

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

May 18, 2020
Regular Meeting – 7:00 PM
CITY HALL, 200 PATRIOT COURT
HEWITT, TX 76643

MAYOR AND CITY COUNCIL

Charlie Turner – Mayor, Ward 1

Wilbert Wachtendorf – Mayor Pro Tem, Ward 1

Bill Fuller – Council Member, Ward 2

Vacant – Council Member, Ward 2

Steve Fortenberry – Council Member, Ward 3

Erica Bruce – Council Member, Ward 3

Michael S. Bancale – Council Member, At-Large

CITY STAFF

Bo Thomas, City Manager
Michael W. Dixon, 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	Tracy Lankford, Community Dev. Director
Kevin Reinke, Utilities Director	Scott Coleman, General Services Director
Tuck Saunders, Assistant Police Chief	Jessica Higgins, HR Generalist

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 **18th day of May, 2020, at 7:00 PM in Hewitt City Hall, Council Chambers, 200 Patriot Court**, Hewitt, Texas, at which time the following subjects will be discussed and upon which action may be taken:

In accordance with social distancing guidelines, the City Council meeting will not be open to the public. Some council members may attend, while others may call in to participate. The meeting will be streamed live on the city's website at <https://www.cityofhewitt.com/790/Hewitt-TX-TV>.

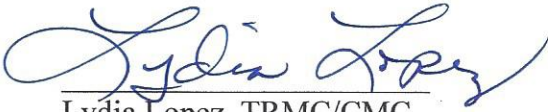
There will be an opportunity for the public to submit written comments on items listed on the agenda or under the hear visitors. Complete a [Public Comment form](#) available online and submit via email to the City Secretary. Comments must be received no later than **noon** on the date of the meeting.

1. Call meeting to order.
2. Pledge of Allegiance to the U.S. Flag
3. 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.*
4. Consider approval of minutes of the City Council Regular Meeting of May 4, 2020.
5. Presentation of report from City Engineer Miles Whitney, P.E.
 - Update on pending utility projects
 - Update on pending street projects
 - Update on pending drainage projects
6. Authorize the contract for curb repair services from Nacho Ruiz Cement for the City of Hewitt in the amount of \$43,285.
7. Authorize an annual contract for HVAC Maintenance services from Rabroker Air Conditioning, Heating and Plumbing for the City of Hewitt in the total amount of \$8,980.
8. Briefing and discussion concerning Financial Statements ending April 30, 2020.
9. Briefing and discussion concerning Cybersecurity training required by House Bill 3834.
10. Public hearing, consideration and action on **Ordinance 2020-09** amending the City of Hewitt Code of Ordinances, Chapter 58, "Sign", Section 58-2.1 – "Variances", providing for inclusion in the code and providing an effective date.
11. Discussion and briefing concerning the Coronavirus (COVID-19) and any actions necessary thereto:
 - Declaration of continuation of state of disaster and public health emergency and extension thereof, for ratification by the City Council, through May 2020.
 - Amended and restated Order of the County Judge and Commissioner's Court of McLennan County, Texas directing all individuals living in the County to shelter at their place of residence.

12. 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 10:00 AM/PM on May 13, 2020.

CITY OF HEWITT



Lydia Lopez, TRMC/CMC
City Secretary

In compliance with the American with Disabilities Act, the City of Hewitt will provide reasonable accommodations for persons attending and/or participating in this Council Meeting. To better serve you, request must be made at least 24 hours prior to the meeting. Contact the City Secretary at 254.666.6171 or by fax at 254.666.6014. The building is wheelchair accessible, with handicap parking available at the front of the building.



AGENDA ITEM #3 – HEARING OF VISITORS

PROCEDURES FOR CITIZEN PARTICIPATION AT MEETINGS

Due to social distancing guidelines, the upcoming City Council Meeting on Monday, May 18, 2020, at 7PM will be held online at <https://www.cityofhewitt.com/790/Hewitt-TX-TV>.

In order to address the Council on any item including this hearing of visitors, you must complete and submit the [Public Comment Form](#) via email to the [City Secretary](#) or in person at Hewitt City Hall, 200 Patriot Court by **NOON** on the day of the meeting. Your comments will be read during the meeting at that time.

Council may not comment publicly on issues raised during citizen comments that are not listed on the Agenda but may direct the City Manager to resolve or request the matter to be placed on a future agenda. Such public comments shall not include any “deliberation” as defined by Chapter 551 of the Government Code, as now or hereafter amended.



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 4

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Regular Meeting of May 4, 2020.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a draft copy of the meeting minutes. Please review and advise if any corrections are needed.

