



**EVERMAN
CITY COUNCIL
REGULAR MEETING
AGENDA
Tuesday, October 12, 2021
At 6:30pm.**

There will be a Regular Meeting held by the Everman City Council on Tuesday, October 12, 2021 at 6:30pm, at 212 North Race Street with the following agenda:

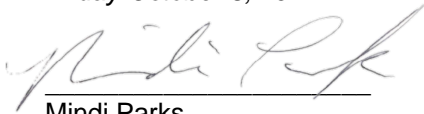
- 1. Meeting called to order.**
- 2. Invocation.**
- 3. Pledge of Allegiance.**
- 4. Consent Agenda:**
 - A. Reading of Minutes of the previous meetings:**
 1. July 20, 2021 Special Meeting/Budget Workshop
 2. August 10, 2021 Regular Meeting/Budget Workshop
 3. August 17, 2021 Special/Public Hearing Meeting
 4. September 7, 2021 Work Session Meeting
 5. September 14, 2021 Regular Meeting
 6. September 28, 2021 Special Meeting
 - B. Financial Reports:**
 1. September 2021
- 5. Citizen's comments**
- 6. Discussion Items:**
 1. City of Everman and City of Fort Worth Mutual Cooperation of Certain Municipal Services Contract- [22013](#)
- 7. New Business:**

Consideration and Possible Action:

 1. Approve Contract Renewal between the Tarrant County Emergency Services District #1 and the City of Everman, for continued fire and emergency medical response services within unincorporated areas of Tarrant County, as presented and attached. – [22012](#)
 2. Approve Tarrant County Emergency Services District and City of Everman Contract Amendment #1 for FY2021 as presented – [22011](#)
 3. Approve proposed Halloween Festival to be held in Johnson Park on Saturday, October 30th from 6:00pm to 9:00pm and provide a variance for the duration of the event, permitting the sell of food, drinks, crafts and other merchandise as approved by the city staff – [22010](#)
 4. Approve Resolution #2021-10-01 a Resolution of the City Council of The City of Everman, Texas assuming all responsibility for the upkeep and safety of Military Combat material donated by the United States Army Donations Program - [22009](#)
 5. Approve the allocation of Court Technology funds for the upgrade of the Court Clerk Computer and Courtroom – [22008](#)
 6. Approve potential nominations to the Tarrant County Appraisal District Board of Directors- [22014](#)
- 8. Executive Session**
- 9. City Managers Report- Craig Spencer**
- 10. Mayor's Report: Mayor Ray Richardson**

11. Adjourn.

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday October 8, 2021.



Mindi Parks
City Secretary

Citizens may watch city council meetings live on YouTube. A link to the City of Everman YouTube channel is provided on the city website at: www.evermantx.us/government/citycouncil/

Pursuant to Section 551.071, Chapter 551 of the Texas Government Code, Council reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting, to receive advice from its attorney on any posted agenda item, as permitted by law. Additionally, Council may convene into Executive Session to discuss the following:

- A. Section 551.071 – Pending or Contemplated Litigation or to Seek Advice of the City Attorney.*
- B. Section 551.072 – Purchase, Sale, Exchange, Lease, or Value of Real Property.*
- C. Section 551.073 – Deliberation Regarding Prospective Gift.*
- D. Section 551.074 – Personnel Matters.*
- E. Section 551.087 – Deliberation Regarding Economic Development Negotiations.*
- F. Section 551.089 – Deliberations Regarding Security Devices or Security Audits.*

Citizens wishing to submit written comments should e-mail the City Secretary at mparks@evermantx.net. Comments that are received at least one-hour prior to the start of the meeting will be provided to all council members.

According to the City of Everman Policy on Governance Process, individual citizen comments will be restricted to three (3) minutes unless otherwise determined by a majority vote of the Council. The mayor is responsible to enforce the time limit. Citizens may address City Council either during the Citizen Comments portion of the meeting or during deliberation of a listed agenda item. City Council is only permitted by law to discuss items that are listed on the agenda. Citizens wishing to make comments should notify the City Secretary as soon as possible.

City Hall is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpretative services must be made 48 hours prior to the meeting. To make arrangements, call 817.293.0525 or TDD 1. 800.RELAY TX, 1.800.735.2989.

**EVERMAN
CITY COUNCIL
SPECIAL MEETING/
BUDGET WORKSHOP
MINUTES
Tuesday, July 20, 2021
5:30p.m.**

There will be a Special/ Budget Workshop Meeting held by the Everman City Council on Tuesday, July 20, 2021 at 5:30pm, at 212 North Race Street and Via remote access with Zoom with the following agenda:

SOME MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE VIA TELEPHONE OR VIDEO CONFERENCE. A QUORUM MAY OR MAY NOT BE PHYSICALLY PRESENT IN THE CITY COUNCIL CHAMBERS (Tex.Gov't § Code 551.127 (a-2)). CITIZENS WISHING TO MAKE COMMENTS SHOULD EMAIL: mparks@evermantx.net CITIZENS COMMENTS RECEIVED PRIOR TO THE MEETING ADJOURNED WILL BE READ TO THE COUNCIL.

To view this meeting on live stream due to the Cov-19 please refer to evermantx.us/citycouncil livestream, and to make any comments for citizens comments please call 817-528-0697 or send them via email at mparks@evermantx.net during the meeting.

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Kelly Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Absent:		
Susan Mackey	*	Mayor Pro-Tem
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance
Landon Whatley	*	Assistant Fire Chief
Jeff Reed	*	Director of City Facilities
Gilberto Ramirez	*	Director of Public Works
Michael Nicoletti	*	Director of Economic Development
Edna Martinez	*	Court/Director of Customer Service
Jennifer Nateros	*	Director of Human Resources

1. Meeting called to order.
Mayor Richardson called meeting to order at 5:46pm.
2. Consideration and Possible Action:
 1. Approve awarding the construction contract for Columbine and PD Well Site Improvements projects to the evaluated low bid provider as recommended by the City's Engineer to Central Texas Water Well, for a total base bid amount of \$772,475.00- [21141](#)
Motion was made by Council Member Sellers and seconded by Council Member Sanders to approve awarding the construction contract for Columbine and PD Well Site Improvements projects to the evaluated low bid provider as recommended by the City's Engineer to Central Texas Water Well, for a total base bid amount of \$772,475.00. **ALL VOTED AYE**

3. Discussion:

1. Budget Work Shop

Craig started out by stated that there were significant changes made in this Budget and that is part of the reason why part of the Budget is still missing. Before Susanne gets into the Expenditures Craig just wanted to add that the way things were being done were not accurate. An example to this, administrative overhead. A lot of the numbers were not backed up with justification of why they were at that amount. He explained there should be explanation of why money is being pulled and put in the General Fund. So those changes are including within this Budget. Also coupled with that, is the process on how we pay some of our bills. All the utility bills, cellphone, and internet bill. The process on those, is that we would receive the bill and Accounts payable would have a formula, that was already preset prior to her being there and she would take these bills and allocate different amounts to different funds for utilities and some of those would not even be accurate. This has caused some budgeting issues. So, what Craig has done is created a line item under his budget that will pay for all

