

HEWITT TEXAS

CITY COUNCIL WORKSHOP/REGULAR MEETING

April 04, 2022 at 5:45 PM

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

AGENDA

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.

WORKSHOP MEETING - 5:45 PM

WORKSHOP DECLARATION OF A QUORUM AND CALL TO ORDER

WORKSHOP AGENDA

1. Discussion concerning Council Meeting Procedures and Relations Policy.
2. Discussion regarding sewer constraints impacting developable property.

WORKSHOP ADJOURNMENT

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION(S) AND RECOGNITION(S)

3. Special presentation to the Hewitt Public Library - American Star Library 2021
4. Special presentation to the Hewitt Public Library - 2021 Achievement of Excellence Award

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 to, or acting on any comments or items not properly posted on the agenda. [Note: Members of the public who wish to speak must complete a "Public Comment Form" and present it to the City Secretary before the meeting.]

REGULAR AGENDA ITEMS

5. Consider approval of minutes of the Workshop/Regular Meeting of March 7, 2022.
6. Briefing and discussion concerning Financial Statements ending February 28, 2022.
7. 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.
8. Discussion and possible action on the award of bid for 2020 – E. Warren Street Improvements; 1st Street to FM 2063 to Barnett Contracting, Inc. for \$870,134 with approval of a 10% contingency (10% of the awarded contract amount - \$87,013.40), to be used at the City Manager’s discretion if any unforeseen obstacles are encountered during construction.
9. Discussion and possible action on the reappointment of members to the Board of Adjustment.
10. Discussion and possible action authorizing the City Manager to engage the services of Michael Morrison to assist with redrawing the Ward boundaries within the City of Hewitt.
11. Discussion and possible action on **Ordinance No. 2022-05** adopting a temporary construction speed zone of 45 miles per hour on Farm To Market Road 2113 (Spring Valley Road) to Farm Market 2063 (Sun Valley) to Farm to Market 1695 (Hewitt Drive) during construction of the Spring Valley Project (Project CSJ 2060-01-037).
12. Discussion and update on recruitment and retention of Field Assistants.
13. Briefing and discussion concerning an update to the City of Hewitt's Strategic Plan 2022-2027.

ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on March 30, 2022, by 5:00 PM.

CITY OF HEWITT

/s/ Lydia Lopez
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.

COUNCIL MEETING PROCEDURES
FOR THE
CITY OF HEWITT, TEXAS

Adopted April 7, 1997

Revised October 5, 1998

**COUNCIL MEETING PROCEDURES
FOR THE
CITY OF HEWITT, TEXAS**

As provided in Section 2-10 of the City of Hewitt Charter and effective immediately following the adoption of this policy by the City Council of the City of Hewitt, the following rules and order of business will be adhered to, and they shall remain in effect unless otherwise changed by the City Council:

A. **MEETINGS** - Three types of meetings are recognized.

1. **Regular Meetings** will be held on the first and third Monday of each month. These meeting will be held in the council room at the city hall commencing at 7:00 p.m. These meeting may be preceded by dinner meetings beginning at 5:30 p.m.
2. **Special Meetings** are subject to call by the mayor, city manager, or any council member, subject to majority will. Except in unusual circumstances, these meetings will be held at the city hall, at a stated time. Purpose of such meetings is to act upon matters of an emergency nature which should not be delayed until a regular meeting. Special meetings, as all other meetings, unless meeting specific criteria shall be open to the public. Minutes of such meetings will be maintained as a regular meeting.

Majority will of the council shall be determined by a canvass of all members by telephone or letter, with a majority of council members expressing themselves as able to attend the meeting if called.

3. **Workshop Meetings** are subject to call by the mayor, city manager or any council member at the majority will. The time, place and purpose will be stated at each instance. The purpose of such meetings shall be to hear reports and to discuss in depth matters of interest to the city, such as a meeting with one of the city's appointed committees, or the council alone may wish to explore a matter in great detail.

Recent policy has been to hold regular workshop meetings at 7:00 p.m. on the Monday of the week preceding the regular meeting. Normally, no official council action will be taken at such meetings and no minutes will be taken. The public is welcome to attend, but will not ordinarily participate in the discussions.

In order to conduct any business or to discuss any matter on the agenda, a quorum (4) of the entire council shall be present at any council meeting.

B. **AGENDA** The following stipulations relate to the agenda for meetings of the council:

**** NO ACTION CAN BE TAKEN ON ANY ITEM UNLESS THAT ITEM HAS BEEN POSTED ON THE AGENDA FOR THAT MEETING AND THE AGENDA POSTED IN A PUBLIC PLACE SEVENTY-TWO (72) HOURS PRIOR TO THE MEETING**

1. All council members may submit agenda items. Agenda items must reach the city manager's office at City Hall by 12:00 noon Thursday of the week prior to the regular Monday meeting. Anyone requesting to place an item on the agenda may do so by letter to the city manager, stating the general subject matter. City manager may delay to the next meeting to research and inform council of all pertinent matters. The city manager will exercise his/her best judgment in determining the most important items received for placing on the agenda and adding other items of business to come before the council. An item not appearing on the agenda shall not be taken up for discussion as a matter of council business during any council meeting. However, the council may receive items as information.

Any member of the city staff wishing to have an item placed on the agenda shall submit that item to the city manager's office, through regular supervisory channels.

2. The agenda packets for all regular meetings will be made up and can be picked up by the council members at the police dept., late Thursday afternoon preceding the meetings. Agenda packets not picked up by 5:30 p.m. will be delivered to the appropriate council member's home on Thursday night. If no one is home, they will be delivered Friday. Council members may call the police dept. to pick-up their packets. This should afford ample time for all council members to inquire into the nature of each matter to be discussed or to personally investigate the matter so as to better inform himself or herself before a council meeting.
3. The city secretary's office will assume responsibility for issuing to any newspaper, radio and television stations who requests, a copy of the agenda advising them of the date, time and place and items to be discussed at all council meetings. The city secretary's office will also assume the responsibility for compliance with the open meetings law and notifying any person requested or required to appear before the council.
4. As it relates to the special meetings, the council will restrict consideration only to the item or items on the agenda. The city secretary will follow the same procedure as above advising the parties concerned. No matter will be accepted by the chair for discussion at any meeting unless it has been posted on the agenda for that meeting; however items may be received as information.

5. Emergency items. In the event that a situation arises in which the mayor, city manager or council members can legitimately classify as an emergency as specified in the statutes, that item may be added to the agenda as late as two hours before a meeting. In such event, the nature of the emergency must be specified in the agenda and notices given to any who have filed a written request for same.

C. COUNCIL PROCEEDINGS

These procedures shall apply to all meetings of the city council. The mayor shall be the presiding officer at all meetings of the city council and a vote in all of its proceedings. Council members shall speak in council meetings only upon being recognized by the presiding officer, whose recognition shall not be unreasonably withheld. In the event of the absence of the mayor, the pro-tem mayor shall be the presiding officer. The mayor pro-tem shall have a vote in all matters as the mayor pro-tem continues to be a council member even when presiding. In the event of the absence of the mayor and pro-tem mayor, the council members in attendance, if constituting a quorum, shall select one of its members to preside over that meeting.

1. **Call to Order** All meetings will begin promptly at the hour stated.
2. **Agenda** Ordinarily the mayor or other presiding officer will follow the agenda as published, however the presiding officer shall have, subject to the approval of the council, the prerogative of addressing items out of order should such change facilitate guests or other factors.
3. **Presentation of Agenda Items** Agenda items scheduled by the city manager or city staff will be presented by the city manager or the city manager may call on a staff member to present the item. Staff members may be invited by the city manager to attend council meetings and be available as resource persons, however they are not to speak on city issues unless directed by the city manager. This does not preclude a staff member representing himself or herself at a meeting, but staff members should be cautious about taking positions that could be contrary to the position of their supervisors, for this could cause questions concerning their ability to follow through with instructions from their supervisors. Agenda items scheduled by others will be presented by the one who asked for the item to be placed on the agenda. It shall be the responsibility of the city secretary to notify each person or organization which has requested a spot on the agenda when the item has been scheduled.
4. **Presentations from the Floor** When a staff member, other than the city manager, or a guest from the audience is recognized for a presentation, that person shall move immediately to the podium and make the presentation from that spot. The speaker shall identify herself or himself by name and address, the agency represented, and the nature of the presentation prior to beginning. For items appearing on the agenda,

after the presentation, discussion by the council may be allowed. The speaker shall remain at the podium until all council questions have been answered and the speaker has been dismissed by the mayor. Speaking from the podium will assure that the presentation is picked up by the recording equipment. Any Council member may ask questions for clarification or information, on the topic being discussed, from any member of the audience during any meeting.

