

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

November 7, 2016

Workshop - 5:30 PM and Regular Meeting - 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

Lydia Lopez, City Secretary

Jim Devlin, Police Chief

Lee Garcia, Finance Director

Lance Bracco, Fire Chief

Waynette Ditto, Library Director

James Black, Public Works Director

Tracy Lankford, Community Development
Director

Katie Allgood, Managing Director/Civil
Service Director

Tuck Saunders, Assistant Police Chief

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 **7th day of November, 2016 at 5:30 PM in Hewitt City Hall, Council Workshop Room, 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
 - b. Briefing and discussion concerning the use of video camera technology in sewer line inspection.
 - c. Briefing and discussion concerning update to park regulations.
 - d. Briefing and discussion concerning proposals for financial auditing services.
 - e. 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 §551.071 – Attorney Briefing: Agreement for the Sale and Delivery of Treated Water by the City of Waco with the City of Hewitt
 - Pursuant to §551.072 – Purchase, Exchange, Lease, or Value of Real Property.
 - Pursuant to §551.087 - Deliberation regarding Economic Development Negotiations.
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 2:00 AM/PM on November 4, 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.

HEWITT TEXAS

**NOTICE OF A JOINT WORKSHOP MEETING
OF THE HEWITT CITY COUNCIL
AND THE
GREATER HEWITT CHAMBER OF COMMERCE**

**WILL BE HELD ON
MONDAY, NOVEMBER 7, 2016
6:00 PM
COUNCIL WORKSHOP ROOM**

AGENDA

1. Call to order.
2. Special meeting with presentation by Greater Hewitt Chamber of Commerce

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 2:00 AM/PM on November 4, 2016.

CITY OF HEWITT



Lydia Lopez, TRMC
City Secretary

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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 **7th day of November, 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 October 17, 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 award of 2016 – Lisa Drive Street Repair Project to H&B Contractors in the total amount of \$26,720.
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 2:00 AM/PM on November 4, 2016.

CITY OF HEWITT



Lydia Lopez, TRMC
City Secretary

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COUNCIL WORKSHOP AGENDA ITEM #2.a



CITY ENGINEER'S REPORT

November 3, 2016

2014 Bond Projects:

First Street Mill and Overlay / Chapman Rd.

The contractor has been working on installing storm sewer on the project.

2015 Bond Projects:

Lift Station No. 5 Removal

The City has met with and discussed the possibility of acquiring utility easements.

IH - 35 Waterline

- Phase 1; Industrial south side of Castleman Creek
 - Awaiting property Owner's signature and or comments on proposed easements, plans are completed, provided property owners do not have any other requests.
- Phase 2; Sun Valley to Flat Rock Trailers
 - A work order for topography and easement staking has been issued, awaiting information
- Phase 3; South side of Castleman Creek to Glenleigh Dr.
 - Easement investigations continue.

Lift Station No. 4; Gravity Line Extension

Plans are completed, awaiting discussions with one property owner to be completed.

2016 Slurry Seal:

Will complete the plans and have them ready for bid for the late spring early summer of 2017

Drainage

Some complications have arose in staking the existing drainage easement along Park Meadows, we are waiting for the surveyor to finalize his investigation.

In regards to the Lindenwood area, I have spoken to the developers in regards to proposed projects upstream to this location and am awaiting information from those developments.

HEWITT TEXAS

CITY ENGINEER'S REPORT

November 3, 2016

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL WORKSHOP AGENDA ITEM #2.c



MEMORANDUM

FROM: Katie Allgood, Managing Director of Administration
TO: City Council
DATE: November 7th, 2016
RE: Park Ordinance Update Draft

Attached is a draft of a proposed update to the existing park ordinances. The proposed ordinance has been updated and expanded to reflect current park usage and practices. A copy of the current ordinance is also attached for your reference.

The proposed updates are being reviewed by the Parks and Beautification Committee and will be considered for approval at their next meeting on November 15. If approved, this will be placed on the City Council agenda for consideration on Monday, November 21, 2017.

Chapter 46 - PARKS AND RECREATION^[1]

Footnotes:

--- (1) ---

Cross reference— Streets, sidewalks and other public places, ch. 66.

