

**City of Newark
City Council Meeting Minutes
Thursday, June 18, 2015**

I. Call to Order and Announce a Quorum is Present

Mayor Gary Van Wagner called the meeting to order at 7:12 p.m. on Thursday, June 18, 2015 in the Newark Municipal Building located at 209 Hudson Street, Newark, Texas and announced a quorum was present. Those present were Mayor Gary Van Wagner, Mayor Pro Tem Linda Anderson, Councilmember Cary Mellema, Councilmember Mark Wondolowski, Councilmember Dan Sessler, Municipal Court Clerk Sarah Williams, Assistant City Secretary Jeanine Inman, and City Administrator Diane Rasor.

II. Invocation and Pledge of Allegiance to the Flag

Mayor Van Wagner delivered the invocation and led the Pledge of Allegiance to the flag.

III. Presentations

- **Marion E. Harrell Scholarship presented by Mrs. Claudette Harrell**
- **Newark NISD 2015 Graduates' Certificates presented by Mayor Gary Van Wagner**

Graduating seniors from NISD in attendance were: Jessica Becan, Abigail Mendoza, Zachary Lewis, Antonio Rodriguez, De'Quain Byrd, and Adrian Razo. Mr. Mike Hays, NISD Counselor, was also present. Mrs. Harrell presented gift certificates from local vendors to the students and the \$1,000 Marion E. Harrell Scholarship to Miss Jessica Becan. Mayor Van Wagner congratulated the seniors and presented Certificates of Recognition and City of Newark journals and pens.

IV. Public Hearing to receive comments on a request from the property owners at 310 F.M. 718 in Newark to abandon a public utility easement located on the property.

Mayor Van Wagner opened the public hearing at 7:15 p.m. There were no proponents or opponents. Mayor Van Wagner closed the public hearing at 7:16 p.m.

V. Citizen Comments – None.

VI. Consent Agenda, A. Approval of May 21, 2015 Minutes, B. Approval of Accounts Payables from May 22nd to June 19, 2015, C. Approval of the Budget vs. Actuals and City Financials, D. Consideration of Staff Reports

Councilmember Wondolowski moved to accept the consent agenda; Councilmember Cary Mellema seconded the motion. All approved. Motion passed.

VII. Regular Meeting

1. Consider and act on appointing a Mayor Pro Tem for the period of June 2015 through May 2016.

Councilmember Mellema moved to appoint Councilmember Mark Wondolowski as Mayor Pro Tem; Mayor Pro Tem Anderson seconded the motion. All approved. Motion passed.

2. Consider and act on the 2013-2014 Annual Audit.

Councilmember Sessler moved to approve the 2013-2014 annual audit; Councilmember Mellema seconded the motion. All approved. Motion passed.

3. Consider and act on the enforcement of the City Council Order for 726 McCanne Street provided the City Council has found (A) That such defects or conditions exist to the extent that the life, health, property or safety of the public or the occupants of the building are endangered; and (B) The building is infeasible of repair; or (C) There is no reasonable probability the building will be repaired within a reasonable period of time if additional time is given.

Ms. Greta Rodriguez stated that she is still placing siding on the house and shingles on the roof. She believes the house is "grandfathered" and does not need to meet current code. City Administrator Diane Rasor said Ms. Rodriguez's house is not "grandfathered" according to the City's Code of Ordinances, Chapter 14, Section 31.

Ms. Rodriguez also stated that she had completed everything on the "list" (from the building inspector) that was required of her. Mayor Van Wagner said he needs a decision on whether the house is safe so he asked the City Code Enforcement Officer, Jimmy Duvall, to compile a list of inspectors and then he, Greta and Diane (City Administrator Diane Rasor) will pick one of the companies and hopefully by the next meeting have a decision. Item postponed until the next meeting.

4. Discussion and possible action on a contract to purchase electricity for the City of Newark beginning in June 2016.

Councilmember Anderson moved to accept the quote from Cirro Energy for twelve (12) months with the understanding that City Administrator Diane Rasor will call to see if there are any pass through charges; Councilmember Mellema seconded the motion. All approved. Motion passed.

