

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

October 16, 2017

Workshop/Regular Meeting – 5:30 PM/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

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 **16th day of October, 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 upcoming events:
 - Spooktacular (Warren Park) – October 31 (Greater Hewitt Chamber)
 - c. Briefing and discussion concerning Emergency Medical Services.
 - d. Briefing and discussion concerning Drainage Maintenance Areas.
 - e. Briefing and discussion concerning Street Condition List and Priorities.
 - f. Briefing and discussion concerning Parks & Beautification Committee.
 - g. Briefing and discussion concerning Manhole Re-coating Project.
 - h. Briefing and discussion concerning Police Department Promotions.
 - i. 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 4:00 AM/PM on October 13, 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 **16th day of October, 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 and Regular Meeting of October 2, 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. Authorize Change Order Number 1 to the 2017 - Old Temple Road Street Improvements project with Holy Contractors, LLC in an amount not to exceed \$15,733.52.
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 4:00 AM/PM on October 13, 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

October 13, 2017

2015 Bond Projects:

Lift Station No. 5 Removal

Awaiting easements.

IH - 35 Waterline

- Phase 2; Sun Valley to Flat Rock Trailers
 - Finishing up these plans.
- Phase 3; South side of Castleman Creek to Glenleigh Dr.
 - No work performed on this project since our last meeting.

Lift Station No. 4; Gravity Line Extension

Lines are to be tested on 10/13/17.

Sun Valley Rd.; Waterline Bores.

I have received the topo shots will begin to put preliminary alignments together.

Alamo Lift Station (Lift Station No. 7)

Working on meeting with Waco to finish our portion up.

Drainage

2016 - Hewitt Park / Park Meadows Drainage Improvements

Should be holding a final walk through shortly.

Flat Creek Tributary Drainage

I have no new update, at this time.

209/213 Cross Country Drainage Improvements

Awaiting topography.

HEWITT TEXAS II

CITY ENGINEER'S REPORT

October 13, 2017

Old Temple Rd; Phase 2

Contractor has begun work.

FM 2113 (Spring Valley Rd.)

Awaiting utility conflict analysis from TxDOT.

Ritchie Road Improvements; (From Warren Dr. to Park Place Dr.)

Received preliminary topo, working on determining conflict areas.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

HEWITT TEXAS

COUNCIL WORKSHOP AGENDA ITEM #2.d



MEMORANDUM

FROM: Katie Allgood, Managing Director of Administration *KA*
TO: Mayor and City Council
DATE: October 13, 2017
RE: Parks, Streets, and Drainage Maintenance Map

City Staff has worked to develop the attached Maintenance Map. The map conveys the areas that are regularly maintained by the City Parks & Streets department and the Drainage department. It categorizes each highlighted area under either Drainage, Mowing, Right of Way (ROW), or Sprayed (herbicide or pesticide treatments).

It is important to note that many of these highlighted areas require a variety of maintenance such as, mowing, silt removal, spraying, and debris or vegetation removal. Also, the majority of these areas require ongoing maintenance throughout the year.

In addition to the Maintenance Map, a spreadsheet showing departmental metrics is attached. It lists the acreage of certain maintenance categories, mileage of streets, number of regularly maintained vehicles and equipment, and various other ongoing tasks the department completes.

Parks, Streets, & Drainage Maintenance

Mowing	189.91 acres	
Right of Ways (ROW)	162.23 acres	
Sprayed	30.24 acres	
Parks	91.50 acres	527.87 ACRES (Maintained)
Drainage	53.99 acres	
Streets	66.12 miles	66.12 MILES of Streets (City Maintained)
Curb/Sidewalk Maintenance		
Street Sign Installation/Replacement		
Tree Trimming (ROW)		
Park Maintenance & Cleaning		
Island and Grounds Maintenance		
Bulk/Brush Trash Collection Days	15 Days/Year	Increased from 12 to 15 Days/Year
Event & Park Reservation Preparation		
Playground Inspections		

Fleet Maintenance

Vehicles	50	
Equipment	30	80 Vehicles/Equipment (Regularly Maintained)

Storm Water System Responsibilities

Property Owner and City

WHAT IS STORMWATER RUNOFF?

During rain events, impervious surfaces such as rooftops, driveways, parking lots, and roads, prevent water from being absorbed into the ground. When a rainfall event occurs, the portion of water that is not absorbed into the ground becomes what is known as “stormwater runoff”. All properties contribute to stormwater runoff and property owners are responsible for storm drainage flowing through their property.

This flowing water picks up and carries a wide variety of pollutants and debris – such as soil, fertilizers, pesticides, pet waste, trash and motor oil – which then flow into storm drains or channels and eventually empty into the waterways used for recreation and drinking water. Unlike typical household wastewater (from sinks, toilets and showers) stormwater is not filtered and treated at a wastewater treatment plant. This means that the everyday pollutants carried by stormwater runoff have a direct impact on our local water quality.

