



CITY COUNCIL REGULAR MEETING

May 1, 2023 at 7:00 PM

Hewitt Public Safety Facility - Training Room, 100 Patriot Court, Hewitt, TX 76643

AGENDA

Steve Fortenberry, Mayor, Ward 3

Michael S. Bancale, Mayor Pro Tem, At-Large – **Vacant**, Council Member, Ward 1

Johnny Stephens, Council Member, Ward 1 – **Johnny Price**, Council Member, Ward 2

Bob Potter, Council Member, Ward 2 – **Erica Bruce**, Council Member, Ward 3

The meeting will be streamed live on the city's Facebook page.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

The City Council invites citizens to speak on any topic not already scheduled for a public hearing. The Texas Open Meetings Act prohibits the Council from discussing, responding to, or acting on any comments or items not properly posted on the agenda. (Note: Members of the public who wish to speak must complete a "Public Comment Form" and present it to the City Secretary before the meeting.)

REGULAR AGENDA ITEMS

1. Approve minutes of the City Council Workshop/Regular Meeting of April 17, 2023.
2. Presentation of the report from City Engineer Miles Whitney, P.E.
 - Update on pending utility projects.
 - Update on pending street projects.

- Update on pending drainage projects.
3. Discussion and possible action on the reappointment of members to the Board of Adjustment.
 4. Discussion of the FY 2023-2024 Budget Calendar.
 5. Briefing and discussion concerning Council priorities for budget preparation.

ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on April 26, 2023, by 5:00 PM.

CITY OF HEWITT

Lydia Lopez, TRMC/CMC
City Secretary

In compliance with the Americans with Disabilities Act, the City of Hewitt will provide reasonable accommodations for persons attending and/or participating in City Council meetings. The facility is wheelchair accessible, with accessible parking available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting by calling the City Secretary at 254.296.5602 or by fax at 254.666.6014.



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 1, 2023

AGENDA ITEM #: 1.

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Approve minutes of the City Council Workshop/Regular Meeting of April 17, 2023.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a draft copy of the meeting minutes. Please review and advise if any corrections are needed.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

I move approval of the minutes as presented but to allow for corrections.

ATTACHMENTS:

1. 2023-04-17 City Council Workshop Regular Meeting Minutes



CITY COUNCIL WORKSHOP/REGULAR MEETING

April 17, 2023 at 6:00 PM

Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643

MINUTES

Steve Fortenberry, Mayor, Ward 3

Michael S. Bancale, Mayor Pro Tem, At-Large – **Vacant**, Council Member, Ward 1

Johnny Stephens, Council Member, Ward 1 – **Johnny Price**, Council Member, Ward 2

Bob Potter, Council Member, Ward 2 – **Erica Bruce**, Council Member, Ward 3

WORKSHOP MEETING - 6:00 PM

WORKSHOP DECLARATION OF A QUORUM AND CALL MEETING TO ORDER

Mayor Steve Fortenberry called the Workshop Meeting to order at 6:00 PM, announced all members were present, and declared a quorum was present.

WORKSHOP AGENDA

1. BRIEFING AND DISCUSSION CONCERNING ZONE CHANGE REQUEST (AGENDA ITEM 4).

City Manager Bo Thomas introduced Community Development Director Tracy Lankford. Mr. Lankford briefed the Council on the zone change request.

2. BRIEFING AND DISCUSSION CONCERNING AN UPDATE TO THE CITY OF HEWITT'S STRATEGIC PLAN 2023-2028.

- Community Development, Police, and Fire

City Manager Bo Thomas introduced each Department Head who presented their respective Strategic Plan.

Community Development - Presented by Community Development Director Tracy Lankford

Fire Services - Presented by Fire Chief Jonathan Christian

Police - Presented by Assistant City Manager Jim Devlin

WORKSHOP ADJOURNMENT

MOTION: Council Member Bob Potter moved to adjourn the Workshop meeting at 6:30 PM.

SECOND: Council Member Johnny Price

AYES: Bruce, Potter, Price, Stephens, Bancale, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

Mayor Steve Fortenberry called the Regular Meeting to order at 7:00 PM, announced all members were present, and declared a quorum was present.

