

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

August 7, 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

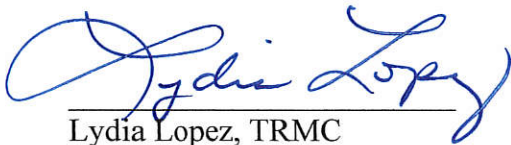
NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Workshop** meeting of the governing body of the City of Hewitt will be held on the **7th day of August, 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
 - Ritchie Road Project
 - Spring Valley Road Project
 - b. Briefing and discussion concerning FY 2017-2018 Budget.
 - c. Briefing and discussion concerning Legislative Special Session.
 - d. Briefing and discussion concerning Dog Days event.
 - e. Briefing and discussion concerning Parks & Beautification Committee.
 - f. Briefing and discussion concerning Panther Way/Hewitt Drive school zone.
 - g. 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 11:30 AM/PM on August 4, 2017.

CITY OF HEWITT


Lydia Lopez, TRMC
City Secretary

HEWITT TEXAS

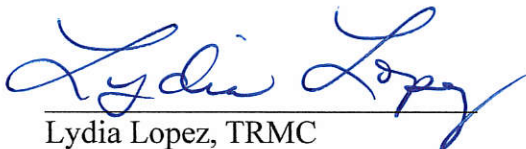
NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Regular** meeting of the governing body of the City of Hewitt will be held on the **7th day of August, 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 Special Called City Council Workshop/Regular Meeting of July 24, 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 Texas Wind Athletics.
6. Conduct the first of two public hearings on the 2017 tax rate.
7. Conduct public hearing on Proposed Fiscal Year 2017-2018 Preliminary Annual Budget.
8. Motion to announce that August 21, 2017, at 7:00 p.m. at the Hewitt City Hall, 200 Patriot Court, as the date to vote on the 2017 tax rate.
9. Authorize City Manager to negotiate and execute a contract for purchase of property comprising of approximately 5.48 acres of land located at 311 N. Old Temple Road.
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 11:30 AM PM on August 4, 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

CITY ENGINEER'S REPORT

August 2, 2017

2015 Bond Projects:

Lift Station No. 5 Removal

I hope to be completing the alignment shortly, then will be turning over the information to the surveyors for easement acquisition.

IH - 35 Waterline

- Phase 2; Sun Valley to Flat Rock Trailers
 - Will be working on plans.
- Phase 3; South side of Castleman Creek to Glenleigh Dr.
 - Spoke with the surveyors and am to get with them to give them a scope of the project.

Lift Station No. 4; Gravity Line Extension

Pre-construction was held, the contractor should be mobilizing in the upcoming week or two.

2017 Slurry Seal

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

Street Crack Sealing

Will be discussing this project with the Street Dept. and others shortly.

I hope to be providing the Council a cost break down, in an upcoming meeting, to discuss the different types of asphalt maintenance.

Alamo Lift Station (Lift Station No. 7)

Adam and myself met with Waco and I am to provide them with some additional information. I should have everything back to them shortly.

Drainage

2016 - Hewitt Park / Park Meadows Drainage Improvements

Contractor is nearly complete, all that remains is installing the yard fencing.

HEWITT TEXAS II

CITY ENGINEER'S REPORT

August 2, 2017

Flat Creek Tributary Drainage

I have no new update, at this time.

