

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

November 6, 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 **6th day of November, 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 Series 2016 and Series 2017 CO Capital Improvement Projects
 - c. Briefing and discussion concerning upcoming events:
 - Tree Lighting Ceremony – December 10, 2017
 - d. Briefing and discussion concerning Family Place Library project
 - e. Briefing and discussion concerning code updates.
 - f. Briefing and discussion concerning brush and bulk collection days
 - g. Briefing and discussion concerning Emergency Medical Services RFP.
 - 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 1:00 AM/PM on November 3, 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 **6th day of November, 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. Special presentation of the Award of Financial Reporting Achievement
4. Consider approval of minutes of the City Council Workshop and Regular Meeting of October 16, 2017.
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.*
6. Consideration and action on renewal of an agreement with Valley View Consulting, L.L.C. for a period of two years ending December 31, 2019.
7. Consideration and action on a resolution casting votes to elect Directors for the McLennan County Appraisal District for the years 2018-2019.
8. Consider and take appropriate action concerning Storm Water System Responsibilities Policy and Map of Maintained Drainage Areas.
9. Consideration and action on an ordinance authorizing the City Council of the City of Hewitt, amending Ord. 2012-02-06-1, creating two additional Sergeant positions, authorizing the number of employees in each classification; providing for severability; providing a repealer; and establishing an effective date.
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 1:00 AM/PM on November 3, 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



CITY ENGINEER'S REPORT

November 3, 2017

2015 Bond Projects:

Lift Station No. 5 Removal

Easement documents have been prepared for one of the landowners and have been sent for signatures.

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.
 - I have order topography for this project and have been working on existing easements. Will be discussing construction methods, to try to minimize disturbances to existing business along the route.

Sun Valley Rd.; Waterline Bores.

I have a completed set of preliminary plans and will be finishing up design once I work out a few things.

Alamo Lift Station (Lift Station No. 7)

We have submitted a preliminary Interlocal agreement to Waco for their consideration.

Drainage

Flat Creek Tributary Drainage

I have no new update, at this time.

209/213 Cross Country Drainage Improvements

Awaiting topography.

Old Temple Rd; Phase 2

Contractor has been installing the waterlines. Once utilities are complete they should begin road work.

HEWITT TEXAS II

CITY ENGINEER'S REPORT

November 3, 2017

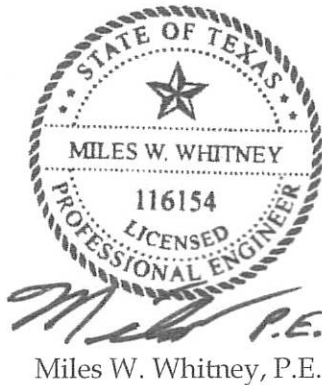
FM 2113 (Spring Valley Rd.)

Awaiting utility conflict analysis from TxDOT.

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

We have submitted 30% plans in for review, once comments are received back we will continue with the design.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

HEWITT TEXAS

COUNCIL WORKSHOP AGENDA ITEM #2.b



MEMORANDUM

FROM: Adam Miles, City Manager *Am*
TO: Mayor and City Council
DATE: November 03, 2017
RE: Street Project Priorities - General Fund CO Projects

As previously discussed, the Street Department and City Engineer has worked to identify and prioritize street improvements throughout the city. Along with this, the City Engineer developed revised cost estimates. Based on review and analysis of available funding, the following is a ranking of the top street project priorities as recommended by city staff.

Street Project - Priority Ranking

Project Description	Cost Estimate
E. Warren Street Reconstruction	700,908
Lisa Dr, Barbara Jean St, Jan St. reclaim	306,968
Old Temple Road - Mill & Overlay	397,028
Attaway Road - Mill & Overlay	284,409
Sierra Slope / Angel Fire Intersection	31,095
TOTAL	1,720,408

The attached pages indicate the funding source for each of these projects. This funding includes the remainder of the Series 2016 General Fund CO issuance and well as the planned Series 2017 General Fund CO issuance.

