



**EVERMAN
CITY COUNCIL
REGULAR MEETING
MINUTES
Tuesday, April 5, 2022
6:30 P.M.**

There will be a Regular Meeting held by the Everman City Council on Tuesday, April 5, 2022 at 6:30 p.m. at 212 North Race Street with the following agenda:

Ray Richardson	*	Mayor
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
Absent:		
Linda Sanders	*	Council Member, Place 1
Others Present:		
Mindi Parks	*	City Secretary
Craig Spencer	*	City Manager
Susanne Helgesen	*	Director of Finance
Kathy Williams	*	Snow Garrett Williams

1. Meeting called to order.

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

2. Invocation.

3. Pledge of Allegiance.

4. Consent Agenda:

A. None

5. Citizens Comments:

Johnnie Allen had a comment and stated they there is still problems with the trash pick-up and she would like to know if the city is working on that. Craig stated that the city is aware of the problems and this will be on the next meeting for review.

6. Presentation

A. The 2021 Financial Audit Presentation by Snow Garrett Williams- [22095](#)

Kathy Williams a partner with Snow Garrett Williams is going to take council through a few items from the Audit Report like she has done in the past. These are a few highlights from this report. Kathy started on the Independent Auditor's Report on page three where it states the opinion and, in their opinion, the financial statements referred to above present fairly, in all material respects and thereof for the year then ended in accordance with accounting principals and this is that clean unmodified opinions that you as a council want to see. She then moved to page seven, the Management's Discussion and Analysis. She put the council's attention on the total assets line for the Governmental Activities and Business-type Activities. This amount went from \$16,072,549 to \$18,285,132 for a total increase of 2.2 million dollars. This is due to all the projects going on right now and assets. The total net position on this report went from \$5,495,797 to \$6,276,759 for an increase of 1.5 million dollars. The goal is to preserve and increase these positions. This increase is good start in

doing that. On page ten she then pointed out the Major Capital Asset events during the current fiscal year include Memorial Park facility upgrades; Water line project; Fire Station rebuild; and beginning the City Hall Annex- Civic Center rebuild. Page eleven where you will see the total Capital Assets at the end of September of 2021, were over 9.9 million dollars and that is net of depreciation and that includes 5.4 million dollars in Governmental Activities and 4.5 million in Business-Type Activities. The outstanding debt on this page is \$9,568,948. Kathy then moved to page sixteen, taking a look at the individual fund statements starting with the Governmental Funds. Here you will see total assets and these are more on a current basis, at this point they do not include your Capital Asset, so the total assets were \$4,021,536 for all Governmental Funds and most of that is in cash and cash equivalents. Total Liabilities were \$1,062,135. That includes Accounts Payable accrued expenses for September that were paid in October or the first part of November. The unearned revenue for the American Rescue Plan Act, there was grant money that had been received by the city and had not been spent yet by year end so that money will be spent in this upcoming year. Total Fund balances of \$2,875,613 for the Governmental Funds last on this page. Kathy moving to page seventeen, again looking at the Governmental Funds and you will see total Revenues were at \$5,680,895, total expenditures of \$7,296,512 and that includes \$1,750,747 in Capital outlay for those improvements and ongoing projects that the city has. Then we have Other Financing sources and uses which include the city's Bond Proceeds and Proceeds from sale of assets and those total \$637,600 and when we put all of that together there was actually a net decrease in fund balances and again this is primarily because of the Capital outlay and you can see that in every category. So, the city is using the Fund Balance Reserves to cover that Capital outlay for those significant improvements that the city has going on. Kathy moving to page nineteen, starting with the Statement of Net Position for the Enterprise Fund which is the Water and Sewer Fund. The council will see the total assets of \$9,018,232. That included restricted cash of \$4.1 million dollars which was primarily unspent Bond Proceeds. Also, you have your noncurrent which are your Capital Assets of \$4.5 million dollars. The total Liabilities towards the bottom of the page were \$6,399,496 and that included 1.8 million of current liabilities and then your noncurrent liabilities of \$4,601,987. The ending net position for the Water and Sewer Fund was at \$2,615,344. Kathy moving to page twenty, again the Water and Sewer Fund statement of revenues, expenses, and changes in Net Position there was a total Operating revenue for the last fiscal year of \$2,158,900 and you subtract out your operating expenses of \$1,752,973 and that resulted in Operating income of \$405,927 for the year. If you add back the non-operating revenues of \$106,718 and that resulted in an increase in the city's net position in the Water and Sewer Fund of \$512,645. This is a very positive thing. She stated that she knows it was difficult raising water rates but when the water system continues to age and you have significant improvements going on, to be able to build up those reserves and have those funds available to pay off the debt that was issued as well as to have it available for future repairs on the system. Kathy moving on to page seventy, everyone's favorite part she added. She stated that on this page that you will find the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. This covers two areas; Internal Control over Financial Reporting and you will see at the bottom that a significant deficiency that they have identified that we will go over and there were no instances of non-compliance that have to be reported to the council at the bottom of the page under Compliance. Kathy moving to page seventy-two, the council will find the Schedule of Findings and Questioned Costs. She stated that this is just a good summary and this is a required Schedule when you spend over \$750,000 in Federal Funds. You are required to have what's called a Single Audit and this Schedule is required by the Single Audit. The top section talks about the Financial Statements and says that it was an Unmodified Report that was issued. It said we did not find any Material Weaknesses or Non-Compliance. This goes through and says that there were no findings under Federal Awards. The Finding down at the bottom in Internal Controls over Financial Reporting, they identified a significant deficiency because there were adjusting journal entries necessary to correct and adjustment account balances at year end. The effect here is that there were two areas that had significant entries, that included an entry for Workers Compensation payable and related expenditures as well as adjustments for Capital Asset balances at year end. There were several things that contributed to this, there was some changes in the system, there were some unusual

