

HEWITT TEXAS

CITY COUNCIL SPECIAL CALLED MEETING AGENDAS

May 10, 2021

Special Called Workshop – 6:15 PM

Special Called 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. 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 Manager/Civil Service Director

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Special Called Workshop** meeting of the governing body of the City of Hewitt will be held on the **Monday, May 10, 2021, at 6:15 PM in Hewitt City Hall, Council Chambers, 200 Patriot Court**, Hewitt, Texas, at which time the following subjects will be discussed:

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. Briefing and discussion concerning City of Hewitt Strategic Plan 2021-2026.
 - General Services – Drainage, Parks, and Streets
 - Human Resources
3. 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 _____ AM/PM on _____.

CITY OF HEWITT

Lydia Lopez, TRMC/CMC
City Secretary

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Special Called** meeting of the governing body of the City of Hewitt will be held on the **Monday, May 10, 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 Workshop and Regular Meeting of April 19, 2021.
5. Presentation of report from City Engineer
 - Update on pending utility projects.
 - Update on pending street projects.
 - Update on pending drainage projects.
6. Consideration and action on appointments to the Library Board, Parks & Beautification Committee, and the Planning & Zoning Commission.
7. Ratify the expenditure of \$1,731.84 for additional subgrade work on the 2020 – Ritchie Road Street Improvements; Phase 2 Project, and authorize a change order to the contract with Waco Paving, Inc., in the amount not to exceed \$30,000.
8. Briefing and discussion concerning Cybersecurity training mandated by House Bill 3834.
9. Briefing and discussion concerning FY 2021-2022 Budget Calendar.
10. Briefing and discussion concerning Coronavirus (COVID-19) measures, protocols, and mitigation efforts.
11. **ELECTION PROCESS**
 - a. Consideration and action on Ordinance No. 2021-06; Canvassing the returns and declaring the results of a Joint General and Special Charter Amendment Election held on May 1, 2021, to consider sixteen (16) amendments to the City Charter.
 - b. Administer the oath of office and issue Certificates of Election to elected Council Members.

EXECUTIVE SESSION

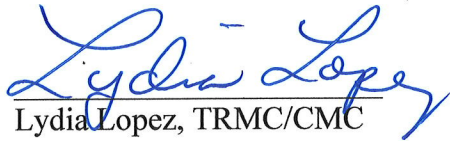
The City Council shall convene in executive session pursuant to §551.074 of the Texas Government Code to deliberate the evaluation and appointment of officers (Councilpersons) to serve in the positions of MAYOR and MAYOR PRO TEM.

- c. Selection of Mayor and Mayor Pro Tem
 - Discussion and action on the selection of Mayor.
 - Discussion and action on the selection of Mayor Pro Tem.

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 2:00 AM/PM on May 5, 2021.

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 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.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 4

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop and Regular Meeting of April 19, 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
WORKSHOP & REGULAR MEETING
HEWITT PUBLIC SAFETY FACILITY – 100 PATRIOT COURT
April 19, 2021 – 6:15/7:00 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
Utilities Director, Kevin Reinke
City Engineer Miles Whitney
Assistant City Attorney Amy Thomas (arrived at 6:58 PM)

Staff absent:

City Attorney Mike Dixon

Note: The meeting was live-streamed for view by the public on the City of Hewitt Facebook page. Citizens could submit written comments.

WORKSHOP – 6:15 PM

- CALL MEETING TO ORDER.** Mayor Charlie Turner called the Workshop to order at 6:15 PM. City Secretary Lydia Lopez polled the Council for attendance.
PRESENT: Fuller, Bancale, Potter, Fortenberry, Bruce, Wachtendorf, and Turner
ABSENT: None

2. **BRIEFING AND DISCUSSION CONCERNING CITY OF HEWITT STRATEGIC PLAN 2021-2026.**

➤ **Police Department** – Presented by Police Chief Jim Devlin

General discussion was held concerning staffing levels, salary for telecommunication staff, and salary survey. City Manager Bo Thomas stated that salary surveys were done on an annual basis and Human Resource Manager Jessica Higgins was currently working on the salary survey for the upcoming budget discussions.

MOTION TO RECESS WORKSHOP

MOTION: Council Member Bill Fuller moved to recess the Workshop at 6:59 PM.

SECOND: Council Member Michael Bancale

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

NAYES: None

ABSENT: None

MOTION PASSED.

NOTE: Continuation of the Workshop and presentation by Library Director Waynette Ditto resumed following the Regular meeting.

REGULAR MEETING – 7:00 PM

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.

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

ABSENT: None

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. Mayor Charlie Turner inquired if any public comments were received. **City Secretary responded no public comment forms were submitted.**

4. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP AND REGULAR MEETING OF April 5, 2021.** Mayor Charlie Turner noted a correction to the vote on adjournment as he left the meeting prior to adjournment. The meeting notes will be corrected to note his absence for the vote.

MOTION: Council Member Michael Bancale moved approval of the minutes as presented but to allow for corrections.

SECOND: Council Member Bob Potter

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

NAYES: None

ABSENT: None

MOTION PASSED.

5. **CONSIDER REAPPOINTMENTS TO THE BOARD OF ADJUSTMENT.** City Manager Bo Thomas presented members recommended for reappointment.

MOTION: Council Member Bill Fuller moved to authorize the reappointment of Douglas Bergen, Charles Howard, R. Don Vardeman, and Royce W. Smith (alternate) for a two year term ending April 2023.

SECOND: Council Member Erica Bruce

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

NAYES: None

ABSENT: None

MOTION PASSED.

6. **RATIFY EXPENDITURES FOR PUMP AND MOTOR REPAIRS TO MCLEMORE WATER PLANT TO JURGENSEN PUMP, LLC, IN THE AMOUNT OF \$15,591.** City Manager Bo Thomas presented.

