

HEWITT TEXAS

CITY COUNCIL WORKSHOP/REGULAR MEETING

January 5, 2026, 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

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

Vacant Seat, Council Member: Ward 2

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. Discussion and update on License Plate Reader cameras.
2. Presentation and discussion concerning Warren Park.

WORKSHOP ADJOURNMENT

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 posted on the agenda. (Note: Citizens 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 December 8, 2025, City Council Special Meeting.
4. Discussion concerning Financial Statements ending November 30, 2025.
5. Discussion and possible action on the use of the Texas Intrastate Fire Mutual Aid System (TIFMAS) funds for Fire Department physical examinations to comply with House Bill 198.
6. Discussion and possible action to approve the purchase of the Springbrook Cirrus and Xpress Bill Pay software platform for \$259,650.00.
7. Discussion and possible action on **Ordinance 2026-01** abandoning a 10-foot public utility easement located along the rear property line of 108 Longwood Circle.
8. Briefing and discussion concerning key information about the upcoming May 2, 2026, General Election.
9. Discussion and possible action on rescheduling future City Council meetings.
10. Request for future workshops and/or agenda items.

ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on **December 30, 2025**, by 5:00 PM.

CITY OF HEWITT

Lydia Lopez

Lydia Lopez, TRMC/MMC
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 at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours before the meeting by calling the City Secretary at 254.296.5602 or by fax at 254.666.6014.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 5, 2026

AGENDA ITEM #: 3.

SUBMITTED BY: Wanda Brooks, Executive Assistant to the City Manager

ITEM DESCRIPTION:

Approve minutes of the December 8, 2025, City Council Special Meeting.

STAFF RECOMMENDATION/ITEM SUMMARY:

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

FISCAL IMPACT:

Amount Budgeted - NA
Line Item in Budget - NA

SUGGESTED MOTION:

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

ATTACHMENTS:

1. City Council Minutes - Special Meeting for December 8, 2025

HEWITT TEXAS

CITY COUNCIL SPECIAL MEETING

December 8, 2025, at 7:00 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
Bob Potter, Council Member: Ward 2 – **Brad Turner**, Council Member: Ward 1
Vacant Seat, Council Member: Ward 2

SPECIAL MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

Mayor Steve Fortenberry called the Special Meeting to order at 7:00 p.m., 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 posted on the agenda. (Note: Citizens who wish to speak must complete a “Public Comment Form” and present it to the City Secretary before the meeting.)

Mayor Steve Fortenberry asked if any forms had been received. Executive Assistant Wanda Brooks received none.

REGULAR AGENDA ITEMS

1. Approve the minutes of the November 17, 2025, City Council Workshop/Regular Meeting.
MOTION: Council Member Bob Potter moved to approve the minutes as presented, but to allow for corrections.
SECOND: Council Member Johnny Stephens
AYES: Bancale, Turner, Potter, Bruce, Stephens, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

2. Presentation of the report from the City Engineer, Miles Whitney, P.E.
 Update on pending utility projects.
 Update on pending street projects.
 Update on pending drainage projects.
City Engineer Miles Whitney presented.
 Council Member Brad Turner requested clarification regarding the Lift Station.
 Council Member Michael Bancale requested the bid timeline when it becomes available.

3. Discussion and possible action on **Resolution No. 2025-15**, joining TexBuy, a cooperative purchasing program, and authorizing the City Manager to enter into an Interlocal Agreement with Region 16 Education Service Center.
City Manager Bo Thomas presented.
MOTION: Council Member Michael Bancale moved to approve **Resolution 2025-15**, joining TexBuy, a cooperative purchasing program, and authorizing the City Manager to enter into an Interlocal Agreement with the Region 16 Education Service Center.
SECOND: Council Member Bob Potter
AYES: Stephens, Potter, Bancale, Turner, Bruce, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

4. Discussion and possible action on **Resolution No. 2025-16**, joining the Virginia Sheriffs' Association First Responder Supplies & Equipment Procurement Program, a cooperative purchasing program, and authorizing the City Manager to enter into an Interlocal Agreement with Virginia Sheriffs' Association.
City Manager Bo Thomas presented.
MOTION: Council Member Brad Turner moved to approve **Resolution 2025-16**, joining the Virginia Sheriffs' Association First Responder Supplies & Equipment Procurement Program, a cooperative purchasing program, and authorizing the City Manager to enter into an Interlocal Agreement with the Virginia Sheriffs' Association.
SECOND: Mayor Pro Tem Erica Bruce
AYES: Turner, Bruce, Potter, Bancale, Stephens, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

5. Discussion and possible action on renewal of an agreement with Valley View Consulting, L.L.C., for a period of two years ending December 31, 2027, with the option to extend in additional one or two year increments.
City Manager Bo Thomas presented.
 Mayor Pro Tem Erica Bruce asked if any other consulting firm had been used by the City. Finance Director Lee Garcia advised that a prior firm did not meet the City's needs. Mayor Pro Tem then asked about the fees associated with the current item. Finance Director Lee Garcia advised that she had negotiated the current fee, which aligns well with the City's needs.
MOTION: Council Member Bob Potter moved to approve that the agreement with Valley View Consulting, L.L.C., be renewed for a period of two years ending December 31, 2027, with the option to extend an additional one or two-year increments.