FISCAL IMPACT:

Amount Budgeted – N/A

Line Item in Budget – N/A

SUGGESTED MOTION:

I move approval of the minutes as presented but to allow for corrections.

ATTACHMENTS:

Draft minutes



**MINUTES OF A CITY COUNCIL
REGULAR MEETING
HEWITT CITY HALL – 200 PATRIOT COURT
May 4, 2020 – 7:00 PM**

Attendee Name	Title	Absent	Present	Arrived
Charles D. Turner (presiding)	Mayor, Ward 1	☐	☒	
Wilbert “Walky” Wachtendorf	Mayor Pro Tem, Ward 1	☐	☒	
Bill Fuller	Council Member, Ward 2	☐	☒	
Vacancy	Council Member, Ward 2	☐	☐	
Michael S. Bancale	Council Member, At-Large	☐	☒	
Steve Fortenberry	Council Member, Ward 3	☐	☒	
Erica Bruce	Council Member, Ward 3	☐	☒	

Staff present:

City Manager Bo Thomas
City Secretary Lydia Lopez
Fire Chief Lance Bracco
Library Director Waynette Ditto
Police Chief Jim Devlin

In accordance with social distancing guidelines, the City Council meeting was not opened to the public; however, the meeting was live-streamed for view by the public on the city’s website at www.cityofhewitt.com.

- 1. CALL MEETING TO ORDER.** Mayor Charlie Turner called the meeting to order at 7:00 PM. City Secretary Lydia Lopez polled the Council for attendance.
ALL PRESENT: Fuller, Bancale, Wachtendorf, Fortenberry, Bruce, and Turner
- 2. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG.** Mayor Charlie Turner led the Pledge of Allegiance.
- 3. 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. NOTE: The public was offered the opportunity to submit written comments on items listed on the agenda or under the hear visitors. **No public comment forms were submitted.**

4. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL REGULAR MEETING OF APRIL 20, 2020.**
MOTION: Mayor Pro Tem Wilbert “Walky” Wachtendorf moved approval of the minutes as presented but to allow for corrections.
SECOND: Council Member Bill Fuller
AYES: Fuller, Bancale, Wachtendorf, Fortenberry, Bruce, and Turner
NAYES: None
ABSENT: None
MOTION PASSED.
5. **CONSIDERATION AND ACTION ON APPOINTMENT OF A CHARTER REVIEW COMMITTEE.** City Manager Bo Thomas prefaced this item by summarizing previous discussions and recommended Council move forward with the appointment process of the Charter Review Committee. Mayor Charlie Turner suggested that each Council member submit their appointment without the Council voting on approval of the appointees. The appointments were made as follows: Mayor Charlie Turner – Johnny Stephens; Council Member Michael Bancale – Julie Lastrape; Mayor Pro Tem Wilbert “Walky” Wachtendorf – Betty Orton; Council Member Erica Bruce – Brad Turner; Council Member Steve Fortenberry - Traci Crain; and Council Member Bill Fuller – J.D. Copeland. (**NOTE:** Council Member Steve Fortenberry changed his appointee to Rusty Smith after the meeting via email to City Manager/City Secretary as Ms. Crain had a scheduling conflict.) General discussion was held concerning the timeline for the Committee to begin work and bring forth recommendations to the Council. Mr. Thomas advised that timing would be centered around the November election date and estimated September would be ample time to place on the ballot the proposed amendments on the Charter. Mayor Charlie Turner suggested that the appropriate time be taken to review the Charter amendments even if that meant waiting until May 2021.
6. **Briefing and discussion concerning Council priorities for FY 2020-2021 Budget.** City Manager Bo Thomas presented a summary of the Budget Calendar, Sales Tax History, and Preliminary Tax Roll. He further asked the Council to provide guidance on any priorities as the staff begins to prepare their budgets.
7. **DISCUSSION AND BRIEFING CONCERNING THE CORONAVIRUS (COVID-19) AND ANY ACTIONS NECESSARY THERETO:**
- Declaration of continuation of state of disaster and public health emergency and extension thereof, for ratification by the City Council, through May 15, 2020. City Manager Bo Thomas presented a summary of the necessary actions required of Council.
 - Consideration and action on **Ordinance No. 2020-08** ratifying the Mayor’s continuation of the state of disaster and public health emergency in Hewitt, Texas due to the COVID-19 Pandemic; declaring the existence of a state of disaster and public health emergency in Hewitt, Texas due to the COVID-19 Pandemic; and adopting the substantive provisions of the Order of McLennan County dated April 29, 2020 as the City’s regulation. City Manager Bo Thomas presented the ordinance and stated that the County’s order would be an exhibit of the ordinance.