of the utilities. This makes it a lot more accurate on budgeting for these bills. Moving along, Susanne has passed out the Expenditure handout for the budget and will be starting with General Fund. This is a summary by department. Susanne informed council to keep this to the side as they go through all the individual departments. First department is the City Secretary. A lot in this department does not have a lot of changes. Percentage change is in the right column of the handout. Susanne stated that you will see a significant change in Workmen's Comp. throughout all of the departments since it was not correctly allocated previously. Susanne stated that overall, in the Secretary Budget it went up 14%. Some of the increases that she can highlight is advertising, this was increased to \$10,000. Council Member Allen asked why. Susanne explained that the fees for this have gone up, and last year we budgeted \$4,000 and we are at \$8,000 right now. Anything that needs publishing comes out of this line item and all the new projects going on also. Codifications for all city ordinances have also increased in budget due to the many ordinances we have been passing. Council Member Sellers asked about the awards and banquets and Craig stated that this was compiling of different things and merging those things together under one line item under the City Secretary. Council Member Allen asked about Elections and polling places here. Craig stated that unless we have something on the ballot then we do have Elections Expenses. We have no Elections coming up this year. Susanne also mentioned that janitorial has been zeroed out here on this department and spread out to all the departments. Craig stated that we do need to keep something in that budget for special cleanings especially with the Covid-19 going on. Susanne moving on to the Finance Department. Susanne stated that there are several increases in this budget. This is the starting of separating Finance and Human Resources. Council Member Allen asked what the Miscellaneous. Craig stated that this line item is a catch all and a buffer. This means that if Finance has no budget in one line item and needs to cover something, that is what this is there for. Craig stated just about every department has this line item. Sellers added that prices are going up in everything and Susanne agreed. Audit expenses especially because of all the grant money we are receiving and there will be a lot of audits due to that. Susanne stated anything we get over \$750,000 requires its own single audits. Allen asked about Computer Programs and Maintenance and if this is for new computers. Susanne stated that this is not for new computers, this is the annual fee for the STW (Open Gov) software. That is about \$34,000 to \$35,000 for that. Mayor asked why the bank charges went up so much. Susanne explained that the amount in the bank has gone down and that plays apart of that as well as the fees went up when we signed another contract with them. Susanne moving on to City Council Department. Susanne stated that there is not a lot of change here. There was only one thing added to this department and that was Computer and Programing for \$500 and Minor Equipment for \$1000 and this is for the Zoom and things we have implemented. Allen asked if Court would get the same thing and that would not be for the equipment that is in the Council Chambers. Allen also asked if there is a way that the courses the council has to take could be paid by the city. Craig stated that yes, the city can and he will look into the policy for this and see what the process is for that. But there are definitely funds available for that. Allen also asked about the Awards, Banquets, and Misc. line item for council. Craig stated that this is for any special re-ignition awards that the council would like to present to someone or when we do Proclamations. Susanne moving on to Streets Department. Council Member Allen asked if they took money away from line item for Chemical Supplies? Craig stated yes, underneath Chemical Supplies this is combined with another line item and this is very minimal use of this line item so it was just combined and Chemical Supplies was zeroed out after talking to Gilbert and Jeff. Craig explained and Susanne that Utility Electric and Telephones should be zeroed out on this Summary. Council Member Allen asked if the \$80,000 got spent on the sidewalks? Yes, this would be used for the curbs on Race Street. The storage building along Race next to Football field looks like it could use a new roof stated Johnnie. Jeff Reed noted that and will get estimates for that. Allen wanted to inquiry if anything was set up for the sidewalks. Craig stated that Txt Dot does a Grant annually and that grant opens up in January and Craig has already started working on that and been working with Sam.Gov to get registration worked out so that we can apply for this grant and we will be eligible to apply for the sidewalk grant but Craig don't want to add this to the budget not knowing what the outcome will be. Craig also added that the council will see in the Admin Budget there is another line item added that will pay for Grant application assistance through Lexipol for \$10,000 a year. Craig stated we will get well over that in grants a year. Allen inquired about the Building and Drainage Maintenance and if that is enough that is in there, when Building has nothing. Craig stated that this is just cleanout of the creeks, or just maintenance on what we got. Removal of debris, trash bags, shovels and things like that and nothing that would cost a whole lot. Allen also stated that it was discussed about getting a storage building for the equipment and is it in the CIP Plan. Craig stated that it is in the CIP Plan. This will be done when we get some money to do so stated Craig. Allen stated that she thinks this should be a priority being that on Shelby there is equipment being left outside. Craig stated that this is \$72,148 in Capital Improvement Plan. Allen also inquired about the \$20,000 for the Splash Pad Maintenance line in Parks & Recreation summary. This was put in and came from the line-item Park Maintenance Supplies so that they could keep up with what is being used for the Splash Pad. Sellers asked what has been spent on the Splash Pad and Craig stated that roughly \$20,000 the last couple of years and also what EDC allocated for it. Close to \$200,000 on it for the last few years just to try to maintain that Splash Pad. Craig stated that there are \$200 filters that have to be replaced every few hours and this Splash Pad is a money pit at this point. Craig talked to Gilbert and Jeff and at this point

the Splash Pad will not be in service this year. Craig will have a company come out and evaluate what needs to be fixed and get an estimate on what needs to be done to get it fixed correctly. Council decided to remove the \$20,000 from the Splash Pad Maintenance and reallocate it until they get the estimate. Allen asked about Capital Expenditures also. Craig stated that last year they had this money utilized for playground equipment and this \$30,000 will be left in the budget for the upkeep, or replacement of the new equipment. There is one full-time and 2 part-time employees in the Parks Department. One part-time is seasonal and the other one is year-round. There was an increase in hours for them so you will see an increase in salaries also. This is Budgeted to have 1664 hours for the year and that is roughly 32 hours a week for the part time year-round and the seasonal is budgeted for 1,000 hours a year. Craig stated we could use more people but the budget is not there yet for that. Allen also asked if they plan on doing anything with the area that the tennis courts used to be. The Air Monitoring site is back there and is still being utilized but Craig will put the idea of putting tennis courts back out there down in his notes to research that with the CIP Plan. Susanne moving on to the Police Department. Allen asked why nothing was in the prison food line-item. Craig explained that we do not hold many inmates very long in our jails anymore. Last year only \$100 was used in that line-item and instead of keeping that line-item that can be pulled out of Misc. line-item if he needs to buy anything for prisoners being that it is such a small amount. Craig stated that the Miscellaneous again is a catch all for non-budgeted items and a safety net for this budget. Craig also stated that the Salaries Overtime slightly increased. Allen asked about the Computer Program & Maintenance line-item. Craig stated that this is a lot of different things. He stated that \$15,000 of it is for the Crimes Cat Software, dispatching and report management software for the Police Department. That line-item also includes all of our licensing's and maintenance for the radio recorder and phone recorder software and \$1600 of that is for Leads Online for the detectives, Vista Com is \$3400 for the recorder software and various other things. Craig also stated that the Emergency Management is a contingency reserve and the Minor Equipment is for two radios and two body cameras or replace Taser cartridges. Allen asked what equipment is being leased at the Police Department under the Lease payment. Craig stated that it is the copier and printer at Police Department. Allen asked what covers Professional Services also. Craig stated that it includes Del Carmen Consulting which is the Racial Profiling Consultant and they do the Annual Racial Profiling Report and assessment and that is \$5300 a year and it also includes all the psychological evaluations for all police officers and physical and drug screens performed, and for forensic interviews also for victims typically for sexual assault. Susanne stated that this Department with all the changes only has an overall increase in the budget for 3% for this year. Susanne moving on to the Maintenance Garage. Allen asked if the Gas, oil and lube was being covered under the lease. Susanne stated no, that is gasoline for the vehicles. That was increased just slightly due to continuous price increases. Allen asked about when the leases will be up on the vehicles. Craig stated at various times, and Chevy went through a strike which delayed a lot of things. A couple of the pick-up trucks have already been cycled out for the Traverses. Craig also stated that they will be down grading some of the Public Work's vehicles from three quarter tons to half tons at the request of the staff. They would only want a few bigger trucks and the ones that they will be keeping are coming up in a few months and we have a meeting with Enterprise this week to start discussing those lease options for renewal. The other ones will be up for renewal as soon as Chevy starts building the half ton trucks, and we don't know when that will be. Currently all together we have 24 vehicles being leased all together in departments. We will get one new one and that will make 25. We will not have any additional leases after that new one. Susanne stated that she added Building Maintenance for \$2000 because she does not know why it was taken away in this department but there have been water leaks in that building so, she put \$2000 in this line-item. Allen asked what vehicle maintenance is for. Craig stated that this is partially included with the contract for Enterprise. Craig stated that the contract with Enterprise includes general maintenance and that will include battery replacement, oil changes, windshield fluid refill, but if we have a spark plug issue or something above and beyond that, that cost goes on us and is not covered in the \$24 a month fee that we pay for vehicle maintenance. Susanne added in addition to that, that line-item also covers accidents not claimed on our insurance and we have to pay and eat that cost. This includes vehicles not on this program also and specialty equipment. Mayor added that this amount is not much when you're adding all them vehicles to this maintenance line-item and Denison agreed. Craig stated to look at the 2020 Actual and it is \$51,757 and look at the 2021 YTD at \$19,169. We are seeing a significant reduction in cost of vehicle maintenance with the newer fleet that we have and that is what we were anticipating and even with the \$19,169 there has been some things that have happened and it's been unfortunate things and we are still addressing those things to get those cost lower. Susanne moving on to Fire Department. Allen asked if there is nothing in Bio Waste Disposal for 2022 and this was combined with Medical Supplies Susanne stated. Oxygen Supplies is also in that Medical Supplies line. Allen asked how many full-time Fireman do they have. Landon stated seven including him. Allen noticed the Janitorial Supplies and asked if they clean the Fire House themselves and Landon stated yes, they all do. Susanne added that Landon has reduced his budget by 4%. Allen noticed that for Fire and Police that they have taken out the Grant Purchases. Craig stated that they did being that they never know what they will be getting. Craig also added that most all grants for them are 100% funded and its better to just wait and do a budget amendment at that time and offset it. Susanne moving on to Annex-Community Center. Allen asked about the \$5000 in Minor Equipment. Susanne

