

AGENDA

Special City Council Meeting and Workshop



5:00 PM - Tuesday, April 20, 2021

Rosenbaum Room, Terrell Police Headquarters, 1100
N. State Highway 34, Terrell, Texas

Mayor Rick Carmona

Council Members

District 2 - Grady Simpson

District 3 - Mayrani Velazquez

District 4 - Charles Whitaker

District 5 - Tim Royse

City Manager Mike Sims

NOTICE IS HEREBY GIVEN that the Terrell City Council will conduct a Special City Council Meeting and Workshop at 5:00 p.m. on Tuesday, April 20, 2021, at Terrell Police Headquarters located at 1100 N. State Highway 34, Terrell, Texas. The meeting is open to the public with limited seating in the Rosenbaum Room. Recommendations of the CDC regarding social distancing will be practiced during the course of the public meeting to slow the spread of the Coronavirus (COVID-19).

If you choose not to attend in person and you wish to submit public comments, email support@cityofterrell.org and title the email "Public Comment". All public comments submitted by 12:00 pm on Tuesday, April 20, 2021 will be provided to the City Council members and read into the record for the Tuesday, April 20, 2021 City Council Meeting.

Page

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE TO AMERICAN FLAG AND TEXAS FLAG.

4. MAYOR AND COUNCIL COMMUNITY RECOGNITION AND EVENTS

5. HEAR REMARKS FROM VISITORS.

This time is set aside on the agenda to invite any person to address the Council on issues not subject to a public hearing. Routine administrative matters are best discussed with the appropriate City Staff before bringing them to the Council. Prior to the meeting, please complete a "Citizen Participation Form" and present it to the City Secretary. In accordance with the Texas Open Meetings Act, Section 551.042, the City Council cannot discuss, consider, or take action on matters not listed on the agenda. Speakers should limit their comments to 3 minutes and are asked to speak into the microphone provided, identifying themselves for the record. The total amount of time set aside for this place on the agenda is 15 minutes. Comments of a personal nature directed at the Council or Staff are inappropriate.

6. DISCUSSION ITEMS

6.1.	Discuss April-May 2021 City Council Calendar. <u>April-May 2021 calendar</u>	4 - 5
6.2.	Discuss City Council Approval of Surplus Items for Auction <u>Agenda Item Report - AIR-21-023 - Pdf</u>	6 - 17
6.3.	Discuss Strategic Plan Wrap Up. <u>Strategic Plan FY22</u>	18 - 50
6.4.	Discuss Deferred Park Maintenance Procurement. <u>PARK DEFERRED MAINTENANCE PROCUREMENT</u>	51 - 55
6.5.	Discuss Award of Advanced Metering Infrastructure Project <u>Agenda Item Report - AIR-21-026 - Pdf</u>	56

7. ADJOURN INTO EXECUTIVE SESSION IN ACCORDANCE WITH SECTION 551 OF THE TEXAS GOVERNMENT CODE TO DISCUSS THE FOLLOWING:

Section 551.071 Consultation With Attorney-Pending or Contemplated Litigation.

Section 551.072 Deliberations Regarding Real Property.

Section 551.087 Deliberations Regarding Economic Development Negotiations.

8. RECONVENE INTO REGULAR SESSION AND CONSIDER ACTION, IF ANY, ITEMS DISCUSSED IN EXECUTIVE SESSION.

9. ADJOURN.

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the Governing Body of the City of Terrell is a true and correct copy of said NOTICE, which has been posted on the front OUTDOOR BULLETIN BOARD CABINET FOR AGENDAS of the Terrell City Hall, Terrell, Texas, a place convenient and readily accessible to the General Public and on the website at cityofterrell.org, and which has been continuously posted for a period of seventy-two (72) hours prior to the date and time said meeting was convened.

Posted Friday, April 16, 2021 –5:00 p.m.

Dawn Steil, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 972-551-6600 for further information. Braille is not available.

Council Reserves the Right to Adjourn into Executive Session to Seek Legal Counsel on a Matter Which the Canon of Legal Ethics Demands to Preserve the Attorney-Client Privilege Pursuant to Section 551.071(2) of the Texas Government Code.

March 2021

S	M	T	W	T	F	S
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May 2021

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APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4 Easter Sunday	5	6 Workshop 5:30 pm and City Council Mtg 7 pm at TPD	7	8 Park Board Meeting 6:00 pm Terrell Service Center	9	10
11	12	13	14 Airport Board Meeting 6:00 pm at Terrell Municipal Airport	15	16	17
18	19 Early Voting Begins	20 Workshop 5:00 pm and City Council Mtg 7 pm at TPD	21	22 Planning & Zoning Board 5:30 pm	23	24
25	26 ZBA Meeting 5:30 pm	27 Special City Council Mtg and Wkshp 5:30 pm at TPD Last Day for Early Voting	28	29	30	1

April 2021						
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MAY 2021

June 2021						
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27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1 Election Day
2	3	4 Workshop 5:00 pm and City Council Mtg 7 pm	5	6	7	8
9 Mother's Day	10	11 Special City Council Mtg and Workshop 5:30	12 Airport Board Meeting 6:00 pm at Terrell	13 Park Board Meeting 6:00 pm Terrell Service	14	15
16	17	18 Workshop 5:00 pm and City Council Mtg 7 pm	19	20	21	22
23	24 ZBA Meeting 5:30 pm	25 Special City Council Mtg and Workshop 5:30 pm	26	27 Planning & Zoning Board 5:30 pm	28	29
30	31 Memorial Day	1	2	3	4	5

Special City Council Meeting and
Workshop
AGENDA ITEM REPORT



To: Glenn Caldwell
Subject: Discuss City Council Approval of Surplus Items for Auction
Meeting: Special City Council Meeting and Workshop - Apr 20 2021
Department: Public Services
Staff Contact:

BACKGROUND INFORMATION:

Attached is a list of fleet that is no longer in service or operable. The surplus property and equipment has outlived its usefulness to the City of Terrell. Staff is requesting City Council to declare all items listed as surplus.