MAINTENANCE OF PUBLIC DRAINAGE AREAS

To allow for proper function of the overall system, the City maintains the public stormwater drainage system and structures within specified, and dedicated public stormwater drainage easements. Maintenance may include seasonal creeks and streams located throughout the City as well as surface and underground stormwater facilities. City maintenance will be in accordance with the most recent City Council approved map of maintained drainage areas.

The City does not maintain drainage utility easements (including concrete channels, retention walls, retention ponds, detention ponds, etc...) located on private property. However, the City may enter private property located within a dedicated drainage easement to remove an obstruction or otherwise repair or rehabilitate the storm drainage system.

The Texas Department of Transportation (TXDOT) maintains the storm systems located within TXDOT right-of-way. This includes Hewitt Drive, Spring Valley Drive, Bagby Avenue, and Sun Valley Drive. Storm water systems on land owned by other public entities such as Midway Independent School District, McLennan County, the State of Texas, the federal government, etc. are maintained by those

entities. There are also numerous private systems that are the responsibility of private property owners, including driveway culverts and bridges that cross public drainage systems.

While the City takes proactive measures to mitigate drainage issues and concerns throughout the city, flooding of both property and homes, can and will occur during times of heavy rain.

PRIVATE DRAINAGE & EROSION ISSUES

Private drainage and erosion issues, as well as ground water issues (ie. natural springs), are the responsibility of the property owner. The City is not responsible for ensuring proper drainage on privately owned property. In general, the easement holder (property owner) has the duty to maintain the easement. This includes public drainage utility easements located on private property.

Property owners are responsible for maintaining drainage easements located on their property in a neat and clean manner. This may include routine grounds keeping such as grass mowing as well as removal of trash, vegetation, and debris. Owners should ensure that drainage systems and structures are kept free of yard waste (grass clippings, tree trimmings, fallen limbs, and leaves) or other obstructions (privacy fencing or retaining walls) that may block the flow of water. Driveways, and their associated culverts, bridges, or other appurtenances, that cross public drainage systems (e.g., that cross over ditches or streams) are also property owner responsibilities.

Vegetative growth (trees, shrubs); firewood; driveways and their associated culverts or bridges; and fences or retaining walls, may be permitted or allowed in easements as long as they do not block the flow of storm drainage. Drainage directed from gutters, french drains, downspouts, swimming pools, retention walls, or other private systems to neighboring properties is a civil matter between the property owners. Moreover, owners that place obstructions, or fail to maintain property within public drainage easements (ie. structures, sheds, buildings, curbs, retaining walls) may be subject to civil action from adjacent property owners and may be subject to a notice of violation as determined by the City.

Information or assistance may be available from Community Services concerning the cause of a drainage issue or problem. While the city may propose or recommend possible solutions, the city cannot design or otherwise engineer improvements on private property. Additionally, the City can not recommend a particular contractor or undertake any work outside a dedicated city drainage easement.

HOW YOU CAN HELP

Keep easements and storm drains free of litter and debris. Do not rake, blow, or dump grass clippings or leaves into the storm drainage system. Keep the area easily accessible in case repairs or maintenance are necessary. Do not place sheds or other permanent structures in the easement or on top of drainage structures. Avoid obstructing the flow of stormwater with privacy fencing.

Apply pesticides and fertilizers in accordance with label instructions to minimize chemicals entering the stormwater system. Never dump pet waste, used motor oil, paint, chemicals, or other substances into a storm drain. Additionally, due to various chemicals existing in swimming pools, owners should never drain a swimming pool into storm drains without first treating the water to remove detrimental chemicals. These pollutants are often extremely difficult and costly to remediate or remove.

Report drainage issues with documentation (photos, videos, surveys, etc...) to the City. Photos and videos taken at the time of heavy rain are particularly helpful. These can be emailed or physically taken to the Community Services Department of the City.

Report dumping or spilling of hazardous materials into a drainage system to the Fire Department by calling 911 in case of an emergency, or 254-666-0460 in a non-emergency situation.



COUNCIL WORKSHOP AGENDA ITEM #2.e



MEMORANDUM

FROM: Adam Miles, City Manager 
TO: Mayor and City Council
DATE: October 13, 2017
RE: Proposed Street Project Priorities

The Street Department maintains an assessment of all the streets within the City. Specifically, the list notes the condition of the street along with a recommendation (if necessary) of what work would need to be done to the street at that time. The City Engineer and city staff have worked to identify and prioritize street projects as shown on the attached list. Many variables were considered in development and evaluation of this list.

Streets are always aging. All streets deteriorate from normal wear and use over time. The quality of the original construction coupled with traffic volume play a significant role in the lifespan of a street.

There are several categories of repair and restoration work that are generally accepted practices. This ranges from a micro-slurry seal all the way up to a complete reconstruction of the street including sub-grade. Other options include a grind/mill and overlay. Often curb repair or replacement is required and in some cases, utility work is part of the equation.

Based on review and assessment, the attached list of projects and cost estimates have been prepared for discussion with the City Council. The main purpose of this discussion is to gain feedback from the City Council concerning these projects and discuss utilization of a portion of the proposed Series 2017 CO issuance for these identified projects. The City Engineer will provide preliminary schematic drawings during the City Council Workshop session.