ARTICLE I. - IN GENERAL

Secs. 46-1—46-25. - Reserved.

ARTICLE II. - PARK RULES

Sec. 46-26. – Compliance; Violation

Compliance with the rules of this article is a condition of the use of the park and recreation areas of the city, and all peace officers shall have the right and power to arrest any person who may violate any of the rules, regulations, orders or requirements of the city council or any ordinance or general law relating to the maintenance of the park and recreation areas of the city.

Sec. 46-27. - Prohibited acts.

Within the limits of any public parks, it shall be unlawful for any person or persons to do any of the acts hereinafter specified, except as may be otherwise provided:

- (a.) To discharge any firearm or possess firecrackers, rockets, torpedoes, or any other fireworks, air guns, paint ball guns, BB guns, bow and arrows, or slingshots without license or permit.
- (b.) To damage, cut, break, injure, deface, or disturb any tree, shrub, rock, building, cage, pen, monument, fence, bench, or other structure, apparatus, or property; or to pluck, pull up, cut, take, or remove any shrub, bush, plant, or flower; or to mark, write upon, paint, or deface any building, monument, fence, bench, or other structure.
- (c.) To swim, bathe, wade, or pollute the water of any fountain, pond, lake, stream, creek, or any body of water in any city park facility.
- (d.) To make or kindle a fire, except in picnic stoves, fire pits, or designated areas provided for that purpose.

- (e.) To wash dishes or empty waste liquids elsewhere than in sinks provided for that purpose.
- (f.) To leave garbage, cans, bottles, papers, or other refuse elsewhere than in receptacles provided for that purpose.
- (g.) To possess or use glass containers in any public park.
- (h.) To participate or engage in any activity on any public park area when that activity will create a danger to the public or maybe considered a public nuisance. The City may designate particular locations within park areas for specific activities.
- (i.) To prevent any person from using the park or any of its facilities, or interfere with such use in compliance with this chapter and the rules applicable to such use
- (j.) To use or speak any threatening, abusive, insulting, or indecent language in any public park.
- (k.) To commit any obscene, lewd, or indecent act, or to create any nuisance in any public park.
- (l.) To disturb any picnic, meeting, service, concert, exercise, or exhibition in any manner.
- (m.) To distribute, post, place, or erect any advertising handbill, circular, bill, notice, paper, or other advertising device in any park without prior permission of the City Manager.
- (n.) To practice, carry on, conduct, or solicit, for any trade, occupation, business, profession, or belief system, or to circulate any petition without approval of the City Manager.
- (o.) To sell, or offer for sale, any food, drinks, confections, merchandise, or services without a written agreement or permit issued by the City Manager.
- (p.) Remain, stay or loiter without a special permit issued by the city manager, between the hours of 9:00 p.m. and 6:00 a.m. of the following day during the months of November through February or between the hours of 11:00 p.m. and 6:00 a.m. of the following day during the months of March through October.

- (q.) It is unlawful to operate a public address system, amplified music speaker system or other means of amplified sound in any park areas without written permit by the City Manager.
- (r.) Ride or drive any horse or other animal, outside of designated areas, without special permit issued by the City Manager.
- (s.) Camp overnight on any park property, except by special permit issued by the City Manager.
- (t.) Smoking and the use of all tobacco products are banned on all park property.

Sec. 46-28. – Motor Vehicles; traffic and parking restrictions.

- (a.) No vehicle shall be driven over or across the curbs, sidewalks, grass, or lawn within any park area unless signs permit. All vehicular traffic is restricted to established roadways or parking lots when provided.
- (b.) Parking is to be done in areas set aside for this purpose only. In areas having no parking set aside, all parking will take place outside of the boundary or curb line, where existing.
- (c.) Where parking stalls have been designated, all vehicles shall be parked on those lots within and between the lines designating a single vehicle parking space and not otherwise. Where parking lots or areas have been designated for head-in parking to front on a visible parking line without delineated single vehicle spaces, the front of the vehicle shall be placed on the parking line and as near as practicable to the side of the last parked vehicle in line.
- (d.) No vehicle shall be parked or left behind any other vehicle in the parking line or back of the parking line in any manner so as to obstruct, block, or hinder ingress or egress from the line.
- (e.) No vehicle shall be parked or remain parked on any park property when the park is closed.
- (f.) Officers of the police department shall issue to violators of this subsection traffic tickets or notices to answer to charges in the manner prescribed by the applicable ordinances, and the officers shall proceed in accordance with such applicable sections. When a vehicle is parked or left in violation of this subsection in such a manner as to obstruct or block traffic and the owner or operator of the vehicle cannot be found, police officers may move the vehicle so that traffic will not be impeded. No variation of the

