

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Workshop** meeting of the governing body of the City of Hewitt will be held on the **15th day of June, 2015 at 5:30 PM in Hewitt City Hall, 105 Tampico Drive**, Hewitt, Texas, at which time the following subjects will be discussed:

1. Call meeting to order.
2. City Manager's update on municipal business:
 - a. Report from City Engineer
 - b. Briefing and discussion concerning proposed FY 2015-2016 Budget and Capital Improvement Projects
 - c. Briefing and discussion concerning City of Hewitt's Employee Policies and Procedure Manual.
 - d. Briefing and discussion concerning update on proposed Sports Complex
 - e. Briefing and discussion concerning Library events:
 - o Hewitt Dog Days of Summer Canine Event – June 19-20, 2015
 - o Civil War Exhibition – July 9, 2015 – August 1, 2015
 - f. Briefing and discussion concerning Public Safety operations – Police & Fire
3. Review regular meeting agenda items.
4. Convene Executive Session pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following:
 - **Pursuant to §551.072 – Purchase, Exchange, Lease, or Value of Real Property.**
5. Close Executive Session.
6. Adjourn.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Hewitt, Texas was posted on the Public Notice Board located in front of City Hall at 3:00 AM/PM on June 12, 2015.

CITY OF HEWITT


Lydia Lopez, TRMC
City Secretary

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact the Hewitt City Secretary at (254) 666-6171 at least 24 hours prior to the meeting, so that appropriate arrangements can be made.

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Regular** meeting of the governing body of the City of Hewitt will be held on the **15th day of June, 2015 at 7:00 PM in the City Council Room at Hewitt City Hall, 105 Tampico Drive, Hewitt, Texas,** at which time the following subjects will be discussed:

1. Call meeting to order.
2. Pledge of Allegiance to the U.S. Flag
3. Special recognition of Assistant City Manager Jim Barton.
4. Consider approval of minutes of the City Council Workshop/Regular Meeting of June 1, 2015.
5. Hear visitors on matters pertaining to city business.
6. Consider and take appropriate action concerning the McLennan County Appraisal District proposed budget.
7. Consider and take action on a resolution amending an Agreement to Contribute Funds for the FM 1695 Highway project between the Texas Department of Transportation and the City of Hewitt dated February 3, 2003.
8. Public hearing and action on an ordinance rezoning Lots 1 and 2, Block 1, Collier Addition, Part Three, to the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's file number 2012009662 of the Official Public Records of McLennan County, Texas, from R-1 (Single Family Residential) to R-1-G (Garden Home District) as requested by Robnett Enterprises Inc.
9. Adjourn.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Hewitt, Texas was posted on the Public Notice Board located in front of City Hall at 3:00 AM/PM on June 12, 2015.

CITY OF HEWITT


Lydia Lopez, TRMC
City Secretary

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HEWITT TEXAS

MAYOR AND CITY COUNCIL

Ed Passalugo – Mayor

Travis Bailey – Mayor Pro Tem

Wilbert Wachtendorf – Ward 1

Ronnie McNeil – Ward 3

Bill Fuller – Ward 2

Alex Snider – At-Large

James Vidrine – Ward 3

CITY STAFF

Adam Miles, City Manager

Charlie Buenger, City Attorney

Miles Whitney, City Engineer

Jim Barton, Assistant City Manager

Lydia Lopez, City Secretary

Jim Devlin, Police Chief

Lance Bracco, Fire Chief

James Black, Utilities Director

Lee Garcia, Finance Director

Waynette Ditto, Library Director

Susana Garcia-Gilmore, HR Director

Tiery Krueger, HR Generalist

Katie Allgood, Special Projects Coord.



COUNCIL WORKSHOP AGENDA ITEM #2.a



CITY ENGINEER'S REPORT

June 10, 2015

2010 IH-35 Utility Improvements:

At this time no major issue have arose. If all is still well, June 19th is the end date of the 30 day test period. It is at that time that the City of Hewitt will consider the project substantially complete and take over control of the operations and maintenance of the lift station. As mentioned before there are still some minor dressing up issues that need to be addressed still.

Commerce Park Plant Project and Related Projects:

Elevated Storage Tank;

Contractor has been working finishing up the electrical requirements of the contract. This project will be to the point shortly where progress will be halted until the plant and piping contract are to the point where we can place water in the tank to test for leakage.

Plant Contract;

Plan and contract documents are completed and have been sent to T.C.E.Q. for their review. It is my intent to receive bids for this project on July 14th and have the project awarded at the July 20th Council meeting.

Piping;

Contractor is preparing the bonds and insurance paperwork at this time. I anticipate holding a pre-construction meeting as soon as the executed contracts are obtained.

Ritchie Road Plant and Well Electrical System Improvements:

Power has been switched over to the new service. At this time the contractor is currently working out some bugs but should have them resolved shortly.

2014 Bond Projects:

Old Temple Road Street Improvements:

Plans are completed. We will be holding these plans for a short while so that we may receive better bids in a couple of months, since current weather conditions have put all the contractors within the area behind at this time.

Panther Way Street Improvements:

Contractor has begun work on this project. As mentioned in the past due to time constraints we will be watching this project closely to make sure it stays on schedule.

Warren Park Improvements:

We are working out some final details. Currently we have a bid date set for July 1st.

HEWITT TEXAS

CITY ENGINEER'S REPORT

June 10, 2015

City Hall / Library:

Oral update may be given at the meeting.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL WORKSHOP AGENDA ITEM #2.b

CAPITAL PROJECTS LIST

5/28/2015



CURRENT CAPITAL CONSTRUCTION

Project Code	Project Name	Project Description- This list is Incomplete will change and is intended to be used for discussion only	Estimate or Contract	Status	Funding
	Library and City Hall	Included in Contract: Parking Lot, Fence, Landscaping	4,480,399	In Process	Yes - General Fund Bond
	Library and City Hall	Furniture and Shelving	300,000	Design	Yes - General Fund Bond
S5-A	Panther Way-Phase I	Hewitt Drive to Old Hewitt Road	345,260	In Process	Yes - General Fund Bond
	Park Development	Playground, Amphitheatre, Electrical, Sports Fields	460,000	In Process	Yes - General Fund Bond
S9/U18	Old Temple Rd-Phase I	Spring Valley to Park Bridge	350,000	Design	Yes - General Fund Bond
U18/S9	Old Temple Rd-Phase I	Utility work	90,000	Design	Yes-Utility Fund Bond
	IT/Hardware	Various citywide	50,000	In Process	Yes - General Fund Bond
	First Street to Moss Hill	Edge, Mill and Overlay	380,000	Design	Yes - General Fund Bond
	Sports Complex	Sports Complex-Pad, Metal Building, Fence	150,000	Design	Yes - General Fund Bond
SI7/U22*	Alamo Lift Station	Reclaimed Streets	350,000	Design	Yes - General Fund Bond
U22/S17*	Alamo Lift Station	Utility portion	350,000	Design	Yes-Utility Fund Bond
U1	Commerce Park Plant (Tank)	Construction of IMG Elevated Composite Tank	2,457,240	In Process	Yes-Utility Fund Bond
U5	Commerce Park Plant (Piping)	Water Line fr McLemore Plant to Commerce Plant	697,187	In Process	Yes-Utility Fund Bond
U4	Commerce Park Plant (Plant)	Plant Piping, Controls, Electric and Building	1,200,000	Design	Yes-Utility Fund Bond
	Ritchey Plant Electrical	Electrical work	383,400	In Process	Yes-Utility Fund Bond
	Drainage Improvements	Imperial Estates	22,000	In Process	Yes-Drainage Fund
	Drainage Improvements	Lands End Cove	29,750	In Process	Yes-Drainage Fund
	Drainage Improvements	City Hall	79,750	In Process	Yes-Drainage Fund
	Base Failure Repair	Various streets	100,000	Design	Yes-General Fund

PROPOSED FY 15/16 PROJECTS

Project Code	Project Name	Project Description- This list is Incomplete will change and is intended to be used for discussion only	Estimate or Contract	Status	Funding
	WMARSS Projects	Rehabilitation; Hewitt's portion of \$48 mil project at 7.86%	3,097,429	Spring 2016	Need Funds-Wastewater
	Police Vehicles (3)	Annual Inventory Turnover	100,000	FY 15/16	Equipment Lease
	3/4 Pick Up, 1/2 Pick Up, Mower/Shredder	Equipment Replacements	104,000	FY 15/16	Equipment Lease
	Motorola Radios	Dispatch and Uniformed Officers	800,000	FY 15/16	Motorola Finance
	Library Furnishings	Furniture and Shelving	250,000	Spring 2016	Facilities
	Microslurry/Crack Seal/Base Repair/Grind	Various Streets	425,000	Spring 2016	Streets
	Parks and Sports Complex	Improvements	200,000	Spring 2016	Parks
S8	Old Temple & Neeley Drainage Imp	Box culvert and channel improvements	210,000	Spring 2016	Drainage

CAPITAL PROJECTS LIST

5/28/2015



PROPOSED FY 15/16 PROJECTS

Project Code	Project Name	Project Description- This list is Incomplete will change and is intended to be used for discussion only	Estimate or Contract	Status	Funding
S10	Old Temple Road - Phase 2 (see U19)	Street reconstruction to Hewitt Drive	1,500,000	Spring 2016	Streets
U19	Old Temple Road - Phase 3 (see S10)	Waterline replacement to Hewitt Drive	400,000	Spring 2016	Water
U9*	Sun Valley Phase 2-Bagby to Sapphire	Water line replacement of AC (Asbestos Cement Line)	800,000	Spring 2016	Water
U24*	L.S. @ Dane	L.S. Replacement; possible elimination	350,000	Spring 2016	Wastewater
U20-A	IH-35 Waterline In-House work	Install a 16" water line along I-35 from Industrial to Baxley	225,000	Spring 2016	Water
		Total Future Projects	8,461,429		
	RECAP:	General Fund CO	2,375,000		
		Drainage CO	210,000		
	*priority per Miles Whitney	Utility Fund CO	4,872,429		

FUTURE PROJECTS

Project Code	Project Name	Project Description- This list is Incomplete will change and is intended to be used for discussion only	Estimate or Contract	Status	Funding
U11	L.S. at Black Diamond	L.S. Replacement; possible elimination	350,000		Wastewater
U20-B	IH-35 Waterline In-House work	Install a 16" water line along I-35 fr Glenleigh to Industrial			Water
U15	L.S. at Westchester (goes w/ U14)	Removal and required piping changes	100,000		Wastewater
U14	South Main Interceptor (goes w/ U15)	Sewer line to Bullhide interceptor.	1,000,000		Wastewater
U25	Regal Waterline	Waterline replacement with fire hydrant additions	150,000		Water
U26	New Acres Dr., Peer Dr., and Minute Dr.	Waterline replacement with fire hydrant additions	200,000		Water
U27	FM 1695 Waterline	Waterline replacement with fire hydrant additions	300,000		Water
S16	Oklahoma & Travis Street	Replace existing utilities then reclaim street	200,000		Street
U8	Oklahoma & Travis Street	Replace the existing sewer VCP with PVC.	600,000		Wastewater
S13	Legacy Drive & Alliance Street Imp	Street reconstruction; Concrete paving	1,400,000		Street
U10	Commerce Park Plant (GST)	Construction of a IMG Ground Storage Tank (dependent on Waco contract which expires in 2019)	850,000		Water
U7	Lorena Well Conversion	Refurbish facility and install lines to Ritchie Rd. Plt.	600,000		Water
	Fire Truck	103 Foot Aerial Ladder Truck	1,200,000		
S3	Crescent and Will Bowman	Streets, drainage, and utility improvements	550,000		Street
U12	Crescent and Will Bowman	Street improvements w/ waterline improvements	200,000		Water
S4	Castleman Creek Rd. Improvements	Street improvements	2,200,000		Street
U13	Castleman Crk Rd.	Utilities improvements	200,000		Water

CAPITAL PROJECTS LIST

5/28/2015



FUTURE PROJECTS

Project Code	Project Name	Project Description- This list is Incomplete will change and is intended to be used for discussion only	Estimate or Contract	Status	Funding
U17	Panther Way to Ava-Phase 2	From Old Hewitt Rd to Ava-Utilities	250,000		Water
S12	E. Warren St. Improvements	Street improvements (in front of Community Services)	400,000		Street
U21	E. Warren St. Improvements	Waterline improvements	300,000		Water
U16	South 1 MG Composite Elevated	Construct a 1 MG composite elevated tank near Warren Park	2,500,000		Water
S7	Flat Creek Tributary Drainage Imp	Channel clearing and reshaping	250,000		Drainage
S15	Castleman Creek Drainage Imp	Channel reshaping	250,000		Drainage
S14	Westhill and Hidden Meadows Dr.	Channel reshaping	80,000		Drainage
S11	Spring Valley & Judy Drainage Imp	Channel reshaping	70,000		Drainage
Total Unfunded Projects			14,200,000		



COUNCIL WORKSHOP AGENDA ITEM #2.c



City of Hewitt Employee Policies & Procedures Manual

Summary of key changes:

Introduction

- ❖ Administrative Authority - Updated and Moved into Introduction (page 2)
- ❖ Applicability of Scope – Updated and Moved into Introduction (page 2)

Employee Guidelines (Ch 1)

- ❖ Adoption of Rules and Regulations – Added (page 7)

Employment Status Definitions

- ❖ Definitions for Full-time & Part-time (page 11)
 - Added Full-time (30+)
 - Re-defined Regular Part-time (20+)
 - Added Non-benefited Part-time

Compensation

- ❖ Educational Incentive Pay (page 19)
 - Updated sections and categories

Benefits and Services

- ❖ Added Vacation Accruals for Part-Time 20+ employees (page 23)
- ❖ Added Full-Time (30+) employees to Sick Leave accruals (page 26)
- ❖ MLK as a holiday (page 22)
 - Proposed additional holiday
- ❖ Added Modified Duty (page 36)

Separation of Employment

- ❖ Maximum Amounts of Sick Leave Updated (page 70)
- ❖ Discharged Employees (page 71)
 - o Employees are not eligible to receive accrued vacation or sick leave.



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 15, 2015

AGENDA ITEM #: 3

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Special recognition of Assistant City Manager Jim Barton.

STAFF RECOMMENDATION/ITEM SUMMARY:

We are proud to announce the graduation of Assistant City Manager Jim Barton from the Texas Certified Public Manager (CPM) certification program. This program is a series of seven tracks, or courses, designed to enhance the skills, knowledge and abilities of public and nonprofit managers. The program takes approximately 2 ½ years to complete.

ATTACHMENTS:

None



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 15, 2015

AGENDA ITEM #: 4

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop/Regular Meeting of June 1, 2015.

STAFF RECOMMENDATION/ITEM SUMMARY:

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

ATTACHMENTS:

Draft minutes

HEWITT TEXAS

MINUTES OF A CITY COUNCIL WORKSHOP/MEETING HEWITT CITY HALL – 105 TAMPICO DRIVE June 1, 2015 - 5:30/7:00 PM

Members Present: Mayor Ed Passalugo (presiding), Mayor Pro Tem Travis Bailey, Council Members Wilbert “Walky” Wachtendorf, Bill Fuller, James Vidrine, and Alex Snider

Members Absent: Ronnie McNiel

Staff Present: City Engineer Miles Whitney, City Attorney Charlie Buenger, City Manager Adam Miles, Assistant City Manager James Barton, Fire Chief Lance Bracco, Police Chief Jim Devlin, Assistant Police Chief Tuck Saunders, Utilities Director James Black, Finance Director Lee Garcia, Library Director Waynette Ditto, HR/Civil Service Director Susana Garcia-Gilmore, HR Generalist Tierny Krueger, Special Projects Coordinator Katie Allgood and City Secretary Lydia Lopez

Workshop – 5:30 PM

1. Mayor Ed Passalugo called meeting to order at 5:30 PM.
2. City Manager presented an update on municipal business:
 - a. Report from City Engineer was presented.
 - b. Briefing and discussion was held concerning water and wastewater rate structure including presentation by Dan Jackson with Economists.com/Willdan Financial Services.
 - c. Briefing and discussion concerning proposed FY 2015-2016 Budget and Capital Improvement Projects.
 - d. Briefing and discussion was held concerning flooding issues around the city.
 - e. Briefing and discussion was held concerning update on proposed Sports Complex.
 - f. Briefing and discussion was held concerning Hewitt Dog Days of Summer Canine Event – June 19-20, 2015.
 - g. Briefing and discussion concerning Public Safety operations – Police & Fire
3. Review regular meeting agenda items. (**Note:** Items 2 c., 2 g., and 3 were not discussed due to length of the discussion and presentation on Item 2 b.)
4. *A motion was made by Council Member Alex Snider and seconded by Council Member Wilbert Wachtendorf to convene the Executive Session at 6:39 PM pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following:*
 - **Pursuant to §551.072 – Purchase, Exchange, Lease, or Value of Real Property.**

5. Close Executive Session. *A motion was made by and seconded by Mayor Pro Tem Travis Bailey and seconded by Council Member Bill Fuller to close the Executive Session at 6:48 PM, all seven in favor, motion passed.*
6. Adjourn. *A motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Bill Fuller to adjourn the Workshop at 6:49 PM, all six in favor, motion passed.*

REGULAR MEETING – 7:00 PM

1. **CALL TO ORDER.** Mayor Passalugo called the meeting to order at 7:00 PM.
2. **PLEDGE OF ALLEGIANCE TO THE U.S. FLAG** – Mayor Passalugo asked his wife Jeanne Passalugo to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP/REGULAR MEETING OF MAY 18, 2015.** *A motion was made by Council Member Alex Snider and seconded by Council Member Travis Bailey to approve the minutes as submitted but allow for corrections; all six in favor, motion passed.*
4. **HEAR VISITORS ON MATTERS PERTAINING TO CITY BUSINESS.** No one appeared.
5. **AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR THE SALE OF CITY OWNED PROPERTY LOCATED AT 142 S. SECOND STREET ALSO KNOWN AS THE OLD FIRE DEPARTMENT.** *A motion was made by Council Member Bill Fuller and seconded by Council Member Wilbert Wachtendorf to approve; all six in favor, motion passed.*
6. **CONSIDER AND TAKE ACTION ON A RESOLUTION ADOPTING PREVAILING WAGE RATES FOR JOB CLASSIFICATIONS UTILIZED ON CONSTRUCTION CONTRACTS FOR ROADWAY, DRAINAGE, WATER AND SANITARY SEWER INFRASTRUCTURE AND MAJOR STREET MAINTENANCE CONTRACTS.** *A motion was made by Council Member Wilbert Wachtendorf and seconded by Council Member Travis Bailey to approve; five in favor, Council Member Vidrine opposed, motion passed.*
7. **CONSIDER AND TAKE ACTION ON AN ORDINANCE GRANTING TO ONCOR ELECTRIC DELIVERY COMPANY LLC, ITS SUCCESSORS AND ASSIGNS, AN ELECTRIC POWER FRANCHISE TO USE THE PRESENT AND FUTURE STREETS, ALLEYS, HIGHWAYS, PUBLIC UTILITY EASEMENTS, PUBLIC WAYS AND PUBLIC PROPERTY OF THE CITY OF HEWITT, TEXAS, PROVIDING FOR COMPENSATION THEREFOR, PROVIDING FOR AN EFFECTIVE DATE AND A TERM OF SAID FRANCHISE, PROVIDING FOR WRITTEN ACCEPTANCE OF THIS FRANCHISE, PROVIDING FOR THE REPEAL OF ALL EXISTING FRANCHISE ORDINANCES TO ONCOR ELECTRIC DELIVERY COMPANY LLC, ITS PREDECESSORS AND ASSIGNS,**

AND FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC. *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Travis Bailey to approve ordinance; all six in favor, motion passed.*

17. **ADJOURN.** *Motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Alex Snider to adjourn the meeting at 7:08 PM, all six in favor, motion passed.*

Approved: June 15, 2015

Lydia Lopez, City Secretary

Ed Passalugo, Mayor



ITEM #5 – HEARING OF VISITORS

CITIZEN PARTICIPATION AT MEETINGS

1. All citizens are encouraged to discuss matters of concern with the staff and individual council members prior to placing items on the agenda. Many times this will expedite a resolution or allow proper investigation of the matter for presentation to the entire council.

NO CITIZEN NOR STAFF MEMBER MAY SPEAK NOR OTHERWISE INTERRUPT ANY MEETING UNTIL RECOGNIZED BY THE PRESIDING OFFICER.

2. To maintain decorum at public hearings, the mayor will ask the citizens present if they wish to speak for or against the item on the agenda. If so, they will be given an opportunity to do so at the proper time, when recognized by the chair. If more than five citizens wish to address the council on any single agenda item, those citizens are advised to select spokespersons to present their case.
3. Citizens who wish to bring up a matter that pertains to city business or address an item on the agenda may do so, but only under the agenda item "Hear Visitors." **The council is prohibited by law from discussing or acting on any item that has not been posted on the agenda.**
4. **Citizens addressing the city council on items not on the agenda shall be limited to five minutes each. Total time for presentations on any one item or topic shall be limited to twenty-five minutes. The city council members shall not enter into discussion on any subject not properly placed on the agenda; however, the council members may ask questions for clarification purposes.**
5. As a general rule, citizens may not participate in the discussion of the council workshop session.



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 15, 2015

AGENDA ITEM #: 6

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Consider and take appropriate action concerning the McLennan County Appraisal District (McCAD) proposed budget.

STAFF RECOMMENDATION/ITEM SUMMARY:

The McLennan County Appraisal District (McCAD) has provided all taxing entities with a copy of their proposed annual budget. Hewitt contributes 1.093% of the entire budget which according to McCAD calculates to \$42,781 from Hewitt for the upcoming year. For reference Hewitt's portion last year was \$49,168 and \$39,682 the year before. McCAD has provided additional budgetary detail which is included in the back-up material. If approved, city staff will provide necessary notice to McCAD.

ATTACHMENTS:

McCAD Preliminary Budget 2016 documents

MCLENNAN COUNTY APPRAISAL DISTRICT 2016 PROPOSED BUDGET DETAIL

We currently serve 43 taxing entities that include 20 school districts, 18 cities, the county and 4 other entities. We are responsible for appraising more than 120,000 parcels with a market value in excess of eighteen billion dollars. Our overall budget for 2016 will decrease by 15% from our 2015 budget. The overall budgeted amount for 2016 is very similar to the overall budgets for 2012-2014 and is about the same as our total for 2009.

ORDINARY INCOME

Income is comprised of allocated payments from the taxing entities served by the appraisal district. Allocations are based on the percentage obtained by dividing the levy for each entity by the total levy of all entities. Additional income is generated from interest on investments (CD's), miscellaneous income (copies, open records requests, and the sale of retired assets) and personal property rendition penalties. Interest on investments are still down because of a low interest rate environment.

EXPENSES

Salaries: The 2016 salaries are up slightly. Salary increases are based on merit only to reward those employees that are the most productive. Salary increases for 2016 are less than 2%. Our staff is currently at 41 employees comprised of 21 appraisers. All but three out of the 21 appraisers are registered professional appraisers with the State of Texas. The other three must complete their five-year training period to achieve this designation.

We have three highly skilled mapping professionals. Well over half of our staff is required to have professional designations that require extensive training and testing along with continuing education courses to continue their employment. All support staff are also required to take training courses that review new legislative mandates which affect all appraisal districts. Since training costs are high, it is a common practice for other districts to look for individuals who are already certified or close to certification. That is why it is very important that we try to retain our staff by paying competitive wages, otherwise we will constantly be paying more for training costs.

A review of other appraisal districts show that current salaries for McCAD's clerical and appraisal positions are low in comparison. We are using temp services to supplement the work of full-time employees as needed. This also allows us to control benefit costs.

Benefits: Health insurance costs are expected to increase approximately 30% from current costs due to new federal healthcare guidelines. The district is paying \$297.95 per month for employee coverage in 2015. We have managed to reduce this cost by using our HRA plan and providing coverage with higher deductibles.

Longevity pay is granted to full time McCAD employees who have been with the district for at least five years as of January 1, 2008. Longevity is paid at a rate of \$4.00 per month, per full year of service, up to a maximum of twenty-five years beginning October 1, 1981. Because training is so costly, longevity is used to retain experienced and well trained employees.

Pension: The TCDRS budgeted rate is 13% for 2016, which remains unchanged from 2015. We have also included \$30,000 in the budget to be applied to the district's TCDRS Unfunded Actuarial Accrued Liability (UAAL). This amount is the same as it has been for the last several years.

Professional Services: Appraisal Review Board members will be paid at \$150.00 per full day and \$75.00 for half days. The chairman is paid \$175.00 per full day and \$87.50 for half days. This amount has grown as numbers of protests have grown in the past several years due to a slower economy and the legislative spotlight on appraisal districts in general.

The appraisal services expense line item covers contractual services with Capitol Appraisal Group. Capitol appraisal works utility properties, mineral properties, and specialty properties. These specialty properties include: Riesel Power Plant, telephone towers and cable companies.

Legal fees are budgeted for the services of McCreary, Veselka, Bragg & Allen, P.C. and fees associated with miscellaneous litigation. Growing litigation expenses are responsible for the decreased refunds to the entities in past years. Temp services have also increased to assist with personal property renditions and new mandates requiring the exchange of evidence before each hearing. Since most taxpayers bring their evidence the day of their hearing, we must have temps scanning the evidence as it comes in the door.

Office Operating Expenses: Office supplies have increased in cost over the last few years. Printing expenses including costs for processing Notices of Appraised Value, personal property renditions, and personal property penalty letters have also increased. Insurance expenses cover general liability, property (real and contents), electronic data processing, accounts receivable/valuable papers, commercial crime, umbrella liability, and employee/public officials liability.

Maintenance Expenses: The software maintenance budget includes maintenance expenses for the computer assisted mass appraisal software used for valuing properties, as well as, software for GIS mapping, and deed information. These

items increase approximately 3% each year. We have replace our old elevator with a new unit that should reduce our overall maintenance costs in future years.

CAPITAL OUTLAY

We replaced our servers in 2015 and expect them to remain in service until 2020. We will be flying each school district according to our future reappraisal plans. By adding change finder options to our aerial flights, we will be able to work more efficiently and also meet legislation mandates for inspecting properties once every three years. It also allows us to pick up new improvements that did not have building permits issued on them. The cost for aerials will be minimal when compared to the value added by picking up these new improvements. We expect to replace our phone systems in 2017. We intend to budget for tablet computers to be used by the appraisers in coming years.

DEBT SERVICE EXPENSE

These budgeted expenses cover twelve months of mortgage payments in 2016 for our facility. These payments began in 2009 and will stabilize our costs for office space and build equity for the entities that fund us. We have lowered our costs for heating and cooling since moving to this facility while providing better access and parking for everyone.

CONTINGENCY FUND

The contingency fund is being lowered to \$200,000 as we expect to designate funds for large contingency items. The lawsuit Hoppenstein Properties, Inc. v. McLennan County Appraisal District was concluded upon the District's payment of \$462,892.63. This amount was fully recognized and expensed in 2014, and the District has no further obligations in this case. There is no other pending litigation against the District other than valuation related cases. As a result of the full recognition of the Hoppenstein Properties settlement in FY2014, the District's unassigned fund balance ended the year at (\$198,353). It is anticipated that sufficient excess funds will remain at the end of FY2015 to bring this balance back into positive territory. Additionally, the board will consider policies to ensure that sufficient capital reserves are in place to maintain a positive fund balance on an on-going basis in the future.

**MCLENNAN COUNTY APPRAISAL DISTRICT
2016 PRELIMINARY ANNUAL BUDGET**

		2015 BUDGET	ACCOUNT TOTAL	2016	ACCOUNT TOTAL	\$ CHANGE	PERCENT CHANGE
5000	SALARIES						
5001	ADMINISTRATION	276,000		277,000		1,000	
5002	APPRAISAL	889,080		906,000		16,920	
5003	MAPPING	151,000		152,500		1,500	
5004	CLERICAL	403,500		417,000		13,500	
5006	PART TIME	-		-		-	
5007	MERIT PAY					-	
5008	AUTO & PHONE ALLOWANCE	128,760		129,760		1,000	
	TOTAL SALARIES		1,848,340		1,882,260		1.84%
5100	BENEFITS						
5105	FICA TAX EXPENSE	140,900		143,800		2,900	
5110	HEALTH INSURANCE	160,000		194,600		34,600	
	5110-1 PB&H DEDUCTIBLE (HRA)	30,000		30,000		-	
5113	DISABILITY	5,000		5,000		-	
5115	LIFE INSURANCE	7,600		7,600		-	
5120	LONGEVITY	10,992		12,384		1,392	
5125	PENSION	242,000		254,610		12,610	
5126	PENSION UAAL	30,000		30,000		-	
5130	UNEMPLOYMENT COMPENSATION	7,700		9,100		1,400	
5135	WORKMANS COMPENSATION	8,000		8,500		500	
	TOTAL BENEFITS		642,192		695,594		8.32%
5200	PROFESSIONAL SERVICES						
5201	APPRAISAL REVIEW BOARD	80000		82000		2,000	
5205	APPRAISAL SERVICES	25800		27500		1,700	
5210	AUDIT	6000		6200		200	
5215	BOARD OF DIRECTORS	1200		1200		-	
5217	COBRA	0		0		-	
5218	COMPUTER SERVICES	3500		3500		-	
5220	CONSULTING SERVICES			0		-	
	5220-1 ACCOUNTING	3000		20000		17,000	
	5220-2 MISC CONSULTING	40000		0		(40,000)	
	2000-3 TXMASS	0		0		-	
5222	LAWN SERVICE	2000		3000		1,000	
5225	JANITORIAL SERVICES	21600		20000		(1,600)	
5229	ARBITRATION	2700		3000		300	
5230	LEGAL SERVICES						
	5230-1 RETAINER	22800		22800		-	
	5230-2 COURT COST	150000		155000		5,000	
	5230-3 MISC LEGAL SERVICES	40000		30000		(10,000)	
	5230-4 ARB Legal Counsel	3500		3500		-	
5233	MOVING SERVICE	0		0		-	
5234	PAYROLL SERVICE FEE	2000		2000		-	
5235	PERSONAL PROPERTY LISTS	2300		2500		200	
5239	SHREDDING SERVICE	500		500		-	
5240	TEMP SERVICES	80000		80000		-	
	TOTAL PROFESSIONAL SERVICES		486,900		462,700		-4.97%
5300	OFFICE OPERATING EXPENSES						
5301	DUES AND MEMBERSHIPS	6,000		6,000		-	
5305	FORMS AND PRINTING						
	5305-1 NOTICES	22,000		22,000		-	
	5305-2 RENDITIONS	5,600		7,500		1,900	
	5305-3 MISC	4,000		4,000		-	
5310	INSURANCE	7,100		7,100		-	
5315	LEGAL PUBLICATIONS	9,500		9,500		-	
5317	MILEAGE REIMBURSEMENT	4,200		4,200		-	
5320	OFFICE EQUIPMENT RENTAL						
	5320-1 POSTAGE MACHINE	5,800		5,800		-	
	5320-2 COPIERS	11,000		11,550		550	
5330	POSTAGE AND FREIGHT						
	5330-1 POSTAGE	85,000		86,000		1,000	
	5330-2 FREIGHT	900		900		-	
5335	SMALL EQUIPMENT AND FURNITURE	3,000		3,000		-	
5336	SMALL SOFTWARE	3,500		4,800		1,300	
5340	SUBSCRIPTIONS AND BOOKS	9,500		9,700		200	
5345	SUPPLIES						
	5345-1 OFFICE SUPPLIES	31,500		31,500		-	
5350	TRAINING AND EDUCATION	20,000		20,000		-	
5355	TRAVEL	15,000		15,000		-	
5360	UTILITIES						
	5360-1 PHONE AND INTERNET	23,000		20,000		(3,000)	
	5360-2 ELECTRIC	25,000		27,000		2,000	
	5360-4 WATER AND SEWER	4,800		4,800		-	
5365	MISC EXPENSE	1,350		1,350		-	
	TOTAL OFFICE OPERATING EXPENSES		297,750		301,700		1.33%

5400 MAINTENANCE EXPENSES

5401	BUILDING	10,000		10,000		-	
5402	ELEVATOR	10,000		5,000		(5,000)	
5405	COMPUTER EQUIPMENT-HARDWARE	23,000		6,000		(17,000)	
5410	SMALL EQUIPMENT AND FUNITURE	1,500		4,000		2,500	
5415	SOFTWARE MAINTENANCE					-	
	5415-1 TRUE AUTOMATION	93,155		97,815		4,660	
	5415-5 SOFTWARE SERVICE	5,000		6,000		1,000	
	5415-6 ESRI	10,000		10,000		-	
	5415-7 EMAIL LICENSE	4,820		-		(4,820)	
5420	TELEPHONE MAINTENANCE	1,500		1,800		300	
TOTAL MAINTENANCE EXPENSES			158,975		140,615		-11.55%

5500 CAPITAL OUTLAY

5501	BUILDING IMPROVEMENTS	5,000		5,000		-	
5502	SMALL EQUIPMENT	14,000		10,000		(4,000)	
5505	LARGE EQUIPMENT	115,900		20,000		(95,900)	
5510	LARGE FURNITURE	-		1,000		1,000	
5515	SOFTWARE	-		-		-	
5525	AERIAL PHOTOGRAPHY	54,341		70,000		15,659	
TOTAL CAPITAL OUTLAY			189,241		106,000		-43.99%

5600 DEBT SERVICE EXPENSE

5601	DEBT SERVICE INTEREST--BUILDING	78,865		70,416		(8,449)	
5602	DEBT SERVICE INTEREST--EQUIPMENT					-	
5603	DEBT SERVICE INTEREST--MAPPING					-	
5605	DEBT SERVICE PRINCIPLE--BUILDING	61,901		70,416		8,515	
5606	DEBT SERVICE PRINCIPLE--EQUIPMENT					-	
5607	DEBT SERVICE PRINCIPLE--MAPPING					-	
TOTAL DEBT SERVICE EXPENSE			140,766		140,831		0.05%

6000 CONTINGENCY FUND

6001	BUILDING FUND					-	
6005	EQUIPMENT FUND					-	
6010	GENERAL CONTINGENCY FUND	750,000		200,000		(550,000)	
TOTAL CONTINGENCY FUND			750,000		200,000		-73.33%

TOTAL OPERATING BUDGET	\$ 4,514,164	\$ 3,929,700	-12.95%
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LESS BUDGETED GENERAL INCOME

4033	INTEREST ON INVESTMENTS	3,500	150	
4040	MISCELLANEOUS REVENUE	1,000	1,200	
4045	BPP RENDITION PENALTY REVENUE	11,500	14,500	
TOTAL GENERAL INCOME		16,000	15,850	

LESS FUND BALANCE CREDIT TO ENTITIES	0	0	
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TOTAL ENTITY SUPPORT	\$ 4,498,164	\$ 3,913,850	-12.99%
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2016 TOTAL BUDGET = \$3,936,180

2016 ENTITY SUPPORT = \$3,913,850

JURISDICTION	2014 TAX LEVY	PERCENT OF TOTAL LEVY & BUDGET	2016 ALLOCATION	2016 QUARTERLY PAYMENT
SCHOOL DISTRICTS				
AXTELL ISD	1,245,840	0.358615%	14,036	3,509.00
BOSQUEVILLE ISD	2,121,864	0.610778%	23,905	5,976.25
BRUCEVILLE-EDDY ISD	1,858,714	0.535031%	20,940	5,235.00
CHINA SPRING ISD	9,606,782	2.765312%	108,230	27,057.50
CONNALLY ISD	7,531,778	2.168022%	84,853	21,213.25
CRAWFORD ISD	1,884,058	0.542326%	21,226	5,306.50
GHOLSON ISD	400,948	0.115413%	4,517	1,129.25
HALLSBURG ISD	776,355	0.223474%	8,746	2,186.50
LA VEGA ISD	9,936,087	2.860102%	111,940	27,985.00
LORENA ISD	6,789,255	1.954287%	76,488	19,122.00
MART ISD	920,471	0.264958%	10,370	2,592.50
MCGREGOR ISD	4,407,933	1.268823%	49,660	12,415.00
MIDWAY ISD	55,260,531	15.906741%	622,566	155,641.50
MOODY ISD	1,250,262	0.359888%	14,085	3,521.25
OGLESBY ISD	7,314	0.002105%	82	20.50
RIESEL ISD	9,211,602	2.651559%	103,778	25,944.50
ROBINSON ISD	8,238,119	2.371342%	92,811	23,202.75
VALLEY MILLS ISD	570,997	0.164361%	6,433	1,608.25
WACO ISD	58,976,342	16.976338%	664,428	166,107.00
WEST ISD	4,602,811	1.324919%	51,855	12,963.75
COUNTY				
MCLENNAN COUNTY	66,535,905	19.152357%	749,595	187,398.75
CITIES				
BELLMEAD	1,091,662	0.314235%	12,299	3,074.75
BEVERLY HILLS	413,194	0.118938%	4,655	1,163.75
BRUCEVILLE-EDDY	295,662	0.085106%	3,331	832.75
CRAWFORD	201,532	0.058011%	2,270	567.50
GHOLSON	65,381	0.018820%	737	184.25
HALLSBURG	10,850	0.003123%	122	30.50
HEWITT	3,797,385	1.093077%	42,781	10,695.25
LACY-LAKEVIEW	1,076,760	0.309945%	12,131	3,032.75
LORENA	540,241	0.155508%	6,086	1,521.50
MART	386,382	0.111220%	4,353	1,088.25
MCGREGOR	1,682,603	0.484337%	18,956	4,739.00
MOODY	271,246	0.078078%	3,056	764.00
RIESEL	175,763	0.050593%	1,980	495.00
ROBINSON	3,146,828	0.905814%	35,452	8,863.00
VALLEY MILLS	2,108	0.000607%	24	6.00
WACO	56,468,346	16.254411%	636,173	159,043.25
WEST	734,130	0.211319%	8,271	2,067.75
WOODWAY	4,288,987	1.234585%	48,320	12,080.00
SPECIAL DISTRICTS				
CASTLEMAN CREEK WATERSHED	15,833	0.004558%	178	44.50
ELM CREEK WATERSHED	9,781	0.002815%	110	27.50
MCLENNAN COMMUNITY COLLEGE	20,562,417	5.918891%	231,657	57,914.25
TEHUACANA CREEK WATER & CONTROL DIST #1	32,154	0.009256%	362	90.50
TOTAL	347,403,213	100.000000%	3,913,850	978,462.00

3,913,848.00 CALCULATION CHECK

MODIFIED 05/29/15



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 15, 2015

AGENDA ITEM #: 7

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Consider a resolution amending an Agreement to Contribute Funds for the FM 1695 Highway project between the Texas Department of Transportation (TxDOT) and the City of Hewitt dated February 3, 2003.

STAFF RECOMMENDATION/ITEM SUMMARY:

In 2003 the City of Hewitt and the Texas Department of Transportation (TxDOT) entered into an agreement to fund and acquire right-of-way for the extension of Hewitt Drive and connection to Ritchie Road. Under this agreement Hewitt agreed to acquire right-of-way for certain parcels of land, convey this parcels to TxDOT, and in return TxDOT agreed to reimburse the City 90% of the cost of acquisition. Under this agreement Hewitt acquired several parcels of land, conveyed ownership of those Parcels to TxDOT, and subsequently new Roads and Highways were constructed.

This resolution addresses two issues related to final ownership and reimbursement of certain tracts along Ritchie Road right-of-way. Since the time the road has been constructed it was found that certain tracts along Ritchie Road that were deeded to TxDOT for right of way should be deeded back to the City to become part of the City's street system (rather than remain part of TxDOT's system). While these tracts remain reimbursable the State desires to convey them back to the City. Specifically, this includes Parcels 10, 11 and 12 referenced in the 2003 agreement.

Additionally, at the City's request, a 1.92 acre portion out of Parcel 10 (which was originally a total of 3.872 acres), will be retained by the City of Hewitt. Under this amendment this 1.92 acre portion will not be reimbursable. This is a small triangular portion of Parcel 10 on Ritchie Road as shown in the back-up material.

Approval of this item simply amends the original agreement to clarify the change in ownership of Parcels 10, 11 and 12 under the 2003 agreement. Additionally, out of part of the original 3.872 acre Parcel 10, Hewitt will retain a 1.92 acre portion, and TxDOT will only reimburse Hewitt for a pro-rata portion of the original 3.872 acre parcel.

ATTACHMENTS:

Resolution

Amendment Agreement

RESOLUTION NO. 2015-06-15-1

A RESOLUTION APPROVING AN AMENDMENT AGREEMENT TO CONTRIBUTE FUNDS BETWEEN THE STATE OF TEXAS AND THE CITY OF HEWITT FOR THE ACQUISITION OF RIGHT OF WAY FOR HIGHWAY PROJECT NO. FM 1695 AND PROVIDING FOR THE EXECUTION OF SAID AGREEMENT; AND DECLARING AN EMERGENCY.

WHEREAS the City of Hewitt and Texas Department of Transportation have mutually agreed to amend the Agreement to Contribute Funds dated February 3, 2003.

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

Section 1. That the certain amendment agreement dated June 15, 2015, between the State of Texas and the City of Hewitt for the acquisition of right of way for Highway Project No. FM 1695 is hereby approved; and that City Manager is hereby authorized to execute said agreement on behalf of the City of Hewitt and to transmit the same to the State of Texas for appropriate action.

PASSED, ADOPTED AND APPROVED this the 15th day of June 2015.

CITY OF HEWITT

Ed Passalugo, Mayor

ATTEST:

Lydia Lopez, City Secretary

AMENDMENT TO AGREEMENT TO CONTRIBUTE FUNDS

LOCAL GOVERNMENT

County: McLennan

ROW Account No: 8009-1-84

Federal Project No.:

Highway: FM 1695

ROW CSJ No: 2506-01-023

The State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the **State**, and the City of Hewitt, Texas, acting by and through its duly authorized officials pursuant to an Ordinance or Order dated the 3rd day of February, 2003, hereinafter called the **Local Government**, entered into a contractual agreement to acquire right of way for a highway project on Highway No. FM 1695, hereinafter called Agreement.

Whereas it was agreed that the **Local Government** assumed responsibility for the acquisition of Parcels 10, 11, and 12 (City Parcels) necessary for right of way for said highway project; and

Whereas the **State** has determined that a portion of Parcel 10 is not necessary for highway purposes and the **Local Government** desires to retain the unnecessary portion of Parcel 10 and convey to the **State** only the portion of Parcel 10 that is necessary for the highway project, such necessary portion being described in Exhibit A attached hereto and incorporated herein by reference.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual benefits derived therefrom, the **State** and the **Local Government** amend Paragraph 11 of the Agreement to read as follows:

The **Local Government** will provide clear title to the **State** by delivery of a Title Policy and properly executed instruments of conveyance, which, together with any curative instrument found to be necessary as a result of the title investigation, will properly vest good title in the **State** for Parcel 11 and 12 and the portion of Parcel 10 described in Exhibit A. The costs incidental to negotiation, condemnation, recording the right of way instruments, obtaining a Title Policy and securing possession of Parcels 11 and 12 and a pro-rata share of Parcel 10 for the part to be conveyed to the **State** will be paid by the **Local Government**. Such costs and fees will be eligible for ninety percent (90%) **State** reimbursement under the established reimbursement procedure. Subsequently, the **Local Government** will by resolution request transfer of the Parcels to the **Local Government** subject to a reversionary clause to the **State**.

This AMENDMENT TO AGREEMENT TO CONTRIBUTE FUNDS shall become effective on the date executed by and on behalf of the **State**.

EXHIBIT A

LETH LTD

CSJ: 2506-01-023
FM: 1695
From Interstate IH-35
to 1.25 miles North of FM 2113
Parcel No. 10

P.O. Box 23414 Waco, Texas 76702
6801 Sanger Avenue, Suite 111
Waco, Texas 76710
254.776-5151 FAX 254.776-5152

Field notes for **1.954 Acres** of land out of that called 3.872 acre parcel of land in the Carlos O' Campo Grant, Abstract No. 32 in McLennan County, Texas described in a deed from Ms. Johnnie Ellis to the City of Hewitt, Texas of record as Instrument No. 2003041172 in the Official Public Records of McLennan County, Texas. Said 1.954 acres being shown on the attached plat and described as follows.

Beginning at a 4" Aluminum Disc found in the east line of Ritchie Road marking the northeast corner of the above referenced 3.872 acres, the southwest corner of that called 19.44 acres described in a deed to Richard S. Clark of record as Instrument No. 2009005429 in the said Official Public Records for the **northeast corner** of the herein described tract of land,

Thence 1154.30 feet along the east line of the 3.872 acres and Ritchie Road being a curve to the left having a Radius of 787.00 feet and Chord Bearing S 78degrees 58minutes 27seconds E [Record and BASE BEARING] 1053.58 feet to a 4" Aluminum Disc found at the end of the said curve and southeast corner of the said 3.872 acres and the herein described tract of land,

Thence S 59degrees 00minutes 29seconds W 377.83 feet crossing Ritchie Road and along the south line of the 3.872 acres to a 4" Aluminum Disc found on the west side of Ritchie Road for the southwest corner of the herein described tract of land,

Thence 344.90 feet along a curve to the right having a Radius of 873.00 feet a Chord Bearing N 84degrees 01minutes 42seconds W 342.67 feet to a ½ inch iron rod placed at a cut back with Devonshire Road,

Thence S 65degrees 43minutes 56seconds W 72.94 feet to a ½ inch iron rod placed for corner,

Thence N 67degrees 27minutes 28seconds W 60.00 feet crossing Devonshire Road to a ½ inch iron rod placed for corner,

Thence N 20degrees 38minutes 52seconds W 72.94 feet to a ½ inch iron rod placed on the west line of Ritchie Road for corner,

Thence 219.25 feet along a curve to the right having a Radius of 873.00 feet and Chord Bearing N 55degrees 00minutes 38seconds W 218.68 feet to a ½ inch iron rod placed at the intersection of the west line of Ritchie Road with the west line of the said 3.872 acres,

Thence N 30degrees 21minutes 39seconds W [Record N 30degrees 31minutes 39seconds W] 171.29 feet along the west line of the 3.872 acres to a point at its northwest corner in Ritchie Road for the northwest corner of the herein described tract of land,

Thence N 59degrees 25minutes 50seconds E 51.00 feet to the Point of Beginning.

Surveyed June 22, 2009

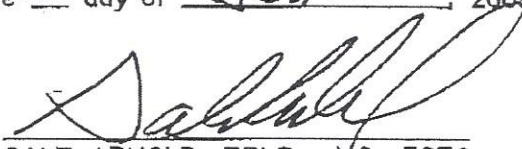
Gale Arnold R.P.L.S. 3879
WO 09-06-3567



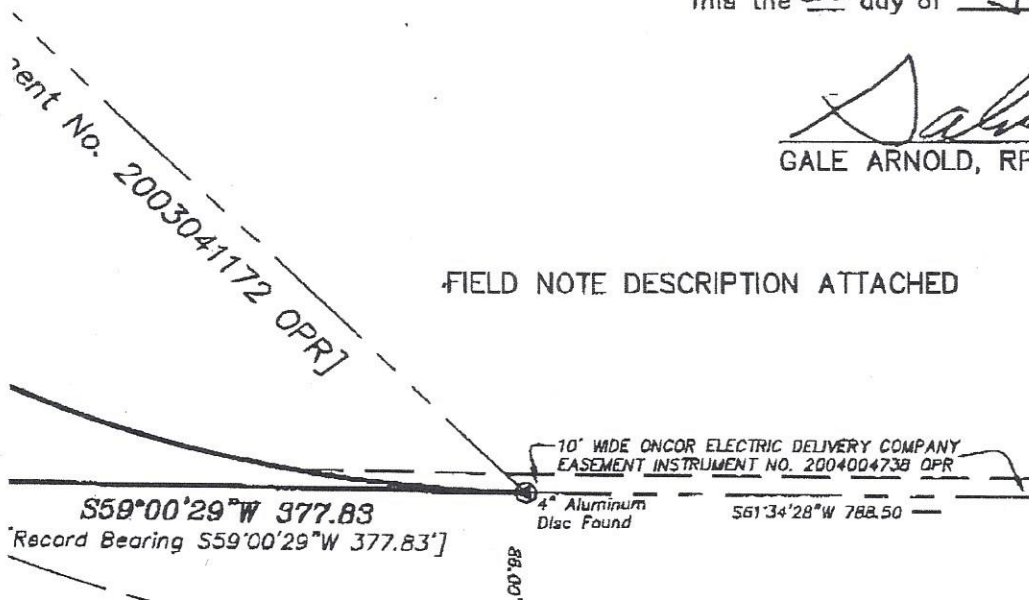
**1.954 ACRES OF LAND OUT OF THAT CALLED 3.872 ACRE PARCEL OF LAND
IN THE CARLOS O'CAMPO GRANT, ABSTRACT NO. 32 IN McLENNAN COUNTY,
TEXAS DESCRIBED IN A DEED FROM MS. JOHNNIE ELLIS TO THE CITY OF
HEWITT, TEXAS OF RECORD AS INSTRUMENT NO. 2003041172 IN THE
OFFICIAL PUBLIC RECORDS OF McLENNAN COUNTY, TEXAS**

I hereby state that to the 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 26 day of June, 2009.


GALE ARNOLD, RPLS, NO. 3879

FIELD NOTE DESCRIPTION ATTACHED



ALL RIGHTS RESERVED
BY: LETH LTD. 2009

RED SEAL



SURVEYED: 06/22/2009

6801 Sanger Ave., Suite 111
Waco, Texas 76710

(254) 776-5151
Fax (254) 776-5152



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 15, 2015

AGENDA ITEM #: 8

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Public hearing and action on an ordinance rezoning Lots 1 and 2, Block 1, Collier Addition, Part Three, to the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's file number 2012009662 of the Official Public Records of McLennan County, Texas, from R-1 (Single Family Residential) to R-1-G (Garden Home District) as requested by Robnett Enterprises Inc.

STAFF RECOMMENDATION/ITEM SUMMARY:

Ed Robnett has requested the rezoning of this parcel of land located on Spring Valley Road near Dane Drive in Hewitt. The land consists of 6.012 acres and is currently zoned R-1 (Single Family Residential). According to Mr. Robnett his plan would be to finish the connection from the stubbed out Hedrick Dr. and Nash Dr. and construct new single family homes. Approval of this request would rezone the property to R-1-G (Garden Home District). Once final zoning is determined Mr. Robnett will submit a Final Plat and development plans in accordance with City Subdivision Regulations.

The R-1-G Garden Home District was established to allow property owners and builders more options for development of detached single family homes. Generally, the Garden Home zoning allows smaller lots with larger homes. In some cases, homeowners desire a smaller yard with less yard maintenance and R-1-G provides a zoning district where that is permissible.

The Garden Home lot size may be no less than 5,000 square feet while the R1 requires a minimum of 8,800 square feet. However, new homes in the Garden Home District must be no less than 1,750 square feet whereas the R1 Residential District allows smaller 1,450 square foot homes. The R-1-G does allow a higher density of single family detached homes per acre than would be possible in the R-1 District. For this specific tract of land, R-1-G zoning would allow 3 to 4 more homes than the current R-1 zoning.

For a more complete description of the Garden Home District please refer to Hewitt's Code of Ordinances found at www.cityofhewitt.com.

The P&Z Commission considered the request on June 2, 2015 and recommended approval by a vote of 5 to 0.

ATTACHMENTS:

P&Z Draft Minutes and supporting documentation
Ordinance



**Minutes of the Planning & Zoning Commission
June 2, 2015 7:00 PM**

Members Present: Walter Peterson, John Baker, Kurt Krakowian, Bobby Wolske, Michael Hix. Quorum was present.

Members absent: Charlie Turner

Staff present: City Manager Adam Miles, Zoning Secretary Eva Marie Greenup

Item #1. Call Planning and Zoning Commission Meeting to order. Walter Peterson called the meeting to order at 7:00 PM.

Item #2. Minutes. *A motion was made by Bobby Wolske to accept but to allow for corrections and seconded by Michael Hix to approve the minutes as submitted. No Corrections noted, all five in favor, motion passed. Minutes dated April 7, 2015, stand approved as written.*

Item #3. Consider and take appropriate action concerning request for zoning change of property for Collier Addition, Part Three, Lots 1 and 2, Block 1 in the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's file number 2012009662 of the Official Public Records of McLennan County, Texas, from R1 (Single Family Residential) to R1-G (Garden Home District) as requested by Robnett Enterprises Inc., 302 Ferguson Road, Waco, Texas 76712. Walter Peterson opened the public hearing for those wishing to speak in favor. No one appeared. Walter Peterson opened the hearing for those speaking against. The following appeared against: William C. Carr, 320 E. Spring Valley Road, Hewitt and Kurtis Fordice, 318 Cross Country Drive, Hewitt. No one else appeared. Public Hearing closed. *A motion was made by Kurt Krakowian and seconded by John Baker to approved the ordinance rezoning the property located at Collier Addition, Part Three, Lots 1 and 2, Block 1 from R-1 to R-1G; all five in favor, motion passed. Planning and Zoning Commission recommendation will go before the City of Hewitt City Council on June 15, 2015.*

Item #4. Adjourn. *John Baker motioned for adjournment and Michael Hix seconded to adjourn the meeting at 7:26 PM, all five in favor, motion passed.*

Chair

Date Approved

Eva Marie Greenup, Zoning Secretary

JUNE 2, 2015 P+Z

HEWITT TEXAS

City of Hewitt

Application for Amendment of the Zoning Ordinance
To the Planning & Zoning Commission and the City Council

Legal Description of Property:

Collier Addition Part Three Lots 1+2 Block 1
O'Campo C A-32 Tract 1A Acres 6.012
Describe the location of the property as submitted by this application. This may be in the form of a
street address, general physical description, or nearest intersection.
Spring Valley Road (not addressed)
CAD # 340091

Zoning Change From R-1 to R-1G

Please describe the interest in property:

Existing Building(s) on Property: n/a

Total sq. ft. of all buildings on property: n/a

Please provide the following recording information and a copy of the document (s) listed below with this application:

Ownership (deed): Doc. #/MCC No. _____

Please provide the proposed meeting date for this application to be considered (See Meeting Schedule):

June 2, 2015

The rezoning application must be completed along with the following required information:

- ➔ 1. A notarized letter from the property owner authorizing applicant to present the request, if the property owner will not be presenting the request.
2. 1 PDF and 1 hard copy of plat in State Plane Coordinates using the Texas Central Zone NAD 83.
3. Submit 1 copy of building plans, if existing building(s) exist.
4. Non-refundable application fee (see Fee Schedule).
5. Application, fee, documents, etc., in completed form must be submitted to the Planning Department before or no later than 12:00 noon on the deadline date (see Meeting Schedule).

I attest that the above information is true and correct to the best of my knowledge that I am now or will be fully prepared to present the above proposal at the Planning & Zoning Commission hearing. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the City.

I understand that in the event the undersigned is not present or represented at the public hearing, the Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing and such dismissal shall constitute a denial by both the Planning & Zoning Commission and the City Council.

I reserve the right to withdraw this proposal. However, written withdrawals filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and City Council. I understand that the filing fee is not refundable upon withdrawal of proposal.

Name of Property Owner: _____ Phone No. _____

Mailing Address: _____ City: _____ State: _____

Email Address: _____

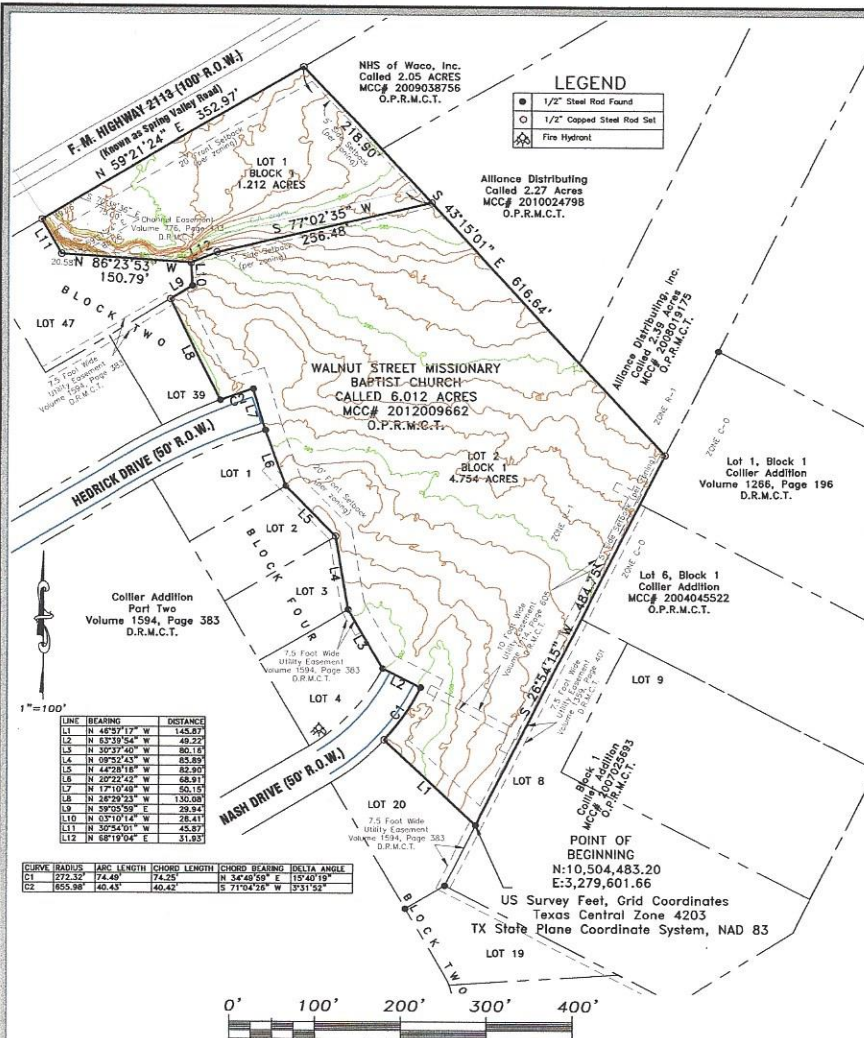
Signature of Property Owner: _____ Date: _____

Name of Applicant/Representative Ed Robnett Phone No. 254-744-5210

Mailing Address: 302 Ferguson City: Edgewood State: TX

Email Address: _____

Signature of Applicant/Representative: _____ Date: _____



STATE OF TEXAS
COUNTY OF MCLENNAN

DESCRIPTION

BEING all that tract of land in the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's File Number 2012009662 of the Official Public Records of McLennan County, Texas, and being further described as follows:

BEGINNING at a 1/2 inch steel rod found at the South corner of said 6.012 acres, at the East corner of Lot 20, Block Two of the Collier Addition, Part Two, to the City of Hewitt, McLennan County, Texas, as per plat recorded in Volume 1594, Page 383 of the Deed Records of McLennan County, Texas;

THENCE with the West line of said 6.012 acres, and the East line of said Collier Addition, the following courses and distances:

North 46 degrees 57 minutes 17 seconds West, 145.87 feet to a 1/2 inch steel rod set in the Southeast line of Nash Drive, at the North corner of Lot 20, Block Two of said Collier Addition;
Northeasterly 74.49 feet along a curve to the left having a radius of 272.32 feet and a central angle of 15 degrees 40 minutes 19 seconds (Chord bears North 34 degrees 49 minutes 59 seconds East, 74.25 feet), to a 1/2 inch steel rod found;
North 63 degrees 39 minutes 54 seconds West, 49.22 feet to a 1/2 inch steel rod found at the East corner of Lot 4, Block Four of said Collier Addition;
North 30 degrees 37 minutes 40 seconds West, 80.16 feet to a 1/2 inch steel rod found at the North corner of said Lot 4;
North 09 degrees 52 minutes 43 seconds West, 85.89 feet to a 1/2 inch steel rod set at the North corner of Lot 3 in said Block Four;
North 44 degrees 28 minutes 16 seconds West, 82.90 feet to a 1/2 inch steel rod found at the North corner of Lot 2 in said Block Four;
North 30 degrees 22 minutes 42 seconds West, 68.91 feet to a 1/2 inch steel rod found in the South line of Hedrick Drive, at the North corner of Lot 1 in said Block Four;
North 17 degrees 10 minutes 49 seconds West, 50.15 feet to a 1/2 inch steel rod found in the North line of Hedrick Drive;
Southwesterly 40.43 feet along a curve to the left having a radius of 655.98 feet and a central angle of 03 degrees 51 minutes 52 seconds (Chord bears South 71 degrees 04 minutes 26 seconds West, 40.42 feet), to a 1/2 inch steel rod found in the North line of Hedrick Drive, at the East corner of Lot 39 in said Block Two;
North 26 degrees 29 minutes 23 seconds West, 130.08 feet to a 1/2 inch steel rod set at the North corner of said Lot 39, in the Southeast line of Lot 47 in said Block Two;
North 59 degrees 05 minutes 59 seconds East, 29.94 feet to a 1/2 inch steel rod found at the most Southerly East corner of said Lot 47;
North 03 degrees 10 minutes 14 seconds West, 26.41 feet to a 1/2 inch steel rod set at the most Northerly East corner of said Lot 47;
North 86 degrees 23 minutes 53 seconds West, 150.79 feet to a 1/2 inch steel rod set at an inside corner of said Lot 47;
North 30 degrees 54 minutes 01 seconds West, 45.87 feet to a 1/2 inch steel rod set in the South line of F. M. Highway 2113, known as Spring Valley Road, at the North corner of said Lot 47, at the West corner of said 6.012 acres;

THENCE North 59 degrees 21 minutes 24 seconds East, 332.97 feet to a 1/2 inch steel rod set in the South line of Spring Valley Road, at the North corner of said 6.012 acres;

THENCE South 43 degrees 15 minutes 01 seconds East, 616.64 feet to a 1/2 inch steel rod set at the East corner of said 6.012 acres, in the Northwest line of Lot 1, Block 1 of the Collier Addition to the City of Hewitt, McLennan County, Texas, as per plat recorded in Volume 1266, Page 196 of the Deed Records of McLennan County, Texas;

THENCE South 26 degrees 54 minutes 15 seconds West, 484.75 feet to the Point of Beginning, containing 5.966 acres of land.

Bearings based on Grid North, State Plane Coordinate System, NAD83, Texas Central Zone.

OWNERS STATEMENT

STATE OF TEXAS
COUNTY OF MCLENNAN

Walnut Street Missionary Baptist Church, wishing to subdivide same into lots and block do hereby adopt the plat attached hereto and titled "PRELIMINARY PLAT COLLIER ADDITION, PART THREE, LOTS 1 AND 2, BLOCK 1 to the City of Hewitt, McLennan County, Texas (BEING all that tract of land in the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's File Number 2012009662 of the Official Public Records of McLennan County, Texas)" as our legal subdivision of same and do hereby dedicate all rights of way and easements shown hereon to the use of the public forever. Any private improvements placed in said rights of way or easements shall be placed at no risk or obligation to the Public and City of Hewitt, Trustee of the Public to hold these easements and the City shall have no responsibility to repair or replace such improvements if they are damaged or destroyed in the utilization of these rights of way or easements. The sale of the lot shown on this plat shall be made therewith subject to restrictions and the conditions recorded in McLennan County, Texas Real Property Records pertaining to such subdivision.