- Amended and restated Order of the County Judge and Commissioner's Court of McLennan County, Texas directing all individuals living in the County to shelter at their place of residence.

MOTION: Council Member Steve Fortenberry moved to ratify declaration and approve Ordinance No. 2020-08.

SECOND: Council Member Michael Bancale

AYES: Fuller, Bancale, Wachtendorf, Fortenberry, Bruce, and Turner

NAYES: None

ABSENT: None

8. **Executive Session:** A closed meeting will be held pursuant to *Section 551.071 of the Government Code (V.C.T.A.)* so that the City Council can seek and receive legal advice and counsel from its attorneys regarding pending or threatened litigation, settlement offers, resolution of claims, or other matters for which the attorneys' duties to their client under the Texas State Bar Disciplinary Rules of Professional Conduct conflicts with the Open Meetings Act (Ch.551, Gov. Code).

MOTION: Council Member Bill Fuller moved to adjourn the Regular meeting and convene the Executive Session at 7:35 PM.

SECOND: Council Member Steve Fortenberry

AYES: Fuller, Bancale, Wachtendorf, Fortenberry, Bruce, and Turner

NAYES: None

ABSENT: None

MOTION PASSED.

ADJOURN THE EXECUTIVE SESSION AND RECONVENED THE REGULAR SESSION.

MOTION: Council Member Bill Fuller moved to adjourn the Executive Session and reconvene the Regular Meeting at 8:00 PM.

SECOND: Council Member Michael Bancale

AYES: Fuller, Bancale, Wachtendorf, Fortenberry, Bruce, and Turner

NAYES: None

ABSENT: None

MOTION PASSED.

9. **CONSIDERATION AND POSSIBLE ACTION REGARDING THE SUBJECT MATTER SET FORTH IN THE EXECUTIVE SESSION.**

MOTION: Council Member Erica Bruce moved to authorize the City Attorney to take legal action against the property owner of the unfinished duplexes on Hilltop Drive.

SECOND: Council Member Michael Bancale

AYES: Fuller, Bancale, Wachtendorf, Fortenberry, Bruce, and Turner

NAYES: None

ABSENT: None

MOTION PASSED.

10. ADJOURN.

MOTION: Council Member Bill Fuller moved to adjourn the Regular meeting at 8:02 PM.

SECOND: Mayor Pro Tem Wilbert “Walky” Wachtendorf

AYES: Fuller, Bancala, Wachtendorf, Fortenberry, Bruce, and Turner

NAYES: None

ABSENT: None

MOTION PASSED.

Approved: _____

ATTEST:

Lydia Lopez, City Secretary

Charles D. Turner, Mayor

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 5

SUBMITTED BY: Miles Whitney, P.E.

ITEM DESCRIPTION:

Presentation of report from City Engineer

- Update on pending utility projects
- Update on pending street projects
- Update on pending drainage projects

STAFF RECOMMENDATION/ITEM SUMMARY:

The City Engineer will present and respond to any questions regarding the Engineer's Report.

FISCAL IMPACT:

Amount Budgeted – N/A
Line Item in Budget – N/A

SUGGESTED MOTION:

No Action Required

ATTACHMENTS:

Report

HEWITT TEXAS

CITY ENGINEER'S REPORT

May 11, 2020

Utility Projects

FM 2113; Spring Valley Rd.

Notice to proceed has been issued and contractor has been submitting materials for review.

Street/Transportation Projects

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

Contractor is finishing the paving on the Hewitt/County portion of the project. They will be finishing up the curb and fillet work on Park Place and then the project should be wrapping up quickly after that.

E. Warren Street Improvements

Finalizing preliminary cost estimates for E. Warren for use in budgeting.

Ritchie Rd. Street Improvements (Patriot Court to Hewitt Dr.)

Topography has been taken and should receive design files shortly to begin roadway design.

FM 1695 Sidewalk Project (Panther Way, and Hewitt Dr. Area)

TxDOT plans have been received and we are in discussion with property owners. Construction slated to begin this summer.

Drainage Projects

208/212 Cross Country Drainage Improvements

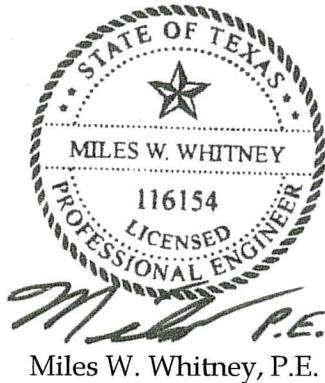
The easement has been submitted to property owner for their consideration, once signed and files we can begin to advertise this project for bidding. No word back yet from the property owner.