5. **Council Action** After the council has heard all of the facts, reviewed the supporting data, and discussed the arguments for and against each agenda item, it will act by approving or disapproving a motion. In the event that there is no motion or no second to a motion, no action will be deemed taken except in situations in which the presiding officer concludes that there is a consensus among the council and that the issue is one that would not require an official vote.

D. MINUTES OF MEETINGS

Minutes of all meetings will be kept by the city secretary. The secretary will record the proceedings and the tapes will be kept for at least six months unless there have been questions raised which indicate possible need to keep the tapes longer. The tape recordings are to assist the secretary in compiling the minutes and are not to be considered as any indication of official council action. The minutes will record the presence of council members, city staff, and all guests speaking to any agenda item. The minutes will include all areas of discussion and identify each speaker and then, as far as possible, the key point or points that were made. The minutes will not be a verbatim recording of all discussions. The minutes will reflect all motions made, who made and who seconded the motions, and the outcome of each motion including the roll call vote if requested. The minutes will include the key points of any specific comments made by members for the record.

Each agenda item will be identified by sub-headings to facilitate review by council members. It is important that the minutes include the name and address of any guests who address the council as well as the specific subject or request presented. The minutes shall not include verbatim copies of all statements nor any extraneous discussions. Copies of the minutes will be included in the agenda packets distributed to council members prior to the next regular meeting.

E. PARLIAMENTARY PROCEDURE

In regular and special meeting, Robert's Rules of order will be followed. The following commonly used procedures shall be followed: For a more detailed description of Parliamentary Procedure, refer to Robert's Rules of Order.

PARLIAMENTARY QUESTIONS, MOTIONS AND THEIR PRECEDENCE

	<u>Debatable</u>	<u>Amenable</u>	<u>A Majority Vote (of those present)</u>	<u>2/3</u>
1. To Adjourn	NO	NO	YES	NO
2. To take a recess	NO	YES	YES	NO
3. For the previous question	NO	NO	NO	YES
4. To continue to a time certain	YES	YES	YES	NO
5. To commit, refer or recommit	YES	YES	YES	NO
6. To amend	YES	NO	YES	NO
7. To amend an amendment	YES	NO	YES	NO
8. To offer a substitute amendment	YES	NO	YES	NO
9. To amend a substitute amendment	YES	NO	YES	NO
10. To postpone indefinitely	YES	NO	YES	NO
11. Take under advisement	YES	NO	YES	NO
12. For the original question	NO	NO	YES	NO
13. To table	NO	NO	YES	NO

Any council member may call for the question and it shall immediately be put to vote. Passage of the motion to address the previous question shall terminate debate on the motion, amendment or item under discussion and action shall be taken on that item.

The council may agree to limit debate on any business before it. That agreement may be formalized by a majority of the council. The presiding officer shall not entertain any dilatory motions.

F. DECORUM AND DEBATE

IT IS IMPERATIVE THAT THE CHAIRPERSON MAINTAIN ORDER AT ALL TIMES. THE CHAIR MUST NOT PERMIT DEBATE OR COMMENTS FROM ANY WHO HAVE NOT BEEN RECOGNIZED. INTERRUPTIONS MUST BE SILENCED BY VOICE, USE OF THE GAVEL OR OTHER MEANS, AND, IN THE EVENT OF ANY PERSON'S FAILURE TO HEED THE DIRECTIONS OF THE CHAIR, THE CHAIR MAY HAVE THAT INDIVIDUAL REMOVED FROM THE ROOM.

When a measure is presented for consideration to the council, the presiding officer shall recognize the appropriate individual to present the case. When two or more members wish to speak, the presiding officer shall name the member who is to speak first. No member of

the council shall interrupt another while speaking except to make a point of order or to make a point of personal privilege. No member shall speak more than five minutes on any amendment to the question except as further provided in this rule.

No member shall speak more than the time limits provided herein on any subject or amendment, and such member may use his/her time in any combination, in separate speech or comments totaling the number of minutes permitted. The mayor shall not be obligated to recognize any council member for a second comment on the subject or amendment until every council member wishing to speak has been allowed a first comment. Council members shall also have the right to yield a portion of time to another member.

Any member deciding to speak more than five minutes on any question or more than five minutes on any amendment to the question, shall be accorded the privilege only upon motion supported by two-thirds of the council. No member shall be permitted to interrupt while another member is speaking.

No council member shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, charge deliberate misrepresentation, or use language tending to hold a member of the city council or staff up to contempt.

If a member is speaking or otherwise transgressing the rules of the council, the presiding officer shall, or any council member may, call him or her to order in which case he or she shall immediately be quiet unless permitted to explain. The council shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he/she shall be at liberty to proceed, but not otherwise, and if the disruptions continues, he/she shall be liable to censure or to such punishment as the council deem proper consistent with State Statutes, City Ordinances or City Charter if applicable.

G. CITIZEN PARTICIPATION AT MEETINGS

1. All citizens are encouraged to discuss matters of concern with the staff and individual council members prior to placing items on the agenda. Many times this will expedite a resolution or allow proper investigation of the matter for presentation to the entire council.

NO CITIZEN NOR STAFF MEMBER MAY SPEAK NOR OTHERWISE INTERRUPT ANY MEETING UNTIL RECOGNIZED BY THE PRESIDING OFFICER.

2. To maintain decorum at public hearings, the mayor will ask the citizens present if they wish to speak for or against the item on the agenda. If so, they will be given an opportunity to do so at the proper time, when recognized by the chair. If more than five citizens wish to address the council on any single agenda item, those citizens are advised to select spokespersons to present their case.
3. Citizens who wish to bring up a matter that pertains to city business or address an item

on the agenda may do so, but only under the agenda item, "Hear Visitors." Citizens must remember that the council is prohibited by law from discussing or acting on any item that has not been posted on the agenda.

4. Total time for presentations on any one item or topic shall be limited to twenty-five minutes. Citizens addressing the city council on items not on the agenda shall be limited to five minutes each. The city council members shall not enter into discussion on any subject not properly placed on the agenda, however the council members may ask questions for clarification purposes.
5. As a general rule, citizens may not participate in the discussion of the council workshop session.

H. DEFINITIONS

Receive - shall generally mean a presentation by a member of the council, staff or a citizen after having been scheduled on the agenda of a meeting. May or may not include action by the council.

Consider - shall generally mean discussion by the council and/or staff and will usually include action by the council.

Public Hearing - shall be a meeting wherein the citizens will be allowed to express concerns, pro or con, on a specific item on the agenda.

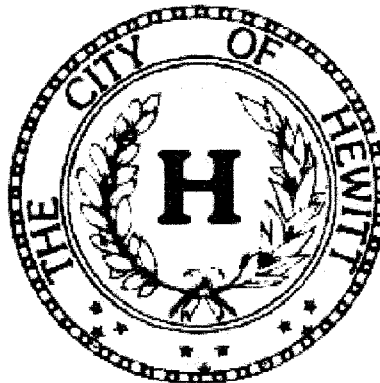
Adopted this 7th day of April, 1997.

Revised this 5th day of October, 1998.

*City of Hewitt,
Texas
Council Relations Policy
and
Code of Ethics*

6-7-2004

Hewitt City Council
Hewitt, Texas



*To always be part of the solution and not a part of the
problem is our creed.*

**** WE WILL NEVER bring disgrace to this, our City, by any act of dishonesty or cowardice; we will fight for our ideals and sacred things of the City, both alone and with many; we will revere and obey the City’s laws and do our best to incite a like respect and reverence in those about us; we will strive unceasingly to quicken the public’s sense of civic duty; and thus in all the ways we will strive to transmit this City not less, but greater, better, and more beautiful than it was transmitted to us.***

* This Ephebic Oath was that taken by the young men of the ancient city of Athens when they became of age to assume the responsibility of citizenship.

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Acknowledgments: Contributions from the College Station, Texas City Council in the preparation of this policy document are hereby acknowledged and gratefully appreciated.