MOTION: Council Member Michael Bancale moved to ratify expenditures for pump and motor repairs at McLemore Water Plant to Jurgensen Pump, LLC, in the amount of \$15,591.

SECOND: Council Member Steve Fortenberry

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

NAYES: None

ABSENT: None

MOTION PASSED.

7. **RATIFY THE EXPENDITURES FOR ELECTRICAL REPAIRS AT LIFT STATION 2-1 TO WALLACE CONTROLS & ELECTRIC, LLC, IN THE AMOUNT OF \$3,208.63.** City Manager Bo Thomas presented.

MOTION: Council Member Steve Fortenberry moved to ratify the expenditure for electrical repairs at Lift Station 2-1 to Wallace Controls & Electric, LLC, in the amount of \$3,208.63.

SECOND: Council Member Bob Potter

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

NAYES: None

ABSENT: None

MOTION PASSED.

8. **BRIEFING AND DISCUSSION CONCERNING FINANCIAL STATEMENTS ENDING MARCH 31, 2021.** City Manager Bo Thomas stated that Finance Director Lee Garcia previously sent the March Financial Statements for their review and asked if Council had any questions. No questions were asked. **No action required.**

9. **CONSIDERATION AND ACTION ON APPROVAL OF QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2021.** City Manager Bo Thomas presented a summary of report prepared by Valley View Consulting, L.L.C.
MOTION: Council Member Bob Potter moved approval of the Quarterly Investment Report as of March 31, 2021.
SECOND: Council Member Michael Bancale
AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, and Turner
NAYES: None
ABSENT: None
MOTION PASSED.
10. **BRIEFING AND DISCUSSION CONCERNING SPECIAL ELECTION ON CHARTER AMENDMENTS TO BE HELD ON MAY 1, 2021.** City Manager Bo Thomas reminded all that Early Voting started today, April 19, 2021, at the Hewitt City Hall/Library. He also reported that the Voters Guide was mailed out in the Utility bills, and that Mayor Turner made a video clip encouraging voters to get out and vote on the proposed 16 propositions which was posted on the City's Facebook page.
11. **BRIEFING AND DISCUSSION CONCERNING CORONAVIRUS (COVID-19) MEASURES, PROTOCOLS, AND MITIGATION EFFORTS.** City Manager Bo Thomas advised that protocols with respect to the requirements of masking for ages five and up have been initiated in all city facilities. Mr. Thomas stated that discussion was held about a medical disability exemption at the last meeting and he expressed his concern with keeping any medical records due to HIPAA laws which protect privacy. The medical disability exemption issue was discussed with City Attorney Mike Dixon. Mr. Thomas proposed an alternative would be to require a medical note be presented at the time of visit. General discussion concerning the possibility of keeping a list versus having the citizen present a note every visit which might be a burden on citizens. Assistant City Attorney Amy Thomas recommended that City staff not keep any medical information and concurred that maintaining a list would be a better alternative.
- Council Member Steve Fortenberry stated he had received inquiries about when citizens would be able to return to observe Council meetings. Mr. Thomas advised that under Governor Abbott's Emergency Declaration, the Open Meetings Act rules are still suspended. Council could, however, discuss opening meetings if they choose.
12. **ADJOURN.**
MOTION: Council Member Bill Fuller moved to adjourn the Regular meeting at 7:29 PM.
SECOND: Council Member Bob Potter
AYES: Fuller, Potter, Bancale, Fortenberry, Bruce, Wachtendorf, and Turner
NAYES: None
ABSENT: None
MOTION PASSED.

WORKSHOP - Continued

Mayor Charlie Turner reconvened the Workshop Meeting at 7:30 PM.

MOTION TO RECONVENE WORKSHOP.

MOTION: Council Member Bill Fuller moved to reconvene the Workshop at 7:30 PM.

SECOND: Council Member Michael Bancale

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

NAYES: None

ABSENT: None

MOTION PASSED.

2. BRIEFING AND DISCUSSION CONCERNING CITY OF HEWITT STRATEGIC PLAN 2021-2026 (Continued).

- **Police** – Mayor Turner asked if there was further discussion on Chief Devlin’s presentation. Council Member Erica Bruce mentioned that the Council had already been made aware of these personnel needs in past budgets and the Council must begin to prioritize the health and safety of the community with respect to personnel needs.

- **Library** – Presented by Library Director Waynette Ditto

Mayor and Council complimented Mrs. Ditto and staff for the program and services provided to the community particularly with the difficulties presented during the pandemic. Council Member Erica Bruce commended Mrs. Ditto for putting her employees first in the presentation of her plan.

3. Adjourn.

MOTION: Council Member Bill Fuller moved to adjourn the Workshop at 7:57 PM.

SECOND: Council Member Michael Bancale

AYES: Fuller, Potter, Fortenberry, Bruce, Bancale, 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: May 10, 2021

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:

There is no action required.

ATTACHMENTS:

Report



CITY ENGINEER'S REPORT

May 4, 2021

Utility Projects

FM 2113; Spring Valley Rd.

Contractor is now making the individual street tie ins, as pressure tests and bac-t samples are passed. I have had some contact with TxDOT regarding the final agreement approvals.

Street/Transportation Projects

E. Warren Street Improvements

City's design is completed. The franchise utilities (telephone and natural gas) are reviewing our plans to identify potential conflicts and should be providing their recommendations on them.

Ritchie Rd. Street Improvements

Contractor has begun pouring concrete on the western section. I will be asking the Council to consider the authorization, to perform some additional sub-grade work, due to conditions discovered at the time of roadway excavation.

In addition, I will provide the Council an update as to the construction material availability matters that we and others are encountering.

2020 - Warren Park Improvements

Contractor has poured the concrete at the Pavilion and has performed the grading of the grass island. Next on the project, is the pouring of the concrete valley gutters.

Drainage Projects

208/212 Cross Country Drainage Improvements

Contractor has begun work on the project and is in the process of excavating the soil to begin the forming of the channel.