PLEDGE OF ALLEGIANCE

Mayor Fortenberry led the Pledge of Allegiance.

SPECIAL PRESENTATION(S) AND RECOGNITION(S)

3. SWEARING-IN CEREMONY OF POLICE CHIEF JOHN MCGRATH.

Mayor Fortenberry administered the ceremonial oath of office. After Mrs. McGrath pinned his badge, Chief John McGrath expressed appreciation to all present in support.

PUBLIC COMMENTS

The City Council invites citizens to speak on any topic not already scheduled for a public hearing. The Texas Open Meetings Act prohibits the Council from discussing, responding to, or acting on any comments or items not properly posted on the agenda. (Note: Members of the public who wish to speak must complete a “Public Comment Form” and present it to the City Secretary before the meeting.)

Mayor Fortenberry read the statement above and requested Ryan “RJ” Pase to step to the podium to address the Council. Mr. Ryan “RJ” Pase, 133 Oklahoma Avenue, spoke in response to the Strategic Plan. He suggested Council consider needs versus wants. The City Secretary received no other public comment forms.

PUBLIC HEARINGS AND RELATED ACTION

4. PUBLIC HEARING AND POSSIBLE ACTION ON ORDINANCE NO. 2023-03 TO CHANGE THE ZONING OF A PORTION OF THE JAMES SPROWL SURVEY, ABSTRACT 817, 16.572 ACRES, LOCATED AT THE SOUTHWEST CORNER OF IH-35 FRONTAGE ROAD AND SOUTH HEWITT DRIVE FROM R-1 SINGLE-FAMILY RESIDENTIAL TO C-O OUTDOOR COMMERCIAL DISTRICT.

City Manager Bo Thomas presented. Mayor Steve Fortenberry opened the public hearing at 7:12 PM and called for those wishing to speak in favor. Mayor Fortenberry called for those wishing to speak against. No one appeared. The public hearing was closed at 7:13 PM.

MOTION: Mayor Pro Tem Michael Bancalé moved to approve Ordinance No. 2023-03 rezoning property known as a portion of James Sprowl Survey Abstract 817, being 16.572-acre tract located at the southwest corner of IH-35 Frontage Road and South Hewitt Drive from R-1 Single-family residential to C-O Outdoor Commercial.

SECOND: Council Member Bob Potter

AYES: Bruce, Potter, Price, Stephens, Bancalé, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

REGULAR AGENDA ITEMS

5. APPROVE MINUTES OF THE CITY COUNCIL WORKSHOP/REGULAR MEETING OF APRIL 3, 2023.

MOTION: Council Member Bob Potter moved approval of the minutes as presented but to allow for corrections.

SECOND: Council Member Johnny Price

AYES: Bruce, Potter, Price, Stephens, Bancale, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

6. BRIEFING AND DISCUSSION CONCERNING FINANCIAL STATEMENTS ENDING MARCH 31, 2023.

City Manager Bo Thomas advised that Finance Director Lee Garcia previously sent the March Financial Statements electronically for the Council to review and inquired if Council had any questions. Council raised no questions or concerns.

7. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF THE QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2023.

City Manager Bo Thomas presented a summary of the investment report prepared by Valley View Consulting, L.L.C.

MOTION: Council Member Johnny Stephens moved approval of the Quarterly Investment Report as of March 31, 2023.

SECOND: Council Member Erica Bruce

AYES: Bruce, Potter, Price, Stephens, Bancale, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

8. DISCUSSION AND POSSIBLE ACTION REGARDING THE WACO METROPOLITAN PLANNING ORGANIZATION (MPO) ANNUAL CONTRIBUTION.

City Manager Bo Thomas presented.

MOTION: Council Member Erica Bruce moved approval of the annual payment of \$5,000.00 to the Waco Metropolitan Planning Organization (MPO).

SECOND: Council Member Bob Potter

AYES: Bruce, Potter, Price, Stephens, Bancale, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

9. BRIEFING AND DISCUSSION CONCERNING AN UPDATE TO THE CITY OF HEWITT'S STRATEGIC PLAN 2023-2028 (CONTINUED DISCUSSION FROM WORKSHOP, IF NEEDED).

