

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

June 6, 2016

5:30 PM AND 7:00 PM

CITY HALL, 200 PATRIOT COURT

HEWITT, TX 76643

MAYOR AND CITY COUNCIL

Ed Passalugo – Mayor, Ward 3

Travis Bailey – Mayor Pro Tem, Ward 1

Wilbert Wachtendorf – Council Member, Ward 1

Bill Fuller – Council Member, Ward 2

James Vidrine – Council Member, Ward 2

Steve Fortenberry – Council Member, Ward 3

Alex Snider – Council Member 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, Public Works Director

Lee Garcia, Finance Director

Waynette Ditto, Library Director

Tuck Saunders, Assistant Police Chief

Katie Allgood, Special Projects Coordinator

Tracy Lankford, Community
Development Director

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 **6th day of June, 2016 at 5:30 PM in Hewitt City Hall, Council Chambers, 200 Patriot Court, 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 and funding options
 - b. Briefing and discussion concerning Ritchie Plant Improvements
 - c. Briefing and discussion concerning Council-issued email addresses
 - d. Briefing and discussion concerning FY 2016-2017 Budget Calendar
 - e. Briefing and discussion concerning water conservation
 - f. Briefing and discussion concerning upcoming events:
 - Summer Concert Series
 - Hewitt Dog Days of Summer – June 17-18, 2016
 - g. Briefing and discussion concerning Public Safety operations – Police & Fire.
3. Review regular meeting agenda items.
4. Interview of prospective board or commission member – Sam MacKinnon.
5. 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.
 - Pursuant to §551.087 - Deliberation regarding Economic Development Negotiations.
6. Close Executive Session.
7. 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 June 3, 2016.

CITY OF HEWITT



Lydia Lopez, TRMC
City Secretary

HEWITT TEXAS

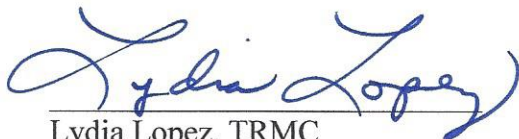
NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Regular** meeting of the governing body of the City of Hewitt will be held on the **6th day of June, 2016 at 7:00 PM in the City Council Chambers at Hewitt City Hall, 200 Patriot Court, 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 May 16, 2016.
4. Hear visitors on matters pertaining to city business. *Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda.*
5. Consider reappointments to the Planning and Zoning Commission.
6. Confirm City Manager's appointment of Sam MacKinnon to the Police Officers' Civil Service Commission in accordance with Chapter 143 of the Texas Local Government Code.
7. Administer oath of office to newly appointed Police Officers' Civil Service Commission member Sam MacKinnon.
8. Consider and act upon a one-year extension of the agreement with Independent Bank as municipal depository.
9. Consider and act upon adoption of a resolution directing publication of notice of intention to issue combination tax and limited surplus revenue certificates of obligation.
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 June 3, 2016.

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.



COUNCIL WORKSHOP AGENDA ITEM #2.a



CITY ENGINEER'S REPORT

June 1, 2016

2010 IH-35 Utility Improvements:

Working on getting the two pumps brought back to Hewitt. I have spoken to TxDOT and we are currently waiting on a timeline

Commerce Park Plant Project and Related Projects:

Plant Contract;

Work on this project is wrapping up.

2014 Bond Projects:

Warren Park Improvements:

At this time the electrical contractor is finishing up his work then it will just minor touch up work that is left..

First Street Mill and Overlay / Chapman Rd.

Bids are to be received June 10th and then presented to the council at the following council meeting.

2015 Bond Projects:

Lift Station No. 5 Removal

Working out some minor changes in alignment then will begin work on easement documents.

IH - 35 Waterline

Easement documents have been received and will be sent to property owners shortly for their consideration. This project will most likely be broken out into three separate projects, one of which is planned to be done in house. We are doing some looking into existing easements on the southern most part of the project so confirm locations

Lift Station No. 4; Gravity Line Extension

Preliminary topography along the proposed alignment has been received. This project will most likely combined with the IH - 35 Waterline project.

HEWITT TEXAS

CITY ENGINEER'S REPORT

June 1, 2016

2016 Slurry Seal:

Working on finishing up the list and reviewing the street conditions to look for needed base repairs prior to this contract work.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