The Hewitt City Council is the governing body for the City of Hewitt, Texas; therefore, it must bear the initial responsibility for the integrity of governance. The council is responsible for its own development (both as a body and as individuals), its responsibilities to its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address mayor and council relations, council and staff relations, and council and media relations. By adopting these guidelines for elected officials, we acknowledge our responsibility to each other, to our professional staff, and to the public. The city council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community:

1. The council has as high priorities the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.

2. The council will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the city council; strive for strong, working relationships among Hewitt, McLennan County, MCC, Baylor University and Midway Independent School District elected officials.

3. In its governance role, the council will continue to be dedicated to friendly and courteous relationships with staff, other council members, and the public, and seek to improve the quality and image of public service.

4. The council will also strive to recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.

5. And finally, each council member will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust.

Statement of Mission:

In order to ensure proper discharge of duties for the improvement of democratic local government, Hewitt city council members should display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of Hewitt and each other in their relationships.

Section I:
Mayor-City Council Relations

A. Mayoral Responsibilities:

1. The mayor shall be the presiding officer at all meetings. The mayor pro-tem shall preside in his/her absence.
2. The mayor shall have a voice in all matters before the council and may vote on all agenda items requiring council action.
3. The mayor shall preserve order and decorum and shall require council members engaged in debate to limit discussion to the question under consideration.
4. The mayor is the spokesperson for the council on all matters unless absent, at which time his/her designee will assume the role.
5. The mayor will encourage all council members to participate in the council discussion and give each member an opportunity to speak before any members can speak again on the same subject. The mayor may limit each speaker to five minutes to ensure effective use of time.
6. The mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging debate among members and keeping discussion on the agenda item being considered.
7. Should conflict arise among council members, the mayor serves as mediator or he/she may designate the council relations committee to mediate.
8. The mayor, or at his/her direction, the council relations committee, is responsible for the orientation of all new council members after an election. The orientation shall include council procedures, staff and media relations, current agenda items and municipal leadership training programs.

B. Council Responsibilities:

1. Any council member may request the mayor or city manager to place an item on the agenda for discussion. Should staff time be required to address this item, the mayor will canvas all council members to determine the support for commitment of staff time and resources. The same action should be taken when council concerns require staff time and budget.

2. Each council member is responsible for being prepared to come and discuss the agenda and is encouraged to attend at least one Texas Municipal League sponsored conference each year in order to stay informed on issues facing municipalities.
3. It is the responsibility of council members to be informed about previous action taken by the council in their absence. In the case of absence from a workshop session where information is given, the individual council member is responsible for obtaining this information prior to the council meeting when said item is to be voted upon.
4. When addressing an agenda item, the council member shall first be recognized by the mayor, confine himself/herself to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other council member or staff member in his/her argument or vote.
5. In the absence of a ruling by the mayor on any procedural matter, a council member may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the council members present and voting shall be necessary to approve the motion.
6. Any council member may appeal to the council as a whole from a ruling by the mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the mayor may explain his/her position, but no other member may speak on the motion. The mayor will then put the ruling to a vote of the council.
7. Any council member may ask the mayor to enforce the rules established by the council. Should the mayor fail to do so, a majority vote of the council members present shall require him/her to do so.
8. When a council member is appointed to serve as liaison to a board, the council member is responsible for keeping all council members informed of significant board activities.
9. Any council member requesting information concerning city business will first contact the city manager. Should any council member request or seek information from any other source, that council member shall inform the mayor and/or the city manager of such contact. The mayor or city manager will provide such information to all the council members.

C. Code of Conduct for Mayor and Council Members:

During the council meetings, council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the mayor or rules of the council. Council members shall demonstrate respect and courtesy to each

other, to city staff members, and to members of the public. They should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question before the council.

Members of the council will not condone any unethical or illegal activity. All members of the council agree to work as a team, uphold the intent of this policy, and to govern their actions accordingly.

Section II: *Council and Staff Relations*

No single relationship is as important as that of the council and their city manager in effectively governing the City of Hewitt. It is for this reason that the council and the city manager must understand their respective roles in that process. The city manager is the primary link between the council and the professional staff. The council's relationship with the staff shall be through the city manager.

1. In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be, whenever possible, presented to the city manager for staff consideration prior to the council meeting. This allows staff time to address the council member's concern and provide all council members with additional information.
2. The city manager shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the council on the issues which require council action. The presentation should be professional, timely, and allow for discussion of options for resolving the issue. The staff member making the presentation shall either make it clear that no council action is required or present the staff recommendation, or present the specific options for council consideration.
3. The city manager is directly responsible for providing information to all the council concerning any inquiries by a specific council member. If the city manager or his/her staff's time is being dominated or misdirected by a council member, it is his/her responsibility to inform the mayor or the council relations committee of the concern.
4. The city manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The city manager is also responsible for seeing that his/her staff receives the education and information necessary to address the issues facing municipal government.

5. Any conflicts arising between the city staff and the council will be addressed by the mayor or the council relations committee and the city manager.
6. All staff members shall show each other, each council member, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
7. The city manager, after an election, will make sure that the staff has prepared information needed for the orientation of new council members and inform them of any Texas Municipal League conferences and seminars available. The city manager will also be responsible for meeting personally with the new members and informing them about city facilities and procedures.

Section III: *Council and Media Relations*

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their municipality, it is imperative that the media play an important role in the council-manager-media relations. It is through an informed public that progress in insured and good government remains sensitive to its constituents. These guidelines are designed to help insure fair relationships with print, radio, and television reporters. The council and the city manager recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well informed and educated citizenry.

1. During the conduct of official business, the news media shall occupy the places designated for them or the general public.
2. All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.
3. In order to preserve the decorum and professionalism of council meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the council chambers while council is in session.
4. Since each government body conducts business differently, it is requested that all reporters new to city council meetings meet with the city manager, mayor, or the media

relations representative prior to covering their first meeting to be informed of policies and procedures to help insure a professional working relationship between the media reporter and the city.

5. On administrative matters, the city manager is the spokesperson, unless he/she has appointed a media relations person, to present staff information on the agenda.

6. The mayor, or his/her designee, will be the primary spokesperson for the city on matters regarding policy decisions or any council information pertaining to issues on the agenda. In order to ensure fair treatment of an issue, any clarifications requested by the media on the issue should be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and options discussed before a vote was taken, and helps build confidence in the democratic process.

7. The Hewitt city council is made up of six council members and a mayor, each elected by the citizens of Hewitt. In respect to each council member and his/her constituents, his/her views as presented on an issue before the council should be noted and interviews by the media should provide equitable representation from all seven members. Even though council members may express differing ideas, equitable representation helps promote unity of purpose by allowing the public to be informed of each member's position during his/her term of office and not only during an election campaign.

WE all have a responsibility to protect the integrity of our governing process and therefore, have read and agreed to the above guidelines.

Passed and adopted by the Hewitt City Council, June 7, 2004.

Shirley M. Blanton

Pat H

Bob Tur

Bill Fuller

Jo Copeland

James E. Yates

Charles D. Turner

Hewitt, Texas City Council Code of Ethics

The office of elected official is one of trust and service to the citizens of Hewitt. This position creates a special responsibility for the Hewitt city council member. In response to this, the Hewitt city council is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing. To further these objectives, certain ethical principles shall govern the conduct of every council member, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of Hewitt.
2. Recognize that the chief function of local government at all times is to serve the best interests of all the people.
3. Be dedicated to public service by being cooperative and constructive, and by making the best and efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the council. Do not seek nor accept gifts or special favors; believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest.
5. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the city council, and;
6. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Hewitt. It is recognized that certain exceptions are made by the State of Texas for executive sessions; however, any action as a result of that type of meeting will be handled later in open session.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 5

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the Workshop/Regular Meeting of March 7, 2022.

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

March 07, 2022 at 6:00 PM/7:00 PM

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

MINUTES

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

MEMBERS PRESENT:

Mayor Steve Fortenberry

Mayor Pro Tem Michael Bancale

Council Member Erica Bruce

Council Member Bob Potter

Council Member Bill Fuller

Council Member Charles D. Turner

MEMBER ABSENT:

Council Member Wilbert Wachtendorf

The meeting will be streamed live on the city's website at www.cityofhewitt.com/790/Hewitt-TX-TV.

WORKSHOP MEETING - 6:00 PM

WORKSHOP DECLARATION OF A QUORUM AND CALL TO ORDER

Mayor Steve Fortenberry called the Workshop meeting to order at 6:00 PM and announced all the Council Members were present, except for Council Member Wilbert Wachtendorf.