transactions that happened in the last year. She stated that they have gone over all this with the Finance Director and she has all the entries and their all entered into the system and the Auditors feel like a lot of it is because of some of the unusual things that happened in the Twenty-one Fiscal year. Kathy moving to the top of page seventy-three, the council will see there that they commend the city on developing and adopting the Comprehensive Financial Management Policy and they recommend continuing to develop those Policies to maintain strong Internal Controls and to go ahead and reconcile some of the reconciliation's between different Systems and recording Financial transactions including Capital Asset activity as those things occur just so you have more useful and accurate reports throughout the year. Kathy moving to page seventy-five, the council will find the city's response to that corrective action plan and you will see there that she mentioned before, that the city stated they will continue to implement new policies and procedures as necessary to maintain strong internal controls related to our financial reporting and monitoring. She also thanked the city staff for getting all the answers to their questions and it has been a pleasure as usual working with everyone. There is a Management Letter in the back and it covers things that we have already went over and they just ask the city to continue reviewing Budget Report and making the budget amendments as needed. Kathy then asked council if they had any questions. Johnnie Allen asked on page seventy-two, under Internal Controls Over Financial Reporting there is a yes and Kathy explained it is because of the finding on the bottom of the page where Significant deficiencies identified that are not considered to be material weaknesses and the answer is yes. Kathy explained that a material weakness is worse. A significant deficiency does not rise to the level of a material weakness. A material weakness means there is something in your system and in your accounting system or in controls that is not working properly. If it had been reoccurring entries instead of just one-time unusual instances then it could have risen to that level. Craig also stated that he took the liberty to going to look at past financial audits and he went back to 2012 to now, to get a performance history to see what has been going on in the city the past ten years. After reviewing there has been some impactful take aways include a \$1.5 million dollar increase in the total net unrestricted net position in one year. This is also the first increase in the net position since 2014. The increase we saw 2014 was only \$42,000. This is also the first year we have seen an increase in Government Activities unrestricted net position since 2014. This is the first year we have seen an increase in Government Activities total net position since 2014. This is a ten-year record high Business Type Activities total net position \$2.6 million dollars, and this is the first year we have seen a total net position increase and that increase was \$780,000. So, considering the circumstances and what we have had to work with over the last couple years, the pandemic and take that and include all of the investments, and projects that the city has taken on, Craig stated he thinks council made the right decisions approving the changes and policies that we made and slowly getting the city in a better financial state. Mayor and council thanked Kathy for the good news and her for coming out and this completed the presentation.

B. The Introduction of the new Librarian- Rosalinda Leon- [22099](#)

Craig just wanted Rosalinda to come introduce herself. Also, just being transparency with council Rosalinda does not have any Library experience at all but she has excellent customer service experience and management experience that is going to be very beneficial to the library and this role. She has a lot of good ideas and we believe she will be a true key player in the changes and improvements in the library. With Rosalinda being hired we also promoted another existing employee to Program Coordinator and she as well has a lot of good ideas and things she wants to see in the library. These two together will make a great combination for the library. Council is very excited to see her on board and welcomes her. He added that she is very excited also, and she urged them to come to the library and ask her anything and she will be happy to help. She stated that she is a resident of Everman also.

C. Proclamation- Child Abuse Prevention Month- [22096](#)

Mayor Richardson read and presented the Proclamation for Child Abuse Prevention Month.

D. Proclamation- Public Safety Telecommunicator's Week- [22100](#)

Mayor Richardson read and presented the Public Safety Telecommunicator's Week.

7. Discussion Items:

A. Discussion and potential selection of a date for City Staff to host a "Town Hall Meet & Greet" - [22097](#)

Craig stated that when they had the last Budget session last year that Council Woman Allen brought up and wanted to receive some more citizen input on Budget and projects that are happening around the city. Our Civic Center across the street is expected to be completed by the end of May therefore Craig thinks it would be a good idea and good time of year to host a Town Hall meet and greet. This would be an opportunity for citizens to come up and interact with the Directors of every Department. The meeting would consist of a pretty short presentation of everyone as a whole and the numerous of projects that are going on in the city and then move forward to the interaction of the citizens o the Director they wish to talk with and get that citizen feedback directly from our citizens. The Directors would then take that feedback into consideration when working on the Budget and compile that back to council. Craig stated that council of course is also invited to participate in this if they would like to. Allen expressed that she thinks moving forward we should have a couple of those a year. The council likes the idea and asked Craig when he is planning to have this Town Hall meet and greet. Craig explained depending on the completion of the City Hall Annex and that should be end of May so he expects mid to late June. He did ask council if they would rather have this on a Saturday, or do they prefer a week night? They would like to host this on a Saturday. The earliest in June as soon as the building is done and Craig will update Council on that date as soon as he gets it.