HEWITT TEXAS II

CITY ENGINEER'S REPORT

May 11, 2020

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 6

SUBMITTED BY: Scott Coleman, General Services Director

ITEM DESCRIPTION:

Authorize the contract for curb repair services from Nacho Ruiz Cement for the City of Hewitt in the amount of \$43,285.

STAFF RECOMMENDATION/ITEM SUMMARY:

The purpose of this service is to repair 150 areas throughout the City where the curbing is broken. The areas listed are a hindrance to stormwater drainage flow and could potentially cause street base failure from water penetration.

Staff has received numerous residential complaints of broken curbs throughout the City. Residential concerns are of the curbs being eyesores and possible trip hazards. Staff has requested proposals from contractors to repair the curbing. Attached is the lowest proposal along with a list of 150 areas that require repair.

A total of 260 sections have been identified. It is staff recommendation to contract out 150 repairs in the current 19/20 fiscal year and revisit repairing the remaining sections in the next 20/21 fiscal year.

FISCAL IMPACT:

Amount Budgeted Drainage Improvements: \$80,000.00

Line Item in Budget – 12-50625-12-00 Drainage Improvements

SUGGESTED MOTION:

I move to authorize curb repair services from Nacho Ruiz Cement for 150 repairs for a total amount of \$43,285.

ATTACHMENTS:

Photograph example of curb failures, list of Curbs and Repair Proposal





Nacho Ruiz Cement

Po Box 2109

Hewitt, TX 76643

254-666-8097Fax 254-666-8094Off 254-379-3654Cell

Date: 05/04/20

Bid Proposal

Reference: City of Hewitt

150Patch Areas throughout the City Limits

1. Existing section of curb to be saw cut a removed and hauled off. Forms to set up for the new curb with #3 rebar placed and dowels to be drilled where existing concrete meets fresh concrete. Expansion joint to be paced in between new concrete and existing concrete. In some sections we may have to cut in to and existing sidewalk, but pour back with expansion joint to the curb. Concrete mix to be 3000 straight cement mix. (Due to high demand suppliers have run out of Flyash and are needing to use straight cement until further notice)

\$43,285.00

Acceptance of Proposal: The above prices, specifications and work are satisfactory and are hereby accepted. You are authorized to do the work as specified.
Date of Acceptance _____

Signature _____

Signature _____

Nacho Ruiz Cement

Po Box 2109

Hewitt, TX 76643

254-666-8097Fax 254-666-80940ff 254-379-3654Cell

Acceptance of Proposal: The above prices, specifications and work are satisfactory and are hereby accepted. You are authorized to do the work as specified.
Date of Acceptance_____

Signature_____

Signature_____

150 Curbs to be Repaired

1. Bowie: 101,105,109,112,120,121,124,125,128,149,213,217,229,300,339
2. Travis: 332,314,312,310,309,306,302,144
3. Oklahoma: 100,101,104,108,116,120,124,128,132,208,212,220,224,228,325,420
4. Texas: 100,101,104,133,136,200,213,216,308,316,324,400,405,416
5. Bonham: 116,120,124,136,308,316
6. Houston: 105,109,113
7. Fannin: 101,104,108,109,113,128,132,140,145,204,337
8. Crockett: 100,105,108,120,136,205,228,240,225
9. Lindenwood E: 208,212,216
10. Lindenwood W: 437,436,441,448,462
11. Lindenwood N: 107
12. Pinewood: 609,613
13. Oakwood: 345,343,340,332,328,324,321,316,300
14. Cedarwood: 300,320,340
15. Chama: 212,214,308
16. Romana: 318,214,200,116
17. Tampico: 201-203,300,302,308,310,312
18. Dakota: 200,204
19. Zuni: 219
20. Alamosa: 317,315,261
21. Monterrey: 216,236,248,253
22. Milton: 405
23. Karen: 409,414,605,629,
24. Connie: 600
25. Royal: 800-802,804-806,805-807
26. Regal: 855,852,854
27. Sunset: 201,341
28. E Chapman: 216,213
29. Topaz: 124,201
30. Whispering Meadows: 216,309,340
31. Whitehorse: 701

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 7

SUBMITTED BY: Scott Coleman, General Services Director

ITEM DESCRIPTION:

Authorize an annual contract for HVAC Maintenance services from Rabroker Air Conditioning, Heating and Plumbing for the City of Hewitt in the total amount of \$8,980.

