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

CALL 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 Tom Hines, Councilmember Ronnie Quintanilla-Perez, Councilmember Lucio Valdez, and Councilmember Max V. Yeste. Councilmember Anne Cano was absent.

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, Earl Morrison, Chief of Police, and Seth Gipson, City Secretary.

INVOCATION

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

PLEDGE OF ALLEGIANCE

Mayor Holland led the Pledge of Allegiance.

PUBLIC COMMENT

5A. Remarks from visitors

   Ed Pride – 101 Cotton Wood Dr. – asked for the resignation of the City Manager and Chief of Police.

PRESENTATIONS

6A. Recognition of the City of Hutto for earning the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for its annual budget for the fiscal year beginning October 1, 2014.
Micah Grau, Assistant City Manager, gave the staff presentation. The Government Finance Officers Association (GFOA) is a nonprofit professional association serving over 17,800 government finance professionals throughout North America. This award represents a significant achievement by the City of Hutto. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the City had to satisfy nationally recognized guidelines for effective budget presentation. The guidelines are designed to assess how well the City’s budget serves as a policy document, a financial plan, an operations guide, and a communications device. Budget documents must be rated ‘proficient’ in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award. The GFOA’s Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting. This marks the eighth consecutive year that the City of Hutto has received this award. Mr. Grau also mentioned that the City received an award for the Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR).

WORK SESSIONS

The work session was conducted for information and educational purposes. No action was taken by the City Council on the items listed.

7A. Joint City Council and Historic Preservation Commission work session concerning the 2015 annual activity report and 2016 goals and expectations of the commission.

Jeff Phillips, Historic Preservation Commission Chairman, gave the staff presentation. This work session was to provide the annual activity report from the Historic Preservation Commission. The work session included a discussion on the Commission’s goals, what the Commission is working on, and what the Council would like to see from the Commission moving forward.

Several council members asked questions regarding the Smart Code and historic districts to determine if there were any obstacles that were deterring development. The Commissioners clarified the purpose of the code, which is to concentrate on the form and appearance of the structure to ensure the building is an asset to the community.

Discussion ensued concerning renovation of residential properties and the City Council requested that staff investigate rebates for residential renovation in the historic historic.

7B. Work session concerning the National Incident Management System (NIMS).

Earl Morrison, Chief of Police, began the staff presentation. This work session was to provide an overview of the Emergency Management/NIMS. Jarrod Thomas, Williamson County Emergency Management Coordinator, provided information on how the Williamson County system works during an event and training opportunities, Chief Pat Ekiss, City of Taylor Fire Chief, outlined the City Council’s role before, during, and after an event, and Chief Scott Kerwood, Williamson County Emergency Services District #3 Fire Chief, provided details regarding the process of the after action review.
ORDINANCES

8A. Consideration and possible action on the first reading of an ordinance to require permits and fees for any utility work within the City of Hutto public right-of-way and city owned property.

Helen Ramirez, Development Services Director, gave the presentation. The City of Hutto currently does not have a separate Right-of-Way Use Permit or require advanced notification for utility work in the public right-of-way. Often utility contractors work in City property with no City inspection and damage the City infrastructure or do not restore infrastructure to the City standards. It is difficult to determine the responsible party and hold them accountable for the repairs. This ordinance would require a permit and fees when any work occurs in City owned or otherwise controlled property, like easements and rights-of-way. To obtain a permit to work in City owned/controlled property, the required application form, drawings, insurance and/or bond, and City-owned permit fee must be submitted to the City. Ten (10) of the City's twelve (12) benchmark cities require some type of right-of-way use permit prior to the start of work.

MOTION: Councilmember Tom Hines moved to approve the first reading of the ordinance that would require permits and fees for any utility work within the City of Hutto public right-of-way and city owned property. Councilmember Ronnie Quintanilla-Perez seconded the motion. The motion carried with 6 ayes and 0 nays.

8B. Consideration and possible action on the first reading of an ordinance amending Section 1.01.009 General Penalty of Violations of the 2014 City of Hutto Code of Ordinances.

Randy Barker, General Services Director, gave the staff presentation. During the 84th Legislative Session, House Bill (H.B.) 274 was adopted. H.B. 274 amends Section 54.001(b) of the Local Government Code relating to the enforcement of municipal rules, ordinances, or police regulations prohibiting illegal dumping, and increases the penalty for illegal dumping to $4,000. This bill amends Section 29.003 of the Local Government Code and Article 4.14 of the Code of Criminal Procedure granting jurisdiction of these cases to municipal courts. This bill aims to serve as a deterrent against illegal dumping by increasing maximum applicable fines. Illegal dumping has become an increasingly prevalent crime in many parts of Texas. Illegal dumping is especially problematic in residential neighborhoods with increased traffic flow, pedestrian activity, and children playing. In addition to the danger associated with discarded items, the piles formed by the items are unsightly and attract pests such as mosquitoes, rats, and snakes. This persists until residents report the site to the political subdivision responsible for trash collection.