CAPITAL PROJECTS LIST

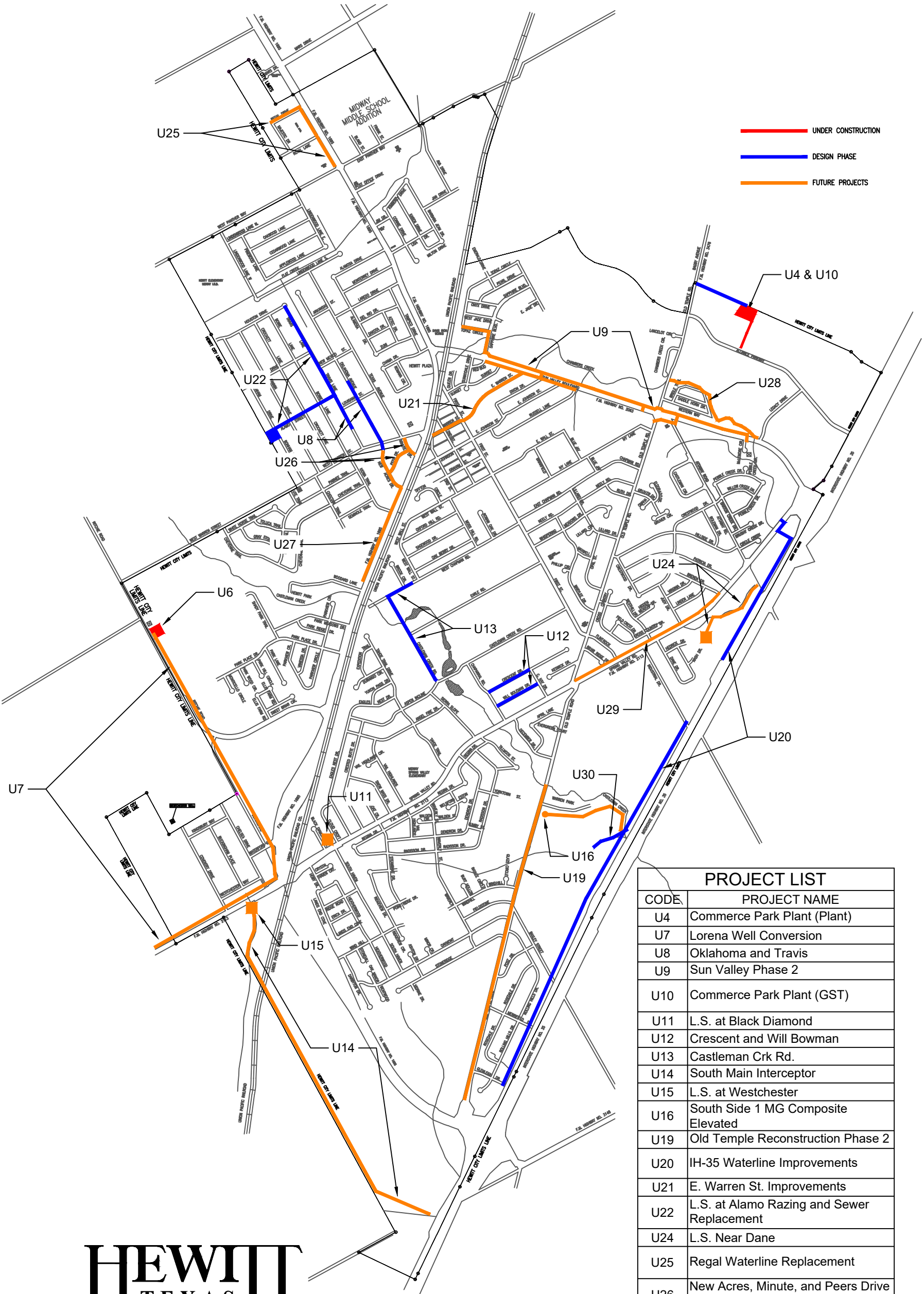


CURRENT CAPITAL CONSTRUCTION

Project Code	Project Name	Project Description- This list is Incomplete will change and is intended to be used for discussion only	Estimate or Contract	Funding
2016 CO-UTILITY FUND - funded January 2016				
	WMARSS Projects	Hewitt's portion of \$48 mil project at 7.86%	3,425,000	Wastewater
U24	L.S. #5 @ Dane	L.S. Replacement; possible elimination	350,000	Wastewater
U20-A	IH-35 Waterline - 3 parts	16" water line- I-35-Industrial to Baxley	1,700,000	Water
	Sewer line extension	Extension of sewer line	130,000	Wastewater
U8/U22	Alamo LS (SI6)	Travis/Oklahoma (see also 2012 UF CO)	350,000	Wastewater
	Plant Improvements	Plant Improvements	240,000	Water
		Total - 2016 CO-Utility Fund	6,195,000	
PROPOSED 2016 CO- GENERAL FUND -				
SI0/U19	Street Improvements	Old Temple Road, Phase II	1,900,000	Street
SI	Street Improvements	First Street/Chapman completion	500,000	Street
	Street Improvements	Micro-Slurry Seal (various streets)	375,000	Street
	Street Improvements	Grind/Mill//Overlay/Base Repair (various streets)	375,000	Street
	Park Improvements	Park Improvements	125,000	Parks
	Facility Improvements	Facility Improvements	120,000	Facilities
		Proposed Total - 2016 CO- General Fund	3,395,000	

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	Funding
S8	Old Temple & Neeley Drainage Imp	Box culvert and channel improvements	210,000	Drainage
U9	Sun Valley Phase 2-Bagby to Sapphire	Water line replacement of AC	900,000	Water
U11	L.S. at Black Diamond	L.S. elimination/line to Radisson	700,000	Wastewater
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
SI3	Legacy Drive & Alliance Street Imp	Street reconstruction; Concrete paving	2,030,000	Street
U10	Commerce Park Plant (GST)(need 2nd connection)	(dependent on Waco contract which expires in 2019)	850,000	Water
U7	Lorena Well Conversion	Refurbish facility and install lines to Ritchie Rd. Plt.; easements & pump work	970,000	Water
	Fire Truck	103 Foot Aerial Ladder Truck	1,300,000	
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
SI2	E. Warren St. Improvements	Street improvements (in front of Com Services)	400,000	Street
U21	E. Warren St. Improvements	Waterline improvements	300,000	Water
U16	South I MG Composite Elevated	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
SI5	Castleman Creek Drainage Imp	Channel reshaping	250,000	Drainage
SI4	Westhill and Hidden Meadows Dr.	Channel reshaping	80,000	Drainage
SI1	Spring Valley & Judy Drainage Imp	Channel reshaping	70,000	Drainage
U28	Chambers Creek Sewer Replacement	Fr Bagby to the intersection of Legacy & Sun Valley	300,000	Wastewater
U29	Spring Valley Waterline Replacement	Fr the intersection with Old Temple Rd to Brenda	425,000	Water
SI8	Ritchie Rd Street Improvements	Concrete Street from Hewitt Dr to Patriot Court	500,000	Street
SI9	Applewood/Lindenwood Drainage Imp.	Concrete lining the channel at the intersection	100,000	Drainage
S20	Cross Country Drainage Imp.	Reshape Drainage easement	50,000	Drainage
		Total Unfunded Projects	17,085,000	