stated that they have added several new line-items here. One, Janitorial Supplies for the toilet paper and supplies for the new building, and Minor Equipment is simply because it is a new building and there will be some expenses that we incur as we get ready to rent it out. Susanne stated that they also added \$2000 for Advertising and Marketing for also getting ready for the renting of the building. Susanne stated that she took out the first three line-items to offset the new three line-items. Sanders asked when the old building would be taken down? Craig stated they are working on timelines and once they do that it should be pretty quick. He did state that it will not be done by Christmas like we have been anticipating but he assured the exterior being done so if we still choose to do the Christmas Tree Lighting, we can. Susanne moving on to Municipal Court. Allen asked if they took Legal Services out since there is nothing there. Susanne stated that this line-item has been combined with the Municipal Court Judge and Prosecutor. Susanne stated that there is not a whole lot of change in this department. Susanne moving on to Code Enforcement. Susanne stated that there were a few reductions in line-items at the bottom but no big changes in this department. MyGov is paid out of the Finance Budget. Susanne moving on to Library. She stated that the line-item for Advertising and Marketing has been added for Flyers and advertising for Library. Allen asked if they will be getting money for additional computers. Susanne stated that yes, they will and in the computer line-item she increased that from \$1100 to \$7000. Talking with Billy this should buy five new computers and the software and this will give them a total of ten new computers in the library. Billy is setting up a rotation cycle for those as well. Books line-item has been increased as well. Susanne also stated that Minor Equipment has been bumped up from \$700 to \$2000. Susanne is hoping to purchase a conference room table for the conference room in the library. Susanne moving on to Animal Control. Susanne stated that there is not a lot of change here either. Travel and schools did get an increase for some additional training. No other changes or questions in Animal Control. At this time there was a break. Mayor called the meeting back to order at 7:16pm. Susanne moving on to the Water and Sewer Fund. The first thing is Water Administration. Susanne stated that they may notice that across the board that the travel and schools has increased slightly because we are really pushing for more training for our guys. Allen asked what the Water Meter Hydrant Maintenance covers? Gilbert explained that this is for a new program that they will be starting with maintaining the hydrants with paint and maintenance and implementing a rotation with the hydrants. Allen stated that it only went up \$1000 and wonders if that is all that's needed. Gilbert stated this year is like a tryout because they really don't know how much they would need and they will be able to budget better next year for this. Craig added that this also helps with our ISO ratings and helps get a lower rating which will lower insurance rates for our business owners and citizens. Allen asked if the \$14,000 is enough in chemical supplies? Gilbert explained that this line-item is strictly for Chlorine and they have only used \$10,313 and this year knowing the increase in prices we can better budget next year as well. Sanders asked about where they have replaced the waterline in the street and the work stopped but the meter boxes are still open, so what's going on with that. Gilbert stated that they are having trouble getting parts, and waiting on parts to come in so that they can finish and he did speak with them today about that. Chambers Creek will be the last street done Craig stated. Allen asked what Fort Worth Water Contract? Craig stated that this is the cost to have our Fort Worth connection that we have for emergency back-up if we have water wells fail or anything happen. This is required by TCEQ to have as a back-up. Allen asked if \$5000 is all that's needed for Street Maintenance? Gilbert explained that the Street Maintenance is only for if there is a water leak and if they need to order asphalt or base or anything they need to fix that hole. Nothing to do with the streets itself. This line-item is just for patch work. Sanders asked if anything will be done with Shelby and Georgetown? Craig stated yes, they will be but the asphalt truck being down and being fixed twice now, he talked with Gilbert and he has an alternative plan to go get this done. Allen asked if we are needing a new asphalt truck. Craig said at some point we will but this is not an urgent matter being that they have alternative plans. Susanne added that the salaries have the new rates that they have discussed with council. Allen asked what was covered under Minor Equipment? Susanne stated that there was increase requested in that line-item due to some needed hand tools they need to do their jobs and that would fall under this category. Craig also stated that this department has a lot of things that have been urgent identified and so all that is being looked into and Gilbert being here for only three weeks it will be a lot of estimating this year and better budgeting next year. Allen asked what depreciation expense cover? Susanne explained that it is capital assets, and how much they are worth and reduction in asset value basically. This is not an actual expenditure. Susanne moving on to the Water Sewer Administration. Craig wanted to point out one thing on this and its Admin. Transfers and the last three pages are the breakdown on how they get this number and why the number is the way it is. It has gone up significantly in this fund and the reason for that is because previously we were not allocating funds from the water and sewer fund to pay for the vehicle leases that the water department have, and equipment that they have and in addition to that the water fund was in the negative, so he did not want to increase the number that we were transferring out when the funds were just not there. That number has been corrected. Susanne moving on to Sewer Collection. Susanne stated that every line-item with the exception of the depreciation expense was reduced in this department. Allen asked why we would need less for chemical supplies? This is never used and this will be available in water fund also. Craig stated the same with the sewer maintenance also. Wastewater Treatment is a past through cost and you can see that on the revenue side. Susanne moving on to Debt Service. Susanne stated that this debt