In order to fully fund these projects, we will necessarily fund a portion of the utilities out of available Utility CO funds. Specifically, part of the Old Temple Road project, currently in progress, will be paid from Utility COs. This is shown as a \$191,392 amount. Using Utility CO Funds for these eligible expenses will enable the City to fully fund the improvements shown above. In addition to this, we have factored in a Summer 2018 Micro-Slurry Seal project in the amount of \$270,000 and a Summer 2019 Micro-Slurry Seal project in the amount of \$204,223.

Obviously, as actual project costs become known, these numbers will shift and require adjustment. It is important to note that this list does not include any provision for the Panther Way / Hewitt Drive intersection pedestrian improvements or any drainage projects.

2016 CO Project Progress - November 2017

Project Description	Cost Estimate / Committed Funds	Status
Funds Available	3,746,683	Original CO Funding Amount
First Street / Chapman Street Reconstruction & Engineering	383,405	Completed
2017 Slurry Seal	245,506	Completed
Prior Year (2016) & Completed Projects	200,712	Completed
Seminole Trail Street Improvements and Engineering	91,950	Completed
Lisa Drive Street Repair	26,720	Completed
Misc. Engineering Fees	1,218	Completed
Old Temple Road PHII - Construction and Engineering	1,609,750	In progress
Park Improvements	58,689	In progress
Facility Improvements	30,625	In progress
Completed & Committed TOTAL	2,648,575	
Funds Available - Future Projects	1,098,108	
Slurry Seal - Summer 2018	270,000	
Old Temple Road - Mill & Overlay	397,028	
Attaway Road - Mill & Overlay	284,409	
Sierra Slope - Intersection Reconstruction	31,095	
Lisa Dr, Barbara Jean, Jan reclaim	306,968	
Future Projects	1,289,500	
Utility CO funding part of utilities on Old Temple Road	191,392	Old Temple Road - Utility CO Funds
Final Fund Balance	0	

2017 CO - General Fund Project Summary

Project Description	
Public Safety Radio System	730,000
Aerial Fire Apparatus	1,300,000
Ritchie Road - PH I	1,438,291
Ritchie Road - PH II	576,578
Micro Slurry Seal - Summer 2019	204,223
Park Improvements	50,000
E. Warren Reconstruction	700,908
TOTAL	5,000,000

HEWITT TEXAS II

COUNCIL WORKSHOP AGENDA ITEM #2.e



MEMORANDUM

FROM: Tracy Lankford, Community Development Director
TO: Mayor and City Council
DATE: November 3, 2017
RE: Building Code Updates and Enforcement

The current city ordinance states that the Building and Electric Codes shall be automatically adopted six months after publication unless the city amends them or by ordinance does not adopt them. As part of that process, city staff intend to begin enforcement of the 2015 Building Code and the 2014 Electric Code on January 1, 2018.

The state adopted the 2015 energy code effective September 2017 so we have already been enforcing that code. Keeping the building codes up to date has become more critical now since the building departments in cities are now a component of the city's overall ISO rating system.



COUNCIL AGENDA ITEM FORM

MEETING DATE: November 6, 2017

AGENDA ITEM #: 3

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Special presentation of the Award of Financial Reporting Achievement.

STAFF RECOMMENDATION/ITEM SUMMARY:

For the past fourteen years, the City of Hewitt has applied for and received the Government Finance Officer's Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The GFOA is a non-profit association serving government finance professionals in the U.S. and Canada.

The award represents excellence in financial reporting for the City's comprehensive annual financial audit report for the fiscal year ending September 30, 2016. This is a significant achievement by the City of Hewitt. It reflects the commitment of the City Council and staff in meeting the highest principles of governmental financial reporting.

Our thanks to Lee Garcia for her efforts in achieving this award! Mayor Travis Bailey to present Lee with the award.

