

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

January 18, 2021

Regular Meeting – 7:00 PM

Hewitt 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

Bob Potter – Council Member, Ward 2

Steve Fortenberry – Council Member, Ward 3

Erica Bruce – Council Member, Ward 3

Michael S. Bancalé – 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 Manager/Civil Service Director

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 January, 2021 at 7:00 PM** in **Hewitt City Hall, Council Chamber, 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>.

Citizens who wish to address the Council may submit written comments on any 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 January 4, 2021.
5. Consideration and action on **Ordinance No. 2021-2** approving of the form of proposed propositions for amendment of the City Charter of the City of Hewitt to be submitted to the electorate.
6. Briefing and discussion concerning Financial Statements ending December 31, 2020.
7. Consideration and action on approval of Quarterly Investment Report for the quarter ending December 31, 2020.
8. Authorize the City Manager to engage Willdan Financial Services to perform and provide water and wastewater rate study in the amount of \$26,000.
9. Discussion and briefing concerning the Coronavirus (COVID-19) and any actions necessary thereto.
10. Discussion concerning the inclusion of prayer before the pledge on the Council agenda.
11. Discussion concerning the development of a five-year plan.
12. **Executive Session:** A closed meeting will be held pursuant to Section 551.074 of the Government Code (V.T.C.A.) so that the Council may deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. (City Manager).
13. Adjourn.

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the City of Hewitt, Texas was posted on the Public Notice Board located in front of City Hall at 11:45 AM/PM on January 13, 2021

CITY OF HEWITT

A handwritten signature in blue ink, reading "Lydia Lopez", is written over a horizontal line.

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 the public health crisis (COVID-19) and social distancing guidelines, all City Council Meetings, will not be opened to the public; however, the meetings will be streamed live on the City of Hewitt's website at <https://www.cityofhewitt.com/790/Hewitt-TX-TV>.

Citizens who wish to address the Council on any item on the agenda or under this hearing of visitors, 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 into the record during the meeting.

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: January 18, 2021

AGENDA ITEM #: 4

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Regular Meeting of January 4, 2021.

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

HEWITT TEXAS

**MINUTES OF A CITY COUNCIL
REGULAR MEETING
HEWITT CITY HALL – 200 PATRIOT COURT
January 4, 2021 – 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	☐	☒	
Bob Potter	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
Police Chief Jim Devlin
Library Director Waynette Ditto

Note: The meeting was live-streamed for view by the public on the Hewitt TX TV page. Citizens could submit written comments online.

REGULAR MEETING – 7:00 PM

- 1. CALL MEETING TO ORDER.** Mayor Charlie Turner called the meeting to order at 7:00 PM.
- 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 via the city’s website. **No public comment forms were submitted via the city’s website.**

4. CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL REGULAR MEETING OF DECEMBER 7, 2020.

MOTION: Council Member Steve Fortenberry moved approval of the minutes as presented but allow for corrections.

SECOND: Council Member Bob Potter

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

NAYES: None

ABSENT: None

MOTION PASSED.

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. BRIEFING AND DISCUSSION CONCERNING FINANCIAL STATEMENTS ENDING NOVEMBER 30, 2020. City Manager Bo Thomas advised that Finance Director Lee Garcia previously sent the November Financial Statements electronically on December 7, 2020, and inquired if Council had any questions. There were no questions or concerns raised. No action required.

7. AUTHORIZE THE PURCHASE OF TWO (2) 2021 CHEVROLET TAHOE POLICE PATROL VEHICLES FOR THE POLICE DEPARTMENT VIA SIDDONS-MARTIN EMERGENCY GROUP IN THE AMOUNT OF \$136,340. City Manager Bo Thomas presented.

MOTION: Council Member Michael Bancale moved to authorize the purchase of two (2) 2021 Chevrolet Tahoe Police Patrol vehicles via Siddons-Martin Emergency Group in the amount of \$136,340.

SECOND: Council Member Bill Fuller

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

NAYES: None

ABSENT: None

MOTION PASSED.

8. AUTHORIZE THE PURCHASE OF BATHROOM PARTITIONS FOR RESTROOMS AT WARREN PARK FROM HB BLAKE COMPANY IN THE AMOUNT OF \$3,600. City Manager Bo Thomas presented.

MOTION: Council Member Bob Potter moved to authorize the purchase of bathroom partitions for the restrooms at Warren Park from HB Blake Company in the amount of \$3,600.

SECOND: Council Member Michael Bancale

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

NAYES: None

ABSENT: None

MOTION PASSED.

9. **AUTHORIZE THE EXPENDITURE FOR STREET SWEEPING SERVICES FROM SOUTHWEST MAINTENANCE FOR THE CITY OF HEWITT IN THE AMOUNT OF \$7,520.** City Manager Bo Thomas presented.
MOTION: Council Member Steve Fortenberry moved to authorize the expenditure for street sweeping services from Southwest Maintenance in the amount of \$7,520.
SECOND: Council Member Bill Fuller
AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, and Turner
NAYES: None
ABSENT:
MOTION PASSED.
10. **AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE CITY OF WACO FOR PARTICIPATION IN THE 2020 HOUSEHOLD HAZARDOUS WASTE EVENT AND ALLOCATE FUNDING IN THE AMOUNT NOT TO EXCEED \$10,000 FOR THE COST OF PARTICIPATION.** City Manager Bo Thomas presented.
MOTION: Council Member Michael Bancale moved to authorize the City Manager to execute an Amendment to the Interlocal Agreement with the City of Waco for participation in the 2020 Household Hazardous Waste event and allocate funding in an amount not to exceed \$10,000 for the cost of participation.
SECOND: Council Member Bob Potter
AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, and Turner
NAYES: None
ABSENT: None
MOTION PASSED.
11. **CONSIDERATION AND ACTION ON AN ORDINANCE NO. 2021-01 AMENDING ORD. NO. 2017-12-04-2, ESTABLISHING LIEUTENANT POSITIONS, AUTHORIZING THE NUMBER OF EMPLOYEES IN EACH CLASSIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR A REPEALER; AND ESTABLISHING AN EFFECTIVE DATE.** City Manager Bo Thomas presented.
MOTION: Council Member Wilbert “Walky” Wachtendorf moved to approve Ordinance No. 2021-01.
SECOND: Council Member Bob Potter
AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, and Turner
NAYES: None
ABSENT: None
MOTION PASSED.
12. **DISCUSSION AND BRIEFING CONCERNING THE CORONAVIRUS (COVID-19) AND ANY ACTIONS NECESSARY THERETO.** City Manager Bo Thomas presented.
MOTION: Council Member Steve Fortenberry moved to approve the Order dated January 8, 2021.
SECOND: Council Member Bob Potter
AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, and Turner
NAYES: None
ABSENT: None
MOTION PASSED.

13. ADJOURN.

MOTION: Council Member Bill Fuller moved to adjourn the meeting at 7:29 PM.

SECOND: Council Member Steve Fortenberry

AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, 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: January 18, 2021

AGENDA ITEM #: 5

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Consideration and action on **Ordinance No. 2021-2** approving of the form of proposed propositions for amendment of the City Charter of the City of Hewitt to be submitted to the electorate.

STAFF RECOMMENDATION/ITEM SUMMARY:

The City Council appointed a Charter Review Committee consisting of six residents of the City of Hewitt on May 4, 2020. The purpose of the committee was to review potential changes to the City's Charter that needed amendment since the Charter's inception in 1982. The committee met on October 29, 2020 and November 12, 2020 to deliberate suggestions from the Council; as well as, discuss any other amendments that the Committee wanted to recommend. Also, the Committee assisted in the narrowing of some items in the Charter for helping to reduce the total numbers of questions. The ordinance details the Propositions as outlined from the meetings with the Committee.

FISCAL IMPACT:

Amount Budgeted – \$0
Line Item in Budget – FY '20-'21 budget.

SUGGESTED MOTION:

I move to approve Ordinance No. 2021-02.

ATTACHMENTS:

Ordinance

ORDINANCE NO. 2021-2

ORDINANCE OF THE CITY OF HEWITT, TEXAS ADOPTING
THE FORM OF PROPOSED AMENDMENTS TO THE CITY'S
HOME RULE CHARTER FOR SUBMISSION TO THE
ELECTORS OF THE CITY OF HEWITT, TEXAS AT THE NEXT
UNIFORM ELECTION DATE

WHEREAS, the City Council has determined that there is a need for amendment to Hewitt's City Charter; and

WHEREAS, the City Council appointed an advisory Charter Committee to assist staff in framing proposed amendments to the City Charter for submission to the electorate; and

WHEREAS, City Staff and the Charter Committee have arrived at proposed propositions for amendments to the Charter which are being submitted to the City Council for approval as to form; and

WHEREAS, the City Council finds the proposed amendments to the City Charter to be needed and appropriately framed.