SECOND: Council Member Michael Bancale
AYES: Potter, Turner, Bruce, Stephens, Bancale, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

6. Discussion and possible action on reappointments to the Library Board.
City Manager Bo Thomas presented.
MOTION: Council Member Michael Bancale moved to approve the reappointment of Delores K. Sincerney and Sally Goldman to the Library Board, with terms expiring in December 2027.
SECOND: Council Member Johnny Stephens
AYES: Stephens, Potter, Turner, Bancale, Bruce, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

7. Discussion and possible action on reappointments to the Parks and Beautification Committee.
City Manager Bo Thomas presented.
MOTION: Council Member Brad Turner moved to approve the reappointment of Nathan Rusterholtz, Casey Lowrey, and Tyler Green to the Parks and Beautification Committee, with terms expiring in December 2027.
SECOND: Mayor Pro Tem Erica Bruce
AYES: Bancale, Turner, Potter, Bruce, Stephens, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

8. Discussion and possible action on rescheduling the City Council meeting for January 19, 2026.
City Manager Bo Thomas advised that the regularly scheduled council meeting for January 19, 2026, falls on a City holiday and asked for the Council's direction.
Council Member Brad Turner requested that the meeting be rescheduled for January 26, 2026, to avoid a large gap between Council meetings.
MOTION: Council Member Michael Bancale moved to reschedule the January 19, 2026, City Council meeting to January 26, 2026.
SECOND: Council Member Brad Turner
AYES: Bruce, Potter, Turner, Stephens, Bancale, and Fortenberry
NAYES: None
ABSENT: None
MOTION PASSED.

9. Request for future workshops and/or agenda items.
No requests at this time.

ADJOURNMENT

MOTION: Mayor Pro Tem Erica Bruce moved to adjourn the Special Meeting at 7:29 p.m.
SECOND: Council Member Brad Turner
AYES: Bancale, Stephens, Potter, Turner, Bruce, 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: January 5, 2026

AGENDA ITEM #: 4.

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Discussion concerning Financial Statements ending November 30, 2025.

STAFF RECOMMENDATION/ITEM SUMMARY:

The financial statements for the period ending November 30, 2025, were sent electronically on December 5, 2025. This item is an opportunity for the council to ask questions or comment.

FISCAL IMPACT:

Amount Budgeted -NA
Line Item in Budget - NA

SUGGESTED MOTION:

No action is required.

ATTACHMENTS:

None

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 5, 2026

AGENDA ITEM #: 5.

SUBMITTED BY: Jonathan Christian, Fire Chief

ITEM DESCRIPTION:

Discussion and possible action on the use of the Texas Intrastate Fire Mutual Aid System (TIFMAS) funds for Fire Department physical examinations to comply with House Bill 198.

STAFF RECOMMENDATION/ITEM SUMMARY:

The profession of firefighting involves extreme physical exertion and chronic exposure to hazardous toxins, leading to significantly higher risks of cardiovascular disease and various cancers. To address these occupational hazards, the State of Texas has moved from recommending health standards to mandating annual medical evaluations for firefighters.

The Need for Physicals

- **Cancer & Cardiac Risks:** Firefighters face elevated rates of heart disease and cancer compared to the general population. Early detection through annual screenings is critical to preventing disability and mortality while reducing long-term treatment costs.
- **Job Performance:** High levels of cardiorespiratory fitness are required to perform life-saving tasks—such as victim rescue and operating heavy equipment—while wearing protective gear.
- **Preventative Care:** Regular exams identify untreated issues like high blood pressure, diabetes, and pulmonary dysfunction before they become life-threatening.

New State Law: HB 198 (89th Legislature)

Signed in May 2025, **HB 198** (the Wade Cannon Law) significantly expands medical screening requirements to ensure firefighter health and safety.

- **Mandatory Cancer Screenings:** Political subdivisions employing firefighters must offer annual occupational cancer screenings.
- **Comprehensive Evaluations:** Under complementary legislation such as SB 1545 (2025), departments are required to offer annual, free, and confidential medical exams.
- **Exam Components:** Mandated screenings typically include:
 - Blood and urine tests (fluid tests).
 - Pulmonary function and hearing (audiometry) tests.
 - Electrocardiograms (ECG/EKG).
 - Infectious disease and cancer screenings.
 - Chest X-rays (required once every five years).

- **Phased Compliance:** The Texas Commission on Fire Protection (TCFP) is tasked with adopting final implementing rules by January 1, 2027, with full department compliance required by **February 1, 2027**.

Compliance Options

Fire departments may satisfy these requirements by:

1. Offering the specific screenings mandated by the state.
2. Submit an alternative annual medical examination plan to the TCFP that is endorsed by a physician and complies with **National Fire Protection Association (NFPA) 1582** standards.

FISCAL IMPACT:

Amount Requested — Not to exceed \$25,000

Line Item in Budget - 10-30-747-5600 Texas Intrastate Fire Mutual Aid System (TIFMAS)
Grant Revenue

SUGGESTED MOTION:

I move to authorize the use of TIFMAS funds not to exceed \$25,000 to provide for Fire Department physicals.