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

Project is substantially complete.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 7, 2017

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the Special Called City Council Workshop/Regular Meeting of July 24, 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 July 24, 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 (arrived at 5:46 PM), and Steve Fortenberry

Members absent: Council Member Bill Fuller

Staff present: City Attorney Charlie Buenger, City Engineer Miles Whitney, City Manager Adam Miles, Police Chief Jim Devlin, Assistant Police Chief Tuck Saunders, 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, Community Development Director Tracy Lankford, Human Resource Generalist Stephanie Fenty, and City Secretary Lydia Lopez

Special Called Workshop – 5:30 PM

1. Mayor Travis Bailey called meeting to order at 5:30 PM.
2. City Manager presented an updates on municipal business:
 - a. Report from City Engineer
 - b. Briefing and discussion concerning FY 2017-2018 Budget.
 - c. Briefing and discussion concerning upcoming events.
 - o July 29, 2017 - National Night Out (Warren Park)
 - o September 14, 2017 – State of the City Luncheon
 - o September 30, 2017 - Dog Days (Hewitt Park)
 - d. Briefing and discussion concerning Texas Department of Transportation’s (TxDOT) proposed widening of Spring Valley Rd.
 - e. Briefing and discussion concerning Public Safety operations – Police & Fire.
3. The regular meeting agenda items were reviewed.
4. *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to convene Executive Session at 6:46 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/Adjourn. A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Steve Fortenberry to close the Executive Session and adjourn the Workshop at 6:58 PM.*

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 City Secretary Lydia Lopez to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE SPECIAL CALLED CITY COUNCIL WORKSHOP AND REGULAR MEETING OF JULY 10, 2017.** *A motion was made by Council Member Wilbert “Walky” Wachtendorf and seconded by Mayor Pro Tem Ed Passalugo 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. **SPECIAL PRESENTATION TO HEWITT POLICE AND FIRE DEPARTMENTS.** Library Director Waynette Ditto and Library staff Traci Villia and Kayla Pecina presented banners to Police Chief Jim Devlin and Fire Chief Lance Bracco that were decorated by children who attended the Hero Day event in Hewitt Park.
6. **PUBLIC HEARING AND ACTION ON AN ORDINANCE REZONING OF A 2.01 ACRE TRACT OF LAND, LOCATED AT 1731 SPRING VALLEY ROAD, HEWITT, MCLENNAN COUNTY, TEXAS, ALSO KNOWN AS SPROWLES J TRACT 1A FROM C-O (OUTDOOR COMMERCIAL DISTRICT) TO R-1 (SINGLE-FAMILY DISTRICT).** Mayor Travis Bailey ask for those wishing to speak in favor. Applicant Marie Billings appeared in favor. Mayor Travis Bailey asked for those speaking in opposition. No one appeared. Hearing closed. *A motion was made by Council Member Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to approve ordinance rezoning; all six in favor, motion passed.*
7. **CONSIDERATION AND ACTION ON SETTING DATE OF AUGUST 7, 2017, FOR A PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2017-2018 PRELIMINARY ANNUAL BUDGET.** *A motion was made Mayor Pro Tem Ed Passalugo and seconded by Council Member Wilbert “Walky” Wachtendorf to approve; all six in favor, motion passed.*
8. **CONSIDERATION OF AND ACTION ON 2017 PROPOSED TAX RATE AND SETTING TWO (2) PUBLIC HEARING DATES, AUGUST 7 AND AUGUST 14, 2017.** *A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Ed Passalugo to place adoption of a tax rate of \$.539677 cents per \$100 valuation, equaling \$.216726 cents for debt service and \$.322951 cents for maintenance and operations, as an action item for the August 21, 2017 council meeting to be held at 7 PM at City Council Chambers, 200 Patriot Court, Hewitt, Texas AND to set two (2) public*

*hearings, as required by law, to be held on Monday, August 7th, 2017, at 7:00 PM and Monday, August 14th, 2017, at 7:00 PM at City Council Chambers, 200 Patriot Court, Hewitt, Texas. **VOTE:** Fortenberry – Aye; Vidrine – Aye; Wachtendorf – Aye; Snider – Aye; Passlugo – Aye; Bailey – Aye (Motion passed.)*

9. **ADJOURN.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Steve Fortenberry to adjourn the meeting at 7:16 PM; all six in favor, motion passed.*

Approved: August 7, 2017

Lydia Lopez, City Secretary

Travis Bailey, 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: August 7, 2017

AGENDA ITEM #: 5

SUBMITTED BY: Jim Devlin, Police Chief

ITEM DESCRIPTION:

Special presentation to Texas Wind Athletics.

