The Hutto City Council met in a regular session on Thursday September 3, 2015 in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council that were present were Mayor Debbie Holland, Mayor Pro-tem Michael J. Smith, Councilmember Anne Cano, Councilmember Tom Hines, Councilmember Ronnie Quintanilla-Perez, Councilmember Lucio Valdez, and Councilmember Max V. Yeste.

Members of staff that were present were Karen Daly, City Manager, Micah Grau, Assistant City Manager, Charlie Crossfield City Attorney, Helen Ramirez, Development Services Director, Melanie Hudson, Finance Director, Randy Barker, General Services Director, and Earl Morrison, Chief of Police.

INVOCATION

The invocation was given by Pastor Seth Simmons with New Life Pentecostal Church.

PLEDGE OF ALLEGIANCE

Mayor Holland led the Pledge of Allegiance.

PUBLIC COMMENT

5A. Remarks from visitors.

Chief Scott Kerwood, with Williamson County Emergency Services District #3 read the letter as attached as Exhibit A.

CONSENT AGENDA ITEMS:

All items listed on the consent agenda were considered to be routine by the City Council and were enacted by one motion. There was no separate discussion of the items listed and no items were removed from the consent agenda.

6A. Consideration and possible action on a resolution concerning the proposed Subdivision Star Ranch Phase 2 Revised Preliminary Plat, 21.97 acres, more or less.
of land, 24 single-family lots and 8 commercial lots, located within Hutto's extraterritorial jurisdiction at Muirfield Bend Drive and Muirfield Bend Cove.

6B. Consideration and possible action on a resolution concerning the proposed Subdivision Amended Plat of Lots 1-4, 5 (S/PT) and 7, Block 9 of the Railroad Addition, 1.478 acres, more or less, of land, 1 commercial lot, located at 301 West Street.

6C. Consideration and possible action on the second reading of an ordinance amending the Fiscal Year 2014-15 Budget.

6D. Consideration and possible action on the meeting minutes for the July 11, 2015 City Council Work Session, July 30, 2015 Special Called City Council meeting, August 6, 2015 City Council Regular Meeting, and the August 13, 2015 City Council Special Called Meeting.

MOTION: Mayor Pro-tem Michael Smith moved to approve all the items listed on the consent agenda. Councilmember Tom Hines seconded the motion. The motion carried with 7 ayes and 0 nays.

REGULAR AGENDA ITEMS

Mayor Holland dispensed with the order of the agenda items and the City Council addressed item 8D. Councilmember Tom Hines recused himself due to a conflict of interest.

8D. Consideration and possible action on a resolution concerning an outside agency funding agreement with Williamson County Emergency Services District #3 for Fiscal Year 2016.

MOTION: Councilmember Ronnie Quintanilla-Perez moved to approve the resolution concerning an outside agency funding agreement with Williamson County Emergency Services District #3 for Fiscal Year 2016. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 6 ayes and 0 nays.

ORDINANCES

7A. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the zoning change for 2201 Limmer Loop, 2.0 acres, more or less, of land, Lot 5, Block 1 of the Maldonado Subdivision, from (I) SF-1 (Interim single family residential) to B-2 (Commercial; general) zoning district.

Helen Ramirez, Development Services Director, gave the staff presentation. The property, owned by Maldonado 164 LTD, was annexed in 2012. When a property is annexed into the City of Hutto, the owner may request a zoning district consistent with the Future Land Use Map, or be assigned interim SF-1 zoning. This interim zoning
provides land use controls on the newly incorporated property when its future use is still unknown. Upon annexation, and in the absence of a request otherwise, this property was assigned an interim zoning designation of SF, Single Family Residential. The Future Land Use Map in the Hutto 2040 Comprehensive Plan identifies much of the northern Limmer Loop corridor as commercial. Hutto 2040 calls for a financially sustaining development pattern, with an increased proportion of non-residential assessed property value in the City. This zoning change from residential to commercial aligns with the City's adopted Future Land Use Map and the Comprehensive Plan. The property is well-suited for commercial activity. The rectangular lot has approximately 190 linear feet of frontage and totals two acres. The minimum lot area for a new commercial lot in Hutto is 1 acre. The B-2 General Commercial district is a setting for development of a wide range of retail uses, offices and personal and business services. The array of permitted uses includes retail, office, restaurant, gas station, vehicle minor repair, and other commercial activities. Permitted uses are described in detail in section 10.403 of the Unified Development Code. All property owners within 200 feet have been notified by mail of the proposed zoning change. As of August 25, no responses have been received.