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

1. the attached propositions to amend the City of Hewitt Home Rule Charter are APPROVED as to form; and
2. the propositions in the form hereby approved shall be voted on by the electors of the City of Hewitt, Texas at an election to be ordered for the next uniform election date.

PASSED THIS ____ DAY OF JANUARY 2021.

CITY OF HEWITT, TEXAS

Charles D. Turner, Mayor

Lydia Lopez, City Secretary

Mike Dixon, City Attorney

PROPOSITIONS/ PROPOSICIONES

PROPOSITION 1/PROPOSICIÓN 1

Shall the Charter of the City of Hewitt, Texas be amended to remove language included in the original charter or its prior amendment that is no longer needed [Examples: Section 2.2 (second paragraph) relating to procedures after first and second elections following adoption of charter, 2.12 Existing Ordinances, 2.14 Interim Government, 12.15 Effect on Existing Laws, 12.16 Continuance of Contracts, 12.18 Submission of Charter to Voters on April 3, 1982]?

¿Deberá emendarse el estatuto de la Ciudad de Hewitt, Texas para eliminar el lenguaje incluido en el estatuto original o en su enmienda anterior que ya no sea necesario [Ejemplos: Sección 2.2 (segundo párrafo) relacionado con los procedimientos después de la primera y segunda elección después de la adopción del estatuto, 2.12 Ordenanzas en Existencia, 2.14 Gobierno Interino, 12.15 Efecto Sobre las Leyes Vigentes, 12.16 Continuidad de Contratos, 12.18 Presentación del Estatuto a los Votantes el 3 de abril de 1982]?

PROPOSITION 2/PROPOSICIÓN 2

Shall the city charter of the City of Hewitt, Texas be amended to change provisions of the charter which conflict with state law so that they comply with state law, or if a provision is incapable of being changed so that it is compliant with state law, to remove the provision. [Examples: 1.7 Annexation, 2.4 (30 day residency requirement for ward conflicts with state law filing period), 3.2 "Filing for Office" (filing period for a candidate is governed by the Texas Election Code), 3.2 "Filing for Office" (30 day filing period where 45 days required by state law), 6.2 Municipal Judge- - change to two (2) year term and removal for good cause to comply with state law, 10.1 Planning and Zoning Commission, illegal requirement of property ownership]?

¿Deberá emendarse el estatuto de la Ciudad de Hewitt, Texas para cambiar las disposiciones del estatuto que conflictan con la ley del estado para que cumplan con la ley del estado, o si una disposición no se puede cambiar para que cumpla con la ley del estado, para eliminar la disposición [Ejemplos: 1.7 Anexión, 2.4 (requisito de residencia de 30 días para conflictos del distrito electoral en el período de presentación de la ley del estado), 3.2 "Presentación Para el Cargo" (el período de presentación de un candidato se rige por el Código Electoral de Texas), 3.2 "Solicitud Para el Cargo" (Período de presentación de 30 días donde la ley del estado requiere 45 días), 6.2 Juez Municipal-- cambio a un período de dos (2) años y remoción por una buena causa para cumplir con la ley del estado, 10.1 Comisión de Planificación y Zonificación, requisito ilegal de propiedad]?

PROPOSITION 3/PROPOSICIÓN 3

Shall the city charter of the City of Hewitt, Texas be amended to make other sections of the charter consistent with a change to a section of the charter made by this election so as to be uniform in the effect or meaning of the change, to re-number provisions as necessary, correct grammatical errors, and to substitute gender-neutral or gender-inclusive language for gender-specific language?

¿Deberá emendarse el estatuto de la Ciudad de Hewitt, Texas para hacer que otras secciones del estatuto sean consistentes con un cambio en una sección del estatuto hecho por esta elección para que sea uniforme en el efecto o significado del cambio, para re -numerar las disposiciones según sea necesario, corregir errores gramaticales y sustituir el lenguaje de género neutro o inclusivo por un lenguaje específico de género?

PROPOSITION 4/PROPOSICIÓN 4

Shall Article II “City Council”, Section 2.4 of the charter of the City of Hewitt, Texas entitled “Qualifications” be amended to require a person running for a council position tied to a ward to have resided in that ward for at least six (6) months prior to filing for office?

¿Deberá emendarse el Artículo II “Consejo de la Ciudad”, Sección 2.4 del estatuto de la Ciudad de Hewitt, Texas titulado “Calificaciones” para requerir que una persona que se postule para un cargo en el Concejo vinculado a un distrito donde resida en ese distrito durante al menos seis (6) meses antes de solicitar el cargo?

PROPOSITION 5/PROPOSICIÓN 5

Shall Article III “Elections” Section 3.1 “General Elections” of the city charter of the City of Hewitt, Texas be repealed and replaced by amendment to comply with state law as to the General Election date and provide for flexibility should election dates change by state law (or where approved by state law, by ordinance) in the future?

¿Deberá emendarse el Artículo III "Elecciones" Sección 3.1 "Elecciones General" del estatuto de la Ciudad de Hewitt, Texas ser derogado y reemplazado por una enmienda para cumplir con la ley del estado en cuanto a la fecha de la elección general y proporcionar flexibilidad en caso de que las fechas de las elecciones cambien por la ley del estado (o donde sea aprobado por la ley del estado, por ordenanza) en el futuro?

PROPOSITION 6/PROPOSICIÓN 6

Shall Article III “Elections” Section 3.1 “General Elections” of the city charter of the City of Hewitt, Texas be repealed and replaced by amendment to recognize current practices which include contracting with the McLennan County Elections Administrator for conducting elections, and to provide for compliance with the Texas Election Code in non-contracted elections?

¿Deberá emendarse el Artículo III " Elecciones " Sección 3.1 "Elecciones Generales" del estatuto de la Ciudad de Hewitt, Texas ser derogados y reemplazados por una enmienda para reconocer las prácticas actuales que incluyen la contratación con el Administrador de Elecciones del Condado de McLennan para suministrar a cabo elecciones, y para garantizar el cumplimiento del Código Electoral de Texas en las elecciones no contratadas?

PROPOSITION 7/PROPOSICIÓN 7

Shall Article III “Elections” Section 3.2 “Filing for Office” of the city charter of the City of Hewitt, Texas be amended to provide that the candidate application process, qualification and disqualification are governed by the Texas Elections Code?

¿Deberá emendarse el Artículo III “Elecciones” Sección 3.2 “Solicitud Para Un Cargo” del estatuto de la Ciudad de Hewitt, Texas para disponer que el proceso de solicitud de candidatos, la calificación y la descalificación se rigen por el Código de Electoral de Texas?

PROPOSITION 8/PROPOSICIÓN 8

Shall Article VII, Section 7.13 of the charter of the City of Hewitt, Texas regarding purchasing procedures be amended to update the three (\$3,000) thousand dollar limit on budgeted items that the city council may authorize the city manager to purchase without prior city council approval and to give the city council authority to provide by ordinance that budgeted items not exceeding an amount set by the ordinance may be purchased by the city manager without further approval of the city council?

¿Deberá emendarse el Artículo VII, Sección 7.13 del estatuto de la Ciudad de Hewitt, Texas con respecto a los procedimientos de compra para actualizar el límite de tres (\$3,000) mil dólares en artículos presupuestados que el ayuntamiento puede autorizar al administrador de la ciudad a comprar sin la aprobación previa del ayuntamiento y otorgar autoridad al concejo municipal para que disponga por ordenanza que el administrador de la ciudad pueda comprar artículos presupuestados que no excedan la cantidad establecida por la ordenanza sin la aprobación adicional del concejo municipal?

PROPOSITION 9/PROPOSICIÓN 9

Shall Article VII, Section 7.13 of the charter of the City of Hewitt, Texas regarding purchasing procedures be amended to update the reference to competitive bidding being required for contracts or purchases involving the expenditure of more than \$1,000 and replace that language with “competitive bidding shall be required for purchases or contracts as provided by applicable state law”?

¿Deberá emendarse el Artículo VII, Sección 7.13 del estatuto de la Ciudad de Hewitt, Texas con respecto a los procedimientos de compra para actualizar la referencia a la licitación competitiva que se requiere para contratos o compras que involucren un gasto de más de \$1,000 y reemplazar ese lenguaje con “licitación competitiva deberá ser requerido para compras o contratos según lo dispuesto por la ley del estado aplicable”?

PROPOSITION 10/PROPOSICIÓN 10

Shall Article VII, Section 7.13 of the charter of the City of Hewitt, Texas regarding purchasing procedures be amended and updated to provide that only when the expenditure is necessary to protect the city's property, prevent the imminent disruption of city services, or to protect the public health and safety from an imminent threat, the city manager shall have authority to make an unbudgeted emergency expenditure or an emergency expenditure exceeding the city manager's purchase amount limit imposed by ordinance without prior city council approval where funds are available to do so, with the limitation that the city manager cannot borrow money to cover the expenditure?