ATTACHMENTS:

1. Proposal for a health and wellness program tailored for Public Safety Officers

The document is a proposal for a health and wellness program tailored for Public Safety Officers, detailing the services offered by Front Line Mobile Health, including medical and psychological evaluations.

Contact Information for Front Line Mobile Health

This section provides essential contact details for Front Line Mobile Health, the organization proposing the health and wellness program.

- Business Name: Front Line Mobile Health, PLLC
- Address: P.O. Box 1268, Granbury, Texas, 76048
- Website: www.frontlinemobilehealth.com
- Primary Contact: Chelsea K. Conner, MPAS, APA-C
- Phone: (512) 688-6112
- Email: chelsea@frontlinemobilehealth.com

Experience and Commitment to Public Safety

Front Line Mobile Health specializes in health and wellness programs tailored for Public Safety Officers, addressing critical health risks.

- Founded in 2016 by a Battalion Chief and an Army Physician Assistant.
- Focus on combating cardiovascular disease, cancer, and suicide among Public Safety Officers.
- Team comprises primarily of veterans and former Public Safety personnel.
- Partnered with over 190 Fire and Police departments across multiple states.
- Zero departments have switched to other vendors since inception, indicating high satisfaction.

Medical Evaluations Offered

The organization provides a range of medical evaluations to ensure the health and fitness of Public Safety personnel.

- Annual Medical Evaluations: NFPA 1580 occupational medical examinations.
- Candidate Medical Evaluations: Assessments for new recruits.
- Medical Fitness-for-Duty Evaluations: Determine readiness for duty.

Psychological Evaluations Provided

Front Line Mobile Health offers various psychological evaluations to support the mental health of Public Safety professionals.

- Candidate Psychological Evaluations: Assessments for new recruits.
- Promotion Suitability Psychological Evaluations: Evaluations for personnel seeking promotions.
- Special Tactics Team Psychological Evaluations: Assessments for specialized teams.
- Psychological Fitness-for-Duty Evaluations: Determine mental readiness for duty.

Pricing Structure for Services

This section outlines the pricing details for various medical and psychological evaluations offered by Front Line Mobile Health.

- **Annual Medical Evaluations:** Pricing details provided upon request.
- Candidate Medical Evaluations: Pricing details provided upon request.
- Medical Fitness-for-Duty Evaluations: Pricing details provided upon request.
- Candidate Psychological Evaluations: Pricing details provided upon request.
- Promotional Suitability Evaluations: Pricing details provided upon request.
- Special Tactics Team Selection Evaluations: Pricing details provided upon request.
- Psychological Fitness-for-Duty Evaluations: Pricing details provided upon request.

Leadership Team and Their Qualifications

The leadership team at Front Line Mobile Health consists of experienced professionals with extensive backgrounds in medicine and public safety.

- Russ A. Burnham, APA-C: Founder and CEO with military and medical experience.
- Michael Conner, DMSC, MPAS, APA-C: CEO and Chief Research Officer with a focus on Public Safety health.
- Dr. John Obermiller, MD: Chief Medical Officer with extensive experience in occupational medicine.

- John Sherwood, FSCEO, CFE: Chief of Staff with a strong background in fire service operations.
- Chris Torres, PA-C: Chief of Clinical Operations with military and medical expertise.
- Rebecca Blood, PhD: Director of Human Performance with a focus on forensic psychology and public safety evaluations.

Expert Qualifications and Experience

Rebecca Blood, PhD, is a recognized expert in alcohol and memory, coerced confessions, forensic psychology, and clinical psychology, with extensive experience in military courts.

- Provided testimony in over 40 courts martial.
- Served as an expert consultant for both prosecution and defense in more than 100 courts martial.

Publications and Conference Presentations

Dr. Blood has authored several publications and presented at numerous conferences, focusing on mental health and performance in military and public safety contexts.

- Notable publications include articles on preventing burnout and improving combat readiness.
- Recent presentations include topics on PTSD claims and false confessions in military populations.

Clientele and Impact on Public Safety

Front Line Mobile Health serves over 200 fire and law enforcement agencies, providing specialized health and wellness programs tailored to public safety personnel.

- Clients include departments across multiple states, such as Texas, Georgia, and Virginia.
- The organization has maintained a 100% client retention rate over eight years.

Medical Evaluations and Services Offered

Front Line Mobile Health conducts comprehensive medical evaluations for public safety personnel, focusing on various health risks and wellness.

- Annual evaluations include assessments for cardiovascular disease, metabolic disease, cancer, and behavioral health.

- The organization performs over 13,000 physicals annually, with a projection for continued growth.

Overview of Pricing for Evaluations

Front Line offers various pricing tiers for different types of evaluations.

- Annual medical evaluations range from \$550 to \$950 depending on the components included.