WORKSHOP AGENDA

1. PRESENTATION AND DISCUSSION OF THE FY 2020-2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) BY DIANA WARD, CPA, JAYNES, REITMEIER, BOYD & THERRELL.

City Manager Bo Thomas introduced Ms. Diana Ward, who presented the FY 2020-2021 Annual Comprehensive Financial Report. She stated that the financial statements fairly present the City's financial position, and the audit identified no material weaknesses. **See item #5 in the Regular Meeting Agenda for the acceptance of the audit report.**

2. PRESENTATION AND DISCUSSION CONCERNING THE PROCESS AND COSTS FOR REDRAWING THE CITY'S WARD MAP.

City Attorney Mike Dixon introduced Baylor University Professor of Law Michael Morrison, who presented an initial report on the redistricting process. Professor Morrison also noted an additional requirement imposed by the City's Charter requiring each ward should contain approximately the same number of qualified voters. Finally, professor Morrison responded to the Council 's inquiries about the process.

WORKSHOP ADJOURNMENT

MOTION: Council Member Turner moved to adjourn the Workshop Meeting at 6:54 PM.

SECOND: Council Member Fuller

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

Mayor Steve Fortenberry called the meeting to order at 7:00 PM and announced all the Council Members were present, except for Council Member Wilbert Wachtendorf.

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 to, or acting on any comments or items not properly posted on the agenda.

Mayor Steve Fortenberry inquired if any citizens submitted public comment forms. City Secretary Lydia Lopez stated she received no public comment forms. No one appeared.

PUBLIC HEARINGS AND RELATED ACTION

3. PUBLIC HEARING ON STORM WATER MITIGATION AS REQUIRED ANNUALLY BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ).

City Manager Bo Thomas presented. Mayor opened the hearing at 7:03 PM and called for those wishing to speak about drainage and stormwater issues. No one appeared. The public hearing was closed at 7:04 PM. No action was required.

REGULAR AGENDA ITEMS

4. CONSIDER APPROVAL OF MINUTES OF THE SPECIAL CALLED MEETING OF FEBRUARY 22, 2022.

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

SECOND: Council Member Fuller

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

5. MOTION TO ACCEPT THE FISCAL YEAR 2020-2021 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR).

City Manager Bo Thomas presented.

MOTION: Mayor Pro Tem Bancale moved to accept the Fiscal Year 2020-2021 Annual Comprehensive Financial Report as presented.

SECOND: Council Member Turner

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

6. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 2022-02 AUTHORIZING AN EXTENSION TO THE 380 AGREEMENT BETWEEN CITY OF HEWITT AND ATWOOD DISTRIBUTING, LP D/B/A ATWOOD RANCH AND FARM.

City Manager Bo Thomas presented.

MOTION: Council Member Turner moved to approve **Resolution No. 2022-02** authorizing an extension agreement between the City and Atwood Distributing, LP d/b/a Atwood Ranch and Farm.

SECOND: Council Member Potter

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

7. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2022-03 OPTING INTO THE GLOBAL OPIOID SETTLEMENT, AGREEING TO THE ALLOCATION TERM SHEET, AND AUTHORIZING THE MAYOR TO EXECUTE AN ADDITIONAL SETTLEMENT AGREEMENT.

City Manager Bo Thomas presented.

MOTION: Council Member Turner moved to approve **Resolution No. 2022-03.**

SECOND: Mayor Pro Tem Bancale

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

8. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2022-04 AUTHORIZING PROJECT(S) FOR THE AMERICAN RESCUE PLAN ACT (ARP ACT), FUNDING ADMINISTERED BY THE U.S. DEPARTMENT OF THE TREASURY AND THE TEXAS DIVISION OF EMERGENCY MANAGEMENT.

City Manager Bo Thomas presented.

MOTION: Mayor Pro Tem Bancale moved to approve **Resolution No. 2022-04** authorizing the Hewitt and Commerce Park Water System Improvements project for the American Rescue Plan Act (ARP Act) funding.

SECOND: Council Member Turner

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

9. CONSIDERATION AND POSSIBLE ACTION ON ORDINANCE NO. 2022-04 DECLARING UNOPPOSED CANDIDATES IN THE MAY 7, 2022 GENERAL ELECTION TO BE ELECTED TO OFFICE AND CANCELING THE GENERAL ELECTION AS PRESCRIBED IN THE TEXAS ELECTION CODE.

City Manager Bo Thomas presented.

MOTION: Council Member Turner moved to approve **Ordinance No. 2022-04** cancelling the City's General Election and declaring unopposed candidates elected office.

SECOND: Council Member Bill Fuller

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

ADJOURNMENT

MOTION: Council Member Fuller moved to adjourn the Regular Meeting at 7:21 PM.

SECOND: Council Member Turner

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

NAYES: None

ABSENT: Wachtendorf

MOTION PASSED.

Approved: _____

ATTEST:

Lydia Lopez, City Secretary

Steve Fortenberry, Mayor

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: March 21, 2022

AGENDA ITEM #: 6

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Briefing and discussion concerning Financial Statements ending February 28, 2022.

STAFF RECOMMENDATION/ITEM SUMMARY:

The financial statements ending February 28, 2022, were sent electronically on March 10, 2022. This is an opportunity for the council to ask any questions or make comments.

FISCAL IMPACT:

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

SUGGESTED MOTION:

No action required.

ATTACHMENTS:

None.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 7

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

CITY ENGINEER'S REPORT March 15, 2022

Utility Projects

FM 2113; Spring Valley Rd.

Project closeout paperwork is being processed.

Street/Transportation Projects

E. Warren Street Improvements

The City received bids for this project on March 1st. You should find a copy of the bid tabulation and my letter of recommendation for the Council's use in award considerations.

Drainage Projects

N/A

By:



Miles W. Whitney P.E.
Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 8

SUBMITTED BY: Miles Whitney, P.E.

ITEM DESCRIPTION:

Discussion and possible action on the award of bid for 2020 – E. Warren Street Improvements; 1st Street to FM 2063 to Barnett Contracting, Inc. for \$870,134 with approval of a 10% contingency (10% of the awarded contract amount - \$87,013.40), to be used at the City Manager’s discretion if any unforeseen obstacles are encountered during construction.

STAFF RECOMMENDATION/ITEM SUMMARY:

After bid solicitation, four bids were received and opened on March 1, 2022. Barnett Contracting, Inc., provided the lowest base bid of \$870,134 with a 10% contingency to be used at the City Manager’s discretion if any unforeseen obstacles are encountered during construction.

City staff recommends award of this project as recommended by City Engineer.

FISCAL IMPACT:

Amount Budgeted – \$1,025,505
Line Item in Budget – Fund 18 and Fund 25

SUGGESTED MOTION:

I move approval of the bid 2020 – E. Warren Street Improvements to Barnett Contracting, Inc. in the amount \$870,134 with approval of a 10% contingency.

ATTACHMENTS:

Letter from City Engineer
Bid Tabulation

MARCH 15, 2022

CITY COUNCIL

CITY OF HEWITT, TEXAS

VIA: EMAIL

RE: 2020 - E. WARREN STREET IMPROVEMENTS; 1ST ST. TO FM 2063

COUNCIL:

BIDS WERE OPENED ON THE ABOVE CAPTIONED PROJECT ON MARCH 1, 2022, WITH FOUR BIDS BEING SUBMITTED. THE LOWEST BID WAS SUBMITTED BY BARNETT CONTRACTING, INC., IN THE AMOUNT OF \$870,134.00. THE BID TABULATION FOR THIS PROJECT SHOULD BE INCLUDED WITHIN YOUR COUNCIL PACKET.

BARNETT CONTRACTING, INC. HAS CONSTRUCTED PROJECTS FOR THE CITY OF HEWITT IN THE PAST, THAT HAVE BEEN TO THE SATISFACTION OF THE CITY. THE MOST RECENT PROJECT BEING 2016 - HEWITT PARK / PARK MEADOWS DR. DRAINAGE IMPROVEMENTS.

IT IS MY RECOMMENDATION THAT THIS CONTRACT BE AWARDED TO BARNETT CONTRACTING, INC.

REQUESTED CONTINGENCY.

