



CITY COUNCIL WORKSHOP/REGULAR MEETING

April 1, 2024 at 6:00 PM

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

AGENDA

Steve Fortenberry, Mayor, Ward 3

Erica Bruce, Mayor Pro Tem, Ward 3 – **Michael S. Bancale**, Council Member, At-Large

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

Bob Potter, Council Member, Ward 2 – **Brad Turner**, Council Member, Ward 1

The meeting will be streamed live on the city's website at www.cityofhewitt.com/790/Hewitt-TX-TV.

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.

WORKSHOP MEETING - 6:00 PM

WORKSHOP DECLARATION OF A QUORUM AND CALL TO ORDER

WORKSHOP AGENDA

1. Briefing and discussion concerning the City of Hewitt's Strategic Plan 2024-2029.
Utility, Police, Fire, and Community Development

WORKSHOP ADJOURNMENT

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION(S) AND RECOGNITION(S)

2. Presentation and discussion by the Greater Hewitt Chamber of Commerce.

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

3. Approve minutes of the City Council Workshop/Regular Meeting of March 18, 2024.
4. Presentation of report from City Engineer Miles Whitney, P.E.
 - Update on pending utility projects.
 - Update on pending street projects.
 - Update on pending drainage projects.
5. Discussion and possible action to award a depository services contract to Independent Financial and authorize the City Manager to execute the contract and all necessary agreements.
6. Update on Texas Intrastate Fire Mutual Aid System (TIFMAS) Program Deployments.

ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on **March 27, 2024**, by 5:00 PM.

CITY OF HEWITT

Lydia Lopez

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.

City of Hewitt & Greater Hewitt Chamber of Commerce Tourism & Publicity Partnership

The municipal hotel occupancy tax funds are intended for purposes prescribed by State Statute which includes expenditures on items promoting tourism and the convention and hotel industry. Within these guidelines the following is an overview of the mutually agreed promotions.

30 Board Members

1 Honorary, 3 Staff

22 Ambassadors

506 Members

Empower &
Educate Leaders

2.6 million
Publicity reach

Attract 17,000 +
visitors each year to
Hewitt area

Accommodation &
Visitor Resources,
History Displays

Promote Hewitt's
Rankings

Small Business
Grants (New)

Scholarships \$50,000
Hunger Free MISD
\$9400 + goods

Hewitt Public Library
\$3522
Food Pantries \$4200 +
goods, Hewitt PD \$3200



Photo by Bradley Turner

GHCCOC Mission: The mission of the Chamber is to promote an environment of goodwill and prosperity among the businesses, citizens, and community organizations in the greater Hewitt area. The organization will strive to foster, protect, and promote the commercial, industrial, civic, agricultural, and general interests of the greater Hewitt community.

2023 Publicity Reach Summary:

2,641,226

- Total Event Traffic: 19,325
- Social Media + Video: 140,000
- Billboards: 808,500
- TV/Digital: 1,357,000
- Cable: 31,600
- Radio: 181,076
- Print: 77,000
- E-Mails: 23,400 (35% open rate)
- Regional/Mailouts: 11,250



Signature Community Events: City Support + Chamber provided City & Hotel Logos on Marketing

\$11,500

- Annual Banquet – \$1,100
- Battle of the Burgers – Park Use
- Easter Egg Hunt – Park Use
- Student of the Year: \$100
- Pre-Solar Eclipse – City + Hotel Logos Promo
- Nacho Daddy Car Show – \$1,800 + Park Use
- *HPL'S Hero Day – City logo on marketing; chamber provides meal for first responders, volunteers and sponsorships
- Express Classic – \$6,500 + Hotel Logos Promo & presenting benefis
- Dog Days of Summer – Park Use + Weenie Dog Race Support
- Creekside Spooktacular – \$2,000 + Park Use
- *Hewitt PD's NNO – Chamber provides publicity and sponsorship support
- *Christmas Tree Lighting – Chamber provides cookies/milk + logo on marketing and signage
- GHCOG Christmas Party & Volunteer Rewards Celebration – Admin/Council invitation to attend
- ***City of Hewitt Events supported by GHCOG**



Regional Marketing, Print, Digital & Tourism Support:

\$21,500

- Monthly Programs & Shop Small Campaigns - **\$1,800**
- Hewitt Amenities Trifold - **\$500**
- Community Guide & Member Directory (10 pages) - **\$6,900**
- Hewitt Express Magazine 2 pages/quarter - **\$5,500**
- Web/Digital/TV/Radio/
e-Blasts/Billboards - **\$6,800**



Small Business Development Opportunities: **90+ annually**

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City receives 2 seats, sponsor spotlights and logo recognition on all marketing for monthly events

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Regular Events & Special Initiatives:

- Coffee With the President
- Business After Hours
- Groundbreaking Ceremonies
- Happy Hour with the President
- Job Board Posting
- Membership Mobile App
- Monthly Networking Luncheons
- New Resident Welcome Bags (City logo)
- Ribbon Cuttings
- Shop Local Campaigns
- Shred Events at POINTWEST BANK (Free)
- Small Business Grants
- State of the City Luncheon (Summer, Hewitt)
- Volunteer/Committee Opportunities
- Webinars



Print Advertising:

Community Guide & Business Directory

Quarterly Hewitt Express Magazine

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- Directory **Won 1st place** in its category in Texas Chamber of Commerce Executives Media Contests in 2016 & 2017
- 3,000 Community Guides
- 3,000 Express /QTR
- Features City of Hewitt, local attractions, education, business directory, industry, Hewitt-specific map & more
- Use for referring fellow Chamber members directory of members located in the back
- **Distribution:** Regional visitor centers along the I-35 corridor, community events, partner chambers, 40+ high-traffic locations in the greater Hewitt area (banks, clinics, restaurants, HEB and Walmart). The magazine is distributed digitally through the Chamber & Midway ISD.



