

HEWITT TEXAS

SPECIAL CITY COUNCIL MEETING AGENDA

July 10, 2017

Workshop - 5:30 PM and Regular Meeting - 7:00 PM

CITY HALL, 200 PATRIOT COURT

HEWITT, TX 76643

MAYOR AND CITY COUNCIL

Travis Bailey – Mayor, Ward 1

Ed Passalugo – Mayor Pro Tem, Ward 3

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

Katie Allgood, Managing Director/Civil
Service Director

Tracy Lankford, Community Dev. Director

Tuck Saunders, Assistant Police Chief

HEWITT TEXAS

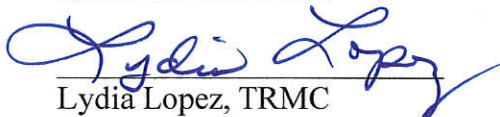
NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Special Called Workshop** meeting of the governing body of the City of Hewitt will be held on the **10th day of July, 2017, 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 FY 2017-2018 Budget.
 - c. Briefing and discussion concerning upcoming events.
 - July 12, 2017 – Hero Day (Hewitt Park)
 - July 29, 2017 - National Night Out (Warren Park)
 - September 14, 2017 – State of the City Luncheon
 - September 30, 2017 - Dog Days (Hewitt Park)
 - d. Briefing and discussion concerning intent and enforcement of masonry requirements in the R-1-G (Garden Home) residential district.
 - e. Briefing and discussion concerning request from Reserve at Dry Creek to formally lower the minimum age of senior citizen residents from 62 and over to 55 and over.
 - f. Briefing and discussion concerning online citizen water usage data portal.
 - g. Briefing and discussion concerning short term rentals.
 - h. 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 1:30 AM^{PM} on July 7, 2017.

CITY OF HEWITT


Lydia Lopez, TRMC
City Secretary

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Special Called Regular** meeting of the governing body of the City of Hewitt will be held on the **10th day of July, 2017, 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 June 19, 2017.
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. Special presentation to the Heart of Texas 100 Club.
6. Presentation of Police Officers Clint Brandon and Andre Woods.
7. Presentation of volunteer Police Chaplain Leroy Grant, Jr.
8. 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 1:30 AM/PM on July 7, 2017.

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

HEWITT TEXAS II

CITY ENGINEER'S REPORT

July 6, 2017

2015 Bond Projects:

Lift Station No. 5 Removal

Should finish up alignment work on this project shortly.

IH - 35 Waterline

- Phase 2; Sun Valley to Flat Rock Trailers
 - Working on alignments.
- Phase 3; South side of Castleman Creek to Glenleigh Dr.
 - Will be ordering topography shortly.

Lift Station No. 4; Gravity Line Extension

Contracts have been executed. Contractor should be mobilizing within the next two months.

2017 Slurry Seal

City crews are finishing up their repairs and then the contractor should be coming behind them.

Street Crack Sealing

Narrowing down the streets that we are going to be performing the crack sealing on so to best utilize the budgeted money for the project.

Alamo Lift Station (Lift Station No. 7)

Working on and Inter-local Agreement with Waco.

Drainage

2016 - Hewitt Park / Park Meadows Drainage Improvements

Contractor is a little over 50% complete.

Flat Creek Tributary Drainage

No new update at this time.

HEWITT TEXAS II

CITY ENGINEER'S REPORT

July 6, 2017

Old Temple Rd; Phase 2

Project is out advertising at this time. We are to open bids for the project on August 10th.

Seminole Trail / Choctaw Intersection Reclaim

Contractor has mixed the cement and allowing for proper cure times before placing asphalt. Contractor is also pouring the cement intersection at this time.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL WORKSHOP AGENDA ITEM #2.f



MEMORANDUM

FROM: Adam Miles, City Manager 
TO: Mayor and City Council
DATE: July 7, 2017
RE: Workshop item concerning online citizen water usage data portal.

As you know, Hewitt's automated water meter reading (AMR) system monitors and tracks customer usage data throughout the month. This data is collected all the time and is typically transmitted to our system daily; with a 24 hour lag. Most of the time our Customer Service Representatives at Utility Billing can view customer usage in one (1) hour increments (for a variety of reasons, all data is not always available). At any time a customer can view this data in person at the Utilities Department. In fact, this is a valuable tool in trying to determine when usage occurred and often identify leaks or resolve other issues for our customers.

When the original system was established, one of the partners (Neptune) provided an online citizen access portal. Originally, there was a \$6,500 initial set up fee plus \$6,500 for the first year of service. This portal allows any customer to view their usage online from home. Right now, out of our 5,700 residential water accounts, we have 463 customers (just over 8%) signed up. Our records show there are approximately 270 customers who actively use this service. Obviously, this activity varies throughout the year since more people pay closer attention to water use during the Summer months.

We learned earlier this year that Neptune would no longer provide the online citizen portal. In fact, the service was discontinued on July 1. City staff researched alternatives to the Neptune system so that water customers could continue to view and analyze their data online. After discussion with Siemens, two main providers were identified for further review and analysis. City staff conducted research which included actual hands-on testing and cost analysis. At this time, city staff is recommending the online service provided by Dropcountr. (Please see attached information). Dropcountr does provide features which were not included with the Neptune service and they offer a more user friendly interface.

However, one of the main issues we have moving forward is consideration of the cost of continuing the service. With Dropcountr, while the cost was less than the next alternative, it is more than we had been paying Neptune. There would be an upfront fee of \$8,700 for setup and the first year, with an annual maintenance fee of \$8,700 each year thereafter (the annual fee is less with a three (3) year or five (5) year agreement).