STAFF RECOMMENDATION/ITEM SUMMARY:

The purpose of this service is to perform maintenance on the heating, air conditioning and ice machines at the Community Services, City Hall/Library and Public Safety buildings.

- A/C inspection: change filters, service drain lines, install pan tabs in all drain pans, wash and clean condenser coils, check evap coils, check amp draws on compressors, blower motors, condenser motors, check capacitors, contactors, electrical connections, check all unit safety controls, check freon charge, inspect units for traces of freon leaks and record, check super heat and sub cool, and check bearing on all motors. Check operation on all systems.
- Heat inspection: change filters, check electrical connections, and amps on heat packs, check blower motor bearing, check gas pressures, check heat exchangers and check operations on all systems.

FISCAL IMPACT:

Amount Budgeted: \$8,980

Line Item in Budget – Line item is listed in multiple departmental budgets

SUGGESTED MOTION:

I move to authorize HVAC Maintenance Services from Rabroker Air Conditioning, Heating and Plumbing for the City of Hewitt in the amount of \$8,980.

ATTACHMENTS:

Rabroker Proposals



City of Hewitt

March 18, 2020

Hewitt, Tx 76643

Attn: Scott Coleman

Rabroker proposes a Planned Maintenance Contract Quote:

Community Services

One (1) A/C inspection, One (1) Heat Inspection, One (1) Ice Machine PM, One (1) Belt replacement. Quarterly Filter replacement.

Equipment: See SCHEDULE A equipment list

A/C inspection: change filters, service drain lines, install pan tabs in all drain pans, wash and clean condenser coils, Check Evap coils, check amp draws on compressors, blower motors, condenser motors, check capacitors, contactors, Electrical connections, check all unit safety controls, Check Freon charge, inspect units for traces of Freon leaks and record, check super heat and sub cool, check bearing on all motors. Check operation on all systems.

Heat inspection: change filters, check electrical connections, and amps on heat packs, check blower motor bearing, check gas pressures, check heat exchangers, Check operations on all systems

As a contract Customer with Rabroker you will receive a labor rate on repairs of \$100.00 per hour, also 15% discount on parts. Also contract customers are never charged any overtime rates.

Annual Price: \$1380.00

City of Hewitt: _____ Date: _____

Please let us know if you have any questions. We appreciate the opportunity to serve you.



City of Hewitt

March 18, 2020

Hewitt, Tx 76643

Attn: Scott Coleman

Rabroker proposes a Planned Maintenance Contract Quote:

Public safety

One (1) A/C inspection, One (1) Heat Inspection, One (1) Belt replacement. One (1) Ice machine PM, Quarterly Filter replacement.

Equipment: See SCHEDULE A equipment list

A/C inspection: change filters, service drain lines, install pan tabs in all drain pans, wash and clean condenser coils, Check Evap coils, check amp draws on compressors, blower motors, condenser motors, check capacitors, contactors, Electrical connections, check all unit safety controls, Check Freon charge, inspect units for traces of Freon leaks and record, check super heat and sub cool, check bearing on all motors. Check operation on all systems.

Heat inspection: change filters, check electrical connections, and amps on heat packs, check blower motor bearing, check gas pressures, check heat exchangers, Check operations on all systems

As a contract Customer with Rabroker you will receive a labor rate on repairs of \$100.00 per hour, also 15% discount on parts. Also contract customers are never charged any overtime rates.

Annual Price: \$3700.00

City of Hewitt: _____ Date: _____

Please let us know if you have any questions. We appreciate the opportunity to serve you.



City of Hewitt

March 18, 2020

Hewitt, Tx 76643

Attn: Scott Coleman

Rabroker proposes a Planned Maintenance Contract Quote:

City Hall/Library

One (1) A/C inspection, One (1) Heat Inspection, One (1) Belt replacement. One (1) Ice machine PM, Quarterly Filter replacement.

Equipment: See SCHEDULE A equipment list

A/C inspection: change filters, service drain lines, install pan tabs in all drain pans, wash and clean condenser coils, Check Evap coils, check amp draws on compressors, blower motors, condenser motors, check capacitors, contactors, Electrical connections, check all unit safety controls, Check Freon charge, inspect units for traces of Freon leaks and record, check super heat and sub cool, check bearing on all motors. Check operation on all systems.