5. Consider and act on Ordinance A-432 vacating and abandoning a transfer station easement relating to the property located at 310 F.M. 718.

Councilmember Mellema moved to approve Ordinance A-432; Mayor Pro Tem Wondolowski seconded the motion. All approved. Motion passed.

6. Consider and act on allotting funds to correct the drainage on streets located in the Original Town of Newark.

This item is postponed until the next meeting so more information on the cost of the project can be presented.

7. Consider and act on paying two public works' employees one week of their earned compensation time due to the increased hours during the rains.

Councilmember Anderson moved to approve paying two public works employees one week of their earned compensation time; Councilmember Mellema seconded the motion. All approved. Motion passed.

8. Consider and act on updating the budget to reflect additional revenue and expenditures.

City Administrator Diane Rasor recommended the following changes to the current budget:

Line Item # 104 – Sales Tax Collected: Decrease from \$90,000 to \$81,000 based on the current trend in sales tax collection.

Line Item #107 – Conduit Loan Income: Increase from \$10,000 to \$50,000 based on receiving four (4) additional requests for loans.

Line Item #122 – Building Permits: Increase from \$5,000 to \$13,000 based on the current trend of construction in the City.

Line Item #204 – Computer Expense: Increase from \$5,000 to \$8,000 based on the cost of purchasing and installing a new server and paying for computer repair services.

Line Item #207 – Copy Machine Expense: Increase from \$1,000 to \$1,500 due to more informational mail out to citizens.

Line Item #209 – Professional Dues: Increase from \$800 to \$1,000 due to paying additional membership fees for the administrative assistant.

Line Item #218 – Postage: Increase from \$1,000 to \$1,500 due to more mail outs to citizens.

Line Item #234 – Legal: Decrease from \$15,000 to \$10,000 based on the current trend of legal services needed.

Line Item #240 – Building Maintenance: Increase from \$3,000 to \$8,000 to include the repair of the air conditioner system at City Hall and the estimate for asbestos removal in the old gym.

Line Item #271 – Administration Wages: Increase from \$71,850 to \$75,000 due to increasing the municipal court clerk's hours by assigning her utility billing clerk duties also.

Line Item #303 – Police Department Equipment: Decrease from \$2,000 to \$1,000 because the radar gun was purchased out of last year's budget.

Line Item #310 – Miscellaneous Supplies: Decrease from \$1,000 to \$500 based on the current trend of expenditures.

Line Item #313 – Court Attorney: Increase from \$1,000 to \$3,000 due to first year inexperience in budgeting for this item and the time the attorney charges for pre-trial court dates.

Line Item #371 – Wages Police Department – Decrease from \$41,000 to \$35,000 due to resident deputies working less hours than originally scheduled.

Line Item #372 – Wages Municipal Court – Increase from \$8,600 to \$12,000 due to an increase in municipal court hours needed to process citations and prepare for court.

Line Items #391 and #392 – Technology and Building Security Fund: Increase from \$0 to \$400 and \$300 respectively due to adding these fees to citations, which are allowed by the State to help support small municipal courts.

Line Item #396 - Police Department Fine Revenue: Increase from \$10,000 to \$14,000 due to first year inexperience in budgeting for this item.

Line Item #455 – Fire Department Property and Liability Reimbursement: Create new line item under Fire Department to allocate for reimbursement of Property and Liability Insurance. Increase from \$0 to \$8,290 (-8,290 since this is an income item listed under expenses).

Line Item #552 – Library Telephone and Internet: Increase due to a mandatory equipment change by AT&T.

Line Item #571 – Wages – Decrease from \$17,303 to \$16,650 due to moving personnel from library to administration.

Line Item #575 – Library Payroll Taxes: Create new line item and move library payroll taxes from administration's budget to more accurately reflect where money is being spent. Budget \$1,000.