Who We Serve



MEMBERS

- Referrals
- Credibility & Visibility
- Networking/Connections
- Leadership Opportunities
- Sponsorships and committees
- Business Education
- Advertising Opportunities

VISITORS

- Entertainment/Events
- City Amenities
- Accommodations
- Community Guide
- Welcome Bags
- History
- Publications/Brochures

RESIDENTS

- City Amenities
- Utilities Information
- Community Profile
- Welcome Bags
- History
- Connections
- Volunteer Opportunities

Local, State & Regional Partners



Regional Chamber Marketing Partners: Temple, Belton, Killeen, Georgetown, San Marcos, Lake Whitney, Hillsboro, Clifton Chamber, Round Rock, Northwest Tarrant County Chamber

2024 Greater Hewitt Chamber Board of Directors 31



Shawna Bradfute
President
Edward Jones
Investments



Lori Adams
Pres. Elect
Baylor Scott &
White Medical
Center - Hillcrest



Andrew Westra
Vice Pres.
Christ Our Refuge
Lutheran Church



Lindsey Skinner
CPA, CFE, CGMA
Treasurer
Pattillo, Brown
& Hill, LLP



Cassie Thomas
Secretary
City of
McGregor



Michael Wyatt
Past President
ActionCOACH &
The Posh Potty



Ashley Futris
Midway ISD



Bo Thomas
City of Hewitt
**Honorary
Member**



Cecy Holubec
Photography by
Cecy



Clint Allen
State Farm
Insurance
Hewitt, TX



Diana Crow
Digital Media
Butterfly



Donna Muhlman
Mr. Electric



Donny Hunter
Small Biz Guy



Frank Thomas
Wash & Thomas
Attorneys



Gabby Curry-Evick



Gregg Dungan
KXXV News 25



Jean Ann Hoover
Educators Credit
Union & Hewitt
Florist



Jeanne Rieger
Mary Kay



Jeff Nunes
Maverick
Financial



Jeff Stubbs
Custom
Integrators



Jose Neira
Italian Granite



Kathryn Eckblad
Sedona Staffing
Services



Ken Noble
Noble Leadership
Solutions



Matthew Boudreaux
Align Financial



Reece Flood
High & Associates



Regina Martinez
Cadence Bank



Richard Nettles
Extraco Banks -
Mortgage



Sam Hersh
BeaconPay
Solutions



Scott Hedges
GENCO Federal
Credit Union



Stephanie Tolbert
Fluff Wash & Fold



Travis Fagg
Texas Document
Solutions



Trish Menchu
Coldwell Banker
Apex, Realtor



Alissa Cady
Executive Director
Greater Hewitt
Chamber



Misti Smith
**Communications
Director**
Greater Hewitt
Chamber



Jake Smith
**Membership &
Marketing
Director**
Greater Hewitt
Chamber

GREATER
Hewitt
CHAMBER

Greater Hewitt Chamber Staff



MISTI SMITH

Communications Director

Misti@HewittChamber.com

On Staff since 2022



ALISSA CADY

Executive Director

Alissa@HewittChamber.com

On Staff since 2010



JAKE SMITH

Membership & Marketing Director

Jake@HewittChamber.com

On Staff since 2022

2023 Report

City of Hewitt and Greater Hewitt Chamber Publicity Performance Summary



-SIGNATURE EVENTS-

Annual Banquet City Contribution: \$1,100 – The Purpose: Annual Awards presentation, Scholarship winners' recognition, Kickoff Celebration, Business Development and Annual Chamber Report.

- Target Market: Business professionals and Community Leaders
- Total Marketing Reach: 14,250
- Avg In-person Attendance: 400
- Benefits GHCOG annual operations and community development efforts.
- City receives 2 tables of 8, multiple mentions during program, recognition on the slideshow, chamber hires Hewitt PD as security.

Easter Egg Hunt City Contribution: Park Use – The Purpose is to increase community engagement, Hewitt visitor traffic, small business development and Hewitt Park promotion.

- Total Marketing Reach: 14,150
- Target Market: Families in the greater Hewitt area
- Avg In-Person Attendance: 600-800
- City receives Logo recognition on all marketing.

Nacho Daddy Car Show City Contribution: \$1,800 – The Purpose is to increase Community Engagement and Resources, Quality of Life, Increase Hewitt Visitor Traffic, Small Business Development and Warren Park promotion. This event benefits Hunger Free MISD.

- Total Marketing Reach: 659,000
- Target Market: Local + Regional families, retirees, small businesses
- Avg. In-person attendance: 3,000+
- City + Hotels Receive logo recognition on all marketing, social media showcase, banner display opportunities and one vendor space, chamber hires Hewitt PD as security.

Hewitt Public Library's Hero Day City Contribution: Park Use - Honors the first responders that serve our community, members provide games/activities and snacks! The GHCOG provides meals and drinks for first responders, volunteers, sponsorship opportunities and snacks for children in attendance.

- Total Marketing Reach: 16,700 (GHCOG)
- Avg In-Person Attendance: 800-1,000
- City & HPL receive logo recognition on all marketing.

Express Classic City Contribution: \$6,500 – The Purpose is to increase Community Engagement, Resources, Quality of Life, Hewitt area Visitor Traffic, Small Business Development Opportunities. This event benefits the chamber's Scholarship Program.