I WOULD ALSO LIKE TO REQUEST THAT THE COUNCIL CONSIDER THE APPROVAL OF A 10% CONTINGENCY (10% OF THE AWARDED CONTRACT AMOUNT, \$87,013.40), TO BE USED AT THE DISCRETION OF THE CITY MANAGER, IN THE EVENT ANY UNFORESEEN OBSTACLES ARE ENCOUNTERED THAT COULD HINDER THE PATH TO A COMPLETED PROJECT. THIS WOULD TOTAL \$957,147.00

SINCERELY,



Miles W. Whitney P.E.

MILES W. WHITNEY, P.E.

Base Bid Tabulation

Project
Owner
Component

2020 - E. Warren Street Improvements: 1st St. to FM 2063
City of Hewitt, TX
Bid Tabulation

Prepared By
Date
Reviewed By
MWW
3/1/2022
MWW

BASE BID TOTALS			Contractor 1 \$ 870,134.00 Barnett Contracting, Inc.		Contractor 2 \$ 917,583.96 H&B Contractors		Contractor 3 \$ 1,013,054.69 Mechell Contracting, LLC		Contractor 4 \$ 1,088,801.00 TTG Utilities, Inc.	
Bid Item	Qty.	Unit	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1 Street Excavation and Preparation; Complete	4,703	S.Y.	\$ 12.00	\$ 56,436.00	\$ 7.65	\$ 35,977.95	\$ 24.00	\$ 112,872.00	\$ 14.50	\$ 68,193.50
2 Channel Improvements (North Bar Ditch); Excavated and Complete	115	C.Y.	\$ 65.00	\$ 7,475.00	\$ 69.30	\$ 7,969.50	\$ 100.00	\$ 11,500.00	\$ 36.00	\$ 4,140.00
3 Channel Improvements (South Bar Ditch); Excavation and Complete	65	C.Y.	\$ 75.00	\$ 4,875.00	\$ 110.00	\$ 7,150.00	\$ 100.00	\$ 6,500.00	\$ 34.00	\$ 2,210.00
4 7" Compacted Depth Lime Stabilized Subgrade, including 38 lb. of Lime per Square Yard; Installed	4,703	S.Y.	\$ 8.00	\$ 37,624.00	\$ 9.10	\$ 42,797.30	\$ 12.00	\$ 56,436.00	\$ 16.00	\$ 75,248.00
5 8" Compacted Thickness Cement Stabilized Gravel Base; Installed	4,166	S.Y.	\$ 18.00	\$ 74,988.00	\$ 21.20	\$ 88,319.20	\$ 30.00	\$ 124,980.00	\$ 25.50	\$ 106,233.00
6 2" Compacted Thickness, Hot-Mixed, Asphaltic Concrete Surface (TxDOT "D" Crushed Stone Aggregate; Installed	4,166	S.Y.	\$ 12.00	\$ 49,992.00	\$ 17.55	\$ 73,113.30	\$ 15.80	\$ 65,822.80	\$ 18.00	\$ 74,988.00
7 Reinforced Concrete Ribbon Curb, Installed	3,042	L.F.	\$ 15.00	\$ 45,630.00	\$ 13.60	\$ 41,371.20	\$ 14.53	\$ 44,200.26	\$ 16.50	\$ 50,193.00
8 Standard Reinforced Concrete Curb and Gutter, Installed	61	L.F.	\$ 20.00	\$ 1,220.00	\$ 22.00	\$ 1,342.00	\$ 14.53	\$ 886.33	\$ 34.50	\$ 2,104.50
9 Removal of Reinforced Concrete Curb and Gutter, Complete	56	L.F.	\$ 20.00	\$ 1,120.00	\$ 5.60	\$ 313.60	\$ 40.00	\$ 2,240.00	\$ 6.00	\$ 336.00
10 Remove Existing Driveway; Concrete, Gravel, HMA, etc...; Complete	3,776	S.F.	\$ 3.00	\$ 11,328.00	\$ 2.56	\$ 9,666.56	\$ 4.00	\$ 15,104.00	\$ 4.50	\$ 16,992.00
11 Reinforced Concrete Driveway; Installed	1,636	S.F.	\$ 8.00	\$ 13,088.00	\$ 13.50	\$ 22,086.00	\$ 8.40	\$ 13,742.40	\$ 11.50	\$ 18,814.00
12 4" Thick, Reinforced Concrete; Installed	1,336	S.F.	\$ 7.00	\$ 9,352.00	\$ 8.60	\$ 11,489.60	\$ 8.40	\$ 11,222.40	\$ 11.00	\$ 14,696.00
13 Concrete Street Returns; Installed	144	S.F.	\$ 8.00	\$ 1,152.00	\$ 13.50	\$ 1,944.00	\$ 8.40	\$ 1,209.60	\$ 17.00	\$ 2,448.00
14 6" Thick Reinforced Concrete Drive Slab Replacement; Installed	351	S.F.	\$ 8.00	\$ 2,808.00	\$ 11.15	\$ 3,913.65	\$ 8.40	\$ 2,948.40	\$ 13.50	\$ 4,738.50
15 6" Thick Reinforced Exposed Pebble Concrete Drive Slab Replacement; Installed	689	S.F.	\$ 8.00	\$ 5,512.00	\$ 12.35	\$ 8,509.15	\$ 8.40	\$ 5,787.60	\$ 16.00	\$ 11,024.00
16 Gravel Drive Replacement, 6" Thick; Installed	459	S.F.	\$ 5.00	\$ 2,295.00	\$ 2.00	\$ 918.00	\$ 2.00	\$ 918.00	\$ 4.50	\$ 2,065.50
17 Base and HMA Drive Replacement; Installed	304	S.F.	\$ 10.00	\$ 3,040.00	\$ 4.00	\$ 1,216.00	\$ 10.00	\$ 3,040.00	\$ 20.00	\$ 6,080.00
18 Precast 15" 3:1 Safety End Treatments (S.E.T.s), Installed	20	Ea.	\$ 1,850.00	\$ 37,000.00	\$ 1,170.00	\$ 23,400.00	\$ 1,225.00	\$ 24,500.00	\$ 1,510.00	\$ 30,200.00
19 Precast 22" x 14" Reinforced Concrete Arched Pipe 3:1 Safety End Treatments (S.E.T.s), Installed	2	Ea.	\$ 3,000.00	\$ 6,000.00	\$ 1,572.00	\$ 3,144.00	\$ 1,500.00	\$ 3,000.00	\$ 1,742.00	\$ 3,484.00
20 15" Reinforced Concrete Pipe, Typ. III; Installed on Grade	228	L.F.	\$ 65.00	\$ 14,820.00	\$ 71.50	\$ 16,302.00	\$ 60.00	\$ 13,680.00	\$ 92.00	\$ 20,976.00
21 22" x 14" Reinforced Concrete Arched Pipe, Typ. III; Installed on Grade	143	L.F.	\$ 170.00	\$ 24,310.00	\$ 243.25	\$ 34,784.75	\$ 250.00	\$ 35,750.00	\$ 253.00	\$ 36,179.00
21.1 3' x 3' Grated Drop Inlet Junction Structure; Installed	1	Ea.	\$ 3,500.00	\$ 3,500.00	\$ 2,740.00	\$ 2,740.00	\$ 4,851.00	\$ 4,851.00	\$ 3,215.00	\$ 3,215.00
22 Removal of Existing Various Size Culverts; Includes required Compacted Back fill; Complete	12	Ea.	\$ 1,000.00	\$ 12,000.00	\$ 670.00	\$ 8,040.00	\$ 500.00	\$ 6,000.00	\$ 626.00	\$ 7,512.00
23 Existing Manhole Ring and Cover Adjustments; Complete	1	Ea.	\$ 1,600.00	\$ 1,600.00	\$ 1,770.00	\$ 1,770.00	\$ 1,000.00	\$ 1,000.00	\$ 1,205.00	\$ 1,205.00
24 Ex. Mailbox Relocation and Reinstallation; Complete	12	L.S.	\$ 400.00	\$ 4,800.00	\$ 335.00	\$ 4,020.00	\$ 300.00	\$ 3,600.00	\$ 460.00	\$ 5,520.00
25 Hydro Mulch Seeding (Entire Project); Complete	1,880	S.Y.	\$ 3.00	\$ 5,640.00	\$ 2.15	\$ 4,042.00	\$ 2.00	\$ 3,760.00	\$ 4.50	\$ 8,460.00
26 12" C-900; DR18; PVC Pipe with Tracer Wire; Installed.	1,232	L.F.	\$ 122.00	\$ 150,304.00	\$ 142.60	\$ 175,683.20	\$ 115.00	\$ 141,680.00	\$ 150.00	\$ 184,800.00
