The Hutto City Council met in a regular session on Thursday, August 3, 2017, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

Mayor Gaul called the session to order at 7:00 p.m.

ROLL CALL

Members of the City Council that were present were Mayor Doug Gaul, Mayor Pro-tem Tom Hines, Councilmember Scott Rose, Councilmember Tim Jordan, Councilmember Lucio Valdez, and Councilmember Terri Grimm. Councilmember Nathan Killough was absent.

Members of staff that were present were Odis Jones, City Manager, Danielle Singh, Assistant City Manager, Mike Shaunessy, City Attorney, Helen Ramirez, Executive Director Business/Development Services, Byron Frankland, Chief of Police, Paul Hall, Assistant Chief of Police, Michel Sorrell, Chief Financial Officer, and Eliska Smith, Executive Director of Communications and Marketing.

INVOCATION

The invocation was given by Pastor Russell Daniel with Austin Christian Fellowship – Hutto.

PLEDGE OF ALLEGIANCE

Mayor Gaul led the Pledge of Allegiance and the Texas Pledge.

PUBLIC COMMENT

5A. Remarks from visitors

Barbara McMillin – 6002 Lone Star Court – requested that several of the current Hutto Economic Development Corporation Board Member be removed based on state law.

Mike Shaunessy, City Attorney, clarified for the City Council that the City and these individuals were not in violation of state law, because the population to determined by the last census.

Kay Johnson – 113 East Steet – addressed the city council concerning Economic Development and provided several suggestions concerning solutions.
CONSENT AGENDA ITEMS

6A. Consideration and possible action on a resolution approving the proposed Brooklands Section One Final Plat, 17.4400 acres, more or less, of land, 82 single family lots, located on CR 137 south of FM 1660 South.

6B. Consideration and possible action on a resolution approving the proposed Brooklands Section Two Final Plat, 15.3006 acres, more or less, of land, 88 single family lots, located on CR 137 south of FM 1660 South.

6C. Consideration and possible action on the meeting minutes for the July 6, 2017 Regular City Council Meeting, the July 13, 2017 Special Called City Council meeting, and the July 15, 2017 City Council Annual Work Session.

MOTION: Mayor Pro-tem Tom Hines moved to approve items 6A-6C on the consent agenda. Councilmember Tim Jordan seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

ACTION: The motion carried with 6 ayes and 0 nays.

ORDINANCES

7A. Consideration and possible action on the first reading of an ordinance regarding the proposed annexation of the Titan Innovation Business Park, 69.829 acres, more or less, of land out of the Martin Strouse Survey, Abstract No. 587, located at 550 Alliance Boulevard.

Helen Ramirez, Executive Director of Business/Development Services, made the staff presentation. Mrs. Ramirez outlined the annexation process that has occurred thus far and the upcoming steps.

MOTION: Councilmember Lucio Valdez moved to approve the first reading of an ordinance regarding the proposed annexation of the Titan Innovation Business Park, 69.829 acres, more or less, of land out of the Martin Strouse Survey, Abstract No. 587, located at 550 Alliance Boulevard. Mayor Pro-tem Tom Hines seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose

2 | August 3, 2017 – City Council Meeting Minutes
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

ACTION: The motion carried with 6 ayes and 0 nays.


Public Comments related to item 7B.

Bobby Castle – 4115 Sequoia Trail – spoke in support of the revised Development Codes.

Brent Corwin – Brooklands Developer – spoke in support of the revised Development Codes.

Helen Ramirez, Executive Director of Business/Development Services, made the staff presentation. Mrs. Ramirez outlined the revisions of the existing SmartCode which included:

- Deconstructing the stand alone SmartCode and integrating it into the Unified Development Code.
- Changing the SmartCode District title to Form Based Code District.
- Revising language to be more flexible and reduce jargon.
- Eliminating unnecessary codes
- Removing redundant sections
- Providing more housing/design options to developers
- Clarifying the language and the application process

Mrs. Ramirez continued on and highlighted updates to the New Form Based Code District, examples of housing categories, modifications to the Old Town Hutto District, and revisions to the existing sign and landscaping/utility site design codes.