Mayor Debbie Holland opened the public hearing at 7:13 pm

There being no one registered to speak, the public hearing was closed at 7:14pm.

MOTION: Councilmember Anne Cano moved to approve the first reading of the ordinance concerning the zoning change for 2201 Limmer Loop, 2.0 acres, more or less, Lot 5, Block 1 of the Maldonado Subdivision, from (I) SF-1 (Interim single family residential) to B-2 (Commercial: general) zoning district. Councilmember Ronnie Quintanilla seconded the motion. The motion carried with 7 ayes and 0 nays.

MOTION: Councilmember Tom Hines moved to dispense with the second reading of the ordinance with the unanimous consent of all the councilmembers present and to adopt the ordinance concerning the zoning change for 2201 Limmer Loop, 2.0 acres, more or less, Lot 5, Block 1 of the Maldonado Subdivision, from (I) SF-1 (Interim single family residential) to B-2 (Commercial: general) zoning district. Councilmember Lucio Valdez seconded the motion. The motion carried with 7 ayes and 0 nays.

7B. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the zoning change for 2235 Limmer Loop, 2.0 acres, more or less, of land, Lot 4, Block 1 of the Maldonado Subdivision, from (I) SF-1 (Interim single family residential) to B-2 (Commercial: general) zoning district.

Helen Ramirez, Development Services Director, gave the staff presentation. The property, owned by Maldonado 164 LTD, was annexed in 2012. When a property is annexed into the City of Hutto, the owner may request a zoning district consistent with the Future Land Use Map, or be assigned interim SF-1 zoning. This interim zoning provides land use controls on the newly incorporated property when its future use is still unknown. Upon annexation, and in the absence of a request otherwise, this property was
assigned an interim zoning designation of SF, Single Family Residential. The Future Land Use Map in the Hutto 2040 Comprehensive Plan identifies much of the northern Limmer Loop corridor as commercial. Hutto 2040 calls for a financially sustaining development pattern, with an increased proportion of non-residential assessed property value in the City. This zoning change from residential to commercial aligns with the City’s adopted Future Land Use Map and the Comprehensive Plan. The property is well-suited for commercial activity. The rectangular lot has approximately 190 linear feet of frontage and totals two acres. The minimum lot area for a new commercial lot in Hutto is 1 acre. The B-2 General Commercial district is a setting for development of a wide range of retail uses, offices and personal and business services. The array of permitted uses includes retail, office, restaurant, gas station, vehicle minor repair, and other commercial activities. Permitted uses are described in detail in section 10.403 of the Unified Development Code. All property owners within 200 feet have been notified by mail of the proposed zoning change. As of August 25, no responses have been received.

Mayor Debbie Holland opened the public hearing at 7:18pm.

There being no one registered to speak, the public hearing was closed at 7:18pm.

**MOTION:** Councilmember Tom Hines moved to approve the first reading of the ordinance concerning the zoning change for 2235 Limmer Loop, 2.0 acres, more or less, of land, Lot 4, Block 1 of the Maldonado Subdivision, from (I) SF-1 (Interim single family residential) to B-2 (Commercial; general) zoning district. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 7 ayes and 0 nays.

**MOTION:** Councilmember Tom Hines moved to dispense with the second reading of the ordinance with the unanimous consent of all the councilmembers present and to adopt the ordinance concerning the zoning change for 2235 Limmer Loop, 2.0 acres, more or less, of land, Lot 4, Block 1 of the Maldonado Subdivision, from (I) SF-1 (Interim single family residential) to B-2 (Commercial; general) zoning district. Councilmember Ronnie Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.

**7C. Consideration and possible action on the first reading of an ordinance amending the City of Hutto fee schedule concerning Article A5,000 Utilities.**

Melanie Hudson, Finance Director, gave the staff presentation. The City conducted a utility rate study in 2012 with HDR Engineering, Inc. Based on the recommendations generated by the rate study, water rates were increased 15% in May 2013. The rate model was updated in July 2014 to reflect actual growth, consumption expenditures, which resulted in Council approving a 5% water rate increase for FY 2015. After updating the rate model in July 2015, staff presented rate adjustment options to City Council during the FY 2016 budget work session on July 30, 2015.