27 8" C-900; DR18; PVC Pipe with Tracer Wire; Installed.	20	L.F.	\$ 100.00	\$ 2,000.00	\$ 310.00	\$ 6,200.00	\$ 95.00	\$ 1,900.00	\$ 161.00	\$ 3,220.00
28 4" C-900; DR18; PVC Pipe with Tracer Wire; Installed.	10	L.F.	\$ 100.00	\$ 1,000.00	\$ 107.00	\$ 1,070.00	\$ 14.04	\$ 140.40	\$ 163.50	\$ 1,635.00
29 Bored; 20" Steel Encasement, Including 12" C-900 DR18 PVC RJ Carrier Pipe; Installed	95	L.F.	\$ 475.00	\$ 45,125.00	\$ 610.00	\$ 57,950.00	\$ 412.50	\$ 39,187.50	\$ 548.00	\$ 52,060.00
30 Open Cut; 20" Steel Encasement, Including 12" C-900 DR18 PVC RJ Carrier Pipe; Installed	14	L.F.	\$ 350.00	\$ 4,900.00	\$ 313.00	\$ 4,382.00	\$ 340.00	\$ 4,760.00	\$ 294.00	\$ 4,116.00
31 16" Steel Encasement, Including 8" C-900 DR18 PVC RJ Carrier Pipe; Installed	20	L.F.	\$ 350.00	\$ 7,000.00	\$ 264.00	\$ 5,280.00	\$ 200.00	\$ 4,000.00	\$ 264.00	\$ 5,280.00
32 New Fire Hydrant Assembly; Installed	2	Ea.	\$ 6,000.00	\$ 12,000.00	\$ 7,190.00	\$ 14,380.00	\$ 10,200.00	\$ 20,400.00	\$ 7,346.00	\$ 14,692.00
33 Cap Existing 4" Water Line; Complete	1	Ea.	\$ 1,000.00	\$ 1,000.00	\$ 579.00	\$ 579.00	\$ 2,000.00	\$ 2,000.00	\$ 250.00	\$ 250.00
34 Cap Existing 6" Water Line; Complete	1	Ea.	\$ 1,000.00	\$ 1,000.00	\$ 260.00	\$ 260.00	\$ 2,000.00	\$ 2,000.00	\$ 282.00	\$ 282.00
35 12" Gate Valve and Box; Installed	6	Ea.	\$ 3,200.00	\$ 19,200.00	\$ 3,249.00	\$ 19,494.00	\$ 4,420.00	\$ 26,520.00	\$ 2,990.00	\$ 17,940.00
36 8" Gate Valve and Box; Installed	2	Ea.	\$ 2,000.00	\$ 4,000.00	\$ 2,054.00	\$ 4,108.00	\$ 2,365.00	\$ 4,730.00	\$ 1,716.00	\$ 3,432.00
37 Remove Existing Fire Hydrant Assembly; Complete	1	Ea.	\$ 1,500.00	\$ 1,500.00	\$ 325.00	\$ 325.00	\$ 500.00	\$ 500.00	\$ 515.00	\$ 515.00
38 New Long Single Water Service; Installed and Connected to Existing Service; Installed	3	Ea.	\$ 2,500.00	\$ 7,500.00	\$ 3,155.00	\$ 9,465.00	\$ 1,500.00	\$ 4,500.00	\$ 2,274.00	\$ 6,822.00
39 New Long Dual Water Service; Installed and Connected to Existing Services; Installed	2	Ea.	\$ 3,200.00	\$ 6,400.00	\$ 4,472.00	\$ 8,944.00	\$ 2,634.00	\$ 5,268.00	\$ 3,262.00	\$ 6,524.00
40 New Short Single Water Service; Installed and Connected to Existing Service; Installed	6	Ea.	\$ 1,600.00	\$ 9,600.00	\$ 1,730.00	\$ 10,380.00	\$ 1,078.00	\$ 6,468.00	\$ 1,460.00	\$ 8,760.00
41 New Short Dual Water Service; Installed and Connected to Existing Service; Installed	2	Ea.	\$ 2,300.00	\$ 4,600.00	\$ 3,265.00	\$ 6,530.00	\$ 2,300.00	\$ 4,600.00	\$ 2,530.00	\$ 5,060.00
42 Connect Existing 4" to Proposed 4"; Complete	2	Ea.	\$ 2,000.00	\$ 4,000.00	\$ 2,512.00	\$ 5,024.00	\$ 2,000.00	\$ 4,000.00	\$ 1,810.00	\$ 3,620.00
43 Connect Existing 6" to Proposed 6"; Complete	1	Ea.	\$ 2,800.00	\$ 2,800.00	\$ 3,200.00	\$ 3,200.00	\$ 5,000.00	\$ 5,000.00	\$ 2,610.00	\$ 2,610.00
44 Connect Existing 8" to Proposed 8"; Complete	1	Ea.	\$ 3,000.00	\$ 3,000.00	\$ 4,115.00	\$ 4,115.00	\$ 5,000.00	\$ 5,000.00	\$ 3,162.00	\$ 3,162.00
45 Remove and Relocate Ex. Sewer Service Clean Outs	3	Ea.	\$ 2,500.00	\$ 7,500.00	\$ 1,355.00	\$ 4,065.00	\$ 1,500.00	\$ 4,500.00	\$ 1,905.00	\$ 5,715.00
46 4' Dia. Standard Concrete Manhole, including Interior Coating, Excavation and Backfill - (4' to 8' Depth)	2	Ea.	\$ 9,500.00	\$ 19,000.00	\$ 8,000.00	\$ 16,000.00	\$ 10,250.00	\$ 20,500.00	\$ 6,605.00	\$ 13,210.00
47 Remove Existing Manhole and Install 4' Dia. Standard Concrete Manhole, including Interior Coating, Excavation and Backfill - (4' to 8' Depth)	1	Ea.	\$ 10,000.00	\$ 10,000.00	\$ 12,280.00	\$ 12,280.00	\$ 10,250.00	\$ 10,250.00	\$ 7,024.00	\$ 7,024.00
48 4' Dia. Standard Concrete Manhole on Cast-In-Place Foundation, including Interior Coating, Excavation and Backfill - (4' to 8' Depth)	1	Ea.	\$ 9,000.00	\$ 9,000.00	\$ 9,380.00	\$ 9,380.00	\$ 10,250.00	\$ 10,250.00	\$ 9,581.00	\$ 9,581.00
49 8" ASTM D2241, SDR-26, PVC Sewer Pipe (4' to 8' Cut), including Excavation, Bedding and Select Material Backfill	38	L.F.	\$ 200.00	\$ 7,600.00	\$ 230.00	\$ 8,740.00	\$ 100.00	\$ 3,800.00	\$ 222.00	\$ 8,436.00
50 Storm Water Pollution Prevention Plan Design and Implementation	1	L.S.	\$ 6,500.00	\$ 6,500.00	\$ 6,740.00	\$ 6,740.00	\$ 2,750.00	\$ 2,750.00	\$ 5,500.00	\$ 5,500.00
51 Trench Safety System Design and Implementation	1	L.S.	\$ 4,000.00	\$ 4,000.00	\$ 4,325.00	\$ 4,325.00	\$ 800.00	\$ 800.00	\$ 4,800.00	\$ 4,800.00
52 Traffic Control Plan Development and Implementation	1	L.S.	\$ 12,000.00	\$ 12,000.00	\$ 7,810.00	\$ 7,810.00	\$ 12,000.00	\$ 12,000.00	\$ 24,500.00	\$ 24,500.00
53 Mobilization (Not to Exceed 10% of Total Project Bid)	1	L.S.	\$ 70,000.00	\$ 70,000.00	\$ 54,535.00	\$ 54,535.00	\$ 90,000.00	\$ 90,000.00	\$ 108,000.00	\$ 108,000.00

Denotes Correction to Item



HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 9

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Discussion and possible action on the reappointment of members to the Board of Adjustment.

STAFF RECOMMENDATION/ITEM SUMMARY:

Jim Winton and Bradley Turner have terms that expire this month. Both gentlemen have agreed to serve another two-year term.

These members are in good standing and staff recommends approval of this item.

FISCAL IMPACT:

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

SUGGESTED MOTION:

“I move approval of the reappointments of Jim Winton and Bradley Turner to the Board of Adjustment for a two-year term ending April 2024.”

