "live/open" starting on or before Monday, August 3, 2025</i></p>
<b>PHASE II: AGGRESSIVE, PROACTIVE, AND ROBUST RECRUITMENT</b>	
<b>8/4/2025-8/31/2025</b>	<ul style="list-style-type: none"><li>Coordinate Marketing and Advertising</li><li>Consultant Outreach and Application Acceptance</li><li>Prescreening Questionnaire completed by candidates</li><li>Preliminary Candidate Reporting</li></ul> <p><i>* Application Deadline – Friday, August 29, 2025</i></p>
<b>PHASE III: SELECTION</b>	
<b>9/1/2025-9/12/2025</b>	<ul style="list-style-type: none"><li>Consultant to Conduct Resume Review / Screening Interviews</li><li>Candidate Screening Report</li></ul>
<b>Week of 9/14/2025</b>	<ul style="list-style-type: none"><li>Candidate Review Meeting w/ City of Terrell Team</li></ul>
<b>Week of 9/21/2025</b>	<ul style="list-style-type: none"><li>Semi-Finalist Interviews w/ City of Terrell (<i>Remote via Zoom</i>)</li></ul>
<b>Week of 10/5/2025</b>	<ul style="list-style-type: none"><li>Finalist Interviews w/ City of Terrell (<i>In-Person</i>)</li></ul>
<b>Following Interviews</b>	<ul style="list-style-type: none"><li>Reference Checks &amp; Background Check: (<i>1-2 Weeks needed</i>)</li></ul>