¿Deberá emendarse y actualizarse el Artículo VII, Sección 7.13 del estatuto de la Ciudad de Hewitt, Texas con respecto a los procedimientos de compra para disponer que solo cuando el gasto sea necesario para proteger la propiedad de la ciudad, prevenir la interrupción inminente de los servicios de la ciudad o para proteger la salud pública y la seguridad de una amenaza inminente, el administrador de la ciudad tendrá autoridad para realizar un gasto de emergencia no presupuestado o un gasto de compra del administrador de la ciudad impuesto por ordenanza sin la aprobación previa del ayuntamiento cuando hay fondos disponibles para hacerlo, con la limitación de que el administrador de la ciudad no puede pedir prestado para cubrir los gastos?

PROPOSITION 11/PROPOSICIÓN 11

Shall Article IX "Taxation" Section 9.1 of the city charter of the City of Hewitt, Texas entitled "Department of Taxation" be amended to match the modern practice of the City contracting with the McLennan County Appraisal District and the McLennan County Tax Assessor-Collector for the valuation, assessment, and collection of property taxes, with there being no city Department of Taxation?

¿Deberá emendarse el Artículo IX "Impuestos" Sección 9.1 del estatuto de la Ciudad de Hewitt, Texas, titulado "Departamento de Impuestos" para que coincida con la práctica moderna de la Ciudad contratando con el Distrito de Tasación del Condado de McLennan y el Asesor-Recaudador de Impuestos del Condado de McLennan para la valoración, tasación y recaudación de impuestos a la propiedad, sin que exista un Departamento de Impuestos de la ciudad?

PROPOSITION 12/PROPOSICIÓN 12

Shall Article 10 "Planning and Zoning Commission and Board of Adjustment", Section 10.1 of the city charter of the City of Hewitt, Texas entitled "The Planning and Zoning Commission" be repealed and replaced with a new Section 10.1 requiring the City Council by ordinance to appoint a planning and zoning commission and to provide by ordinance for the number of members of the commission not to be less than five (5) nor more than nine (9) members and two (2) alternates to serve for two (2) year terms with vacancies to be filled by the City Council?

¿Deberá derogarse el Artículo 10 “Comisión de Planificación y Zonificación y Junta de Ajuste”, Sección 10.1 del estatuto de la Ciudad de Hewitt, Texas, titulada “La Comisión de Planificación y Zonificación” y reemplazarse por una nueva Sección 10.1 que requiera que el Concejo de la Ciudad por ordenanza nombrar una comisión de planificación y zonificación y disponer por ordenanza que el número de miembros de la comisión no sea menor de cinco (5) ni mayor de nueve (9) miembros y dos (2) suplentes para servir por dos (2) términos anuales con vacantes a cubrir por el consejo de la ciudad?

PROPOSITION 13/PROPOSICIÓN 13

Shall Article 10 “Planning and Zoning Commission and Board of Adjustment”, Section 10.2 of the city charter of the City of Hewitt, Texas entitled “The Planning and Zoning Commission-- Powers and Duties” be repealed and replaced with a new Section 10.2 “The Planning and Zoning Commission---Organization, Meetings, and Powers and Duties” requiring the City Council to provide by ordinance or ordinances for the organization of the commission, the frequency and conduct of commission meetings, and any powers and duties of the commission beyond those expressly provided for by state law?

¿Deberá derogarse el Artículo 10 “Comisión de Planificación y Zonificación y Junta de Ajuste”, Sección 10.2 del estatuto de la Ciudad de Hewitt, Texas, titulada “La Comisión de Planificación y Zonificación ---- Poderes y Deberes” y reemplazarse por una nueva Sección 10.2 “La Comisión de Planificación y Zonificación --- Organización, Reuniones y Poderes y Deberes” requiriendo que el consejo de la ciudad provea por ordenanza u ordenanzas para la organización de la comisión, la frecuencia y conducción de las reuniones de la comisión, y cualquier poder y deberes de la comisión más allá de las previstas expresamente por la ley del estado?

PROPOSITION 14/PROPOSICIÓN 14

Shall Article 10 “Planning and Zoning Commission and Board of Adjustment”, Section 10.3 of the city charter of the City of Hewitt, Texas entitled “Board of Adjustment” and “Board of Adjustment—Duties and powers” be repealed and replaced with a new Section 10.3 entitled “Board of Adjustment” requiring the City Council by ordinance to appoint a board of adjustment having the powers given to it by state law and city ordinance, and to provide by ordinance for the number of members of the board not to be less than five (5) nor more than seven (7) members and two (2) alternates to serve for two (2) year terms with vacancies to be filled by the City Council?

¿Deberá derogarse el Artículo 10 “Comisión de Planificación y Zonificación y Junta de Ajuste”, Sección 10.3 del estatuto de la Ciudad de Hewitt, Texas, titulada “Junta de Ajuste” y “Junta de Ajuste — Deberes y poderes” y reemplazarse por una nueva Sección 10.3 titulada "Junta de Ajuste" que requiere que el Consejo de la Ciudad por ordenanza designe una junta de ajuste que tenga los poderes que le otorgan la ley del estado y la ordenanza de la ciudad, y que disponga por ordenanza que el número de miembros de la junta no sea menor de cinco (5) ni más de siete (7) miembros y dos (2) suplentes para servir por términos de dos (2) años con las vacantes que cubrirá el Consejo de la Ciudad?

PROPOSITION 15/PROPOSICIÓN 15

Shall Article XI “Franchises; Utilities; Use of Streets” of the charter of the City of Hewitt, Texas be amended to contain a single section, being section 11.01, which reads, “Based on its control of its streets and rights-of -way the city has the power to confer franchises to public utilities on terms set by ordinance except as otherwise provided by state law,” thereby reducing Article XI from 16 sections to 1 section?

¿Deberá modificarse el Artículo XI “Franquicias; Utilidades; Uso de Las Calles ”del estatuto de la Ciudad de Hewitt, Texas, se modifique para que contenga una sola sección, siendo la sección 11.01, que lea:“ Basado en el control de sus calles y derechos de paso, la ciudad tiene el poder de conferir franquicias a servicios públicos en los términos establecidos por ordenanza, excepto que la ley del estado disponga lo contrario, ”reduciendo así el Artículo XI de 16 secciones a 1 (una) sección?

PROPOSITION 16/PROPOSICIÓN 16

Shall Article XII “General Provisions” Section 12.8 of the city charter of the City of Hewitt, Texas be repealed and amended to update its provisions to meet modern practices and law by removing the \$3,000 amount at which performance and payment bonds are required for City contracts for public works and replacing the same by requiring performance and payment bonds where such are required by state statute, but still retaining the authority of the council to require bonds at a lesser threshold?

¿Deberá derogarse y enmendarse el Artículo XII “Disposiciones Generales” Sección 12.8 del estatuto de la Ciudad de Hewitt, Texas para actualizar sus disposiciones para cumplir con las prácticas y leyes modernas mediante la eliminación de la cantidad de \$3,000 en la que se requieren bonos de cumplimiento y pago para los contratos de la Ciudad para obras públicas y reemplazar las mismas exigiendo bonos de cumplimiento y pago cuando así lo exija el estatuto del estado, pero aún conservando la autoridad del consejo para exigir bonos a un umbral menor?



COUNCIL AGENDA ITEM FORM

MEETING DATE: January 18, 2021

AGENDA ITEM #: 6

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Briefing and discussion concerning Financial Statements ending December 31, 2020.

STAFF RECOMMENDATION/ITEM SUMMARY:

The financial statements ending December 31, 2020 were sent electronically on January 8, 2021. 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



COUNCIL AGENDA ITEM FORM

MEETING DATE: January 18, 2021

AGENDA ITEM #: 7

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Consideration and action on approval of Quarterly Investment Report for the quarter ending December 31, 2020.

STAFF RECOMMENDATION/ITEM SUMMARY:

The City's Investment policy, Section XI. Reporting (PFIA 2256.023) requires the preparation of a quarterly report for the City Council. Please see the following Investment Report for the quarter ending December 31, 2020.

FISCAL IMPACT:

Amount Budgeted – n/a
Line Item in Budget – n/a

SUGGESTED MOTION:

I move approval of the Quarterly Investment Report as of December 30, 2021.

ATTACHMENTS:

Quarterly Investment Report

City of Hewitt

QUARTERLY INVESTMENT REPORT

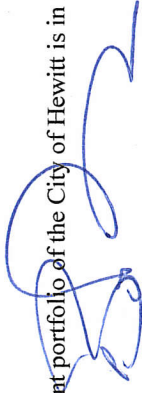
For the Quarter Ended

December 31, 2020

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Hewitt is in compliance with the Public Funds Investment Act and the Investment Policy and its incorporated strategies.