MOTION: Mayor Pro-tem Tom Hines moved to approve the first reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC) Chapters One through Eight. Councilmember Scott Rose seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm
Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

**ACTION:** The motion carried with 6 ayes and 0 nays.

**MOTION:** Mayor Pro-tem Tom Hines moved to dispense with the second and final reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC) Chapters One through Eight. Councilmember Lucio Valdez seconded the motion.

**VOTE:**

**Ayes:**
Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

**ACTION:** The motion carried with 6 ayes and 0 nays.

7C. **Consideration and possible action on the first reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.03 SmartCode, repealing it in its entirety and incorporating mixed-use development regulations into the Unified Development Code (UDC) Chapters One through Eight.**

Helen Ramirez, Executive Director of Business/Development Services, made the staff presentation. Mrs. Ramirez highlighted that this ordinance is to repeal the SmartCode in its entirety, as it has been incorporated into the Unified Development Code.

**MOTION:** Councilmember Lucio Valdez moved to approve the first reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.03 SmartCode, repealing it in its entirety and incorporating mixed-use development regulations into the Unified Development Code (UDC) Chapters One through Eight. Mayor Pro-tem Tom Hines seconded the motion.

**VOTE:**

**Ayes:**
Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough
ACTION: The motion carried with 6 ayes and 0 nays.

MOTION: Mayor Pro-tem Tom Hines moved to dispense with the second and final reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.03 SmartCode, repealing it in its entirety and incorporating mixed-use development regulations into the Unified Development Code (UDC) Chapters One through Eight. Councilmember Lucio Valdez seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

ACTION: The motion carried with 6 ayes and 0 nays.

RESOLUTIONS

8A. Consideration and possible action on a resolution concerning Outside Agency Funding allocations and authorizing the City Manager to execute all Interlocal Agreements established with Outside Agencies for the 2017-2018 Fiscal Year.

Michel Sorrell, Chief Financial Officer, made the staff presentation and outlined the following recommended funding allocations for each Outside Agency Funding Applicant.

- Hutto Has Heart - $38,000
- Hutto Community Food Pantry - $11,000
- Feeding the 5000 Program - $5,000
- Round Rock Area Serving Center - $5,000
- Williamson-Burnet County Opportunities (Meals on Wheels) - $5,000
- Weekend LunchBox Program - $10,000
- Keep Hutto Beautiful Foundation - $3,634
- Hutto Education Foundation - $5,000
- Hutto Family YMCA – Annual Campaign - $4,000
- Hutto Family YMCA – Friday Night Live Program - $3,500
- Hutto Family YMCA – M.E.N.D. Program - $3,500

There were two separate actions on this item. The first action was to approve the following Outside Agency Funding amounts.

- Hutto Has Heart - $38,000
- Hutto Community Food Pantry - $11,000
- Feeding the 5000 Program - $5,000
- Round Rock Area Serving Center - $5,000
- Williamson-Burnet County Opportunities (Meals on Wheels) - $5,000
- Weekend LunchBox Program - $10,000
- Keep Hutto Beautiful Foundation - $3,634
- Hutto Education Foundation - $5,000

**MOTION:** Mayor Pro-tem Tom Hines moved to approve a resolution concerning Outside Agency Funding allocations with the exception of the Hutto YMCA requests and authorizing the City Manager to execute all Interlocal Agreements established with Outside Agencies for the 2017-2018 Fiscal Year. Councilmember Tim Jordan seconded the motion.

**VOTE:**

**Ayes:**
- Mayor Doug Gaul
- Mayor Pro-tem Tom Hines
- Councilmember Scott Rose
- Councilmember Tim Jordan
- Councilmember Lucio Valdez
- Councilmember Terri Grimm

**Nays:**
- None

**Abstain:**
- None

**Absent:**
- Councilmember Nathan Killough

**ACTION:** The motion carried with 6 ayes and 0 nays.

Mayor Doug Gaul recused himself from the section action, because his daughter works for the Hutto Family YMCA. The second action was to approve the following Outside Agency Funding amounts for the Hutto Family YMCA.

- Hutto Family YMCA – Annual Campaign - $4,000
- Hutto Family YMCA – Friday Night Live Program - $3,500
- Hutto Family YMCA – M.E.N.D. Program - $3,500

**MOTION:** Councilmember Tim Jordan moved to approve the Outside Agency Funding allocations for the Hutto Family YMCA requests and authorized the City Manager to execute all Interlocal Agreements established with Outside Agencies for the 2017-2018 Fiscal Year. Councilmember Lucio Valdez seconded the motion.