service has it for water and sewer and general fund debt service. This is for the water and sewer portion. Susanne stated council can see the 2020 Texas Water Development Board and Certificate of Obligation Bond payments were added to this and the bottom one is the long-term note and that amount stayed the same. Susanne moving on to Debt Service Fund for the General Fund. Susanne stated that there is a reduction in the 2013 Bond and this is about paid off. Susanne moving on to Special Revenue Funds which are the restricted funds. TCOLE is the first one. This is all the same. No changes. Susanne moving on to Economic Development. The director is still working on this for EDC but this is what they have to present and a major item is the 2021 Tax Notes, this is the annual payment of \$78,281. Craig stated that they have evaluated the EDC fund and he would like to bring forth a recommendation that we allocate the first five years of what we make from the new Civic Center Rentals to the EDC fund to relieve some of the pressure of this for them paying those tax notes. There was money added to the big grant because of some possible things in the works. Even with the changes there is a reduction in this budget. Allen asked about advertising and Nicoletti stated this was added because we own all this property on Race and they really want to start marketing those properties in hopes for an entertainment district. Mobile Food truck park will be year-round. The funds are the hold up on that right now. Susanne moving on to the Street Improvement Tax fund. Craig stated that the Traffic Control Supplies is for Cones, barricades, and street sign replacement also. Also, he stated that the county does not stripe the road ways so as far as road way striping, they refer us to a contractor and those cost would fall under street maintenance. Street maintenance needs to increased but not anywhere to get the money from. Craig stated that the Capital Expenditures increase in this fund is \$190,000. We have received an estimate from Tarrant County for the rebuild of North Race Street, from Enon to Bell. That amount came in just over \$182,000 so there is a little bit of contingency as well so we don't go over budget. South Race needs it as well, but they would qualify for drainage grants that Craig would like to pursue this next year. Susanne moving on to Crime Control District Fund. Allen asked about the Equipment lease payment for \$75,000. Craig stated that they are doing the Enterprise leasing as well for the Police and the vehicles are paid for out of the Crime Control District. Susanne stated that this year under Capital Expenditures they will be getting one new vehicle and that's the \$25,000 in that line-item for outfitting for the vehicle. The vehicle that we got with the Covid funds is in service and Landon is the one that has it. The top two items in this will be removed because they should not be paid for out of here and will be paid out of the General Fund. This is Dues, Memberships and training. Susanne moving on to the 2013 Bond Issue Fund. There is no new budget for this and there is only \$30,000 left to spend. Craig stated that this is the \$60,000 to do the curb work and drive approaches along Race Street. We have already paid them \$30,000 and will pay them the other \$30,000 when they complete the work. We anticipate them being done before October 1. This fund will be closed out once that is spent with having to payout \$9 out of the General fund. Susanne on the 2020 CO Issue – 2021 Tax Notes Fund. This has no budgeted items at this time. Susanne stated to keep in mind that all the Capital expenditures are going through here but they are not being listed as a budgeted item because at the end of the project the whole amount will be moved over. Allen asked what a paying agent fee is? Susanne stated that that is when we first got the loan this year and they charged us a fee for processing and going out for bids and hearings. This was Andrew Friedman and his group. Susanne stated that last is the Administrative Transfer and these are monthly and annually. Overall, there is a 11% increase due to the Water Fund.

4. Adjourned.

Mayor adjourned the meeting at 8:12pm.

Mindi Parks
City Secretary



**EVERMAN
CITY COUNCIL
REGULAR MEETING/BUDGET WORKSHOP
AGENDA
Tuesday, August 10, 2021
At 6:30pm.**

There will be a Regular Meeting/Budget Workshop held by the Everman City Council on Tuesday, August 10, 2021 at 6:30pm, at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Kelly Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance
Landon Whatley	*	Assistant Fire Chief

1. Meeting called to order.

Mayor called meeting to order at 6:30pm.

2. Invocation.

3. Pledge of Allegiance.

4. Consent Agenda:

A. Financial Reports:

1. July 2021

Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the Consent Agenda as read. **ALL VOTED AYE**

5. Citizen's comments**

Daniel Bennett approached council and thanked them for letting him do so. He stated, In January of 2020, TAD Board member Rich DeOtte requested from TAD's staff the number of protests heard by the ARB for the years 2013 thru 2019. He also gathered the same information from 4 other large Appraisal Districts. Mr. DeOtte then presented this comparison to the Senate Committee on Finance chaired by Senator Nelson on 2-25-2020. This presentation, as an invited guest, prompted Senator Nelson to send a letter to the Board of Directors of Tarrant Appraisal District on 30 April 2020 which I supplied to you. The letter requests investigating the software used by the district if it is playing a role in the increased number of protests in relation to other major metropolitan counties. This letter was suppressed by the district by not distributing the letter to each board member which was received on May 11, 2020 by the District. The letter was placed into the agenda packet for the June 5th BOD meeting but not in the agenda packet provided to the public. During the June 5th meeting the letter was not allowed to be discussed. On the Agenda was an action item to move forward with audit services to investigate the software which passed 3-2. This is where it fell apart. Soon after this meeting 2 members asked to be recalled. Each sent a letter to their respective voting block to be recalled; John Molyneaux, the third yes vote, and Mike O'Donnell, the Board Chair. I sued the District, each Board member and 8 taxing units for this misuse of the recall statute in the 96th District Court. This recall request was so the taxing entities could control the process. If each member had resigned, then all nominations of the taxing entities would have been put forward to the remaining board members. This vacuum in leadership was ignored by the Chief

Appraiser, Jeff Law. Mr. Law ignored requests by two board members for an immediate meeting so a Chair may be appointed. These two board members, Mr. DeOtte and Mr. Losada, were joined by a majority Taxing Entities to no avail. Senator Nelson's letter needed addressed in a timely fashion by the board. To this day Senator Nelson's letter has not been addressed by the TAD BOD. 16 months has passed. This, in my opinion, is by design and this arrogance is apportioned to Mr. Law and the current BOD Chair Kathryn Wilemon.

6. Discussion Items:

1.

7. New Business:

1. Approve Resolution #2021-08-01- A Resolution of the City Council of the City of Everman, Texas, approving a negotiated Settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the company's 2021 Rate Review Mechanism Filing; Declaring existing rates to be unreasonable; Adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; Finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; Approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; Approving an attached exhibit regarding amortization of regulatory liability; Requiring the company to reimburse ACSC's reasonable ratemaking expenses; Determining that this Resolution was passed in accordance with the requirements of the Texas Open Meetings Act; Adopting a savings clause; Declaring an effective date; And requiring delivery of this Resolution to the company and the ACSC's Legal Counsel- [21157](#)

Motion was made by Council Member Sellers and seconded by Pro-Tem Mackey to approve Resolution #2021-08-01- A Resolution of the City Council of the City of Everman, Texas, approving a negotiated Settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the company's 2021 Rate Review Mechanism Filing; Declaring existing rates to be unreasonable; Adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; Finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; Approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; Approving an attached exhibit regarding amortization of regulatory liability; Requiring the company to reimburse ACSC's reasonable ratemaking expenses; Determining that this Resolution was passed in accordance with the requirements of the Texas Open Meetings Act; Adopting a savings clause; Declaring an effective date; And requiring delivery of this Resolution to the company and the ACSC's Legal Counsel. **ALL VOTED AYE**

2. Approve the appointment of Susanne Helgesen as the Assistant and Acting City Manager in accordance with the City of Everman Home Rule Charter Section 5.02 – [21152](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the appointment of Susanne Helgesen as the Assistant and Acting City Manager in accordance with the City of Everman Home Rule Charter Section 5.02. **ALL VOTED AYE**

3. Approve the City of Everman Mental Health Leave Policy as proposed by Human Resources- [21153](#)

Motion was made by Council Member Denison and seconded by Council Member Sanders to approve the City of Everman Mental Health Leave Policy as proposed by Human Resources. **ALL VOTED AYE**

4. Approve the City of Everman Public Information Policy as proposed by the City Secretary- [21154](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sanders to approve the City of Everman Public Information Policy as proposed by the City Secretary. **ALL VOTED AYE**

5. Approve the City of Everman Credit Card Policy as proposed by the Finance Director- [21155](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Denison to approve the City of Everman Credit Card Policy as proposed by the Finance Director. **ALL VOTED AYE**

6. Consideration of a Street Name within the new Hanna Ranch HOA Development- [21156](#)

Moving to the next Meeting.