requirements of this subsection shall be allowed, except by special permit issued by the city manager.

Sec. 46-29. – Permits for Park Usage

- (a.) Groups, rallies, or assemblies may be permitted in any city park where facilities are adequate, and where such activities will not conflict in any way with normal park usage. Permission for such activities must be obtained from the city in advance. Permission for use of loudspeakers must also be obtained from the city.
- (b.) It is unlawful for any person to hold, sponsor, or participate in any formal gathering in any city park facility designated as “Reservation Only” without a prior reservation and permit.
 - i) “Reservation Only” facilities include, but are not limited to:
 - (1) Pavilions that are 40’ x 60’ or larger
 - (2) Playing Fields that are groomed and are regulation football/soccer field size
 - (3) Amphitheaters
 - ii) All other facilities are to be used on a “first come first serve” basis except by special permit by the City Manager.
- (c.) All reservations are subject to the availability of facilities.
- (d.) A permit is required to use any water, electric, etc. hookups in any city park.
- (e.) A permit is required for any food truck or any other such vendor to operate in any city park.
- (f.) Adults must be present and responsible at all assemblies of minors throughout the entire function.
- (g.) Any individual or group who wishes to reserve a city park facility shall be required to pay a park reservation fee that shall be established as part of the city's annual budget or by resolution of the city council as part of the City of Hewitt *Master Fee Schedule* which shall be on file in the office of the city secretary and on the city's website.
 - a. The entire fee may be refunded if the reservation is cancelled at least three days prior to the event except for the Creekside Amphitheatre, which requires at least 30 days notice.
 - b. If the park facilities are closed due to severe weather, a reservation can be changed to the next available time or fully refunded.
 - c. For a total party of 350 or more people including guests, servers, players, spectators, etc. at Hewitt Park, reservation of the entire park is required.
 - d. The party size may be limited at the discretion of the City Manager.

- (h.) Wherever alcohol is sold, served, or otherwise made available, arrangements for security shall be coordinated at the discretion at the Hewitt Police Department.
- (i.) Parks and facilities may be closed at any time as deemed appropriate by the City Manager.
- (j.) The misuse of a park facility or the failure to conform to the regulations, the instructions of department employees, or the conditions of a permit will be sufficient reason for denying any future permits.

Sec. 46-30. – Conditions for Issuance of Permit

- (a.) The proposed activity of the park facilities will not unreasonably interfere with or detract from the general public enjoyment of the park;
- (b.) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation;
- (c.) The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime, or disorderly conduct;
- (d.) The facilities desired have not been reserved for other use at the day and hour required in the application;
- (e.) The conduct of such activity will not require the diversion of so great a number of police officers of the City to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the City;
- (f.) The conduct of such activity will not substantially interrupt the safe and orderly movement of traffic;
- (g.) Such activity is not to be held for the sole purpose of advertising any product, goods, or events, and is not designed to be held purely for private profit;
- (h.) Such activity is not a duplication of service offered by the City;
- (i.) Furthermore, no one person or organization will be permitted use of park facilities for more than three consecutive days or be permitted to reserve park facilities on more than three occasions in a calendar month without special permission from the City Manager. (Code 1984, § 14-7)

Sec. 46-31. – Rules and Regulations for Amphitheater

- (a.) No person shall make any speeches, conduct any musical program or festivals, or engage in, participate in, aid, form, or organize any assembly or group of people unless that person has applied for and obtained a permit from the City of Hewitt.
- (b.) No amusement for gain, or for which charge is made, can be conducted in the park without consent of the City Manager, and such amusement must be conducted in accordance with any ordinance pertaining thereto.
- (c.) No audio or visual reproduction of any portion of a presentation is permitted without the express written consent of the City Manager
- (d.) A limited number of listening devices for the hearing-impaired are available at Community Services. A valid Texas Driver's License or state issued ID card is required for deposit.
- (e.) Article V of the Code of Ordinances of the City of Hewitt applies.
- (f.) Cancellations are determined at the discretion of the City Manager.