The City Council provided staff direction on rate adjustments that would go into effect on October 1, 2015. The proposed rates reflect a 5% increase for both water and wastewater rates. The rate change would result in a combined $5.53 increase ($3.64
water and $1.89 wastewater) in the average monthly residential bill, based on 7,000
gallons consumption.

**MOTION:** Councilmember Max Yeste moved to approve the first reading of an ordinance
amending the City of Hutto fee schedule concerning Article A5.000 Utilities. Councilmember Anne Cano seconded the motion. The motion carried with 7 ayes and 0 nays.

7D. **Consideration and possible action on the first reading of an ordinance making appropriations for the support of the City of Hutto for the Fiscal Year October 1, 2015 through September 30, 2016, and adopting the annual budget of the City of Hutto for Fiscal Year 2015-16.**

Melanie Hudson, Finance Director, gave the staff presentation. The proposed Fiscal Year 2015-16 Budget was presented to the City Council on July 30. The required budget Public Hearing was held on August 13th and August 20th. According to the City Charter, the City Council must adopt the budget on or before the last day of the last month of the current fiscal year. The Council is free to make whatever changes it feels are appropriate so long as sources of additional funding are also identified, if required. The ordinance to adopt the Fiscal Year 2015-16 Budget establishes appropriations for the 2016 Fiscal Year. Total revenues and expenses will depend on the tax rate the City Council chooses to adopt.

**MOTION:** Councilmember Ronnie Quintanilla-Perez moved to approve the first reading of an ordinance making appropriations for the support of the City of Hutto for the Fiscal Year October 1, 2015 through September 30, 2016, and adopting the annual budget of the City of Hutto for Fiscal Year 2015-16. Mayor Pro-tem Michael Smith seconded the motion.

**VOTE:**

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<td>Mayor Debbie Holland</td>
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**ACTION:** The motion carried unanimously.

7E. **Consideration and possible action on the first reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2015.**
Melanie Hudson, Finance Director, gave the staff presentation. On July 30, 2015, the City Council took a record vote on the proposed ad valorem rate. While this vote did not establish the tax rate, it did establish a ceiling for tax rate consideration. The Council set a tax ceiling at of $0.5285 per $100 valuation. The City Council will need to adopt a tax rate that corresponds with the 2015-16 Budget. The impact of the tax rate was discussed as part of the budget presentations. The City Council hosted two public hearings on the proposed ad valorem rate in August.

**MOTION:** Mayor Pro-tem Michael Smith moved that the property tax rate be increased by the adoption of a tax rate of $0.528500, which is effectively a 14.33 percent increase in the tax rate. Councilmember Max Yeste seconded the motion.

**VOTE:**

| Ayes:          | Mayor Debbie Holland |
|               | Mayor Pro-tem Michael Smith |
|               | Councilmember Anne Cano |
|               | Councilmember Tom Hines |
|               | Councilmember Ronnie Quintanilla-Perez |
|               | Councilmember Lucio Valdez |
|               | Councilmember Max Yeste |

| Nays: | None |
| Abstain: | None |
| Absent: | None |

**ACTION:** The motion carried unanimously.

7F. Consideration and possible action on the first reading of an ordinance ratifying an Ad Valorem tax increase for the 2015-16 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2015.

Melanie Hudson, Finance Director, gave the staff presentation. House Bill 3195 was adopted by the Texas Legislature during the 2007 legislative session. It requires a separate vote of the governing body to ratify the property tax increase in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code, or other law. If the proposed tax rate of $0.5285 is adopted, this budget will raise more total property taxes than last year’s budget by $833,009 or 14.33%, and of that amount $344,038 is tax revenue to be raised from new property added to the tax roll this year. The budget for the General Fund and Interest and Sinking Fund are funded in part by the ad valorem tax.

**MOTION:** Mayor Pro-tem Michael Smith moved to approve the first reading of an ordinance ratifying an Ad Valorem tax increase for the 2015-16 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2015. Councilmember Anne Cano seconded the motion. The motion carried with 7 ayes and 0 nays.
RESOLUTIONS

8A. Consideration and possible action on a resolution adopting the Fiscal Year 2016-2020 Capital Improvements Plan.