Line Item #583 – Patron Fines and Fees: Increase from \$0 to \$500 (-500) due to employees collecting fines again instead of allowing food donations.

Line Item #610 – Parks & Recreation: Increase from \$0 to \$500 due to the City Council's decision to add the responsibility of maintaining the parks to their duties.

Line Item #793 – Public Works Wages: Increase from \$5,000 to \$11,000 to pay for a contract laborer to construct ditches to improve the drainage on the south side of town.

Line Item #911 - WW Permits/Inspection Fees: Increase from \$2,500 to \$3,000 to allot for the well inspection fees, which occur every three (3) years.

Line Item #929: Training/Education: Increase from \$2,000 to \$2,500 due to public works employees working on obtaining multiple licenses (water and wastewater).

Line Item #952 – Telephones: Increase from \$11,000 to \$15,000 due to installation of the SCADA system taking longer to build and install than anticipated. All AT&T lines are now gone.

Line Item #971 – WW Wages: Increase from \$77,000 to \$80,560 to allot the additional checks paid out for compensation time.

Line Item #972 – Property and Liability Insurance: Decrease from \$16,000 to \$6,500 due to a refund on the worker's compensation insurance for water and sewer this year.

Councilmember Anderson moved to accept the changes; Councilmember Mellema seconded the motion. All approved. Motion passed. A copy of the changes is attached.

9. Consider and act on scheduling workshops for the 2015-2016 fiscal year budget.

A budget workshop will be held Tuesday, July 28, 2015 at 6:00 p.m.

10. Adjourn. The meeting adjourned at 8:46 p.m.

APPROVED:

Gary Van Wagner, Mayor

Date

ATTEST:

Diane Rasor, City Administrator

City of Newark Consolidated Fund							
Profit & Loss Budget vs. Actual							
October 1, 2014 through June 15, 2015							Proposed
							Changes
				10/01/14-06/15/15	Budget		Budget
Ordinary Income/Expense							
Income							
100 · GF							
101 · Property Taxes							
101-A · Maintenance & Operations				204,878.61	191,000.00		191,000.00
101-B · Interest & Sinking				29,721.32	28,500.00		28,500.00
101 · Property Taxes - Other				0.00	0.00		0.00
Total 101 · Property Taxes				234,599.93	219,500.00		219,500.00
104 · Sales Tax Collected				61,794.08	90,000.00		81,000.00
105 · Franchise Fees				9,392.94	42,000.00		42,000.00
107 · Conduit Loan Income				30,000.00	10,000.00		50,000.00
120 · Contractor's Registrations				150.00	100.00		100.00
122 · Building Permits				11,021.75	5,000.00		13,000.00
132 · Cell Phone Towers				14,322.00	15,480.00		15,480.00
135 · Petty Cash - Fax-Copy-Info Re				257.30	150.00		150.00
142 · Pet Registrations				319.00	700.00		700.00
184 · Oil & Gas Lease				2,614.08	4,000.00		4,000.00
187 · FD Reimbursement-TML Insurance				4,156.00	6,200.00		0.00
100 · GF - Other				0.00	0.00		0.00
Total 100 · GF				368,627.08	393,130.00		425,930.00
800 · WS							
801 · Water Revenue				130,246.03	200,000.00		200,000.00
802 · Wastewater Revenue				68,764.14	102,000.00		102,000.00
803 · Garbage Collections Billed				57,831.22	79,000.00		79,000.00
810 · Reconnect Fees				3,521.07	3,500.00		3,500.00
811 · Tap Fees				1,500.00	0.00		0.00
815 · Late Fees				6,921.75	10,000.00		10,000.00
817 · Adjustments				917.33	1,000.00		1,000.00
800 · WS - Other				0.00	0.00		0.00
Total 800 · WS				269,701.54	395,500.00		395,500.00
Total Income				638,328.62	788,630.00		821,430.00
Expense							
200 · AD							
201 · Bank Service Charges				20.00	250.00		250.00
204 · Computer Expense				6,128.68	5,000.00		8,000.00
207 · Copy Machine Expense				1,192.11	1,000.00		1,500.00