Recontruction and Grind, Mill, Overlay

Ritchie Road Street Improvements; Phase 2			
		Total Opinion of Probable Cost	\$ 576,577.50

Sierra Slope/Angel Fire Intersection Repair			
		Total Opinion of Probable Cost	\$ 31,095.00

December Dr. and April Lane; Mill and Overlay			
		Total Opinion of Probable Cost	\$ 163,972.50

Texas Ave. Reclaim / Waterline Replacement			
	Streets	\$ 310,687.06	
	Utlities	\$ 364,075.94	
		Total Opinion of Probable Cost	\$ 674,763.00

E. Wall St. Reconstruction			
	Streets	\$ 284,518.07	
	Utlities	\$ 112,827.43	
		Total Opinion of Probable Cost	\$ 397,345.50

Chapparal, Will Bowman, Cresent Street Imr.; Reconstruction and Reclaim / Waterline Replacement			
	Streets	\$ 306,511.53	
	Utlities	\$ 255,714.97	
		Total Opinion of Probable Cost	\$ 562,226.50

Old Temple Road; Mill and Overlay			
		Total Opinion of Probable Cost	\$ 394,852.50

Attaway Rd.; Mill and Overlay			
		Total Opinion of Probable Cost	\$ 284,409.00

Boleman Dr. Reclaim			
		Total Opinion of Probable Cost	\$ 52,186.00

Linden Lane Street Reclaim			
		Total Opinion of Probable Cost	\$ 50,655.00

Lisa Dr., Barbara Jean St., and Jan Dr.; Street Reclaim			
		Total Opinion of Probable Cost	\$ 161,983.00

Total Utliteis	\$ 732,618.34
Total Streets	\$ 2,617,447.16
Project Totals	\$ 3,350,065.50

POSSIBLE CANDIDATE STREETS FOR HEWITT'S 2018 - VARIOUS STREET IMPROVEMENTS: SLURRY SEAL

CONSTRUCTION RELATED ITEMS

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	UNIT TOTAL
MICRO SLURRY SEAL, TYPE II, MINIMUM 18 LBS./S.Y.; INSTALLED					
1	ANGEL FIRE DR.	6,576	S.Y.	\$ 3.15	\$ 20,714.40
2	APPLEWOOD LN.	4,553	S.Y.	\$ 3.15	\$ 14,341.95
3	BLAND ST.	1,068	S.Y.	\$ 3.15	\$ 3,364.20
4	CEDARWOOD LN.	3,988	S.Y.	\$ 3.15	\$ 12,562.20
5	CONNIE DR. & KIMBERLY DR.	7,018	S.Y.	\$ 3.15	\$ 22,106.70
6	DENDRON DR.	10,158	S.Y.	\$ 3.15	\$ 31,997.70
7	E. LINDENWOOD LN.	3,536	S.Y.	\$ 3.15	\$ 11,138.40
8	FRANK ST.	1,065	S.Y.	\$ 3.15	\$ 3,354.75
9	GOLIAD DR.; PARTIAL	902	S.Y.	\$ 3.15	\$ 2,841.30
10	KAREN DR. AND MILTON ST.	4,659	S.Y.	\$ 3.15	\$ 14,675.85
11	NEELY RD.	7,323	S.Y.	\$ 3.15	\$ 23,067.45
12	OAKWOOD LN.	3,989	S.Y.	\$ 3.15	\$ 12,565.35
13	PINEWOOD LN.	2,981	S.Y.	\$ 3.15	\$ 9,390.15
14	RADISSON DR.	13,929	S.Y.	\$ 3.15	\$ 43,876.35
15	REDBUD CIRCLE	973	S.Y.	\$ 3.15	\$ 3,064.95
16	REGINA DR.; PARTIAL	8,831	S.Y.	\$ 3.15	\$ 27,817.65
17	SIERRA SLOPE DR.	3,851	S.Y.	\$ 3.15	\$ 12,130.65
18	SUNNYDALE DR.	2,305	S.Y.	\$ 3.15	\$ 7,260.75
19	SUNSET BLVD.	3,763	S.Y.	\$ 3.15	\$ 11,853.45
20	WHISPERING MEADOWS DR.	6,510	S.Y.	\$ 3.15	\$ 20,506.50
21	WESTHILL DR.	4,634	S.Y.	\$ 3.15	\$ 14,597.10
22	WALDEN ST./CIR.	4,406	S.Y.	\$ 3.15	\$ 13,878.90
23	LUMBY ST.	851	S.Y.	\$ 3.15	\$ 2,680.65
24	ESTON CIR.	925	S.Y.	\$ 3.15	\$ 2,913.75
25	WAVERLY ST.	3,123	S.Y.	\$ 3.15	\$ 9,837.45
26	WELSFORD CIR.	905	S.Y.	\$ 3.15	\$ 2,850.75
27	YORKTOWN ST.	1,251	S.Y.	\$ 3.15	\$ 3,940.65
28	TILLAMOOK ST.	4,366	S.Y.	\$ 3.15	\$ 13,752.90
29	SWPPP	1	L.S.	\$ 10,000.00	\$ 10,000.00
30	TRAFFIC CONTROL PLAN AND IMPLEMENTATION	1	L.S.	\$ 10,000.00	\$ 10,000.00
31	MOBILIZATIONS	1	L.S.	\$ 39,000.00	\$ 39,000.00

OPINION OF TOTAL CONSTRUCTION COST \$ 432,082.85

OTHER RELATED ITEMS

ENGINEERING		\$ 38,600.00
SURVEYING		\$ 10,000.00
INSPECTION		\$ 10,000.00
MATERIALS TESTING		\$ 2,500.00
CONTINGENCIES		\$ 25,000.00

ESTIMATED TOTAL OTHER RELATED COST \$ 86,100.00

OPINION OF TOTAL ESTIMATED PROJECT COST \$ 518,182.85



COUNCIL WORKSHOP AGENDA ITEM #2h.



MEMORANDUM

FROM: Adam Miles, City Manager 
TO: Mayor and City Council
DATE: October 13, 2017
RE: Police Department Staffing and Promotions

Current Police Department Staffing

For the past several years, the Department has been slowly and methodically moving to a new organizational structure. This has been discussed and phased in over time. In the past year, key promotions have been made in order to move the Department towards the new structure. This plan is based on best management practices and was initially developed years ago to address how the Department would be structured in the future based on growth of our community.

The Hewitt Police Department consists of 24 certified police officers (including the Assistant Chief and Chief of Police), one recruit officer in the police academy, with an additional 11 civilian personnel. Civilian personnel include Emergency Dispatch operators, the Animal Control officer, the Police Evidence Technician, the Code Enforcement officer, Police Records Clerk, and the Administrative Assistant to the Chief. The current organizational structure is shown in the attached diagram (Attachment A). This organizational chart depicts all employees in the Department. For purposes of this memo, there is also included an Attachment B, which depicts only the certified Civil Service police officers.

Growth and Key Issues

The variety of cases reported and the complexity of policing issues has changed dramatically over the past decade. Hewitt has grown and call volume has increased. This

has, in turn, created the need for additional uniformed officers. In reviewing historic data, 2007 saw a total of 7,397 CAD (Computer Aided Dispatch) entries for the entire year. So far in 2017, Hewitt has experienced 13,056 CAD entries. CAD entries are computer based logs which document any time a 911 Communications Specialist enters information into the system. This does not tell the entire story of what the Police Department is doing, but it is a metric that can be used to provide a rough estimation of citizen demand for police service. CAD entries are typically calls for service, but it also includes officer initiated actions and even citations. It is expected that this number will increase over time as the population grows and surrounding development occurs.

Even though we have been ranked as one of the safest cities in the nation, we are significantly below the average number of police officers per 1,000 residents. Based on State of Texas averages, Hewitt lags behind in this one key metric. With an estimated population of 14,322 and 25 officers, Hewitt has 1.75 officers per 1,000 residents; the State of Texas average is 2.2 officers per 1,000 residents. Using this metric, Hewitt should have approximately 31 officers today. A population of 15,000 would push that number up to 33.

That being said, the Department has added a few new officers to the roster. In 2008, the Department had 22 uniformed officers. In the past nine (9) years we have added three (3) new police officer positions to the Department. Right now, including the recruit in Police Academy, the department is funded at 25 Police Officers.

Obviously, the Police Department is a 24 hour per day, 365 days per year operation. As depicted on Attachment B, Police Administration consists of the Chief and Assistant Chief. Three (3) officers are assigned to the Criminal Investigation Division (CID) who are on call 24 hours a day. Two (2) Officers are assigned as School Resource Officers (with a reimbursement from Midway ISD). Notwithstanding special assignments, that leaves 17 officers to cover the City on patrol, with one of those currently in Police Academy.

With the 17 remaining positions, the Police Department typically operates with shifts of 2 or 3 officers on the street at a given time. There is some staggering of the shifts on Friday and Saturday evenings which places more officers on the streets during these busier times. But for the most part, there are only 2 or 3 patrol officers on shift.

On a different note, Civil Service also presents a unique challenge concerning recruitment of new employees. In Hewitt, current Civil Service rules (State Law) only allow outside recruitment for an entry level position or the Chief of Police. Part of the reason the Police Recruit position was added was to widen the list of potential candidates for entry level

positions. This program has proved to be instrumental in the hiring of the past few new Police Department employees.

Civil Service also requires that all promotions, other than for the Chief, must come from within the existing pool of employees. Additionally, for most promotions, the officer must have been in a previous rank for a period of not less than two (2) years. This factor alone means the list of eligible candidates for a given promotion is a subset of the current employees in the Department.

Organizational Structure

One of the stated goals of this proposed structure was to have a scalable organization that would allow for growth at both the top of the organization as well as the bottom. The growth Hewitt has experienced has produced a two fold problem for the department. Not only is there a demonstrable need for new front line Police Officers, but there is also a need for upper level supervisory positions to provide professional leadership and management of the Department.