- Total Marketing Reach: 399,500
- Avg In-Person Attendance: 300
- City Benefits - Tournament referred to as Greater Hewitt Chamber Express Classic presented by City of Hewitt; Spotlight in tournament video to be distributed on social media and Chamber's digital platforms, Company listed as Presenting Sponsor with logo recognition on save the date, brochure, clubhouse banner, digital art and publications; Interactive hole with sign, interactive table at clubhouse with promotion of choice; Team of four players & Super Pass; Opportunity to place promos in goodie bags and place any banners/signs at clubhouse; Recognition as presenting sponsor on all media and press releases, publications, radio interviews and TV commercials

Dog Days of Summer City Contribution: Park use + Weenie Dog Race Support - The Purpose is to increase Community Engagement, Resources, Quality of Life, Increase Hewitt Visitor Traffic, Small Business Development Opportunities and Hewitt Park Promotion. Event benefits Hewitt Public Library.

- Total Marketing Reach: 650,792
- Target Market: Local + Regional Families, dog lovers, small businesses, retirees
- Avg In-Person Attendance: 800-1,000
- City + Hotels receives logo recognition on all marketing, chamber hires Hewitt PD as security.

Creekside Spooktacular City Contribution: \$2,000 – The Purpose of this event is to increase Community Engagement, provide a safe place for children to trick or treat, Quality of Life, Increase Hewitt Visitor Traffic, Small Business Development Opportunities and Warren Park Promotion. This event benefits Local Food Pantries.

- Total Marketing Reach: 657,792
- Target Market: Local + regional families, small businesses
- Avg In-Person Attendance: 3,000+
- City + Hotel logos + presenting sponsor benefits: chamber hires Hewitt PD as security.

Regular Monthly Programming & Small Business Saturday in November City Contribution - \$1,800
The purpose is to bring awareness to the importance of supporting local businesses, provide education to small businesses and promote the City of Hewitt.

- Total Marketing Reach: 31,050
- Target Market: Small businesses and professionals, Ages 25+
- City logo on all marketing and signage, two seats to each monthly event.

City of Hewitt's Christmas Tree Lighting – The Purpose is to provide a fun-filled evening for families to enjoy caroling, food trucks, the Christmas Tree lighting and more as we jump enter the Christmas season, Increase Hewitt Visitor Traffic, Small Business Development Opportunities and Warren Park Promotion. The GHCO solicits sponsorships, vendors and provides milk/cocoa and cookies.

- Total Marketing Reach: 18,150
- City and HPL Logos on all marketing, Community Engagement, Quality of Life, Increase Hewitt Visitor Traffic, Small Business Dev.

Annual Marketing Reach: 2.6 million | Annual Visitors: 17,000+ | Social Media Engagement: 38% increase

-PUBLICATIONS-

Annual Community Guide & Membership Directory: City Contribution Value \$6,900

Designed to attract and educate visitors, residents and businesses into the Central Texas area and provide a resource to refer local businesses.

- Target Market: Families, retirees, small businesses and relocation (res./commercial)
- Total Marketing Reach: 9,800
- City Benefits –10 pages of promotional space (amenities, departments, services)

Digital/Website/TV/Radio/e-Blasts: \$6,800

Designed to inform subscribers of business development opportunities, community events communications, local accomplishments, educate residents, attract visitors and advertising opportunities.

- Target Market: Local families, small businesses, business leaders, visitors, and residents
- Total Marketing Reach: 9,800
- City Benefits –10 pages of promotional space (amenities, departments, services)

Quarterly Hewitt Express Magazine: City Contribution Value \$5,500 (2 pages/QTR)

Designed to attract and educate visitors, residents and businesses and showcase new local businesses.

- Target Market: Families, retirees, small businesses, and relocation (res./commercial)
- Total Marketing Reach: 24,300
- City Benefits - 2 pages of promotional space /QTR (amenities, departments, services)

-OTHER GHCO INITIATIVES-

- Coffee With The President
- Luncheons (coffee/breakfast some months) – city receives two complimentary seats to each and logo on all marketing.
- New Resident Welcome Bags – City receives logo on 1,300 bags distributed year-round.
- Hewitt Police Chief Welcome Coffee (J. McGrath)
- Hewitt Fire Chief Safety presentation (J. Christian)
- Hewitt Area Tourism Trifold Brochure (5,000 distribution) **\$550**
- Shred Days (quarterly at POINTWEST Bank)
- Small Business Marketing Packages
- Small Business Grants – First Woodway Baptist Partnership
- State of the City with City of Hewitt – Department Heads / Mayor (Summer)
- State of the District with Midway ISD
- Student of the Year
- Annual Volunteer Christmas & Rewards Party, chamber hires Hewitt PD as security
- Depot Operations, Visitor Traffic, History Displays

-LOCAL, STATE, REGIONAL & NATIONAL PARTNERS-

- Advocacy Center
- Alzheimer's Association
- Baylor University
- City of Hewitt
- Gatesville Chamber (communication / publicity sharing)
- Georgetown Chamber (communication / publicity sharing)
- Hewitt Fire Department
- Hewitt Kiwanis Club
- Hewitt Lions Club
- Hewitt Police Department
- Isaiah 117 House
- KWBU
- KWKT
- KWTX
- KXXV
- M&M Broadcasters – Power108
- McLennan Community College
- McLennan County Chambers of Commerce (communications / publicity sharing)
- Midway ISD
- Northwest Tarrant County Chamber (communications / publicity sharing)
- Round Rock Chamber (communication / publicity sharing)
- Prophecy Media Group – Shooter FM
- Shepherd's Heart
- Texas Association of Business
- Texas Chamber of Commerce Executives (communications, trainings and resources)
- The Salvation Army
- US Chamber of Commerce (communications, trainings and resources)
- Waco & The Heart of Texas (communications / publicity sharing)
- Waco Women's Lions Club
- Women of Waco – Partner for Lead Explosion Dinner Networking Event