Heat inspection: change filters, check electrical connections, and amps on heat packs, check blower motor bearing, check gas pressures, check heat exchangers, Check operations on all systems

As a contract Customer with Rabroker you will receive a labor rate on repairs of \$100.00 per hour, also 15% discount on parts. Also contract customers are never charged any overtime rates.

Annual Price: \$3900.00

City of Hewitt: _____ Date: _____

Please let us know if you have any questions. We appreciate the opportunity to serve you.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 8

SUBMITTED BY: Jessica Higgins, HR Generalist

ITEM DESCRIPTION:

Briefing and discussion concerning Cybersecurity training mandated by House Bill (HB) 3834.

STAFF RECOMMENDATION/ITEM SUMMARY:

Acknowledge email sent on April 27, 2020 to Mayor and Council Members regarding the Cybersecurity training required by all elected officials. This email contained the instructions and deadline for completing the certified cybersecurity training program provided by Texas Municipal League.

Please complete the training program by **June 1st**. If you need assistance, please do not hesitate to contact me.

FISCAL IMPACT:

Amount Budgeted – N/A
Line Item in Budget – N/A

SUGGESTED MOTION:

No action needed.

ATTACHMENTS:

Email/instructions sent on April 27, 2020.

From: [Jessica Higgins](#)
To: [Michael Bancala](#); [Charlie Turner](#); [Wilbert Wachtendorf](#); [Erica Bruce](#); [Steve Fortenberry](#); [Bill Fuller](#)
Cc: [Lydia Lopez](#); [Bo Thomas](#)
Subject: City of Hewitt: Cybersecurity Training
Date: Monday, April 27, 2020 2:57:00 PM
Attachments: [Cyber Security Awareness Training PPT 2020-01-09.pdf](#)
[Cyber Security Awareness Participant Handout.pdf](#)
[Social Engineering Red Flags \(1\).pdf](#)

Mayor and Council,

House Bill (HB) 3834 requires all elected officials to complete a certified cybersecurity training program by June 1st.

To complete the training, follow the steps below:

1. Review the attached documents regarding cybersecurity training.
2. You will receive an email from **Texas Municipal League/LocalGov Academy**.
 - a. Please, follow the steps on the email. **To activate your account, you must set a password.**
 - b. Your username is your city's email address.
3. You will receive an email from Local Government Academy with the subject line **New TML Intergovernmental Risk Pool Online Learning Center Learning Assignment: Cybersecurity Training**.
 - a. You can access the course two different ways:
 - i. You can click on the link in the email and login to start the course.
 - ii. You can access the course from the main page <https://tmlirp.localgovu.com/login/#login> and search for TMLIRP Cyber Security.
4. Complete the TML Cybersecurity Training and email certificate to jhiggins@cityofhewitt.com.

If you do not get your emails, remember to check your junk folder.

Please confirm this email and if you have any issues, please email me.

Thanks,

Jessica Higgins
Human Resources Generalist

City of Hewitt
200 Patriot Court
Hewitt, TX 76643
254-296-5650 (w) | 254-870-5211 (f)



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 9

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Briefing and discussion concerning Financial Statements ending April 30, 2020.

STAFF RECOMMENDATION/ITEM SUMMARY:

The financial statements ending April 30, 2020, were sent electronically on May 8, 2020. This is an opportunity for the council to ask any questions or make comments.

FISCAL IMPACT:

Amount Budgeted – N/A

Line Item in Budget – N/A

SUGGESTED MOTION:

No action required.

ATTACHMENTS:

None.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 10

SUBMITTED BY: Tracy Lankford, Community Development Director

ITEM DESCRIPTION:

Public hearing, consideration and action on Ordinance No. 2020-09 amending the City of Hewitt Code of Ordinances, Chapter 58, "Sign Regulations", Section 58-2.1 – "Variances", providing for inclusion in the code and providing an effective date.

STAFF RECOMMENDATION/ITEM SUMMARY:

It has come to our attention that the sign ordinance has no leeway in regards to sign size for multi-occupant buildings when the building is a part of a multiple building project. The current ordinance sets maximum sign sizes based on the building size. The problem with multi-tenant buildings is that the sign size is not always proportionate to the number of tenants in the building meaning the lettering in the sign will to small to read due to the number of spaces. This amendment will allow for variances to be granted to property owners based on site specific variables.

FISCAL IMPACT:

Amount Budgeted – N/A

Line Item in Budget – N/A

SUGGESTED MOTION:

I move to approve Ordinance No. 2020-09 relating to sign regulations.