B. CDBG CV – 2022 Additional Funding – Craig Spencer - [22101](#)

Craig stated that Tarrant County has put out notice on our RFP again for CDBG Coronavirus Funding. The first round that was submitted, the City of Everman submitted an RFP for the inclusive playground over at Pittman Park and that is what is funding that project. This is another round of that funding and here is the carveout to that, because we have already received funding from round one, we will be at the bottom of the list to be selected to receive funding and any cities that have not already received CDBG Funding will receive funding first. So, there is a good chance that we may not get funding at all however Craig did not want to just not put in for it. The amount on this RFP is anywhere between \$75,000 to \$500,000. There are two areas within this project that we can focus these funds on. It is really just Park Improvements and Water-Line infrastructure improvements. One of the areas of concern that Craig and the Director of Public Works looked at is Forest Hill Drive. The funding is in place for the expansion of Forest Hill Drive but we have not had the chance to address that infrastructure underneath that road way. The Director of Public works Mr. Ramirez believes e should focus these funds underneath the road ways. We did ask the City Engineer to give us an updated cost for this project and that estimate came in at \$501,000, it would not be much for the city to make up to make this project happen. Craig wants to get a consensus from council tonight to move forward and there is a tight deadline on this project so we have to submit this by April 30th. With council's consensus he will tell our City Engineer to move forward on submitting this on our behalf. Mackey asked if this would address the standing water at the intersection down from Souder where kids walk and this would not but RTC is addressing that Storm Drainage along with the street expansion. Council is in consensus for Craig to move forward with this project.

C. Completion of the Form 2201- Statement of Officer "Anti-Bribery Statement" and renewed Oath of Office for all elected and appointed positions – [22102](#)

Craig handed out this form for all of council to sign. This form is for all appointed positions and Boards and Commissions. The City Secretary Mindi Parks administered the Oath of Office to all council.

D. Discussion regarding future plans of the Everman Historical Society and the continued use of the Everman Public Library - [22103](#)

Craig stated that this questioned has came up on the Library Board side and the staff has talked a little about it too. The Everman Historical Society uses a room over at the library. There is a lot of neat artifacts in there. There is a lot of old newspapers from Everman and beautiful paintings on the wall and it has been just closed off. Has not been seen or used in a very long time. Covid kind of played into that but they also have not been very active either. Craig would like some guidance from council on how you would like to move forward and maybe start some discussion with the Historical Society and what the staff would like to do at the library is to open that room up in the mean time and rope it up so that those artifacts can be seen and so that people even know that it is there. Staff also talked about having some classes in there and actually talk about the history of Everman and get kids to learn that here in the city. Mayor has talk to a couple of them. One is all for it and one is worried about the

stuff walking off and she would be glad to come and show the room. They do have old display cases. They don't want anything vandalized or walk off. Mayor explained they just have concerns. Craig stated have a plan to get this going. It has been asked about the building for this Historical Society and it is just not in any shape and the repair cost is over \$ 100,000 and we don't have that at this time. If this were to get fixed the question would also come on the staff it would require to run that building. Library Board and staff just want to utilize that room and want to know the status on the Historical Society. Mayor stated that they are in the library until the building is done. Johnnie Allen asked about the Annex building and that would limit the rental space. Council suggested maybe having tour times of the museum so that we can make sure someone is there. This could be put on the sign and website. Craig asked Mayor to get the Historical Society together so they can meet with them about this idea. This will be continued discussion till we get the game plan together.

8. Consideration and Possible Action:

A. Approve the City of Everman Sports Fields Event Rental Agreement Contract and authorize the City Manager to execute said contract as needed - [22098](#)

Motion was made by Council Member Denison and seconded by Council Member Sellers to approve the City of Everman Sports Fields Event Rental Agreement Contract as amended amending the starting date to June 1st and authorizing the City Manager to execute said contract as needed. ALL VOTED AYE.

9. Executive Session- NONE

10. City Manager's Report- Craig Spencer

Craig just has an update on the Civic Center and they have a delay and they were aiming mid-May for completion now it is the end of May. He is waiting on an exact date. Allen asked if there was an update on Columbine and he said that he did not get one and he will email her that information. Mayor asked about the Tanks on the PD well site. Craig said about %50. This completed his update.

11. Mayors Report – Mayor Ray Richardson- NONE

12. Adjourn.

Mayor Richardson adjourned the meeting at 7:40pm.

Mindi Parks
City Secretary