While this is a reasonable cost to provide this service, city staff is seeking direction from the City Council concerning this issue. Again, due to our current 8% utilization rate there is a question as to whether the city would continue to provide this service. The user interface with the Neptune system may have been a contributing factor to the low customer utilization. Dropcountr has indicated that they would expect to see an increase in utilization by Hewitt customers. If chosen, Dropcountr is available to begin implementation of their service immediately.

HEWITT TEXAS

COUNCIL WORKSHOP AGENDA ITEM #2.g



MEMORANDUM

FROM: Adam Miles, City Manager *Am*
TO: Mayor and City Council
DATE: July 7, 2017
RE: Short Term Rental Discussion

Recently, attention has been given to the issue of short term rentals in the area. This seems to be a hot topic as it relates to city regulation of these uses in residential neighborhoods. Concerning zoning, Hewitt's land use regulations currently do not address this issue (although there is provision for hotels in the appropriate zoning district).

However, there is a requirement to pay an occupancy tax for overnight guests. Article III Hotel Occupancy Tax, Section 70-41- Definitions states, "Hotel shall mean a building in which members of the public obtain sleeping accommodations for consideration. The term shall include a hotel, motel, tourist home, tourist house, tourist court, lodging house, inn, rooming house or bed and breakfast, but does not include a hospital, sanitarium or nursing home." Currently, hotels are permitted in C2 (General Commercial District) and higher. A "bed and breakfast" is not currently permitted in any zoning district.

A few days ago, the City of Waco considered changes to their land use regulations which created tiers of short term rental uses and specified requirements and regulations for those uses. In their regulations there are registration requirements for property owners based on their intended uses. Seemingly, the zoning regulations would have to be updated to include new language and new regulations.

City staff is seeking direction from the City Council concerning this issue.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: July 10, 2017

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop/Regular Meeting of June 19, 2017.

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/REGULAR MEETING
HEWITT CITY HALL – 200 PATRIOT COURT
June 19, 2017 - 5:30/7:00 PM**

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

Member absent: Council Member Bill Fuller

Staff present: City Attorney Charlie Buenger, City Engineer Miles Whitney, City Manager Adam Miles, Police Chief Jim Devlin, Fire Chief Lance Bracco, Finance Director Lee Garcia, Managing Director of Administration/Civil Service Director Katie Allgood, Library Director Waynette Ditto, Utilities Superintendent Kevin Reinke, and City Secretary Lydia Lopez

Staff absent: Community Development Director Tracy Lankford, Assistant Police Chief Tuck Saunders

NOTE: The City Council viewed a Spartan Aerial Platform Fire Truck showcased by Metro Fire Apparatus Specialists, Inc., in front of City Hall at 5:00 PM prior to the Workshop.

Workshop – 5:30 PM

1. Mayor Travis Bailey called meeting to order at 5:30 PM.
2. City Manager presented updates on municipal business:
 - a. Report from City Engineer
 - b. Briefing and discussion concerning upcoming events.
 - o June 24, 2017 – Dodging for Dollars
 - o July 12, 2017 – Hero Day (Hewitt Park)
 - o July 29, 2017 - National Night Out (Warren Park)
 - o September 30, 2017 - Dog Days (Hewitt Park)
 - c. Briefing and discussion concerning FY 2017-2018 Budget and Sales Tax Report. Richard Fletcher, Sales Tax Assurance LLC, appeared to respond to Council questions regarding data presented in council packets.
 - d. Briefing and discussion concerning Public Safety operations – Police & Fire.
3. The regular meeting agenda items were reviewed.
4. *Motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to convene Executive Session at 6:30 PM pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following:*

4. *Motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to convene Executive Session at 6:30 PM pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following:*
 - **Pursuant to §551.072 – Purchase, Exchange, Lease, or Value of Real Property.**
5. *Close Executive Session. A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to adjourn the Executive Session at 6:56 PM.*
6. *There being no further discussion, the workshop was adjourned.*

REGULAR MEETING – 7:00 PM

1. **CALL TO ORDER.** Mayor Travis Bailey called the meeting to order at 7:00 PM.
2. **PLEDGE OF ALLEGIANCE TO THE U.S. FLAG** – Mayor Travis Bailey asked the Council Member Wilbert “Walky” Wachtendorf to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP AND REGULAR MEETING OF JUNE 5, 2017.** *A motion was made by Mayor Pro Tem Ed Passalugo 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.** *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. **PRESENTATION OF POLICE OFFICERS CLINT BRANDON AND ANDRE WOODS.** This item was removed from the agenda.
6. **AUTHORIZE PURCHASE OF DELL SERVER AND TWO (2) HARD DRIVES.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Steve Fortenberry to approve; all six in favor, motion passed. Council Member Alex Snider noted that funds had been earmarked for this expenditure.*
7. **AUTHORIZE PURCHASE OF 12 INCH WATER LINE, FIRE HYDRANTS, VALES, FITTINGS, AND RELATED APPURTENANCES FOR REPLACEMENT AND REPAIR OF WATER LINES ALONG HEWITT DRIVE AND SUN VALLEY BOULEVARD IN AN AMOUNT NOT TO EXCEED \$76,932.60.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to approve; all six in favor, motion passed.*
8. **ADJOURN.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to adjourn the meeting at 7:08 PM; all six in favor, motion passed.*

Approved: July 10, 2017