ATTACHMENTS:

[City of Terrell, Tx Auction Catalog 2021](#)

Lot #

1  **Lot 1: John Deere 544GTC Rubber Tire Loader**
 5974 Hours, Machine starts with the key and runs out. Seems to operate as it should, taken out of service 02/2021. Please see video for machine operation , Serial number: *DW544GB560090*, 2.5 yard bucket. 17.5x25 rubber

2  **Lot 2: John Deere 450G Crawler Dozer**
 3987 Hours. 6 way blade. Ripper. 3 Rear remotes. Powershift Transmission (4 ranges forward/backward). Solid Undercarriage, was gone through less than 200 hours ago(Per city employee). new batteries and starter (3/2021) Dozer starts with the key and runs out strong. Solid machine. , Serial Number T0450GF764055

3  **Lot 3: 2001 Ford Taurus**
 18913 original Miles, 3.0L v6, Runs & drives

4  **Lot 4: 2007 Chevrolet Silverado**
 Vin#1GCEC19C17z547896, Showing 105526 miles, Truck runs and drives. Taken out of service 3/2021 , Has the 4.8l V8

5  **Lot 5: 2004 Ford F-250**
 Vin# 1FTNF20505EB48610, 5.4L 3v Triton , auto trans., Was running when taken out of service 03/2021, 110621 Miles

6  **Lot 6: 2005 Ford F-150**
 Vin#1FTRF12W45NA55672, Shows 87769 miles, V8 and auto trans, Truck was running when taken out of service 03/2021, Aftermarket radio

7  **Lot 7: 2003 GMC Yukon**
 Was running when taken out of service 03/2021. Automatic transmission. 4.8 V8 Vortec engine 194946 Miles. has CEL

8  **Lot 8: 1997 Chevy C7500 Dump Truck**
 48,421.3 miles. 3116 Caterpillar engine, auto trans. Was fully operational when taken out of service 02/2021. See video of truck. 11R22.5 Tires

9  **Lot 9 : Gorman Rupp 10 Series Self-Priming Centrifugal Pump**
 Pump runs off a 3 cylinder Deutz engine , Mounted on trailer., Bill of sale only

10  **Lot 10 : Dry Van Trailer**
 Bill of sale only., Must be hauled

11  **Lot 11: 2005 Chevy 2500**
 108827 miles 2WD Automatic 6.0 V8 engine Gooseneck Hitch. Was running when taken out of service 03/2021.

12  **Lot 12: 2016 Chevrolet Tahoe**
 Ex police unit. , Shows 90788 miles , Unit ran when taken out of service 02/2021, Vin# 1GNLCDEC5GR151590

13  **Lot 13: 2013 Chevy Tahoe**
 Ex police unit , Shows 138192 miles, Unit ran when taken out of service 02/2021, Starts with the key. Has back seat, no center console , Vin#1GNLC2E0XDR230520

14  **Lot 14: Bumper Pull Camper Trailer**
 Camper trailer has a single working Slide out. Was used as a backup mobile command post. Has very little use or ware.

15  **Lot 15: 1997 Ford Louisville 12Yard Dump Truck**
 Truck was functioning as it should when taken out of service 03/2021 , 12Valve Cummins, auto Trans. , Good 11R22.5 Rubber all around

16

ITEM 6.2

**Lot 16: 1997 Freightliner FL80 12 Yard Dump Truck**

Truck was fully operational when taken out of service 03/2021. , 12 Valve Cummins, auto trans, Good 11R22.5 rubber all around

17

**Lot 17: 1996 Ford F Series 2 Yard Dump Truck**

Fully Operational When Taken out of service 03/2021 , 12valve Cummins, auto trans, Good 11R22.5 Rubber All Around

18

**Lot 18: 2004 Chevrolet 3500 Van**

Operational when taken out of service 03/2021. Starts with the key, runs out strong. Shows 117xxx miles.

19

**Lot 19 : Dual Tandem Flatbed Equipment Trailer**

19A

**Lot 19A: Stihl MS290 Chain Saw**

20

**Lot 20: Wacker Concrete Saw BFS 914AB**

21

**Lot 21: Fuel Tank - New**

21A

**Lot 21A: B+P Aluminum Mobile Yard Ramp**

22

**Lot 22: Rexel 3250 Paper Shredder**

23

**Lot 23: Kromer B100 Paint line striping**

25 Gallon capacity

24

**Lot 24: Lot of 6 Filing Cabinets**

25

**Lot 25: Pair of Filing Cabinets**

36x52x18

26

**Lot 26: Pair of filing cabinets**

36x67x18

27

**Lot 27: Pair of Filing cabinets**

36x28x18 other is 42x28x18

28

**Lot 28: Lot of 4 Filing Cabinets**

29

**Lot 29: Pair of Filing cabinets**

42x64x18

30

ITEM 6.2.

**Lot 30: Sharp Storage Cabinet**

31

**Lot 31: Lot of printers**

32

**Lot 32: Shelf - disassembled**

33

**Lot 33: Desk**

34

**Lot 34: Desk Topper**

35

**Lot 35: Lot of 2 Filing Cabinets and desk**

36

**Lot 36: Eight Office chairs**

37

**Lot 37: Pair of Waitingroom chairs**

38

**Lot 38: Side Table**

39

**Lot 39: Desk with glass top**

40

**Lot 40: Cubical dividers**

41

**Lot 41: 2 shelves disassembled**

42

**Lot 42: Large Wooden Desk**

Currently disassembled on pallets

43

**Lot 43: Filing Cabinet**

44

**Lot 44: Backhoe Bucket**

45

**Lot 45: Backhoe Bucket**

45A

ITEM 6.2.