7. Approve Job Description for the position of Director of Economic Development – [21159](#)

Motion was made by Council Member Sellers and seconded by Council Member Denison to approve Job Description for the position of Director of Economic Development. **ALL VOTED AYE**

8. Budget Workshop – Final Review

Finance Director Susanne Helgesen stated that where they left off, the only changes being made was the way that EDC was being paid, the Director of EDC. The only amount changed was the Admin. transfer and it's a wash. Allen asked if any money was put into the Budget for the Newsletter? Craig added that

that was included into the Budget for this to go out four times a year and this will be a full Newsletter that is going out. Susanne also stated that some other things that were previously discussed like Marketing Funds, which was put into to the Library and EDC budget. Allen asked how much debt is the city in? Susanne stated that the debt went from \$1.78 million to \$8.24 million, and this includes the Water-Line Project, Bond Package for Civic Center, Fire Station, Water Wells. This does not include the Fire Truck; this payment will start once we get possession of this truck, so that is still looking about a year out for that to start. Craig stated that they plan on to sell the engine that they have which will have some significant value to allocate back into the payments there, to help off set that. Susanne wanted to bring something to the council's attention is going to be apart of the Budget Book. The Mission statement, and she would like council to look through those Core Values and pick four or five of those to include as the Values of the city. Council looked over them and decided to use Leadership, Integrity, Innovation, Stewardship and Safety & Well-Being. Allen asked if the city settled on the Property Tax Rate? Craig stated that this will be proposed to stay the same and it is set up for the Public Hearing next week with no increase on Property Taxes. This would conclude the Final Review for the Budget Workshop.

5. **City Managers Report- Craig Spencer**

Just wanted to remind council that Racheal's moms funeral is tomorrow afternoon and this would be at 1:00pm downtown and he will send out the location. Craig also supplied the council with a letter that is being submitted to the Trash Company that we contract with to ask them to be present at the next council meeting in September so that we can discuss the trash issues that have been going on.

6. **Mayor's Report: Mayor Ray Richardson**

Mayor just wanted to let council know that he needed Craig's evaluations back by Friday. Allen asked about the Covid-19 death's in Everman. Craig stated that there is a lot of miss information and we typically do not get informed until way after that death has occurred. Craig stated that he does know of one that was reported recently as a Covid death and it was not. The numbers are still very few but, we are over the 15% of cases however, the Governor is not continuing the Emergency Declaration which allows the variance to the Open Meetings Act, which means we will still have Zoom as an option starting September 1, however, if you do join by Zoom you cannot vote only participate in the meeting but there has to be a quorum inside the Chambers. Craig will monitor this situation and keep council updated on this. Zoom will always be used and we will continue to use this even when we are back to normal. Council did a group photo at the end of this meeting.

7. **Adjourn.**

Mayor adjourned the meeting at 7:09pm.

Mindi Parks
City Secretary



**EVERMAN
CITY COUNCIL
SPECIAL/PUBLIC HEARING MEETING
MINUTES
Tuesday, August 17, 2021
At 6:30pm.**

There will be a Special/Public Hearing Meeting held by the Everman City Council on Tuesday, August 17, 2021 at 6:30pm, at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Absent:		
Kelly Denison	*	Council Member, Place 2
Miriam Davila	*	Council Member, Place 6
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Finance Director

1. Meeting called to order.

Mayor Richardson called meeting to order at 6:30pm.

2. Public Hearing to hear citizens comments concerning the Proposed Property Tax Rate.

Mayor Richardson opened up Public Hearing at 6:32pm and closed Public Hearing at 6:34pm. No citizens made comments.

3. Public Hearing to hear citizens comments concerning the Proposed Budget for FY 2021-2022.

Mayor Richardson opened up Public Hearing at 6:34pm and closed Public Hearing at 6:35pm. No citizens made comments.

4. New Business:

Consideration and Possible Action:

1. Approve Policy related to Paid Quarantine Leave for First Responders, as required by Texas Law – [21162](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sanders to approve Policy related to Paid Quarantine Leave for First Responders, as required by Texas Law. **ALL VOTED AYE**

2. Approve Ordinance #773 an Ordinance fixing and levying Municipal Ad Valorem Taxes for the City of Everman, Texas, upon all taxable property for the tax year of 2021 directing the assessment and collection thereof; providing a severability clause; and an effective date clause – [21160](#)

Motion was made by Council Member Sellers and seconded by Council Member Denison to approve Ordinance #773 an Ordinance fixing and levying Municipal Ad Valorem Taxes for the City of Everman, Texas, upon all taxable property for the tax year of 2021 directing the assessment and collection thereof; providing a severability clause; and an effective date clause. **Council Members Sanders, Denison, Allen, Sellers and Mayor voted AYE and Pro-Tem Mackey voted NO.**

3. Approve Ordinance #774 an Ordinance adopting a Budget and appropriating resources for the Budget Year beginning October 1, 2021 and ending September 30, 2022 approving Budget figures for Fiscal Year 2022; providing for the filing of the Budget as required by state law; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause and providing an effective date - [21161](#)

Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve Ordinance #774 an Ordinance adopting a Budget and appropriating resources for the Budget Year beginning October 1, 2021 and ending September 30, 2022 approving Budget figures for Fiscal Year 2022; providing for the filing of the Budget as required by state law; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause and providing an effective date. **ALL VOTED AYE**

5. Executive Session

1. Section 551.074- Personnel Matters- Past Performance and Continued Employment of the City Manager- [21163](#)

Motion was made by Council Member Denison and seconded by Pro-Tem Mackey to approve the Contract renewal with Family Medical added for City Manager. **Council Members Sanders, Denison, Pro-Tem Mackey, Sellers, and Mayor voted AYE and Council Member Allen voted NO.**

6. Citizens Comments-NONE

7. City Managers Report- Craig Spencer

Budget is now done stated Craig and then it will be the Capital Improvement Plan. Craig has a meeting scheduled with all the Directors and this will be a Strategy Meeting, to talk about establishing our goals for next year and how we can achieve these goals. After the meeting, Craig will bring back a report of the council and let them know what our focusses will be, and start the process with Planning and Zoning and get those recommendations for the CIP to council. November he will have the CIP on the agenda and wants council to think about any projects that they may think that needs to be on there. Council Member Allen asked about the Grant that we should be getting and Craig said that the Federal Reserve still looks like they're going to make those funds available. Craig hopes to see the \$414,000 sometime in October and the process should be fairly quickly.

8. Mayor's Report: Mayor Ray Richardson

Mayor stated that for the Flood Study that the County actually went out and applied for a grant that we have been approved on, but the County has decided now at this point that they just want to pay the money themselves. This will delay it a little bit further. Mayor stated that now we have to enter an Interlocal Agreement and the money will not be available until October.

9. Adjourn.

Mayor adjourned meeting at 7:21pm.

Mindi Parks
City Secretary



**EVERMAN
CITY COUNCIL
WORK SESSION MEETING
MINUTES
Tuesday, September 7, 2021
At 6:30pm.**

There will be a Work Session Meeting held by the Everman City Council on Tuesday, September 7, 2021 at 6:30pm, at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Kelley Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Absent:		
Linda Sanders	*	Council Member, Place 1
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance

1. Meeting called to order.

Mayor called meeting to order at 6:30pm.