In the past, the Department has had Lieutenant and even Captain positions within the overall structure. At the time Chief Devlin was brought on in 2009 he was one of two (2) Assistant Chiefs. However, right now, the Department has only the Police Chief and the Assistant Chief. As depicted on Attachment B, there is currently no other level of supervisory control between Police Administration and a front-line Sergeant.

Again, one of the key issues as the Department has grown is development of upper level leadership and management. There is an appreciable gap between Police Administration and front-line supervisors. To address this issue and allow for professional and leadership development the organizational chart shown as Attachment C has been developed. Attachment C depicts how the Police Department would look after these changes are made. This structure would require promotions in the Police Department. No new employees are included in this planned scenario in the current budget year (FY 2017-18). However, it is highly likely that additional employees will be requested during the development of future budgets.

Plan Implementation

Corporal to Sergeant Promotion

This past February (2017), two (2) officers were promoted from the rank of Corporal to Sergeant. The promotional process included the required written examination, as well as an assessment center evaluation, and a Chief interview. The four eligible candidates were

then ranked according to their respective final cumulative scores. With two (2) Sergeant positions authorized, and in accordance with Civil Service requirements, the two highest ranking officers were promoted. The City Council authorized the two Sergeant positions and then eliminated the two Corporal positions.

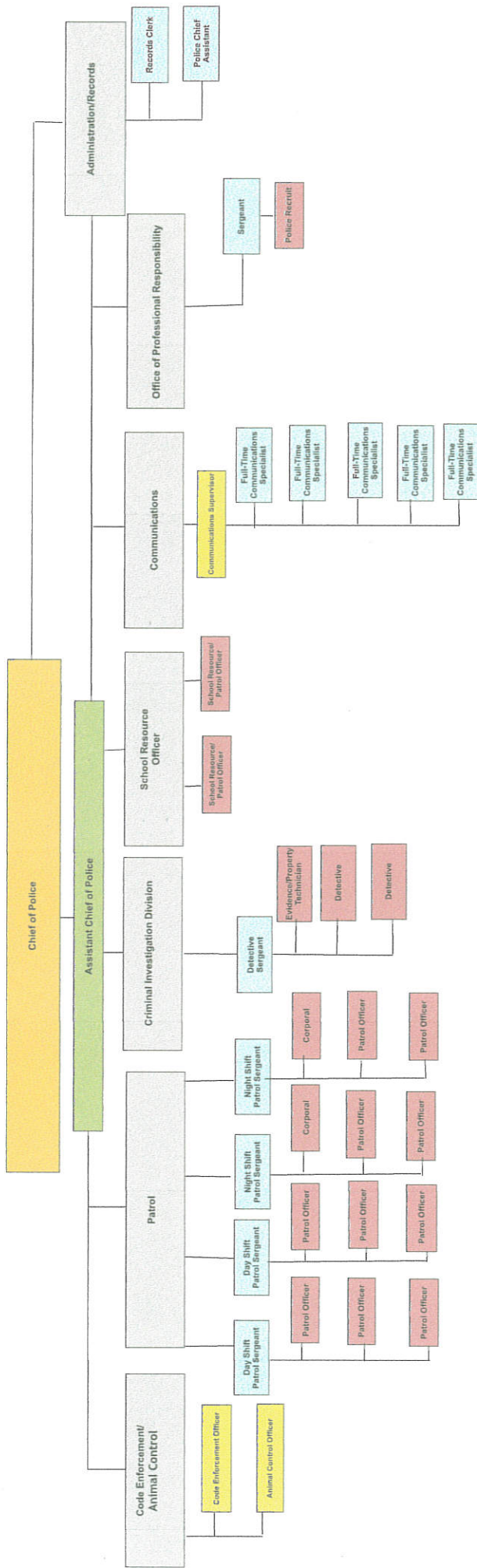
The next near term objective is to eliminate the Corporal Position completely. The plan is for the two remaining Corporals will be promoted to Sergeant. To accomplish this, two new Sergeant positions would need to be authorized by the City Council. Then, after promotions occur, the City Council would then eliminate the Corporal positions. Ideally, this action will be completed by December 4, 2017 using the existing eligibility list.

