

# HEWITT TEXAS

## CITY COUNCIL REGULAR MEETING

November 15, 2021 at 7:00 PM

Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643

### AGENDA

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**Steve Fortenberry**, Mayor, Ward 3

**Michael S. Bancale**, Mayor Pro Tem, At-Large – **Charlie Turner**, Council Member, Ward 1

**Wilbert Wachtendorf**, Council Member, Ward 1 – **Bill Fuller**, Council Member, Ward 2

**Bob Potter**, Council Member, Ward 2 – **Erica Bruce**, Council Member, Ward 3

The meeting will be streamed live on the city's website at [www.cityofhewitt.com/790/Hewitt-TX-TV](http://www.cityofhewitt.com/790/Hewitt-TX-TV).

#### DECLARATION OF A QUORUM AND CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENTS

The City Council invites citizens to speak on any topic not already scheduled for a public hearing. The Texas Open Meetings Act prohibits the Council from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda. [Note: Prior to the meeting, the citizen must complete a "Public Comment Form" and present it to the City Secretary.]

#### REGULAR AGENDA

1. Approve Minutes of the Workshop/Regular Meeting - November 1, 2021.
2. Presentation of the report from City Engineer Miles Whitney, P.E.
  - Update on pending utility projects.
  - Update on pending street projects.
  - Update on pending drainage projects
3. Briefing and discussion concerning the Financial Statements ending October 31, 2021.
4. Discussion and consideration of appointment to the Parks & Beautification Committee.
5. Discussion and consideration concerning acceptance of grant award from the Federal Emergency Connectivity Fund in the amount of \$184,231.
6. Consideration of and action on **Resolution No. 2021-10** approving updated Master Fee Schedule.

## **ADJOURNMENT**

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on November 10, 2021, by 5:00 PM.

## **CITY OF HEWITT**

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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 City Council meetings. The facility is wheelchair accessible, with handicap parking available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting by calling the City Secretary at 254.296.5602 or by fax at 254.666.6014.

# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** November 15, 2021

**AGENDA ITEM #:** 1

**SUBMITTED BY:** Lydia Lopez, City Secretary

**ITEM DESCRIPTION:**

Approve minutes of the Workshop and Regular Meeting of November 1, 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

## CITY COUNCIL WORKSHOP/REGULAR MEETING November 01, 2021 at 7:00 PM Hewitt Public Safety Facility - Training Room, 100 Patriot Court, Hewitt, TX 76643 MINUTES

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**Steve Fortenberry**, Mayor, Ward 3  
**Michael S. Bancale**, Mayor Pro Tem, At-Large – **Charlie Turner**, Council Member, Ward 1  
**Wilbert Wachtendorf**, Council Member, Ward 1 – **Bill Fuller**, Council Member, Ward 2  
**Bob Potter**, Council Member, Ward 2 – **Erica Bruce**, Council Member, Ward 3

**PRESENT**

Mayor Steve Fortenberry  
Mayor Pro Tem Michael Bancale  
Council Member Charles D. Turner  
Council Member Bob Potter  
Council Member Wilbert Wachtendorf  
Council Member Dr. Erica Bruce

**ABSENT**

Council Member Bill Fuller

The meeting was streamed live on the city’s Facebook page at [www.facebook.com/CityofHewitt/](http://www.facebook.com/CityofHewitt/).

**WORKSHOP MEETING – 6:00 PM**

Mayor Steve Fortenberry convened the Workshop Meeting to order at 6:00 PM and noted that all members of the Council were present with the exception of Council Member Bill Fuller.

- 1. BRIEFING AND DISCUSSION CONCERNING REVISED EMPLOYEE HANDBOOK.**  
City Manager Bo Thomas prefaced the discussion by informing Council that the draft Employee Handbook was extensively reviewed by Human Resources, City Attorney Mike Dixon, and Assistant City Attorney Amy Thomas who was present in the absence of Mr. Dixon. He noted changes made by Ms. Thomas were made in RED, the BLUE designated changes recommended by Human Resources, and the PURPLE denoted changes made by Mr. Dixon. Human Resource Manager Jessica Higgins presented the proposed changes through Chapter 7. The remainder of the changes were to be presented at the next Council meeting on November 15, 2021.

**ADJOURNMENT**

**MOTION:** Council Member Turner to adjourn the Workshop at 6:51 PM.  
**SECOND:** Council Member Bruce  
**AYES:** Bruce, Turner, Potter, Wachtendorf, Bancale, and Fortenberry  
**NAYES:** None  
**ABSENT:** Fuller  
**MOTION PASSED.**

**REGULAR MEETING – 7:00 PM**

**DECLARATION OF A QUORUM AND CALL TO ORDER**

Mayor Steve Fortenberry called the Regular Meeting to order at 7:00 PM and noted all Council Members were in attendance, except for Council Member Bill Fuller.

**PLEDGE OF ALLEGIANCE**

Mayor Steve Fortenberry led the Pledge of Allegiance.

**PUBLIC COMMENTS**

The City Council invites citizens to speak on any topic not already scheduled for a public hearing. The Texas Open Meetings Act prohibits the Council from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda. [Note: Prior to the meeting, the citizen must complete a “Public Comment Form” and present it to the City Secretary.]

Mayor Steve Fortenberry inquired if anyone had requested to address the Council. City Secretary Lydia Lopez noted no one submitted any public comment forms. No one appeared.

**REGULAR AGENDA**

1. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF OCTOBER 18, 2021.**  
**MOTION:** Council Member Turner moved approval of the meeting minutes as presented but to allow for corrections.  
**SECOND:** Council Member Potter  
**AYES:** Bruce, Turner, Potter, Wachtendorf, Bancale, and Fortenberry  
**NAYES:** None  
**ABSENT:** Fuller  
**MOTION PASSED.**
  
2. **DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF AN AUDIT FIRM FOR THE FISCAL YEAR ENDING SEPTEMBER 2022 THRU 2024 WITH THE OPTION OF AUDITING FOR THE NEXT TWO SUBSEQUENT FISCAL YEARS.**  
City Manager Bo Thomas presented a summary of the proposals received.  
**MOTION:** Council Member Turner moved to appoint the audit firm of Pattillo, Brown & Hill, L.L.P. as the city auditors for the fiscal years ending September 2022 through 2024 with the option of auditing for the next two subsequent fiscal years.

**SECOND:** Council Member Bruce  
**AYES:** Bruce, Turner, Potter, Wachtendorf, Bancale, and Fortenberry  
**NAYES:** None  
**ABSENT:** Fuller  
**MOTION PASSED.**

**3. DISCUSSION AND POSSIBLE ACTION ON AN ORDINANCE NO. 2021-16 AMENDING ORDINANCE NO. 2021-01, ESTABLISHING TWO ADDITIONAL POLICE OFFICER POSITIONS, AND AUTHORIZING THE NUMBER OF EMPLOYEES IN EACH CLASSIFICATION.**

City Manager Bo Thomas presented ordinance and read caption into the record.