HEWITT TEXAS II

CITY ENGINEER'S REPORT

May 4, 2021

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 6

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consideration and action on appointments to the Library Board, Parks & Beautification Committee, and the Planning & Zoning Commission.

STAFF RECOMMENDATION/ITEM SUMMARY:

I am delighted to present the following applicants to fill a number of vacancies on the above boards.

Library Board

We received a resignation from Ronald G. Smith leaving a vacancy and had an application on file from Mr. Ryan Erck expressing an interest to serve. Mr. Erck will be filling an unexpired term ending in December 2021.

Parks & Beautification Committee

Two applications were received for service on the Parks & Beautification Committee: one from Mr. Charles Hunter Edmundson, and another from Ms. Shayla Wicks. Mr. Edmundson will be serving an unexpired term ending in December 2022 and Ms. Wicks will be serving an unexpired term ending in December 2021.

Planning & Zoning Commission

An application was received from Mr. Dustin Crawford. Mr. Crawford will serve an unexpired term ending in June 2023.

As the Council meetings are closed to the public, these new applicants will not be in attendance. Attached you will find the applications for board service from these applicants.

Staff has vetted these applicants and recommend approval.

FISCAL IMPACT:

Amount Budgeted – NA
Line Item in Budget- NA

SUGGESTED MOTION:

I move to approve the following appointments: Ryan Erck to the Library Board (term expiring in December 2021); Charles Hunter Edmondson (term expiring in December 2022), and Shayla Wicks (term expiring in December 2021) to the Parks & Beautification Committee, and Dustin Crawford (term expiring in June 2023) to the Planning & Zoning Commission.

ATTACHMENTS:

Current list of Council, Boards, Committees, and Commissions Board
Board Applications

CITY OF HEWITT: COUNCIL, BOARDS, COMMITTEES, AND COMMISSIONS

City Hall 666-6171 (Fax 666-6014); Community Services 666-2447; Utility Billing 666-3151 (after hrs emergency 666-6272); Police Adm. 666-1661; Drug Tips 666-3333; Animal Control 666-6272; Library 666-2442; Park Reservations 666-6173; Municipal Court 666-1208; Chamber of Commerce 666-1200. City of Hewitt web site: www.cityofhewitt.com; Email: citysecretary@cityofhewitt.com

City Council 2 Yr Term - May	Board of Adjustment 2 Yr Term - April	Planning & Zoning Commission 3 Yr Term - June	Parks & Beautification Committee 2 Yr Term - December	Library Board of Directors 2 Yr Term - December
1st & 3rd Mon 7 pm	3rd Thurs 6 pm	1st Tues. 6 pm	3rd Wed. 6 pm	Quarterly as needed
Mayor Charlie Turner Ward 1 (05-2021) 209 Laredo Dr. 709-3614	Chairman (04-2022) Jim Winton 1136 Heatherwood 857-9436	(06-2022) Paul D. Lasater 1112 Heatherwood 716-0025	(12-2022) Jerry Snider 108 Brenda Drive 307-0613	(12-2022) Jerry Snider 108 Brenda Drive 307-0613
Mayor Pro Tem Wilbert (Walky) Wachtendorf Ward 1 (05-2022) 328 Travis Lane 709-3989	(04-2022) Bradley T. Turner 425 W. Chapman 723-4912	(06-2022) VACANCY	(12-2021) VACANCY	(12-2021) Betty J. Smith 709 Seminole Trail 666-7931
Bill Fuller Ward 2 (05-2022) 218 Chelsea/PO Box 568 709-3998	(04-2021) Douglas Bergen 264 Earle Road 666-0855	(06-2022) Walter H. Peterson 500 Moss Hill Road 757-5128	(12-2021) Casey Lowrey 700 Wind Hill Drive 424-1266	(12-2022) Julie Holcomb 112 Travis Ln. 972-935-4528
Bob Potter Ward 2 (05-2021) 409 W Wall Street 709-3666	(04-2021) Charles Howard 155 Ellis Farm Road 732-4746	(06-2023) VACANCY	(12-2021) Ann E. Schiltz 1220 Dendron Drive 666-4291	(12-2022) Lydia Dashner 520 Angel Fire Drive 666-9623
Erica Bruce Ward 3 (05-2021) 717 Fieldstone 709-4050	(04-2021) R. Don Vardeman 432 S First Street 227-4495	(06-2023) Bobby Drake 107 Westchester Way 772-7440	(12-2022) Conway Briscoe 602 Madison Circle (972) 750-1378	(12-2022) Jennifer Hunt 228 Cross Country Drive 498-0102
Steve Fortenberry Ward 3 (05-2022) 701 Oakmont Drive 709-0030	Alternate (04-2022) VACANCY	(06-2023) Michael Lee Hix 336 Bowie Lane 723-5071	(12-2022) VACANCY	(12-2021) VACANCY
Michael S. Bancalle At-Large (05-2021) 909 Stoneridge Drive 709-3522	Alternate (04-2021) Royce W. Smith 1128 Regina 652-3099	(06-2023) Travis Bailey 412 Oklahoma Ave. 666-1492	(12-2020) Jamie McKinney 411 Karen Street (713) 824-4003	(12-2021) Sally Goldman 132 Texas 666-2436

APPLICATION FOR BOARDS & COMMISSIONS TO THE CITY OF HEWITT

The City of Hewitt appreciates your interest in serving the community. A listing of the boards and commissions is found behind your application. Appointments are made during the year as vacancies occur. This is great opportunity for you to play a vital role in shaping your community.

NAME OF APPLICANT: Ryan Erck

HOME ADDRESS: 816 Pawnee Trl. Hewitt, TX 76643

DAYTIME TELEPHONE NUMBER: 254.485.6563 E-MAIL ADDRESS: ryanwerck@gmail.com

PLEASE CHECK APPROPRIATE STATEMENTS: ☒ I reside within the city limits of Hewitt, Texas.*
☐ I do ☐ I do not . . . own property located in Hewitt, Texas.