PROJECT LIST	
CODE	PROJECT NAME
U4	Commerce Park Plant (Plant)
U7	Lorena Well Conversion
U8	Oklahoma and Travis
U9	Sun Valley Phase 2
U10	Commerce Park Plant (GST)
U11	L.S. at Black Diamond
U12	Crescent and Will Bowman
U13	Castleman Crk Rd.
U14	South Main Interceptor
U15	L.S. at Westchester
U16	South Side 1 MG Composite Elevated
U19	Old Temple Reconstruction Phase 2
U20	IH-35 Waterline Improvements
U21	E. Warren St. Improvements
U22	L.S. at Alamo Razing and Sewer Replacement
U24	L.S. Near Dane
U25	Regal Waterline Replacement
U26	New Acres, Minute, and Peers Drive Waterline Replacement
U27	F.M. 1695 Waterline Improvements
U28	Chambers Creek Sewer Replacement
U29	Spring Valley Waterline Replacement
U30	Lift Station No. 4 Line Extension

HEWITT

TEXAS

Project Location / Status Map

Water / Wastewater

PREPARED BY:

AYOTE

CONSULTING, LLC

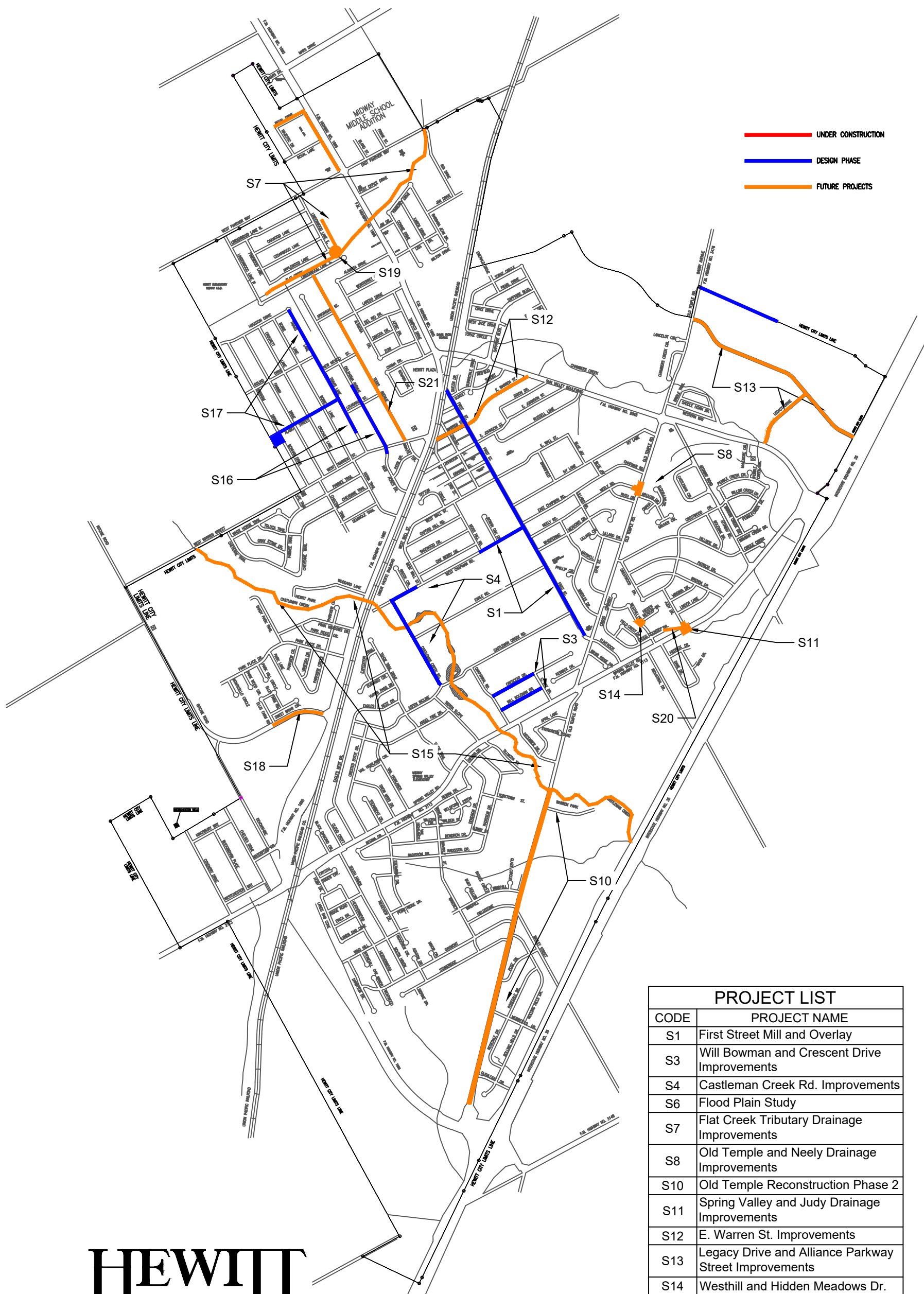
T.B.P.E. F-16387

P.O. Box 4248

WACO, TX 76708

PH. 254-744-3439

Revised May 31, 2016



HEWITT TEXAS Project Status Map Streets / Drainage

PREPARED BY:
DAYOTE CONSULTING, LLC
T.B.P.E. F-16387
P.O. Box 4248
WACO, TX 76708 PH. 254-744-3439
Revised June 3, 2016

PROJECT LIST	
CODE	PROJECT NAME
S1	First Street Mill and Overlay
S3	Will Bowman and Crescent Drive Improvements
S4	Castleman Creek Rd. Improvements
S6	Flood Plain Study
S7	Flat Creek Tributary Drainage Improvements
S8	Old Temple and Neely Drainage Improvements
S10	Old Temple Reconstruction Phase 2
S11	Spring Valley and Judy Drainage Improvements
S12	E. Warren St. Improvements
S13	Legacy Drive and Alliance Parkway Street Improvements
S14	Westhill and Hidden Meadows Dr. Improvements
S15	Castleman Creek Drainage Improvements
S16	Oklahoma and Travis
S17	L.S. at Alamo
S18	Ritchie Road Street Improvements
S19	Applewood/Lindenwood Drainage Improvements
S20	Cross Country Dr. Drainage Improvements
S21	Texas Ave. Reclaim