ATTACHMENTS:

Boards, Commissions, and Committees List

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

<u>City Council</u> <u>2 Yr Term - May</u>	<u>Board of Adjustment</u> <u>2 Yr Term - April</u>	<u>Planning & Zoning</u> <u>Commission</u> <u>2 Yr Term - June</u>	<u>Parks & 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>
1st & 3rd Mon 7 pm	3rd Thurs 6 pm	1st Tues. 6 pm	3rd Wed. 6 pm	Quarterly as needed
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) VACANCY	(12-2023) Shayla Wicks 1054 Hesselridge (254) 366-5839	(12-2023) 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	(12-2023) 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	(12-2023) 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) Vernon Bailey 301 Tampico Drive (512) 797-6377	(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) VACANCY	(06-2023) Michael Lee Hix 336 Bowie Lane (254) 723-5071	(12-2022) Hunter Edmundson 444 W Lindenwood Ln. (404) 518-6290	(12-2023) 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) VACANCY	(12-2023) Sally Goldman 132 Texas (254) 666-2436

Updated: 01/19/2022

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 10

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Discussion and possible action regarding engaging the services of Michael Morrison to redraw the Ward boundaries in the City of Hewitt.

STAFF RECOMMENDATION/ITEM SUMMARY:

Based upon a request by Council for the City Manager to redraw the Ward boundaries within the City of Hewitt. The Council received a presentation in a Workshop on March 7th. In that Workshop, the Council was made aware of the conditions and data necessary to appropriately redraw Ward boundaries along with potential estimated flat fee (\$30,000) plus the possibility of some incidental additional expenses. Based upon the information shared at that Workshop, it is staff's belief the Council should engage the services of Mr. Morrison.

FISCAL IMPACT:

Amount Budgeted – \$0
Line Item in Budget – FY '21-'22 budget

SUGGESTED MOTION:

I move to authorize the City Manager to engage the services of Michael Morrison for the purposes of redrawing the Ward lines within the City of Hewitt.

ATTACHMENTS:

Presentation by Michael Morrison



City of Hewitt, Texas

Redistricting Process

March 7, 2022

Mike Morrison

Some 2020 Census Data

Population: (2020) 16,026 * (2010) 13,549

- Male 47.50% Female 52.50%
- White 68.9% Black 6.6% Hispanic 18.7% Veterans 1,167 Foreign born 5.00%

Voting Age Population (VAP) 78.20%

Owner housing: 73.00%; Median value: \$167,500

Non-English spoken at home, age 5 years+, 13.80%

By 25 years:

- High school or higher 92.80%
- Bachelor’s degree or higher 32.60%

Median household income (2019 dollars) \$72,077

- Per capita income (2019 dollars) \$32,834
- Persons in poverty 7.00%

Land area in square miles, (in 2010) 6.82

*** See slide six**



The “Rules” of Redistricting

The equal protection One-Person One-Vote protects against over or under representation.

- Counter intuitively, one-person one-vote does not refer to voters.

Equal Protection-the “Prime Directive”

“[T]he Constitution imposes one ground rule for the arrangements of local government: a requirement that units with general governmental powers over an entire geographic area not be apportioned among single-member districts of substantially unequal population.”

This balance need not be perfect, but may not exceed 10%, without a compelling justification.

- **In Hewitt with total population of 16,026, the ideal Ward would be 5,342.**
- If the Ward with the highest population has more than 534 persons more than the Ward with the lowest population, the maximum deviation would exceed 10%.

Hewitt City		Benchmark			2/26/22	
	Total	White	Black	Other	Hispanic	Tot. Min.
Ideal	16026	10425	1588	1244	2769	5601
		65.05%	9.91%	7.76%	17.28%	34.95%
Ward One	2883	1731	337	227	588	1152
(2459)		60.04%	11.69%	7.87%	20.40%	39.96%
Ward Two	6805	4257	781	571	1196	2548
1463		62.56%	11.48%	8.39%	17.58%	37.44%
Ward Three	6338	4437	470	446	985	1901
996		70.01%	7.42%	7.04%	15.54%	29.99%
	Max Variation	3922	3922	Max Deviation	73.42%	73.42%

Plans to balance population must avoid unlawful discrimination

The 5th and 14th amendments prohibit the federal and state governments from drawing distinctions among individuals based solely on differences irrelevant to any legitimate governmental objective, including race and ethnicity.

This guarantee was extended to the right to vote by the 15th amendment.

§1 “The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude.”

§ 2 “The Congress shall have the power to enforce this article by appropriate legislation.”

Congress exercised this power in the Voting Rights Act (VRA) of 1965, as amended:

- **In 1975** — brought Texas under the mandatory preclearance provisions for the first time
- **In 1982** — added an “effects test” to the existing “intent test”
 - There is no longer a need to prove a specific “intent” to discriminate.
 - A plan with a discriminatory effect, whether intended or not, is a violation of the VRA.

An additional requirement is imposed by Hewitt’s Charter

Section 2.1 of Hewitt’s Charter provides that: “each ward shall contain *approximately* the same number of qualified voters.”

While the charter does not define “qualified voter,” Title 2, Ch. 11, §11.002 (a), of the Election Code does: “In this code, ‘qualified voter’ means a person who . . . (6) is a registered voter.”

Any otherwise lawful plan must then be measured against its balance of registered voters.

- This could be time consuming or costly or both.

An additional note: the census count is at odds with the registered voter count.

	Census +/- age 18	Registered Voters
Ward One	2182	2412
Ward Two	5451	3229
Ward Three	4873	4891

Voting Age	Total	White	Black	Other	Hispanic	Tot. Min.
	12506	8559	1199	853	1895	3947
		68.44%	9.59%	6.82%	15.15%	31.56%
Ward One	2182	1394	238	154	396	788
Reg. Voters	2412	63.89%	10.91%	7.06%	18.15%	36.11%
Ward Two	5451	3605	611	411	824	1846
Reg. Voters	3229	66.13%	11.21%	7.54%	15.12%	33.87%
Ward Three	4873	3560	350	288	675	1313
Reg. Voters	4891	73.06%	7.18%	5.91%	13.85%	26.94%

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 11

SUBMITTED BY: Bo Thomas, City Manager

ITEM DESCRIPTION:

Discussion and possible action on **Ordinance No. 2022-05** adopting a temporary construction speed zone of 45 miles per hour on Farm To Market Road 2113 (Spring Valley Road) to Farm Market 2063 (Sun Valley) to Farm to Market 1695 (Hewitt Drive) during construction of the Spring Valley Project (Project CSJ 2060-01-037).

STAFF RECOMMENDATION/ITEM SUMMARY:

The Texas Department of Transportation's ('TXDOT') has requested construction speed zones along Farm to Market 2113 ("FM 2113") roadway during the construction of the project. The request was made to provide a safer work zone for workers and the traveling public. Lowering the speed limit in the construction zone will improve the safety of the driving public and workers under work zone roadway conditions. The regulatory black and white signs need a city ordinance to be enforced by Hewitt police.

If approved, regulatory speed zone signs and traffic control devices will be placed in advance of and within the construction limits for the duration of the project for police enforcement of the lowered speed.

Council approval of the proposed ordinance will set the temporary construction speed limit at 45 miles per hour in the construction zone on FM 2113, from FM 2063 to FM 1695, is required for the proposed ordinance. Staff recommends approval.

FISCAL IMPACT:

Amount Budgeted – NA
Line Item in Budget – NA

SUGGESTED MOTION:

I move approval of Ordinance No. 2022-05.

ATTACHMENTS:

Ordinance No. 2022-05

ORDINANCE NO. 2022-05

AN ORDINANCE OF THE CITY OF HEWITT, MCLENNAN COUNTY, TEXAS, ADOPTING A TEMPORARY CONSTRUCTION SPEED ZONE OF 45 MILES PER HOUR ON FARM TO MARKET 2113 (SPRING VALLEY ROAD) FROM FARM TO MARKET 2063 (SUN VALLEY) TO FARM TO MARKET 1695 (HEWITT DRIVE) DURING THE CONSTRUCTION OF THE SPRING VALLEY PROJECT (PROJECT CSJ 2060-01-037); REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY; PROVIDING FOR AN EFFECTIVE DATE; AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BYLAW.