Mayor Steve Fortenberry Testimony: "I have served on the Hewitt City Council for the past 8 years, currently serving my third term as Mayor of Hewitt. The efforts of the individuals on the Hewitt Chamber of Commerce have had a positive impact on Hewitt and surrounding communities. I have enjoyed the opportunity of working with the Hewitt Chamber on a regular and ongoing basis. The Hewitt Chamber of Commerce has been an important advocate in support of Hewitt, Texas and the surrounding communities. The Hewitt Chamber of Commerce is a "top-shelf" group of individuals that care for our city through their daily individual and group efforts. Thank you GHCO!"

Meet The Greater Hewitt Chamber Staff



Alissa Cady, Executive Director

Raised in Waco, TX, Alissa graduated from Midway High School then Baylor University in 2007 with a Bachelors in Business and Marketing. Alissa's profession encompassed the restaurant industry for 9 years including multi-million sales, operations management, leadership and staff development. Alissa traveled with Cheddars Casual Cafe on the new restaurant opening team in the Central Texas area for 2 years.

Returning to Waco in 2009, Alissa began a career with the Greater Hewitt Chamber as Marketing Coordinator, August 2010 then named Executive Director in October 2011. Community involvement includes Women of Waco, McLennan County Chamber Alliance, Texas Chamber of Commerce Executives, Midway Momentum Facilities Study, Midway ISD Education Foundation and Development, and South Bosque Elementary PTA Fundraising. Recognitions include nominations for both the Greater Waco Chamber's Athena Award in November 2018, Greater Waco Chamber's Waco Under 40 May 2019 & 2022 and received the Friend of Midway award in May 2019.

Alissa and her family are active members at First Methodist Waco and enjoy the beach, D1 Waco, riding scooters, skiing Red River, cooking and shopping local. In her spare time she enjoys coaching her daughter's competitive cheer team at Heart of Texas, pedicures and watching Christian and Knox's football and baseball games. Alissa's passion is to inspire, lead and empower others while making a positive impact in growing communities. Alissa has 3 children, Christian and twins Knox and Kennedy.

Alissa@Hewittchamber.com | O: (254) 666-1200 | C: (254) 299-7520 | On Staff since Aug. 2010



Misti Smith, Communications Director

Misti has lived in Waco for over 30 years. She met her husband, Shane at Baylor University where she graduated with a Bachelor Degree in Communications. Misti spent 28 years raising children and being the consummate volunteer, including Meals on Wheels, PTA and the American Cancer Society.

Misti and Shane have been married for 32 years and have three boys, Jake, Josh and Jackson, as well as three granddaughters, Scout, Sloane and Sawyer who are their world. Misti loves to travel and is an avid sports fan. The beach is her happy place and she loves to share her gifts by showing hospitality and love to others. She is an active member of Harris Creek Baptist Church and she most enjoys spending time with family and friends. Misti hopes to serve this community and the chamber membership well.

Misti@Hewittchamber.com | O: (254) 666-1200 | C: (254) 715-2149 | On Staff since Dec. 2022



Jake Smith, Membership & Marketing Director

Jake was born and raised in Waco, TX. Graduating from Midway in 2012, Jake went on to cheer at Oklahoma State University where he graduated with a Bachelors in Marketing. Jake spent many years coaching competitive cheerleading. Most recently he taught high school math and was the head cheerleading coach at Midway High School. During that time, he went back to school and received a Masters of Education in Coaching and Sports Administration. He married his wife, Allison, in August, 2023.

In his free time, Jake enjoys attending concerts and sporting events with his wife, hanging with friends and family, especially his nieces and nephews and dear to his heart are their 3 dogs, Mosby, Harper and Ollie. Jake is a big sports fan and also enjoys playing guitar. Jake and his wife Allison are active members of Harris Creek Baptist Church.

Jake@Hewittchamber.com | O: (254) 666-1200 | C: (254) 644-1924 | On Staff since Oct. 2022



COUNCIL AGENDA ITEM FORM

MEETING DATE: April 1, 2024

AGENDA ITEM #: 3.

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Approve minutes of the City Council Workshop/Regular Meeting of March 18, 2024.

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.

ATTACHMENTS:

1. Draft Minutes - March 18, 2024 City Council Workshop-Regular Meeting



CITY COUNCIL WORKSHOP/REGULAR MEETING

March 18, 2024 at 6:30 PM

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

MINUTES

Steve Fortenberry, Mayor, Ward 3

Erica Bruce, Mayor Pro Tem, Ward 3 – **Michael S. Bancale**, Council Member, At-Large

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

Bob Potter, Council Member, Ward 2 – **Brad Turner**, Council Member, Ward 1

WORKSHOP MEETING - 6:30 PM

WORKSHOP DECLARATION OF A QUORUM AND CALL TO ORDER

Mayor Steve Fortenberry called the Workshop Meeting to order at 6:30 PM, announced all members were present, and declared a quorum.

WORKSHOP AGENDA

1. Presentation of the FY 2022-2023 audit report by Chris Pruitt, Partner, Pattillo, Brown & Hill, LLP.

City Manager Bo Thomas introduced Chris Pruitt, who presented the FY 2022-2023 Annual Comprehensive Financial Report. He stated that the financial statements fairly represent the City's financial position, and the audit identified no material weakness. See agenda item number #3 on the Regular Meeting agenda for the acceptance of the audit report.