COUNCIL WORKSHOP AGENDA ITEM #2.c

2.c Briefing and discussion concerning implementation of Council-issued email addresses

Recent case law has determined that private email addresses are subject to open record if they are used to conduct official government business. Staff is recommending the implementation and usage of official City Council email addresses to conduct city business.



COUNCIL WORKSHOP AGENDA ITEM #2.d

BUDGET CALENDAR 2016-2017

BUDGET CREATION BEGINS

Date	Required Activity
5/3	CITY MANAGER & DEPT HEAD-BUDGET KICK-OFF
	City Manager gives direction for the budget year at the Department Head meeting and Budget Workbooks are distributed to Department heads, which include budget books, staffing budgets, and capital outlay forms. Finance Director completes budget for Revenue and Debt.
6/1	CAPITAL PROJECTS - FIVE YEAR PLAN
	City Manager, City Engineer and Staff meet to discuss Capital Projects for the upcoming 5 year period. The final Capital Project list is presented to council for review.
6/6	CAPITAL PROJECTS - COUNCIL REVIEW
	Council reviews capital projects list prioritizing projects and determines when financing is needed.
6/7	DEADLINE-DEPARTMENT REQUEST
	City Manager and Finance Director review Revenue estimates and Budget Requests & set up meetings with Department Heads to finalize the Proposed Budget. After final review by City Manager, Finance Director prepares Proposed Budget for Council Workshop. This includes proposed tax rate, debt service, capital outlay items and staffing for the next budget year.
6/20	REGULAR MEETING-BUDGET WORKSHOP
	In preparation for the City Council's Budget Workshop, the City Manager prepares Proposed Budget for council discussion. City Council makes changes to Proposed Budget, if any, in preparation for Record Vote on 7/18.
7/18	REGULAR MEETING- TAKE RECORD VOTE
	* Council determines any tax increase required and takes record vote on tax rate. * Announce date and place for public hearing on the proposed budget on 8/8.
7/25	DEADLINE-CERTIFIED TAX ROLL
	Receive Certified Tax Roll from Appraisal District and and prepare final estimate of property tax revenue and present the Effective, Rollback, I&S and M&O Rates.
BUDGET CREATION ENDS/PUBLICATION & PUBLIC MEETING BEGINS	

Calendar for May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar for June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Calendar for July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Calendar for August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 6 6/20 - Budget Workshop discussion
- 20 7/18 - Council takes Record Vote setting upper limit to tax rate & approving proposed budget
- 25 7/25 - Receive CERTIFIED TAX ROLL
- 22,29 7/22, 7/29 - Deadlines for publication
- 8, 15, 22 8/8, 8/15, 8/22 - Required Council meetings in August

PUBLIC NOTICES & PUBLIC MEETINGS BEGIN

Date	Required Activity
7/22	PUBLISH BUDGET NOTICE OF PUBLIC HEARING
	* <i>"Notice of Public Hearing" in paper</i> (budget notice) Per charter, 15 days prior to public hearing on 8/8 * <i>"Notice of Public Hearing" on website</i> (budget notice) * Preliminary Proposed Budget is available for public view in City Secretary's office and on website.
7/29	PUBLISH REQUIRED TAX NOTICE
	* <i>"Notice of 2016 Tax Year Proposed Property Tax Rate for the City of Hewitt" (published by Tax Assessor)</i> (only required to be published one time) * website <i>"Notice of 2016 Tax Year Proposed Property Tax Rate for the City of Hewitt"</i>
8/8	SPECIAL MEETING ON BUDGET & TAX RATE (1 of 2)
	* 1st Public Hearing on tax rate * The Public Hearing on the Budget. * Announce date for Council to vote on tax rate (8/22)
8/15	REGULAR MEETING ON TAX RATE (2 of 2)
	* 2nd Public Hearing on the tax rate. * Announce date of vote (8/22).
8/22	SPECIAL MEETING-ADOPT TAX RATE & BUDGET
	* Ordinance accepting & approving Tax Roll * Ordinance Levying a tax rate; special wording on increase in M&O tax revenue and \$\$ on \$100k home * Ordinance adopting and appropriating budgets
8/22	Council signs paperwork from Tax Assessor setting rates.
8/24	Web Publishing of Adopted Budget.
10/1	Budget becomes effective.
ADOPTED BUDGET IS COMPLETE.	

<i>Calendar for July 2016</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<i>Calendar for August 2016</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6	6/20 - Budget Workshop discussion
20	7/18 - Council takes Record Vote setting upper limit to tax rate & approving proposed budget
25	7/25 - Receive CERTIFIED TAX ROLL
22, 29	7/22, 7/29 - Deadlines for publication
8, 15, 22	8/8, 8/15, 8/22 - Required Council meetings in August



COUNCIL WORKSHOP AGENDA ITEM #2f.