COMPONENT LIST FOR PRICING TIERS FOR ANNUAL PHYSICALS

LAB TEST	PARTNERSHIP	ESSENTIALS	FOUNDATIONS
Comprehensive Metabolic Panel	Yes	Yes	Yes
Complete Blood Count	Yes	Yes	Yes
Lipid Panel	Yes	Yes	Yes
Urinalysis with Reflex Micro	Yes	Yes	Yes
Hemoglobin A1c	Yes	Yes	Yes
C-Reactive Protein	Yes	Cardiovascular Focused	No
Uric Acid	Yes	Cardiovascular Focused	No
Lipoprotein (a)	Yes	Cardiovascular Focused	No
Apolipoprotein B	Yes	Cardiovascular Focused	No
TSH Reflex to Free T4	Yes	Cancer Focused	No
PSA, Total (Men)	Yes	Cancer Focused	No
CA-125 (Women)	Yes	Cancer Focused	No
Fecal Occult Blood	Yes	Cancer Focused	No
Cortisol, AM	Yes	No	No
Testosterone Free/Total with SHBG (Men)	Yes	No	No
Estradiol (Women)	Yes	No	No
EXAMS	PARTNERSHIP	ESSENTIALS	FOUNDATIONS
Personalized Risk Assessment	Yes	Yes	Yes
Health Questionnaire and Screening	Yes	Yes	Yes
Body Composition Analysis	Yes	Yes	Yes
Vision Screening	Yes	Yes	Yes
Audiogram	Yes	Yes	Yes
Human Performance Assessment	Yes	Yes	Yes
Resting EKG	Yes (included in CPET)	Cardiovascular Focused	Yes
Cardiopulmonary Exercise Test	Yes	Cardiovascular Focused	No
Pulmonary Function Test	Yes	Cardiovascular Focused	No
Chest X-Ray	Yes	Cancer Focused	No
Cancer Screening Ultrasound: Thyroid, Liver, Gallbladder, Spleen, Pancreas, Kidneys, Proximal Abdominal Aorta, Bladder, Testes (Men), Ovaries (Women)	Yes	Cancer Focused	No
Physical Examination and Consultation with Medical Provider	Yes	Yes	Yes
Operational Threat Brief	Yes	Yes	No
Organizational Climate Assessment	Yes	Yes	No
PRICE PER EXAM	\$950	\$650	\$550

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 5, 2026

AGENDA ITEM #: 6.

SUBMITTED BY: Jim Devlin, Assistant City Manager

ITEM DESCRIPTION:

Discussion and possible action to approve the purchase of the Springbrook Cirrus and Xpress Bill Pay software platform for \$259,650.00.

STAFF RECOMMENDATION/ITEM SUMMARY:

At the September 15th, 2025, City Council Workshop, Council received a comprehensive presentation on the need to update the City's internal operating software platform(s) and to integrate multiple systems into a single solution. Staff assembled a cross-departmental evaluation team consisting of seven employees, including the Directors of Finance, Utilities, Human Resources, Utility Billing Staff, Finance Staff, and the Assistant City Manager. This team was tasked with reviewing available software platforms to ensure operational efficiency, regulatory compliance, and long-term scalability for the City. Over an extended evaluation period, the team conducted a comprehensive review of twenty-one (21) different software platforms. The review process included demonstrations, feature comparisons, functional assessments across departments, and consideration of implementation and ongoing support requirements. Particular attention was given to the platform's ability to integrate financial management, utility billing, payroll, and human resources functions into a single, cohesive system.

Based on this thorough evaluation, the staff determined that Springbrook Cirrus and Xpress Bill Pay best meet the City's current and future needs. The platform demonstrated strong functionality across multiple departments, offered cloud-based capabilities, and aligned with the City's operational, reporting, and compliance requirements. As a result, staff is recommending Springbrook Cirrus as the preferred software platform.

FISCAL IMPACT:

Amount Budgeted - \$259,650.00
Line Item in Budget - 2022 Certificate of Obligation

SUGGESTED MOTION:

I move to approve the expenditure of \$259,650.00 to Springbrook software and authorize the City Manager to enter into a three-year contract for the implementation and use of the Springbrook Cirrus software platform and Xpress Bill Pay, as presented.

ATTACHMENTS:

1. Springbrook Cirrus

Order Form: Q-43106-1
 Creation Date: 8/1/2025, 12:13 PM
 Expires On: 12/19/2025



Phone: (866) 777-0069
 Email: info@sprbrk.com

Ship To:
 Lee Garcia
 City of Hewitt
 200 Patriot Court
 Hewitt, Texas 76643
 financedirector@cityofhewitt.com

Bill To:
 City of Hewitt
 200 Patriot Court
 Hewitt, Texas 76643

Account Manager	E-mail	Phone Number	Payment Terms
Travis VanDervort	travis.vandervort@sprbrk.com	(518) 520-4700	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Finance Suite Subscription	USD 15,600.00	1	25.000	USD 11,700.00
Purchase Orders Subscription	USD 5,150.00	1	25.000	USD 3,862.50
Utility Billing Subscription	USD 16,550.00	1	25.000	USD 12,412.50
Payroll Subscription	USD 8,650.00	1	25.000	USD 6,487.50
Employee Self Services Lite Subscription	USD 2,650.00	1	25.000	USD 1,987.50
LMS Subscription	USD 9,900.00	1	25.000	USD 7,425.00
Onboarding Subscription	USD 9,900.00	1	25.000	USD 7,425.00
Applicant Tracking Subscription	USD 9,900.00	1	25.000	USD 7,425.00
HR Core (with ESS) Subscription	USD 13,200.00	1	25.000	USD 9,900.00
Advanced Budgeting Subscription	USD 10,200.00	1	25.000	USD 7,650.00
Annual Product Pricing Total:				USD 76,275.00