**Lot 45A: Backhoe Bucket**

46

**Lot 46: Lot of 4 Desks**

47

**Lot 47: Side Table**

48

**Lot 48: Disassembled Office Set Up**

49

**Lot 49: Cubical dividers**

50

**Lot 50: Book Shelf**
36x60x12

51

**Lot 51: Desk**

52

**Lot 52: Paint Sprayer**

53

**Lot 53: GPI M-3025 Fuel Transfer Pump**

54

**Lot 54: Pair of XL Bolt Cutters**

55

**Lot 55: Office Material**

56

**Lot 56: Sirrens**

57

**Lot 57: Lights**

58

**Lot 58: Auto parts - 67 from last auction**

59

**Lot 59: Sinks**

**Lot 60: Filings Cabinets**

75 **ITEM 6.2.**  **Lot 75: Royal Blue Sports Jerseys**

76  **Lot 76: Green Youth Sports Jerseys**

77  **Lot 77: White & Blue Sports Jerseys**

78  **Lot 78: White & Blue Sports Jerseys**

79  **Lot 79: Blue & White Youth Sports Jerseys**

80  **Lot 80: Blue & White Youth Sports Jerseys**

81  **Lot 81: Navy & White Youth Sports Jerseys**

82  **Lot 82: Navy & White Youth Sports Jerseys**

83  **Lot 83: Navy & White Youth Sports Jerseys**

84  **Lot 84: Orange Youth Sports Jerseys**

85  **Lot 85: Orange & White Youth Sports Jerseys**

86  **Lot 86: Gold & Black Youth Sports Jerseys**

87  **Lot 87: Blue Youth Sports Jerseys**

88  **Lot 88: Grey Youth Sports Jerseys**

89  **Lot 89: Red & Black Youth Sports Jerseys**

90 ITEM 6.2.  **Lot 90: White & Black Youth Sports Jerseys**

91  **Lot 91: Youth Green & White Jerseys**

92  **Lot 92: Black & White Youth Jerseys**

93  **Lot 93: Misc Red & White Youth Sports Jerseys**

94  **Lot 94: Black & White Youth Sports Jerseys**

95  **Lot 95: Gold Youth Sports Jerseys**

96  **Lot 96: Black & White Youth Sports Jerseys**

97  **Lot 97: Red & White Youth Sports Jerseys**

98  **Lot 98: Yellow Sports Jerseys**

99  **Lot 99: Blue & White Sports Jerseys**

100  **Lot 100: Black Youth Sports Jerseys**

101  **Lot 101: Navy Blue Youth Sports Jerseys**

102  **Lot 102: Burgundy Youth Sports Jerseys**

103  **Lot 103: White Youth Sports Jerseys**

104  **Lot 104: White & Black Youth Sports Jerseys**

105

ITEM 6.2.

**Lot 105: Mixed Color Sports Jerseys**

106

**Lot 106: Blue youth Sports Jerseys**

107

**Lot 107: Red & Black Youth Sports Jerseys**

108

**Lot 108: White Youth Sports Jerseys**

109

**Lot 109: Y- Large Red & Black Sports Jerseys**

110

**Lot 110: White Youth Sports Jerseys**

111

**Lot 111: Navy Youth Sports Jerseys**

112

**Lot 112: White & Red Youth Sports Jerseys**

113

**Lot 113: Green & White Youth Sports Jerseys**

114

**Lot 114: Blue Youth Sports Jerseys**

115

**Lot 115: Red & White Youth Sports Jerseys**

116

**Lot 116: Misc Color Youth Sports Jerseys**

117

**Lot 117: Misc Color Youth Sports Jerseys**

118

**Lot 118: Youth Large White Baseball Pants**

119

**Lot 119: Grey Youth XL Pants**

120 ITEM 6.2.  Lot 120: Youth Medium White Pants

121  Lot 121: White Youth XL Pants

122  Lot 122: White Youth Medium Pants

123  Lot 123: White Youth Pants

124  Lot 124: Grey Youth Medium Pants

125  Lot 125: Grey Youth XL Pants

126  Lot 126: Grey Youth Medium Pants

127  Lot 127: Grey Youth Medium Pants

128  Lot 128: White Youth Medium Pants

129  Lot 129: Grey Youth Medium Pants

130  Lot 130: Youth Small Grey Pants

131  Lot 131: Youth Medium Grey Pants

132  Lot 132: Youth Small Grey Pants

133  Lot 133: Youth Small Grey Pants

134  Lot 134: Youth Extra Small Grey Pants

135		ITEM 6.2. Lot 135: Youth Medium Grey Pants
136		Lot 136: Youth White Pants
137		Lot 137: Youth White Pants
138		Lot 138: Youth XS Grey Pants
139		Lot 139: Youth XL White Pants
140		Lot 140: Youth White Pants
141		Lot 141: Youth Medium White Pants
142		Lot 142: Misc Color Youth Pants
143		Lot 143: Medium White Pants
144		Lot 144: Youth Large Grey Pants
145		Lot 145: Youth Medium Grey Pants
146		Lot 146: Youth XL White Pants
147		Lot 147: Youth Medium White Pants
148		Lot 148: Misc White Baseball Pants
149		Lot 149: Grey Youth Small Baseball Pants

150

ITEM 6.2.