City Manager


Finance Director

Accountant

Disclaimer: These reports were compiled using information provided by the City. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary

Quarter End Results by Investment Category:

Asset Type	September 30, 2020		December 31, 2020	
	Book Value	Market Value	Book Value	Market Value
Pools/DDA/MMA	\$ 13,851,846	\$ 13,851,846	\$ 15,519,619	\$ 15,519,619
Securities/CDs	3,705,734	3,705,734	3,722,692	3,722,692
Totals	\$ 17,557,580	\$ 17,557,580	\$ 19,242,310	\$ 19,242,310

Current Quarter Average Yield (1)

Total Portfolio	0.72%
Rolling Three Month Treasury	0.09%
Rolling Six Month Treasury	0.12%
TexPool	0.09%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	0.72%
Rolling Three Month Treasury	0.09%
Rolling Six Month Treasury	0.12%
TexPool	0.09%

Interest Earnings (Approximate)

Quarterly Interest Income	\$ 32,853
Fiscal Year-to-date Interest Income	\$ 32,853

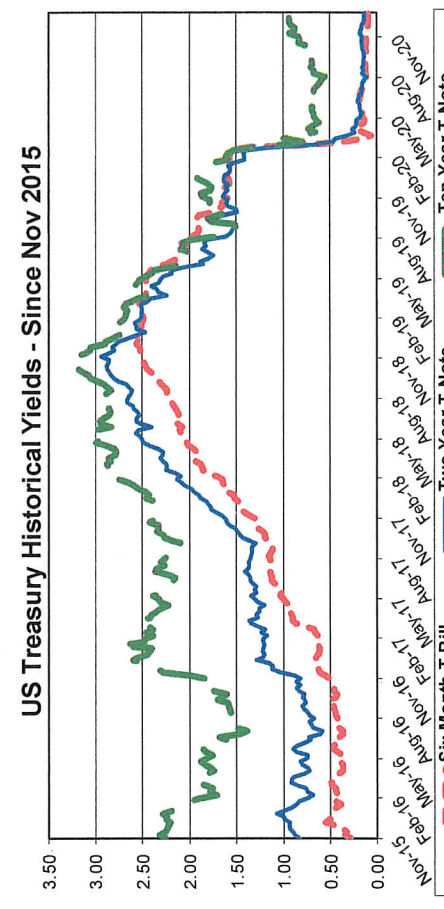
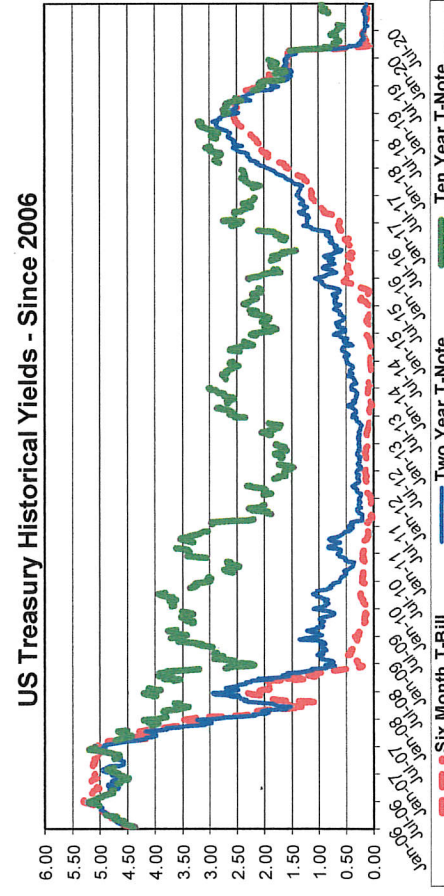
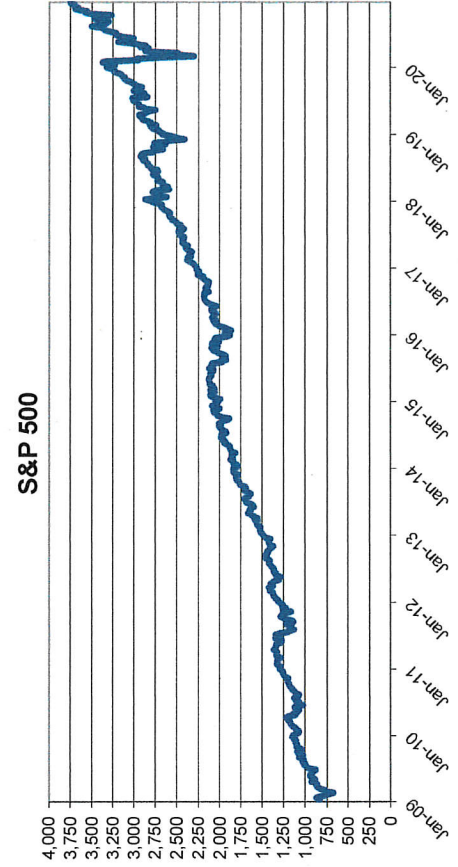
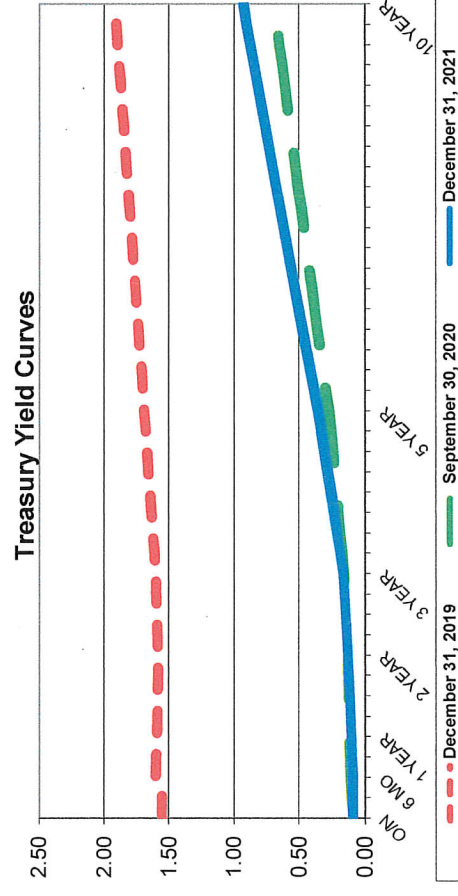
(1) **Current Quarter Average Yield** - calculated using quarter end report yields and adjusted book values; does not reflect a total return analysis, realized or unrealized gains/losses, or account for advisory fees. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yields** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

12/31/2020

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading $\pm 0.10\%$), and projected that reduced rates could remain into 2024. Second estimate of Third Quarter GDP was finalized at $+33.4\%$, but still remains 3.5% below pre-pandemic levels. Crude oil traded above \$50 per barrel. Employment/ Unemployment continues modest improvement. The Stock Markets reached new highs. Housing continues adding positive economic activity. Additional fiscal stimulus passed and was signed by the President. The Yield Curve steepened slightly from last quarter end.



**Investment Holdings
December 31, 2020**

Description	Ratings	Coupon/ Discount	Maturity Date	Settlement Date	Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
Cash on Hand		0.00%	01/01/21	12/31/20	\$ 1,950	\$ 1,950	1.00	\$ 1,950	1	0.00%
Independent Bank - MMA		0.55%	01/01/21	12/31/20	12,015,682	12,015,682	1.00	12,015,682	1	0.55%
Southside Bank - MMA		0.15%	01/01/21	12/31/20	3,229,054	3,229,054	1.00	3,229,054	1	0.15%
TexPool	AAAm	0.09%	01/01/21	12/31/20	272,933	272,933	1.00	272,933	1	0.09%
Alliance Bank CD		1.10%	04/14/21	04/16/20	932,890	932,890	100.00	932,890	104	1.12%
Alliance Bank CD		1.10%	04/19/21	04/19/20	822,384	822,384	100.00	822,384	109	1.12%
Alliance Bank CD		2.45%	07/19/21	07/19/19	1,967,418	1,967,418	100.00	1,967,418	200	2.47%
Total					\$ 19,242,310	\$ 19,242,310		\$ 19,242,310	31	0.72%
									(1)	(2)

(1) **Weighted average life** - For purposes of calculating weighted average life, cash equivalent investments are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for pool, and bank account investments.