MOTION: Mayor Pro-tem Michael Smith moved to approve the first reading of the ordinance amending Section 1.01.009 General Penalty of Violations of the 2014 City of Hutto Code of Ordinances. Councilmember Tom Hines seconded the motion. The motion carried with 6 ayes and 0 nays.
8C. Consideration and possible action on the first reading of an ordinance amending the City of Hutto fee schedule concerning Article A1.000 Development Services, Engineering, & Construction and Article A2.000 Public Safety.

Melanie Hudson, Finance Director, gave the staff presentation. Ms. Hudson outlined the proposed changes to the fee schedule. The following adjustments are:

- **Zoning variance**: increase from $175.00 to $250.00
- **Warrant (Historic District only)**: increase from $25.00 to $100.00
- **Traffic Impact Analysis**: change engineer review fees of $150 to professional recovery fee
- **Subdivision variance**: increase from $175.00 to $250.00

**Site plan fees**
- Right-of-way use permits, driveway/flatwork/sidewalk/curb-cut only
- Right-of-way use permits (new)
- Permit Application and Plan Review Fee - $500 (applied to inspection fee).
- Inspection - $500 or 3% of construction cost, whichever is greater (additional inspection will be required for more complex projects; 3% of construction cost is meant to account for these additional inspections and time).

**Building plan review fees**
- Certificate of appropriateness (Historical District only): increased from $25.00 to $30.00 for minor projects and $250.00 for major projects (i.e. new construction).

**Building permit fees**
- Re-inspections: added 2 day waiting period for re-inspection after 3rd failed inspection.
- Technology fee: increased from $5.00 to $7.00
- Right-of-way use permit
- Storage building permit: added $0.10 per square foot if over 200 square feet.
- Water softener, water heater, irrigation, spa, hot tub, HVAC, solar panel, and wind turbine permits: increased from $25.00 to $35.00
- Pool permit (in ground): added $0.10 per square foot if over 200 square feet.
- Pool permit (above ground, over 24” tall): added $0.10 per square foot if over 200 square feet.
- Patio/deck permit: added $0.10 per square foot if over 200 square feet.
- Added 2 day waiting period for re-inspection after 3rd failed inspection.

**City Ordinances**
- Per H.B. 274, the penalty for illegal dumping is being increased from $2,000 to $4,000

There was a short discussion concerning the increase in building permit fees and staff clarified that the increases were for cost recovery and to ensure that our permits were competitive among our benchmark and surrounding cities.

**MOTION**: Councilmember Tom Hines moved to approve the first reading of the ordinance amending the City of Hutto fee schedule concerning Article A1.000 Development Services, Engineering, & Construction and Article A2.000 Public Safety.
Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 5 ayes and 1 nay.

RESOLUTIONS

9A. Consideration and possible action on a resolution approving a lease rental agreement for suite numbers 103, 104 and 204 of the Old Town Professional Building located at 210 Hwy 79 East in Hutto, Texas to be occupied by the Development Services Department.

Helen Ramirez, Development Services Director, gave the staff presentation. The City of Hutto currently leases approximately 3,000 square feet of retail space for office use at Hutto Commons, located at 409 West Front Street, Suite 200. Development Services has occupied the space since 2007. The current space accommodates 9 employees and has been slated for reconfiguration to accommodate up to 11 employees. The existing floor plan is odd shaped for office use. The new offices are located at 210 Hwy 79 and includes Suite 103, 104, and 204 for a total of 3,000 square feet. The term of the lease is for three years, with a two year option to renew. The proposed move would yield a yearly savings of $14,000 in rental costs. Over a three year period this would be a savings of $44,400. The new office space can accommodate growth of up to 13 employees and includes an easily accessible conference room. The proposed office move was presented to Fiscal and Budget Committee on November 10th. The office move proposes the use of a portion of the funds that have already been allocated for an office reconfiguration for the Public Works annex building and Development Services offices in the amount of $75,000. Ms. Ramirez outlined all the costs associated with the move.

MOTION: Councilmember Max Yeste moved to approve the resolution concerning a lease rental agreement for suite numbers 103, 104 and 204 of the Old Town Professional Building located at 210 Hwy 79 East in Hutto, Texas to be occupied by the Development Services Department. Councilmember Lucio Valdez seconded the motion. The motion carried with 6 ayes and 0 nays.

OTHER BUSINESS

10A. Consideration and possible action on the meeting minutes for the November 5, 2015, and November 19, 2015 City Council Regular Meetings.

MOTION: Councilmember Tom Hines moved to approve the minutes of November 5, 2015 and November 19, 2015 City Council meetings as presented. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 6 ayes and 0 nays.

The City Council recessed for a short break at 9:17pm.

The City Council reconvened into regular session at 9:28pm.

PRESENTATIONS
11A. Presentation of the "Council-Staff Relations" training as presented to the Texas Municipal League.

Mayor Debbie Holland and Karen Daly, City Manager, made a presentation concerning Council-Staff Relations at a recent Texas Municipal League Workshop. Mayor Pro-tem Michael Smith and Councilmember Tom Hines requested that the presentation be given to the City Council as it was presented at the TML workshop.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 p.m.

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary