

HEWITT TEXAS

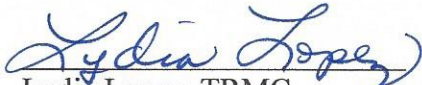
NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Special Called Workshop** meeting of the governing body of the City of Hewitt will be held on the **24th day of August, 2015 at 6:30 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 including review and discussion of Capital Improvement Projects
 - b. Briefing and discussion concerning Police recruit position
 - c. 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 12:00 AM/PM on August 21, 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 **Special Called** meeting of the governing body of the City of Hewitt will be held on the **24th day of August, 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. Consider approval of minutes of the City Council Workshop/Regular Meeting of August 17, 2015.
4. Hear visitors on matters pertaining to city business.
5. Authorize the City Manager to implement and enforce the City of Hewitt Employee Policies & Procedures Manual.
6. Consideration of and action on an ordinance accepting the 2015 tax roll.
7. Consideration of and action on an ordinance adopting the 2015 tax rate of .539677.
8. Consideration of and action on resolution approving FY 2015-2016 Master Fee Schedule.
9. Consideration of and action on ordinance adopting the FY 2015-2016 Annual Operating and Capital Budget and ratifying of the property tax revenue increase reflected in the budget.
10. 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 12:00 AM/PM on August 21, 2015.

CITY OF HEWITT



Lydia Lopez, TRMC
City Secretary

HEWITT TEXAS

MAYOR AND CITY COUNCIL

Ed Passalugo – Mayor – Ward 3

Travis Bailey – Mayor Pro Tem-Ward 1

James Vidrine – Ward 2

Wilbert Wachtendorf – Ward 1

Ronnie McNiell – Ward 3

Bill Fuller – Ward 2

Alex Snider – At-Large

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
Tuck Saunders, Assistant Police Chief
Tierny Krueger, HR Generalist
Katie Allgood, Special Projects Coord.



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 24, 2015

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Dinner Workshop/Regular Meeting of August 17, 2015.

STAFF RECOMMENDATION/ITEM SUMMARY:

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

ATTACHMENTS:

Draft minutes



**MINUTES OF A CITY COUNCIL
WORKSHOP/MEETING
HEWITT CITY HALL – 105 TAMPICO DRIVE
August 17, 2015 - 5:30/7:00 PM**

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

Members absent: Council Member Bill Fuller

Staff present: City Engineer Miles Whitney, 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 Generalist Tierny Krueger, Special Projects Coordinator Katie Allgood, and City Secretary Lydia Lopez

Staff absent: City Attorney Charlie Buenger

Workshop – 5:30 PM

1. Mayor Ed Passalugo called the meeting to order at 5:30 PM.
2. City Manager presented an update on municipal business:
 - a. A report from City Engineer was presented.
 - b. Briefing and discussion concerning proposed FY 2015-2016 Budget and Capital Improvement Projects. **No discussion was held.**
 - c. A list of upcoming events was provided.
3. The regular meeting agenda items were reviewed.
4. *A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Travis Bailey to convene the Executive Session at 5:45 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.**
6. Mayor closed the Executive Session.
8. *Adjourn. A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Travis Bailey to adjourn at 5:59 PM, all six in favor, motion passed.*

SPECIAL JOINT WORKSHOP
Hewitt City Council and Greater Hewitt Chamber of Commerce
AGENDA - 6:00 PM

1. Mayor called the Special Joint Workshop meeting to order at 6:00 PM.
Greater Hewitt Chamber President Frank Thomas presented opening and closing comments. Executive Director Alissa Cady recognized Board members, staff and Ambassadors present in the audience and presented the following topics in a PowerPoint presentation.
2. Chamber Overview
3. Chamber Mission
4. 2015 Chamber and City Accomplishments
5. 2016 Goals and Partnerships
6. Adjourn Special Joint Workshop. *A motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Alex Snider to adjourn the Special Joint Workshop at 6:36 PM.*

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 Greater Hewitt Chamber Executive Director Alissa Cady to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE SPECIAL CITY COUNCIL WORKSHOP/MEETING OF AUGUST 10, 2015.** *A motion was made by Council Member James Vidrine and seconded by Council Member Alex Snider 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.** None
5. **CONDUCT SECOND PUBLIC HEARING ON 2015 TAX RATE.** Mayor Ed Passalugo opened the hearing and asked for those in favor or opposition. No one appeared for or against. Public hearing was closed.
6. **MOTION TO ANNOUNCE AUGUST 24, 2015, AT 7:00 PM AT 105 TAMPICO DRIVE, HEWITT CITY HALL, AS THE DATE, TIME AND PLACE TO VOTE ON THE 2015 TAX RATE.** *A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Travis Bailey to announce August 24, 2015, at 7:00 PM at 105 Tampico Drive, Hewitt City Hall, as the date, time and place to vote on the 2015 Tax Rate; all six in favor, motion passed.*

7. **CONSIDER CHANGE ORDER NO. 4 IN THE AMOUNT OF \$14,320.50 TO HOLY CONTRACTORS, LLC FOR COMPLETION OF THE 2015 – PANTHER WAY STREET IMPROVEMENTS PROJECT.** *A motion was made by Council Member Wilbert Wachtendorf and seconded by Council Member Ronnie McNiel to approve Change Order; all six in favor, motion passed.*
8. **CONSIDER AWARD OF BID FOR CONCRETE FOR THE AMPHITHEATER TO NACHO RUIZ CEMENT IN THE AMOUNT OF \$34,305.** *A motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Alex Snider to approve; all six in favor, motion passed.*
9. **ADJOURN.** *Motion was made by Council Member Ronnie McNiel and seconded by Council Member Alex Snider to adjourn the meeting at 7:07 PM, all six in favor, motion passed.*

Approved: August 24, 2015

Lydia Lopez, City Secretary

Ed Passalugo, Mayor



ITEM #4 – HEARING OF VISITORS

PROCEDURES FOR CITIZEN PARTICIPATION AT MEETINGS

1. Citizens are encouraged to discuss matters of concern with the staff and individual council members prior to placing items on the agenda. This will allow the matter to be properly investigated before it is presented to the entire council and will often expedite a resolution.

NO CITIZEN OR STAFF MEMBER MAY SPEAK OR OTHERWISE INTERRUPT ANY MEETING UNTIL RECOGNIZED BY THE PRESIDING OFFICER.

2. To maintain decorum at public hearings, the mayor will ask citizens in attendance if they wish to speak for or against the item on the agenda. If so, they will be given an opportunity to speak at the proper time and 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 a spokesperson to present their case.

Only under the agenda item “Hear Visitors” are citizens permitted to speak regarding matters that pertain to city business or address an item on the agenda. **The council is prohibited by law from discussing or acting on any item that has not been posted on the agenda.**

3. Individual citizens that discuss items not listed on the agenda shall be limited to **five minutes**. If five or more citizens wish to discuss a single item or topic that is not listed on the agenda, then the total presentation will be limited to a maximum of twenty-five minutes. City council members shall **not** enter into discussion on any subject that has not been properly placed on the agenda; however, council members may ask questions for clarification purposes.
4. As a general rule, citizens may not participate or address the council or staff during the workshop session.



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 24, 2015

AGENDA ITEM #: 5

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Authorize City Manager to implement and enforce the City of Hewitt Employee Policy and Procedures Manual.

STAFF RECOMMENDATION/ITEM SUMMARY:

City staff has worked to update the Employee Policy and Procedures manual. Working with Legal Counsel and based on current best management practices Hewitt's policy manual now includes various revisions to the policy. Tierny Kreuger, Human Resources Director, has prepared a memo outlining significant revisions. Notable changes to the policy include a revised Sick Leave Policy and Incentive Pay Policy. The updated policy adds Martin Luther King as a Floating Holiday for City Employees. New language has been added to the policies based on the Affordable Care Act as well as other newly implemented Federal Regulations. Some sections have been re-formatted and certain sections have now been combined with other sections for ease of use by employees.

A copy of the final proposed manual has been included as part of the City Council's packet.

ATTACHMENTS:

Policy Manual Revision Highlights



City of Hewitt Policy Manual Highlights

The City of Hewitt updates and reviews its policies for improvements on an annual basis and as needed. It is important that all of us know and understand our policies as they are updated. Below is a listing of amendments to the current **Policy & Procedures Manual** (August 2015).

A copy of the updated Policy & Procedures Manual is being provided to all employees.

Thank you in advance for your immediate attention. If you have any questions or concerns with any of the content of these policies, please do not hesitate to contact your supervisor or the Human Resources Department for assistance.

A summary of the updates are listed below for your convenience. All changes contribute to a final document that is both comprehensive and supportive to the heart of the City, our people.

Summary of key changes:

Introduction – Added

- ❖ Administrative Authority - Updated and Moved into Introduction (pg 2)
- ❖ Applicability of Scope – Updated and Moved into Introduction (pg 2)
- ❖ Dissemination and Familiarity of Policies - Updated and Moved into Introduction (pg 2)

Employee Guidelines (Ch 1)

- ❖ Purpose – Added (pg 6)
- ❖ Objectives of Policies – Updated (pg 6)
- ❖ Equal Opportunity Policy – Updated (pg 6)
- ❖ Americans with Disabilities Act - Added (pg 7)
- ❖ Employment Relationship – Added (pg 7)
- ❖ Adoption of Rules and Regulations – Updated (pg 7)

Employment (Ch 2)

- ❖ Proof of Employment Eligibility – Added (pg 11)
- ❖ Employment Status Definitions – Updated and Added (pg 12)
 - Add Full-time (30+)
 - Re-defined Regular Part-time
 - Add Non-benefited Part-time
- ❖ Introductory Period – Updated (pg 12)

Compensation (Ch 3)

- ❖ Added Exempt/Non-Exempt Employee Status (pg 17)
- ❖ Pay/Work Schedules – Added and Updated (pg 17)
- ❖ Overtime Policy (pgs 18-19)
 - Added Fire & Police Department

- ❖ On-Call/Callbacks (pg 19)
 - Added
- ❖ Educational Incentive Pay (pgs 20-21)
 - Updated sections, categories, and pay

Benefits and Services (Ch 4)

- ❖ Changed Birthday to 911/Floating holiday (page 22)
- ❖ Add a floating holiday (page 22)
 - Requesting additional holiday from the City Council
- ❖ Added Vacation Accruals for Part-Time 20+ employees (page 23)
- ❖ Updated Sick Leave Accruals and Payouts (pg 25)
 - Added Full-Time (30+) employees to Sick Leave accruals
- ❖ Insurance Statement (page 28)
 - Refer to Benefits Guide
- ❖ Added COBRA information (page 28)
- ❖ Updated Military Leave per regulations (page 28)
- ❖ Updated FMLA per regulations (page 30)
- ❖ Injury Leave/Workers Compensation (page 34)
 - Updated to current procedures
- ❖ Added Modified Duty (page 37)

Employee Conduct and Discipline (Ch 5)

- ❖ Work Standards Updated (page 39)
- ❖ Added Ethics (page 39)
- ❖ Attendance/Tardy Updated (page 39)
- ❖ Solicitation Updated (page 39)
- ❖ Conflict of Interest Updated (page 40)
- ❖ Added Indifference toward Work/Job (page 40)
- ❖ Added Unsatisfactory Work Performance (page 41)
- ❖ Added Insubordination (page 41)
- ❖ Added Violation of Safety Rules (page 41)
- ❖ Added Failure to Report Policy Violations (page 41)
- ❖ Added Theft/Dishonesty (page 41)
- ❖ Added Disturbance (page 42)
- ❖ Added Alcohol and Drug Statement (page 42)
- ❖ Added Misconduct (page 42)
- ❖ Criminal Activity Updated (page 43)
- ❖ Guidelines for Corrective and Disciplinary Action Updated (page 45)
 - Coaching/Counseling
 - Written Reprimand
 - Performance Improvement Plan (PIP)
 - Suspension with Pay or Suspension without Pay
 - Demotion or Dismissal

Employee Communication (Ch 6)

- ❖ Added Open Door/Open Communication Policy (page 47)
- ❖ Added Whistleblower Policy (page 47)
- ❖ Added Internet, Email, Social Media Policy (page 48)
- ❖ Grievances – Updated (pg 49)

Training and Development (Ch 7)

- ❖ Added Employee Development (page 52)
- ❖ Training Updated (page 52)

Safety and Health (Ch 8)

- ❖ Firearms Policy Updated (page 56)
- ❖ Added Tobacco Free Workplace (page 56)
- ❖ Added Emergencies Affecting Regular Business Hours (page 57)
- ❖ Added Violence Free Workplace (page 57)
- ❖ Added Requirements for Operations under Driving Policy (page 59)
- ❖ Added Operations Standards under Driving Policy (page 60)
- ❖ Added Insurance Responsibility (page 61)
- ❖ Added Defensive Driving Policy (page 61)
- ❖ Added General Cleanliness/Maintenance (page 61)
- ❖ Added Passengers (page 62)
- ❖ Added Reporting Citations (page 62)
- ❖ Accident Procedures Updated (page 62)
- ❖ Added Taking Home a Vehicle (page 62)
- ❖ Drug and Alcohol Free Work Environment Updated (page 63)
- ❖ Added Harassment Free Work Place (page 66)

Separation of Employment (Ch 9)

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



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 24, 2015

AGENDA ITEM #: 6

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consideration of and action on an ordinance accepting 2015 tax roll.

STAFF RECOMMENDATION/ITEM SUMMARY:

Please see attached ordinance on the tax roll. The approval of this ordinance officially accepts the Certified Tax Roll, also attached, as presented by the McLennan County Appraisal District.

ATTACHMENTS:

Ordinance on the tax roll
Certified Tax Roll

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF HEWITT, TEXAS, ACCEPTING
AND APPROVING THE TAX ROLL OF THE CITY OF HEWITT AND
DECLARING AN EFFECTIVE DATE.**

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

SECTION 1. That the tax roll of the City of Hewitt for 2015, as certified by the McLennan County Appraisal District, is hereby accepted and approved.

SECTION 2. That this ordinance is in full force and effect from and after its passage.
PASSED AND APPROVED THIS 24th day of August, 2015.

CITY OF HEWITT, TEXAS

By: _____
Ed Passalugo, Mayor

ATTEST:

Lydia Lopez, City Secretary

2015 CERTIFIED TOTALS

Property Count: 5,710

62 - HEWITT, CITY OF
Grand Totals

7/23/2015

4:36:10PM

Land		Value			
Homesite:		83,073,970			
Non Homesite:		81,243,163			
Ag Market:		12,108,066			
Timber Market:		0	Total Land	(+)	176,425,199
Improvement		Value			
Homesite:		503,968,642			
Non Homesite:		169,116,461	Total Improvements	(+)	673,085,103
Non Real		Count	Value		
Personal Property:	473		54,884,030		
Mineral Property:	0		0		
Autos:	0		0	Total Non Real	(+) 54,884,030
			Market Value	=	904,394,332
Ag	Non Exempt	Exempt			
Total Productivity Market:	11,683,246	424,820			
Ag Use:	178,490	19,510	Productivity Loss	(-)	11,504,756
Timber Use:	0	0	Appraised Value	=	892,889,576
Productivity Loss:	11,504,756	405,310	Homestead Cap	(-)	1,411,630
			Assessed Value	=	891,477,946
			Total Exemptions Amount (Breakdown on Next Page)	(-)	160,891,670
			Net Taxable	=	730,586,276

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
 3,942,806.10 = 730,586,276 * (0.539677 / 100)

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

THE STATE OF TEXAS §

COUNTY OF McLENNAN §

**CERTIFICATION OF THE 2015 APPRAISAL ROLL FOR
McLENNAN COUNTY APPRAISAL DISTRICT**

I, ANDREW J. HAHN, JR, RPA, RTA, CHIEF APPRAISER FOR McLENNAN COUNTY APPRAISAL DISTRICT, HEREBY CERTIFY THAT THE ATTACHED ARE THE CERTIFIED VALUES OF McLENNAN COUNTY APPRAISAL DISTRICT WHICH LISTS TAXABLE PROPERTY FOR THE FOLLOWING TAXING UNITS AND CONSTITUTES THE CERTIFIED APPRAISAL ROLL:

Axtell Independent School District
Bosqueville Independent School District
Bruceville-Eddy Independent School District
China Spring Independent School District
Connally Independent School District
Crawford Independent School District
Gholson Independent School District
Hallsburg Independent School District
LaVega Independent School District
Lorena Independent School District
Mart Independent School District
McGregor Independent School District
Midway Independent School District
Moody Independent School District
Robinson Independent School District
Riesel Independent School District
Ogelsby Independent School District
Valley Mills Independent School District
Waco Independent School District
West Independent School District
McLennan County
McLennan Community College

City of Bellmead
City of Beverly Hills
City of Bruceville-Eddy
City of Crawford
City of Gholson
City of Hallsburg
City of Hewitt
City of Lacy-Lakeview
City of Lorena
City of Mart
City of McGregor
City of Moody
City of Riesel
City of Robinson
City of Valley Mills
City of Waco
City of West
City of Woodway
Castleman Creek Watershed
Elm Creek Watershed
McLennan County Water Control Dist. #2
McLennan & Hill Counties Tehuacana Creek
W&C Dist. #1

July 24, 2015

Date Delivered



Andrew J. Hahn, Jr., Chief Appraiser
McLennan County Appraisal District

Date Received

SEC.26.01 (a)



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 24, 2015

AGENDA ITEM #: 7

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consideration of and action on an ordinance adopting 2015 tax rate of .539677.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is the ordinance setting the 2015 tax rate. The tax rate remains unchanged from the previous fiscal year. According to the Texas Property Tax Code, Section 26.05(b), the motion to adopt the ordinance must be stated as follows:

'I move that the property tax rate be increased by the adoption of a tax rate of .539677, which is effectively a 3.21% increase in the tax rate.'

After the motion, the City Secretary will poll the council for the record vote.

Calculation of the Percentage by which the proposed tax rate exceeds the effective tax rate calculation:

Proposed Rate	.539677
Effective Rate	<u>.522874</u>
	.016803 / .522874 = 3.21%

ATTACHMENTS:

Notice of 2015 Tax Year Proposed Property Tax Rate
Ordinance Adopting the Tax Rate

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HEWITT, TEXAS, ADOPTING THE TAX RATE AND LEVYING THE AD VALOREM TAXES FOR THE FISCAL YEAR 2015-2016 ON ALL TAXABLE PROPERTY WITHIN AND SUBJECT TO TAXATION WITHIN THE CITY AS OF JANUARY 1, 2015, TO PROVIDE REVENUES FOR THE PAYMENT OF CURRENT EXPENDITURES AND DEBT SERVICE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, all notices have been given and public hearings held as required by law to adopt a tax rate for 2015;

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

SECTION 1. That there be and is hereby levied for the year 2015, on all taxable property, real, personal and mixed, situated within the limits of the City of Hewitt, Texas as of January 1, 2015, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.539677 on each \$100 of assessed valuation of taxable property, and such taxes shall be apportioned and distributed as follows:

- (A) \$0.329858 to provide revenues for maintenance and operations and;
- (B) \$0.209819 for debt service.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

SECTION 2. That all ad valorem taxes shall become due and payable on October 1, 2015, and all ad valorem taxes for the year shall become delinquent after January 31, 2016.

SECTION 3. That all ordinances of the City of Hewitt in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal or invalid.

SECTION 5. This ordinance shall take effect on October 1, 2015.

PASSED AND APPROVED THIS 24th day of August, 2015.

CITY OF HEWITT, TEXAS

By: _____
Ed Passalugo, Mayor

ATTEST:

Lydia Lopez, City Secretary



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 24, 2015

AGENDA ITEM #: 8

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consideration of and action on resolution approving FY 2015-2016 Master Fee Schedule.

STAFF RECOMMENDATION/ITEM SUMMARY:

The Master Fee Schedule, as follows, is presented as part of the city's annual budget for approval by resolution by city council. The Master Fee Schedule includes both current as well as proposed rates. **Note:** Where no change is requested the proposed rate is shown as blank; the proposed rate would remain the same as it is currently set.

Staff recommends approval of this resolution and the attached rates.

ATTACHMENTS:

Resolution on Master Fee Schedule
Master Fee Schedule

RESOLUTION NO. 2015-08-24-1

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS, ADOPTING THE “MASTER FEE SCHEDULE”; REPEALING ALL RESOLUTIONS IN CONFLICT; DECLARING AN EFFECTIVE DATE; AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

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

Section 1. That the City of Hewitt Master Fee Schedule is hereby adopted to implement and/or revise various fees related to City Services as shown on the attachment “A” and incorporated herein by reference.

Section 2. That should any section, clause, or provision of this resolution be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this resolution or any other resolution of the City as a whole or any part thereof, other than the part so declared to be invalid.

Section 3. That this resolution shall become effective immediately upon passage, and shall be applied to all charges on or after October 1, 2015.

Section 4. That it is hereby officially found and determined that the meeting at which this resolution is adopted was noticed and has been open to the public as required by law.

PASSED AND APPROVED this 24th day of August 2015.

CITY OF HEWITT

Ed Passalugo, Mayor

ATTEST:

Lydia Lopez, City Secretary

City of Hewitt, TX

MASTER FEE SCHEDULE

Adopted 10-1-2015

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Building Department		
Description	Current Rate	Proposed Rate
New Residential Construction		
Residential Construction Building Permit	\$.21 sqft of living space + garage	
Duplex Construction Building Permit	\$.21 sqft of living space + garage	
Electrical Permit	\$.05 sqft of living space + garage	
Plumbing Permit	\$.05 sqft of living space + garage	
Mechanical Permit	\$.02 sqft of living space + garage	

General Permits		
Alcohol Permit	\$60	
Auction/Sales Permit	\$50	
Carport Permit	\$50, \$0.20 per sq. ft.	
Commercial Accessory Building	\$75 min, \$9 per \$1,000	
Commercial Building Permit - Temporary 72 hr.	\$50	
Commercial Building Permit - New	\$320 min, \$0.21 per sq. ft.	
Commercial Remodeling Permit	\$125 min, \$9 per \$1,000	
Commercial Occupancy Inspection	\$50	
Deck Permit	\$30	
Demolition Permit	\$100	
Duplex Permit	\$260 min, \$0.21 per sq. ft.	
Fence Permit	\$35	
Flat Work Permit	\$40 min, \$0.02 per sq. ft.	
Foundation Repair	\$30	
Garage Enclosure	\$90 min, \$8 per \$1,000	
Garage Sales	\$10	
Gas Permit	\$24, \$6 per appliance	
Hot Tub/Spa	\$100	
Land Clearing Filling or Grading Permit	\$240	
Lawn Sprinkler System Permit	\$25 Base, \$1.00 Per Head/\$10 Backflow	
Mobile Home Move-In Permit	\$35	
Moving of a Building Permit	\$100	
Multi-Family Building Permit	\$290 min, \$0.20 per sq. ft.	
Patio Cover	\$35 min, \$0.10 per sq. ft.	
Re-Inspect Fee	\$25	
Residential Accessory Building Permit	\$10 for 120 sq. ft. or less; \$40 for 120 sq. ft. more + \$0.08 per sq.	

Residential Remodeling Permit	\$125 min, \$8 per \$1,000 (storage + concrete)	
Roof Permit	\$35	
Sign Permit		
Up to 72 sq. ft.	\$44	
Up to 300 sq. ft.	\$75	
Up to 600 sq. ft.	\$100	
Special Use Permit	\$75	
Swimming Pool Permit	\$150	
Temporary On-Site Storage Containers	\$10 first 15 days + \$25 next 16 days + \$50 for >30 days/year	
Window Replacement Fee	\$25/\$25 Reinspect Fee	

Electrical		
Electrical Permit	\$24	
Up to 400 Amp	\$11	
Over 400 Amp	\$24	
3 Phase Circuits	\$7	
220 Circuits	\$6	
110 Circuits	\$5	
Equipment Motors		
1/2 hp - 50 hp	\$11	
Over 50 hp	\$24	
Transformers		
Up to 50 KVA	\$11	
Over 50 KVA	\$24	
Elevators	\$54	
Signs	\$24	
Temporary Service		
Carnivals or Similar	\$54	

Mechanical		
Mechanical Permit	\$24	
Up to 250,000 BTU	\$17	
250,000 - 500,000 BTU	\$34	
Each Ad. 50,000 Over 500,000 BTU	\$5	
Refridgerated Air Systems		
Up to 5 Tons	\$17	
Over 5 Tons (Each Unit)	\$34	
Each Ad. Ton Over	\$5	
Ventilation Systems		
Installation Blower or fan to duct system for each building.	\$24	

Plumbing		
Plumbing Permit	\$24	
Per Fixture, Traps, etc.	\$6	
Sewer/Water	MASTER FEE \$8	3

Vacuum Breakers	\$8	
Backflow Device	\$24	
Roof Drain Permit	\$24	
Discharge Line	\$8	
Roof Drain	\$6	

Planning & Zoning		
Application for Abandonment of Public Right of Way	\$300	
Application for Amendment of the Zoning Ordinance	\$250	
Application for Appeal to Board of Adjustment	\$250	
Application for Preliminary Plat	\$150 plus \$2 per acre	
Application for Final Plat, Amended Plat, Administrative Plat and Re-Plat	\$100	
Application for Final Plat and Re-Plat with infrastructure	200 plus \$2 per lot	
Application for Platting or Replatting with Variance Request	\$250 plus \$2 per lot	
Zoning Maps		
22x34	\$10	
11x17	\$5	
Subdivision Ordinance	\$30, 17 Pages	
Zoning Ordinance	\$20, 29 Pages	
Administrative Fee	\$100	

Fire Protection		
Fire Protection Systems	\$55	
Per Head	\$0.25	
Underground Main	\$50	
Fire Pump	\$30	
Stand Pipe System	\$55	
Per Outlet	\$5	
Fire Alarm System	\$55	
Per Device	\$1	
Hood and Duct System	\$30	
Per Nozzle	\$2.50	
Commercial Paint Spray	\$30	
Other Fire Suppression System	\$30	
Per Head	\$55	

Facility Rental Fees ~ Amphitheatre/Food Trucks/Fields		
Description	Current Rate	Proposed Rate
Private		\$150 per hour (4 hour min)
Deposit for Private		\$400 - refundable
Wedding Package Amphitheatre Only Friday - Sunday		\$1500 (10am - 11 pm) + rehearsal (\$125/additional hour)
Wedding Package Amphitheatre Only Monday - Thursday		\$1200 (10 am - 11 pm) + rehearsal (\$125/additional hour)
Wedding Package Amphitheatre & Pavilion Friday - Sunday		\$1800 (10 am - 11 pm) + rehearsal (\$150/additional hour)
Wedding Package Amphitheatre & Pavilion Monday - Thursday		\$1440 (10 am - 11 pm) + rehearsal (\$150/additional hour)
Wedding Package Entire Park Friday - Sunday		\$2500 (10 am - 11 pm) + rehearsal (\$200/additional hour)
Wedding Package Entire Park Monday - Thursday		\$2000 (10 am - 11 pm) + rehearsal (\$200/additional hour)
Deposit		\$600 - refundable
Food Truck Permits No Event Event Water Spigot Deposit		\$50/day (up to 12 hours) \$125/day (up to 12 hours) \$50 refundable
Field Rental Playing Field (practice) Playing Field (game) Practice Field		\$30/practice (2 hour block) \$75/game (4 hour block) First Come, First Serve

Facility Rental Fees ~ Park Facility Rental Fees		
Description	Current Rate	Proposed Rate
Park Pavilion Hewitt Park/Warren Park Up to 150 people	\$25 per hour (minimum of 2 hours)	\$35 per hour (minimum of 2 hours)
Park Pavilion Hewitt Park/Warren Park Over 150 people	\$40 per hour (minimum of 2 hours)	\$50 per hour (minimum of 2 hours)
Water Key	\$50 deposit - refundable upon return of water key	

Police Department Fees		
Description	Current Rate	Proposed Rate
Administration		
Accident Reports	\$6	
Animal Control		
Animal Registration	\$10 First two pets (\$2 each additional)	
Animal Reclaim/Disposal Fee	\$75	

Administration Fees ~ Non Departmental		
Description	Current Rate	Proposed Rate
Returned Check Fee	\$35	
NSF Electronic Draft Fee	\$35	
Copies of Public Information		
Standard 8 1/2 x 11	\$0.10 (per page)	
Oversize 11 x 17	\$0.50 (per page)	
Postage/Shipping	Actual Cost	
Other Media		
Audio Cassette	\$1 (each)	
CD/RW or CD/R	\$1 (each)	
Other Charges	Actual Cost	

Customer Monthly Fees ~ Water Rates		
Description	Current Rate	Proposed Rate
Residential Inside, Commercial, Builders	1st 3,000 Gal	
5/8"	\$30	
1"	\$63	
1 1/2"	\$190	
2"	\$190	
3"	\$380	
4"	\$380	
6"	\$570	
Volume Rate	Per 1,00 Gal	Per 1,000 Gal
3,001-7,000 Gal	\$4.60	\$4.85
7,001-12,000 Gal	\$5.10	\$5.40
12,001 + Gal	\$5.55	\$5.85

Customer Monthly Fees ~ Wastewater Rates		
Description	Current Rate	Proposed Rate
Residential Base Charge	\$24 for 1st 5,000 Gal	\$26.50 for 1st 5,000 Gal
Residential Volume Rate (Per 1,000 Gal)	\$3.75	\$4.50
Industrial Institutional or Commercial Base Charge	\$52 for 1st 20,000 Gal	\$57.25
Industrial Institutional or Commercial Volume Rate (Per 1,000 Gal)	\$3.75	\$4.50

Customer Monthly Fees ~ Drainage Fees		
Description	Current Rate	Proposed Rate
Residential	\$2.75	\$3.00
Commercial		
1-10,000	\$6.50	\$7.75
10,001-20,000	\$19.50	\$23.25
20,001-40,000	\$32.50	\$38.75
40,001-60,000	\$65.00	\$77.50
60,001-100,000	\$104.00	\$124.00
100,001-150,000	\$162.50	\$193.75
150,000 +	\$260.00	\$310.00

Customer Monthly Fees ~ Trash Pick Up*		
Description	Current Rate	Proposed Rate
Residential		
Collection	\$16.20	
Additional Polycart	\$5.33	
Commercial		
Collection	\$16.84	
Additional Polycart	\$5.33	

Customer Monthly Fees ~ Trash-Front Load Containers*							
	Front Load Containers						
	Size	1x	2x	3x	4x	5x	6x
	2 Yard	\$83.27	\$147.41	\$211.61	\$275.69	\$339.82	\$48.63
	3 Yard	\$93.57	\$163.15	\$236.29	\$307.65	\$379.04	\$45.63
	4 Yard	\$100.80	\$178.17	\$258.00	\$336.62	\$415.20	\$64.40
	6 Yard	\$121.40	\$214.46	\$307.52	\$400.67	\$493.67	\$62.19
	8 Yard	\$143.50	\$251.07	\$372.57	\$456.13	\$573.64	\$62.19
	Casters	\$32.22					
	Locks	\$12.90					

Customer Monthly Fees ~ Trash-Roll Off Containers*						
	Roll Off Containers					
	Size	Type	Delivery	Rent Day	Haul Rate/Load	Deposit Container
	20 Yard	Open Top	\$128.92	\$3.73	\$443.74	\$257.83
	30 Yard	Open Top	\$128.92	\$3.73	\$520.06	\$275.83
	40 Yard	Open Top	\$128.92	\$3.73	\$562.46	\$257.83
	42 Yard	Compactor	\$127.20	\$3.73	\$610.26	\$257.83

* Tax at 8.25% applies to all fees

Utility Fees		
Description	Current Rate	Proposed Rate
Deposits - Residential/Commercial	\$50 - \$160 Credit Based	
Initial Connection Fee	\$20	
Delinquent Fees	10% of balance	
Collection Services	25% of final balance	
Non-Pay Reconnect	\$50 before 4 pm	
After Hours Non-Emergency Service Call	\$40 after 4 pm	
Meter Accuracy Check (Reread)	\$20	
Meter Test	\$50	

Tampering Fees		
Tampering with Meter without City Permission	\$300	\$300 per event

Utility Fees - Water Taps & Meter Set*		
Prior to the connection of any water line onto a city water main, the party requesting such connection shall pay the city the water service installation and meter fees for labor and materials as follows:		
All Water Taps	\$1,000 Base Fee - Quoted on per cost basis	
5/8" X 3/4 meter set	\$300, plus cost of meter box if needed.	
3/4" X 3/4 meter set	\$300, plus cost of meter box if needed.	
1" or Larger service or meter set	Base Fee- Quoted on per cost basis	

Utility Fees - Wastewater Taps & Service Connection Fees*		
All Wastewater Taps	\$500 Base Fee - Quoted on per cost basis	
4" Tap	\$500 Base Fee - Quoted on per cost basis	
6" Tap	\$500 Base Fee - Quoted on per cost basis	
8" or Larger Lateral	\$500 Base Fee - Quoted on per cost basis	

*In addition, service lines that require the cutting or boring of paved streets or alley will be subject to a minimum charge of \$500 Base Fee - Quoted on per cost basis. The decision of a bore or utility cut will be made by Community Services.