**MOTION:** Mayor Pro Tem Bancale to approve **Ordinance No. 2021-16.**

**SECOND:** Council Member Wachtendorf  
**AYES:** Bruce, Turner, Potter, Wachtendorf, Bancale, and Fortenberry  
**NAYES:** None  
**ABSENT:** Fuller  
**MOTION PASSED.**

**4. DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2021-17 AUTHORIZING FIELD TRAINING OFFICER ASSIGNMENT PAY FOR MEMBERS OF THE POLICE DEPARTMENT WHO ARE ASSIGNED TO AND PERFORM THE DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICERS' PROGRAM; SUCH ASSIGNMENT PAY TO BE IN THE AMOUNT OF ONE HUNDRED DOLLARS (\$100.00) PER PAY PERIOD IN ADDITION TO THE REGULAR PAY RECEIVED BY SUCH MEMBERS OF THE POLICE DEPARTMENT; AND ESTABLISHING AN EFFECTIVE DATE.**

City Manager Bo Thomas presented ordinance and read the caption into the record.

**MOTION:** Council Member Turner to approve **Ordinance No. 2021-17.**

**SECOND:** Council Member Wachtendorf  
**AYES:** Bruce, Turner, Potter, Wachtendorf, Bancale, and Fortenberry  
**NAYES:** None  
**ABSENT:** Fuller  
**MOTION PASSED.**

**Mayor Steve Fortenberry announced the City Council would recess the Regular Meeting to convene into the following Executive Session at 7:15 PM.**

**EXECUTIVE SESSION**

The City Council will convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained therein:

A closed meeting will be held pursuant to Section 551.072 of the Texas Government Code (V.T.C.A.) so that the Council may deliberate the purchase, exchange, lease, or value of real property.

**Mayor Steve Fortenberry reconvened the Regular Meeting and adjourned the Executive Session at 8:23 PM.**

**ADJOURNMENT**

**MOTION:** Council Member Turner moved to adjourn at 8:24 PM.  
**SECOND:** Council Member Wachtendorf  
**AYES:** Bruce, Turner, Potter, Wachtendorf, Bancale, and Fortenberry  
**NAYES:** None  
**ABSENT:** Fuller  
**MOTION PASSED.**

Approved: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Lydia Lopez, City Secretary

\_\_\_\_\_  
Steve Fortenberry, Mayor

DRAFT

# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** November 15, 2021

**AGENDA ITEM #:** 2

**SUBMITTED BY:** Miles Whitney, P.E.

**ITEM DESCRIPTION:**

Presentation of the report from City Engineer Miles Whitney, P.E.

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

**STAFF RECOMMENDATION/ITEM SUMMARY:**

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

**FISCAL IMPACT:**

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

**SUGGESTED MOTION:**

No action is required.

**ATTACHMENTS:**

Report

# HEWITT TEXAS II

## CITY ENGINEER'S REPORT

November 9, 2021

### Utility Projects

#### FM 2113; Spring Valley Rd.

Contractor is to be performing final clean up on the project.

Regarding the agreement, I have resent revised documents to TxDOT for their review, if approved I will present this agreement to Council at an upcoming meeting.

### Street/Transportation Projects

#### E. Warren Street Improvements

City's design is completed. Waiting for franchise utilities to relocate their conflicting lines.

#### Ritchie Rd. Street Improvements

The remaining items on this project are grinding, resealing of joints, and then roadway striping. I have received notice that we are on Penhall's schedule for December 13, 2021.

### Drainage Projects

N/A

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

# HEWITT TEXAS

## **COUNCIL AGENDA ITEM FORM**

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**MEETING DATE:** November 15, 2021

**AGENDA ITEM #:** 3

**SUBMITTED BY:** Lee Garcia, Finance Director

**ITEM DESCRIPTION:**

Briefing and discussion concerning Financial Statements ending October 31, 2021.

**STAFF RECOMMENDATION/ITEM SUMMARY:**

The financial statements ending October 31, 2021, were sent electronically on November 4, 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.

# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** November 15, 2021

**AGENDA ITEM #:** 4

**SUBMITTED BY:** Lydia Lopez, City Secretary

**ITEM DESCRIPTION:**

Discussion and consideration of appointment to the Parks & Beautification Committee.

**STAFF RECOMMENDATION/ITEM SUMMARY:**

Vernon Bailey submitted an application for service on the Parks and Beautification Committee. The Committee currently has two vacancies. Mr. Bailey is excited and willing to serve. He will be present at the meeting should the Council wish to interview him.

Staff recommends approval.

**FISCAL IMPACT:**

Amount Budgeted – NA  
Line Item in Budget- NA

**SUGGESTED MOTION:**

I move to approve the appointment of Vernon Bailey to the Parks & Beautification Committee with a term expiring in.

**ATTACHMENTS:**

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

## 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](http://www.cityofhewitt.com); Email: [citysecretary@cityofhewitt.com](mailto:citysecretary@cityofhewitt.com)

<u>City Council</u> <u>2 Yr Term - May</u>	<u>Board of Adjustment</u> <u>2 Yr Term - April</u>	<u>Planning &amp; Zoning</u> <u>Commission</u> <u>2 Yr Term - June</u>	<u>Parks &amp; Beautification</u> <u>Committee</u> <u>2 Yr Term - December</u>	<u>Library Board of</u> <u>Directors</u> <u>2 Yr Term - December</u>
<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Mon 7 pm</b>	<b>3<sup>rd</sup> Thurs 6 pm</b>	<b>1<sup>st</sup> Tues. 6 pm</b>	<b>3<sup>rd</sup> Wed. 6 pm</b>	<b>Quarterly as needed</b>
Charlie Turner Ward 1 (05-2023) 209 Laredo Dr. (254) 709-3614	Chairman (04-2022) Jim Winton 1136 Heatherwood (254) 857-9436	(06-2022) Paul D. Lasater 1112 Heatherwood (254) 716-0025	(12-2022) Jerry Snider 108 Brenda Drive (254) 307-0613	(12-2022) Jerry Snider 108 Brenda Drive (254) 307-0613
Wilbert (Walky) Wachtendorf Ward 1 (05-2022) 328 Travis Lane (254) 709-3989	(04-2022) Bradley T. Turner 425 W. Chapman (254) 723-4912	(06-2022) <b>VACANCY</b>	(12-2021) Shayla Wicks 1054 Hesselridge (254) 366-5839	(12-2021) Betty J. Smith 709 Seminole Trail (254) 666-7931
Bill Fuller Ward 2 (05-2022) 218 Chelsea/PO Box 568 (254) 709-3998	(04-2023) Douglas Bergen 264 Earle Road (254) 666-0855	(06-2022) Walter H. Peterson 500 Moss Hill Road (254) 757-5128	(12-2021) Casey Lowrey 700 Wind Hill Drive (254) 424-1266	(12-2022) Julie Holcomb 112 Travis Ln. (972) 935-4528
Bob Potter Ward 2 (05-2023) 409 W Wall Street (254) 709-3666	(04-2023) Charles Howard 155 Ellis Farm Road (254) 732-4746	(06-2023) Dustin Crawford 1001 December Dr. (903) 754-1204	(12-2021) Ann E. Schiltz 1220 Dendron Drive (254) 666-4291	(12-2022) Lydia Dashner 520 Angel Fire Drive (254) 666-9623
Erica Bruce Ward 3 (05-2023) 717 Fieldstone (254) 709-4050	(04-2023) R. Don Vardeman 432 S First Street (254) 227-4495	(06-2023) Bobby Drake 107 Westchester Way (254) 772-7440	(12-2022) <b>VACANCY</b>	(12-2022) Jennifer Hunt 228 Cross Country Drive (254) 498-0102
Mayor Steve Fortenberry Ward 3 (05-2022) 701 Oakmont Drive (254) 709-0030	Alternate (04-2022) <b>VACANCY</b>	(06-2023) Michael Lee Hix 336 Bowie Lane (254) 723-5071	(12-2022) Hunter Edmundson 444 W Lindenwood Ln. (404) 518-6290	(12-2021) Ryan Erck 816 Pawnee Trl. (254) 485-6563
Mayor Pro Tem Michael S. Bancale At-Large (05-2023) 909 Stoneridge Drive (254) 709-3522	Alternate (04-2023) Royce W. Smith 1128 Regina (254) 652-3099	(06-2023) Travis Bailey 412 Oklahoma Ave. (254) 666-1492	(12-2022) <b>VACANCY</b>	(12-2021) Sally Goldman 132 Texas (254) 666-2436