Sec. 46-32. – Applications for Use of Creekside Amphitheater

Applications for an amphitheater permit shall be filed with the City of Hewitt. Such application shall include:

- (a.) The name of the person or organization wishing to conduct such activity;
- (b.) If the activity is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization, and of the authorized and responsible head of such organization;
- (c.) The name, address, and telephone number of the person who will be the chair of such activity and who will be responsible for its conduct;
- (d.) The name, address, and telephone number of the person or organization to which the permit shall be issued;
- (e.) The date when such activity shall be conducted;
- (f.) An estimate of the anticipated attendance;
- (g.) The day and hour when such activity will start and terminate;

(h.) Whether or not alcoholic beverages will be served.

(i.) Additional information that may be required by the office of the City Manager.

(Code 1984, § 14-9; Ord. No. 08-18-97, § I, 8-18-97; Ord. No. 09-18-00-2, § 1, 9-18-00; Ord. No. 2005-09-26-2, § 1, 9-26-05)

DRAFT

Chapter 46 - PARKS AND RECREATION^[1]

Footnotes:

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ARTICLE II. - PARK RULES

Sec. 46-26. - Compliance; violation.

Compliance with the rules of this article is a condition of the use of the park and recreation areas of the city, and all peace officers shall have the right and power to arrest any person who may violate any of the rules, regulations, orders or requirements of the city council or any ordinance or general law relating to the maintenance of the park and recreation areas of the city.

(Code 1984, § 14-8)

Sec. 46-27. - Prohibited acts.

In any park of the city, it shall be unlawful to:

- (1) Remain, stay or loiter without a special permit issued by the city manager, between the hours of 9:00 p.m. and 6:00 a.m. of the following day during the months of November through February or between the hours of 11:00 p.m. and 6:00 a.m. of the following day during the months of March through October.
- (2) Damage, cut, break, injure, deface or disturb any tree, shrub, plant, rock, building, cage, pen, monument, fence, bench or other structure, apparatus or property; pluck, pull up, cut, take or remove any shrub, bush, plant or flower; mark or write upon, paint or deface in any manner any building, monument, fence, bench or other structure; or cut or remove any wood, turf, grass, soil, rock, sand, grave or fertilizer.
- (3) Swim.
- (4) Ride or drive any horse or other animal, except in designated areas, except by special permit issued by the city manager.
- (5) Practice, carry on, conduct or solicit any trade, occupation or profession or circulate any petition of any kind or character without prior approval of the city manager.
- (6) Make or kindle a fire, except in picnic stoves, braziers or fire pits in designated areas provided for that purpose.

- (7) Participate or engage in any activity when such activity will create a danger to the public or may be considered a public nuisance. The city manager may designate particular locations within park areas for specific activities.
- (8) Camp overnight, except by special permit issued by the city manager.
- (9) Operate any vehicle in any manner other than as follows:
 - a. All vehicular traffic is restricted to established roadways or parking lots when provided.
 - b. No vehicle shall be driven over or across the curbs, sidewalks, grass or lawn within any park areas, unless signs permit.
 - c. Parking is to be done in areas set aside for this purpose only. In areas having no parking set aside, all parking will take place outside of the boundary or curblane, where existing. Where parking stalls have been designated, every vehicle shall be parked on such lots within and between the lines designated as a single vehicle parking space, and not otherwise. Where parking lots or areas have been designated for head-in parking to front on a visible parking line without delineated single vehicle spaces, the front of the vehicle shall be placed on the parking line and as near as practicable to the side of the last parked vehicle in line. No vehicle shall be parked or left behind any vehicle in the parking line or back of such parking line in any manner so as to block or hinder ingress or egress from the line.