WORKSHOP ADJOURNMENT

MOTION: Mayor Pro Tem Erica Bruce moved to adjourn the Workshop meeting at 6:41 PM.

SECOND: Council Member Bob Potter

AYES: Bancale, Potter, Price, Stephens, Turner, Bruce, 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.

PLEDGE OF ALLEGIANCE

Mayor Steve Fortenberry led the 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.)

Mayor Fortenberry read the statement above and inquired if the City Secretary received any public comment forms. The City Secretary received no public comment forms.

REGULAR AGENDA ITEMS

2. Approval of minutes for the City Council Regular Meeting of March 4, 2024.
MOTION: Council Member Michael Bancale moved to approve the minutes as presented.
SECOND: Council Member Bob Potter
AYES: Bancale, Potter, Price, Stephens, Turner, Bruce, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.
3. Motion to accept the Fiscal Year 2022-2023 Annual Comprehensive Financial Report (ACFR).
City Manager Bo Thomas presented.
MOTION: Mayor Pro Tem Erica Bruce moved to accept the Fiscal Year 2022-2023 Annual Comprehensive Financial Report (ACFR) as presented.
SECOND: Council Member Brad Turner
AYES: Bancale, Potter, Price, Stephens, Turner, Bruce, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.
4. Briefing and discussion concerning Financial Statements ending February 29, 2024.
City Manager Bo Thomas advised that Finance Director Lee Garcia previously sent the February Financial Statements electronically for the Council to review and inquired if the Council had any questions. The Council raised no questions or concerns.
5. Discussion and possible action concerning the reappointment of members to the McLennan County 9-1-1 Emergency Assistance District.
City Manager Bo Thomas presented.
MOTION: Council Member Michael Bancale moved to approve the nominations of Ryan Holt and James Devlin to the McLennan County 9-1-1 Emergency Assistance District.
SECOND: Council Member Johnny Price
AYES: Bancale, Potter, Price, Stephens, Turner, Bruce, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

6. Discussion and possible action to approve the purchase of a new Variable Frequency Drive for Well #7 at 225 Coventry.

City Manager Bo Thomas presented. Utilities Director Kevin Reinke responded to inquiries.

MOTION: Mayor Pro Tem Erica Bruce moved to approve the purchase of a new Variable Frequency Drive for Well #7 from Brandon & Clark Inc. for an amount not to exceed \$75,000.00.

SECOND: Council Member Michael Bancale

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

NAYES: None

ABSENT: None

MOTION PASSED.

7. Discussion and possible action to set the amount of the Combination Tax and Revenue Certificates of Obligation, Series 2024, not to exceed \$4,000,000.

City Manager Bo Thomas presented. Mayor Pro Tem Erica Bruce expressed her desire to only borrow the amount needed, based upon the appropriate financial condition of the Utility Fund. Mayor Steve Fortenberry asked the City Secretary to poll the Council for the vote.

MOTION: Mayor Pro Tem Erica Bruce moved to approve the issuance of \$3,000,000 for the Combination Tax and Revenue Certificates of Obligation, Series 2024.

SECOND: Council Member Michael Bancale

The City Secretary called the roll for the vote.

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

NAYES: None

ABSENT: None

MOTION PASSED.

ADJOURNMENT

MOTION: Council Member Michael Bancale moved to adjourn the meeting at 7:27 PM.

SECOND: Council Member Bob Potter

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

NAYES: None

ABSENT: None

MOTION PASSED.

Approved: _____

ATTEST:

Lydia Lopez, City Secretary

Steve Fortenberry, Mayor



COUNCIL AGENDA ITEM FORM

MEETING DATE: April 1, 2024

AGENDA ITEM #: 4.

SUBMITTED BY: Miles Whitney

ITEM DESCRIPTION:

Presentation of 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-3.27.24

HEWITT TEXAS

CITY ENGINEER'S REPORT

March 27, 2024

Utility Projects

Chaparral, Crescent, and Will Boleman

Waterlines replacements are complete. The only item left for utilities will be the adjusting of valve stack and MH lids to final road surface.

Commerce Park Plant Improvements

- Well

The well contractor is prepping for the installation of the temporary pump to perform pump tests to determine the yield of the well.
- Plant
 - Contractor is executing construction documents.

Street/Transportation Projects

Chaparral, Crescent, and Will Boleman

- The contractor is milling up the roadways and adding cement slurry. Slurry work on Chapparal will begin the week of 4/1; Slurry work on Will Boleman will begin the week of 4/8; Slurry work on Chapparal will continue the week of 4/15; Slurry work on C Kay will begin the week of 4/22. Weather Pending.

Contractor, TxDOT, and I are still coordinating schedules to minimize road closure conflicts.

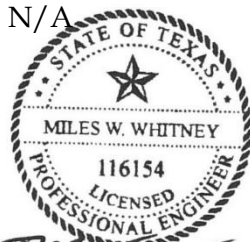
E. Wall and Briarfield

Submitted plans to gas and telecom utility providers for their use in relocations.

Drainage Projects

N/A

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL AGENDA ITEM FORM

MEETING DATE: April 1, 2024

AGENDA ITEM #: 5.

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Discussion and possible action to award a depository services contract to Independent Financial and authorize the City Manager to execute the contract and all necessary agreements.

STAFF RECOMMENDATION/ITEM SUMMARY:

Chapter 105 of the Texas Local Government Code requires that the City competitively solicit financial institutions to provide primary depository services every five (5) years. The City's current five-year Depository Contract ends on June 30, 2024. The City, with the assistance of Valley View Consulting, LLC, conducted the required solicitation and received five applications to provide primary depository services to the City.