Sergeant to Lieutenant Promotion

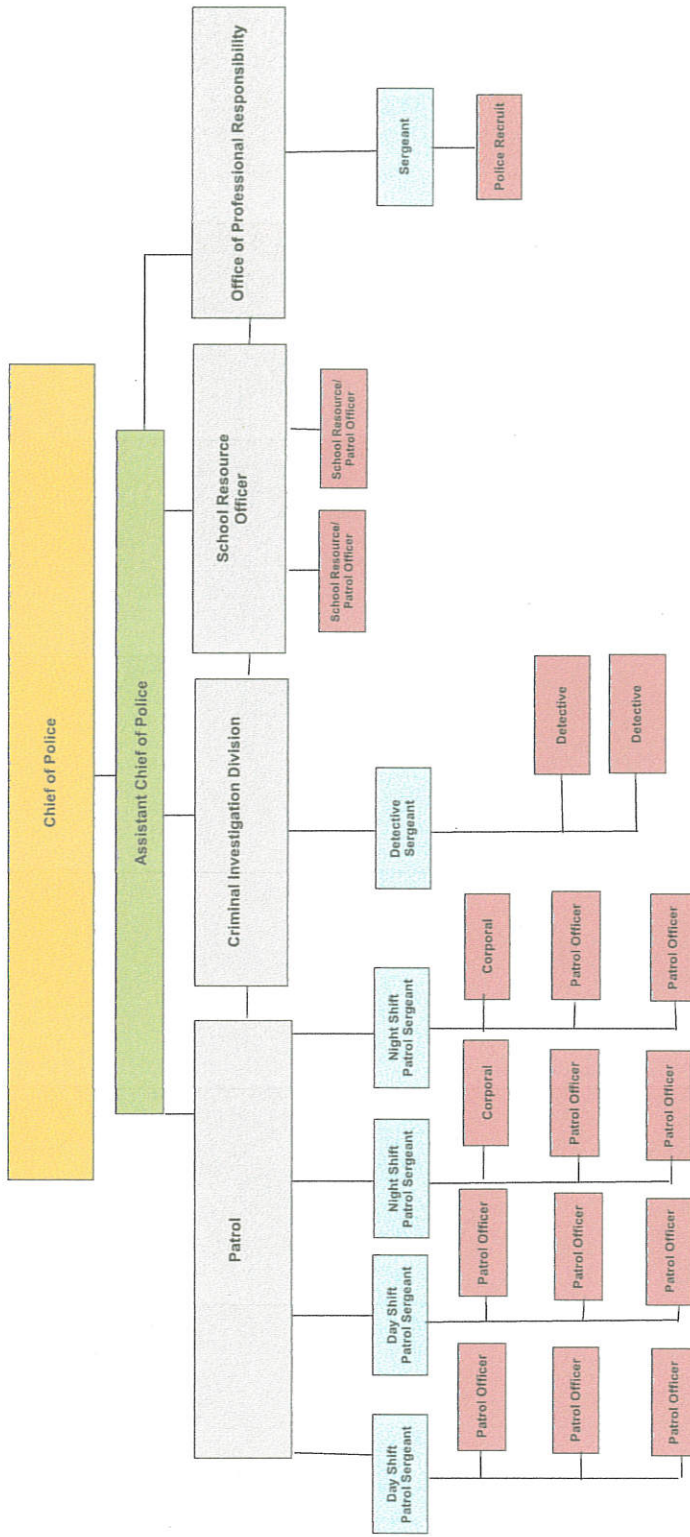
As currently planned, the Police Department then plans to create two new Patrol Lieutenant positions. As currently envisioned, these two officers would serve essentially as upper level supervisors for patrol shifts. These officers would bridge the gap currently between the Sergeants and Police Administration. Two eligible employees (who are Sergeants today) would go through the promotion selection process to then be promoted to these new Lieutenant positions.

If approved, at the end of this process, a total of Four (4) Officers would be promoted in order to accomplish these two steps. A diagram of the Organization Chart after the promotions is shown as Attachment D. Again, this plan does not include hiring of any new personnel.