* **IMPORTANT** - - By checking this box and signing this form, you are indicating that your legal residence or domicile - your home and fixed place of habitation to which you intend to return after any temporary absence - is located within the city limits of Hewitt, Texas.

LENGTH OF TIME APPLICANT HAS RESIDED IN THE HEWITT CITY LIMITS: 2.5 years

PLEASE INDICATE BELOW HOW YOU WOULD LIKE TO SERVE THE CITY OF HEWITT. (**IMPORTANT**: IF MORE THAN ONE AREA IS INDICATED, **NUMBER YOUR PREFERENCES** WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.). PLEASE SEE REVERSE SIDE FOR DESCRIPTIVE INFORMATION.

☐ Board of Adjustment (must be resident and owner of property in Hewitt)
☐ Civil Service Commission (must be resident of Hewitt)
☒ 1 Library Board (must be resident of Hewitt)
☐ Parks and Beautification Committee (must be resident of Hewitt)
☐ Planning and Zoning Commission (must be resident and owner of property in Hewitt)

OTHER WAYS YOU SERVE YOUR COMMUNITY: _____

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: My PhD is in educational
administration and MS in organization development, which could add value to the work of the library board in exploring program outreach and assessment.

OCCUPATION/EMPLOYER: Program Director at Baylor University

REFERENCES (MUST BE HEWITT RESIDENTS): Pastor Michael Visy TELEPHONE #: 240.353.3834
Dr. Mark Bryant TELEPHONE #: 407.408.1028

SIGNATURE OF APPLICANT: 

DATE: 11/25/2020

Return Application to:
Lydia Lopez, City Secretary
200 Patriot Court
Hewitt, Texas 76643
Phone: 254-666-6171 - Fax: 254-666-6014
Email: citysecretary@cityofhewitt.com

OFFICE USE ONLY

Date interviewed by Council: _____

Date appointed by Council: _____

Date sworn in by Council: _____

Reappointed: _____

Term to expire: _____

Term to expire: _____

Revised: March 2019

APPLICATION FOR BOARDS & COMMISSIONS TO THE CITY OF HEWITT

The City of Hewitt appreciates your interest in serving the community. A listing of the boards and commissions is found behind your application. Appointments are made during the year as vacancies occur. This is great opportunity for you to play a vital role in shaping your community.

NAME OF APPLICANT: Charles Hunter Edmundson

HOME ADDRESS: 444 Lindenwood Ln W

DAYTIME TELEPHONE NUMBER: 4045186290

E-MAIL ADDRESS: chedmundson1@gmail.com

PLEASE CHECK APPROPRIATE STATEMENTS: ☒ I reside within the city limits of Hewitt, Texas.*
☐ I do ☒ I do not . . . own property located in Hewitt, Texas.

* **IMPORTANT** - - By checking this box and signing this form, you are indicating that your legal residence or domicile - your home and fixed place of habitation to which you intend to return after any temporary absence - is located within the city limits of Hewitt, Texas.

LENGTH OF TIME APPLICANT HAS RESIDED IN THE HEWITT CITY LIMITS: 13 months

PLEASE INDICATE BELOW HOW YOU WOULD LIKE TO SERVE THE CITY OF HEWITT. (**IMPORTANT**: IF MORE THAN ONE AREA IS INDICATED, **NUMBER YOUR PREFERENCES** WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.). PLEASE SEE REVERSE SIDE FOR DESCRIPTIVE INFORMATION.

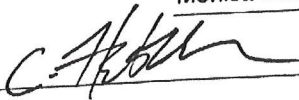
- ☐ Board of Adjustment (must be resident and owner of property in Hewitt)
- ☐ Civil Service Commission (must be resident of Hewitt)
- ☐ Library Board (must be resident of Hewitt)
- ☒ 1 Parks and Beautification Committee (must be resident of Hewitt)
- ☐ Planning and Zoning Commission (must be resident and owner of property in Hewitt)

OTHER WAYS YOU SERVE YOUR COMMUNITY: teach AP Government and Civics

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: I am an avid user of the parks for running and I am a Civics teacher.

OCCUPATION/EMPLOYER: Vanguard College Preparatory School

REFERENCES (MUST BE HEWITT RESIDENTS):
Amanda Knight TELEPHONE #: 443-243-8081
Monica Litton TELEPHONE #: 410-978-4634

SIGNATURE OF APPLICANT:  DATE: 4/15/2021

Return Application to:
Lydia Lopez, City Secretary
200 Patriot Court
Hewitt, Texas 76643
Phone: 254-296-5602 - Fax: 254-666-6014
Email: citysecretary@cityofhewitt.com

OFFICE USE ONLY

Date interviewed by Council: _____
Date appointed by Council: _____
Date sworn in by Council: _____
Reappointed: _____

Term to expire: _____
Term to expire: _____

APPLICATION FOR BOARDS & COMMISSIONS TO THE CITY OF HEWITT

The City of Hewitt appreciates your interest in serving the community. A listing of the boards and commissions is found behind your application. Appointments are made during the year as vacancies occur. This is great opportunity for you to play a vital role in shaping your community.

NAME OF APPLICANT: Shayla Wicks
HOME ADDRESS: 1054 Hesselridge, Hewitt TX 76643
DAYTIME TELEPHONE NUMBER: 254-366-5839 E-MAIL ADDRESS: shayla.wicks@gmail.com

PLEASE CHECK APPROPRIATE STATEMENTS: ☒ I reside within the city limits of Hewitt, Texas.*
☒ I do ☐ I do not . . . own property located in Hewitt, Texas.

* **IMPORTANT** - - By checking this box and signing this form, you are indicating that your legal residence or domicile - your home and fixed place of habitation to which you intend to return after any temporary absence - is located within the city limits of Hewitt, Texas.