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services - Finance Suite	USD 250.00	USD 187.50	200	25.000	USD 37,500.00
Standard Professional Services	Standard Professional Services - Purchase Orders Module	USD 250.00	USD 187.50	45	25.000	USD 8,437.50
Standard Professional Services	Standard Professional Services - Utility Billing Module	USD 250.00	USD 187.50	275	25.000	USD 51,562.50
Standard Professional Services	Standard Professional Services - Payroll Subscription	USD 250.00	USD 187.50	250	25.000	USD 46,875.00

PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services - Employee Self Services Lite Subscription	USD 250.00	USD 187.50	32	25.000	USD 6,000.00
Standard Professional Services	Standard Professional Services - Advanced Budgeting Subscription	USD 250.00	USD 187.50	80	25.000	USD 15,000.00
Estimated Professional Services Total:						USD 165,375.00

Fixed Fee Professional Services						
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE	
Fixed Fee Professional Service	Fixed Fee Professional Services - LMS Subscription	USD 6,000.00	1	25.000	USD 4,500.00	
Fixed Fee Professional Service	Fixed Fee Professional Services - Onboarding Subscription	USD 6,000.00	1	25.000	USD 4,500.00	
Fixed Fee Professional Service	Fixed Fee Professional Services - Applicant Tracking Subscription	USD 6,000.00	1	25.000	USD 4,500.00	
Fixed Fee Professional Service	Fixed Fee Professional Services - HR Core Subscription	USD 6,000.00	1	25.000	USD 4,500.00	
Fixed Fee Professional Services Total:						USD 18,000.00

Grand Total: USD 259,650.00

* excludes applicable sales tax

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 5, 2026

AGENDA ITEM #: 7.

SUBMITTED BY: Tracy Lankford, Community Development Director

ITEM DESCRIPTION:

Discussion and possible action on **Ordinance 2026-01** abandoning a 10-foot public utility easement located along the rear property line of 108 Longwood Circle.

STAFF RECOMMENDATION/ITEM SUMMARY:

The property owner at 108 Longwood Circle, Christopher Conrad, has submitted a request to abandon a utility easement along the rear property line. The purpose of the request is to allow for the installation of an in-ground swimming pool, which is currently restricted by the easement.

This utility easement runs along the rear property line of all the lots in this neighborhood and is not currently in use. All utilities serving the property are located at the front of the lot, and no utilities exist within the rear easement area. The easement is no longer necessary for municipal utility purposes, and its abandonment will not adversely affect public services or adjacent properties.

Staff recommends approval of this request.

FISCAL IMPACT:

Amount Budgeted - NA
Line Item in Budget - NA

SUGGESTED MOTION:

I move to approve Ordinance 2026-01 abandoning a 10-foot public utility easement located along the rear property line of 108 Longwood Circle, and authorizing the City Manager to execute and record all necessary documents.

ATTACHMENTS:

1. 108 Longwood owner letter
2. 2025-10-28 10-48 108 Longwood pool
3. 2026-01 Ordinance Abandoning an easement -108 Longwood

Christopher Conrad
108 Longwood Circle
Hewitt, TX 76643

October 28, 2025

Mr. Tracy Lankford
Community Development Director
City of Hewitt, Texas

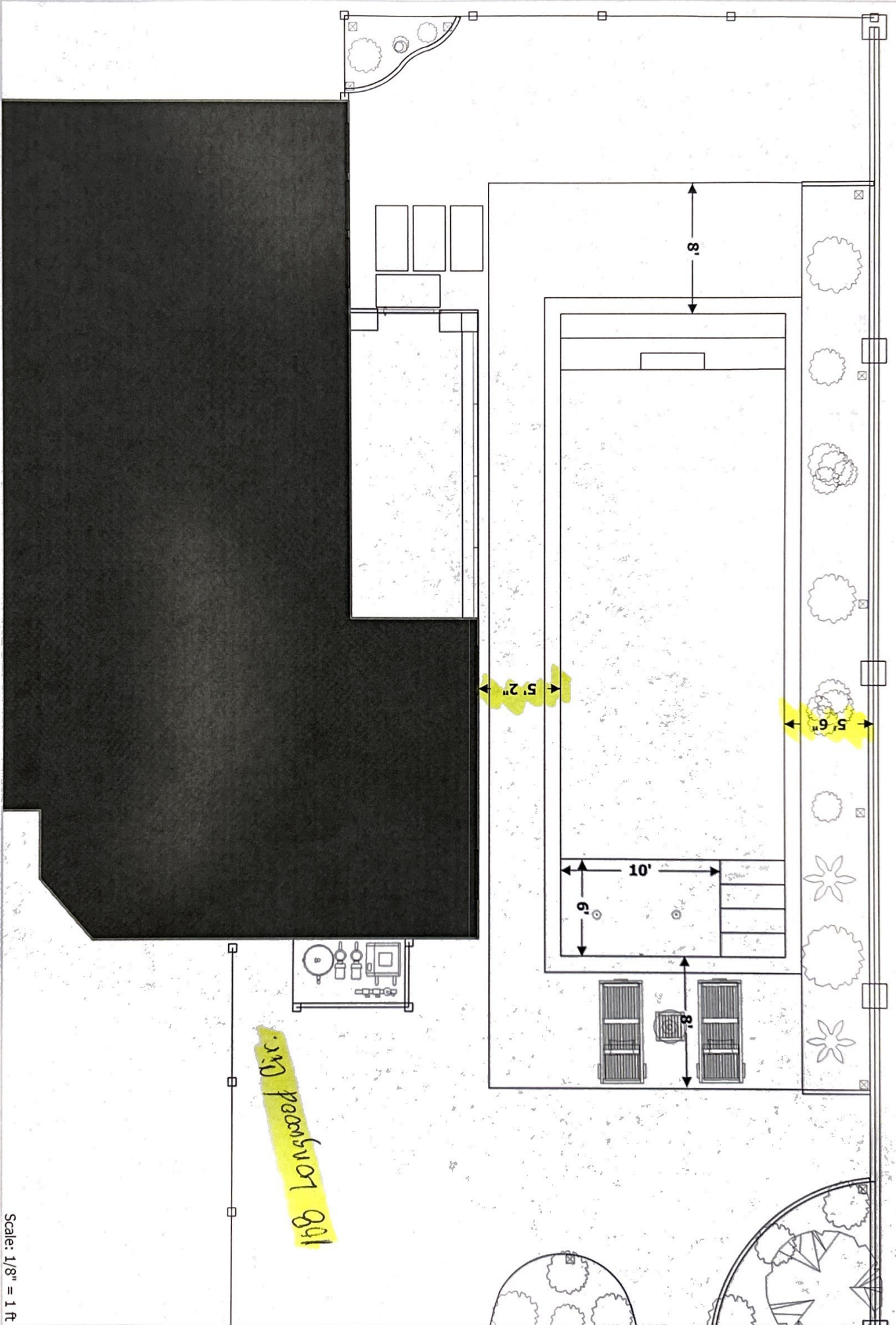
Dear Mr. Lankford and City Council Members:

My name is Christopher Conrad and I am the owner of the home at 108 Longwood Circle here in Hewitt, Texas. The purpose of my letter is to request that the easements at the back of my property, as well as the set-back from the back of my home, be abandoned by the City of Hewitt. The back of my property abuts the wall separating my home from the parking lot for the Fire and Police Departments. Based on research, there are no utilities buried in the easement, nor are there any plans for future utilities to be buried there. I would like to have an in-ground pool built in my backyard in early 2026, and an abandonment of the easement would provide me more room for the pool. Thank you for your consideration of my request.

Sincerely,

A handwritten signature in black ink that reads "Christopher Conrad". The signature is written in a cursive style with a large initial "C".

Scale: 1/8" = 1 ft



100 Longwood Cir.

EF / DE

Untitled

ORDINANCE NO. 2026-01

AN ORDINANCE ABANDONING A UTILITY EASEMENT ON LOT 55, BLOCK 1, OF THE ELLIS FARM SOUTH ADDITION, PHASE ONE, IN THE CITY OF HEWITT, MCLENNAN COUNTY, TEXAS; FINDING NO DUTY TO MAINTAIN; PROVIDING A SAVINGS CLAUSE AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

WHEREAS, the City of Hewitt has been requested to abandon a utility easement located on Lot 55, Block 1, Ellis Farm South Addition, in the City of Hewitt, McLennan County, Texas, as shown on the attached survey marked Exhibit “A”; and

WHEREAS, Christopher Conrad is the owner of said property; and

WHEREAS, the City of Hewitt owns the utility easement; and

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

Section 1. That all the recitals and preambles hereinabove stated in this ordinance are hereby found and declared to be accurate and correct, and are incorporated herein and made a part of this ordinance.

Section 2. That the City of Hewitt desires to abandon the utility easement located on the following land and territory in the City of Hewitt, and that same shall be and is hereby in all things abandoned for such purpose; to-wit:

BEING AN EXISTING 10-FOOT-WIDE UTILITY EASEMENT TO BE ABANDONED OUT OF LOT 55, BLOCK 1, OF THE ELLIS FARM SOUTH ADDITION, PHASE ONE, TO THE CITY OF HEWITT, MCLENNAN COUNTY, TEXAS, PLAT OF RECORD IN INSTRUMENT NUMBER 2013013753 OF THE OFFICIAL PUBLIC RECORDS OF MCLENNAN COUNTY, TEXAS, AS SHOWN ON THE ATTACHED SURVEY MARKED AS EXHIBIT “A”.

Section 3. That the City of Hewitt shall have no duty to maintain said property described above or any utility lines located within said property described above after abandonment. The Hewitt City Council further finds that the abandonment of said utility easement located on the property described above shall not constitute any liability or responsibility on the part of the City of Hewitt in connection with access thereto.

Section 4. That if any provision of this ordinance shall be held invalid or unconstitutional, the remainder of such ordinance shall continue in full force and effect, the same as if such invalid or unconstitutional provision had never been part hereof.

Section 5. It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public as required by law and that public notice of the time, place, and purpose of said meeting was given as required.