Helen Ramirez, Development Services Director, gave the staff presentation. The City Council held a joint meeting with the Planning and Zoning Commission on June 4, 2015, to hear the proposed FY 2016 – 2020 Capital Improvements Program. As required by the City Charter, the Planning and Zoning Commission will annually recommend a Capital Improvements Plan (CIP) to the City Council. On July 7, 2015, the Planning and Zoning Commission reviewed and recommended the CIP that was presented. The draft document presented to and recommended by the Planning and Zoning Commission has been revised through the budget process. Those changes are minimal and include the replacement of the water line on East Street so that it coincides with the other improvements being planned and funded on East Street during Fiscal Year 2015-16.

MOTION: Councilmember Ronnie Quintanilla-Perez moved to approve the resolution adopting the Fiscal Year 2016-2020 Capital Improvements Plan. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 7 ayes and 0 nays.

8B. Consideration and possible action on a resolution to allow the Hutto Independent School District to perform construction work outside of the time specified in the Unified Development Code (UDC) at the Norman Elementary School site.

Helen Ramirez, Development Services Director, gave the staff presentation. The City received a request from the Hutto ISD to perform additional construction work between the hours of 2:00 am and 7:00 am on the following days: Thursday September 10th or Friday September 11th; Thursday September 17th or Friday September 18th; Thursday September 24th; September 25th; Thursday October 8th or Friday October 9th to perform construction work at the Norman Elementary School site to produce a better quality product.

Baird Williams, representing Baird Williams Construction Company, was available to answer questions about the project. He stated that the neighbors in the area have been notified. He also asked if Wednesdays could be added to the days that the pours could be conducted.

Chief Earl Morrison added that the City has received complaints, but when investigated the company is always in compliance.

MOTION: Councilmember Anne Cano moved to approve the resolution allowing the Hutto Independent School District to perform construction work at the Norman Elementary School site outside of the time specified in the Unified Development Code (UDC) and including Wednesday, Thursday, or Friday with the dates listed and the correction in the third paragraph. Councilmember Lucio Valdez seconded the motion. The motion carried with 7 ayes and 0 nays.
Consideration and possible action on a resolution concerning an agreement with Tyler Technologies to provide financial software products and services.

Melanie Hudson, Finance Director, gave the staff presentation. The City is currently using Springbrook Software for Finance, Utility Billing and Purchasing functions. After implementing Springbrook in 2007, the City attempted to utilize additional modules within the software (work orders, building permits and fixed assets) but lack of functionality caused staff to seek other solutions. Springbrook is a smaller company that offers enhanced customization and reporting features for organizations, but is also limited in resources and the ability to adapt to growing needs. Simply put, the City organization (now and in the future) appears to have outgrown Springbrook Software. The system still relies on many manual processes that are limiting staff efficiencies while support and assistance are minimal due to company resources. Replacement of the current financial software was a primary recommendation of the Technology Task Force appointed by Council in 2013. The Task Force recognized transition to an enterprise software solution would be a significant cost consideration, but in their opinion was an inevitable factor that should be included in budget planning for the near future. An enterprise software solution should incorporate modules that may eliminate (or interface with) some of the third solutions currently being used by departments while enhancing standardization and automation of processes. City staff formed an internal project team to study possible alternatives to Springbrook Software. After conducting surveys of benchmark cities, Tyler Technologies’ Incode product was the most widely used and supported product identified. Tyler Technologies currently services over 750 governmental entities in Texas, in direct comparison to Springbrook Software’s approximate 20 customers. A demonstration of the product was presented to all City departments and users in April 2015 with detailed follow up. The project team was unanimous in recommending Incode software as the preferred choice for the City. Procurement of the Incode product is available through the cooperative purchasing program of the National Joint Powers Alliance (NJPA). The City of Hutto is a member of the NJPA and authorized to purchase from the existing contract in accordance with Texas Local Government Code.

Kirk Cunningham, a Tyler Technology Representative, fielded questions concerning data migrations, training costs, impacts on departments, and potential deployment timeline.

MOTION: Councilmember Max Yeste moved to approve the resolution concerning an agreement with Tyler Technologies to provide financial software products and services. Councilmember Anne Cano seconded the motion. The motion carried with 7 ayes and 0 nays.