Officers of the police department shall issue to violators of this subsection traffic tickets or notices to answer to charges in the manner prescribed by the applicable ordinances, and the officers shall proceed in accordance with such applicable sections. When a vehicle is parked or left in violation of this subsection in such a manner as to obstruct or block traffic and the owner or operator of the vehicle cannot be found, police officers may move the vehicle so that traffic will not be impeded. No variation of the requirements of this subsection shall be allowed, except by special permit issued by the city manager.

(Code 1984, § 14-7)

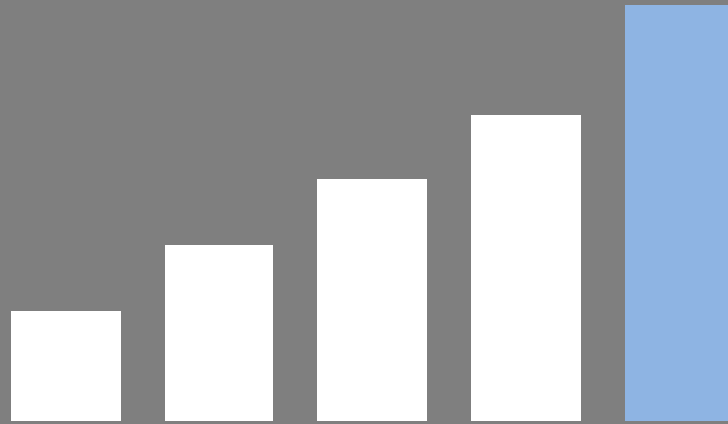
Sec. 46-28. - Reservations; use fee.

- (a) An individual may reserve a pavilion at a city park by paying a minimum fee of \$40.00 in advance to the city for one four-hour block of time. Each additional hour, immediately following the initial four-hour block of time, may be reserved for \$10.00 per hour. Hewitt residents and businesses located inside the city limits of Hewitt may reserve a pavilion at 90 percent of the regular fees.
- (b) The entire fee is refundable if the reservation is canceled ten days in advance of the reserved date or if the scheduled park event is canceled due to precipitation.
- (c) The city manager may waive the park reservation fee on Monday through Thursday for I.R.S. registered city nonprofit organizations. Reservations will be made on an individual day basis and repeat fee free booking for regular weekly or monthly events will not be permitted.
- (d) No charge will be made for reservation of the park shelters.

(Code 1984, § 14-9; Ord. No. 08-18-97, § I, 8-18-97; Ord. No. 09-18-00-2, § 1, 9-18-00; Ord. No. 2005-09-26-2, § 1, 9-26-05)



COUNCIL JOINT WORKSHOP MEETING – 6:00 p.m.



NEXT LEVEL

WHO WE ARE

LEADERSHIP: EXECUTIVE COMMITTEE

27 TOTAL DIRECTORS | VOLUNTEER BASIS | LED BY EXECUTIVE COMMITTEE



EXECUTIVE COMMITTEE

- PRESIDENT JEFF STUBBS, CUSTOM INTEGRATORS & BAYLOR UNIVERSITY
- 1ST VICE PRESIDENT IAN DAWSON, SUCCESS MOTIVATION INTERNATIONAL
 - 2ND VICE PRESIDENT ADAM PRICE, BETTER BUSINESS BUREAU
- TREASURER LINDSEY SKINNER, CPA, CFE, CGMA, PATILLO, BROWN & HILL, L.L.P.
 - SECRETARY CASSIE THOMAS, TEXAS DOCUMENT SOLUTIONS
- PAST PRESIDENT FRANK THOMAS, WASH & THOMAS ATTORNEYS

WHO WE ARE

LEADERSHIP: BOARD OF DIRECTORS



Meet monthly on Chamber operations & mission fulfillment

Variety of industries represented

Over 300 years combined experience in various fields
including small, medium, Fortune 500 & international
business development