PASSED AND APPROVED: January 5, 2026

CITY OF HEWITT, TEXAS

Steve Fortenberry, Mayor

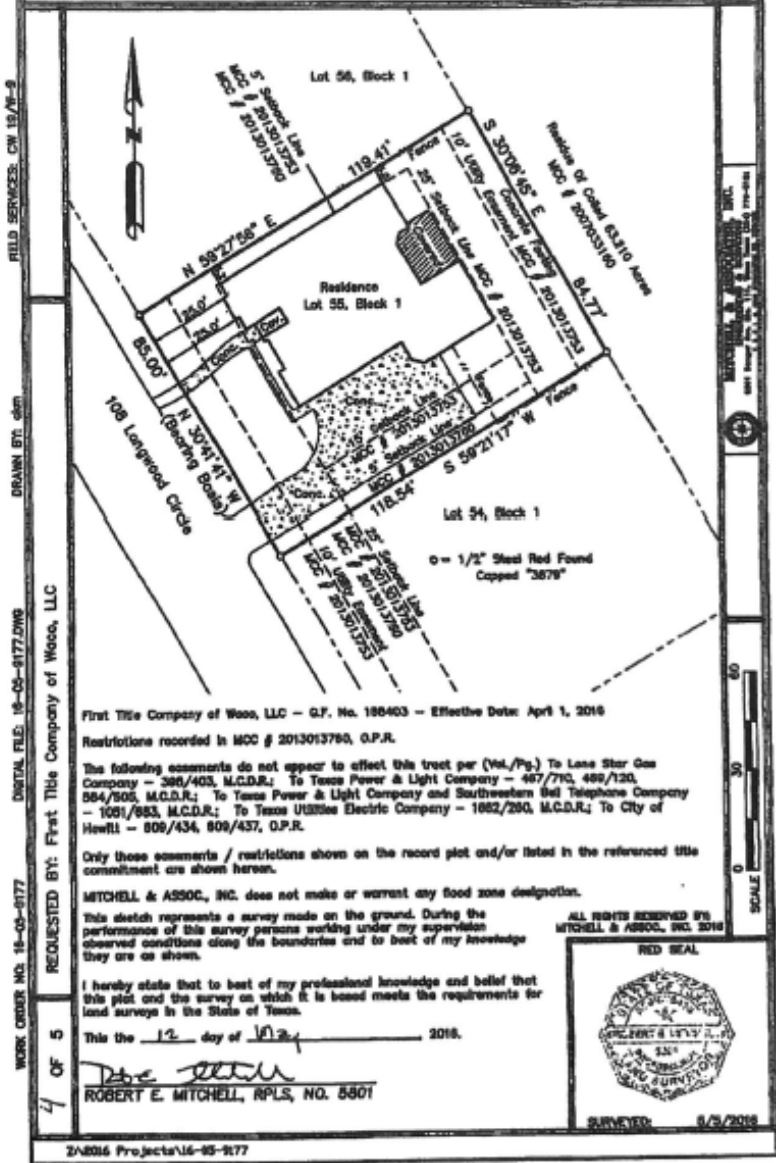
Attest:

Lydia Lopez, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Michael W. Dixon, City Attorney

Lot 55, in Block 1 of THE ELLIS FARM SOUTH ADDITION, PHASE ONE, to the City of Hewitt, McLennan County, Texas, as per plat recorded under Clerk's File Number 2013013763 of the Official Public Records of McLennan County, Texas.



FIELD SERVICES: CW 15/16-9
 DRAWN BY: dhm
 DIGITAL FILE: 16-05-8177.DWG
 REQUESTED BY: First Title Company of Waco, LLC
 WORK ORDER NO. 16-05-8177

First Title Company of Waco, LLC - G.P. No. 188403 - Effective Date: April 1, 2016
 Restrictions recorded in MCC # 2013013760, O.P.R.
 The following easements do not appear to effect this tract per (Vol./Pg.) To Lone Star Gas Company - 385/403, M.C.D.R.; To Texas Power & Light Company - 467/710, 468/120, 584/205, M.C.D.R.; To Texas Power & Light Company and Southwestern Bell Telephone Company - 1051/853, M.C.D.R.; To Texas Utilities Electric Company - 1882/250, M.C.D.R.; To City of Hewitt - 809/434, 809/437, O.P.R.

Only those easements / restrictions shown on the record plat and/or listed in the referenced title commitment are shown hereon.

MITCHELL & ASSOC., INC. does not make or warrant any flood zone designation.

This sketch represents a survey made on the ground. During the performance of this survey persons working under my supervision observed conditions along the boundaries and to best of my knowledge they are as shown.

I hereby state that to best of my professional knowledge and belief that this plat and the survey on which it is based meets the requirements for land surveys in the State of Texas.

This the 12 day of May, 2016.

Robert E. Mitchell
 ROBERT E. MITCHELL, RPLS, NO. 5801

ALL RIGHTS RESERVED BY MITCHELL & ASSOC., INC. 2016



SURVEYED: 5/5/2016

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HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 5, 2026

AGENDA ITEM #: 8.

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Briefing and discussion concerning key information about the upcoming May 2, 2026, General Election.

STAFF RECOMMENDATION/ITEM SUMMARY:

The next General Election will be held on Saturday, May 2, 2026. Texas Election law requires posting a notice of the candidate filing deadlines by December 15, 2025. The following Council positions are up for election this year: Ward 1, Place 2, currently held by Council Member Johnny Stephens; Ward 2, Place 2, presently vacant; and Ward 3, Place 2, currently held by Mayor Steve Fortenberry.