ATTACHMENTS:

Award and supporting documentation



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Lee H. Garcia, CPA, CGFO

Finance Director

City of Hewitt, Texas



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morill

Date September 12, 2017



COUNCIL AGENDA ITEM FORM

MEETING DATE: November 6, 2017

AGENDA ITEM #: 4

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop and Regular Meeting of October 16, 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 16, 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 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, Human Resources Generalist Stephanie Fenty and City Secretary Lydia Lopez

Staff absent: City Attorney Charlie Buenger

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 upcoming events:
 - o 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. The regular meeting agenda item was reviewed during the Regular Session.
4. *A motion was made by Mayor Pro Tem Ed Passalugo and second by Council Member Alex Snider to convene the Executive Session at 6:49 PM 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/Adjourn. *A motion was made by Mayor Pro Tem Ed Passalugo and second by Council Member Alex Snider was made to adjourn the Workshop and the Executive Session at 6:54 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 Library Director Waynette Ditto to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP AND REGULAR MEETING OF OCTOBER 2, 2017.** *A motion was made by Mayor Pro Tem Ed Passalugo and seconded by Council Member Bill Fuller 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 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.** *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.*
6. **ADJOURN.** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Ed Passalugo to adjourn the regular meeting at 7:02 PM; all seven in favor, motion passed.*

Approved: November 6, 2017

Lydia Lopez, City Secretary

Travis Bailey, Mayor

HEWITT TEXAS

ITEM #5– 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 6, 2017

AGENDA ITEM #: 6

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consideration and action on renewal of an agreement with Valley View Consulting, L.L.C. for a period of two years ending December 31, 2019.

STAFF RECOMMENDATION/ITEM SUMMARY:

On December 7th, 2015, City Council extended the Agreement with Valley View Consulting, L.L.C., to act as independent investment advisors to the city and to perform professional services with respect to Investable Funds. Staff recommends continuing the agreement to perform investment services to the City.

ATTACHMENTS:

Agreement between City of Hewitt and Valley View Consulting, LLC

**AGREEMENT
BY AND BETWEEN
THE CITY OF HEWITT, TEXAS
AND
VALLEY VIEW CONSULTING, L.L.C.**

It is understood and agreed that the City of Hewitt (the *Investor*) will have from time to time money available for investment (*Investable Funds*) and Valley View Consulting, L.L.C. (*Advisor*) has been requested to provide professional services to the Investor with respect to the Investable Funds. This agreement (the *Agreement*) constitutes the understanding of the parties with regard to the subject matter hereof.

1. This Agreement shall apply to any and all Investable Funds of the Investor from time to time during the period in which this Agreement shall be effective.
2. The Advisor agrees to provide its professional services to direct and coordinate all programs of investing as may be considered and authorized by the Investor.
3. The Advisor agrees to perform the following duties:
 - a. Assist the Investor in developing cash flow projections,
 - b. Suggest appropriate investment strategies to achieve the Investor's objectives,
 - c. Advise the Investor on market conditions, general information and economic data,
 - d. Analyze risk/return relationships between various investment alternatives,
 - e. Attend occasional meetings as requested by the Investor,
 - f. Assist in the selection, purchase, and sale of investments. The Advisor shall not have discretionary investment authority over the Investable Funds and the Investor shall make all decisions regarding purchase and sale of investments. All funds shall be invested consistent with the Texas Public Funds Investment Act, Chapter 2256 Government Code and the Investor's investment policies. The eligible investments are listed in the Investor's Investment Policy,
 - g. Advise on the investment of bond funds as to provide the best possible rate of return to the Investor in a manner which is consistent with the proceedings of the Investor authorizing the investment of the bond funds or applicable federal rules and regulations,
 - h. Assist the Investor in creating investment reports in compliance with State legislation and the Investor's Investment Policy,
 - i. Assist the Investor in creating monthly portfolio accounting reports, and
 - j. Assist the Investor in selecting a primary depository services financial institution.