				Changes		
				10/01/14-06/15/15	Budget	Budget
			209 · Professional Dues	962.70	800.00	1,000.00
			211 · Election Expense	0.00	0.00	0.00
			217 · Office Supplies	1,298.11	2,000.00	2,000.00
			218 · Postage	993.79	1,000.00	1,500.00
			227 · Public Notices	1,380.30	1,500.00	1,500.00
			229 · Wise County Appraisal District	2,182.50	2,700.00	2,700.00
			231 · Building Inspector Fees	1,841.72	3,000.00	3,000.00
			232 · Audit Fees	0.00	7,500.00	7,500.00
			233 · Miscellaneous Expense	424.98	500.00	500.00
			234 · Legal Fees	4,914.05	15,000.00	10,000.00
			240 · Building Maintenance	4,805.41	3,000.00	8,000.00
			251 · City Electricity	3,361.18	5,200.00	5,200.00
			252 · Telephone	4,222.70	6,700.00	6,700.00
			261 · Insurance - Property & Liabilit	4,287.42	7,000.00	7,000.00
			271 · Wages - Administration	49,671.02	71,850.00	75,000.00
			275 · Payroll Taxes	4,005.98	4,862.32	4,862.32
			277 · Insurance - Employee Health	5,250.40	7,824.84	7,824.84
			278 · Retirement - City	1,107.32	2,000.00	2,000.00
			290 · Long Term Debt	48,497.03	50,212.00	50,212.00
			291 · Travel/Training	1,166.61	1,000.00	1,000.00
			293 · City Hall Security	351.60	527.40	527.40
			200 · AD - Other	0.00	0.00	0.00
			Total 200 · AD	148,065.61	200,426.56	207,776.56
			300 · PD/MC			
			303 · Equipment	772.07	2,000.00	1,000.00
			304 · Computer & Court Software	1,440.00	2,000.00	2,000.00
			306 · Training	0.00	500.00	500.00
			310 · Misc-Supplies	265.39	1,000.00	500.00
			311 · Warrants - PD	0.00	500.00	500.00
			312 · State Comptroller Fees - PD	1,498.22	4,000.00	4,000.00
			313 · Court Attorney	1,979.72	1,000.00	3,000.00
			316 · Code Enforcement	4,493.09	10,000.00	10,000.00
			320 · Animal Control Expense	1,286.75	2,000.00	2,000.00
			371 · Wages - Police Department	21,689.30	41,000.00	35,000.00
			372 · Wages - Municipal Court	8,369.18	8,600.00	12,000.00
			391 · Technology Fee	-194.00	0.00	400.00
			392 · Building Security Fund	-163.00	0.00	300.00
			396 · Police Department Fine Revenue	-10,798.18	-10,000.00	14,000.00
			397 · Worker's Compensation Insurance	1,106.38	1,500.00	1,500.00
			300 · PD/MC - Other	0.00	0.00	0.00
			Total 300 · PD/MC	31,744.92	64,100.00	86,700.00