LENGTH OF TIME APPLICANT HAS RESIDED IN THE HEWITT CITY LIMITS: 4 years

PLEASE INDICATE BELOW HOW YOU WOULD LIKE TO SERVE THE CITY OF HEWITT. (**IMPORTANT**: IF MORE THAN ONE AREA IS INDICATED, **NUMBER YOUR PREFERENCES** WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.). PLEASE SEE REVERSE SIDE FOR DESCRIPTIVE INFORMATION.

☐ Board of Adjustment (must be resident and owner of property in Hewitt)
☐ Civil Service Commission (must be resident of Hewitt)
☐ Library Board (must be resident of Hewitt)
☒ 1 Parks and Beautification Committee (must be resident of Hewitt)
☐ Planning and Zoning Commission (must be resident and owner of property in Hewitt)

OTHER WAYS YOU SERVE YOUR COMMUNITY: None yet, hoping to begin serving community soon.

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: As a mother of two young boys who love the outdoors, I want to be part of the effort to maintain its beauty. Also a keen eye for design.

OCCUPATION/EMPLOYER: Accountant
Department of Veterans Affairs

REFERENCES (MUST BE HEWITT RESIDENTS): Paul Lasater TELEPHONE #: 254-716-0025
Michael Wicks TELEPHONE #: 254-855-2678

SIGNATURE OF APPLICANT: Shayla Wicks DATE: 4-22-21

Return Application to:
Lydia Lopez, City Secretary
200 Patriot Court
Hewitt, Texas 76643
Phone: 254-666-6171 - Fax: 254-666-6014
Email: citysecretary@cityofhewitt.com

RECEIVED

APR 22 2021

BY: [Signature]

OFFICE USE ONLY

Date interviewed by Council: _____
Date appointed by Council: _____
Date sworn in by Council: _____
Reappointed: _____

Term to expire: _____
Term to expire: _____

Revised: March 2019

APPLICATION FOR BOARDS & COMMISSIONS TO THE CITY OF HEWITT

The City of Hewitt appreciates your interest in serving the community. A listing of the boards and commissions is found behind your application. Appointments are made during the year as vacancies occur. This is great opportunity for you to play a vital role in shaping your community.

NAME OF APPLICANT: Dustin Crawford

HOME ADDRESS: 1001 December Dr Hewitt, TX 76643

DAYTIME TELEPHONE NUMBER: 903-754-1204 E-MAIL ADDRESS: dustincrawford2004@gmail.com

PLEASE CHECK APPROPRIATE STATEMENTS: ☒ I reside within the city limits of Hewitt, Texas.*
☒ I do ☐ I do not . . . own property located in Hewitt, Texas.

* **IMPORTANT** - - By checking this box and signing this form, you are indicating that your legal residence or domicile - your home and fixed place of habitation to which you intend to return after any temporary absence - is located within the city limits of Hewitt, Texas.

LENGTH OF TIME APPLICANT HAS RESIDED IN THE HEWITT CITY LIMITS: 1 Yr 9 Mos

PLEASE INDICATE BELOW HOW YOU WOULD LIKE TO SERVE THE CITY OF HEWITT. (**IMPORTANT**: IF MORE THAN ONE AREA IS INDICATED, **NUMBER YOUR PREFERENCES** WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.). PLEASE SEE REVERSE SIDE FOR DESCRIPTIVE INFORMATION.

 Board of Adjustment (must be resident and owner of property in Hewitt)
 Civil Service Commission (must be resident of Hewitt)
 Library Board (must be resident of Hewitt)
2 Parks and Beautification Committee (must be resident of Hewitt)
1 Planning and Zoning Commission (must be resident and owner of property in Hewitt)

OTHER WAYS YOU SERVE YOUR COMMUNITY: President of the Greater Waco A&M Club, First Woodway Baptist

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: Bachelor's Degree in Geography from Texas A&M University

OCCUPATION/EMPLOYER: Performance Foodservice

REFERENCES (MUST BE HEWITT RESIDENTS): Carrie Burrows TELEPHONE #: 325-307-9876
Mary Boyd TELEPHONE #: 254-493-8707

SIGNATURE OF APPLICANT:  DATE: 4/21/21

Return Application to:
Lydia Lopez, City Secretary
200 Patriot Court
Hewitt, Texas 76643
Phone: 254-666-6171 - Fax: 254-666-6014
Email: citysecretary@cityofhewitt.com

OFFICE USE ONLY

Date interviewed by Council: _____
Date appointed by Council: _____
Date sworn in by Council: _____
Reappointed: _____

Term to expire: _____
Term to expire: _____

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 7

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Ratify the expenditure of \$1,731.84 for additional subgrade work on the 2020 – Ritchie Road Street Improvements; Phase 2 Project, and authorize a change order to the contract with Waco Paving, Inc., in the amount not to exceed \$30,000.

STAFF RECOMMENDATION/ITEM SUMMARY:

Please see the attached letter from City Engineer Miles Whitney, Cayote Consulting, LLC, explaining the need for the change order on the Ritchie Road Project.

FISCAL IMPACT:

Amount Budgeted – \$30,000
Line Item in Budget – FY '20-'21 budget.
Fiscal impact- \$30,000

SUGGESTED MOTION:

I move to ratify the expenditure of \$1,731.84 for additional subgrade work on the 2020 - Ritchie Road Street Improvements, Phase 2 Project AND I move to authorize a change order to the contract with Waco Paving, Inc., in an amount not to exceed \$30,000, for the 2020 – Ritchie Road Street Improvements, Phase 2 Project.