The first day to apply for a place on the general election ballot is **Wednesday, January 14, 2026**, and the last day to file is **Friday, February 13, 2026, at 5 p.m.** Candidate packets are now available. The Council will order a General Election at the first meeting in February.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

No action is required.

ATTACHMENTS:

1. Notice of Deadline to File - 2026

NOTICE OF DEADLINE TO FILE AN APPLICATION FOR PLACE ON THE BALLOT CITIES, SCHOOL DISTRICTS AND OTHER POLITICAL SUBDIVISIONS

AVISO DE FECHA LÍMITE PARA PRESENTAR UNA SOLICITUD PARA UN LUGAR EN LA BOLETA PARA CIUDADES, DISTRITOS ESCOLARES Y OTRAS SUBDIVISIONES POLÍTICAS

Notice is hereby given that an application for a place on the City of Hewitt
(name of political subdivision)

General / Special Election ballot may be filed as indicated below:
(Circle one)

(Se da aviso por la presente que una solicitud para un lugar en la boleta de la Elección

General / Especial de Ciudad de Hewitt puede ser presentada como se indica
(circule uno) (nombre de la subdivisión política)

a continuación:)

Filing Dates and Times:

(Fechas y Horario para Entregar Solicitudes:)

Start Date: 01/14/2026 End Date: 02/13/2026
(Fecha Inicio) (Fecha Limite)

Office Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.
(Horario de la Oficina)

Physical address for filing an application in person for place on the ballot:
(Dirección física para presentar una solicitud en persona para un lugar en la boleta)

City Secretary's Office - Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643

Address to mail an application for place on the ballot (if filing by mail):
(Dirección a donde enviar una solicitud para un lugar en la boleta (en caso de presentar por correo))

Lydia Lopez, City Secretary, 200 Patriot Court, Hewitt, TX 76643

Email and Fax Number to send an application for place on the ballot: If a filing fee is submitted, the application may not be faxed or emailed.
(Dirección de correo electrónico o número de fax para enviar una solicitud para un lugar en la boleta: Si un pago de inscripción es presentada, la solicitud no puede ser enviada por correo electrónico o fax.)

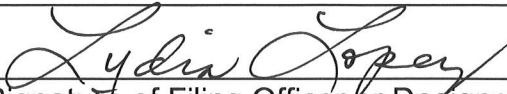
Email: citysecretary@cityofhewitt.com --- Fax Number: 254-666-6014

Lydia Lopez

Printed Name of Filing Officer or Designee
(Nombre en letra de molde del Oficial de Archivos o Persona Designada)

12 / 10 / 2025

Date Posted
(Fecha archivada)


Signature of Filing Officer or Designee
(Firma del Oficial de Archivos o Persona Designada)

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 5, 2026

AGENDA ITEM #: 9.

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Discussion and possible action on rescheduling future City Council meetings.

STAFF RECOMMENDATION/ITEM SUMMARY:

Two upcoming regularly scheduled City Council meetings fall on City-observed holidays: January 19, 2026 (Martin Luther King, Jr. Day), and February 16, 2026 (Presidents' Day). At the last Council meeting, the Council voted to reschedule the January 19 Council meeting for January 26, 2026. This action schedules the Council meetings back-to-back and would require the Council meeting scheduled for February 2, 2026, to be posted by January 27, 2026, which is the day after the January 26 meeting. Staff would have to be working on two agendas at the same time.

The purpose of this agenda item is to provide the Council with additional scheduling options and to ensure compliance with Open Meeting laws relative to agenda posting deadlines. The City Charter only requires that at least one meeting be held monthly. The City Council has the authority to modify its meeting calendar as needed, provided that proper notice is given in accordance with applicable posting requirements.

Posting and Notice Requirements:

Council is advised that any rescheduled meeting must comply with applicable agenda posting and public notice deadlines. In general, Regular or Special meeting agendas must be posted at least three full business days in advance of the meeting. Holidays and weekends are not considered business days.

Options for Council Consideration:

Council may consider the following options for each affected meeting date:

1. Reschedule the meeting to an alternate date later in the same week.
2. Cancel the meeting if no time-sensitive items are anticipated.
3. Maintain the existing meeting date, if feasible.

The following table outlines the regularly scheduled City Council meetings that conflict with City-observed holidays, along with potential rescheduling options. Council may select one option per meeting date. In addition, rescheduling meetings for January and February affects meetings later in the year (March).

Regular Meeting Date	City-observed Holiday	Option 1: Reschedule Later	Option 2: Cancel Meeting	Posting Deadline Considerations
January 19, 2026	Martin Luther King, Jr. Day	January 20, 2026	Yes/No	The agenda must be posted on January 13, 2026.
February 2, 2026	No conflict	N/A	N/A	This agenda must be posted on January 27, 2026.
February 16, 2026	Presidents' Day	February 17, 2026	Yes/No	The agenda must be posted on February 10, 2026.

January 2026	<	>	February 2026	<	>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							

FISCAL IMPACT:

Amount Budgeted - NA
Line Item in Budget - NA

SUGGESTED MOTION:

This motion is at the Council's discretion.

ATTACHMENTS:

None