4. The Investor agrees to:

- a. Compensate the Advisor for any and all services rendered and expenses incurred as set forth in Appendix A attached hereto,
- b. Provide the Advisor with the schedule of estimated cash flow requirements related to the Investable Funds, and will promptly notify the Advisor as to any changes in such estimated cash flow projections,
- c. Allow the Advisor to rely upon all information regarding schedules, investment policies and strategies, restrictions, or other information regarding the Investable Funds as provided to it by the Investor and that the Advisor shall have no responsibility to verify, through audit or investigation, the accuracy or completeness of such information,
- d. Recognize that there is no assurance that recommended investments will be available or that such will be able to be purchased or sold at the price recommended by the Advisor, and
- e. Not require the Advisor to place any order on behalf of the Investor that is inconsistent with any recommendation given by the Advisor or the policies and regulations pertaining to the Investor.

5. In providing the investment services in this Agreement, it is agreed that the Advisor shall have no liability or responsibility for any loss or penalty resulting from any investment made or not made in accordance with the provisions of this Agreement, except that the Advisor shall be liable for its own gross negligence or willful misconduct; nor shall the Advisor be responsible for any loss incurred by reason of any act or omission of any broker, selected with reasonable care by the Advisor and approved by the Investor, or of the Investor's custodian. Furthermore, the Advisor shall not be liable for any investment made which causes the interest on the Investor's obligations to become included in the gross income of the owners thereof.

6. The fee due to the Advisor in providing services pursuant to this Agreement shall be calculated in accordance with Appendix A attached hereto, and shall become due and payable as specified. Any and all expenses for which the Advisor is entitled to reimbursement in accordance with Appendix A attached hereto shall become due and payable at the end of each calendar quarter in which such expenses are incurred.

7. This Agreement shall remain in effect until December 31, 2019, with the option of the Investor to extend this Agreement in additional one or two year increments. Provided, however, the Investor or Advisor may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of such termination, it is understood and agreed that only the amounts due to the Advisor for services provided and expenses incurred to and including the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement. In the event this Agreement is terminated, all investments and/or funds held by the Advisor shall be returned to the Investor as soon as practicable. In addition, the parties hereto agree that upon termination of this Agreement the

Advisor shall have no continuing obligation to the Investor regarding the investment of funds or performing any other services contemplated herein.

8. The Advisor reserves the right to offer and perform these and other services for various other clients. The Investor agrees that the Advisor may give advice and take action with respect to any of its other clients, which may differ from advice given to the Investor. The Investor agrees to coordinate with and avoid undue demands upon the Advisor to prevent conflicts with the performance of the Advisor towards its other clients.

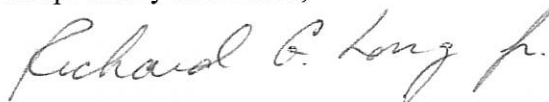
9. The Advisor shall not assign this Agreement without the express written consent of the Investor.

10. By initialing the appropriate line, Investor acknowledges that:

- 1) _____ Investor was provided a written copy of Form ADV Part 2 not less than 48 hours prior to entering into this written contract, or
- 2) _____ Investor received a written copy of Form ADV Part 2 at the time of entering into this contract and has the right to terminate this contract without penalty within five business days after entering into this contract.
- 3) X Investor is renewing an expiring contract and has received in the past, and offered annually, a written copy of Form ADV Part 2.

When accepted by the Investor, it, together with Appendix A attached hereto, will constitute the entire Agreement between the Investor and Advisor for the purposes and the consideration herein specified.

Respectfully submitted,



Richard G. Long, Jr.
Manager, Valley View Consulting, L.L.C.

This agreement is hereby agreed to and executed on behalf of the City of Hewitt, Texas.

By _____
City of Hewitt

Date: _____

APPENDIX A

FEE SCHEDULE AND EXPENSE ITEMS

In consideration for the services rendered by Advisor in connection with the investment of the Investable Funds for the Investor, it is understood and agreed that its fee will be an annual fee equal to \$10,000.00. Said fee shall be prorated and due and payable at the end of each investment quarter.

Should the Investor issue debt, additional fees shall apply. Said annual fee shall not exceed 10 basis points (0.10%) of the total debt fund's average quarter end book value.

Should the selected bond proceeds investment strategy incorporate a flexible repurchase agreement or other structured investment, fees will be determined by any applicable I.R.S. guidelines and industry standards.