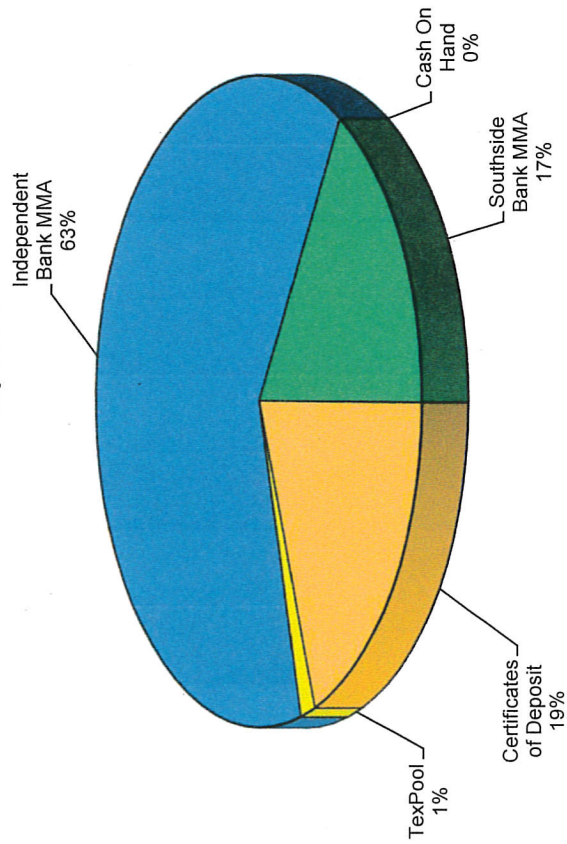
Portfolio Holdings

Group By: Issuer

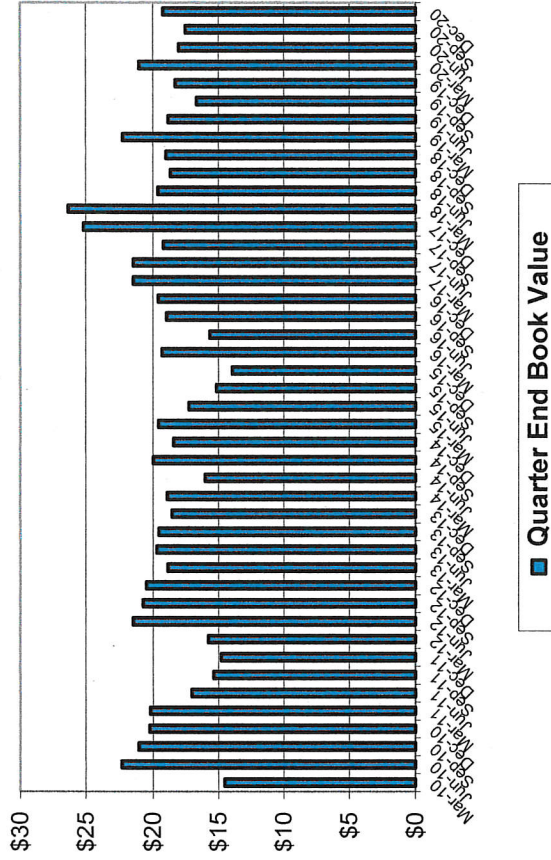
As of 12/31/2020

Asset Class	Description	Amount	Portfolio Name	Maturity Date	CUSIP/Ticker
ALLIANCE BANK					
10-124 AB 90 Day Reserve	ALLIANCE BANK 1.1 4/14/	932,889.66	007 GF 90 Day Reserve	04/14/2021	AB893-3
10-132 AB 90 Day Res	ALLIANCE BANK 2.45 7/19/	931,935.00	007 GF 90 Day Reserve	07/19/2021	AB162
20-166 AB Debt	ALLIANCE BANK 2.45 7/19/	1,035,483.35	013 UF Self-Supt Debt	07/19/2021	AB160
20-272 UF Oper Res AB	ALLIANCE BANK 1.1 4/19/	822,383.64	014 UF 90 Day Reserve	04/19/2021	AB103-2
		3,722,691.65			
Cash on Hand					
None	Cash on Hand Cash	650.00	001 GF Operating	N/A	CASH10200
None	Cash on Hand Cash	1,300.00	010 Utility Fund Operating	N/A	CASH20200
		1,950.00			
Independent Bank					
10-120 GF-Operating	Independent Bank MM	1,534,647.44	001 GF Operating	N/A	IB960
10-121 IB GF Oper Funds	Independent Bank MM	1,000,000.00	001 GF Operating	N/A	IB121
10-125 GF 90 Day Reserve	Independent Bank MM	140,051.00	007 GF 90 Day Reserve	N/A	IB10125
10-130 GF-I&S	Independent Bank MM	991,539.30	006 GF Tax I&S	N/A	IB820
10-135 GF-Street Res	Independent Bank MM	812.22	003 GF Street Reserve	N/A	IB838
10-138 PEG Acct	Independent Bank MM	399,047.44	008 PEG Account	N/A	IB1208
10-140 Payroll	Independent Bank MM	1,180.75	004 Payroll Acct	N/A	IB846
10-160 HHIT	Independent Bank MM	644.80	005 HHIT	N/A	IB853
12-120 DF Oper	Independent Bank MM	288,284.23	015 Drainage Fund	N/A	IB861
15-120 St Cap Oper	Independent Bank MM	94,812.03	050 GF Capital Projects	N/A	IB879
18-120 2017 Bond Fund	Independent Bank MM	2,110,022.37	054 2017 Bond Fund	N/A	IB1786
20-120 UF-Operating	Independent Bank MM	575,825.47	010 Utility Fund Operating	N/A	IB903
20-121 UF-Operating	Independent Bank MM	2,500,000.00	010 Utility Fund Operating	N/A	IB903-2
20-122 UF-Oper Res IB	Independent Bank MM	471,474.95	014 UF 90 Day Reserve	N/A	IB20122
20-138 UF-Debt	Independent Bank MM	82,415.71	013 UF Self-Supt Debt	N/A	IB911
20-140 UF-Deposits	Independent Bank MM	503,974.63	012 UF Water Deposits	N/A	IB929
25-120 UF Cap Oper	Independent Bank MM	1,185,259.35	070 UF Capital Projects	N/A	IB937
40-120 Hotel Fund Oper	Independent Bank MM	135,690.52	016 Hotel Fund	N/A	IB952
		12,015,682.21			
Southside Bank					
10-265 GF-St Res-SSB	Southside Bank MM	216,560.49	003 GF Street Reserve	N/A	MM9245-10UR-2
10-266 GF-Oper-SSB	Southside Bank MM	1,014,413.68	001 GF Operating	N/A	MM9245-10UR-5
10-267 GF-I&S-SSB	Southside Bank MM	489,107.36	006 GF Tax I&S	N/A	MM9245-10R
20-265 UF Oper-SSB	Southside Bank MM	958,850.25	010 Utility Fund Operating	N/A	MM9245-20UR-1
20-266 UF Debt-SSB	Southside Bank MM	317,238.41	013 UF Self-Supt Debt	N/A	MM9245-20R
20-267 UF Equip-SSB	Southside Bank MM	232,883.55	011 UF Equipment Res	N/A	MM9245-20UR-2
		3,229,053.74			
TexPool					
10-200 GF-Reserve-Txpl	TexPool LGIP	88,321.60	001 GF Operating	N/A	LGIP0004
10-201 GF-St Res-Txpl	TexPool LGIP	11,149.68	003 GF Street Reserve	N/A	LGIP0007
10-203 GF-I&S-Txpl	TexPool LGIP	1,840.84	006 GF Tax I&S	N/A	LGIP0012
15-200 St Cap-Txpl	TexPool LGIP	12,959.85	050 GF Capital Projects	N/A	LGIP0005
20-200 UF Oper-Txpl	TexPool LGIP	23,413.81	010 Utility Fund Operating	N/A	LGIP0003
20-201 UF Dep-Txpl	TexPool LGIP	1,629.34	012 UF Water Deposits	N/A	LGIP0001
20-203 UF Equip-Txpl	TexPool LGIP	5,549.53	011 UF Equipment Res	N/A	LGIP0008
20-204 UF Debt-Txpl	TexPool LGIP	117,714.51	013 UF Self-Supt Debt	N/A	LGIP0011
25-200 UF Cap-Txpl	TexPool LGIP	10,353.67	070 UF Capital Projects	N/A	LGIP0006
	TexPool	272,932.83			
		19,242,410.43			