After a detailed review and analysis of the applications, it was determined that Independent Financial provided the most advantageous application for serving as the City's Primary Depository Services provider. Independent Financial has served the City well during the current contract period and, based on its proposal, is expected to continue to be a good business partner with the City.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

I move to award a depository services contract to Independent Financial and authorize the City Manager to execute the contract and all necessary agreements.

ATTACHMENTS:

1. Resolution -Depository Services Contract
2. Hewitt Depository RFA Project Recap

RESOLUTION NO. 2024-03

A RESOLUTION OF THE CITY OF HEWITT, TEXAS, AWARDING A PRIMARY DEPOSITORY SERVICES CONTRACT TO INDEPENDENT FINANCIAL AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL AGREEMENTS NECESSARY TO IMPLEMENT THE CONTRACT.

WHEREAS, the City is required by Chapter 105 of the Texas Local Government Code to select a primary depository for the City's funds, and

WHEREAS, the City has solicited for applications from eligible financial institutions to serve as the City's primary Depository, and

WHEREAS, the City has determined that Independent Financial has provided the most advantageous terms to the City,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS, THAT:

Section 1. The above and foregoing premises are true and correct legislative findings, and they are incorporated herein and made a part hereof for all purposes.

Section 2. The City Council hereby awards the City's primary depository contract to Independent Financial for an initial two-year term effective July 1, 2024, with the option to extend for up to three (3) additional one-year periods.

Section 3. The City Manager, or designee, is hereby authorized to execute all necessary agreements to establish the depository relationship.

Section 4. If any section, paragraph, sentence, clause, phrase or word of this Resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this Resolution, and the City Council hereby declares that it would have passed such portions remaining despite invalidity or unconstitutionality.

Section 5. That this resolution, and the removal and appointment herein, shall take effective immediately from and after the date of its passage.

DULY PASSED by the City of Hewitt, Texas, on the **1st day of April 2024**.

CITY OF HEWITT, TEXAS

Steve Fortenberry, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO LEGAL FORM:

Michael W. Dixon, City Attorney



March 18, 2024

Ms. Lee Garcia, CPA, CGFO
Finance Director
City of Hewitt
200 Patriot Court
Hewitt, TX 76643

Dear Ms. Garcia:

Thank you for the opportunity to assist the City of Hewitt (the “City”) with this Depository Services Request for Applications (the “RFA”) project. This service was provided to the City at no additional cost as a part of the Investment Advisor service with Valley View Consulting. The objective of this engagement was to assist the City in selecting a primary depository following the expiration of the current contract, which ends June 30, 2024. The new contract period will be for an initial term of two (2) years commencing July 1, 2024, and continuing through June 30, 2026, with three (3) one-year extension options under the same terms and conditions.

Procedure

The Primary Depository Services RFA project began with establishing a Calendar of Events to ensure that the required project steps were performed in a timely and sequential manner.

The process for selecting a Primary Depository is governed by the State of Texas Local Government Codes: Chapter 105 Municipal Depository Act; Chapter 176 Conflict of Interest Act; Chapter 2256 Public Funds Investment Act; and Chapter 2257 Public Funds Collateral Act.

In addition to complying with these State statutory requirements, it was necessary to comply with the City’s financial and purchasing policies, and Investment Policy.

The RFA procedure was conducted as follows:

1. Analyzed bank service usage and balance records.
2. Reviewed bank accounts and statements.
3. Established the minimum required banking services and potential additional services.

2428 Carters Mill Road, Huddleston, VA 24104-4003
540.297.3419

4. Developed a list of eligible financial institutions within the Zip Codes of 76643, 76701, 76710, 76711, and/or 76712:
 - a. Alliance Bank Central Texas
 - b. American Bank, N.A.
 - c. Bank of America, N.A.
 - d. Cadence Bank
 - e. Central National Bank
 - f. Citizens State Bank
 - g. Community Bank & Trust Waco
 - h. Extraco Banks, N.A.
 - i. Fidelity Bank of Texas
 - j. First National Bank of Central Texas
 - k. First National Bank Texas
 - l. Incommons Bank, N.A.
 - m. Independent Financial (Incumbent)
 - n. JPMorgan Chase Bank, N.A.
 - o. Pioneer Bank, SSB
 - p. PNC Bank
 - q. Pointwest Bank
 - r. The First National Bank of McGregor
 - s. Wells Fargo Bank, N.A.
5. Contacted the identified financial institutions.
6. Drafted the RFA for review and approval.
7. Advertised as required.
8. Distributed RFA to eligible banks via email.
9. Hosted a Pre-Application Zoom Conference Call that was attended by the following:
 - a. Cadence Bank
 - b. Central National Bank
 - c. Extraco Banks
 - d. First Guaranty Bank
 - e. Independent Financial (Incumbent)
 - f. The First National Bank of McGregor
10. By the deadline, five (5) applications were received from the following banks:
 - a. Cadence Bank
 - b. Extraco Banks
 - c. First Guaranty Bank
 - d. Independent Financial (Incumbent)
 - e. The First National Bank of McGregor (TFNB)

The evaluation of the applications was based on, but not limited to, the following criteria, in no particular order of priority:

1. Ability to perform and provide the required and requested services
2. References provided and quality of services
3. Cost of services
4. Transition cost, retention, and transition offers and incentives
5. Funds availability
6. Interest paid on interest-bearing accounts and deposits
7. Earnings credit calculation on compensating balances
8. Completeness of application and agreement to points outlined in the RFA
9. Convenience of location(s)
10. Previous service relationship with the City
11. Financial strength and stability of the institution

Bank Fees – Depository Services

Hewitt received very competitive pricing for the bank fees, with four of the five responding banks offering to waive all fees for all five years of the depository contract.