ATTACHMENTS:

Draft ordinance

ORDINANCE NO. 2020-09

AN ORDINANCE OF THE CITY OF HEWITT, TEXAS AMENDING CODE OF ORDINANCES CHAPTER 58 BY RESTATING AND AMENDING SECTION 58-2.1-“VARIANCES”; PROVIDING FOR INCLUSION IN THE CODE: PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, a Home Rule municipality has authority to regulate signs within its boundaries; and

WHEREAS, public notice was given of the ordinance amendment as required by state law, and

WHEREAS, a public hearing in relation thereto at which parties in interest and citizens had an opportunity to be heard was held by the City Council of the City of Hewitt on May 18, 2020, after due notice in the manner provided by law; and

WHEREAS, the City Council of the City of Hewitt, Texas deems that this amendment is in accordance with the Code of Ordinances and is in the public interest;

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

SECTION ONE. That pursuant to Section 58-2.1 Sign requirements for non-residential uses in Chapter 58 "Signs" of the Code of Ordinances of the City of Hewitt, Texas, be amended to read as follows:

Sec. 58-2.1. – Variances

(A) City Council variance authority. The City Council is given the authority to hear and grant variances related to the provisions of Section 58-7 (c) Detached monument signs for Multi-occupant building/parcels and (p) Special Provisions for developments of more two acres abutting IH-35 right-of-way.

(B) Variance procedure. A property owner or the owner's authorized representative may file an application with the Building Official for a variance that will provide the applicant appropriate relief from the standards of this chapter. Upon filing of an application, the Building Official will, within 10 business days, determine whether the application is complete. The application for a variance shall be accompanied by a non-refundable application fee in accordance with the most current master fee schedule. The Building Official will make arrangements with the City Secretary's office to have the item placed on the next available City Council agenda in accordance with the preset schedule for such meetings, or a public hearing. In no event will the hearing date be more than 45 days from the date the application for a variance is deemed complete. A public hearing will be held on each variance application. The City Council shall rule on the variance at the conclusion of the hearing.

- (C) Factors in Granting Variance. A variance may be granted if:
- 1) the topography or other special condition of the property not caused by the applicant supports granting the variance to improve sign visibility; or
 - 2) intervening structures or signs would block or substantially block the view of a sign standardly required in this Chapter, and the variance would enhance sign visibility, or
 - 3) other special circumstances support the variance, such as the size of the development, the distance of the development from the roadway, or the business is of a type where such signage is a standard in the industry and without the variance the business would be at a serious competitive disadvantage.

If:

- a) The requested sign will not block the view of any other sign or structure, or otherwise have a serious adverse effect on the use and enjoyment of neighboring properties;
- b) The applicant will suffer a substantial hardship if the variance is not granted due to less utilization of its development;
- c) Granting the variance would not be contrary to the public interest and is within the spirit of the ordinance and past practices; and
- d) The variance would further substantial justice and fairness.

(D) Notice. Notice of the variance hearing shall be by posting on the agenda for the City Council in compliance with applicable law (72 hours). Owners of land within 200 feet of the applicant's land according to the latest property tax records will be sent notice of the variance hearing posted to the U.S. Mail no less than ten (10) days before the variance hearing.

SECTION TWO. Severability/Recordation in the Code of Ordinances.

Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reason thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion of portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

When the next amendment to the Code of Ordinances is made, the amended provision herein shall be included.

SECTION THREE. Conflicts.

Any ordinance or portions of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict only.

SECTION FOUR. Effective Date.

This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't Code*.

SECTION FIVE. Open Meetings.

It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chap. 551, Tex. Gov't Code*.

PASSED AND APPROVED this the 18th day of May, 2020, at a Regular Meeting of the City Council of the City of Hewitt, Texas.

CITY OF HEWITT

BY: _____
Charles D Turner, Mayor

ATTEST:

Lydia Lopez, City Secretary

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 18, 2020

AGENDA ITEM #: 11

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Discussion and briefing concerning the Coronavirus (COVID-19) and any actions necessary thereto:

- Declaration of continuation of state of disaster and public health emergency and extension thereof, for ratification by the City Council, through May, 2020.
- Amended and restated Order of the County Judge and Commissioner's Court of McLennan County, Texas directing all individuals living in the County to shelter at their place of residence.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached for your consideration and action are the above documents related to the COVID-19 pandemic. Each item should be voted on separately. Due to the timing of our Council meeting and the anticipated amended and restated orders that will be released on Monday the 18th by the state, we are unable to provide you the documents for your review until Monday night or we would potentially be adopting the wrong declarations.

FISCAL IMPACT:

Amount Budgeted – NA
Line Item in Budget – NA

SUGGESTED MOTION:

None at this time.