Updated: 10/15/2021

# 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: VERNON BADEL  
HOME ADDRESS: 301 TAMICO DR.  
DAYTIME TELEPHONE NUMBER: 512 797-6377 E-MAIL ADDRESS: VERNONBADEL2002@yahoo.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 yrs.

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)
- 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: GARDEN & HEALTH FAIR

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: Community ORGANIZATION

OCCUPATION/EMPLOYER: U.P.S.

REFERENCES (MUST BE HEWITT RESIDENTS): RONNIE BURGESS TELEPHONE #: 1-903-976-1802  
TELEPHONE #: \_\_\_\_\_

SIGNATURE OF APPLICANT:  DATE: 11-9-21

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](mailto: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

# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** November 15, 2021

**AGENDA ITEM #:** 5

**SUBMITTED BY:** Waynette Ditto, Library Director

**ITEM DESCRIPTION:**

Discussion and consideration concerning acceptance of grant award from the Federal Emergency Connectivity Fund in the amount of \$184,231.

**STAFF RECOMMENDATION/ITEM SUMMARY:**

The Federal Communications Commission announced that the Hewitt Public Library would be awarded \$184,231.00 from the Federal Emergency Connectivity Fund. The Federal Communications Commission's Emergency Connectivity Fund (ECF) is an initiative included in the American Rescue Plan approved by Congress in March. It is designed to help schools and libraries across the country provide critical online resources to students, staff, and library patrons, by addressing needs for remote learning.

**FISCAL IMPACT:**

Amount Budgeted – NA  
Line Item in Budget – NA

**SUGGESTED MOTION:**

I move approval and acceptance of the Federal Emergency Connectivity Fund Grant in the amount of \$184,231.

**ATTACHMENTS:**

Funding Commitment Decision Letter  
Hewitt E F Press Release  
Update of the Hewitt Public Library Technology Acceptable Use Policy  
Children's Internet Protection Act  
New polices for Chromebook and Hotspots

October 12, 2021

# ECF Funding Commitment Decision Letter

## 2021

### Contact Information:

Ashley E Brown  
Hewitt Public Library  
200 Patriot Court  
HEWITT TX 76643  
[abrown@e-ratecentral.com](mailto:abrown@e-ratecentral.com)

**ECF FCC Form 471:** ECF202109803

**BEN:** 141105

**Obligation File:** 2

**Application Nickname:** Hewitt\_ECF\_Equipment & Service

### Totals

<b>Total Committed</b>	<b>\$184,231.00</b>
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### What is in this letter?

**Thank you for submitting your Emergency Connectivity Fund (ECF) funding application.**

Attached to this letter, you will find the funding statuses for the ECF FCC Form(s) 471, Services Ordered and Certification Form, referenced above.

The Universal Service Administrative Company (USAC) is sending letters to both the associated applicant and the service provider(s) so that you can work together to complete the funding process.

### Next Steps

**Submit Requests for Reimbursement to the Emergency Connectivity Fund (ECF) Portal.<sup>1</sup>**

The Commission in the *Emergency Connectivity Fund Report and Order* provided two ways for applicants to be able to invoice for eligible equipment and services through the Emergency Connectivity Fund Program.<sup>2</sup> Applicants and service providers, who agree to invoice on behalf of the applicant(s), are allowed to submit ECF Program requests for reimbursement.

<sup>1</sup> The *Emergency Connectivity Fund Report and Order* directed USAC to make the invoicing system available 15 days after the issuance of the first wave of commitments for the Emergency Connectivity Fund Program. *Establishing the Emergency Connectivity Fund to Close the Homework Gap*, WC Docket No. 21-93, Report and Order, FCC 21-58, para. 98 (rel. May 11, 2021) (*Emergency Connectivity Fund Report and Order*) If your funding commitment was released as part of the first wave, you may need to wait 15 days prior to submitting your request for reimbursement. USAC will announce when the invoicing system is available and requests for reimbursement can be submitted.

<sup>2</sup> *Emergency Connectivity Fund Report and Order*, at para.93.



**BEN Name:** Hewitt Public Library  
**BEN:** 141105

**ECF FCC Form 471:** ECF202109803  
**Obligation File:** 2

Item 5.

- **If you (the applicant) are invoicing:** After receiving the ECF-supported eligible equipment and/or services, you will file the [ECF FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form to invoice for reimbursement of the ECF-supported eligible equipment and/or services. If you request reimbursement prior to paying your service provider(s), you will be required to provide verification that you paid your service provider(s) within 30 days of receipt of funds.
- **If your service provider(s) is invoicing:** The service provider(s) must provide the ECF-supported eligible equipment and/or services and then file the [ECF FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice for reimbursement for the ECF-supported eligible equipment and/or services provided.

Applicants and service providers, who agree to invoice on behalf of the applicant(s), must provide invoices detailing the items purchased, along with the requests for reimbursement. In general, any request for reimbursement submitted without the necessary information will be rejected with an explanation as to the deficiency, and the funding recipient will need to timely resubmit its invoice submission in order to receive reimbursement.

## Notice on Rules and Requirements

The applicants' receipt of funding commitments is contingent on their compliance with all federal, statutory, regulatory, and procedural requirements of the ECF Program and the FCC's rules. This also includes the certifications under penalty of perjury contained in their funding application(s). Funding recipients are subject to audits and other reviews that the Commission and other appropriate authorities may undertake periodically to ensure that committed funds are being used in accordance with such requirements and for their intended purpose. Please see paragraphs 116-134 of the Commission's *Emergency Connectivity Fund Report and Order* for more information regarding the Program's documentation, certification, and audit requirements.

As referenced in paragraph 101 of the *Emergency Connectivity Fund Report and Order*, attached to this letter is the full text of Appendix A to 2 CFR Part 170, which provides additional information about the reporting requirements for reporting executive compensation (through <https://www.sam.gov>) and subaward activity (through <http://www.fsr.gov>) under the Federal Funding Accountability and Transparency Act of 2006 as amended by the Digital Accountability and Transparency Act of 2014 (collectively the Transparency Act or FFATA/DATA Act) for award and subaward payments that equal or exceed \$30,000.

On behalf of the FCC, USAC may be required to reduce or cancel funding commitments that were not issued in accordance with these requirements, whether due to action or inaction of USAC, the applicant, or the service provider. The Commission and other appropriate authorities may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

## How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 30 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request. **Please note that this is shorter than the deadline for appeals in the E-Rate Program.**



**BEN Name:** Hewitt Public Library  
**BEN:** 141105

**ECF FCC Form 471:** ECF202109803  
**Obligation File:** 2

Item 5.

**Note:** The Federal Communications Commission (FCC) will not accept appeals of ECF Program decisions that have not first been submitted and addressed in the Emergency Connectivity Fund (ECF) Portal. However, if you are seeking a waiver of ECF Program rules, you must submit your request directly to the FCC and not in the ECF Portal. Waivers of the ECF Program rules cannot be addressed within the ECF Portal.

- **To submit an appeal that is not a waiver**, visit the Appeals section in the [Emergency Connectivity Fund \(ECF\) Portal](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit the ECF Program's [website](#) for additional information on submitting an appeal, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit your request to the FCC in proceeding number WC Docket No. 21-93 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For all appeals and waivers, be sure to keep a copy of your entire appeal or waiver document, including any correspondence and documentation, and provide a copy to the affected service provider(s).



**BEN Name:** Hewitt Public Library  
**BEN:** 141105

**ECF FCC Form 471:** ECF202109803  
**Obligation File:** 2

Item 5.

# ECF Funding Commitment Decision Overview

**2021**

## Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
ECF2190013279	T-Mobile USA, Inc.	\$108,756.00	\$108,756.00	Funded
ECF2190013304	Omnipro LLC	\$75,475.00	\$75,475.00	Funded



**BEN Name:** Hewitt Public Library  
**BEN:** 141105

**ECF FCC Form 471:** ECF202109803  
**Obligation File:** 2

Item 5.

<b>FRN</b> ECF2190013279	<b>Service Type</b> Services	<b>Status</b> Funded
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<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$108,756.00	Total Eligible One Time Charges	\$0.00
Total Charges		\$108,756.00	
<b>Committed Amount</b>		<b>\$108,756.00</b>	

<b>Dates</b>	
<b>Service Start Date</b>	7/1/2021
<b>Service End Date</b>	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

<b>Service Provider Information</b>	
Service Provider	T-Mobile USA, Inc.
SPIN (498ID)	143026181

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	
CRN	

**Funding Commitment Decision Comments**

Approved as submitted.



**BEN Name:** Hewitt Public Library  
**BEN:** 141105

**ECF FCC Form 471:** ECF202109803  
**Obligation File:** 2

Item 5.

<b>FRN</b> ECF2190013304	<b>Service Type</b> Equipment	<b>Status</b> Funded
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<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$75,475.00
Total Charges		\$75,475.00	
<b>Committed Amount</b>		<b>\$75,475.00</b>	

<b>Dates</b>	
<b>Service Start Date</b>	7/1/2021
<b>Service End Date</b>	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

<b>Service Provider Information</b>	
Service Provider	Omnipro LLC
SPIN (498ID)	143052769

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	
CRN	

**Funding Commitment Decision Comments**

Approved as submitted.



## **Appendix A to Part 170—Award Term**

### **I. Reporting Subawards and Executive Compensation**

#### *a. Reporting of first-tier subawards.*

*Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

#### *2. Where and when to report.*

- i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

*3. What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

#### *b. Reporting total compensation of recipient executives for non-Federal entities.*

*1. Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR § 170.320;
- ii. in the preceding fiscal year, you received—
  - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards), and
  - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and,
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

*2. Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <https://www.sam.gov>
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

#### *c. Reporting of Total Compensation of Subrecipient Executives.*

*1. Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
  - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards) and,



(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Federal Agency* means a Federal agency as defined at 5 U.S.C. § 551(1) and further clarified by 5 U.S.C. 552(f).

2. *Non-Federal entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization; and

iv. A domestic or foreign for-profit organization

3. *Executive* means officers, managing partners, or any other employees in management positions.

4. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR § 200.331).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)).

[2 CFR Part 170; 85 FR 49526, Aug. 13, 2020]

For Immediate release

11/16/2021

Contact:

Waynette Ditto

Library Director

Hewitt Public Library

(254) 666-2442

[wditto@cityofhewitt.com](mailto:wditto@cityofhewitt.com)

Hewitt, TX. — The Federal Communications Commission announced that the Hewitt Public Library would be awarded \$184,231.00 from the Federal Emergency Connectivity Fund. The Federal Communications Commission's Emergency Connectivity Fund (ECF) is an initiative included in the American Rescue Plan approved by Congress in March. It is designed to help schools and libraries across the country provide critical online resources to students, staff, and library patrons, by addressing needs for remote learning. The announcement came at the end of the second wave of funding. To date, the FCF has awarded funds to 516 public libraries across the nation.

Connectivity is an important role that libraries play within their communities. The library's role as a technology resource exploded in 1996 when only 28 percent of libraries offered Internet access. Today, almost all public libraries offer visitors free access to computers and the Internet.

Studies from the Bill and Melinda Gates Foundation show that people from all walks of life use library computers to perform routine and life-changing tasks; from emailing friends to finding jobs, sometimes they need assistance from a librarian or temporary access in an emergency.

Waynette Ditto, Library Director, said she is grateful for the opportunity to purchase two hundred Chromebooks and one hundred Wi-Fi Hotspots to loan to Hewitt Public Library patrons. "These devices will make a major dent in closing one of the hardest parts of the digital divide that came to the forefront during the pandemic. The shutdown was a disruption, but in disruption comes opportunity."

During the shutdown, HPL offered services such as curbside pickup, virtual programming for all ages, grab-and-go kits, summer reading, dial-a-story, and 3-D printing. But the one service that patrons needed most was located inside the library and could not be loaned. The service was computer and internet access. The HPL's parking lot became a place for parents to bring their children to do homework, small business owners to work, jobseekers to fill out an application, or those filling out unemployment applications while connected to the Library's Wi-Fi.

According to a Pew survey published last year, less than two-thirds of Americans in rural areas have a broadband internet connection at home, and four out of 10 don't have a computer, and three out of 10 don't have a smartphone.

Seeing the need and listening to the stories firsthand, Ditto searched for grants and partnerships to fund computers and hotspots to circulate outside the library. Ditto said, "I applied for several grants and was turned down, but I would not stop searching, and now, Chromebooks and Hotspots will be put into circulation and made available to Library cardholders and community partners to use outside the library walls. The new devices will expand services to address the technology gap being felt by students and adults studying and working remotely."

Through the Emergency Connectivity Fund, the Federal Communications Commission created an opportunity for millions of Americans, and the Hewitt Public Library is proud to be recognized for providing these critical services and devices to our patrons. ###

## Hewitt Public Library Technology Acceptable Use Policy

As part of fulfilling its mission to provide learning resources and information services that support and improve individual, family and community life, Hewitt Public Library provides Internet access and many other technology resources.