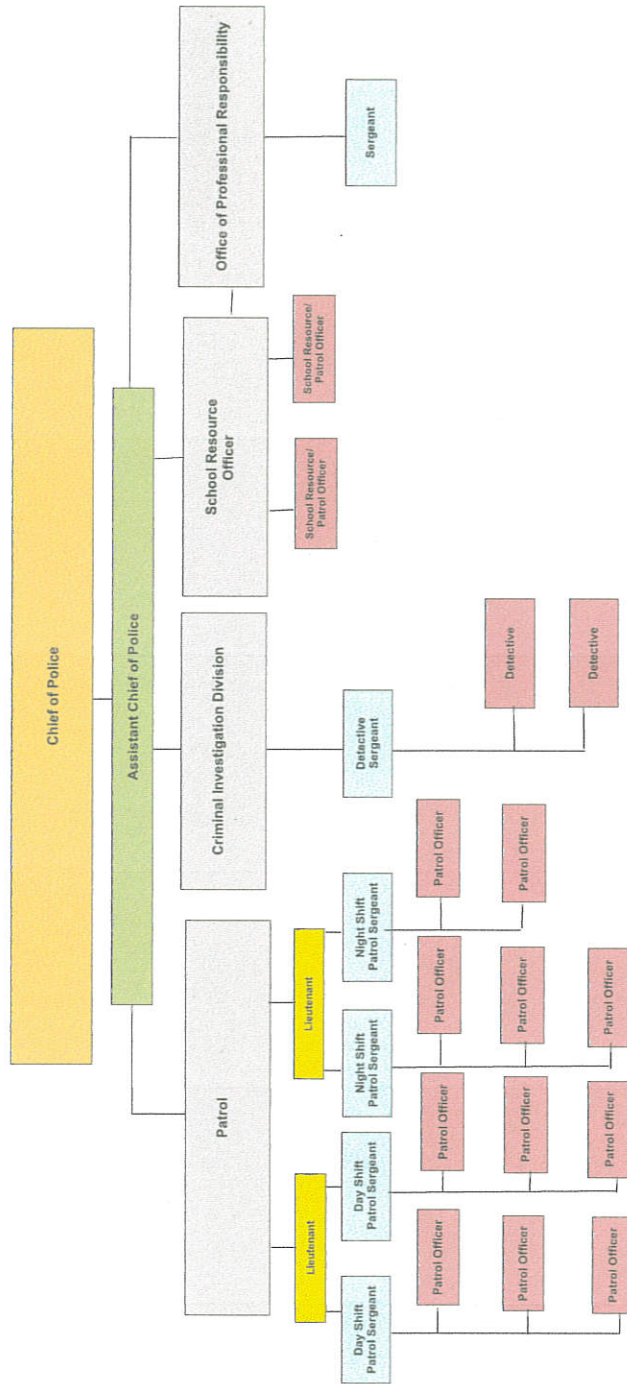
Attachment A



Attachment B



Attachment C



HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: October 2, 2017

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop and Regular Meeting of September 18, 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 October 2, 2017 – 5:30 PM/7:00 PM

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

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, Managing Director Katie Allgood, Finance Director Lee Garcia, Utilities Superintendent Kevin Reinke, Library Director Waynette Ditto, Community Development Director Tracy Lankford, and City Secretary Lydia Lopez

WORKSHOP – 5:30 PM

1. Mayor Travis Bailey 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 proposed CO Issuance.
 - c. Briefing and discussion concerning upcoming events:
 - o Spooktacular (Warren Park) – October 31 (Greater Hewitt Chamber)
 - d. 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 second by Council Member Bill Fuller to convene the 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.
6. Adjourn. *A motion was made by Mayor Pro Tem Ed Passalugo and second by Council Member Bill Fuller was made to adjourn the Workshop and recess the Executive Session at 6:57 PM. Note:* Executive Session was continued after the conclusion of the regular session.

REGULAR MEETING – 7:00 PM

1. **CALL TO ORDER.** Mayor Travis Bailey called the meeting to order at 7:00 PM.

Not listed on the printed agenda: Volunteer Police Chaplain Leroy Grant, Jr., prayed for those suffering in light of the tragedy in Nevada.

2. **PLEDGE OF ALLEGIANCE TO THE U.S. FLAG** – Mayor Travis Bailey asked Fire Chief Lance Bracco to lead the Pledge of Allegiance.
3. **PRESENTATION OF PROCLAMATION IN RECOGNITION OF “POWER UP AT YOUR LIBRARY WEEK – OCTOBER 1-7, 2017.”** Library Director Waynette Ditto highlight events in celebration of “Power Up at Your Library Week.” Mayor Travis Bailey presented proclamation to Library Board Member Sally Goldman.
4. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP AND REGULAR MEETING OF SEPTEMBER 18, 2017.** *A motion was made by Council Member Alex Snider and seconded by Council Member Bill Fuller to approve the minutes as submitted but allow for corrections; all seven in favor, motion passed.*
5. **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*
6. **CONSIDERATION OF AND ACTION ON A RESOLUTION SUBMITTING CANDIDATE NOMINATIONS FOR THE MCLENNAN COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS FOR THE YEARS 2018-2019.** Mayor Travis Bailey asked for nominations. No nominations were submitted. No action taken.
7. **AUTHORIZE THE CITY MANAGER TO IMPLEMENT AND ENFORCE THE CITY OF HEWITT SOCIAL MEDIA POLICY.** *A motion was made by Council Member Bill Fuller and seconded by Council Member Alex Snider to approve; all seven in favor, motion passed.*
8. **AUTHORIZE THE CITY MANAGER TO ENTER INTO A JOINT PARTICIPATION AGREEMENT AT THE RESERVE AT DRY CREEK CONCERNING UPSIZING WATER LINES FROM 8 INCH DIAMETER TO 12 INCH DIAMETER.** *A motion was made by Council Member Alex Snider and seconded by Council Member James Vidrine to approve; all seven in favor, motion passed.*
9. **AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE A LEASE AGREEMENT WITH THE AMERICAN RED CROSS CONCERNING USE OF CITY FACILITIES FOR STORAGE OF EMERGENCY RELIEF SUPPLIES.** *A motion was made by Council Member Wilbert “Walky” Wachtendorf and seconded by Council Member Bill Fuller to approve; all seven in favor, motion passed.*
10. **CONSIDERATION OF AND ACTION ON A RESOLUTION AMENDING THE CITY OF HEWITT’S INVESTMENT POLICY.** *A motion was made by Council*

Member Alex Snider and seconded by Council Member Wilbert “Walky” Wachtendorf to approve; all seven in favor, motion passed.