WHO WE ARE

LEADERSHIP: AMBASSADORS



An extension of the board's leadership

Serve as face of the Chamber

Support the Chamber's membership retention plan

WHO WE ARE

TWO FULL-TIME STAFF



ALISSA CADY, EXECUTIVE DIRECTOR

- BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION – MARKETING FROM BAYLOR UNIVERSITY
- BACKGROUND IN MANAGEMENT, SALES & MARKETING



LAURA BEATY, PR COORDINATOR

- BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION – MARKETING FROM TARLETON STATE UNIVERSITY
- BACKGROUND IN MANAGEMENT, SALES & JOURNALISM

OUR MISSION

SERVING GREATER HEWITT SINCE 1978

“THE CHAMBER’S PURPOSE IS TO PROMOTE AN ENVIRONMENT OF GOODWILL AND PROSPERITY AMONG THE BUSINESSES, CITIZENS AND COMMUNITY ORGANIZATIONS IN THE GREATER HEWITT AREA. THE ORGANIZATION STRIVES TO FOSTER, PROTECT, AND PROMOTE THE COMMERCIAL, INDUSTRIAL, CIVIC, AGRICULTURAL AND GENERAL INTERESTS OF THE COMMUNITY.”

OUR MISSION

ACTIVELY SEEK REGIONAL & STATE PARTNERSHIPS:



GREATER HEWITT CHAMBER
SCHOLARSHIP FUND
OVER \$40,000 AWARDED SINCE 2008



Hewitt First United
Methodist Food Pantry

REGIONAL CHAMBER PARTNERS: TEMPLE, BELTON, LAKE WHITNEY, HILLSBORO,
CLIFTON, NW TARRANT COUNTY CHAMBER

2016 ACCOMPLISHMENTS: EVENTS

- Coordinated 70+ community, networking, educational and business development events
- Hosted Major Events: Annual Membership Banquet, Spudtacular Business Expo & Car Show, Nacho Daddy Tex-Mex Fest & Fun Run, Tropical Tee Off Express Classic & Creekside Spooktacular at Warren Park (tripled Spooktacular attendance)
- Provided support for partnered events: Hewitt PD Citizen's Police Academy, Hewitt Summer Concert Series, Hewitt's National Night Out, NAFE Sip N Shop, Hewitt's Christmas Tree Lighting, Lead Explosion with Women of Waco
- Provided 350+ volunteer hours

2016 ACCOMPLISHMENTS : COMMUNITY

- Represent over 16,800 families and jobs in the local workforce
- Raised \$150,000+ for community development & membership activity
- Grew membership base by 65 members to 430 total members & retained 88% of membership
- Scholarships grew by \$4,000 totaling \$10,000
- Supported policy issues to strengthen greater Hewitt/Waco region including:
 - SB458 (Aerospace and Aviation Funding support for Texas)
 - Prop 1 and 7 (Texas highway funding support)
 - Support for high speed rail stop in/near Waco area

2016 ACCOMPLISHMENTS : PUBLICITY

- Annual Community Guide & Member Directory won first place in the Texas Chamber of Commerce Media Contest (based on organization revenues generated)
- Distributed 3000 Hewitt Rack Cards showcasing strengths of safety, affordability, schools and location
- Promoted events on KXXV News Channel 25, Power 108, The Bull, Shooter FM, Mix 104.9, in the Waco Tribune-Herald and through sponsored social media posts
- Chamber is more than doubling circulation of Hewitt Express magazine due to increased demand & improved distribution
- Traffic to HewittChamber.com has doubled in 2016

2017 GOALS

- New Member Welcoming Committee (leadership support needed to manage growth/retention)
 - Assign leadership to introduce new members to other attendees at events
 - Assign mentors to first-year members
 - Provide new member orientations throughout the year
 - Utilize video marketing for member testimonials
- Generate Additional Revenue
 - Explore 52-week raffle options based on lottery
 - Create new & additional sponsorships for signature events
 - Increase existing sponsorships for 2018
- Build Relationships with Large Employers
 - Determine industry and company-specific needs
 - Provide opportunities for community engagement/volunteering
 - Possibly add value by hosting job fairs