The library expects patrons to comply with the terms of this Acceptable Use Policy (AUP), the policies of the library's Internet service provider, and all applicable federal, state, and local laws, including but not limited to criminal, copyright, privacy, defamation, and obscenity laws.

Failure to abide by this AUP may result in loss of access to certain resources and/or Hewitt Public Library privileges. The library will render all reasonable assistance to local, state, and/or federal officials for the investigation and prosecution of persons using library technology in violation of any law.

### Acceptable Use

Use of the Library's resources and services shall be guided by the following principles:

- Respect for the privacy of others.
- Legal protection provided by copyright and license to programs, data, and intellectual property.
- Security and function of systems, network devices, and library services used by other patrons.
- Compliance with library policies.
- Users must have a valid library card and PIN.
- Users cannot log-in if their privilege has expired or their card is blocked
- The Hewitt Public Library will not be held responsible for any charges incurred by users of the Internet.

### Unacceptable Use

It is not acceptable to use the library's resources and services for:

- Any purposes which violate U.S., state, or local laws, including those regarding obscenity, pornography, and the delivery of any such material to minors.
- Transmitting threatening, defamatory, obscene, or harassing materials.
- Intentional or unintentional disruption of other library users, services, or equipment, to cause harm to other computer systems, or impede network traffic by utilizing excessive bandwidth.
- Distribution of unsolicited advertising.
- Making unauthorized entry into any systems accessible via library computers or on its network.
- Representing oneself as another person.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems.
- Copying, file sharing, downloading, or distributing commercial software or other copyright-protected works or material in any format (e.g., music, movies, or other audio or digital material) in violation of state, federal or international copyright laws.
- Patrons must facilitate the fair use of the library's limited resources by observing time limits on reservable systems and surrendering use of the system when the allotted time has elapsed. The library reserves the right to terminate sessions that disrupt library services or that involve user behavior that violates library policies. Tampering with or circumventing time limits will result in

the loss of some or all library privileges consistent with the Appropriate Use of the Library Policy.

### Internet Safety

In addition to the useful and educational information available on the Internet, a great deal of content exists that may be offensive or harmful to the user or others. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. In compliance with the Children's Internet Protection Act (CIPA) and Texas law, the library enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain websites. In particular, the library's filtering software protects against access to visual depictions that are obscene, child pornography, or harmful to minors or pornographic for minors. Hotspots and Chromebooks are equipped with Internet-filtering capability although users are responsible for monitoring what their children access on library devices.

Filtering software diminishes the likelihood that searchers will inadvertently retrieve content that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. The library staff reserves the right to check all workstations for suspicious/inappropriate activity.

Parents of minor children assume responsibility for their children's use of the Internet when using library resources or services. Parents and children are encouraged to review resources such as the Netsmartz website (<http://www.netsmartz.org/>) to learn about modern Internet safety, and to exercise both discretion and supervision when children are accessing the Internet.

### Privacy

Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Hewitt Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the library.

Patrons should understand and acknowledge that Hotspots and Chromebooks are unsecured, wireless networks and that any information being sent or received over the network could potentially be intercepted by another wireless user. Patrons are cautioned against transmitting their credit card information, passwords, and any other sensitive, personal information while using the wireless network.

### Disclaimer

The Hewitt Public Library does not assume responsibility for any damages, direct or indirect, arising from the use of the library's technology resources, services, or Internet or wireless connections, including the use of Hotspots and Chromebooks.

Users of library technology resources, services, and internet connection should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or other means. Patrons

are therefore warned it is not possible to provide a 100% virus free environment and accepts such risks while using the library's computing resources.

The Hewitt Public Library does not act in place of a parent and cannot be responsible for enforcing restrictions which a parent or guardian may place on a minor's use of resources and material selection.

Library assumes responsibility only for the information provided on its own web pages.

Library cannot control the availability of information links that often change rapidly.

Library assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services.

Patrons agree to INDEMNIFY AND HOLD HARMLESS the City of Hewitt, Hewitt Public Library and its board members, its employees, and agents and representatives from any loss of data, claim, demand, liability, cause of action, suit, judgment, damages, or expense (including attorney's fees), arising out of any use or misuse of the library's technology resources, services, electronic devices, Internet, or wireless connection.

By signing below, I agree to Hewitt Public Library Technology Acceptable Use Policy.

Date: \_\_\_\_\_ Patron signature: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Adopted by the Board of Directors: 11/8/2021

## Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

### What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at [sl.universalservice.org](http://sl.universalservice.org). SLD

also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

### Filing a complaint

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov>
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications Commission  
Consumer and Governmental Affairs Bureau  
Consumer Inquiries and Complaints Division  
45 L Street NE  
Washington, DC 20554

### Alternate formats

To request this article in an alternate format - braille, large print, Word or text document or audio - write or call us at the address or phone number at the bottom of the page, or send an email to [fcc504@fcc.gov](mailto:fcc504@fcc.gov).

Last Reviewed: 12/30/19

# CHROMEBOOK POLICY



200 Patriot Court Hewitt, Tx 76643  
254-666-2442 | [library@cityofhewitt.com](mailto:library@cityofhewitt.com)

A Chromebook is a laptop primarily used to perform various tasks using the Google Chrome browser, with most applications and data residing in the cloud rather than on the machine itself. Unlike most computers, Chromebooks do not run Windows. Instead, they use the Chrome OS, which is similar to the Google Chrome web browser. The user can do just about anything you'd typically do online: visit and read websites, check your e-mail, and watch videos. The Chromebook runs web apps instead of software programs used on other computers. For example, instead of Microsoft Office to create documents, you can use Google Docs and Google Drive to create and share files online.

- 1.) Chromebooks may be borrowed by residents 18 years and older with a Hewitt Public Library card in good standing. Patrons must present a valid library card and Texas driver's license or Texas ID at check out.
- 2.) Chromebooks may be reserved in person if there are no pending reservations.
- 3.) One Chromebook per household may be checked out at a time.
- 4.) Chromebooks are available to check out from the Circulation Desk.
- 5.) The Chromebook kit includes (1) Chromebook, (2) Charging Cable, (3) Quick Start Instructions, and (4) Waterproof Zipper Case.
- 6.) The loan period is twenty-one (21) days. Chromebooks may be renewed in person if there are no pending holds.
- 7.) Chromebooks must be returned in person to the Hewitt Public Library Circulation Desk. Patrons are encouraged to wait until the Chromebook kit is checked in before leaving the building. DO NOT return the Chromebook in the book drop. Doing so will be treated as an instance of a late return and may result in billable device damage.
- 8.) Fines for overdue Chromebooks are \$25.00 per day. An "on-time" return is defined as a Chromebook that is returned to a library staff member prior to closing on the due date.
- 9.) Patrons will not alter the Chromebook in any way, including (but not limited to) the settings of the device, adding programs to the device, or placing stickers or markings on the device, etc.
- 10.) Any use of a Chromebook for illegal purposes, unauthorized copying of copyright-protected material in any form, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

# CHROMEBOOK POLICY

- 11.) Patrons will immediately report any hardware or software problems to library staff.
- 12.) The patron is responsible for damage to or loss of the Chromebook or accessories as a result of accident, theft, misuse, or neglect. Lost or damaged Chromebooks and accessories will be charged up to the total replacement cost of \$450. Library staff will assess each device upon return and, if necessary, charge the patron accordingly – Chromebook - \$400, Charging Cable - \$35, Hard Case - \$30. Plus, the processing fee.
- 13.) IMPORTANT - Files cannot be permanently saved to Chromebooks – all files are erased when the user logs off. Borrowers are responsible for keeping files in an alternate way (i.e., cloud storage or USB drive).
- 14.) The library is not responsible for any liability, damages, or expenses resulting from the use or misuse of a borrowed device, connection of the device to other electronic devices, networks, or data loss resulting from the use of the device.
- 15.) By checking out the Chromebook, the borrower agrees to follow the acceptable use policy of the Hewitt Public Library.