Should the Investor request assistance with monthly investment portfolio accounting additional fees shall apply. Said fee shall not exceed \$5,000.00 per year.

Should the Investor request assistance with selecting a primary bank depository services contract additional fees shall apply. Said fee shall not exceed \$5,000.00 per selection process.

Said fee includes all costs of services related to this Agreement, and all travel and business expenses related to attending regularly scheduled quarterly meetings. With pre-trip Investor approval, the Advisor may also request reimbursement for special meeting or event travel and business expenses. The obligation of the Advisor to pay expenses shall not include any costs incident to litigation, mandamus action, test case or other similar legal actions.

Although none are anticipated, any other fees retained by Advisor in the performance of its duties shall be disclosed to the Investor.



COUNCIL AGENDA ITEM FORM

MEETING DATE: November 6, 2017

AGENDA ITEM #: 7

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Consideration and action on a resolution casting votes to elect the Directors for the McLennan County Appraisal District for 2018-2019.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a draft resolution and official ballot for selection of the five (5) member Board of Directors. Each taxing entity is allotted a certain number of votes. The City has a total of 55 votes. The votes may be cast as a block or unit or distributed among any number of candidates.

ATTACHMENTS:

Draft resolution and supporting documentation

October 16, 2017

Dear Entity Official:

Enclosed, please find the official ballot on which to cast your vote for the five (5) member Board of Directors of the McLennan County Appraisal District (2018-2019 term). You may cast all of your votes for one candidate or distribute them amongst any number of candidates. After casting your unit's votes via written resolution, you must return the ballot and resolution to Andrew J. Hahn, Jr., Chief Appraiser, before December 15, 2017. Ballots received or post marked after December 14, 2017, cannot be counted.

I will notify you of the election results before December 31, 2017. If you have any further questions concerning this matter, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Andrew J. Hahn, Jr.", written in a cursive style.

Andrew J. Hahn, Jr., RPA, RTA
Chief Appraiser

AH/eobrate

**MCLENNAN COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS
ALLOWABLE VOTES BY ENTITY**

TAXING UNIT	2017 TAX LEVY	PERCENT OF TOTAL LEVY	CALCULATED 2018-2019 TERM VOTES
SCHOOL DISTRICTS			
AXTELL ISD	1,447,149.20	0.348461%	17
BOSQUEVILLE ISD	2,343,022.36	0.564180%	28
BRUCEVILLE-EDDY ISD	1,964,355.33	0.473000%	24
CHINA SPRING ISD	10,956,892.93	2.638328%	132
CONNALLY ISD	9,053,594.91	2.180030%	109
CRAWFORD ISD	2,189,293.76	0.527164%	26
GHOLSON ISD	478,132.52	0.115130%	6
HALLSBURG ISD	875,323.87	0.210771%	11
LA VEGA ISD	11,330,382.54	2.728261%	136
LORENA ISD	7,333,799.14	1.765917%	88
MART ISD	965,876.41	0.232575%	12
McGREGOR ISD	5,568,046.15	1.340739%	67
MIDWAY ISD	64,076,499.88	15.429085%	771
MOODY ISD	1,525,293.14	0.367278%	18
OGELSBY ISD	8,859.10	0.002133%	0
RIESEL ISD	5,886,210.67	1.417350%	71
ROBINSON ISD	8,975,428.50	2.161208%	108
VALLEY MILLS ISD	797,685.44	0.192076%	10
WACO ISD	78,101,112.61	18.806095%	940
WEST ISD	5,364,627.00	1.291757%	65
COUNTY			
MCLENNAN COUNTY	77,922,770	18.763151%	938
CITIES			
BELLMEAD	1,263,258.16	0.304182%	15
BEVERLY HILLS	476,399.60	0.114713%	6
BRUCEVILLE-EDDY	326,720.40	0.078672%	4
CRAWFORD	233,899.91	0.056321%	3
GHOLSON	80,851.37	0.019468%	1
HALLSBURG	14,441.21	0.003477%	0
HEWITT	4,535,108.30	1.092016%	55
LACY-LAKEVIEW	1,189,972.38	0.286535%	14
LEROY	33,513.29	0.008070%	0
LORENA	659,446.28	0.158789%	8
MART	413,715.98	0.099619%	5
McGREGOR	2,144,748.23	0.516437%	26
MOODY	297,538.50	0.071645%	4
RIESEL	209,544.15	0.050456%	3
ROBINSON	3,887,190.30	0.936003%	47
VALLEY MILLS	5,102.99	0.001229%	0
WACO	71,497,920.76	17.216101%	861
WEST	1,029,456.17	0.247884%	12
WOODWAY	5,030,898.49	1.211398%	61
MCLENNAN COMMUNITY COLLEGE	24,802,734.77	5.972291%	299
TOTAL	415,296,817	100%	5,000