Earnings on Balances

In addition to bank fees, the bank's interest rates on balances are an essential part of the relationship. Another important aspect of the interest rates is how the rates are determined by the bank. The best option for the City is an interest rate tied to an index, such as the Fed Funds rate. The other option is referred to as a "bank-managed rate", meaning that the rate is at the bank's sole discretion. Again, the City received very competitive rate offers, with four of the five banks indexing their rates.

It should be noted that Extraco did not offer to waive all fees; therefore, it's proposal was evaluated by applying its ECR (3.15%) to balances (of \$ 477,714) to fully offset fees; and then applying the bank's indexed interest rate to the remaining balances for interest earned.

Contract Incentives

In addition to the fees, and interest rates, all five banks offered to provide the City with tamper-proof deposit bags, endorsement stamps, deposit slips, and a free scanner for remote depositing of checks. Because the offer was the same for all three banks, these incentives were not factored into the analysis as they offset.

A financial analysis was prepared by Valley View Consulting to compare the impact of the service fees and the interest rates offered by each bank. Over the last twelve months, the City has maintained a little over \$12 million in deposits, so this is the amount that was used to calculate the impact of the rates offered by each bank. The results of each analysis are presented in the following table.

Summary Financial Comparison					
	Cadence	Extraco	First Guaranty	Independent Financial (Incumbent)	TFNB
Average Bank Balance	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000
Rate Basis	Fed Funds Rate minus 50 bps	50% of the Fed Funds Target Rate	30-Day T-Bill minus 25 bps	Fed Fund Target minus 25 bps	Bank Managed
Interest Rate	5.00%	2.75%	5.02%	5.25%	4.25%
Fees for Two Year Term	\$0	(\$22,572)	\$0	\$0	\$0
Earnings Credit for 2 Year Term	N/A	\$22,572	N/A	N/A	N/A
Two Year Investment Income	1,080,000	481,863	1,204,800	1,260,000	1,020,000
Net Two Year Income	\$1,080,000	\$481,863	\$1,204,800	\$1,260,000	\$1,020,000
Fees for Five Year Term	\$0	(\$67,716)	\$0	\$0	\$0
Earnings Credit for 5 Year Term	N/A	\$67,716	N/A	N/A	N/A
Five Year Investment Income	2,700,000	1,432,451	3,012,000	3,150,000	2,550,000
Net Five Year Income	\$2,700,000	\$1,432,451	\$3,012,000	\$3,150,000	\$2,550,000

***Note regarding the Cadence Bank calculations: Cadence withholds a 10% reserve requirement on interest-bearing accounts, so the City would earn 5% on 90% of the \$12 million in deposits.

Recommendation

As the incumbent, Independent Financial has been a good business partner over the course of the current contract and has proposed to continue to provide the required services at no cost for bank services and the best indexed rate offered by any of the responding banks. The combination of services and interest rates presented by Independent Financial represents the best value for the City of Hewitt.

Therefore, we concur with the staff recommendation that the City Council award the Primary Depository Bank Services contract to Independent Financial and authorize the City Manager to execute the agreements incidental to continuing the banking relationship. Upon approval, the new contract will commence on Monday, July 1, 2024.

Please contact Orlando Saenz or me to discuss any questions or additional information needs. Thank you for this opportunity to once again serve the City of Hewitt.

Sincerely,



Timothy Pinon
Valley View Consulting, L.L.C.