## Other important information:

- Chromebooks are remotely deactivated at one (1) day overdue if they are not returned to the circulation desk at Hewitt Public Library.
- Chromebooks are reported as stolen to appropriate law enforcement agencies after one week overdue.
- The Hewitt Public Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft, including local authorities' involvement.
- When it is returned, the Chromebook must be in working condition, or replacement/repair cost will be added to the patron's account.
- Parents/legal guardians are responsible for monitoring what is accessed via the Wi-Fi Chromebook.

# CHROMEBOOK POLICY

## ACCEPTABLE USE OF THIS DEVICE

- Respect for the privacy of others.
- Compliance with copyright laws and licenses for programs.
- Consideration for the security and functioning of the Chromebook device
- A signed Acceptable Use Policy on file.

## UNACCEPTABLE USE OF THIS DEVICE

- Uses for any purposes that violate applicable federal, state, or local laws, including copyright laws
- Interfering with or disrupting the Chromebook device
- Attempting to gain or gaining unauthorized entry to other computing information or communications sources or devices (hacking)
- Malicious, threatening, harassing, or obscene behavior or language
- Misrepresentation of oneself
- Activities that could cause congestion and disruption of networks and systems

## CARE FOR CHROMEBOOK

- As with any electronic device, do not leave the Chromebook in a hot vehicle for an extended period of time or otherwise subject it to conditions that may cause damage to the device.

Chromebooks have built-in WIFI connecting to the T-Mobile broadband network. Alternatively, the borrower may connect the Chromebook to a personal WIFI connection in their home or, if permitted to a network available at their workplace or school.

To comply with the Children's Internet Protection Act (CIPA), internet access on library Chromebooks is filtered when connected to the T-Mobile broadband network.

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes specific requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

### What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).

Adopted by the Hewitt Public Library Board: 11/8/2021

# HOTSPOT POLICY



200 Patriot Court Hewitt, Tx 76643  
254-666-2442 | [library@cityofhewitt.com](mailto:library@cityofhewitt.com)

Mobile Hotspots are now available to borrow from the Hewitt Public Library. A mobile WiFi Hotspot allows you to wirelessly connect your mobile device/laptop/computer to the internet for research, networking, recreational use, and/or document or presentation production needs. The Hotspot device works in any area covered by the T-Mobile broadband network.

- 1.) Hotspots may be borrowed by residents 18 years and older with library cards in good standing. Patrons must present a valid library card and Texas driver's license or Texas ID at check out. One hotspot per household. The hotspot kit includes: (1) hotspot, (2) charging cable, (3) wall adapter, (4) quick start instructions and (5) a hard case. Hotspots may be reserved. If there are no pending reservations, one in-person renewal is permitted per hotspot at the Circulation desk.
- 2.) Hotspot kits are available from the Circulation Desk.
- 3.) One Hotspot per household may be borrowed for a 21-day loan period and will be due by the close of regular library hours. If returned late, the device will no longer work/service will be disconnected.
- 4.) Fines for overdue Hotspot are \$5.00 per day. An "on time" return is defined as a hotspot kit that is returned prior to closing on the due date. Users who have, on three separate occasions, returned a Hotspot late will be barred from borrowing the Hotspots for a period of six-months.
- 5.) Hotspots must be returned in person to the Hewitt Public Library unless other prior arrangements have been made with library staff. To ensure the safety of the equipment, DO NOT return the Hotspot kit in the book drop or to another library. Doing so will be treated as an instance of a late return.
- 6.) The patron assumes full responsibility for the cost of replacement in the event the Hotspot kit is damaged, lost, or stolen. The Hotspot kit replacement cost is \$100.00. The library staff will assess each device upon return and, if necessary, charge the patron accordingly including a processing fee.
- 7.) The library is not responsible for any liability, damages, or expenses resulting from the use/misuse of the mobile WiFi hotspot.
- 8.) By checking out the Hotspot, the borrower agrees to follow the acceptable rules policy of the Hewitt Public Library.

# HOTSPOT POLICY

These Hotspots use a cellular signal to generate the WiFi connection. Use this map to evaluate T-mobile service in your area.

CIPA filtering statement: To comply with the Children's Internet Protection Act (CIPA), internet access on library Hotspots when connected to the T-Mobile broadband network are filtered.

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

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Approved by Hewitt Public Library Board 11/8/2021

# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** November 15, 2021

**AGENDA ITEM #:** 6

**SUBMITTED BY:** Lee Garcia, Finance Director

**ITEM DESCRIPTION:**

Consideration of and action on **Resolution No. 2021-10** approving updated Master Fee Schedule.

**STAFF RECOMMENDATION/ITEM SUMMARY:**

The Master Fee Schedule, as follows, is presented as an update of the city's Master Fee Schedule approved on August 15<sup>th</sup>, 2021. The update is for the Hot Spots and Chromebooks for the Library.

**FISCAL IMPACT:**

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

**SUGGESTED MOTION:**

“I move to approve Resolution No. 2021-10 adopting the updated Master Fee Schedule.”

**ATTACHMENTS:**

Resolution along with Master Fee Schedule

**RESOLUTION NO. 2021-10**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS, ADOPTING THE "MASTER FEE SCHEDULE"; REPEALING ALL RESOLUTIONS IN CONFLICT; DECLARING AN EFFECTIVE DATE; AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS:**

Section 1. That the City of Hewitt Master Fee Schedule is hereby adopted to implement and/or revise various fees related to City Services as shown on the attachment "A" and incorporated herein by reference.

Section 2. That should any section, clause, or provision of this resolution be declared by court of competent jurisdiction to be invalid, the same shall not affect the validity of this resolution or any other resolution of the City as a whole or any part thereof, other than the part so declared to be.

Section 3. That this resolution shall become effective immediately upon passage, and be applied to all charges on or after November 15, 2021.

Section 4. That it is hereby officially found and determined that the meeting at which resolution is adopted was noticed and has been open to the public as required by law.