STAFF RECOMMENDATION/ITEM SUMMARY:

The Hewitt Police Department staff raised \$550 during the 2017 National Night Out Kick-off Party raffle. The funds will be presented to Texas Wind Athletics.

ATTACHMENTS:

None

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: August 7, 2017

AGENDA ITEM #: 6

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Conduct the first of two public hearings on 2017 tax rate.

STAFF RECOMMENDATION/ITEM SUMMARY:

Chapter 26, Section 26.05(d) of the State of Texas Tax Code requires that a municipality hold two public hearings on the proposed tax rate. This will be the first public hearing. The second public hearing is on August 14th, 2017. Following is a copy of the Notice that was published in the Hometown News on July 28th, 2017. The Mayor will open the public hearing to receive any comments and then close the hearing. Members of the public are encouraged to attend the hearings and express their views. No action is required of the Council.

ATTACHMENTS:

Notice of 2017 Tax Year Proposed Property Tax Rate for City of Hewitt

NOTICE OF 2017 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF HEWITT

A tax rate of \$0.539677 per \$100 valuation has been proposed for adoption by the governing body of City of Hewitt. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Hewitt proposes to use revenue attributable to the tax rate increase for the purpose of increases in health insurance, workers compensation, and humane shelter expenses.

PROPOSED TAX RATE	\$0.539677 per \$100
PRECEDING YEAR'S TAX RATE	\$0.539677 per \$100
EFFECTIVE TAX RATE	\$0.502413 per \$100
ROLLBACK TAX RATE	\$0.552179 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Hewitt from the same properties in both the 2016 tax year and the 2017 tax year.

The rollback tax rate is the highest tax rate that City of Hewitt may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Paul Graser
McLennan County deputy tax assessor-collector
215 N 5th
Waco, TX 76701
254-757-5133
paul.graser@co.mclennan.tx.us

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 7, 2017 at 7:00 PM at Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643.

Second Hearing: August 14, 2017 at 7:00 PM at Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643.



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 7, 2017

AGENDA ITEM #: 7

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Conduct public hearing on the Proposed Fiscal Year 2017-2018 Preliminary Annual Budget.

STAFF RECOMMENDATION/ITEM SUMMARY:

Article VII, Section 7.4 of the City Charter and Section 102.006(a) of Chapter 102 of the Local Government Code require a public hearing on the proposed budget. Please see the following Notice of Public Hearing on the budget as required by Section 102.006(c) which was published in the Hometown News on July 21st, 2017. The Mayor will open the public hearing to receive any comments and then close the hearing. Members of the public are encouraged to attend the hearing and express their views. The adoption of the budget is scheduled for the meeting on August 21st, 2017 at 7 p.m. in City Hall, 200 Patriot Court. No action is required of the Council.

ATTACHMENTS:

Notice of Public Hearing on the Budget

Waco Tribune-Herald

Waco, McLennan County,
Texas
Affidavit of Publication

Account Number

1025238

CITY OF HEWITT-CLASSFD
200 PATRIOT COURT
HEWITT, TX 76643

Date	Category	Description	Ad Size	Total Cost
07/27/2017	Legal Notices	PH ON 2017 2018 GEN. FUND	1 x 23.00 CL	94.56

**LEGAL NOTICE
CITY OF HEWITT
NOTICE OF PUBLIC
HEARING**

The City Council of Hewitt, Texas will hold a public hearing for consideration of the 2017-2018 General Fund, Utility Fund, Drainage Fund, Hotel Fund and Capital Improvement Fund Budgets on 8-7-17 at 7:00 p.m. in the Hewitt City Hall, 200 Patriot Court. "This budget will raise more total property taxes than last year's budget by \$364,000 (8.8%) and of that amount \$129,390 is tax revenue to be raised from new property added to the roll this year." A copy of the budget may be examined at the City Hall, the library and on the city website.