CITY-CHAMBER PARTNERSHIP

The Chamber will continue to operate Hewitt's Historic Depot Building as a Visitor Information Center, Chamber office, and public museum on a full-time basis. The Chamber will continue to provide support, publicity and sponsorship solicitation for the following:

- Hewitt Hotel Marketing and Visitor Resources
- Police Department, Fire Department and Hewitt Public Library
- Hewitt's Concert, National Night Out & Dog Days
- Ad on homepage of Chamber app; hotels, attractions, restaurants & retail all promoted
- Christmas Tree Lighting
- Communicate City news/announcements to residents and businesses via Chamber's digital and print outlets
- Annual Community Guide & Membership Directory (Dist. of 3,000)
- Quarterly Hewitt Express Magazine (Dist. of 3,000/quarter)
- Monthly Business Luncheons
- Hewitt's amenities and recognitions
- Weekly e-bulletin (2,000 readers)
- State of the City Business Luncheon
- Car Show Sponsor for Nacho Daddy's Color Run, Car Show & Tex-Mex Fest (May 6, 2017 @ Warren Park)
- Presenting Sponsor for Hewitt Express Classic (September 2017)
- Annual Membership Banquet
- Spooktacular Presenting Sponsor
- Continue mailing publications to tourist centers throughout Texas (approx. 500/year)
- Outside advertisement partnership
- Increase Rack Card Dist. To 5,000
- Distribution of visitor packets and promotional material regarding Hewitt as a tourist destination & award-winning place to live

THANK YOU





COUNCIL AGENDA ITEM FORM

MEETING DATE: November 7, 2016

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop/Regular Meeting of October 17, 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



**MINUTES OF A CITY COUNCIL
WORKSHOP/REGULAR MEETING
HEWITT CITY HALL – 200 PATRIOT COURT
October 17, 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, Alex Snider, and 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, Community Development Director Tracy Lankford, Public Works Director James Black, Managing Director of Administration//Civil Service Director Katie Allgood, and City Secretary Lydia Lopez

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
 - b. Briefing and discussion concerning drainage issues.
 - c. Briefing and discussion concerning residential zoning regulations. Mr. Ed Robnett appeared to request Council consider lowering the minimum requirements for square footage. Price point at \$200,000
 - d. Briefing and discussion concerning special events.
 - e. Briefing and discussion concerning Public Safety operations – Police & Fire.
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.
 - Pursuant to §551.087 - Deliberation regarding Economic Development Negotiations.
5. Close Executive Session. **(Not Held)**
6. Adjourn. *A motion was made by Council Member Bill Fuller and second by Mayor Pro Tem Travis Bailey to adjourn the Workshop at 6:25 PM, all seven 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 invited Managing Director of Administration Katie Allgood to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP/REGULAR MEETING OF SEPTEMBER 19, 2016.** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Travis Bailey to approve the minutes as submitted but allow for corrections; all seven in favor, motion passed.*
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. NONE*
5. **AUTHORIZE PURCHASE OF FURNITURE FOR THE LIBRARY.** *A motion was made by Council Member Bill Fuller and seconded by Council Member Alex Snider to approve, all seven in favor, motion passed.*
6. **PUBLIC HEARING AND ACTION ON AN ORDINANCE AMENDING CODE OF ORDINANCES APPENDIX A- ZONING, SECTION 2.101.1 R-1-G (GARDEN HOME DISTRICT).** Mayor Passalugo opened the hearing for those wishing to speak in favor and subsequently for those wishing to speak in opposition. No one appeared for or against. Public hearing closed. *A motion was made by Council Member Alex Snider and seconded by Council Member James Vidrine to approve, all seven in favor, motion passed.*
7. **PUBLIC HEARING AND ACTION ON AN ORDINANCE REZONING OF A 4.66 ACRE TRACT OF LAND, LOCATED ADJACENT TO THE COLLIER ADDITION KNOWN AS O'CAMPO C ABSTRACT 32 TRACTS 1 AND 1B FROM R-1 (SINGLE-FAMILY DISTRICT) TO R-1-G (GARDEN HOME DISTRICT).** Mayor Passalugo opened the hearing for those wishing to speak in favor. Ed Robnett, appeared in favor. Mayor Passalugo called for those wishing to speak in opposition. No one appeared. Public hearing closed. General discussion was held concerning egress for fire and emergency vehicle access. *A motion was made by Council Member Alex Snider and seconded by Council Member James Vidrine to table the item, all seven in favor, motion to table passed.*
8. **ADJOURN.** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Travis Bailey to adjourn the meeting at 7:17 PM, all seven in favor, motion passed.*

Approved: November 7, 2016

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: November 7, 2016

AGENDA ITEM #: 5

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Consider award of 2016 - Lisa Drive Street Repair Project to H&B Contractors in the total amount of \$26,720.00.