**VOTE:**

**Ayes:**
- Mayor Pro-tem Tom Hines
- Councilmember Scott Rose
- Councilmember Tim Jordan
- Councilmember Lucio Valdez
- Councilmember Terri Grimm

**Nays:**
- None

**Abstain:**
- Mayor Doug Gaul

**Absent:**
- Councilmember Nathan Killough

**ACTION:** The motion carried with 5 ayes and 0 nays.
8B. Consideration and possible action on a resolution concerning a reduction in fees required to be paid by Hutto Independent School District as outlined in the Interlocal Agreement for Administrative Oversight that was approved on August 18, 2016.

Byron Frankland, City of Hutto Chief of Police, and William Edwards, Hutto ISD Police Chief made the staff presentation. They outlined the current services that are being provided by the City of Hutto and that the reduction in fees is based on services rendered.

**MOTION:** Mayor Pro-tem Tom Hines moved to approve a resolution concerning a reduction in fees required to be paid by Hutto Independent School District as outlined in the Interlocal Agreement for Administrative Oversight that was approved on August 18, 2016. Councilmember Lucio Valdez seconded the motion.

**VOTE:** Ayes: Mayor Doug Gaul  
Mayor Pro-tem Tom Hines  
Councilmember Scott Rose  
Councilmember Tim Jordan  
Councilmember Lucio Valdez  
Councilmember Terri Grimm  

Nays: None  
Abstain: None  
Absent: Councilmember Nathan Killough

**ACTION:** The motion carried with 6 ayes and 0 nays.

8C. Consideration and possible action on the proposed Five Year 2018-2022 Capital Improvements Program (CIP).

Matt Rector, City Engineer, made the staff presentation. The City Charter requires that the Planning and Zoning Commission annual recommend a five-year Capital Improvements Plan (CIP). In July 2017, the Planning and Zoning Commission recommended a two-year CIP that was presented to the City Council. In order to be in compliance with the City Charter, the Planning and Zoning Commission worked with staff to expand the exiting two year CIP to a five year CIP.

Mr. Rector provided an overview of the additional projects that were added to the CIP after its initial presentation to the City Council. The projects were related to parks, recreation, water, wastewater, transportation, and drainage.

There was a brief discussion concerning funding and Commissioner Jessica Romigh provided the Planning and Zoning Commission recommendation for adoption of the proposed five-year CIP, which the commission unanimously passed on July 25, 2017.

**MOTION:** Mayor Pro-tem Tom Hines moved to approve a resolution concerning the proposed Five Year 2018-2022 Capital Improvements Program (CIP). Councilmember Lucio Valdez seconded the motion.
VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

ACTION: The motion carried with 6 ayes and 0 nays.

OTHER BUSINESS

9A. Consideration and possible action on the 2040 Comprehensive Plan.

Jessica Romigh, Planning and Zoning Commissioner, presented the Planning and Zoning Commission recommendation. The City Charter requires that the Planning and Zoning Commission annually recommend any changes to the Comprehensive Plan to the City Council.

The City initiated the process to update the Future Land Use Map (FLUM) and Comprehensive Plan for a balanced and economically sustainable future. The Planning and Zoning Commission reviewed the updated FLUM in May of this year, and recommended approval to the City Council. City Council reviewed and approved the updated FLUM on June 15, 2017. The overall 2040 Comprehensive Plan was not amended at that time and staff recommended that it not be updated until the Mobility Plan is complete.

The Planning and Zoning Commission recommended approval of the continued use of the Hutto 2040 Comprehensive Plan, with the updated Future Land Use Map, with no additional changes, to City Council on July 25, 2017.

MOTION: Mayor Pro-tem Tom Hines moved to accept the Planning and Zoning Commission’s recommendation for the 2040 Comprehensive Plan. Councilmember Tim Jordan seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Councilmember Tim Jordan
Councilmember Lucio Valdez
Councilmember Terri Grimm

Nays: None
Abstain: None
Absent: Councilmember Nathan Killough

ACTION: The motion carried with 6 ayes and 0 nays.
9B. **Consideration and possible action on the Annexation Plan.**

Jessica Romigh, Planning and Zoning Commissioner, presented the planning and zoning commission recommendation. The City Charter requires the Planning and Zoning Commission to annually recommend an annexation plan to the City Council.