Lot 150: Grey Youth XL Pants

151



Lot 151: Grey Youth XL Pants

FY22, FY23, FY24

City of Terrell Strategic Plan



Strategic Plan Themes

The Themes

1. Our Citizens benefit when we are efficient and relentless: Operational Goals
2. Our Citizens benefit when we are the partner of choice: Partnership Goals
3. Our Citizens benefit when we are a great place for commercial investment and job creation: Development Goals
4. Our Citizens benefit when we are diligent in maintaining and enhancing infrastructure: Construction Goals
5. Our Citizens benefit when we set and achieve Quality of Life benchmarks: Quality of Life Goals

Our Citizens benefit when we are efficient and relentless

Major Operational Goals

- Add multiple staff in Police Department to meet growth in calls/demand for service and to maintain/improve recent anti-narcotics successes
- Add multiple staff in municipal development to improve customer service and stay ahead of development
- Stabilize operations with single new positions for finance clerk, assistant city manager, assistant fire marshal
- Keep the budget growing to meet our city's needs
- Expand library and youth recreation staff concurrent with budget availability to grow programs
- Train, evaluate and retain the dedicated staff we have
- Plan for retirements and cross train for resilience
- Expand Spanish language skill sets
- Add Downtown security and “polish” functions
- Crisp and clean everyday
- Control IT spending while enhancing IT footprint
- Maintain balanced annual approach to fleet

Our Citizens benefit when we are the partner of choice

Major Partnership Goals

- Utilize regional animal shelter for pay-per-night services
- Utilize Garland/Mesquite radio system for emergency communication improvements
- Update NTMWD contract for growth and access to capital funds
- Plan new county sub courthouse with new municipal court element
- Negotiate partial CCN buyouts ahead of growth demands
- Work with NCTCOG/RTC on a wide range of grants and cooperative programs
- Work with TXDOT to improve maintenance, lower costs and obtain benefits from state capital investment
- Improve partnerships with TSHS/TDEM to put Covid-19 behind us and improve resiliency
- Negotiate voluntary annexations and new TIRZ Districts with surrounding major land owners
- Partner with NETRMA on outer loop planning and creative infrastructure finances
- Implement projects from the County Transportation Interlocal Agreement
- Enhance workforce, school district, TVCC, and other education partnerships

Our Citizens benefit when Terrell is a great place for commercial investment and job creation

Major Development Goals

- Update comprehensive plan zoning and subdivision ordinances to raise the standard
- Attract and open new retail, restaurants, lofts and entertainment downtown
- Support great mixed use hubs in Downtown, Crossroads, and TVCC Health Science Center; support a great retail destination at Shops at Terrell
- Foster high quality development and preservation in the Big Brushy Creek corridor by partnering for water, sewer, outer loop improvements with a variety of partners
- Promote more high quality residential infill
- Attract more quality, high wage employers
- Add a university presence and a hospital/medical center
- Continue the mindset that every square inch of Terrell matters and is worthy of municipal care and attention

Our Citizens benefit when our core infrastructure meets the needs

Major Construction Goals

- Build Temple, Blanche and South Alley as concrete complete streets
- Reconstruct North Alley, sections of Apache Trail and Metro Drive
- Reconstruct the Muckleroy Building to serve as a destination amenity
- Select and engineer the road, water, sewer, drainage, sidewalks, lighting and parking for the Town Square Development, including quiet zones and complete streets on US 80 and Spur 226
- Identify and engineer a second NTMWD take point as well as the water distribution system for big brushy creek corridor development
- Acquire land for a new library/community center, 3 fire stations, park expansions, lake area protection zones
- Fully implement smart water meters
- Finalize Kings Creek WWTP improvements
- Complete the US 80, FM 148, SH 205 reconstruction
- Work with TXDOT to start construction on IH 20 frontage roads at FM 148
- Implement enhanced approaches to street maintenance based off robotics/SPI
- Implement enhanced approach to storm water based on drainage study

Our Citizens benefit when we set and achieve quality of life benchmarks: Quality of Life Goals

Quality of Life Goals

- Design and Perform a thorough Quality of Life Audit
- Utilize the results of the Quality of Life Audit to set a range of Quality of Life Goals
- Establish Financial Plans and Partnerships necessary to build and operate the Capital Improvements and/or Operational Improvements identified in the Audit

FY22-FY24 Strategic Plan Workshops Timeline

February 2	Council Discussion
February 9	Police/Fire/City Manager
February 16	Human Resources/Housing/Finance
March 2	Engineering/Utilities
March 9	Municipal Development/Library/IT
March 16	Court
March 30	Public Services
April 20	Council Discussion

Vision Statement from 2017 Comprehensive Plan



*Terrell, grounded by its legacy
as an authentic community,
is positioning itself to be
a regional and relevant
destination while offering
residents sustainable lifestyle
choices*

Vision and Goal Statements from Mayor and Council

- Build trust with residents, ensuring continuity and equitable service to each District.
- Continue working to improve streets, making maintenance a top priority.
- Show appreciation for efforts of city employees, make sure Council has opportunity to attend the Annual Employee Appreciation event as well as other opportunities.
- Change the community mindset, aim for higher standards and focus on a culture of pride by ensuring city properties/facilities are well maintained, including streets, sewer, lighting, sanitation and other city assets. Also, encourage and hold community members responsible for maintaining their properties.
- Work on unification, identifying the city by Districts rather than by North and South or East and West.
- Give equal attention to public facilities across the city, plan and implement neighborhood level infrastructure projects.
- Continue to prepare for growth and continue to encourage growth.
- Demand budget transparency and ensure Council objectives are in line with city expenditures.
- Focus attention on our infrastructure. Pay attention to details - mowing, paint, street sweeping.
- Address needed park improvements across all City park facilities.
- Ensure that all city entrances are given equal attention, specifically addressing the East entrance of the city.
- Continue to work diligently to secure a first-class medical facility.
- Work to continue to change the perception of Terrell by improving safety and quality of life.
- Provide good services and amenities.
- Sell Terrell by continuing efforts on business expansion and retention, including facilitating an event center with hotel.
- Increase and improve communication with citizens including educating community members about city services and creating and enhancing healthy community relationships.
- Plan for new facilities: library, fire station, etc.