- 11. CONSIDERATION OF AND ACTION ON A RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND LIMITED SURPLUS REVENUE CERTIFICATES OF OBLIGATION.** Managing Director Andrew T. Friedman, Samco Capital Markets, Inc., presented an overview of the proposed bond issuance. *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member James Vidrine to approve the identified projects with estimated cost as follows: Ritchie Road Phase I – \$1,515,000; Ritchie Road Phase II - \$580,000; Aerial Fire Apparatus - \$1,300,000; Public Safety Radios - \$730,000; Streets & Drainage – \$475,000; Park Improvements - \$50,000; Micro Slurry Seal – \$350,000; all seven in favor, motion passed.* Mayor Pro Tem Ed Passalugo qualified the importance of purchasing the Aerial Fire Apparatus to maintain the City’s ISO rating and the importance of purchasing the Public Safety Radios to provide the ability to communication with local law enforcement agencies and also for the safety of city employees.
- 12. AUTHORIZE PURCHASE OF AN AERIAL FIRE APPARATUS FROM METRO FIRE APPARATUS SPECIALIST, INC., IN AN AMOUNT NOT TO EXCEED \$1,299,579.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Alex Snider to approve; all seven in favor, motion passed.*
- 13. AUTHORIZE PURCHASE OF AN 800 MHZ PUBLIC SAFETY CONSOLE SYSTEM FROM MOTOROLA SOLUTIONS, INC., IN AN AMOUNT NOT TO EXCEED \$729,126.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Wilbert “Walky” Wachtendorf to approve; all seven in favor, motion passed.* Mayor Pro Tem Ed Passalugo stated that this item was necessary for the safety of our citizens and employee.
- 14. AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN INTERLOCAL COOPERATION AGREEMENT WITH THE CITY OF WACO FOR THE USE OF THE CITY OF WACO 800 MHZ TRUNKED VOICE RADIO SYSTEM.** *A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Ed Passalugo to approve; all seven in favor, motion passed.* Council Member Alex Snider commended staff for having the foresight to design the Public Safety Facility to allow this upgrade without having to make modifications.
- 15. ADJOURN.** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Ed Passalugo to adjourn the regular meeting at 7:32 PM and reconvene the Executive Session; all seven in favor, motion passed.*

Executive Session – Reconvened at 7:35 PM.

The Council reconvened the Executive Session at 7:35 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 Council Member Bill Fuller and second by Council Member Alex Snider to adjourn the Executive Session at 7:47 PM.*

Approved: October 16, 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.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: October 2, 2017

AGENDA ITEM #: 5

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Authorize Change Order Number 1 to the 2017 - Old Temple Road Street Improvements project with Holy Contractors, LLC in an amount not to exceed \$15,733.52.

STAFF RECOMMENDATION/ITEM SUMMARY:

This work relates to providing water line connection points for the future development of the Moonlight Park subdivision. The cost of this Change Order will be reimbursed to the City by the developer of the Moonlight Park subdivision. This was proactively identified by the City Engineer which will make connecting to the city water system an easier process in the near future for the developer. Prior to commencing any work, the developer would be required to formally commit to reimburse the City for these improvements.

ATTACHMENTS:

Contract Change Order

CONTRACT CHANGE ORDER

ORDER NO.: One (1)
DATE: 10/12/2017

STATE: Texas
COUNTY: McLennan

OWNER: City of Hewitt
CONTRACT FOR: 2017 - Old Temple Rd. Street Improvements
TO: Holy Contractors, LLC

You are hereby requested to comply with the following changes from the Contract Plans and Specifications:

Description of Changes	Quantity	Unit	Unit Price	DECREASE in Contract Price	INCREASE in Contract Price
12"x12"x8" MJ Tee, Including Labor, Equipment and Materials	2	L.S.	\$639.82		\$1,279.64
Bid Item No. 45; 8" Gate Valve and Box, Installed	2	L.S.	\$1,584.62		\$3,169.24
Bid Item No. 44; 12" Gate Valve and Box, Installed	4	L.S.	\$2,755.16		\$11,020.64
8" Capped Stub-out; Including Labor, Equipment and Materials	2	L.S.	\$132.00		\$264.00
Totals:				\$0.00	\$15,733.52
NET CHANGE IN CONTRACT PRICE:					\$15,733.52

JUSTIFICATION:

Moonlight Park development connection points, this is being proposed by the development and costs will be reimburse to the City from the Moonlight Park development. Sta. WL-35+51 and WL-51+78

The amount of the Contract will be Increased:

Fifteen Thousand, Seven Hundred Thirty Three Dollars and Fifty Two Cents \$15,733.52

The Contract Total including this and previous Change Orders will be:

One Million, Four Hundred Ninety Thousand, Nine Hundred Thirty Two Dollars and Ninety Nine Cents \$1,490,932.99

The Contract Period Provided for Completion Will Be (Increased) (~~Decreased~~) (~~Unchanged~~): 2 days

This document will become a supplement to the Contract and all provisions will apply hereto.

Requested:

(Owner)

(Date)

Recommended:

(Engineer)

10/12/2017

(Date)

Accepted:

(Contractor)

(Date)