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 24, 2015

AGENDA ITEM #: 9

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consideration of and action on ordinance adopting the FY 2015-2016 Annual Operating and Capital Budget and ratifying the property tax revenue increase reflected in the budget.

STAFF RECOMMENDATION/ITEM SUMMARY:

- A. The City Charter requires the City Manager to present a proposed budget to the City Council prior to August 1st each year. The proposed budget was presented in July and was finalized during the months of July and August as input was received from the Council, certified figures were received from the Appraisal District, etc.

The Charter also requires that a public hearing on the budget be conducted no sooner than 15 days following the budget hearing notice publication. This hearing was held on August 10, 2015.

The following Ordinance provides for the formal adoption of the 2015-2016 annual budget.

Motion language: "I move to approve the Ordinance adopting the 2015-2016 Annual Operating and Capital Budget."

- B. Under Texas Local Government Code 102.007(c), adoption of a budget that will raise more revenue this year from property taxes than in the previous year, requires a separate vote of the governing body to ratify the increase reflected in the budget. A vote under this subsection must be in addition to and separate from the vote to adopt the budget or the vote to set the tax rate. Once the budget is adopted, therefore, the City Council will need a second vote to ratify, or approve, the property tax increase reflected in the budget. As noted on the cover of the Budget, this year's budget will reflect an increase in tax revenue of \$182,381 or 4.8% from last year's budget.

Motion language: "I move to ratify the property tax increase reflected in the fiscal year 2015-2016 Budget."

ATTACHMENTS:

Ordinance adopting the FY 15-16 Budget and Ratifying the property tax increase reflected in the FY 15-16 Budget

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF HEWITT, TEXAS, FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2015, AND ENDING ON SEPTEMBER 30, 2016 AND MAKING APPROPRIATIONS FOR EACH FUND, DEPARTMENT, PROJECT, AND ACCOUNT; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; DECLARING AN EFFECTIVE DATE; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS ADOPTED WAS NOTICED AND HAS BEEN OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE 2015-2016 FISCAL YEAR BUDGET.

WHEREAS, the City Council has heretofore approved the certified tax roll prepared and presented by the McLennan County Appraisal District as required by the Tax Code; and

WHEREAS, notice of a public hearing on the budget for the City of Hewitt, Texas, for the fiscal year 2015-2016 was theretofore published at least fifteen (15) days in advance of said public hearing; and

WHEREAS, the City Manager of the City of Hewitt has submitted to the City Council a proposed budget of the revenues and expenditures of conducting the affairs of the City and providing a complete financial plan for 2015-2016; and

WHEREAS, the City Council has received the City Manager's proposed budget, a copy of which proposed budget and all supporting schedules have been filed with the City Secretary of the City of Hewitt and available for public inspection;

WHEREAS, a public hearing on the said budget was duly held on the 10th day of August 2015, and all interested persons were given an opportunity to be heard for or against any item thereof;

WHEREAS, Texas Local Government Code Sec. 102.007(c) requires that adoption of a budget that raises more property tax revenue than generated in the previous year requires a record vote of the City Council to ratify the property tax increase reflected in the budget in addition to and separate from the record votes to approve the ordinance adopting the annual budget and the ordinance adopting the tax rate for the current tax year; and

WHEREAS, the City Council has adopted the 2015-2016 fiscal year budget which will require the City to raise more revenue from property taxes than in the prior year's fiscal budget by an amount of \$182,381, which is a 4.8% increase that is included in the 2015-2016 fiscal year budget revenues.

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

SECTION 1: That the City Council hereby adopts and approves the proposed budget of the City of Hewitt, providing a complete financial plan for the ensuing fiscal year, as submitted to the City Council by the City Manager, and the same is hereby, in all things adopted and approved as the budget of the City for the Fiscal Year beginning October 1, 2015 and ending September 30, 2016.

SECTION 2: That the City Manager shall cause copies of the budget to be filed with the City Secretary and the County Clerk of McLennan County.

SECTION 3: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

SECTION 4: That it is hereby officially found and determined that the meeting at which this Ordinance is adopted was noticed and has been open to the public as required by law.

SECTION 5: The property tax increase reflected in the 2015-2016 Fiscal Year Budget is hereby ratified.

SECTION 6: THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

SECTION 7: The City Council voted separately and additionally to ratify the increase in property tax revenues reflected in the adopted FY 2015/2016 budget by a vote of _____ AYES to _____ NAYS with _____ abstentions.

SECTION 6: This ordinance shall take effect immediately from and after its passage as the last and Charter in such cases provide.

PASSED AND APPROVED this the 24th day of August 2015.

CITY OF HEWITT, TEXAS

Ed Passalugo, Mayor

ATTEST:

Lydia Lopez, City Secretary