ATTACHMENTS:

Letter from City Engineer w/exhibit

MAY 4, 2021

CITY COUNCIL

CITY OF HEWITT, TEXAS

VIA: EMAIL

RE: 2020 - RITCHIE RD STREET IMPROVEMENTS; PHASE 2

COUNCIL:

ON APRIL 19TH IT WAS DISCOVERED THAT ON THE NEWLY MILLED UP AREA ON THE RITCHIE RD PROJECT THAT THE 8" OF FLEX BASE THAT WE HAD ANTICIPATED ON FINDING UNDER THE OLD ROADWAY WAS NOT PRESENT. IN ORDER TO CONTINUE THE PROJECT WITH ITS ULTIMATE DESIGN GOAL UNCHANGED, I CONSULTED WITH THE GEOTECHNICAL ENGINEERS, AND THEN PROCEEDED TO ASK THE CONTRACTOR TO PROVIDE ME A \$/S.Y. FOR THE COST OF 6" ADDITIONAL EXCAVATION AND INSTALLATION OF COMPACTED PROJECT CREATED MILLINGS, TO PROVIDE A MORE RELIABLE SUB-GRADE FOR THE PROPOSED ROADWAY.

THE CONTRACTOR PROVIDED THE CITY WITH A PRICE OF \$13.12 / S.Y. FOR THE ADDITIONAL WORK TO EXCAVATE 6" OF ADDITIONAL DEPTH AND REPLACE WITH 6" OF COMPACTED PROJECT MILLINGS.

IT IS ANTICIPATED THAT THE CURRENTLY MILLED SECTION WOULD ADD A COST OF \$12,634.60 TO THE CONTRACT. IF THE OTHER SIDE'S SUB-GRADE CONDITIONS ARE COMPARABLE, THEN I WOULD ANTICIPATE IT WOULD ADD AN ADDITIONAL \$13,146.20 TO THE CONTRACT. (*BOTH ASSUMPTIONS, ARE BASED ON AN 8' WIDE SECTION TO BE REMOVED AND REPLACED FOR THE LENGTH OF THE PHASES.*) BRINING THE TOTAL ANTICIPATED ADDITIONAL COST TO \$25,780.80 TO THE CONTRACT.

I AM ASKING THE COUNCIL TO CONSIDER AUTHORIZING THE CITY MANAGER TO APPROVE THE SPENDING OF THE ADDITIONAL FUNDS, NOT TO EXCEED \$30,000.00 FOR THIS ADDITIONAL WORK.

AS OF THE DATE OF THIS LETTER, I HAVE ASKED THE CONTRACTOR TO GO AHEAD WITH APPROX. 132 S.Y. OF THIS ADDITIONAL WORK, TO NOT MISS A SCHEDULED POUR. SO, I WOULD ALSO ASK THE COUNCIL TO CONSIDER RATIFYING THE SPENDING OF \$1,731.84; OF THE ANTICIPATED \$25,780.80.

ATTACHED TO THIS LETTER IS AN EXHIBIT SHOWN THE LOCATIONS OF THE POTENTIAL ADDITIONAL WORK.

SINCERELY:



Miles W. Whitney P.E.
MILES W. WHITNEY, P.E.

REVISION DESCRIPTION DATE 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COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 8

SUBMITTED BY: Jessica Higgins, HR Manager/Civil Service Director

ITEM DESCRIPTION:

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

STAFF RECOMMENDATION/ITEM SUMMARY:

Acknowledge email sent on Friday, April 23, 2021, to Mayor and Council Members regarding the Cybersecurity training required by all elected officials. The mail contained the instructions and deadline for completing the certified cybersecurity training program provided by Texas Municipal League.

Please complete the training by May 31st. 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 sent on Friday, April 23, 2021.

Jessica Higgins

From: Jessica Higgins
Sent: Friday, April 23, 2021 8:33 AM
To: Jessica Higgins
Subject: 2021 CYBERSECURITY TRAINING
Attachments: Cyber Security Awareness Training PPT 2020-01-09.pdf; Cyber Security Awareness Participant Handout.pdf; Social Engineering Red Flags (1).pdf; TML Phishing flyer MECH 1-8-21.pdf

House Bill (HB) 3834 requires all local government employees and elected officials to complete a certified cybersecurity training program.

To complete the 2021 Cybersecurity training, follow the steps below:

1. Review the attached documents and YouTube video regarding cybersecurity training.
[Click here for the YouTube Cybersecurity Awareness Training Video](#)
2. On Monday, April 26th, you will receive an email from Local Government Academy with the subject line **New TML Intergovernmental Risk Pool Online Learning Center Learning Assignment: 2021 Cybersecurity Training**. This email will include a link to start the training.
3. If you forgot your password, enter your email address, and click on forgot password. You will receive an emailed link to reset your password.
4. If you have not registered for your TML account, please email me and I will resend you the link.
5. Complete the TML Cybersecurity Training by May 31, 2021.

If you have any issues, please email me.

Thanks,

Jessica Higgins, IPMA-CP
Human Resources Manager

City of Hewitt
200 Patriot Court
Hewitt, Texas 76643
www.cityofhewitt.com
254-296-5650

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 9

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Briefing and discussion concerning FY 2021-2022 Budget Calendar.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is the FY 2021-2022 Budget Calendar setting the timeline for the upcoming budget process.

FISCAL IMPACT:

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

SUGGESTED MOTION:

No action needed.