2. Discussion Items:

1. Past Performance and Consideration to Continue Services with Waste Connections Lone Star, LLC. - [21169](#)

Able Moreno with Waste Connections, and he approached the council. Abel stated that first and for most he knows that there have been some issues in the past year but, he would also like to add that our industry as a whole, and excuses aside has been through a lot with the labor shortages, and Covid. Abel stated that every time something has come up, they have got the situation taken care of very quickly and also being resolved. With that he opened up council to any questions that they may have for him. Council Member Sellers asked if the problems he has been having with employees been improving at all. Abel stated that the company has done wage increases across the board to all employees at 5%. Allen stated that on her street today there was some trash left and she is on Bluebell Drive. Abel did not have an answer for her to as why they didn't pick it up but, he will look into the situation and make sure that it is resolved first thing in the morning. Abel stated in the last 3 months that they have only gotten five complaints since August 1st. Denison stated that July was a big problem and Abel did agree. Mayor stated that as a city they have taken the necessary steps per the contract, where the fines will come into play now. Craig added that as a city we understand all of the issues his company is having but this issue here just seems to be a lack of communication. Craig stated that if they could just communicate the issues, they may be experiencing so that we know and can prepare our citizens and they will know what to expect and limit the frustration on all sides and just make sure the responses time is acceptable. Abel assured council and Craig that he will and we will make sure to communicate with Lisa Vogel and it is and will be handled within 24 hours. The after-hour complaints they would contact Waste Connections and we will get that out to our citizens so that they are aware of this information.

2. Capital Improvement Plan Workshop- [21167](#)

This will be bypassed tonight to a later date.

3. City of Everman Gala Event- [21166](#)

Craig stated that every year the Everman Emergency Service's has always hosted our only Banquet and this has always been hosted off site. This is always a nice opportunity for everyone to get together for awards and a catered dinner and so forth. Craig stated that we have talked for a while now on expanding that event and talking with Mindi we would like to do it across the street at the new Civic Center and make this the first event that we have in the new Civic Center once it is here. This would be for all employees and staff and we can issue out the employee reognition with awards and allow the employees to have a

great time. We would look to charge employees ten dollars per ticket and each employee would be allowed two tickets to purchase, and this cost would allow the offset of the catering and decorations that we will get for this event. This will not be until after January. This would also replace the employee Thanksgiving and Christmas events that have went on in the past and a lot of employees did not get to participate in these events due to them being during working hours. With this event everyone would be able to have a chance to attend. Craig also stated that the Christmas event that we have had in the past is within the budget and the Thanksgiving was always paid for with scrap metal. These will also go towards this Gala event. Council is good with this and consents to move forward with this.

4. Tarrant County Fire Alarm & Everman Emergency Services Communications- [21165](#)

Craig stated that Tarrant County Fire Alarm is the County wide Fire Dispatch for the unincorporated areas of Tarrant County. They are responsible for dispatching currently roughly 14 different agencies, one of those being Everman. They do dispatch Everman for all county calls outside the city limits. They are currently housed at the Saginaw Fire Station. Saginaw is building a brand-new Fire Station will be either demolishing or repurposing the old facility for other city purposes. Within the new Fire Station, they are not building a space to continue to house the Tarrant County Fire Alarm Dispatch being that Saginaw now is being dispatched by a totally different entity. So, they have been looking for an alternative location. That brought up an idea in his mind with joining forces with them essentially so that we can lower the cost of the infrastructure. Craig stated that we already have to pay for housing, internet and just everything already and they do too. So, rather two entities' pay for the same things, they can come together and house under one roof and split the cost of that infrastructure. Increase capability at a lower cost is the goal here stated Craig. This will also make both entities Primary Psap and this would allow for a larger service population and be open to more funding capabilities. Craig has proposed to them to move into the Everman Police Department. Renovate the previous PD Training Room to Dispatch Center and this would be up to 7 positions which will allow in future growth and add-on independent IT room. Also, share critical infrastructure, lessening the expense on both entities (internet, electrical, gas, radio infrastructure, IT services, telephone, 9-1-1, etc.) Provide potential future growth, and work with Motorola and Tarrant County 9-1-1 to provide improved integration capabilities for communications. Craig displayed some drawings of the new dispatch and the numbers for this project and we are not asking for anymore money except what's already outlined in the budget. A lot is still up in the air on how it will be operating as in the employees and by who but this will be all outlined. Other entities will be looking to join and this would even bring more infrastructure savings and more staffing also. Craig just wanted to brief council on this and let them know this is in discussion and this will come back to council with some interlocal agreements to get this started in the near future. The target date to completion would be March or April of next year.

5. Scenic City Certification- [21164](#)

Craig stated that Scenic City Certification is sponsored by the Texas Municipal League, and he learned about this through TML and this is a very interesting Program. We have talked about the beautification of within the City of Everman and what we need to do to start beautifying our city and steps we can take. When you're beautifying a city, you are also improving the Economic Development of the city. Your improving property value within that city, so all this was very attractive to him when he started researching the Program. Craig stated that him and Mindi sat on a conference call with one of the Directors the other day and they broke down the entire program for us. There are several different levels of Certification through this program. The levels are about what steps the city has taken to preserve the natural beauty, and to limit construction and utility impacts and passing's of ordinances and rules, regulations and codes to maintain as much as the natural environment as we possibly can and improve landscaping. There is a huge application packet. Craig will get this to council to review. Craig stated that the application fee is \$750. Certification is good for four years. As we progress through this we can reapply for an upgrade on the certification. That is a lesser fee than the original application. This is a great tool to have for Economic Development to help recruit businesses and things to the City of Everman. This could be a good road map for us as far as trying to decide what ordinances to adopt as a city to beautify the city. Craig is just looking for a consensus to move forward with this and they are all agreed to move forward with this.

6. Review the potential if implementing Impact Fees- [21168](#)

Craig started off by saying that this is not reflecting or impacting anything already in place. We are not looking to raise fees for any current customer on our system. Craig stated that Impact fees are designed to assist us with Capital Improvement Projects as a result of development. Currently, we do charge impact fees as a pass through to the City of Fort Worth. The City of Everman does not have any ordinances that implements Impact Fees. We would start with the Water Impact Fees. Anytime someone has a new water tap for new development or new construction they would have to pay an Impact Fee to the City of Everman for that connection. They would be paying for the impact that they are putting onto our system. We would at some point have to reinvest into that system to improve or maintain that system

as a result of that development that comes in. Craig stated that we have a 202-home development coming in and a large 210,000 square foot commercial building also coming in. This commercial property will have a significant demand of water from our system. So, these Impact Fees are important. Historically we have always had to levy taxes in order to do these Capital Improvement Projects. These fees would be allocated solely to Capital Improvement. These fees cannot be spent on anything else. The fees range and depend on our Capital Improvement Plan. This will require a Certified Engineer to work on this. Craig reached out to our city attorney's office on how to implement these fees. This is a very big process. He connected us to a consultant who has worked with other like size cities in the past to develop these and implement these and the time-line to implement these fees are roughly five months. We have to have this passed prior to anyone pulling permits for there development. We don't know the amount of the impact fee itself yet per connection but, Craig has been told a rough estimate and per connection is \$2700. That means if we are able to pass this prior to the residential development coming in, that is over a half million dollars coming in Capital Improvement Funds we will be able to utilize back towards our water system. To hire a consultant for this is not cheap and this will cost us roughly \$60,000. However, ARPA Funds could help offset some of this. Craig stated that we have already missed out on so much money and we need to move forward with this for our Capital Improvements. Council is in consensus to move forward with this.

3. Adjourn.

Mayor Richardson adjourned the meeting at 7:19pm.