Presentations and discussions were completed during the Workshop meeting.

ADJOURNMENT

MOTION: Council Member Erica Bruce moved to adjourn the Regular meeting at 7:33 PM.

SECOND: Mayor Pro Tem Michael Bancale

AYES: Bruce, Potter, Price, Stephens, Bancale, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

Approved: _____

ATTEST:

Lydia Lopez, City Secretary

Steve Fortenberry, Mayor

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 1, 2023

AGENDA ITEM #: 2.

SUBMITTED BY: Miles Whitney, P.E.

ITEM DESCRIPTION:

Presentation of the report from City Engineer Miles Whitney, P.E.

- Update on pending utility projects.
- Update on pending street projects.
- Update on pending drainage projects.

STAFF RECOMMENDATION/ITEM SUMMARY:

The City Engineer will present and answer any questions regarding the Engineer's report.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

No action is required.

ATTACHMENTS:

1. Hewitt-PR-4.25.23

HEWITT TEXAS

CITY ENGINEER'S REPORT

April 25, 2023

Utility Projects

Chaparral, Crescent, and Will Boleman

Finishing water and some sanitary sewer items.

Commerce Park Plant Improvements

- Well

Plans have been sent to TCEQ for their review. We are currently working on a construction contract and compiling electrical specifications. GrantWorks is reviewing contract documentation for their conformance with ARPA terms and condition requirements.
- Plant
 - Held an overall project meeting last week with the design team, to progress with the project.

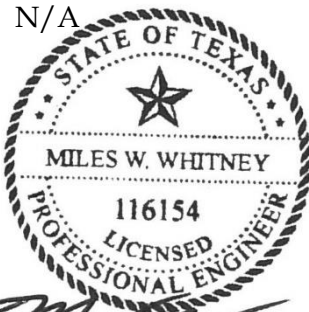
Street/Transportation Projects

Chaparral, Crescent, and Will Boleman

Finalizing design for the finishing review with City's Staff. It is the intent to begin advertising this project for construction in the coming month.

Drainage Projects

N/A

By: 

Miles W. Whitney P.E.

Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 1, 2023

AGENDA ITEM #: 3.

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Discussion and possible action on the reappointment of members to the Board of Adjustment.

STAFF RECOMMENDATION/ITEM SUMMARY:

Douglas Bergen, R. Don Vardeman, and Royce W. Smith have terms that expire this month. These members have agreed to serve another two-year term and are in good standing. Charles Howard has declined reappointment. Therefore, this board has two vacancies. Please advise if you have any recommendations for replacements.

Staff recommends approval of this item.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

I move approval of the reappointments of Douglas Bergen, R. Don Vardeman and Royce W. Smith.

ATTACHMENTS:

1. 00 All Boards Chart

CITY OF HEWITT: COUNCIL, BOARDS, COMMITTEES, AND COMMISSIONS

City Hall 666-6171 (Fax 666-6014); Community Services 666-2447; Utility Billing 666-3151 (after hrs emergency 666-6272); Police Adm. 666-1661; Drug Tips 666-3333; Animal Control 666-6272; Library 666-2442; Park Reservations 666-6173; Municipal Court 666-1208; Chamber of Commerce 666-1200. City of Hewitt web site: www.cityofhewitt.com; Email: citysecretary@cityofhewitt.com