ATTACHMENTS:

Amended and Restated Order – County Judge and Commissioner's Court

**ORDER OF THE COUNTY JUDGE AND COMMISSIONERS COURT OF MCLENNAN
COUNTY, TEXAS EXTENDING DECLARATION OF DISASTER AND PUBLIC HEALTH
EMERGENCY FOR AND IN MCLENNAN COUNTY, TEXAS, AND SETTING FORTH
REGULATIONS TO PREVENT THE SPREAD OF COVID-19**

WHEREAS, on April 28, 2020 the County Judge and Commissioners Court of McLennan County, Texas renewed, restated, and continued the local state of disaster and public health emergency until May 15, 2020; and

WHEREAS, on May 5, 2020, Governor Greg Abbott issued Executive Order GA-21, which expanded the reopening of some businesses; and

WHEREAS, on May 7, 2020, Governor Greg Abbott issued Executive Order GA-22, which eliminates confinement as a punishment for violating any prior or existing state or local executive order related to COVID-19; and

WHEREAS, Executive Order GA-22, amends the previous Executive Order GA-21 and retroactively opens cosmetology salons, hair salons, barber shops, nail salons/shops, and other establishments where licensed cosmetologists or barbers practice their trade as of April 2nd; and

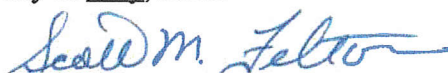
WHEREAS, Executive Order GA-21 and Executive Order GA-22 are statewide orders that apply in McLennan County, Texas,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE COUNTY JUDGE AND COMMISSIONERS COURT OF MCLENNAN COUNTY, TEXAS:

1. The foregoing recitals are incorporated herein and made findings of fact.
2. The Commissioners Court's Order is renewed, restated, and continued as modified herein.
3. That pursuant to §418.108(b) of the Texas Government Code, the state of disaster shall continue until 11:59 p.m. on May 19, 2020, unless continued, renewed, or rescinded by the County Judge and Commissioners Court of McLennan County, Texas.
4. That the definition of Re-Opened Businesses in the Order is expanded to include the following:
 - Wedding venues, provided however, that for weddings held indoors other than at a church, congregation, or house of worship, the venue may only operate at 25 percent of the total listed occupancy; and
 - Businesses that operate wedding reception services but only at 25 percent of the total listed occupancy if the reception is held indoors.
5. Retroactive to April 2, 2020, Re-Opened Businesses in the Order are expanded to include the following:
 - Cosmetology salons, hair salons, barber shops, nail salons/shops, and other establishments where licensed cosmetologists or barbers practice their trade, provided that the business ensures that there is at least six feet of distance between work stations;
 - Tanning salons, provided that the business ensures that there is at least six feet of distance between work stations; and

- Swimming pools, provided that:
 1. Indoor swimming pools may not be operated at more than 25 percent of the total listed occupancy of the pool facility; and
 2. Outdoor swimming pools may not be operated at more than 25 percent of the normal operating limits as determined by the pool operator.
6. That effective 12:01 a.m. on Monday, May 18, 2020, the definition of Re-Opened Businesses in the Order is expanded to include the following:
- Offices, provided that the offices operate:
 1. At the greater of five individuals or 25 percent of the workforce; and
 2. In compliance the Social Distancing Requirements of this section;
 - Non-Essential Manufacturing businesses, provided that they are operated at 25 percent of the total listed occupancy;
 - Gyms and exercise facilities/classes, provided that they are operated at 25 percent of the total listed occupancy and the locker rooms and shower facilities remain closed.
7. That the total listed occupancy for Re-Opened Businesses does not include staff members of the business, except for manufacturing businesses and offices.
8. To the best of the County's understanding of the Governor's Executive Order GA 21 and the guidance and rules of the Texas Education Agency:
- Virtual graduation ceremonies are approved and may proceed in accordance with local plans
 - Graduation ceremonies during which graduates and their families participate from their vehicles may proceed effective May 15 in accordance with local plans.
 - In-person, outdoor ceremonies may take place in any county **on or after May 29. Be advised, the Governor's executive order guidance is subject to change as underlying public health conditions change.**
 - In-person indoor ceremonies are not yet permitted under current executive orders related to public health
9. That this Order is effective immediately.

PASSED, APPROVED and ORDERED this 12th day of May, 2020.



Scott M. Felton, County Judge
McLennan County, Texas

Attest:

J.A. "Andy" Harwell, County Clerk
McLennan County, Texas



By: Deputy County Clerk