Mindi Parks
City Secretary



**EVERMAN
CITY COUNCIL
REGULAR MEETING
MINUTES**

**Tuesday, September 14, 2021
At 6:30pm.**

There will be a Regular Meeting held by the Everman City Council on Tuesday, September 14, 2021 at 6:30pm, at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Kelly Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance
Landon Whatley	*	Assistant Fire Chief

1. Meeting called to order.

Mayor Pro-Tem Mackey called meeting to order at 6:30pm.

2. Invocation.

3. Pledge of Allegiance.

4. Consent Agenda:

A. Reading of Minutes of the previous meetings:

1. July 6, 2021 Work Session/Budget Workshop Meeting
2. July 13, 2021 Regular Meeting

B. Financial Reports:

1. August 2021

Motion was made by Council Member Denison and seconded by Council Member Sanders to approve the Consent Agenda as shown. **Mayor and Johnnie Allen participated by Zoom so they can't vote. Council Members Sanders, Denison, Mackey, and Sellers voted AYE, Davila not present yet.**

5. Citizen's comments

NONE

6. Discussion Items:

1. Scenic City Certification Program- Workshop- [21173](#)

Craig stated that he was able to obtain the application and it is roughly about 26 pages. The application is fairly thorough and goes through 11 different categories. It covers from utilities, signage, and beautification and more. Craig stated the best way to go about this is to have council go through this application and see what ordinances they would like to see the city have in place with this program first. This process would take about 3 months to turn in application and the process is about a 6-month turnaround. There is a minimum of ordinances we have to pass and it is a percentage base. There are some required and we may have those in place already. Craig will get a list of the ones we have in place already. This application is \$750. Legal fees would cover the Ordinances being drafted up. This will be on the next several Work Sessions.

2. Review Master Service Agreement with Cobb, Fendley & Associates, Inc.- [21170](#)

Craig stated that a Master Service Plan is just authorizing to use the services of Cobb, Fendley & Associates. We have been assigned to someone and Mindi and Gilbert met with him yesterday and began an overview of the project. This is related to implementing Impact Fees. The first step is a review of our Capital Improvement Plan and it will need to be overhauled a lot. The driving force for the fee is the Capital Improvement Plan so it needs to be specific study's and capability study's done in order to implement these fees. This is where we are going to start with this process. In the agreement are all the

fees and information for council to see. This Agreement is the only thing that needs to be approved tonight. This does not obligate us; it just outlines their services. Susanne also added that ARPA Funds will pay for this.

7. New Business:

Consideration and Possible Action:

1. Consideration and action to approve Master Service Agreement with Cobb, Fendley & Associates, Inc. for the purposes of conducting Capital Improvement Studies and the implementation of Impact Fees – [21170](#)

Motion was made by Council Member Denison and seconded by Council Member Sellers to approve Master Service Agreement with Cobb, Fendley & Associates, Inc. for the purposes of conducting Capital Improvement Studies and the implementation of Impact Fees. **Mayor and Johnnie Allen participated by Zoom so they can't vote. Council Members Sanders, Denison, Mackey, Sellers and Davila voted AYE.**

2. Consideration and action to approve authorizing the City Manager to plan and coordinate a City-Wide Cleanup Day to be held within the months of October or November – [21172](#)

Motion was made by Council Member Denison and seconded by Council Member Sellers to approve authorizing the City Manager to plan and coordinate a City-Wide Cleanup Day to be held November 6th. **Mayor and Johnnie Allen participated by Zoom so they can't vote. Council Members Sanders, Denison, Mackey, Sellers and Davila voted AYE.**

3. Consideration and action to approve the Budget Amendments as presented by the Finance Director - [21174](#)

Moving to the next meeting.

8. Executive Session

1. Section 551.072- [21171](#)
2. Section 551.087 - [21171](#)

Mayor Pro-Tem opened Executive Session at 6:47pm, and closed at 6:47

NO ACTION TAKEN

9. City Managers Report- Craig Spencer

Craig shared his screen to show the Bond Refunding Presentation. Craig is bringing to council that they could put the amount that is left on the 2013 Bond and put it up for Bid. This would save the city \$6000 in the first year and then three to eight thousand a year. This could give us a lower interest rate so in turn it would be a lower payment. If we don't get bided out then there is no charge.

10. Mayor's Report: Mayor Ray Richardson

NONE

11. Adjourn.

Mayor Pro-Tem adjourned meeting at 7:13pm.

Mindi Parks
City Secretary



**EVERMAN
CITY COUNCIL
SPECIAL MEETING
MINUTES**

**Tuesday, September 28, 2021
At 6:30pm.**

There will be a Special Meeting held by the Everman City Council on Tuesday, September 28, 2021 at 6:30pm, at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
Linda Sanders	*	Council Member, Place 1
Kelly Denison	*	Council Member, Place 2
Johnnie Allen	*	Council Member, Place 3
Susan Mackey	*	Mayor Pro-Tem
Judy Sellers	*	Council Member, Place 5
Miriam Davila	*	Council Member, Place 6
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance
Gilbert Ramirez	*	Director of Public Works
Landon Whatley	*	Assistant Fire Chief

1. Meeting called to order.

Mayor Richardson called meeting to order at 6:30pm.

2. Discussion Items:

1. Coronavirus Fiscal Recovery Fund Allocations- [21175](#)

Craig began by giving the council a report of the Tarrant County Covid-19 Statistics and a report that is a comparison to other cities and cases, deaths, and showing population. This shows that out of our population that 17.8% has tested positive for Covid-19, the death rate is 0.2% and death rate opposed to cases is 1.3%. This information helps with identifying what we need to allocate for these funds. Craig provided a book to council that is a resource book that has the rules, guidance and reporting requirements for these ARPA fund allocations. Craig has read all this for them but he wanted to provide this for any information they may want to see. He has also provided a list of the allocations that he has for these funds and all these projects allocated have to do with infrastructure which is something we really need to address in the city.

3. New Business:

Consideration and Possible Action:

1. Consideration and action to approve the allocation of Coronavirus Fiscal Recovery Fund Dollars to specified project areas – [21176](#)

1. Motion was made by Pro-Tem Mackey and seconded by Council Member Denison to approve the allocation of **\$65,000 of CFRF** to Water & Sewer Infrastructure Technical Assistance. **ALL VOTED AYE**

2. Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the allocation of **\$65,000 of the CFRF** to Scada. **ALL VOTED AYE**

3. Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the allocation of **\$220,000 of the CFRF** to Replacement & Rehab of Electrical System within Well Site. **ALL VOTED AYE**

4. Motion was made by Council Member Denison and seconded by Council Member Sanders to approve the allocation of **\$20,000 of the CFRF** to Public Works Building Improvements. **ALL VOTED AYE**

5. Motion was made by Pro-Tem Mackey and seconded by Council Member Denison to approve the allocation of **\$34,000 of the CFRF** to Chlorine Storage Building. **ALL VOTED AYE**

6. Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the allocation of **\$20,000 of the CFRF** to North Gate- PD Well Site. **ALL VOTED AYE**

7. Motion was made by Pro-Tem Mackey and seconded by Council Member Denison to approve the allocation of **\$145,000 of the CFRF** to Technology Infrastructure (Open Gov). **ALL VOTED AYE**

8. Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the allocation of **\$100,000 of the CFRF** to Fire Department Staff. **ALL VOTED AYE**

9. Motion was made by Council Member Denison and seconded by Council Member Sanders to approve the allocation of **\$19,000 of the CFRF** to Body Cameras System Upgrade. **ALL VOTED AYE**

10. Motion was made by Pro-Tem Mackey and seconded by Council Member Sellers to approve the allocation of **\$10,000 of the CFRF** to Animal Control Facility Improvements. **ALL VOTED AYE**

4. Executive Session

1.