WHEREAS, Section 545.352 of the Texas Transportation Code establishes prima facie reasonable and prudent speed limits for streets and highways situated in the State of Texas; and

WHEREAS, Section 545.356(b) of the Texas Transportation Code gives the governing body of a municipality the same authority as the Texas Transportation Commission to alter prima facie speed limits when a highway is under repair, construction, or maintenance; and

WHEREAS, Chapter 2, Section 3 of the *Procedures for Establishing Speed Zones* adopted by the Texas Transportation Commission states that normal speed studies are not required on sections of a highway under construction; and

WHEREAS, construction will soon commence on the as part of the Spring Valley project ((Project CSJ 2060-01-037).

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

Section 1. A temporary construction speed zone is being established during construction of the Spring Valley project (Project CSJ 2060-01-037). The temporary speed limit shall be 45 miles per hour on the Farm to Market 2113 (Spring Valley Road) to Farm to Market 1695 (Hewitt Drive). This temporary speed limit shall expire upon completion of the Project. It shall be unlawful for any person to drive a motor vehicle at a speed in excess of the speed so declared in this section when signs are in place giving notice thereof.

Section 2. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. That the terms and provisions of this ordinance shall be deemed to be severable and that if any section, subsection, sentence, clause, or phrase of this ordinance shall be declared to be invalid or unconstitutional, the same shall not affect the validity of any other section, subsection, sentence, clause, or phrase of this ordinance and the remainder of such ordinance shall

continue in full force and effect the same as if such invalid or unconstitutional provision had never been a part hereof.

Section 4. That a violation of this ordinance shall be a misdemeanor for which the punishment shall be a fine of any sum not exceeding \$200.00.

Section 5. That this ordinance shall take effect upon the posting of signs designating the speed limit set by this ordinance.

Section 6. That it is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

PASSED and APPROVED this 4th day of April 2022.

CITY OF HEWITT, TEXAS

Steve Fortenberry, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM & LEGALITY:

Michael W. Dixon, City Attorney

HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: April 4, 2022

AGENDA ITEM #: 12

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

ITEM DESCRIPTION:

Discussion and update on recruitment and retention of Field Assistants.

STAFF RECOMMENDATION/ITEM SUMMARY:

During January 3, 2022, workshop meeting, the Council was informed of several recruitment and retention concerns along with a plan to remedy some issues internally. In addition, a 90-day update was requested by Council. The most recent information on recruitment and retention is attached.

FISCAL IMPACT:

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

SUGGESTED MOTION:

No action

ATTACHMENTS:

Update document

HEWITT TEXAS

UPDATE ON RECRUITMENT AND RETENTION OF FIELD ASSISTANTS

▪ SALARIES

- I processed the 4% salary increase for Field Assistants and Equipment Operators, effective on January 3, 2022.
- On February 7, 2022, a Stand-by pay policy was implemented.

▪ NEW HIRES

- One vacant Drainage Field Assistant position was filled on 12/27/2021.
- One vacant Street Field Assistant position was filled on 12/27/2021
- One vacant Street Field Assistant position was filled on 1/31/2022.
- One vacant Parks Field Assistant position was filled on 1/31/2022.

▪ VACANCIES-2 UTILITIES FIELD ASSISTANTS

- Reposted the vacant Utilities Field Assistants positions on the Texas Workforce, City's website, TML, and college job boards.
 - Received 24 applicants
 - Some were duplicate applicants for other Field Assistant positions
 - Some of the applicants had previously applied and were not eligible for hire.
 - Selected 11 for interviews
 - 1 applicant was a no show for the interview
 - 1 applicant accepted the interview but informed me they accepted another job before the interview
 - 1 applicant was no longer interested
 - 2 applicants did not respond to the request for an interview

- 1 applicant applied for multiple positions and accepted a position in the Streets Department
- 1 applicant wanted \$25+ per hour and did not have the qualifications for the requested pay
- The interviewed applicants were not selected for the position.

RECRUITMENT EFFORTS

- Created and posted a recruitment brochure outlining information regarding the City of Hewitt and employment benefits.
- Contacted several hiring agencies to review agreements for possible temporary employees.
- Worked on a sign-on incentive agreement with Haley & Olson. The sign-on incentive has not been implemented because there has not been a shortage of applicants for most positions.
- For April and May, I have scheduled several virtual job fairs with Texas Workforce (workintexas.com).

On November 17th, we had the following vacant Field Assistant positions:

- 3 positions in the Utilities Department
- 1 position in the Parks Department
- 1 position in the Drainage Department
- 2 positions in the Streets Department

The fiscal year '21-'22 budget added one position in Streets and one position in Parks, while the other four positions have been vacant since August of 2020.

Also, a 4% market adjustment was instituted for these positions with the new budget for the fiscal year '21-'22.

The following chart indicates the number of applicants for the September and October job posting. Several applicants apply for multiple positions, so they are counted twice. Regardless, our applicant pool remains low in numbers.

VACANT POSITION	SEPTEMBER POSTING	CURRENT POSTING
FIELD ASSISTANT-DRAINAGE	4	0
FIELD ASSISTANT-STREETS	8	3
FIELD ASSISTANT-PARKS	12	6
FIELD ASSISTANT-UTILITIES	19	4

The vacant Field Assistant positions were posted in January, April, June, September, and October on the City’s website, Facebook, and the Texas Workforce website.

- The number of people that applied for each job was quite low. Department Directors would interview candidates from a small pool. Many times, not having a selection to make a conditional job offer.

Another stumbling block has been selected applicants who confirmed their interviews but would not show up.

- Three job offers were made to qualified and employable candidates, but all three were turned down.

On November 1, 2021, we received a resignation of an existing General Services Field Assistant and on November 16, 2021, we received a resignation of the only Utilities Field Assistant.

Therefore, given the lack of success in recruiting and now retaining existing Field Assistants, I am proposing the following:

- 4 % increase for all current Field Assistants and Equipment Operators. The following chart listing current Field Assistants in the Drainage, Streets, Parks, and Utilities Departments with the proposed increase. The proposed increase for Equipment Operators is to prevent salary compression.

FIELD ASSISTANTS							
Department	Name	Pay Grade	Pay Level	Current Pay Rate	4 % Increase	Difference	Annual Increase
DRAINAGE	ANDREWS, JAMES	G10	05	16.66	17.33	.67	1386.11
PARKS	VANOUS, JAYSON	G10	03	16.02	16.66	.64	1332.86
STREETS	FRAZIER, TRAVIS	G10	02	15.70	16.33	.63	1306.24
UTILITIES	CULPEPPER, BRETT	G10	04	16.34	16.99	.65	1359.49
							\$4025.21
EQUIPMENT OPERATORS							
Department	Name	Pay Grade	Pay Level	Current Pay Rate	4 % Increase	Difference	Annual Increase

GENERAL SERVICES	SHAEFFER, GARY	G12	02	17.97	18.69	.72	1495.11
UTILITIES	WINDER, DALE	G12	06	19.84	20.63	.79	1650.69
UTILITIES	HOLT, CODY	G12	02	18.33	19.06	.73	1525.06
UTILITIES	STENCE, EDWARD	G12	03	18.70	19.44	.74	1555.84
							\$6226.69

- Funding: The City set aside money in the budget for one new position in the Streets Department, one new position in the Parks Department, and the other positions have been vacant for over one month of the new fiscal year. By having a position vacant for one month, the City has an additional amount of \$3,000 for each budgeted position.
- Sign-on Incentive of \$750 for qualified Field Assistants candidates. The qualified new employee would receive \$500 on their first check, \$125 paid upon completion of a successful 6 months of employment, and \$125 paid upon completion of a successful introductory period (1-year) of employment.
 - Totaling \$4,500
 - Funding: In the budget, we allocated \$10,000 for sign-on incentives.
- Utilities Stand-by pay: Each week (Friday-Friday), the Utilities Department has one on-call employee and one stand-by employee. The on-call employee receives compensation and a take home vehicle to check stations and service emergency water and sewer callouts. Currently, the employees do not receive any additional compensation unless they are called out to assist or emergency situations. The on-call and stand-by employee must respond to emergencies within 30 minutes, which limits their ability to plan activities outside of work.

- I am proposing an extra 30 minutes a day incentive along with the option to take home a city provided vehicle for the stand-by employee.
 - Funding: Funds from the vacant positions. Based off the October Financial Report, the City has a saved amount of \$19330.87 for personnel.

As of December 28th, we still have the following vacant Field Assistant positions:

- 2 positions in the Utilities Department
- 1 position in the Parks Department
- 1 position in the Streets Department