- Improve safety (i.e. improve lighting, reduce flood prone areas, increase police patrol to reduce drug flow/sales, other illegal activity, 18-wheeler trucks driving in neighborhoods, increase patrol and pick-up of stray animals).
- Provide quality service waste/trash pick-up.
- Continue to prepare for city growth with an emphasis on partnerships at federal, state, regional and local levels to ease the burden of cost.

Goals

1.0 Internal Services Goals

1.1 City Secretary

#	Goal
1.1.1	Expand use of City technology to other boards and commissions
1.1.2	Implement an electronic records management system to technology to ensure the integrity of the records and history of our local government.
1.1.3	Finalize Certified Municipal Clerk Certification
1.1.4	Coordinate redistricting effort.
1.1.5	Review and Update Bylaws and Ordinances of City Boards and Commissions

1.2 Information Technology

#	Goal
1.2.1	Improve management of communication and mobile devices
1.2.2	Enhance Firewall, Server and Endpoint Security Management
1.2.3	Promote E-posters, kiosks for improved customer service and information delivery
1.2.4	Establish Information Technology department request and purchasing procedures to reduce unnecessary spending and maintain a more balanced budget.

1.3 Finance

#	Goal
1.3.1	Pursue a diverse tax base and revenue options in every fund
1.3.2	Increase General Fund balance to two months of operating expenditures
1.3.3	Build a sustainable financial structure that maintains the City's capital assets and provides for a quality workforce
1.3.4	Update Cell Phone procurement system
1.3.5	Upgrade Financial Software to include new features to help streamline many of our processes and eliminate the need for paper documents
1.3.6	Improve training/skill sets and increase the number of staff in the Finance Department
1.3.7	Achieve the Budget Presentation Award from Government Finance Officers Association
1.3.8	Complete the software implementation for credit card reconciliations
1.3.9	Implement pilot project for inventory management system
1.3.10	Update Financial Policy and improve financial reporting

1.4 Human Resources

#	Goal
1.4.1	Cultivate a culture that matches both citizen needs and the next generation of employees
1.4.2	Improve how the city encourages and supports professional development
1.4.3	Create a stand-alone employee indirect pool charge account in all departments to cover tuition reimbursements, global training, leave time payouts and other indirect expenses.
1.4.4	Move tuition reimbursement to 100%; increase certification pay
1.4.5	Third party review of HR Handbook, Job Descriptions and Departmental Policies
1.4.6	Third party review of hiring process, advertising and recruitment
1.4.7	Training for all supervisors on how to improve so we can recruit and retain non-traditional, but otherwise motivated applicants
1.4.8	Review and update employee handbook and financial policies
1.4.9	Pending funding, implement phased increases to close the gap behind market
1.4.10	Rework civilian STEPs to allow a merit based element
1.4.11	Major update to the Ray Study at/or prior to the 10 year mark

1.5 Fleet

#	Goal
1.5.1	Review additional staffing to service Emergency Response fleet equipment
1.5.2	Continue efforts to replace aging Dump Trucks and other Heavy Equipment
1.5.3	Restructure Fleet Staff
1.5.4	Reduce per vehicle maintenance and operation cost
1.5.5	Expand fleet as to accommodate expansion of staff/operations
1.5.6	Continue transition from ownership models to lease models
1.5.7	Transition to partnership-based public sector fuel purchasing
1.5.8	Maintain an effective fleet replacement schedule

1.6 Building

#	Goal
1.6.1	Adopt a more proactive approach to aging buildings
1.6.2	Continue phased approach to remodel of City Hall
1.6.3	Renovate Old City Hall
1.6.4	Fire Department Admin Facilities
1.6.5	Animal Shelter- transition for scale down use
1.6.6	Upgrade HVAC at several City Buildings

1.7 Public Information

#	Goal
1.7.1	Coordinate with County, School District & Chamber to deliver messages on key topics.
1.7.2	Continue to expand Social Media Presence, sharing posts with TISD, Chamber, STAR Transit and others when applicable
1.7.3	Serving on the 2021 Terrell Chamber of Commerce Executive Board/Vice Chairman of Legislative Advocacy
1.7.4	Regularly participate in Leadership Kaufman County Programs
1.7.5	Work with city departments to ensure concise, timely and customer- friendly public notices to residents.
1.7.6	Work with Chamber to coordinate tourism activities/promotion
1.7.7	Establish quarterly major downtown street festivals
1.7.8	Continue to make improvements to City Website
1.7.9	State/Federal Legislative efforts; including annual legislative programs for council approval
1.7.10	Create and Adopt New Social Media and Press Policies

2.0 Public Safety Goals

2.1 Police

#	Goal
2.1.1	Strengthen communications in house team
2.1.2	Implementation of Cutting Edge Technology
2.1.3	Partner with the community, including efforts such as Citizens Police Academy
2.1.4	Add additional Narcotics officers to strengthen enforcement and develop interdiction program

2.2 Fire

#	Goal
2.2.1	Continue to stimulate Professional Development and provide Growth Opportunities for both the Department and its members
2.2.2	Evaluate the Department's current fire station locations, design, and numbers with acceptable emergency response standards and projected growth.
2.2.3	Replace Apparatus which has met its 20 years end-of-service life to ensure a maintainable fleet of dependable up-to-date response Apparatus
2.2.4	Provide the Department's Fire Prevention program with the resources needed to carry out its enhanced Fire Safety Initiatives.
2.2.5	Provide the Department's Emergency Medical Services (EMS) with the support and oversight

	needed for its newly attained ALS (Advance Life Support) designation.
2.2.6	Incentivize certification and education advancement separately so that members are encouraged to seek advancement in each
2.2.7	Restructure the Department's current pay plan to provide adequate separation between ranks
2.2.8	Utilizing the data analysis provided by the Department's Fire Station Study to prepare to relocate Fire Stations #1 and #2 and prepare building a third Fire Station with a Fire Administration and creditable Training Facility (Drill Field) located on one of the three sites
2.2.9	Establish an Assistant Fire Marshal position
2.2.10	Establish an EMS quality assurance officer position