<u>City Council</u> <u>2 Yr Term - May</u>	<u>Board of Adjustment</u> <u>2 Yr Term - April</u>	<u>Planning & Zoning</u> <u>Commission</u> <u>2 Yr Term - June</u>	<u>Parks & Beautification</u> <u>Committee</u> <u>2 Yr Term - December</u>	<u>Library Board</u> <u>2 Yr Term - December</u>
1st & 3rd Mon. @ 7 pm	3rd Thurs. @ 6 pm	1st Tues. @ 6 pm	3rd Wed. @ 6 pm	Quarterly as needed
VACANCY Ward 1 (05-2023) (254) 709-3614	(04-2024) Chairman Jim Winton 1136 Heatherwood (254) 857-9436	(06-2024) Paul D. Lasater 1112 Heatherwood (254) 716-0025	(12-2024) Jerry Snider 108 Brenda Drive (254) 307-0613	(12-2024) Jerry Snider 108 Brenda Drive (254) 307-0613
Johnny Stephens Ward 1 (05-2024) 305 Travis Lane (254) 709-3989	(04-2024) Bradley T. Turner 425 W. Chapman (254) 723-4912	(06-2024) Brian Dalrymple 821 Sunny's Halo Dr. (254) 744-9711	(12-2023) Shayla Wicks 1054 Hesselridge (254) 366-5839	(12-2023) Betty J. Smith 709 Seminole Trail (254) 666-7931
Johnny Price Ward 2 (05-2024) 115 Westchester Way (254) 709-3998	(04-2023) Douglas Bergen 264 Earle Road (254) 666-0855	(06-2024) Walter H. Peterson 500 Moss Hill Road (254) 757-5128	(12-2023) Casey Lowrey 700 Wind Hill Drive (254) 424-1266	(12-2024) Julie Holcomb 112 Travis Ln. (972) 935-4528
Bob Potter Ward 2 (05-2023) 409 W Wall Street (254) 709-3666	(04-2023) Charles Howard 155 Ellis Farm Road (254) 732-4746	(06-2023) Dustin Crawford 1001 December Dr. (903) 754-1204	(12-2023) Ann E. Schiltz 1220 Dendron Drive (254) 666-4291	(12-2024) Lydia Dashner 520 Angel Fire Drive (254) 666-9623
Erica Bruce Ward 3 (05-2023) 717 Fieldstone (254) 709-4050	(04-2023) R. Don Vardeman 432 S First Street (254) 227-4495	(06-2023) Bobby Drake 107 Westchester Way (254) 772-7440	(12-2024) Vernon Bailey 301 Tampico Drive (512) 797-6377	(12-2024) Jennifer Hunt 228 Cross Country Drive (254) 498-0102
Mayor Steve Fortenberry Ward 3 (05-2024) 701 Oakmont Drive (254) 709-0030	Alternate (04-2024) VACANCY	(06-2023) Michael Lee Hix 336 Bowie Lane (254) 723-5071	(12-2024) VACANCY	(12-2023) Delores K. Sincerney 119 Russell Lane (254) 744-5752
Mayor Pro Tem Michael S. Bancale At-Large (05-2023) 909 Stoneridge Drive (254) 709-3522	Alternate (04-2023) Royce W. Smith 1128 Regina (254) 652-3099	(06-2023) Travis Bailey 412 Oklahoma Ave. (254) 666-1492	(12-2024) Ryan A. NeGron 137 Bonham Dr. (346) 818-7831	(12-2023) Sally Goldman 132 Texas (254) 666-2436

Updated: 03/31/2023



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 1, 2023

AGENDA ITEM #: 4.

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Each year during the planning phase of the budget season, we work to bring you a calendar to ensure deadlines are met with time for department presentations and discussions.

STAFF RECOMMENDATION/ITEM SUMMARY:

FISCAL IMPACT:

Amount Budgeted - NA
Line Item in Budget - NA

SUGGESTED MOTION:

NA

ATTACHMENTS:

1. 2023 2024 Budget Calendar

City of Hewitt, Texas
BUDGET CALENDAR
 Annual Budget 2023-2024

	CREATION OF BUDGET
4/3 & 4/17	COUNCIL RECEIVES DEPARTMENTAL STRATEGIC PLANS
	Department heads present their department's 5 year Strategic Plan to City Council in preparation for the new budget year.
4/30	DEADLINE FOR PRELIMINARY TAX ROLL
5/1 & 5/15	COUNCIL BUDGET EXPECTATIONS
	Council gives budget direction to City Manager for upcoming budget year.
5/2	BUDGET CREATION BEGINS
	City Manager gives direction for the budget year. Department Heads prepares their departmental budgets. HR prepares Proposed Salary Schedules, changes to Titles, Promotions & Pay Adjustments. If needed, Department heads also prepare Capital Outlay Requests. Department heads also update fees for the Master Fee Schedule. Finance Director budgets revenue and debt.
6/5	Council authorizes any proposed Notice of Intention Resolution and authorizes city officials to proceed with the issuance process.
5/26	DEADLINE FOR BUDGET REQUESTS
	In advance to compiling proposed budgets, City Manager reviews proposed Salary Schedules and any proposed changes to Titles, Promotions, & Pay Adjustments. City Manager reviews with Department Heads individually their proposed budgets including Personnel Requests and Capital Outlay Requests. City Manger also reviews Revenue estimates. The department reviews include General Fund, Utility Fund and Drainage Fund. The Master Fee Schedule is reviewed for changes proposed by Department Heads.
6/6	DEADLINE FOR REVIEW WITH CITY MANAGER
	After final review with department heads, the City Manager passes the Proposed Budget to Finance Director for compilation and printing for the City Council. The Proposed Budget includes a Statement regarding the Financial Condition of the City, Tax Information, Debt Information, Reserves, Capital Expenditures with provisions for financing, if needed, and Personnel Information including Staffing by Fund and Department, PD & FD Step Charts, & Salary Schedule.
6/23	PROPOSED BUDGET ISSUED TO CITY COUNCIL
7/3 & 7/17	COUNCIL MEETINGS - PROPOSED BUDGET
	City Manager presents Proposed Budget for Council discussion. Council makes changes, if any, to Proposed Budget.
7/25	DEADLINE FOR CERTIFIED TAX VALUES
	Deadline to receive Certified Tax Values from Appraisal District.

(continued)

Calendar for April 2023						
Sun	Mo	Tue	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Calendar for May 2023						
Sun	Mo	Tue	We	Th	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Calendar for June 2023						
Sun	Mo	Tue	We	Th	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	30		

Calendar for July 2023						
Sun	Mo	Tue	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

City of Hewitt, Texas
BUDGET CALENDAR
 Annual Budget 2023-2024

	BUDGET AND TAX RATE ADOPTION PROCESS BEGINS
7/25	TAX ASSESSOR CALCULATES CERTIFIED RATES
	Tax Assessor calculates Rates for No New Revenue (effective), Voter Approval (rollback), I&S (debt), No New Revenue M&O (operations) and De Minimus Rates.
7/26	BUDGET NOTICE PUBLISHED
	* Publish Budget Notice, "Notice of Public Hearing," in newspaper and City website.
8/7	COUNCIL MEETING - TAKE RECORD VOTE
	* Council takes record vote on tax rate AND * Announces date and place for public hearing on the Proposed Budget. * Announce date and place for public hearing on the Tax Rate.
8/14	PUBLIC HEARING ON BUDGET & TAX RATE
	* Public Hearing on the Budget. * Public Hearing on Tax Rate. * Announce date for Council to vote on Budget and Tax Rate. (8/21) * On website, add public hearing and tax rate adoption dates.
8/15	TAX ASSESSOR PUBLISHES REQUIRED TAX NOTICE
	* Publish Notice of Public Hearing (by Tax Assessor). (Notices published 5 days before hearing in newspaper and 7 days before hearing on entity website.)
8/21	COUNCIL MEETING-ADOPT TAX RATE & BUDGET
	* Public Hearing on Tax Rate. * Ordinance accepting & approving Tax Roll. * Ordinance Levying a tax rate; special wording on increase in M&O tax revenue and \$\$ on \$100k home. * Ordinance adopting revised Master Fee Schedule. * Ordinance adopting and appropriating Budgets. * Council signs paperwork from Tax Assessor setting rates.
8/22	* Publish Adopted Budget on city website.
10/1	BUDGET BECOMES EFFECTIVE

Calendar for July 2023						
Sun	Mo	Tue	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar for August 2023						
Sun	Mo	Tue	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 1, 2023

AGENDA ITEM #: 5.

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Briefing and discussion concerning Council priorities for budget preparation.

STAFF RECOMMENDATION/ITEM SUMMARY:

City Council has received updates to the Five-Year Strategic Plan. Staff will begin justifying, developing, and preparing the FY '23-'24 Operating and Capital Budget. This is just an opportunity for the Council to provide input regarding priorities for the development of a proposed budget.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

At Council discretion.

ATTACHMENTS:

None