				Changes		
				10/01/14-06/15/15	Budget	Budget
400 · FD						
			454 · Other - Stipend	9,000.00	9,000.00	9,000.00
			455 FD Prop & Liab Insurance	-6,200.87	0.00	-8,290.00
			400 · FD - Other	0.00	0.00	0.00
Total 400 · FD				2,799.13	9,000.00	710.00
500 · LB						
			503 · Audio/Video	0.00	100.00	100.00
			505 · Materials & Supplies	805.91	1,000.00	1,000.00
			506 · Books	836.09	1,200.00	1,200.00
			509 · Electronics/Equipment	1,064.54	1,000.00	1,000.00
			510 · Travel	0.00	100.00	100.00
			512 · Misc.-Postage-Col Fees	16.16	350.00	350.00
			541 · Maintenance Expense	187.45	500.00	500.00
			551 · Electricity	2,046.68	3,000.00	3,000.00
			552 · Telephone/Internet	1,110.13	1,200.00	1,800.00
			571 · Wages	13,048.86	17,303.00	16,650.00
			575 · Payroll Taxes	848.42	0.00	1,000.00
			582 · Grants - Other	-20,423.86	-20,424.00	-20,424.00
			583 · Patron Fines & Fees	-452.34	0.00	500.00
			584 · Library Security	251.55	384.00	384.00
			585 · Library Events	66.87	500.00	500.00
			500 · LB - Other	0.00	0.00	0.00
Total 500 · LB				-593.54	6,213.00	7,660.00
600 · PK						
			610 · Parks & Recreation	133.85	0.00	500.00
			600 · PK - Other	0.00	0.00	0.00
Total 600 · PK				133.85	0.00	500.00
700 · PW						
			742 · Street Signs	279.50	500.00	500.00
			747 · Street Repairs	5,386.78	31,000.00	31,000.00
			748 · Street Lights	11,253.85	14,300.00	14,300.00
			791 · Contract Labor - Mowing	24,000.00	36,000.00	36,000.00
			792 · Equipment Repair and Supplies	750.90	1,000.00	1,000.00
			793 · Public Works Wages	7,206.50	5,000.00	11,000.00
			795 · Engineer	0.00	10,000.00	10,000.00
			700 · PW - Other	0.00	0.00	0.00
Total 700 · PW				48,877.53	97,800.00	103,800.00
900 · WW						
			902 · Chlorinator	2,779.45	4,500.00	4,500.00

						Changes
				10/01/14-06/15/15	Budget	Budget
			903 · Equipment Purchases	20,000.00	20,000.00	20,000.00
			904 · Equipment Rental-Lease	387.75	500.00	500.00
			905 · Fire Hydrant Maintenance	0.00	4,000.00	4,000.00
			908 · Garbage Fees Paid	50,516.07	60,000.00	60,000.00
			911 · WW Permits/Inspection Fees	2,958.65	2,500.00	3,000.00
			915 · UTGCD	245.56	4,000.00	4,000.00
			917 · Office Supplies	317.65	500.00	500.00
			918 · Postage	2,039.98	3,000.00	3,000.00
			925 · Security	377.65	660.00	660.00
			926 · Supplies-General	5,013.24	10,000.00	10,000.00
			928 · Lab Fees-Water/Sewer	11,234.38	15,000.00	15,000.00
			929 · Training/Education	2,025.00	2,000.00	2,500.00
			930 · Fuel	3,477.23	6,000.00	6,000.00
			933 · Engineering Services	1,437.50	10,000.00	10,000.00
			941 · WW - Building Maintenance	436.89	1,000.00	1,000.00
			942 · Vehicles Maintenance	556.06	2,000.00	2,000.00
			943 · Equipment Maintenance	717.62	2,000.00	2,000.00
			944 · Water System Improvements	10,467.20	20,000.00	20,000.00
			946 · Sewer Expense	16,234.24	25,000.00	25,000.00
			948 · Lift Station	9,088.30	10,000.00	10,000.00
			951 · WW Electricity	28,751.53	40,000.00	40,000.00
			952 · WW Telephones	14,805.75	11,000.00	15,000.00
			971 · WW Wages	56,851.92	77,000.00	80,560.00
			972 · Property & Liability Insurance	4,119.08	16,000.00	6,500.00
			975 · WW Payroll Taxes	4,568.46	6,200.00	6,200.00
			976 · Retirement	1,661.64	2,400.00	2,400.00
			978 · Insurance - Employees Health	10,309.04	15,649.68	15,649.68
			992 · Bond/Cert of Oblig Pymts	34,067.75	33,862.00	33,862.00
			900 · WW - Other	0.00	0.00	0.00
			Total 900 · WW	295,445.59	404,771.68	403,831.68
			Total Expense	526,473.09	782,311.24	810,978.24
			Net Ordinary Income	111,855.53	6,318.76	10,451.76