WORK SESSION

The work session was conducted for information and educational purposes. No action was taken by the City Council on the item listed.
9A. Work session on tips and recommendations regarding the filming and replay of City Council meetings.

Christina Kane-Gibson, Public Information Officer, introduced Brian Ligon, Multimedia Specialist for the City of Round Rock. Mr. Ligon presented tips and techniques to use while on camera. The presentation addressed many topics from mannerisms to make-up. Mr. Ligon completed the presentation with an evaluation of the first recorded meeting and answered questions from the Council.

EXECUTIVE SESSION

10A. Executive Session as authorized by §551.074, Texas Government Code, Personnel Matters, regarding appointment to the Hutto Economic Development Corporation Board of Directors.

The City Council recessed to the City Hall Conference Room at 8:50pm for the Executive Session and reconvened back into regular session at 9:07pm.

ACTION RELATIVE TO EXECUTIVE SESSION

11A. Consideration and possible action on the recommendation from the Leadership and Legislative Committee regarding the appointment to the Hutto Economic Development Corporation Board of Directors.

MOTION: Councilmember Ronnie Quintanilla-Perez moved to appoint Jeff Coombs to the Hutto Economic Development Corporation Board of Directors, to fill an unexpired term expiring in December 2017, effective October 1, 2015. Councilmember Anne Cano seconded the motion. The carried with 7 ayes and 0 nays.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:08 p.m.

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary
Good Evening Council;

It has come to my attention that your new proposed City Budget may include a Fire Inspector position. I am asking you to vote against this position. Hutto Fire Rescue has been providing you free of charge this service since around 2005. Together we have brought a higher level of fire safety to the citizens of the city of Hutto and to the surrounding area. By providing these new construction inspections to the businesses in Hutto we are guaranteeing that the businesses meet the fire code that has been adopted by the City of Hutto.

While we all know there have been challenges with inspections in the past, those days are long gone. We provide a friendlier, kinder inspection service designed to meet the needs of the customer. It is my opinion that this proposed position is placed in your budget because we required the City of Hutto to have the Gin Building meet the adopted Fire Code. I was approached by the administration of the City of Hutto to classify the Gin Building as a utility building. I would not allow that. Had the utility classification gone through, it would have been a very expensive building to not be able to hold events in. It is not, it is classified as an assembly occupancy and has the fire protection requirements necessary for a safe public venue.

Also during your workshop it was mentioned that you want to be able to make sure that meetings involve all of the inspectors. We have been involved in those meetings in the past. It is only this past 12-18 months that we have not been asked to be involved, and in fact have not heard when those meetings occur. As you will remember, together we put in place a “one-stop shopping” for the builders so as to reduce the burden of building and running a business in this community. This does not do that by having your own fire inspector. Now the potential for two different inspection agencies for the same thing is being proposed.

Plus I have a concern about the quality of work that will done by your fire inspector. This stems from the fact that we were asked by the City of Hutto to identify something in the fire code that would prevent a subdivision from being built simply because Development Services did not like how the subdivision development was laid out. So is this what can be expected from your own fire inspector – selectively enforcing the adopted fire code to meet the whims of certain individuals here at the City of Hutto?

Also how are we going to receive information about new buildings? Are you going to do the required annual inspections for all of the current business in town? Are you going to update all of my records on an ongoing regular basis for purposes of citizen safety and firefighter safety? How are we going to make sure that the fire hydrants and roads meet the fire code? How are you going to get the information to our database so that our preplan information is current? Are my firefighters and fire inspectors to turn their head if they see a violation of the fire code? If I know, as a fire inspector, that there is something wrong with a new building, building under construction, or existing building, or it does not meet code, I have a responsibility and obligation to correct the problem. This will not change. You want to make sure that it is done correctly on the front end so that there are not problems once that building is already occupied. By continuing with Hutto Fire Rescue doing fire inspections you are guaranteed that when the buildings are built, they meet the required code.

I believe that this new position is just another means by the city administration to shut us out of the community growth process and not have a say in the safety or our residents. Again I am asking you to not fund this position and allow us to continue the public safety relationship that we have enjoyed as this community has grown. However, if this is something that you feel you must fund, then provide this funding to Hutto Fire Rescue so we can hire another fire inspector.

Thank you.

Scott D. Kerwood, Fire Chief
Hutto Fire Rescue