ATTACHMENTS:

FY 2021-2022 Budget Calendar

BUDGET CALENDAR 2021-2022

Date	CREATION OF BUDGET
4/30	Preliminary Tax Roll no later than 4/30
4/5 & 4/19 & 5/3	CAPITAL PROJECTS - FIVE YEAR PLAN City Council, City Manager, City Engineer and required staff, update the Strategic Plan to identify upcoming Capital Projects. Sources of funding for identified projects is discussed.
5/4	BUDGET CREATION BEGINS City Manager gives direction for the budget year. Department Heads begin work on their departmental budgets. HR begins work on Proposed Salary Schedules, changes to Titles, Promotions & Pay Adjustments. If needed, Department heads also prepare New Personnel Requests and Capital Outlay Requests. Department heads also update fees for the Master Fee Schedule.
5/24	COUNCIL BUDGET EXPECTATIONS Council gives budget direction to City Manager for upcoming budget year.
6/4	DEADLINE FOR BUDGET REQUESTS In advance to compiling proposed budgets, City Manager reviews proposed Salary Schedules and any proposed changes to Titles, Promotions, & Pay Adjustments. City Manager reviews with Department Heads individually their proposed budgets including Personnel Requests and Capital Outlay Requests. City Manger also reviews Revenue estimates. The department reviews include General Fund, Utility Fund and Drainage Fund. The Master Fee Schedule is reviewed for changes proposed by Department Heads.
6/15	DEADLINE FOR REVIEW WITH CITY MANAGER After final review with department heads, the City Manager prepares the Proposed Budget to present to City Council. The Proposed Budget includes a Statement regarding the Financial Condition of the City, Tax Information, Debt Information, Reserves, Capital Expenditures with provisions for financing, if needed, a Five Year List of Capital Projects and Personnel Information including Staffing by Fund and Department, PD & FD Step Charts, & Salary Schedule.
7/5 & 7/19	COUNCIL MEETINGS - PROPOSED BUDGET City Council's Budget presentations. City Manager presents his Proposed Budget for Council discussion. City Council makes changes to Proposed Budget, if any, in preparation for Record Vote.
BUDGET AND TAX RATE ADOPTION PROCESS BEGINS	
7/25	CERTIFIED TAX VALUES DEADLINE Deadline to receive Certified Tax Values from Appraisal District.
7/26	TAX ASSESSOR CALCULATES CERTIFIED RATES Tax Assessor calculates No New Revenue (effective), Voter Approval (rollback), I&S (debt) and No New Revenue M&O (operations) Rates.
7/27	PUBLISH Required BUDGET NOTICE * "Notice of Public Hearing" in paper (Budget Notice). Per Charter, must publish 15 days prior to public hearing on budget. * "Notice of Public Hearing" on website (Budget Notice).
8/1	Proposed Budget available for public view in City Secretary's office and on website by August 1st per Charter.
8/2	Tax Assessor shall submit rates to governing body.
8/2	COUNCIL MEETING- TAKE RECORD VOTE * Council takes record vote on tax rate AND * Announces date and place for public hearing on the Proposed Budget. (8/9) * Announce date and place for public hearing on the Tax Rate. (8/9 & 8/16)
8/9	COUNCIL MEETING - PUBLIC HEARING ON BUDGET & TAX RATE * Public Hearing on the Budget. * Public Hearing on Tax Rate. * Announce date for Council to vote on Budget and Tax Rate. (8/16) * On website, add public hearing and tax rate adoption dates. (8/9 & 8/16) * Also, put Tax Notice on website.
8/11	TAX ASSESSOR will publish Required TAX NOTICE * Notice of public hearing in newspaper (published by Tax Assessor). (Public hearing on tax rate adoption at least 5 days from notice publishing.)
8/16	COUNCIL MEETING-ADOPT TAX RATE & BUDGET * Public Hearing on Tax Rate (At least 5 days from published Tax Notice.) * Ordinance accepting & approving Tax Roll. * Ordinance Levying a tax rate; special wording on increase in M&O tax revenue and \$\$ on \$100k home. * Ordinance adopting revised Master Fee Schedule. * Ordinance adopting and appropriating Budgets.
8/16	Council signs paperwork from Tax Assessor setting rates.
8/17	Web Publishing of Adopted Budget.
10/1	Budget becomes effective.

Calendar for May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar for June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Calendar for July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Calendar for August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7/5, & 7/19	- Council-July Budget Workshop(s)
25	- Receive Certified Tax Roll
27	- Publish Budget Notice by this day
1	- Proposed Budget ready for view
2	- Council takes Record Vote setting upper limit to tax rate
11	- Tax Assessor's Publishes Notice
9	- Council has hearing on budget and tax rate
16	- Council adopts budget and tax rate

Effective M&O Rate is now No-New-Revenue M&O Rate.
Effective Tax Rate is now No-New-Revenue Tax Rate.
Rollback Tax Rate is now Voter-Approved-Rate.

NOTE: Council Meeting for Public Hearing on the Budget and Tax Rate can be the same meeting where the Budget and Tax Rate are adopted.

NOTE: Meeting on the 17th, is the deadline for calling for November election if proposed rate exceeds Voter-Approved-Rate.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 11 (a)

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consideration and action on **Ordinance No. 2021-06** canvassing the returns and declaring the results of the Joint General and Special Charter Amendment Election held on May 1, 2021, to consider sixteen (16) amendments to the City Charter.

STAFF RECOMMENDATION/ITEM SUMMARY:

The City Council ordered a Joint General and Special Charter Amendment Election for Saturday, May 1, 2021, to submit to the voters sixteen (16) proposed amendments to the City's Charter. The purpose of this agenda item is to canvass the election returns and declare the election results from the Special Charter Amendment Election.

The certified election results are not available at this time, therefore, a DRAFT ordinance is included in the agenda packet. McLennan County Elections Administrator Jared Goldsmith has committed to provide the certified results by Monday, May 10th. A final ordinance will be provided to the Council prior to the meeting.

In accordance with Section 67.003 of the Texas Election Code, the period for the official canvass of the election returns of the Joint General and Special Election held on May 1, 2021, is between May 4 through 12, 2021.

City Secretary Lydia Lopez will present the returns and tabulations as certified by the McLennan County Elections Administrator.

FISCAL IMPACT:

Amount Budgeted – N/A

Line Item in Budget – N/A

SUGGESTED MOTION:

I move to approve Ordinance No. 2021-06 canvassing the returns and declaring the results of the Joint General and Special Charter Amendment Election held on May 1, 2021.