RESOLUTION NO. _____

**RESOLUTION OF VOTES CAST TO ELECT DIRECTORS
FOR THE McLENNAN COUNTY APPRAISAL DISTRICT
FOR THE YEARS 2018-2019**

WHEREAS, Section 6.03 (k) of the Texas Property Tax Code, requires that each taxing unit entitled to vote cast their vote by Resolution and submit results of that vote to the Chief Appraiser of the McLennan County Appraisal District before or by December 14, 2017.

THEREFORE, the City of Hewitt submits the attached Official Ballot, as issued by the Chief Appraiser, stating the vote for candidates for the election of the Board of Directors for the McLennan County Appraisal District for 2018-2019.

ACTION TAKEN this 6th day of November, 2017 in Regular Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code; for the purpose of casting votes to elect the Board of Directors of the McLennan County Appraisal District.

THE CITY OF HEWITT, TEXAS

Travis Bailey, Mayor

ATTEST:

Lydia Lopez, TRMC/CMC
City Secretary

STATE OF TEXAS §
COUNTY OF McLENNAN §

TAXING UNIT NO.

OFFICIAL BALLOT

SELECTION OF FIVE (5) MEMBERS FOR THE BOARD OF DIRECTORS OF THE McLENNAN COUNTY APPRAISAL DISTRICT

ENTER THE NUMBER OF VOTES, IN THE SQUARE(S) ADJACENT TO THE NAME OF THE CANDIDATE(S), INDICATING THE NUMBER OF VOTES YOU WISH TO CAST FOR EACH CANDIDATE. YOU MAY CAST ALL OF YOUR ALLOTTED VOTES FOR ONE CANDIDATE OR DISTRIBUTE THEM AMONGST ANY NUMBER OF CANDIDATES. PLEASE VERIFY THAT THE TOTAL NUMBER OF VOTES CAST MATCH THE ENTITLED NUMBER OF VOTES ALLOWED FOR YOUR TAXING UNIT, WHICH IS LISTED ON THE SPREADSHEET INCLUDED IN THE DELIVERY METHOD OF THIS BALLOT. BALLOTS SUBMITTED IN WHICH THE NUMBER OF VOTES CAST EXCEEDS THE NUMBER OF ENTITLED VOTES, CANNOT BE COUNTED.

NUMBER OF VOTES NOMINEE

	TIMOTHY HOLTKAMP
	STEVE JANICS
	JOHN KINNAIRD
	TOM PAGEL
	BEN PERRY
	ALLEN SYKES
	MILDRED WATKINS

**BALLOT AND RESOLUTION MUST BE RETURNED TO
ANDREW J. HAHN, JR., CHIEF APPRAISER, BEFORE DECEMBER 15, 2017. BALLOTS RECEIVED OR
POSTMARKED AFTER DECEMBER 14, 2017, CANNOT BE COUNTED.**



COUNCIL AGENDA ITEM FORM

MEETING DATE: November 6, 2017

AGENDA ITEM #: 8

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Consider and take appropriate action concerning Storm Water System Responsibilities Policy and Map of Maintained Drainage Areas.