2016 Calendar of Events

Event	Location	Date	Time
KXXV Movie Night #1 - The Good Dinosaur	Warren Park	Friday, June 10th	7:00pm
Dog Days Kickoff Party & Concert	Warren Park	Friday, June 17th	7:30pm
Dog Days of Summer	Hewitt Park	Saturday, June 18th	9:00am
Concert #2 - The Damn Torpedoes	Warren Park	Thursday, July 7th	7:00pm
KXXV Movie Night #2 - Pan	Warren Park	Friday, July 8th	7:00pm
Hewitt Hero Day	Hewitt Park	Wednesday, July 20th	10:00am
National Night Out Kickoff Party	Hewitt Park	Thursday, July 28th	6:00pm
Concert #1 - Holly Tucker	Warren Park	Thursday, August 4th	7:00pm
KXXV Movie Night #3 - Zootopia	Warren Park	Friday, August 5th	7:00pm
Concert #3 - Texas Flood	Warren Park	Thursday, August 18th	7:00pm
Library Benefit Concert - Beetlemania 64	Warren Park	Saturday, August 27th	7:00pm
KXXV Movie Night #4 - Cinderella	Warren Park	Friday, September 2nd	7:00pm
Creekside Spooktacular	Warren Park	Saturday, October 29th	TBD
Christmas Parade & Tree Lighting	Hewitt Park	TBD	TBD

2016 Library Calendar of Events

Date	Time	Event	Location
6/3/2016	1:30-2:30 pm	Colorful Conversations	Library 200 Patriot Court
6/4/2016	11:30-1:00 pm	Author Luncheon	Library 200 Patriot Court
6/8/2016	10:30 am -12:30 pm	Summer Reading Kick Off Party	Hewitt Park
6/8/2016	2:00-4:00 pm	Linda's Book club	Library 200 Patriot Court
6/9/2016	6:30-8:30 pm	Linda's Book club	TBD
6/10/2016	10:30-11:30 am	Senior Game Day	Library 200 Patriot Court
6/10/2016	3:00 am -5:00 pm	Friends Art Class	Library 200 Patriot Court
6/11/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
6/13/2016	6:00-8:00 pm	Teen Game Night	Library 200 Patriot Court
6/15/2016	1:00-3:00 pm	Linda's Culinary Club	TBD
6/16/2016	10:30 am -12:30 pm	Kids Movie	Library 200 Patriot Court
6/16/2016	5:30-7:30 pm	Teen Movie	Library 200 Patriot Court
6/17/2016	7:00-10:00 pm	Dog Days Concert in the Park	Warren Park
6/18/2016	9:00 am - 1:00 pm	Dog Days of Summer	Hewitt Park
6/20/2016	10:30 am -12:30 pm	Mayham and Murder Book Club	Library 200 Patriot Court
6/22/2016	10:30 am- 12:00 pm	Todd McKinney Magician Show	Hewitt Park
6/23/2016	10:30 am -12:30 pm	Kids Movie	Library 200 Patriot Court
6/23/2016	5:30-7:30 pm	Teen Movie	Library 200 Patriot Court
6/25/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
6/29/2016	10:30 am- 12:00 pm	Funny Farm Day	Hewitt Park
7/2/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
7/6/2016	10:30 am- 12:00 pm	Margaret Clauder-Mother goose	Hewitt Park
7/7/2016	10:30 am -12:30 pm	Kids Movie	Library 200 Patriot Court
7/7/2016	5:30-7:30 pm	Teen Movie	Library 200 Patriot Court
7/8/2016	6:30-7:30 pm	Friends Travel Program	Library 200 Patriot Court
7/9/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
7/13/2016	10:30 am- 12:00 pm	Cool School with Ms. Maria	Hewitt Park
7/13/2016	2:00-4:00 pm	Linda's Book club	Library 200 Patriot Court
7/14/2016	6:30-8:30 pm	Linda's Book club	TBD
7/16/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
7/18/2016	10:30 am -12:30 pm	Mayham and Murder Book Club	Library 200 Patriot Court
7/20/2016	10:30 am -12:30 pm	Hewitt Hero Day	Hewitt Park
7/20/2016	1:00-3:00 pm	Linda's Culinary Club	TBD
7/21/2016	10:30 am -12:30 pm	Kids Movie	Library 200 Patriot Court
7/21/2016	5:30-7:30 pm	Teen Movie	Library 200 Patriot Court
7/23/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
7/27/2016	10:30 am -12:30 pm	Splash Party	Hewitt Park
7/30/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
8/2/2016	4:00-5:00 pm	Crafternoon	Library 200 Patriot Court
8/4/2016	6:30-7:30 pm	Evening Storytime	Library 200 Patriot Court
8/6/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
8/8/2016	6:00-8:00 PM	Teen Game Night	Library 200 Patriot Court
8/9/2016	4:00-5:00 pm	Crafternoon	Library 200 Patriot Court
8/10/2016	2:00-4:00 pm	Linda's Book club	Library 200 Patriot Court
8/11/2016	6:30-7:30 pm	Evening Storytime	Library 200 Patriot Court
8/11/2016	6:30-8:30 pm	Linda's Book club	TBD

2016 Library Calendar of Events

8/12/2016	11:30 am -12:30 pm	Friends Author Luncheon	Library 200 Patriot Court
8/13/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
8/15/2016	10:30 am -12:30 pm	Mayham and Murder Book Club	Library 200 Patriot Court
8/16/2016	4:00-5:00 pm	Crafternoon	Library 200 Patriot Court
8/17/2016	1:00-3:00 pm	Linda's Culinary Club	TBD
8/20/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
8/22/2016	5:30-7:30 pm	Movie Monday	Library 200 Patriot Court
8/23/2016	4:00-5:00 pm	Crafternoon	Library 200 Patriot Court
8/27/2016	2:00-4:00 pm	Teen Anime Club	Library 200 Patriot Court
8/27/2016	7:00 - 10:00 pm	Concert in the Park w/ Beatlemania64	Warren Park



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 6, 2016

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop/Regular Meeting of May 16, 2016.