**PASSED AND APPROVED** this 15<sup>th</sup> day of November 2021.

**CITY OF HEWITT**

\_\_\_\_\_  
Steve Fortenberry, Mayor

ATTEST:

\_\_\_\_\_  
Lydia Lopez, City Secretary

# HEWITT MASTER FEE SCHEDULE

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## PERMIT FEES

### New Construction

New Construction Building Permit	\$0.23 sq. ft. under roof (per floor) min \$320
Electrical Permit	\$0.07 sq. ft. under roof (per floor)
Plumbing Permit	\$0.07 sq. ft. under roof (per floor)
Mechanical Permit	\$0.07 sq. ft. under roof (per floor)

### General Permits

Alcohol Permit	\$60
Carport Permit	\$50, \$0.20 per sq. ft.
Commercial Accessory Building	\$150 min, \$.30 per sq. ft.
Commercial Building Permit – Temporary 72 hr.	\$50
Commercial Occupancy Inspection	\$50
Deck Permit	\$50
Demolition Permit	\$100
Estate Sale/Auction	\$50
Fence Permit	\$50
Flat Work Permit	\$50 min, \$0.02 per sq. ft.
Foundation Repair	\$50
Garage Sales	\$15
Gas Permit	\$50, \$6 per appliance
Hot Tub/Spa	\$50
Land Clearing Filling or Grading Permit	\$240
Lawn Sprinkler System Permit	\$25 base, \$1 per head/\$10 backflow
Mobile Home Move-In Permit	\$50
Moving a Building Permit	\$100
Patio Cover	\$35 min, \$0.10 per sq. ft.
Re-Inspect Fee	\$50 1 <sup>st</sup> time; \$25 increase cumulative after

Remodeling Permit	\$200 flat fee
Residential Accessory Building Permit	\$40 for 120 sq. ft. more + \$0.08 per sq. ft.
Roof Permit	\$50
Sign Permit	
Up to 72 sq. ft.	\$44
Up to 300 sq. ft.	\$75
Up to 600 sq. ft.	\$100
Sign Variance Request	\$250
Swimming Pool Permit (above/inground)	\$100/\$150
Temporary On-Site Storage Containers	\$10 first 15 days + \$25 next 16 days + \$50 for >30 days/year
Window Replacement Fee	\$50/\$25 Re-Inspect Fee

**Electrical**

Electrical Permit	\$50
Up to 400 Amp	\$11
Over 400 Amp	\$24
3 Phase Circuits	\$7
220 Circuits	\$6
110 Circuits	\$5
Equipment Motors	
½ hp – 50 hp	\$11
Over 50 hp	\$24
Transformers	
Up to 50 KVA	\$11
Over 50 KVA	\$24
Elevators	\$54
Signs	\$24
Temporary Service	
Carnivals or Similar	\$54

**Mechanical**

Mechanical Permit	\$50
Up to 250,000 BTU	\$17
250,000 – 500,000 BTU	\$34
Each Ad. 50,000 Over 500,000 BTU	\$5
Refrigerated Air Systems	
Up to 5 Tons	\$17
Over 5 Tons	\$34
Each Ad. Ton Over	\$5
Ventilation Systems	
Installation Blower or fan to duct system for each building	\$24

### Plumbing

Plumbing Permit	\$50
Per Fixture, Traps, etc.	\$6
Sewer/Water	\$8
Vacuum Breakers	\$8
Backflow Device	\$24
Roof Drain Permit	\$24
Discharge Line	\$8
Roof Drain	\$6

### Planning & Zoning

Application for Abandonment of Public Right of Way	\$300
Application for Amendment of the Zoning Ordinance	\$300
Application for Appeal to Board of Adjustment	\$500
Application for Preliminary Plat	\$150 + \$2 per acre
Application for Final Plat, Amended Plat, Administrative Plat	\$200
Application for Final Plat and Re-Plat with Infrastructure	\$200 + \$27 per lot
Application for Platting or Re-Platting with Variance Request	\$250 + \$2 per lot
Plat/Plan Review other than Original Review (Staff)	\$50 per hour, one hour minimum
Plat/Plan Review other than Original Review (Engineer)	\$150 per hour, one hour minimum

### Network Nodes, Node Support Poles & Transfer Facilities

Network Nodes-Application Fee	Lesser of: actual cost or \$500 for up to 5 Network Nodes, and \$250 for each additional Network Node on a permit (up to 30, per Sec 284.152(b))
Network Nodes-Annual Rental Rate	\$1,500 per Network Node site, with annual CPI adjustment
Node Support Poles-Application Fee	\$1,000 for each pole
Node Support Poles-Annual Rental Rate	\$1,500 per Network Node site, with annual CPI Adjustment
Transfer Facilities-Application Fee	\$500 for an application including up to 5 Network Nodes, and \$250 for each additional Network Node on a permit
Transfer Facilities-Monthly Rental Rate	\$500 monthly for each Network Node site
For all other applicants	\$200

**FIRE PROTECTION FEES**

Fire Protection Systems	\$55
Per Head	\$0.25
Underground Main	\$50
Fire Pump	\$30
Stand Pipe System	\$55
Per Outlet	\$5
Fire Alarm System	\$55
Per Device	\$1
Hood and Duct System	\$30
Per Nozzle	\$2.50
Commercial Paint Spray	\$30
Other Fire Suppression System	\$30
Per Head	\$55

**POLICE DEPARTMENT FEES**

Accident Reports	\$6
Animal Registration	\$10 first 2 pets; \$2 each additional
Animal Reclaim/Disposal Fee	\$75

**ADMINISTRATION FEES**

Returned Check Fee	\$35
NSF Electronic Draft Fee	\$35
Copies of Public Information	
Standard – 8.5x11	\$0.10 per page
Oversize – 11x17	\$0.50 per page
Postage/Shipping	Actual Cost
Other Media	
Audio Cassette	\$1 each
CD/RW or CD/R	\$1 each
Other Charges	Actual Cost

**LIBRARY FEES**

Book	\$0.25 per day
DVD, Play-a-way, Audiobooks, VHS	\$1 per day
Tex-Share ILL	\$1 per day + \$5 processing fee + any fee by lending library
Lost Book	Cost of book + \$5 processing fee
Damaged Books	Cost of damage is calculated by the amount of damage divided by cost of book + \$5 processing fee
Barcode Replacement	\$1
Media Case Replacement	\$5
Hanging Bag	\$1
3D Printing	\$0.10 per gram
Paper Copy – Black & White	\$0.15
Paper Copy – Color	\$1.25
Large format Printing	Estimate per item: L x W x .035 x 40%
Proctor Exam Fee	\$15/hr (waived for Hewitt residents)
Lost Library Card Replacement	\$1
Return Check Fee	\$35
Out of County Fee (excludes people that work In Hewitt and live outside McLennan County)	\$40 annual fee

**HOTSPOTS AND CHROMEBOOKS**

Hotspot Late Fee	\$5 a day late fee
Chromebook Late Fee	\$25 a day late fee
Hotspot Replacement	\$100
Chromebook Replacement	\$400
Replacement of Chromebook Charging Cable	\$35
Replacement of Chromebook Hard Case	\$30