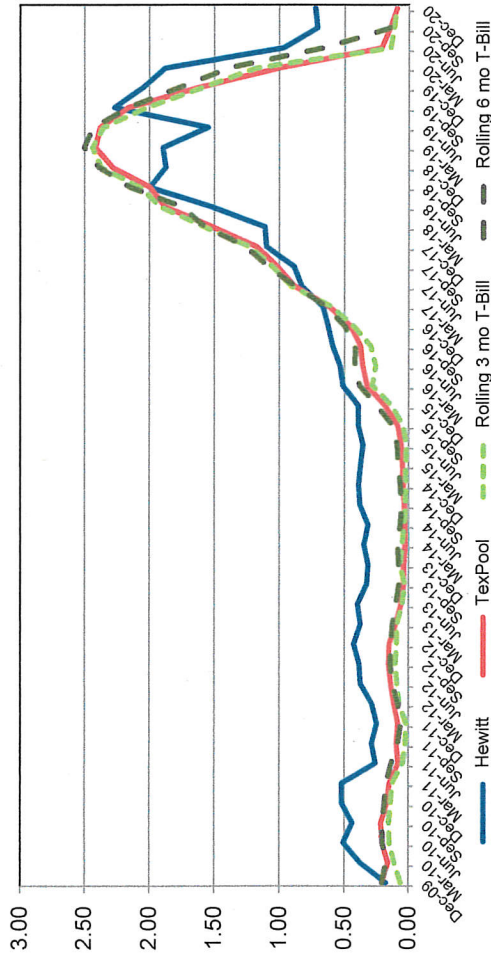
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Portfolio Holdings
Group By: Portfolio Name
As of 12/31/2020

Description	CUSIP/Ticker	Settlement Date	YTM @ Cost	Amount	Maturity Date	Days To Maturity
GF Operating						
Independent Bank MM	IB960	07/01/2014	0.550	1,534,647.44	GF Operating Funds	
Independent Bank MM	IB121	03/31/2020	0.550	1,000,000.00	Unrestricted Reserves	
Southside Bank MM	MM9245-10UR-5	07/19/2019	0.150	1,014,413.68	Unrestricted Reserves	
Cash on Hand Cash	CASH10200	12/31/2011	0.000	650.00		
Independent Bank MM-Payroll	IB846	07/01/2014	0.550	1,180.75		
Independent Bank MM-HHIT	IB853	07/01/2014	0.550	644.80		
				3,551,536.67		
GF Street Reserve						
Independent Bank MM	IB838	07/01/2014	0.550	812.22		
Southside Bank MM	MM9245-10UR-2	12/31/2011	0.150	216,560.49		
TexPool LGIP	LGIP0007	12/31/2011	0.091	11,149.68		
				228,522.39	Street Reserves	
GF Tax I&S-GF Debt Service						
Independent Bank MM	IB820	07/31/2014	0.550	991,539.30		
Southside Bank MM	MM9245-10R	12/31/2011	0.150	489,107.36		
TexPool LGIP	LGIP0012	12/31/2011	0.091	1,840.84		
				1,482,487.50	Req'd Reserves=\$559,796	
GF 90 Day Reserve						
ALLIANCE BANK 1.1 4/14/2021	AB893-3	04/16/2020	1.100	932,889.66	04/14/2021	104
ALLIANCE BANK 2.45 7/19/2021	AB162	07/19/2019	2.450	931,935.00	07/19/2021	200
TexPool LGIP-90 Day Reserves	LGIP0004	12/31/2011	0.091	88,321.60		
Independent Bank MM-90 Day Reserves	IB10125	07/31/2017	0.550	140,051.00		
				2,093,197.26	Req'd Reserves=\$2,084,669	
PEG Account						
Independent Bank MM	IB1208	07/01/2016	0.550	399,047.44		
				399,047.44		
		Total General Fund Portfolio		7,754,791.26		
016 Hotel Fund						
Independent Bank MM	IB952	07/01/2014	0.550	135,690.52		
050 GF Capital Projects						
Independent Bank MM	IB879	07/01/2014	0.550	94,812.03		
TexPool LGIP	LGIP0005	12/31/2011	0.091	12,959.85		
				107,771.88		
054 2017 Bond Fund						
Independent Bank MM	IB1786	12/22/2017	0.550	2,110,022.37		

Portfolio Holdings
Group By: Portfolio Name
As of 12/31/2020

Description	CUSIP/Ticker	Settlement Date	YTM @ Cost	Amount	Maturity Date	Days To Maturity
Utility Fund Operating						
Independent Bank MM	IB903	07/01/2014	0.550	575,825.47	UF Operating Funds	
Independent Bank MM	IB903-2	07/01/2014	0.550	2,500,000.00	Unrestricted Reserves	
Southside Bank MM	MM9245-20UR-1	12/31/2011	0.150	958,850.25	Unrestricted Reserves	
TexPool LGIP	LGIP0003	12/31/2011	0.091	23,413.81	Unrestricted Reserves	
Cash on Hand Cash	CASH20200	12/31/2011	0.000	1,300.00		
				4,059,389.53		
UF Equipment Res						
Southside Bank MM	MM9245-20UR-2	12/31/2011	0.150	232,883.55		
TexPool LGIP	LGIP0008	12/31/2011	0.091	5,549.53		
				238,433.08	Equipment Reserves	
UF Water Deposits						
Independent Bank MM	IB929	07/01/2014	0.550	503,974.63		
TexPool LGIP	LGIP0001	12/31/2011	0.091	1,629.34		
				505,603.97	Water Deposits	
UF Self-Supt Debt						
ALLIANCE BANK 2.45 7/19/2021	AB160	07/19/2019	2.450	1,035,483.35	07/19/2021	200
Independent Bank MM	IB911	07/31/2014	0.550	82,415.71		
Southside Bank MM	MM9245-20R	12/31/2011	0.150	317,238.41		
TexPool LGIP	LGIP0011	12/31/2011	0.091	117,714.51		
				1,552,851.98	Req'd Reserves=\$545,647	
014 UF 90 Day Reserve						
ALLIANCE BANK 1.1 4/19/2021	AB103-2	04/19/2020	1.100	822,383.64	04/19/2021	109
Independent Bank MM	IB20122	09/10/2018	0.550	471,474.95		
				1,293,858.59	Req'd Reserves=\$1,246,632	
		Total Utility Fund Portfolio		7,650,137.15		
015 Drainage Fund						
Independent Bank MM	IB861	07/01/2014	0.550	288,284.23		
070 UF Capital Projects						
Independent Bank MM	IB937	07/01/2014	0.550	1,185,259.35		
TexPool LGIP	LGIP0006	12/31/2011	0.091	10,353.67		
				1,195,613.02		
			0.719	19,242,310.43		

Book and Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 09/30/20	Increases	Decreases	Book Value 12/31/20	Market Value 09/30/20	Change in Market Value	Market Value 12/31/20
Cash on Hand	0.00%	01/01/21	\$ 1,950	\$ —	\$ —	\$ 1,950	\$ 1,950	\$ —	\$ 1,950
Independent Bank - MMA	0.55%	01/01/21	8,312,411	3,703,272	—	12,015,682	8,312,411	3,703,272	12,015,682
Southside Bank - MMA	0.15%	01/01/21	5,264,632	—	(2,035,578)	3,229,054	5,264,632	(2,035,578)	3,229,054
TexPool	0.09%	01/01/21	272,853	80	—	272,933	272,853	80	272,933
Alliance Bank CD	1.12%	04/14/21	930,308	2,582	—	932,890	930,308	2,582	932,890
Alliance Bank CD	1.12%	04/19/21	820,108	2,276	—	822,384	820,108	2,276	822,384
Alliance Bank CD	2.47%	07/19/21	1,955,319	12,100	—	1,967,418	1,955,319	12,100	1,967,418
TOTAL / AVERAGE	0.72%		\$ 17,557,580	\$ 3,720,309	\$ (2,035,578)	\$ 19,242,310	\$ 17,557,580	\$ 1,684,730	\$ 19,242,310

Allocation By Fund
December 31, 2020

Book and Market Value	Cash on Hand	Independent		Southside		04/14/21		04/19/21		07/19/21		Total
		Cash on Hand	Bank - MMA (0.55%)	TexPool (0.0909%)	Bank - MMA (0.15%)	Alliance Bank (1.1%)	Alliance Bank (1.1%)	Alliance Bank (1.1%)	Alliance Bank (2.45%)			
GF Operating	\$ 650	\$ 2,534,647	\$ 88,322	\$ 1,014,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,638,033
GF Street Reserve	-	812	11,150	216,560	-	-	-	-	-	-	-	228,522
GF Tax I&S	-	991,539	1,841	489,107	-	-	-	-	-	-	-	1,482,488
GF 90 Day Reserves	-	140,051	-	-	932,890	-	-	-	931,935	-	-	2,004,876
PEG Account	-	399,047	-	-	-	-	-	-	-	-	-	399,047
Street Capital	-	94,812	12,960	-	-	-	-	-	-	-	-	107,772
Hotel Fund	-	135,691	-	-	-	-	-	-	-	-	-	135,691
HHIT	-	645	-	-	-	-	-	-	-	-	-	645
Drainage Fund	-	288,284	-	-	-	-	-	-	-	-	-	288,284
Payroll Account	-	1,181	-	-	-	-	-	-	-	-	-	1,181
UF Operating	1,300	3,075,825	23,414	958,850	-	-	-	-	-	-	-	4,059,390
UF Deposits	-	503,975	1,629	-	-	-	-	-	-	-	-	505,604
UF Self-Supporting	-	82,416	117,715	317,238	-	-	-	-	1,035,483	-	-	1,552,852
UF 90-Day Reserves	-	471,475	-	-	-	-	822,384	-	-	-	-	1,293,859
UF Equipment	-	-	5,550	232,884	-	-	-	-	-	-	-	238,433
UF Capital (2016 Bonds)	-	1,185,259	10,354	-	-	-	-	-	-	-	-	1,195,613
2017 Bond Funds	-	2,110,022	-	-	-	-	-	-	-	-	-	2,110,022
Totals	\$ 1,950	\$ 12,015,682	\$ 272,933	\$ 3,229,054	\$ 932,890	\$ 822,384	\$ 1,967,418	\$ 19,242,310				

Allocation By Fund
September 30, 2020

Book and Market Value	Cash on Hand	Independent		Southside		04/14/21		04/19/21		07/19/21		Total
		Cash on Hand	Bank - MMA (0.55%)	TexPool (0.1474%)	Bank - MMA (0.20%)	Alliance Bank (1.1%)	Alliance Bank (1.1%)	Alliance Bank (1.1%)	Alliance Bank (2.45%)	Alliance Bank (2.45%)	Alliance Bank (2.45%)	
GF Operating	\$ 650	\$ 1,352,743	\$ 88,296	\$ 1,013,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,455,672
GF Street Reserve	-	811	11,146	216,469	-	-	-	-	-	-	-	228,426
GF Tax I&S	-	306,922	1,840	488,900	-	-	-	-	-	-	-	797,661
GF 90 Day Reserves	-	114,431	-	-	-	930,308	-	-	926,204	-	-	1,970,943
PEG Account	-	406,996	-	-	-	-	-	-	-	-	-	406,996
Street Capital	-	94,817	12,956	-	-	-	-	-	-	-	-	107,773
Hotel Fund	-	140,106	-	-	-	-	-	-	-	-	-	140,106
HHIT	-	642	-	-	-	-	-	-	-	-	-	642
Drainage Fund	-	263,420	-	-	-	-	-	-	-	-	-	263,420
Payroll Account	-	1,156	-	-	-	-	-	-	-	-	-	1,156
UF Operating	1,300	2,745,412	23,407	958,443	-	-	-	-	-	-	-	3,728,562
UF Deposits	-	498,844	1,629	-	-	-	-	-	-	-	-	500,472
UF Self-Supporting	-	9,920	117,680	317,104	-	-	-	-	1,029,115	-	-	1,473,819
UF 90-Day Reserves	-	443,210	-	-	-	-	-	820,108	-	-	-	1,263,317
UF Equipment	-	-	5,548	232,785	-	-	-	-	-	-	-	238,333
UF Capital (2016 Bonds)	-	1,932,466	10,351	-	-	-	-	-	-	-	-	1,942,816
2017 Bond Funds	-	516	-	2,036,950	-	-	-	-	-	-	-	2,037,466
Totals	\$ 1,950	\$ 8,312,411	\$ 272,853	\$ 5,264,632	\$ 930,308	\$ 820,108	\$ 1,955,319	\$ 17,557,580				

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: January 18, 2021

AGENDA ITEM #: 8

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Authorize the City Manager to engage Willdan Financial Services to perform and provide water and wastewater rate study in the amount of \$26,000.

STAFF RECOMMENDATION/ITEM SUMMARY:

It has been in excess of five (5) years since the last time the city of Hewitt had a rate study performed for water and wastewater. This firm has provided these services to the city previously. The scope of work would include a rate comparison, analyze data, and prepare a rate model including alternative rate plans and a formal rate study.

FISCAL IMPACT:

Amount Budgeted – \$105,000
Line Item in Budget – Utility Fund #20-50408

SUGGESTED MOTION:

I move to authorize the City Manager to engage Willdan Financial to perform a rate study in an amount of \$26,000.

ATTACHMENTS:

Engagement letter and proposal



December 30 2020

Mr. Bo Thomas
City Manager
City of Hewitt
200 Patriot Court
Hewitt, Texas 78552

Re: Letter Agreement to Provide Water/Wastewater Rate Study

Dear Mr. Thomas:

Willdan Financial Services ("Willdan") is pleased to present the following scope of services and budget to assist the City of Hewitt in providing a new water and wastewater rate study and long-term financial plan. We are an economic and financial consulting firm, with offices in Plano, Texas and throughout the United States. Our principal clients are national, state and local governments. Our firm contains professionals with decades of experience in water and wastewater utility operations and economic/financial management.

As Vice President of Willdan, I will manage and have primary responsibility for preparing this study for the City. I will be assisted by Mr. Dan Lanning and Mr. Jason Gray. We are proud to have served as the City of Hewitt's rate consultants since 2009.

Scope of Services

We want to ensure that our scope of services is responsive to the City's needs. We will work with the City to tailor our proposed scope based on input prior to approval of this letter agreement, and as needed during the course of the project.

Task 1: Rate Comparison

Description: We will provide a detailed analysis and comparison of the City's current and proposed rates to the state average as well as to other surrounding communities.

Task 2: Acquire and Analyze Data for Analysis

Description: The project team will work with City staff to acquire the data required for the study. This will include customer and volume data, budgets, operating expenses, capital improvement plans and debt service schedules. We will thoroughly analyze all acquired data to ensure that it meets the requirements for our study and will follow up with City staff as necessary.

Task 3: Prepare Rate Model

Description: The project team will use acquired current budget, volume and CIP data to update its previously prepared ten-year water and wastewater cost of service forecast model. The model will identify current and forecast operating expenses, capital outlays and debt service for the period FY 2021 – FY 2030. The model adheres to AWWA ratemaking standards to ensure that the cost of service for each customer class is just, reasonable and accurate. The project team will also install a dashboard onto the model for ease of use by the project team and the client.

The model will contain modules that will allow for the calculation of overall cost of service for the water and wastewater utilities and the cost of service by designated customer class.

Task 4: Prepare Alternative Rate Plans, PowerPoint Summary and Report

Description: Based on the findings and results from prior tasks, the project team will prepare several alternative water and wastewater proposed rate structures for the City Council to consider. Each alternative will enable the City to recover sufficient revenues to fund operating and capital costs. The project team will prepare additional scenarios should the staff or council so choose in determining which is the most just and reasonable. The City will summarize its findings into a PowerPoint presentation and, if so chosen by the City, a formal rate study report.

Task 5: Meetings

Description: The project team will conduct the following meetings (please note that these meetings can either be in person or remote through Zoom/Teams, whichever is the preference of the City)

- a) *An initial meeting with City staff to go over data, issues and project objectives*
- b) *One meeting with City staff to review preliminary results*
- c) *One workshop with the City Council to discuss our findings and recommendations*
- d) *One final Council meeting at which the preferred rate plan is to be decided upon by the Council.*

Budget

Every project is unique in terms of the scope, level of effort, travel, on-site time, challenges and deliverables. We believe that all aspects of this engagement have been properly considered and a fair and reasonable proposed price has been developed that reflects the total effort and ensures the production of a top-quality product.

The project team is proposing two alternative options for the City to consider. The difference between the two options lies in whether the City desires a full written report, or just an analysis, model development and summary PowerPoint presentation. The options are as follows:

Option 1

This option involves the initial analysis, model development, summary PowerPoint presentation outlining findings, recommendations and proposed alternative rate plans, and four client meetings as outlined in Task #5.

Total Fees and expenses (not to exceed): **\$19,000**



Option 2

This option involves the initial analysis, model development, summary PowerPoint presentation outlining findings, recommendations and proposed alternative rate plans, and four client meetings as outlined in the previous section. This option also includes the preparation of a formal rate study report documenting all analysis, methodology and findings.

Total Fees and expenses (not to exceed): **\$26,000**

Note:

- Telephone conference calls are not considered meetings and are not limited by our proposal.
- Additional services, including attending additional meetings, may be authorized by the City and will require an additional fee.
- We will bill the City monthly based on percent of the task completion.

Additional Services

Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are:

Willdan Financial Services	
Hourly Rate Schedule	
Group Manager	\$250
Managing Principal	\$240
Principal Consultant	\$210
Senior Project Manager	\$185
Project Manager	\$165
Senior Project Analyst	\$135
Senior Analyst	\$125
Analyst	\$110
Analyst Assistant	\$100

Authorization

If the terms of this engagement are acceptable, please sign where indicated and email this letter back to me and to our contracts supervisor:

Ms. Joanie Reynolds
Willdan Financial Services
27368 Via Industria, Suite 200
Temecula, California 92590
Ph. (800) 755-6864; fax (951) 587-3510
E-mail: jreynolds@willdan.com

We appreciate this opportunity to serve the City of Hewitt. If you have any questions regarding the proposed services, please contact me directly at (972) 378-6588 or via email at djackson@willdan.com.

Sincerely,

Willdan Financial Services



Dan V. Jackson, Vice President

December 30 2020

Date

City of Hewitt

Signature

Date

Print Name

Chosen Option:

_____ Option 1 -- \$19,000

_____ Option 2 -- \$26,000

ATTACHMENT 1 TO LETTER AGREEMENT

TERMS AND CONDITIONS

The Letter Agreement between the City of Hewitt ("Client") and Willdan Financial Services ("WFS") is subject to these Terms and Conditions (collectively, this "Agreement").

1. Additional Services. Additional services shall be performed by WFS only upon Client's request evidenced by a written addendum executed by both parties.
2. Compensation. WFS shall submit monthly statements for services. Payments shall be due and payable within 30 days of invoice and if not timely paid shall bear interest at the rate of 1.5% per month.
3. Termination. Either party may terminate this Agreement at any time upon 30 days' written notice. In the event of early termination, WFS shall be paid for services performed prior to the effective date of termination.
4. Data Provided by Client. WFS shall rely upon data provided by Client without independent verification of accuracy. WFS shall not be responsible for any errors resulting from its use of inaccurate data provided by Client.
5. Indemnification. Each Party shall indemnify the other from claims resulting from their respective negligence or other wrongful conduct or the negligence or other wrongful conduct of their respective officers, agents or employees.
6. Insurance. WFS shall maintain the following insurance:
 - a. Workers' Compensation and Employer's Liability Insurance as prescribed by applicable law.
 - b. Commercial General Liability Insurance, with limits not be less than \$1,000,000 per occurrence and general aggregate.
 - c. Commercial Automobile Liability with limits not less than \$1,000,000 per occurrence.
 - d. Professional Liability with limits not be less than \$1,000,000 per claim and annual aggregate.
 - e. All policies except Professional Liability and Workers Compensation shall include Client as an additional insured and be primary with respect to any insurance carried by WFS. All policies shall include a waiver of subrogation in favor of Client.
 - f. WFS shall provide Client with certificates of insurance evidencing compliance with the above insurance requirements prior to commencing its services.
7. Miscellaneous.
 - a. Titles used in this Agreement are for general reference and are not a part of the Agreement.
 - b. This Agreement shall be interpreted as though prepared by both parties.
 - c. Any provision of this Agreement held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.
 - d. This Agreement shall be interpreted under the laws of the State of Texas.
 - e. This Agreement comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement.
 - f. Any notices given pursuant to this agreement shall be effective on the third business day after posting by first class mail, postage prepaid, to the address appearing immediately after the signatures below.
 - g. WFS shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing or environmental impact reports.
 - h. WFS's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any subsequent breach of any other term, condition or covenant.
 - i. WFS shall not responsible for the performance of services by third parties not retained by WFS.



COUNCIL AGENDA ITEM FORM

MEETING DATE: January 18, 2021

AGENDA ITEM #: 9

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

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

STAFF RECOMMENDATION/ITEM SUMMARY:

This is a continuation of past Council practice of order issuance for Safety and Health policies for local businesses specifically mask requirements.

FISCAL IMPACT:

Amount Budgeted – NA

Line Item in Budget – NA

SUGGESTED MOTION:

I move to authorize the Order dated January 19, 2021.

ATTACHMENTS:

Order

ORDER OF THE CITY COUNCIL, OF THE CITY OF HEWITT, TEXAS
DATE ORDER ISSUED: January 19, 2021

WHEREAS, in December 2019, a novel coronavirus, now designated Coronavirus disease 2019 (COVID-19), was detected in Wuhan City, Hubei Province, China; and

WHEREAS, on March 13, 2020, Governor Greg Abbott declared a state of disaster due to COVID-19; and

WHEREAS, on March 18, 2020, Mayor Charles D. Turner, of the City of Hewitt, TX declared a local state of disaster and public health emergency after determining that extraordinary and immediate measures had to be taken to respond quickly to prevent and slow down community spread of COVID-19; and

WHEREAS, on June 3, 2020, Governor Abbott issued GA-26 to allow additional openings in the state of Texas; and

WHEREAS, on June 30, 2020, there are 159,986 persons confirmed to have COVID-19 in Texas, with 957 of those residing in McLennan County; with nine deaths in McLennan County; and

WHEREAS, this Order is issued based on evidence of increasing occurrence of COVID-19 within the City and throughout the Central Texas area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the City places it at risk for serious health complications, including death, from COVID-19; and

WHEREAS, on June 20, 2020 the Mayor issued an order requiring commercial entities to create health and safety policies, including the wearing of face coverings; and

WHEREAS, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease; and the City Council of the City of Hewitt, Texas has adopted the McLennan County Commissioners Court declaration of a state of disaster which has been extended through January 31, 2021; and

NOW, THEREFORE, BE IT PROCLAIMED AND ORDERED BY THE CITY COUNCIL, OF THE CITY OF HEWITT, TEXAS, UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE SECTION 418.108:

1. A state of disaster and public health emergency is hereby declared for and in the City of Hewitt, Texas in accordance with McLennan County's Order that extends the state of disaster and public health emergency through January 31, 2021.

2. That pursuant to §418.108(b) of the Texas Government Code, this Order shall continue for a period of not more than fourteen days from January 19, 2021, unless continued or renewed by the City Council of the City of Hewitt.

3. **Health and Safety Policy – Commercial Entities.**

- a. From the date of this Order, every commercial entity in the City of Hewitt providing goods or services directly to the public must develop and implement a health and safety policy (**“Health and Safety Policy”**).
- b. The Health and Safety Policy must require, at a minimum, that every employee or visitor to the commercial entity’s business premises or other facilities wear face covering when in an undivided room or area with coworkers or the public or while performing an activity which necessarily involves or is reasonably likely to involve close proximity to coworkers or the public such that six feet of separation is not feasible.
- c. The Health and Safety Policy required to be developed and implemented by the Order may also include the implementation of other mitigating measures designed to control and reduce the transmission of COVID-19 such as temperature checks or health screenings.
- d. The commercial entity must post the Health and Safety Policy required by this Order in a conspicuous location sufficient to provide notice to employees and visitors of its Health and Safety Policy.
- e. Failure to develop, conspicuously place, and implement the Health and Safety Policy required by this Order on or before 12:01 a.m. on June 25, 2020 may result in a fine not to exceed \$1,000.00. Each day on or after June 25, 2020 for which a Health and Safety Policy is not developed, conspicuously placed, and implemented shall be a separate offense.
- f. It is a defense to prosecution that the commercial entity operated a restaurant or bar and did not require a patron to wear a face covering while eating or drinking when the patron was at least six feet away from persons not in his or her party.

“Commercial entity” as used herein does not include: outdoor operations where social distancing is generally followed; offices of other governmental entities; churches; or health providers that already have policies in place that have been medically vetted.

“Face Covering” as used herein means a cloth or paper mask, or a bandana or scarf, that covers the mouth and nose and fits tightly to the face (and does not merely hang over the mouth and nose).

4. That all provisions of this Order should be interpreted to effectuate this intent. To the greatest extent possible, this Order shall be interpreted as consistent with and supplemental to any executive order issued by the Texas Governor. All provisions of the executive orders of the Texas Governor either existing or subsequently issued, and which are made applicable to all jurisdictions by law, shall be automatically incorporated into and constitute terms of this Order, and shall be enforceable as if set forth herein without the necessity for the issuance of any further orders.

5. In accordance with the limitations contained in the executive orders of the Texas Governor, that any peace officer, code enforcement officer, health official, or other person with lawful authority is hereby authorized to enforce the provisions of this Order in accordance with the authority granted under the Texas Disaster Act of 1975.
6. That this Order shall become effective at 12:01 a.m. on June 27, 2020.
7. That failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
8. That any violation of this Order can be enjoined by a suit filed in the name of the City of Hewitt in a court of competent jurisdiction, and this remedy shall be in addition to any penal provision in this Order or in the Code of Ordinances, City of Hewitt, Texas.
9. That nothing in this Order shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any prior act, ordinance, order, declaration, or resolution of the City Council of the City of Hewitt; nor shall any legal right or remedy of any character be lost, impaired, or affected by this Order.
10. That the City of Hewitt must promptly provide copies of this Order by posting it on the City of Hewitt website.
11. That if any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or application of this Order.

ORDERED this the 19th day of January, 2021

Charles D. Turner, Mayor

Attest:

Lydia Lopez, City Secretary