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 – 200 PATRIOT COURT May 16, 2016 - 5:30/7:00 PM

Members present: Mayor Ed Passalugo (presiding), Mayor Pro Tem Travis Bailey, Council Members Wilbert “Walky” Wachtendorf, James Vidrine, Bill Fuller, Ronnie McNiel, Alex Snider (Note: Council member Snider arrived at 6:38 PM.), and newly elected Council Member Steve Fortenberry

Staff present:, City Attorney Charlie Buenger, City Engineer Miles Whitney, City Manager Adam Miles, Fire Chief Lance Bracco, Police Chief Jim Devlin, Assistant Police Chief Tuck Saunders, Finance Director Lee Garcia, Library Director Waynette Ditto, Public Works Director James Black, Community Development Director Tracy Lankford, Special Projects Coordinator Katie Allgood, HR Generalist Stephanie Thompson, and City Secretary Lydia Lopez

Staff absent: Assistant City Manager Jim Barton

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. Report from City Engineer including review and discussion of Capital Improvement Projects and funding options
 - b. Proposed 2016 General Obligation issuance and timeline
 - c. Briefing and discussion concerning FY 2016-2017 Budget Calendar
 - d. Water Conservation
 - o Update to Water Conservation Plan
 - o Lawn Maintenance Seminar – Wednesday, May 25, 2016, at 6:00 PM, City Council Chambers
 - e. Briefing and discussion concerning Website update
 - f. Briefing and discussion concerning upcoming events:
 - o Summer Concert Series
 - o Hewitt Dog Days of Summer – June 17-18, 2016
 - g. Briefing and discussion concerning proposed changes to Building and Fire Codes.
 - h. Briefing and discussion concerning Public Safety operations – Police & Fire.
 - o No Thru Trucks on Ritchie & Warren
3. The regular meeting agenda items were reviewed.

4. Convene Executive Session pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following: **(NOT HELD)**
 ➤ **Pursuant to §551.072 – Purchase, Exchange, Lease, or Value of Real Property.**
5. Close Executive Session.
6. Adjourn. *A motion was made by Council Member Wilbert “Walky” Wachtendorf and seconded by Mayor Pro Tem Travis Bailey to adjourn the Workshop meeting at 6:47 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 Special Projects Coordinator Katie Allgood to lead the Pledge of Allegiance.
3. **SPECIAL PRESENTATION BY MAYOR PRO TEM TRAVIS BAILEY.** Mayor Pro Tem Bailey presented two American flags dedicated to Hewitt City Hall & Library and to the Hewitt Public Safety facility by Bravo Company “Bandits” of 4-4 ARB Task Force Comanche. These flags were proudly flown on April 10, 2016 aboard an AH-64D Apache Helicopter over the Kandahar Province of Afghanistan on a combat mission in support of Operation Freedom Sentinel. His son CW3 Anthony Bailey was the Pilot in Command.
4. **PRESENTATION OF PROCLAMATION BY MAYOR.** Mayor Passalugo presented a proclamation to Mayor Pro Tem Bailey to be given to the Bravo Company “Bandits” in appreciation and recognition of their service in Afghanistan.
5. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP/REGULAR MEETING OF MAY 2, 2016.** *A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Travis Bailey to approve the minutes as submitted but allow for corrections; all seven in favor, motion passed.*
6. **HEAR VISITORS ON MATTERS PERTAINING TO CITY BUSINESS.** *Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda. NONE*
7. **SPECIAL PRESENTATION TO OUTGOING COUNCIL MEMBER RONNIE MCNIEL.** Mayor Passalugo presented a plaque to outgoing Council Member Ronnie McNiel in recognition of his five years of service on the Council.
8. **PRESENTATION OF CERTIFICATES OF ELECTION AND ADMINISTRATION OF OATHS OF OFFICE TO ELECTED COUNCIL MEMBERS.** City Attorney Charlie Buenger administered the Oath of Office and issued Certificates of Elections to Wilbert “Walky” Wachtendorf, Bill Fuller, and Steve Fortenberry. Newly elected council took their seat at the dais.

Note: Mayor Passalugo relinquished the chair to City Attorney Charlie Buenger to preside over the following:

9. **CONSIDER AND ACT ON DESIGNATION OF MAYOR.** City Attorney Buenger open the floor for nominations. Council Member Vidrine nominated Ed Passalugo. *Motion by Mayor Pro Tem Travis Bailey and seconded by Council Member Wilbert “Walky” Wachtendorf to cease nomination; all voted aye, motion passed.* Ed Passalugo was elected to the post of Mayor by acclamation.

Note: City Attorney Charlie Buenger relinquished the chair to Mayor Ed Passalugo to preside.

10. **CONSIDER AND ACT ON DESIGNATION OF MAYOR PRO TEM.** Mayor Ed Passalugo opened the floor for nominations. *A motion was made by Council Member Wachtendorf and seconded by Council Member Alex Snider to nominate Travis Bailey as Mayor Pro Tem.* Council Member Fuller called to cease nominations. Mayor Passalugo called for a vote on the nomination of Travis Bailey as Mayor Pro Tem; all voted in favor, motion passed. Travis Bailey was officially elected to the post of Mayor Pro Tem by acclamation.
11. **CONSIDER AND ACT ON AMENDMENT NO. 1: EXTENSION OF WACO METROPOLITAN AREA REGIONAL SEWER SYSTEM (“WMARSS”): 2013 AGREEMENT FOR OPERATION & MANAGEMENT OF FACILITIES** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Travis Bailey to approve; all seven in favor, motion passed.*
12. **ADJOURN.** *A motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Alex Snider to adjourn the meeting at 7:14 PM, all seven in favor, motion passed.*

Approved: June 6, 2016

Lydia Lopez, City Secretary

Ed Passalugo, Mayor

HEWITT TEXAS

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: June 6, 2016

AGENDA ITEM #: 5

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider reappointments to the Planning and Zoning Commission.