**Publisher of the
Waco Tribune-Herald**

Before me, a notary public, on this day personally appeared Ana Lozano-Harper and after being duly sworn, states that she is a Multi Media Sales Manager of the Waco Tribune Herald, a newspaper published in Waco, McLennan County, Texas, and that the Notice, a copy of which is hereto attached, was published in said newspaper on the following named dates, to-wit:

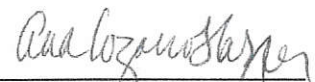
07/21/2017

The First insertion being given ... 07/21/2017

Newspaper reference: 0000392537

Sworn to and subscribed before me this day: 7/24/17

Notary Public



Multi Media Sales Manager

State of Texas
Waco, McLennan County
My Commission expires _____





COUNCIL AGENDA ITEM FORM

MEETING DATE: August 7, 2017

AGENDA ITEM #: 8

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Motion to announce that August 21, 2017, at 7:00 p.m. at the Hewitt City Hall, 200 Patriot Court, as the date to vote on the 2017 tax rate.

STAFF RECOMMENDATION/ITEM SUMMARY:

Chapter 26, Section 26.06(d) of the Texas Tax Code states that "at the public hearings the governing body shall announce the date, time and place of the meeting at which it will vote on the proposed tax rate".

ATTACHMENTS:

Budget Calendar 2017 2018

PUBLIC NOTICES & PUBLIC MEETINGS BEGIN

Date	Required Activity
7/21	PUBLISH BUDGET NOTICE OF PUBLIC HEARING
	* "Notice of Public Hearing" in paper (budget notice). Per charter, 15 days prior to public hearing on 8/7. * "Notice of Public Hearing" on website (budget notice). * Preliminary Proposed Budget is available for public view in City Secretary's office and on website.
7/28	PUBLISH REQUIRED TAX NOTICE
	* "Notice of 2017 Tax Year Proposed Property Tax Rate for the City of Hewitt" (published by Tax Assessor). 1st hearing at least 7 days from the publishing. Only published once.) * Publish on Website "Notice of 2017 Tax Year Proposed Property Tax Rate for the City of Hewitt".
8/7	REGULAR MEETING ON BUDGET & TAX RATE (1 of 2)
	* 1st Public Hearing on tax rate (1st hearing at least 7 days from published Notice.) * The Public Hearing on the Budget. * Announce date for Council to vote on tax rate on 8/21.
8/14	SPECIAL MEETING ON TAX RATE (2 of 2)
	* 2nd Public Hearing on the tax rate. (2nd hearing at least 3 days from 1st and no more than 14 days before hearing to adopt.) * Announce date of vote on 8/21.
8/21	REGULAR 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
8/21	Council signs paperwork from Tax Assessor setting rates.
8/23	Web Publishing of Adopted Budget.
10/1	Budget becomes effective.
ADOPTED BUDGET IS COMPLETE.	

Calendar for July 2017						
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 2017						
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		

19	6/19 & 7/10 - Council-Budget Workshop discussion
24	7/24 - Council takes Record Vote setting upper limit to tax rate & approving proposed budget.
25	7/25 - Receive CERTIFIED TAX ROLL
21, 28	7/21, 7/28 - Deadlines for publication
7, 14, 21	8/7, 8/14, 8/21 - Required Council meetings in August



COUNCIL AGENDA ITEM FORM

MEETING DATE: August 7, 2017

AGENDA ITEM #: 9

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Authorize City Manager to negotiate and execute a contract for purchase of property comprising of approximately 5.48 acres of land located at 311 N. Old Temple Road.

STAFF RECOMMENDATION/ITEM SUMMARY:

City Manager to provide information concerning this item at meeting.

ATTACHMENTS:

None