STAFF RECOMMENDATION/ITEM SUMMARY:

The roadway at the intersection of Lisa Drive at Hewitt Drive is in disrepair. Multiple asphalt patches have been made at this intersection over the past few years, however, the volume of traffic and weight of vehicles through this intersection continues to cause rapid deterioration of the street. City staff requested quotes from local contractors to remove the existing asphalt and base and replace it with 8" reinforced concrete for a distance of 128 feet. H&B Contractors provided the lowest quote for this project in the total amount of \$26,720.00. Staff recommends approval of this item. A copy of the design schematics and bid forms are included as back-up material to this item.

ATTACHMENTS:

Design schematics
Bid forms

Bid Schedule
2016 - Lisa Drive Street Repair

Street Repair					
Item No.	Description of Item with Unit Bid Price in Written Words	Unit	Approx. Quantity	Unit Amount	Total Price
1	Remove 8" Depth of Existing Asphalt Surface and Base, incl. Shaping and Compacting for Concrete Pavement	S.F.	3,530		
	\$			\$ 2. ⁰⁰	\$ 7,060. ⁰⁰
2	8" Reinforced Concrete Pavement, including Expansion & Contraction Joints;	S.F.	3,530		
	\$			\$ 5. ⁰⁰	\$ 17,650. ⁰⁰
Street Repair Related Items Bid Total				=	\$ 24,710. ⁰⁰

Ribbon Curb Installation					
Item No.	Words	Unit	Quantity	Unit Amount	Total Price
1A	1' x 6" Reinforced Concrete Ribbon Curb; to Include All Required Excavation and Materials, and Labor.	S.F.	67		
	\$			\$ 30. ⁰⁰	\$ 2,010. ⁰⁰
Ribbon Curb Items Bid Total				=	\$ 2,010. ⁰⁰

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H:B CONTRACTORS, INC.
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\$ 26,720.⁰⁰

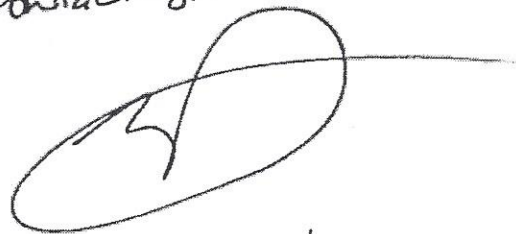
Bid Schedule
2016 - Lisa Drive Street Repair

Street Repair					
Item No.	Description of Item with Unit Bid Price in Written Words	Unit	Approx. Quantity	Unit Amount	Total Price
1	Remove 8" Depth of Existing Asphalt Surface and Base, incl. Shaping and Compacting for Concrete Pavement	S.F.	3,530	\$ 3 ⁵⁰	\$ 12,355 ⁰⁰
2	8" Reinforced Concrete Pavement, including Expansion & Contraction Joints;	S.F.	3,530	\$ 6 ⁰⁰	\$ 21,180 ⁰⁰
Street Repair Related Items Bid Total				=	\$ 33,535 ⁰⁰

Ribbon Curb Installation					
Item No.	Words	Unit	Quantity	Unit Amount	Total Price
1A	1' x 6" Reinforced Concrete Ribbon Curb; to Include All Required Excavation and Materials, and Labor.	S.F.	67	\$ 22 ⁰⁰	\$ 1474 ⁰⁰
Ribbon Curb Items Bid Total				=	\$ 1474 ⁰⁰

Total 35,009⁰⁰

Barnett Contracting, Inc.



Mike Barnett