STAFF RECOMMENDATION/ITEM SUMMARY:

Kurt Krakowian, Walter H. "Pete" Peterson, and Bobby Wolske, have terms that expire this month on the Planning and Zoning Commission. All are eligible for reappointment and have agreed to serve another term. These members are in good standing and staff recommends approval of this item.

ATTACHMENTS:

None



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 6, 2016

AGENDA ITEM #: 6

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Confirm City Manager's appointment of Sam MacKinnon to the Police Officers' Civil Service Commission in accordance with Chapter 143 of the Texas Local Government Code.

STAFF RECOMMENDATION/ITEM SUMMARY:

Sam MacKinnon has been recommended for appointment to the Civil Service Commission by the City Manager. Mr. MacKinnon will be present during the Council workshop. If confirmed, Mr. MacKinnon will serve the unexpired term of Steve Fortenberry who was recently elected to serve on the City Council.

ATTACHMENTS:

None

This space reserved for office
use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Sam MacKinnon, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Police Officers' Civil Service Commission of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

.....
State of Texas)
County of McLennan)

Sworn to and subscribed before me
this

6 day of June, 20 16.

(seal)

Signature of Notary Public or Other Officer
Administering Oath

Printed or Typed Name



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 6, 2016

AGENDA ITEM #: 7

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Administer Oath of Office to newly appointed member of the Police Officers' Civil Service Commission.

STAFF RECOMMENDATION/ITEM SUMMARY:

Mr. Sam MacKinnon will be present to be sworn in as official member of the Police Officer's Civil Service Commission.

ATTACHMENTS:

Oath of Office



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 6, 2016

AGENDA ITEM #: 7

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consider and act upon a one-year extension of the agreement with Independent Bank as municipal depository.

STAFF RECOMMENDATION/ITEM SUMMARY:

Independent Bank was chosen to serve as the city's Municipal Depository effective July 1, 2014 for a period of two years ending on June 30th, 2016. At that time an option for three (3) one-year extensions, under the same terms and conditions, would be offered. Staff is highly recommending that the city continue their agreement with Independent Bank.

ATTACHMENTS:

Bank Depository Services Agreement



COUNCIL AGENDA ITEM FORM

MEETING DATE: June 6, 2016

AGENDA ITEM #: 8

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consider and act upon adoption of a resolution directing publication of notice of intention to issue combination tax and limited surplus revenue certificates of obligation.

STAFF RECOMMENDATION/ITEM SUMMARY:

As part of Hewitt's long term Capital Improvement Project (CIP) Plan various street improvement projects have been identified for funding in 2016. A major part of this proposed issuance is specific to the completion of Old Temple Road.

Working with our Financial Advisors at SAMCO Capital Markets, Inc., staff has proposed a \$3.395 million C.O. issuance timed to take advantage of historic low interest rates. If approved, staff and our Financial Advisors would provide the appropriate notices and move forward with a C.O. sale on August 8th, 2016. Please find attached the proposed project list, timetable and anticipated amortization schedule.

ATTACHMENTS:

Resolution authorizing publication of notice of intent to issue certificates of obligation
Project Descriptions
Timetable
Amortization schedule

RESOLUTION DIRECTING PUBLICATION OF NOTICE
OF INTENTION TO ISSUE COMBINATION TAX AND LIMITED SURPLUS REVENUE
CERTIFICATES OF OBLIGATION

29

Exhibit A

CITY OF HEWITT, TEXAS
NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND LIMITED SURPLUS REVENUE
CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Hewitt, Texas, at a special meeting to commence at 7:00 P.M. on August 8, 2016, at its regular meeting place in the City Hall, 200 Patriot Court, Hewitt, Texas, tentatively proposes to adopt an ordinance authorizing the issuance of interest bearing certificates of obligation, in one or more series, in an amount not to exceed \$3,495,000, for paying all or a portion of the City's contractual obligations incurred in connection with: (i) constructing and improving streets and roads including related drainage, signalization, landscaping, lighting, signage and utility relocation; (ii) constructing, acquiring and installing municipal park and recreation improvements, and related landscaping, parking and infrastructure to existing municipal parks; (iii) constructing, equipping, and furnishing improvements and renovations to City Hall-library building, community services building, and public safety building; (iv) acquisition of equipment for municipal fire department; and (v) legal, fiscal, engineering and other professional fees in connection with such projects. The City proposes to provide for the payment of such certificates of obligation from the levy and collection of ad valorem taxes in the City as provided by law and from a limited pledge of surplus revenues of the City's waterworks and sewer system, remaining after payment of all operation and maintenance expenses thereof, and all debt service, reserve, and other requirements in connection with all of the City's revenue bonds or other obligations (now or hereafter outstanding), which are payable from all or any part of the net revenues of the City's waterworks and sewer system. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of V.T.C.A., Local Government Code, Subchapter C of Chapter 271.

CITY OF HEWITT, TEXAS

PROPOSED PROJECTS \$3,395,000
Series 2016 II - Issuance

Street Improvements - Old Temple Road, Phase II	\$ 1,900,000
Street Improvements - First Street / Chapman completion	\$ 500,000
Micro-Slurry Seal (Various Streets)	\$ 375,000
Various Street Improvements (Grind / Mill / Overlay / Base Repair)	\$ 375,000
Park Improvements	\$ 125,000
Facility Improvements	\$ 120,000
TOTAL PROJECTS	\$ 3,395,000

Note: Approximately 93% of this proposed issuance or \$ 3,150,000 would be for street related projects.