**PARK FEES**

**Amphitheatre**

Private	\$150 per hour (3 hr min) (\$135 per addtl hour)
Deposit	\$200 refundable deposit
Water Key Fee	\$50 fee (\$35 refundable deposit; \$15 water fee)
EVENT Package 1: Deposit	\$250 refundable deposit
Amphitheater only-Fri-Sun	\$1400 (10am–10pm) (\$125/addtl hr prior to 10am)
Amphitheatre only-Mon-Thurs	\$1100 (10am–10pm) (\$115/addtl hr prior to 10am)
EVENT Package 2: Deposit	\$400 refundable deposit
Amphitheatre & Pavilion-Fri-Sun	\$1500 (10am–10pm) (\$150/addtl hr prior to 10am)
Amphitheatre & Pavilion-Mon-Thurs	\$1200 (10am–10pm) (\$125/addtl hr prior to 10am)
EVENT Package 3: Deposit	\$500.00 refundable deposit
Amphitheatre & Entire Park-Fri-Sun	\$2000 (10am–10pm) (\$175/addtl hr prior to 10am)
Amphitheatre & Entire Park-Mon-Thurs	\$1800 (10am-10pm) (\$150/addtl hr prior to 10am)

**Food Truck Permits**

No Event	\$50/day (up to 12 hours)
Event	\$125/day (up to 12 hours)
Water Key Fee	\$50 fee (\$35 refundable deposit; \$15 water fee)

**Field Rental**

Playing Field (practice)	\$15/practice
Playing Field (game)	\$20/game
Water Key Fee	\$50 fee (\$35 refundable deposit; \$15 water fee)

**Pavilion Rental**

Park Pavilion–Hewitt/Warren Park–Up to 150	\$40 per hour (minimum 2 hours)
Park Pavilion–Hewitt/Warren Park–Over 150	\$55 per hour (minimum 2 hours)
Water Key Fee	\$50 fee (\$35 refundable deposit; \$15 water fee)

**Walking Track**

Hewitt Park Walking Track	\$25 (minimum 2 hours)
Water Key Fee	\$50 fee (\$35 refundable deposit; \$15 water fee)

**Event Permit**

Various Permits, including but not limited to: use of PA Systems, Amplified Sound, Ride or Drive Horses, Food Sales, Trades, Occupation Sales, and City-Provided Electrical Use. The Permit must be applied for, reviewed and approved before issued.	\$75
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Note: New Water Rates are effective 12/1/2021.

### WATER RATES

Residential, Commercial & Builders – Base Rate	1 <sup>st</sup> 3,000 Gal
5/8"	\$31.00
1"	\$65.00
1.5"	\$195.75
2"	\$195.75
3"	\$391.50
4"	\$391.50
6"	\$587.25
Volume Rate	Per 1,000 Gal
3,001 – 7,000 Gal	\$5.00
7,001 – 12,000 Gal	\$5.60
12,001+ Gal	\$6.05

### Master Metered High-Density Multifamily

Multifamily Residential & Multifamily Builders –	Base Fees
1 ½"	\$195.75
2"	\$195.75
3"	\$391.50
4"	\$391.50
6"	\$587.25
Consumption Rate	\$6.05 Per 1,000 Gal. (100% consumption)

### Irrigation Rates

Irrigation – Base Rate	
5/8"	\$31
1"	\$65
1.5"	\$195.75
2"	\$195.75
3"	\$391.50
4"	\$391.50
6"	\$587.25
Consumption Rate	\$6.05 Per 1,000 Gal. (100% consumption)

### Bulk Water Rates

Deposit	\$900
Set Fee & Move Fee	\$100
Base Rate for 3" Meter	\$380 per month + consumption
Consumption Rate	\$6.60 per 1,000 gallons
One Day Fee	\$35 per day for 5,000 gallons or less + \$6.40 per 1,000 gallons over 5,000 gallons

*All Bulk Water will be sold in 1,000 gallon increments.*

## WASTEWATER RATES

Note: New Wastewater Rates are effective 12/1/2021.

### Option #1 – Standard Wastewater Rates

Residential Base Rate – 1 <sup>st</sup> 5,000 Gal	\$28.00
Residential Volume Rate (Per 1,000)	\$4.75
Industrial Institution or Commercial Base Charge – 1 <sup>st</sup> 10,000 Gallons	\$60.25
Industrial Institution or Commercial Volume Rate (Per 1,000)	\$4.75

### Option #2 – Winter Average Rates

Single Family Residential Base Rate	\$19.00 (no minimum gallons)
Single Family Residential Volume Rate (Per 1,000)	\$2.95 (no maximum gallons)

### Option #3 – Flat Rate

Single Family Residential Flat Rate	\$38.50
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### High-Density Multifamily

High-Density Multifamily Base Charge	\$60.25 (per building)
High-Density Multifamily Volume Rate (Per 1,000)	\$4.75 (100% Volume)

## DRAINAGE RATES

Residential	\$4.35
Commercial	
1 – 10,000	\$10.08
10,001 – 20,000	\$29.65
20,001 – 40,000	\$48.05
40,001 – 60,000	\$94.55
60,001 – 100,000	\$148.80
100,001 – 150,000	\$228.63
150,001 +	\$359.60

## SOLID WASTE RATES

Residential	
Collection	\$16.82
Additional Polycart	\$4.83
Administrative Fee – Per Unit	\$1.50 per unit
Damage Fee-Polycart (damage due to misuse)	\$60

*\*Commercial customers are billed directly by Republic Services.*

**UTILITY FEES**

Deposits – Residential Commercial	\$80 - \$180 Credit Based Equal to minimum bill for (1 & ½) monthly bill based on initial application
Initial Connection Fee	\$30
Delinquent Fees	15% of balance
Collection Services	25% of final balance
Non-Pay Reconnect	\$50 before 4pm
After Hours Non-Emergency Service Call	\$40 after 4pm
Meter Accuracy Check (Reread)	\$25
Meters up to 1" – Meter Testing Deposit	\$75
Meters greater than 1" up to 2" – Meter Testing Deposit	\$250
Meters larger than 2" – Meter Testing Deposit	Base Fee – Quoted on per cost basis

**Tampering Fees**

Tampering with Meter without City Permission	\$500 per event
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**Water Taps & Meter Set\***

All Water Taps	\$1,000 Base Fee – Quoted on per cost basis
5/8" x 3/4" meter set	\$300 + cost of meter box if needed
3/4" x 3/4" meter set	\$300 + cost of meter box if needed
1" or larger service or meter set	Base Fee – Quoted on per cost basis

***\*Prior to the connection of any water line onto a city water main, the party requesting such connection shall pay the city the water service installation and meter fees for labor and materials.***

**Wastewater Taps & Service Connection Fees\*\***

All Wastewater Taps	\$1000 Base Fee – Quoted on per cost basis
4" Tap	\$1000 Base Fee – Quoted on per cost basis
6" Tap	\$1000 Base Fee – Quoted on per cost basis
8" or Larger Lateral	\$1000 Base Fee – Quoted on per cost basis

***\*\*In addition, service lines that require the cutting or boring of paved streets or alley will be subject to a minimum charge of \$1000 Base Fee – Quoted on per cost basis. The decision of a bore or utility cut will be made by Community Services.***