TIFMAS Panhandle Deployment



TIFMAS Panhandle Deployment

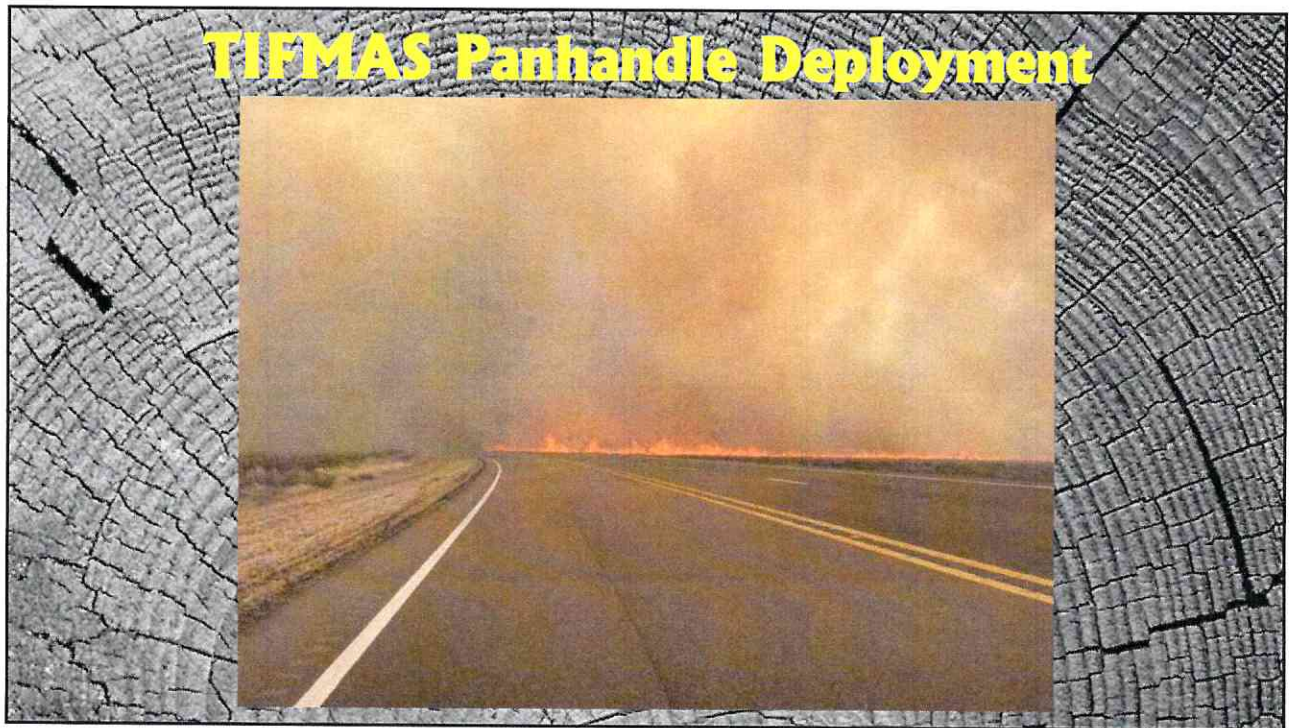
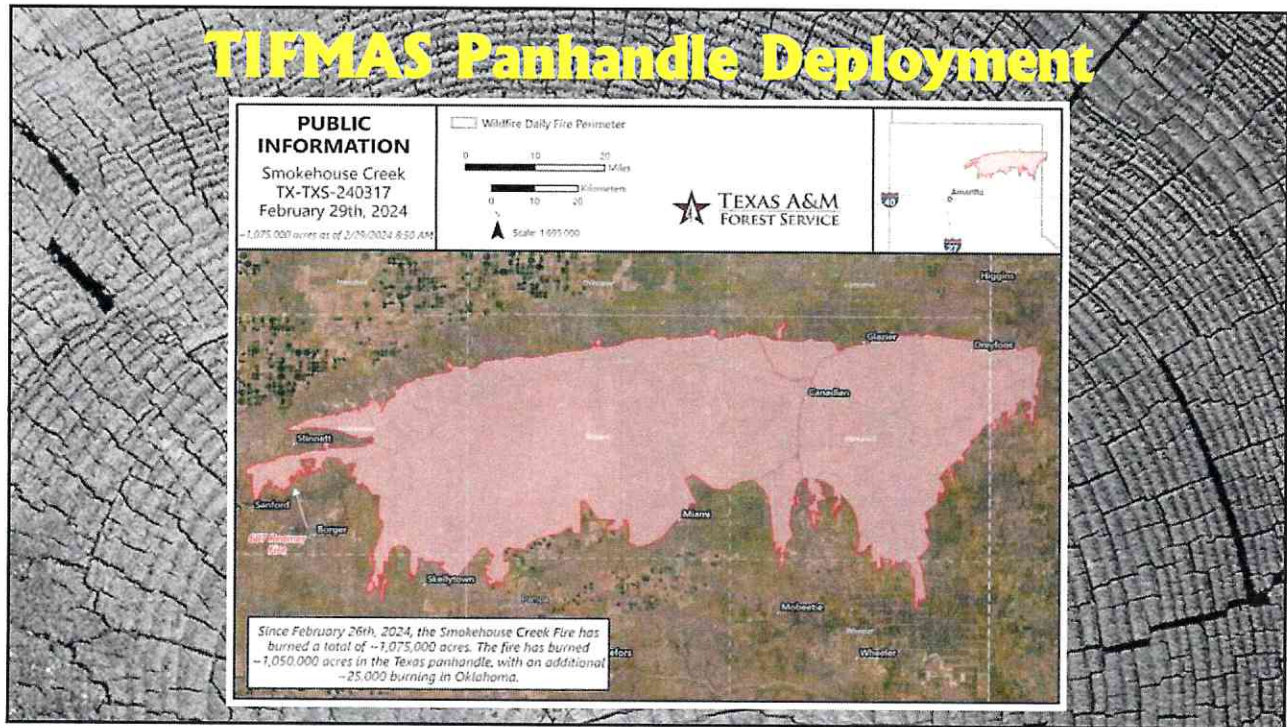
- TIFMAS requested an all hazard strike team for structure protection in the panhandle teams
- We sent an Engine with 2 Hewitt Fire and 2 Waco Fire
- The Smokehouse Creek Fire was the largest ever in Texas burning 1,078,638 Acres
 - The Windy Deuce Fire Burned 144,206 Acres
 - Crews were deployed from Feb 28 – March 11

TIFMAS Panhandle Deployment



TIFMAS Panhandle Deployment





TIFMAS Panhandle Deployment



TIFMAS Panhandle Deployment

TOP 15

LARGEST TEXAS WILDFIRES

ON RECORD
As of 3/5/2024



RANK	FIRE NAME	ACRES BURNED	DATE
1	Smokeyhouse Creek	1,058,482*	2/26/2024
2	East Amarillo Complex	907,245	3/12/2006
3	Big Country	366,000	3/10/1988
4	Perryton	318,156	3/6/2017
5	Rockhouse	314,444	4/9/2011
6	Glass	220,000	2/25/2008
7	Deaton Cole	175,000	4/25/2011
8	Cooper Mountain Ranch	162,625	4/11/2011
9	Wildcat	158,308	4/10/2011
10	Windy Deuce	144,206*	2/26/2024
11	Lefors East	135,000	3/6/2017
12	PK Complex	126,734	4/9/2011
13	Swenson	122,500	4/6/2011
14	Huckabee	98,168	4/30/2008
15	Dickens Complex	89,200	5/6/2011

 TEXAS A&M
FOREST SERVICE

*Estimated