Walnut Street Missionary Baptist Church

by: John Q. Public, Trustee
P. O. Box 1144
Hillsboro, Texas 76645

STATE OF TEXAS
COUNTY OF MCLENNAN

Before me, the undersigned authority, Notary Public in and for the State of Texas, on this day personally appeared, John Q. Public, known to me to be the person whose name is subscribed to the foregoing instrument and he acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacities therein stated.

Given under my hand and seal of office this the ____ day of _____, 2015.

Notary Public in and for the State of Texas
My Commission Expires _____

STATE OF TEXAS
COUNTY OF MCLENNAN

Approved this ____ day of _____, 2015, by the city manager of the City of Hewitt, Texas.

City Manager

Zoning Secretary

PRELIMINARY PLAT FOR INSPECTION PURPOSES ONLY

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1519 Surveying, LLC

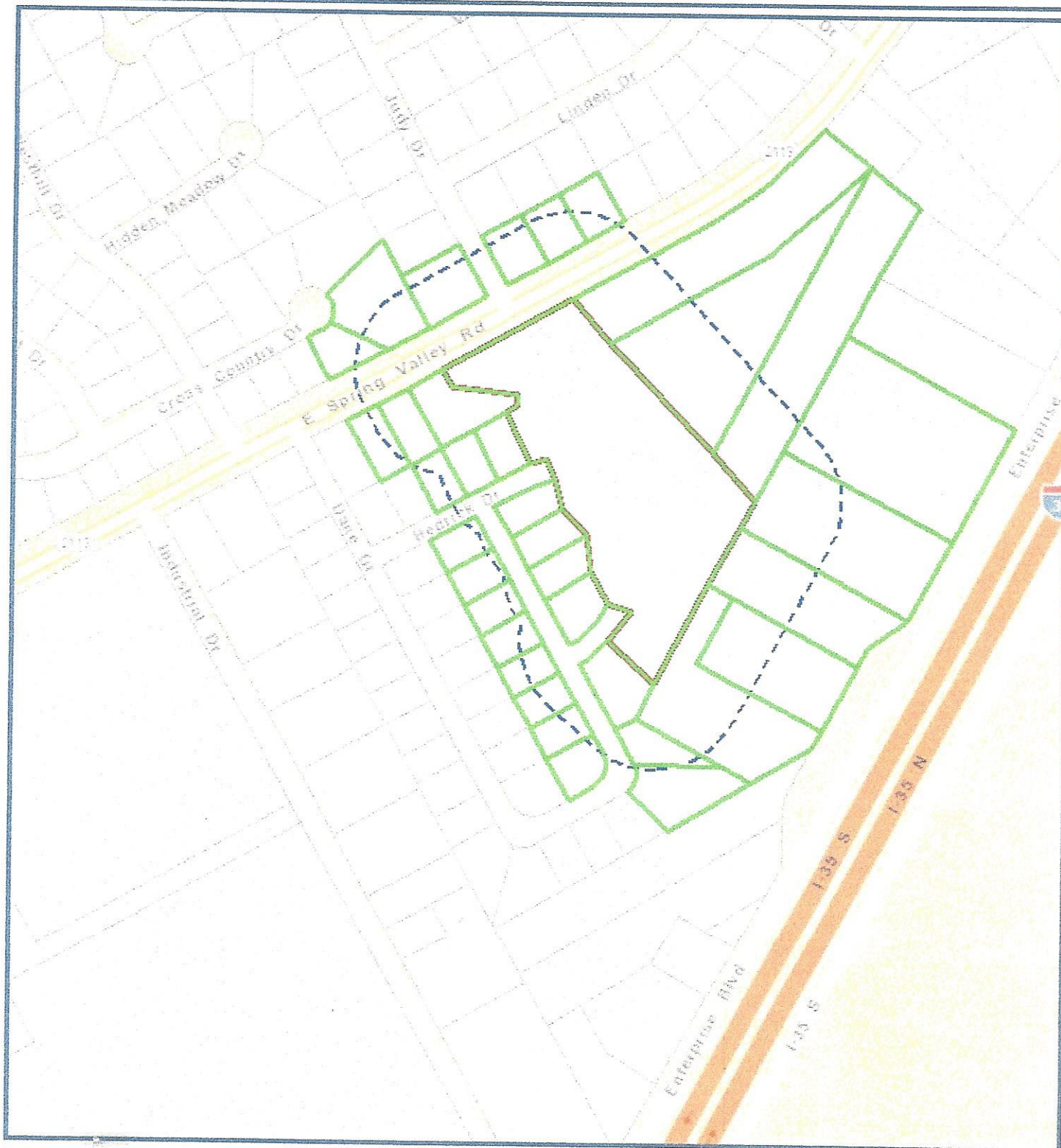
7111 Bouquet Blvd. Suite 101 Waco, TX 76710 Ph: 254-776-1519 (TBPIS Firm) 10193068

1519 Job: 7984 Drawn By: HAT
Sheet 1 of 1
Property Address:
Spring Valley Road
Hewitt, Texas

PRELIMINARY PLAT
LOTS 1 AND 2, BLOCK 1
COLLIER ADDITION
PART THREE
CITY OF HEWITT
MCLENNAN COUNTY, TEXAS

Rev.	Date	Description	By
1	4/2/2015	Informal submittal	bat

1519
www.1519surveying.com
www.1519gis.com



The R-1-G Garden Home District was established by the City Council to allow homeowners and builders more options for development of detached single family homes. Generally, the Garden Home zoning allows smaller lots with larger homes. In some cases, homeowners desire a smaller yard with less yard maintenance and R-1-G provides a zoning district where that is permissible. The Garden Home lot size is typically 5,000 square feet while the R1 requires 8,800 square feet. However, new homes in the Garden Home District must be no less than 1,750 square feet whereas the R1 Residential District allows 1,450 square feet. The R-1-G does allow a higher density of single family detached homes per acre than would be possible in the R-1 District.

For a more complete description of the Garden Home District please refer to Hewitt's Code of Ordinances found at www.cityofhewitt.com.

ORDINANCE NO. 2015-06-15-1

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS AMENDING ORDINANCE NO. 11-15-99 AND ALL AMENDMENTS THERETO, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF HEWITT, TEXAS, CHANGING THE ZONING CLASSIFICATIONS OF THE HEREIN DESCRIBED PROPERTY FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-1-G (GARDEN HOME DISTRICT) PROVIDING FOR PENALTY; PROVIDING FOR PUBLICATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the Code of Ordinances of the City of Hewitt, a request was submitted by Ed Robnett, Robnett Enterprises Inc. to rezone Lots 1 and 2, Block 1, Collier Addition, Part Three, to the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's file number 2012009662 of the Official Public Records of McLennan County, Texas, from **R-1 (Single Family Residential) to R-1-G (Garden Home District)**.

WHEREAS, a public hearing of the Planning and Zoning Commission at which parties in interest and citizens had an opportunity to be heard was held on Tuesday, June 2, 2015, after due notice in the manner provided by law; and

WHEREAS, the said Commission has made a report to the City Council of the City of Hewitt, Texas, recommending approval of this rezoning request on a unanimous vote; and

WHEREAS, public notice was given and property owners within 200' were notified of the rezoning request as required by state law, and

WHEREAS, a public hearing in relation thereto at which parties in interest and citizens had an opportunity to be heard was held by the City Council of the City of Hewitt on June 15, 2015, after due notice in the manner provided by law; and

WHEREAS, the City Council of the City of Hewitt, Texas deems that this rezoning is in accordance with the Comprehensive Land Use Plan and is in the public interest;

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

SECTION ONE. All that certain tract or parcel of land in McLennan County, Texas, being Lots 1 and 2, Block 1, Collier Addition, Part Three, to the City of Hewitt, McLennan County, Texas, and being all of that called 6.012 acres of land described in a deed to Walnut Street Missionary Baptist Church, as recorded in County Clerk's file number 2012009662 of the Official Public Records of McLennan County, Texas, from **R-1 (Single Family Residential) to R-1-G (Garden Home District)** as requested by Robnett Enterprises Inc.

SECTION TWO. All ordinances, statutes, restrictions and regulations applicable to this property shall be complied with as well as all zoning restrictions and regulations that are applicable to this property.

SECTION THREE. Any person, firm, corporation, agent or employee thereof who violates any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined not to exceed Two Thousand and No/100 Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION FOUR. The caption of this Ordinance shall be published within ten (10) days of its passage in a newspaper of general circulation in the City of Hewitt.

SECTION FIVE. This Ordinance shall become effective ten (10) days after the date of its passage and upon its publication as required by law.

PASSED AND APPROVED this the 15th day of June, 2015 at a Regular Meeting of the City Council of the City of Hewitt, Texas.

CITY OF HEWITT

BY: _____
Ed Passalugo, Mayor

ATTEST:

Lydia Lopez, City Secretary