STAFF RECOMMENDATION/ITEM SUMMARY:

The proper management and maintenance of Storm Water Drainage areas throughout the city is a shared responsibility. The City of Hewitt maintains the public stormwater drainage system and structures within dedicated public stormwater drainage easements and property. This maintenance, however, does not extend into private property where drainage easements may be present. While it is not public property, these drainage easements are intended to denote where storm water will pass through private property and owners should avoid obstructing the flow of water through these areas. The attached policy clarifies the roles and responsibilities of the City and its residents and is in accordance with adopted City Ordinances and Regulations. The attached map provides an overview of the city maintained areas. This policy does not limit the City's ability to enter private property located within a drainage easement for the purpose of removing an obstruction or otherwise repair or rehabilitate the public storm water system..

ATTACHMENTS:

Policy and Supporting documentation

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

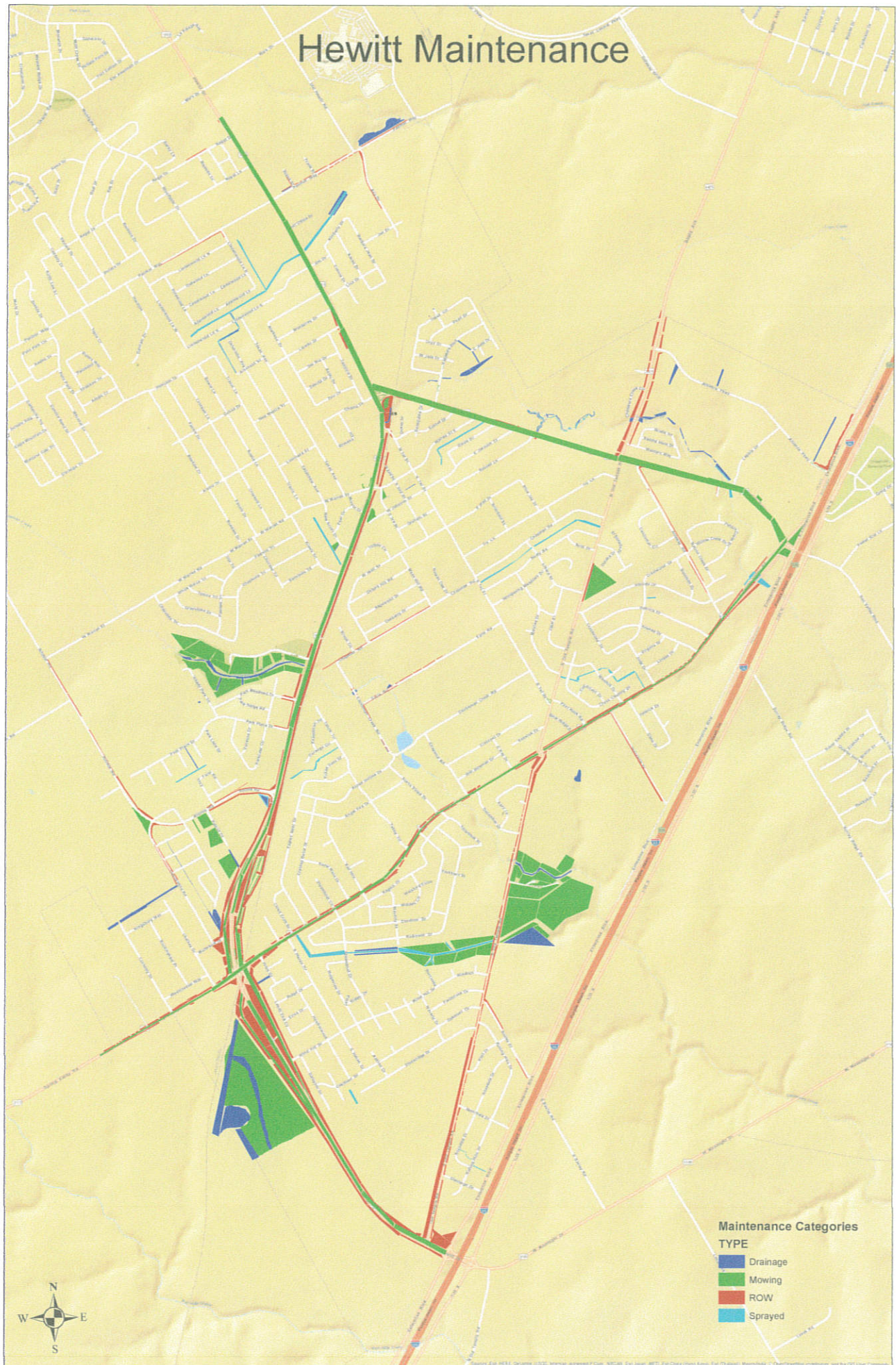
Keep easements and storm drains free of litter and debris. Do not rake, blow, or dump grass clippings or leaves into the storm drainage system. Keep the area easily accessible in case repairs or maintenance are necessary. Do not place sheds or other permanent structures in the easement or on top of drainage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