The City of Hutto currently annexes adjacent land through voluntary annexation. The City enters into pre-Development Agreements with property owners of land adjacent to the City limits. These predevelopment agreements are basically a contract between the property owner and the City, which allows the property owner to continue the use of the land until the owner either sells the land for development, or develops the property themselves. The property owner must initiate the annexation process, which follows State regulations and timelines. At time of annexation, the City will establish development regulations and standards for the newly-annexed area.

The Planning and Zoning Commission recommended approval of the continued use of voluntary annexations, with no additional changes, to City Council on July 25, 2017.

**MOTION:** Councilmember Tim Jordan moved to accept the Planning and Zoning Commission’s recommended Annexation Plan. Councilmember Lucio Valdez seconded the motion.

**VOTE:**
- Ayes: Mayor Doug Gaul
- Mayor Pro-tem Tom Hines
- Councilmember Scott Rose
- Councilmember Tim Jordan
- Councilmember Lucio Valdez
- Councilmember Terri Grimm

- Nays: None
- Abstain: None
- Absent: Councilmember Nathan Killough

**ACTION:** The motion carried with 6 ayes and 0 nays.

The City Council dispensed with the order of the agenda and addressed Item 9D before Item 9C.

9C. **Consideration and possible action on the proposed Ad Valorem tax rate, including taking a record vote on the proposed tax rate, and setting dates, times, and places for a public hearing and adoption of the tax rate.**

Michel Sorrell, Chief Financial Officer, made the staff presentation.

**MOTION:** Mayor Pro-tem Tom Hines moved that the proposed 2017-18 tax rate for the City of Hutto be published at $0.515171 per $100 of assessed valuation, that a public tax hearing be scheduled for *August 24th* and *September 7th* (if necessary) and that the vote on the tax ordinance be scheduled for *September 7, 2017* and *September 21, 2017*. Councilmember Tim Jordan seconded the motion.
VOTE: Ayes: Mayor Doug Gaul  
Mayor Pro-tem Tom Hines  
Councilmember Scott Rose  
Councilmember Tim Jordan  
Councilmember Lucio Valdez  
Councilmember Terri Grimm  
Nays: None  
Abstain: None  
Absent: Councilmember Nathan Killough

ACTION: The motion carried with 6 ayes and 0 nays.

9D. Presentation and discussion of the Proposed 2017-18 Annual Operating Budget.

Michel Sorrell, Chief Financial Officer, made the staff presentation. Mrs. Sorrell outlined the budget process, budget highlights that included adding staff and equipment, fund revenues and expenses, and a comparison table of taxable value and tax rates.

There was a brief discussion concerning police officer salaries and equipment.

CITY MANAGER COMMENTS

10A. City Manager updates concerning the Tax Increment Refinancing Zone Request submitted to the Williamson County Commissioner’s Court.

Odis Jones, City Manager, provided an update to the city council on the presentation and discussion with Williamson County Commissioners concerning the development of a Tax Increment Refinancing Zone (TIRZ) Request that involves Hutto’s Historic District. This update included how the TIRZ would be developed, the purpose of creating this type of zone, and the benefits for the project.

10B. City Manager comments related to the release of the Hutto Economic Development Corporation’s financials.

Odis Jones, City Manager, led the discussion in order to gain feedback from the City Council concerning giving back fiduciary responsibility to the Type A Hutto Economic Development Corporation Board of Directors. Mr. Jones provided an update on the communications between the City and Hutto Economic Development Corporation, and expressed that the bylaws and intergovernmental agreement provided the city oversight of the corporation’s financials.

The City Council discussed and recommended the implementation of internal controls and fiscal and budget processes.

The City Council Recessed into executive session at 9:03 p.m.
EXECUTIVE SESSION

11A. Executive Session, as authorized by Section 551.071, Texas Government Code, Consultation with Attorney, concerning threatened and pending litigation.

11B. Executive Session, as authorized by Section 551.071, Texas Government Code, Consultation with Attorney, concerning the structure and organization of City boards and commissions.

11C. Executive Session, as authorized by Section 551.071, Texas Government Code, Consultation with Attorney, concerning economic development negotiations.

The City Council reconvened into regular session at 11:14 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:14 p.m.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Seth Gipson, City Secretary