2.3 Emergency Management

#	Goal
2.3.1	Take advantage of the GMRS network to ensure the continuity of Public Safety communications
2.3.2	Provide an annual tabletop exercise and a Full Scale exercise for Department Heads and City officials
2.3.3	Evaluate the current EOC for functionality and provide redundancy in operations.
2.3.4	Take a more active role in the county and regional Emergency Management initiatives

2.4 Regional Medical Hub

#	Goal
2.4.1	Partner with TEDC regarding recruitment of new hospital and medical facilities
2.4.2	Support expansion of TVCC Health Science Center
2.4.3	Support reinvestment in the Terrell State Hospital and State Hospital partnerships with universities
2.4.4	Develop recruiting materials for medical facilities
72.4.5	Develop tax and incentive structures necessary for medical partnerships

2.5 Public Service

#	Goal
2.5.1	Conduct Emergency Simulation with Emergency Coordinator to establish operational goals to improve performance standards for various emergency events
2.5.2	Enhance staff training for emergency response
2.5.3	Refine a Rapid Response Team
2.5.4	Improve response stockpile of supplies and equipment

2.6 Municipal Court

#	Goal
2.6.1	Implement an electronic ticket system that can be accessed by the Police department, records department and municipal court
2.6.2	Partner with Terrell ISD and Terrell Public Library to create outreach programs and activities for kids
2.6.3	Utilize court bailiffs to serve arrest warrants and make phone calls to violators that have outstanding court balances.
2.6.4	Update current violator code list so the court is in compliance with the State of Texas and by doing increases court efficiency
2.6.5	Continue meeting with county officials to discuss construction of new municipal court building

3.0 Growth and Infrastructure Goals

3.1 Engineering

#	Goal
3.1.1	Continue implementation of ESRI software to make online mapping available
3.1.2	Continue efforts to GPS system inventory and update accuracy of maps
3.1.3	Initiate digital scanning of plans and records
3.1.4	Develop and implement succession plan City Engineer position
3.1.5	Continue to progress all TWDB and other projects
3.1.6	Initiate construction on New Terrell City Lake Dam project

3.2 Water Utilities

#	Goal
3.2.1	Develop succession plan for vacancies created by retirement
3.2.2	Provide licensing training and training to develop for new employees
3.2.3	Complete transition to an Automated Meter Infrastructure system and replace all meters
3.2.4	Continue efforts in root control of priority mains to reduce blockages and backups to customers
3.2.5	Identify avenues to reduce cost of water/sewer services to customers while building reserves
3.2.6	Increase capacity of wastewater treatment

3.3 Municipal Development

#	Goal
3.3.1	Develop more information related to violations and permitting for the citizens that can be beneficial for the bilingual community
3.3.2	Update Comp Plan
3.3.3	Enhance building inspections and expand hotel/motel services
3.3.4	Create three new programs; Quality of Life, Property Management System, Block heroes and council relations
3.3.5	Provide excellent customer service beyond
3.3.6	Three new full size trucks
3.3.7	Obtain CEU to continue to provide excellent services to the citizens of Terrell/Certified IPMC
3.3.8	Utilize consultant for Zoning Update, Performance Data and GIS Services
3.3.9	Budget for Building Standards Commission
3.3.10	Add Staff to match growing workload and Council Goals
3.3.11	Work with private entities to open New and improved private sector developments Citywide

3.4 Parks and Downtown Improvement (PADIC)

#	Goal
3.4.1	Council Assigns Members to Board
3.4.2	Board Receives Mandatory Training and City Planning Briefings
3.4.3	Board Drafts a Capital Plan for Council Approval
3.4.4	Board Develops Partnerships to Implement Priority Projects
3.4.5	Board Recommends Capital Expenditures to Council

3.5 Annexation Plan

#	Goal
3.5.1	Follow HB 347 and Resolutions 927 and 928
3.5.2	Finish annexations in progress
3.5.3	Negotiate voluntary annexations
3.5.4	Protect key entryways, transportation corridors and water/sewer system needs

3.6 Local Streets/Drainage

#	Goal
3.6.1	Annually monitor and maintain streets based on Robotics/SPI platform
3.6.2	Increase street maintenance funding to match Robotics/SPI recommendations; including blade and grade projects
3.6.3	Implement quality improvements with street lighting, street signs and street markings
3.6.4	Implement \$2M Asphalt Pavement improvements and find additional mechanisms for local street reconstruction projects
3.6.5	Determine a set of streets appropriate for a “big capital campaign”, coordinate those with water, wastewater and storm water capital projects
3.6.6	Annually monitor and maintain drainage along open drainage ditches
3.6.7	Implement Crisp and Clean Priority Projects
3.6.8	Address Drainage Improvement Needs along Alamo Creek

3.7 TXDOT Roadways

#	Goal
3.7.1	Develop partnerships for the FM 986/FM1392 relocation project
3.7.2	Utilize remaining FM148 funds for FM 148 sidewalk improvement
3.7.3	Support legislation promoting better TxDOT maintenance of TxDOT ROWs; continue to fund local support in the interim
3.7.4	Develop partnerships to clean and maintain US 80 entryway bridge structure
3.7.5	Annex along major roadway corridors to promote quality and increase land valuations
3.7.6	Partner with TxDOT to construct US80/FM148/SH 205 UPRR intersection improvement
3.7.7	Cooperate with County TR Partnership
3.7.8	Promote TxDOT Implementation of the IH20 Frontage Roads
3.7.9	Support TxDOT/RTC Funding for the SH205 Expansion