CITY OF HEWITT TEXAS
\$3,400,000
COMBINATION TAX AND LIMITED SURPLUS REVENUE
CERTIFICATES OF OBLIGATION, SERIES 2016B

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

Date	Action Required
Wednesday, June 1, 2016	- SAMCO Capital Markets, Inc., ("SAMCO") submits Official Statement Request for Information to City officials - SAMCO begins work on the Preliminary Official Statement (POS) and Notice of Sale (NOS)
Monday, June 6, 2016	City Council authorizes the Notice of Intention Resolution ("NOI") to issue Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2016 (the "Certificates") and authorizes SAMCO, Bond Counsel and City officials to proceed with the issuance process (7:00 pm)
Friday, June 10, 2016	First Publication of Notice of Intention published in the City's newspaper
Friday, June 17, 2016	Second Publication of Notice of Intention published in the City's newspaper
Monday, June 20, 2016	Requested Information due back to SAMCO
Thursday, June 30, 2016	SAMCO submits initial draft of Preliminary Official Statement (POS) and Notice of Sale (NOS) to Bond Counsel and City officials
Thursday, July 7, 2016	SAMCO receives comments on POS/NOS from all parties
Tuesday, July 12, 2016	- SAMCO submits POS/NOS draft and other financing documents to S&P rating agency to request underlying rating - SAMCO submits second POS/NOS draft to all parties for review
Week of July 18th	Schedule rating conference all with S&P
Wednesday, July 27, 2016	Final POS/NOS comments due to SAMCO
Monday, August 1, 2016	Post POS/NOS to PostOS and electronically distribute POS/NOS website link to potential bidders in the investment community
Tuesday, August 2, 2016	Receive S&P underlying rating
Monday, August 8, 2016	Receive electronic bids for the COs (12:00 Noon) via Internet and the "i-Deal LLC Parity" bidding program Special Council meeting to review bids for the Certificates and adopt the Ordinance authorizing and selling the Certificates (7:00 pm)
Monday, August 15, 2016	Print and distribute Final Official Statement (OS) and post Final OS to SAMCO website
Wednesday, August 24, 2016	SAMCO notifies all parties of closing/delivery instructions
Wednesday, August 31, 2016	Payment for and delivery of the Certificates. Funds wired to City's depository bank

Note: Bold entries indicate dates/actions that require the City's participation.

BOND DEBT SERVICE

City of Hewitt, Texas
 Certificates of Obligation, Series 2016B
 Preliminary, Subject to Change
 Based on Kingsville, Texas Sale
 February 22, 2016
 +35 Basis Points
 BQ Capacity is \$3,499,024.95

Dated Date 07/01/2016
 Delivery Date 08/15/2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
01/01/2017			48,650.00	48,650.00	
07/01/2017			48,650.00	48,650.00	
09/30/2017					97,300
01/01/2018			48,650.00	48,650.00	
07/01/2018	140,000	2.000%	48,650.00	188,650.00	
09/30/2018					237,300
01/01/2019			47,250.00	47,250.00	
07/01/2019	145,000	2.000%	47,250.00	192,250.00	
09/30/2019					239,500
01/01/2020			45,800.00	45,800.00	
07/01/2020	150,000	2.000%	45,800.00	195,800.00	
09/30/2020					241,600
01/01/2021			44,300.00	44,300.00	
07/01/2021	150,000	2.000%	44,300.00	194,300.00	
09/30/2021					238,600
01/01/2022			42,800.00	42,800.00	
07/01/2022	155,000	2.000%	42,800.00	197,800.00	
09/30/2022					240,600
01/01/2023			41,250.00	41,250.00	
07/01/2023	155,000	2.000%	41,250.00	196,250.00	
09/30/2023					237,500
01/01/2024			39,700.00	39,700.00	
07/01/2024	160,000	3.000%	39,700.00	199,700.00	
09/30/2024					239,400
01/01/2025			37,300.00	37,300.00	
07/01/2025	165,000	3.000%	37,300.00	202,300.00	
09/30/2025					239,600
01/01/2026			34,825.00	34,825.00	
07/01/2026	170,000	3.000%	34,825.00	204,825.00	
09/30/2026					239,650
01/01/2027			32,275.00	32,275.00	
07/01/2027	175,000	3.000%	32,275.00	207,275.00	
09/30/2027					239,550
01/01/2028			29,650.00	29,650.00	
07/01/2028	180,000	3.000%	29,650.00	209,650.00	
09/30/2028					239,300
01/01/2029			26,950.00	26,950.00	
07/01/2029	185,000	3.000%	26,950.00	211,950.00	
09/30/2029					238,900
01/01/2030			24,175.00	24,175.00	
07/01/2030	190,000	3.000%	24,175.00	214,175.00	
09/30/2030					238,350
01/01/2031			21,325.00	21,325.00	
07/01/2031	195,000	3.000%	21,325.00	216,325.00	
09/30/2031					237,650
01/01/2032			18,400.00	18,400.00	
07/01/2032	200,000	3.000%	18,400.00	218,400.00	
09/30/2032					236,800
01/01/2033			15,400.00	15,400.00	
07/01/2033	210,000	3.500%	15,400.00	225,400.00	

BOND DEBT SERVICE

City of Hewitt, Texas
 Certificates of Obligation, Series 2016B
 Preliminary, Subject to Change
 Based on Kingsville, Texas Sale
 February 22, 2016
 +35 Basis Points
 BQ Capacity is \$3,499,024.95

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
09/30/2033					240,800
01/01/2034			11,725.00	11,725.00	
07/01/2034	215,000	3.500%	11,725.00	226,725.00	
09/30/2034					238,450
01/01/2035			7,962.50	7,962.50	
07/01/2035	225,000	3.500%	7,962.50	232,962.50	
09/30/2035					240,925
01/01/2036			4,025.00	4,025.00	
07/01/2036	230,000	3.500%	4,025.00	234,025.00	
09/30/2036					238,050
	3,395,000		1,244,825.00	4,639,825.00	4,639,825