



ACTION MINUTES
Wilmer City Council Budget Work Session
August 6, 2018 at 6:00 pm

Council Present

Emmanuel Wealthy-Williams, Mayor
Sheila Petta, Mayor Pro Tem
John Eggen, Council Member
Sergio Campos, Council Member
Candy Madrigal, Council Member
Absent
Melissa Ramirez, Council Member

City Staff Present

Dr. Carrie Gordon, City Administrator
Patsy Patten, City Secretary
Troy McCraw, Building Official
Missie Schwab, Finance Director
Laverne Surratte, Senior Center Director
Jenifer Ramirez, Librarian
Paula Allen, Municipal Court Judge

CALL TO ORDER At 6:00 pm, Mayor Wealthy-Williams called the meeting to order. Members present were Mayor Wealthy-Williams, Mayor Pro Tem Petta, Councilmember Eggen, Councilmember Madrigal and Councilmember Campos. Councilmember Ramirez was absent.

BUDGET WORK SESSION

1. Review and discuss FY 2018-2019 budget for operations, capital improvements, and debt service.

A. City Department presentations (Part 2):

1) Municipal Court

Judge Allen gave a presentation regarding the court department and the items that she needs to have which include a new camera and alarm system for the Community Center. She also discussed moving into the old City Hall building.

Administration

a. Senior Center

Senior Center Director, Laverne Surratte, gave an overview of the Senior Center activities and discussed their need for a new heavy-duty wheelchair lift.

b. Library

Jennifer Ramirez proposed purchasing a Simple Scan system for patrons to use to scan documents of all sizes into a variety of formats.

c. Community Development

Building Official, Troy McCraw, requested purchasing a large scanner which will allow his department to scan and make copies of plats, plans and other large documents. This can be done more inexpensively in-house than having the engineer do them or take them to another vendor to have them printed.

d. Finance

Director of Finance, Missie Schwab, gave an overview of the Finance Department and requested funding to purchase financial software called STW that will streamline our financial capabilities. Through STW, we can track expenditures and fee collections in real time as well as produce reports that currently take a while to pull together.

2. Options for New City Website Creation and Design and Nixle Notification Service.

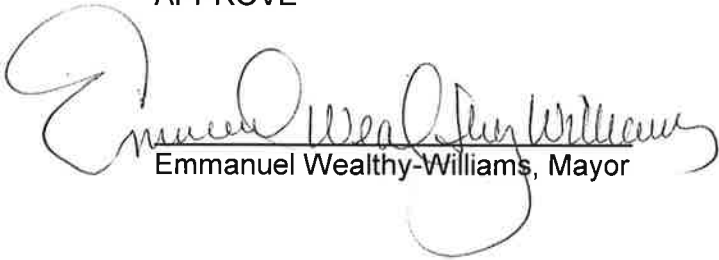
Jennifer Ramirez updated the Council on the status of the current website and gave some options of new website companies that can design and create a new website that will be backed up daily. She also introduced a service called Nixle which is similar to Reverse911 where citizen's sign up to get notified via phone if there is bad weather, hazardous material spill on the highway or other important information that they need to know immediately.

3. Proposed FY 2018 – 2019 Master Fee Schedule


Dr. Gordon informed the Council that staff is working on updating the Master Fee Schedule and will be bringing it to the Council for approval at a later date.

ADJOURNMENT There being no further business, Mayor Wealthy-Williams adjourned the budget workshop at 7:06 p.m.

APPROVE


Emmanuel Wealthy-Williams, Mayor

ATTEST


Patsy Patten, City Secretary