Hewitt Maintenance





COUNCIL AGENDA ITEM FORM

MEETING DATE: November 6, 2017

AGENDA ITEM #: 9

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Consideration and action on an ordinance authorizing the City Council of the City of Hewitt, amending Ord. 2012-02-06-1, creating two additional Sergeant positions, authorizing the number of employees in each classification; providing for severability; providing a repealer; and establishing an effective date.

STAFF RECOMMENDATION/ITEM SUMMARY:

As has been previously discussed, the Police Department has been in the process of making organizational adjustments to better serve the future needs of the community. As part of that transition, the position of Corporal would be eliminated. In order to accomplish this, the remaining last two Corporals would be promoted to Sergeant. Currently, all required steps under Civil Service have been completed and now both of the current Corporals are eligible for promotion to Sergeant. If approved, two (2) Sergeant positions would be authorized and the two (2) Corporal positions would be eliminated. Actual promotions would be made on December 4, 2017. This Ordinance authorizes the Sergeant positions. No new personnel will be added as a result of this action. In conjunction with the Civil Service Commission, a separate item will be considered on December 4 to eliminate the Corporal position.

ATTACHMENTS:

Draft ordinance

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, AMENDING ORD. 2012-02-06-1, CREATING TWO ADDITIONAL SERGEANT POSITIONS, AUTHORIZING THE NUMBER OF EMPLOYEES IN EACH CLASSIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Hewitt has adopted Civil Service, Chapter 143 of the Texas Local Government Code for its Police Department employees; and

WHEREAS, pursuant to Chapter 143, the City Council shall establish the classifications of employees and prescribe the number of positions in each classification pursuant to Section 143.021(a) of the Texas Local Government Code; and

WHEREAS, the City Council is amending and superseding Ordinance No. 2012-02-06-1; and

WHEREAS, the City Council has determined that to further its lawful purposes of providing efficient and effective law enforcement staffing, that it should create two (2) sergeant positions; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS, THAT

ARTICLE I.

The classifications and number of positions in each classification in the Police Department were previously as follows:

Police Chief—1
Assistant Police Chief-1¹
Sergeant--6
Corporal--2
Police Officer—15

Total Authorized Force: 25

¹The occupant of this rank/classification is appointed by the Department Head, and will continue to serve in an "at will" capacity according to §143.014 of the Texas Local Government Code. The occupant possesses no civil service protection in that rank.

The classifications and number of positions in each classification in the Police Department shall now be, as of the effective date of this Ordinance, as follows:

Police Chief—1
Assistant Police Chief-1²
Sergeant--8
Corporal--2
Police Officer—15

Total Authorized Force: 27

ARTICLE II.

Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or un-enforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision, or regulation.

ARTICLE III.

Repealer: All other ordinances, section, or parts of ordinances heretofore adopted by the City of Hewitt in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.

ARTICLE IV.

This ordinance shall become effective immediately upon passage.

ARTICLE V.

It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law.

²See footnote 1.

PASSED AND APPROVED on this ____ day of _____, 2017.

CITY OF HEWITT, TEXAS

Travis Bailey, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM:

Charlie Buenger, City Attorney