5. City Managers Report- Craig Spencer

Craig informed council his surgery was rescheduled for October 6. He will work remotely from home.

6. Mayor's Report: Mayor Ray Richardson

Mayor stated if the council has not gone by Hanna Ranch please do. It looks amazing and they are moving along.

7. Adjourn.

Mayor Richardson adjourned meeting at 7:20pm.

Mindi Parks
City Secretary

City of Everman and City of Fort Worth Mutual C...

C. W. Spencer

Submission Date Oct 8, 2021 3:25 PM

Agenda Tracking Number 22013

TYPE: Discussion

What date would you like to have this item added: Oct 12, 2021

SUBJECT: City of Everman and City of Fort Worth Mutual Cooperation of Certain Municipal Services Contract

RECOMMENDATION: No recommendation at this time.

DISCUSSION: The City of Fort Worth and the City of Everman have had a long standing mutual agreement regarding certain municipal services. Recently, city staff has been reviewing these agreements and has discussed the potential of further agreements with the City of Fort Worth. City Manager would like to brief the City Council on the update of this progress.

ATTACHMENTS:



[CFW - Everman Water Agreement.pdf](#)



[EVERMAN WATER MAP-FEB 2021.pdf](#)

Submitted for City Manager's Office by: C. W. Spencer

Originating Department: City Manager

Originating Department Head: C. W. Spencer

Approve Contract Renewal between the Tarrant C...

Landon Whatley

Submission Date Oct 7, 2021 2:13 PM

Agenda Tracking Number 22012


TYPE: **Consideration and Possible Action**

What date would you like to have this item added: Oct 12, 2021

SUBJECT: Approve Contract Renewal between the Tarrant County Emergency Services District #1 and the City of Everman, for continued fire and emergency medical response services within unincorporated areas of Tarrant County, as presented and attached.

RECOMMENDATION: It is recommended that the City Council approve the contract renewal with Tarrant County ESD #1.

ATTACHMENTS:

[Tarrant County ESD Contract Renewal.pdf](#)

Submitted for City Manager's Office by: Landon Whatley

Originating Department: Fire Department

Originating Department Head: Landon Whatley

Approve Tarrant County Emergency Services Dist...

Landon Whatley

Submission Date Oct 7, 2021 2:10 PM

Agenda Tracking Number 22011

TYPE: **Consideration and Possible Action**

What date would you like to have this item added: Oct 12, 2021

SUBJECT: Approve Tarrant County Emergency Services District and City of Everman Contract Amendment #1 for FY2021 as presented

RECOMMENDATION: It is recommended that the City of Everman City Council approve the contract amendment related to the grant funding of an ambulance replacement.

DISCUSSION: This agreements allows this grant to be completed no later than November 3rd, 2021.

ATTACHMENTS:



[21 City_Everman_amendment 1.pdf](#)

Submitted for City Manager's Office by: Landon Whatley

Originating Department: Fire Chief

Originating Department Head: Landon Whatley

Approve proposed Halloween Festival to be held i...

C. W. Spencer

Submission Date Oct 6, 2021 4:26 PM

Agenda Tracking Number 22010

TYPE: Consideration and Possible Action

What date would you like to have this item added: Oct 12, 2021

SUBJECT: Approve proposed Halloween Festival to be held in Johnson Park on Saturday, October 30th from 6:00pm to 9:00pm and provide a variance for the duration of the event, permitting the sell of food, drinks, crafts and other merchandise as approved by city staff.

RECOMMENDATION: It is recommended that the Everman City Council approve the Halloween Festival and variance as proposed.

DISCUSSION: City staff would like to coordinate a Halloween Festival at Johnson Park. The event will be set for Saturday, October 30th starting at 6:00pm and conclude at 9:00pm. The event will be entirely outdoors within the west parking lot of Johnson Park. City Secretary Mindi Parks and Fire Chief Landon Whatley will be taking lead on planning and coordinating the event.

ATTACHMENTS:



[Halloween Festival Flyer.jpg](#)



[Halloween Festival Map \(1\).png](#)

Submitted for City Manager's Office by: C. W. Spencer

Originating Department: City Manager

Originating Department Head: C. W. Spencer

Approve Resolution #2021-10-01 - RESOLUTION O...

Michael Nicoletti

Submission Date Oct 6, 2021 4:22 PM

Agenda Tracking Number 22009

TYPE: **Consideration and Possible Action**

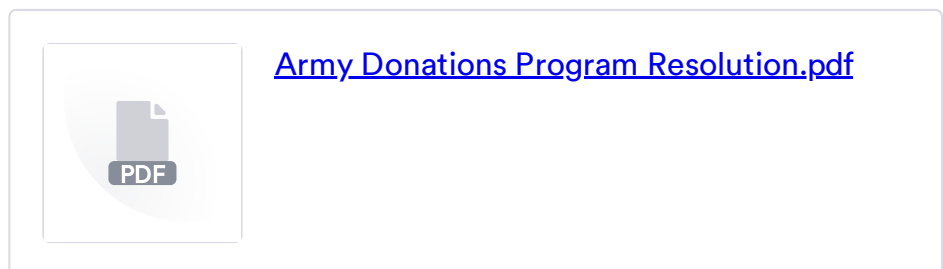
What date would you like to have this item added: Oct 12, 2021

SUBJECT: Approve Resolution #2021-10-01 - RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS ASSUMING ALL RESPONSIBILITY FOR THE UPKEEP AND SAFETY OF MILITARY COMBAT MATERIAL DONATED BY THE UNITED STATES ARMY DONATIONS PROGRAM

RECOMMENDATION: It is recommended that the Everman City Council approve Resolution 2021-10-01

DISCUSSION: Adopting this resolution will allow the City of Everman to work with the U.S. Army Donations Program to have military combat material displayed within the Everman Memorial Park

ATTACHMENTS:



Submitted for City Manager's Office by: Michael Nicoletti

Originating Department: Director of Economic Development

Originating Department Head: Michael Nicoletti

Approve the allocation of Court Technology funds...

Edna Martinez

Submission Date Oct 6, 2021 4:19 PM

Agenda Tracking Number 22008

TYPE: **Consideration and Possible Action**

What date would you like to have this item added: Oct 12, 2021

SUBJECT: Approve the allocation of Court Technology funds for the upgrade of the Court Clerk Computer and Courtroom

RECOMMENDATION: It is recommended that the Everman City Council approve this allocation.

DISCUSSION: Recently, the Everman Municipal Court was made aware of software upgrades made by L.T. Systems (court software). The upgrades that were made by the company require certain operating requirements of all computers operating this software. The current computer utilized by the Court does not meet these standards. Therefore, we would like to recommend the allocation of \$1,500 of Court Technology Funds to replace this P.C. Currently, the fund balance is over \$24,000.

Submitted for City Manager's Office by: Edna Martinez

Originating Department: Office/Court Administrator

Originating Department Head: Edna Martinez

Consideration of potential nominations to the Tarr...

C. W. Spencer

Submission Date Oct 9, 2021 4:28 PM

Agenda Tracking Number 22014

TYPE: **Consideration and Possible Action**

What date would you like to have this item added: Oct 12, 2021

SUBJECT: Consideration of potential nominations to the Tarrant County Appraisal District Board of Directors

RECOMMENDATION: No recommendation at this time

DISCUSSION: The Tarrant County Appraisal District is seeking nominations for the Tarrant County Appraisal District Board of Directors. The City of Everman is eligible to submit a single nomination.

Submitted for City Manager's Office by: C. W. Spencer

Originating Department: City Manager

Originating Department Head: C. W. Spencer