3.8 Airport Capital

#	Goal
3.8.1	Masterplan, Business Plan, Zoning Ordinance
3.8.2	Development Partnerships
3.8.3	Hanger and Aprons
3.8.4	Lighting, Fencing, Weather Station Improvements
3.8.5	New fuel farm
3.8.6	Drainage Improvements

3.9 Funding Capital Improvements

#	Goal
3.9.1	Pursue partnership grants, and other strategies to leverage modest City investments into large capital improvements
3.9.2	Stabilize unassigned fund balance of 60 days of operating reserve
3.9.3	Restructure utility rates to annually transfer 10 percent of Utility Fund to Utility Capital Reserve for pay-as-you-go capital and grant matching funds

4.0 Community Services Goals

4.1 Library

#	Goal
4.1.1	Increase hours open by 4 per week to maintain accreditation with the State
4.1.2	Increase budget for technology upgrades to meet the expanding virtual needs of the public and staff
4.1.3	Finalize Needs Assessment to accompany city's Master, Downtown and Park Plans and Continue planning for new library facility
4.1.4	Restructure and expand all programs to include on-site and virtual access
4.1.5	Reestablish an increased budget for updating and expanding print and online collections
4.1.6	Complete policies and procedures manual

4.2 Parks/Recreation

#	Goal
4.2.1	Conduct study to determine the viability of sports tourism and target uses
4.2.2	Explore partnerships and joint ventures with TISD, TVCC, sports teams organizers and developers that align with market findings
4.2.3	Integrate sports tourism marketing on the city website
4.2.4	Increase Youth Sports Offerings
4.2.5	Increase event offerings (Juneteenth, Play Date, etc.)
4.2.6	Implement PADIC Park Lighting Projects
4.2.7	Land Acquisitions consistent with Park Master Plan
4.2.8	Establish an annual Park improvement Pay As You Go program to address equipment replacement and upgrades
4.2.9	Set Pay As You Go priorities with Park Board/ PADIC Board input
4.2.10	Become the destination of choice for parks, youth recreation and youth sports tourism

4.3 Housing

#	Goal
4.3.1	Maintain Section 8 Management Assessment Program (SEMAP) rating as a “High Performer” each fiscal year
4.3.2	Reduce and maintain a Per Unity Cost that aligns with our grant fund amounts
4.3.3	Increase amount of Reserve Funds
4.3.4	Expand Jurisdiction to increase coverage area for HCV Program
4.3.5	Efficiency Improvement- Housing Pro (electronic document submission and retention)
4.3.6	Customer Service Software Upgrades- MRI Assistance Connect (Applicant, Tenant, and Landlord Portal)
4.3.7	Implement the Family Self Sufficiency program
4.3.8	Explore and implement other beneficial programs available to administer for our community

4.4 Sanitation

#	Goal
4.4.1	Oct 1, 2021 Phase in planned Franchise fee increase
4.4.2	Current extension of contract extended beginning January 26, 2021 under Section 12 of the Original Solid Waste Collection Contract to February 15, 2023. No change in rates
4.4.3	Provide Council the opportunity to discuss service changes

4.5 Airport Operation

#	Goal
4.5.1	Work with FBO to improve customer service
4.5.2	Adjust finances to reduce need to rely on major land leases
4.5.3	Manage events to reduce staff support costs
4.5.4	Recruit additional activity and operations
4.5.5	Develop plan to build additional T-hangars
4.5.6	Increase Hangar lease rates

4.6 Animal Control

#	Goal
4.6.1	Major upgrades to current building
4.6.2	Budget available to rent room at county facility
4.6.3	Additional staff or contract workers to fill in current gaps in service
4.6.4	Additional staff to manage wildlife and feral hogs

4.7 Municipal Swimming Pool

#	Goal
4.7.1	Renovate shower/locker rooms (add roof)
4.7.2	Reduce vegetation
4.7.3	Replace pool deck
4.7.4	Splash Pad
4.7.5	Install rinsing shower that is accessible from pool deck
4.7.6	Safety Signage

Straight Line Budget Growth Model

General Fund

General Fund	FY21	Growth Factor	FY22	FY23	FY24	Average Annual Growth
Start of Year Reserve	\$ 2,636,948		\$ 2,725,212	\$ 3,157,614	\$ 3,954,143	
Revenues	\$ 29,237,643	0.035	\$ 30,260,961	\$ 31,320,094	\$ 32,416,297	\$ 1,059,551
Expenditures	\$ 29,149,379	0.023	\$ 29,828,559	\$ 30,523,564	\$ 31,234,764	\$ 695,128
End of Year Reserve	\$ 2,725,212		\$ 3,157,614	\$ 3,954,143	\$ 5,135,677	\$ 803,488
Days of Reserve	34.1		38.6	47.3	60.0	

Straight Line Budget Growth Model

Utility Fund

Utility Fund	FY21	Growth Factor	FY22	FY23	FY24	Average Annual Growth
Start of Year Reserve	\$ 3,573,557		\$ 3,573,740	\$ 3,922,555	\$ 4,637,139	
Revenues	\$ 16,720,870	0.035	\$ 17,306,100	\$ 17,911,814	\$ 18,538,727	\$ 605,952
Expenditures	\$ 16,720,687	0.014	\$ 16,957,285	\$ 17,197,230	\$ 17,440,571	\$ 239,961
End of Year Reserve	\$ 3,573,740		\$ 3,922,555	\$ 4,637,139	\$ 5,735,295	\$ 720,519
Days of Reserve	78.0		84.4	98.4	120.0	



PARK DEFERRED MAINTENANCE PROCUREMENT

FY21 Park Improv. Deferred Maintenance Financial Summary

FY20 Park Improvements Deferred Maintenance	FY20 Deferred Maintenance Actual To-Date	Estimated Total Cost
Engineering/Design	\$ 220,385	\$ 220,385
Contingency	-	
Ben Gill Park	\$ 439,405	\$ 729,000
Breezy Hill Park	\$ 175,718	\$ 443,000
Stallings Park	\$ 34,910	\$ 200,000
Arlie White Park	\$ 34,658	\$ 170,000
Total Committed	\$ 897,501	\$1,762,385

Note: Original Borrow \$1.4M

Additional Funds Approved in FY21 Capital Fund Budget \$200K

Park Land Dedication Fund \$135K

Pending Projects

Arlie White

- Parking Lot Paving
- Sidewalk Trail Lighting

Ben Gill

- Sidewalk Trail Lighting
- Baseball Complex - Integrate Remote Lighting
- New Playground Equipment
- New Parking Lot
- Demo Wooden Playground

Breezy Hill

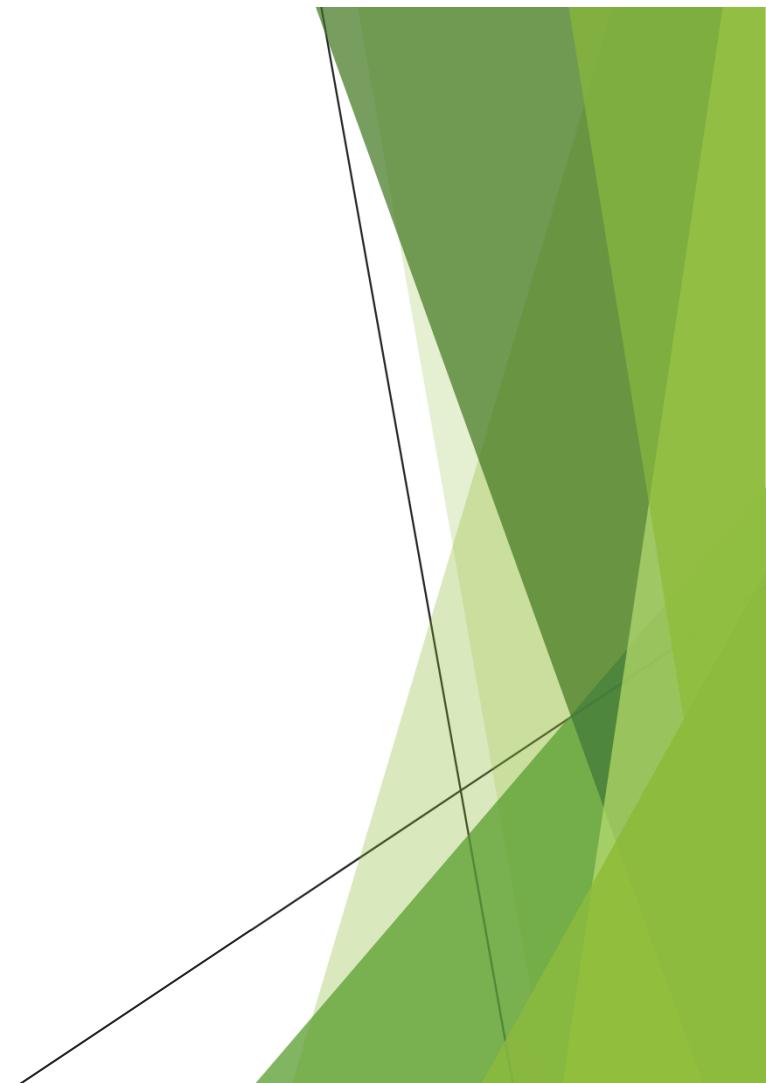
- Softball Fencing
- Sidewalk Trail Lighting
- Scoreboard Procurement
- Parking Lot Lighting
- Parking Lot Paving

Stallings

- Sidewalk Trail Lighting
- Parking Lot Paving

Kings Creek

- Parking Lot Paving
- Parking Lot Lighting
- Playground Equipment Maintenance



Bid Process Update

- ▶ Advertised for Park Deferred Maintenance Project 20-06 February 6, 2021
- ▶ Pre-Bid Meeting February 19, 2021.
- ▶ Bids were due March 8, 2021. No bids were received.
- ▶ Upon receiving no bids, we proposed to Council March 30, 2021 to go out and get quotes from contractors that are disciplined in specific categories.
- ▶ We received one completed quote and one incomplete quote.

Next Step

At the next Council Meeting: April 27, 2021, we will be asking Council to take action by resolution to authorize the City Manager to enter into contracts with various contractors.

Contractor	Park Location	Description	Estimate
Texas Civil Construction	Breezy Hill Ben Gill	Demolition, dirt work and concrete	\$250,000
PDQ Fence	Breezy Hill	Install fence at softball field	\$100,000
Green Frog Systems	Breezy Hill Ben Gill	Install solar lighting	\$135,000
Contingency	Various	Project Finish Out	\$100,000
		Total Estimate	\$585,000

*Total Estimate may change due to other services, materials and supplies that may be required.

Special City Council Meeting and
Workshop

AGENDA ITEM REPORT



To:

Subject: Discuss Award of Advanced Metering Infrastructure Project

Meeting:

Department: Engineering

Staff Contact: Mike Mikeska, Assistant City Engineer

BACKGROUND INFORMATION:

Staff has selected and completed negotiations with Aqua-Metrics (a Thirkettle Corporation) for the installation of an advanced metering infrastructure system and replacement of all meters in the system with Sensus meters. The recommendation is to award a contract to Aqua-Metrics to move forward with the installation.

This project will provide the ability to collect meter read data on a frequent basis without the need to drive the City to collect the data. Data collected will be stored and managed online, providing staff the ability to access reports and allowing customers access to their accounts through a portal.

Staff will provide a presentation related to this recommendation.