ATTACHMENTS:

Draft ordinance

ORDINANCE NO. 2021-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE JOINT GENERAL AND SPECIAL CHARTER AMENDMENT ELECTION HELD ON MAY 1, 2021, TO CONSIDER SIXTEEN (16) AMENDMENTS TO THE CITY CHARTER.

WHEREAS, the City Council called a Joint General and Special Charter Amendment election to be held on May 1, 2021, to consider sixteen (16) amendments to the city charter; and

WHEREAS, notice of election was given as required by law and the returns of the election have been made by the proper officers and canvassed by the City Council;

WHEREAS, the City Council has met to canvass the votes cast in the said election and accept the tabulations provided by the McLennan County Elections Administrator attached as "Exhibit A".

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

Section 1. That at the election held on May 1, 2021, the following votes were cast for or against the City Charter Amendments:

PROPOSITION NUMBER	FOR	AGAINST
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		

PROPOSITION NUMBER	FOR	AGAINST
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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”?		

PROPOSITION NUMBER	FOR	AGAINST
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		

PROPOSITION NUMBER	FOR	AGAINST
PROPOSITION 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?		
PROPOSITION 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?		
PROPOSITION 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?		

Section 2. That the City Council hereby finds that all sixteen (16) propositions set forth above are declared to have been approved by the voters.

Section 3. This Ordinance declares all amendments adopted and said amendments shall take effect upon the passage of this ordinance, as provided by Section 9.005(b) of the Texas Local Government Code, as amended. Furthermore, the City Secretary shall record in the Office of the City Secretary the Charter amendments adopted by the voters of the City. The City Attorney with the assistance of city staff shall prepare an ordinance amending the Home Rule Charter indicating the approval of the qualified voters of the City of said amendments for further action by the Council.

Section 4. It is further ordered that as soon as practicable, the Mayor shall certify to the Texas Secretary of State an authenticated copy of the new City Charter under the municipality’s seal, showing approval by the voters of the municipality, who shall then file and record the certification as required by Texas Local Government Code Section 9.007.

Section. 5. All provisions of any ordinance in conflict with this ordinance are hereby repealed. Any remaining portions of conflicting ordinances shall remain in full force and effect.

Section 6. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 8. This ordinance shall become effective from and after its adoption.

PASSED AND APPROVED this the 10th day of May 2021, at a Special Called Meeting of the City Council of the City of Hewitt, Texas.

CITY OF HEWITT

Charles D. Turner, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Michael W. Dixon, City Attorney



COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 11 (b)

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Administer Oath of Office and issue Certificates of Election to elected Council Members.

STAFF RECOMMENDATION/ITEM SUMMARY:

On March 1, 2021, the City Council approved Ordinance No. 2021-05 cancelling the May 1, 2021 General Election. All candidates were unopposed and declared to be elected to office.

The City Secretary will administer oath of office and issue Certificates of Election to elected Council Members Michael S. Bancale, Erica D. Bruce, Bob Potter, and Charles D. Turner.

FISCAL IMPACT:

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

SUGGESTED MOTION:

No action needed.

ATTACHMENTS:

Oath of Office and Certificates of Election

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Michael S. Bancale, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council Member of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Lydia Lopez

Printed or Typed Name

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Erica D. Bruce, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council Member of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Lydia Lopez

Printed or Typed Name

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Bob Potter, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council Member, Ward 2 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Lydia Lopez

Printed or Typed Name

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Charles D. Turner, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council Member of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Lydia Lopez

Printed or Typed Name



CERTIFICATE OF ELECTION

In the name and by the authority of

The City of Hewitt, Texas

THIS IS TO CERTIFY, that

Michael S. Bancale

was duly elected

Council Member, At-Large

Pursuant to the Order of Cancellation issued on March 1, 2021 cancelling the election that was scheduled to be held on May 1, 2021.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Hewitt, Texas to be affixed, this the 10th day of May A.D., 2021.

Signature of Presiding Officer



CERTIFICATE OF ELECTION

In the name and by the authority of

The City of Hewitt, Texas

THIS IS TO CERTIFY, that

Erica D. Bruce

was duly elected

Council Member, Ward 3

Pursuant to the Order of Cancellation issued on March 1, 2021 cancelling the election that was scheduled to be held on May 1, 2021.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Hewitt, Texas to be affixed, this the 10th day of May A.D., 2021.

Signature of Presiding Officer

HEWITT TEXAS

CERTIFICATE OF ELECTION

In the name and by the authority of

The City of Hewitt, Texas

THIS IS TO CERTIFY, that

Bob Potter

was duly elected

Council Member, Ward 2

Pursuant to the Order of Cancellation issued on March 1, 2021 cancelling the election that was scheduled to be held on May 1, 2021.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Hewitt, Texas to be affixed, this the 10th day of May A.D., 2021.

Signature of Presiding Officer



CERTIFICATE OF ELECTION

In the name and by the authority of

The City of Hewitt, Texas

THIS IS TO CERTIFY, that

Charles D. Turner

was duly elected

Council Member, Ward 1

Pursuant to the Order of Cancellation issued on March 1, 2021 cancelling the election that was scheduled to be held on May 1, 2021.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Hewitt, Texas to be affixed, this the 10th day of May A.D., 2021.

Signature of Presiding Officer

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: May 10, 2021

AGENDA ITEM #: 11 (c)

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Discussion and action on the selection of Mayor and Mayor Pro Tem.

STAFF RECOMMENDATION/ITEM SUMMARY:

The Council can appoint any member as noted below in the Charter excerpt.

Sec. 2.7 - Mayor/mayor pro tem. At its first meeting following each regular election of councilmen, the council shall by election designate one of its numbers as mayor and another of its numbers as mayor pro tem, each of whom shall serve in such capacity for a term of one (1) year.

FISCAL IMPACT:

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

SUGGESTED MOTION:

I move appointment of _____ as Mayor.
I move appointment of _____ as Mayor Pro Tem.

ATTACHMENTS:

None