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, Councilmember Anne Cano, Councilmember Tom Hines, Councilmember Lucio Valdez, and Councilmember Max V. Yeste. Mayor Pro-tem Michael Smith and Councilmember Ronnie Quintanilla-Perez were absent.

Members of staff that were present were Karen Daly, City Manager, Micah Grau, Assistant City Manager, Charlie Crossfield City Attorney, Amy McGlothlin, Human Resources Director, Melanie Hudson, Finance Director, Randy Barker, General Services Director, Mike Hemker, Parks and Recreation Director, Earl Morrison, Chief of Police, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Father Adrian Chishimba with St. Patrick’s Catholic Church.

PLEDGE OF ALLEGIANCE

Mayor Holland led the Pledge of Allegiance.

PUBLIC COMMUNICATION

5A. Remarks from visitors.

There were no remarks from the visitors present.

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 these items and no items were removed from the consent agenda.

6A. Consideration and possible action on a resolution concerning a proposed Subdivision, Hutto Square Section 5A Final Plat, 11.91 acres, more or less, of land, 50 single-family lots, located at Westfield Street and Limmer Loop.
6B. Consideration and possible action on a resolution concerning the subdivision approval extension request for the Hutto Highlands Section 1 Phase B-2 Final Plat, 12.45 acres, more or less, of land, 50 single family lots, located at FM 1660 N at the intersection of Hibiscus Drive and Hendelson Lane.

6C. Consideration and possible action on a resolution concerning the acceptance of the street and drainage improvements of the Hutto Highlands Phase 1 Section B1 subdivision.

6D. Consideration and possible action on a resolution concerning a proposed subdivision, Hutto Crossing Phase 3 Section 1 Final Plat, 41.7620 acres, more or less, of land, 121 single family lots, located at Carl Stern Drive and Hereford Loop.

6E. Consideration and possible action on the second and final 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.

6F. Consideration and possible action on the second and final reading of an ordinance amending Section 1.01.009 General Penalty of Violations of the 2014 City of Hutto Code of Ordinances.

**MOTION:** Councilmember Anne Cano moved to approve all the items listed on the consent agenda as presented. Councilmember Tom Hines seconded the motion. The motion carried with 5 ayes and 0 nays.

**REGULAR AGENDA ITEMS**

**ORDINANCES**

7A. Consideration and possible action on the second and final 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

Councilmember Lucio Valdez expressed his disagreement with the fee increases, except the illegal dumping portion.

MOTION: Councilmember Anne Cano moved to approve the second and final 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. Councilmember Max Yeste seconded the motion. The motion carried with 4 ayes and 1 nay.

RESOLUTIONS

8A. Consideration and possible action on a resolution concerning the adoption of the updated City of Hutto Parks, Recreation, Open Space and Trails Master Plan.

Mike Hemker, Parks and Recreation Director, gave the staff presentation. During the budget process for the 2014-15 Fiscal Year, funds were appropriated for the update of the City of Hutto Parks, Recreation, Open Space and Trails Master Plan. This plan is the City's guide related to parks and recreation facility and program planning for the next five to ten years. The plan was last updated in 2007.

The Luck Design Team lead by Brent Luck, ASLA, was awarded the project and began the process in April 2015. Public input sessions, stakeholders meetings, a community survey and continuous input from the Parks Advisory Board have resulted in the draft
Master Plan Update. The document updates the current inventory of City-owned public parks and recreation related facilities and their amenities. The update addresses results from a community wide survey and presents a recommendation for future parks and facilities as well as makes formal recommendations for the implementation of the overall plan.

During the November 5, 2015 City Council work session, the plan’s goals, objectives and implementation plan recommendations were presented and discussed.

Mr. Hemker highlighted that each of the projects that are recommended in the plan are linked to the Strategic Guide and that this plan has been recommended for approval by the Planning and Zoning Commission as well as the Parks Advisory Board.

There were several questions concerning funding and cost estimates of the projects outlined in the plan. Mr. Hemker stated that a feasibility study would be conducted to determine what projects can be completed and how they would be accomplished. He also mentioned that grant funds would be sought out to help supplement project funding.

**MOTION:** Councilmember Anne Cano moved to approve the resolution concerning the adoption of the updated City of Hutto Parks, Recreation, Open Space, and Trails Master Plan. Councilmember Max Yeste seconded the motion. The motion carried with 5 ayes and 0 nays.

8B. Consideration and possible action on a resolution concerning a lease agreement with Starmark Behavioral Center to increase city park land for the purpose of a dog park.

Mike Hemker, Parks and Recreation Director, gave the staff presentation. Starmark Behavioral Center approached the City of Hutto about creating a dog park next to their facility located off County Road 137. At the same time, the City received interest from a girl scout, seeking her Gold Award, and several citizens who formed a local advocacy group which became known as the Friends of the Hutto Dog Park. These individuals, along with members of the Parks Advisory Board, Starmark and the Parks and Recreation Department began discussions on how to create a park and what to put in the proposed facility.

Starmark has agreed to allow the development of a dog park on approximately 8 acres. The terms of the ground lease were outlined in an agreement. Mr. Hemker reiterated that this is not a donation of land and that no money will be transacted for the use of the property.

Discussion ensued concerning property maintenance, liability, and proposed projects. Mr. Hemker mentioned that this park would be covered by our current insurance coverage and that proposed design and projects would be brought before the City Council for final approval in the future.

**MOTION:** Councilmember Anne Cano moved to approve the resolution concerning a lease agreement with Starmark Behavioral Center to increase city park land for the purpose of a dog park.
purpose of a dog park. Councilmember Max Yeste seconded the motion. The motion carried with 4 ayes and 1 nay.

8C. Consideration and possible action on a resolution concerning an agreement with Al Clawson Disposal, Inc., as exclusive provider of Solid Waste and Recycling services for residential and commercial customers.

Micah Grau, Assistant City Manager, and Randy Barker, General Services Director, gave the staff presentation. The City of Hutto first contracted with Al Clawson Disposal Inc. (ACDI) in 2002 to provide residential sanitation services for the citizens of Hutto. The City conducted a formal bid process in 2006 and again selected ACDI for residential services. The City currently operates under the 2006 agreement which expires on January 31, 2016.

Earlier this year, City staff drafted a Request for Proposals (RFP) in order to solicit competitive pricing and services and to enter into a new solid waste and recycling contract. The draft RFP was reviewed by the Council Growth Guidance Committee in September. The staff evaluation team reviewed the seven submittals and recommends ACDI because of the cost, service history, reputation, and experience.

In addition to residential services, the proposed contract names ACDI as the sole provider for commercial services. Currently, seven (7) companies operate under a franchise agreement through the City to service commercial accounts. Those commercial franchise agreements expire on July 31, 2017. By shifting services to a single provider, the City is able to reduce costs for residential customers, and the City anticipates this will result in savings for most commercial accounts.

The proposed contract will progress the City towards its strategic goal of 100% Recycling Participation by including commercial recycling services in the City as it offers weekly recycling pick up for residential customers and includes a variety of options for commercial accounts. In addition, the City will offer two different cart size options for residents in order to better meet their needs.

ACDI has established a strong relationship with the City and its residents. According to the 2014 Citizen Survey, 87% of residents said they were satisfied or very satisfied with the level of service provided by ACDI. ACDI has demonstrated its ability to grow with the City and its leadership is flexible and open to trying new things. The City has implemented its curbside recycling program under ACDI and will continue to explore new opportunities to fulfill the Council’s long-range goals.

Mr. Grau and Mr. Barker provided the following overview of current costs and the three options available for the city council to choose from. The current monthly cost for solid waste and recycling services to Hutto residential customers is $17.79, inclusive of all fees and charges. ACDI has proposed three (3) options for Council consideration. All 3 options also include opportunity for customers to reduce cart size from 95 gallons to 65 gallons at a discounted rate. Additionally, ACDI will reimburse the City for previously purchased Recycle Carts in the amount of $131,122.80.
OPTION 1:
Provides for Weekly Solid Waste (Cart Only) and Weekly Recycling
Monthly cost for 95 gallon cart = $15.49, Monthly cost for 65 gallon cart = $13.20

OPTION 2:
Provides for Weekly Solid Waste and Weekly Recycling, Monthly Bulky Pickup
Monthly cost for 95 gallon cart = $16.01, Monthly cost for 65 gallon cart = $13.20

OPTION 3:
Provides for Weekly Solid Waste (No Limit) and Weekly Recycling
Monthly cost for 95 gallon cart = $16.47, Monthly cost for 65 gallon cart = $13.20

Mr. Barker, outlined the transition process for residential and commercial accounts. He also introduced Troy Clawson, Vice President of ACDI.

Mr. Clawson spoke briefly on the company’s involvement in the community and what sets ACDI apart from their competitors.

MOTION: Councilmember Max Yeste moved to approve the resolution with option 2 concerning an agreement with Al Clawson Disposal, Inc. as the exclusive provider of Solid Waste and Recycling services for residential and commercial customers. Councilmember Lucio Valdez seconded the motion. The motion carried with 5 ayes and 0 nays.

8D. Consideration and possible action on a resolution outlining terms for a proposed Interlocal Agreement for The Allocation of Sales Tax Revenue between the City of Hutto and Williamson County Emergency Services District #3.

Item 8D was removed from this agenda and will be addressed at the January 7, 2016 City Council Meeting.

WORK SESSION

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

9A. Work session concerning the administration of an Employee Engagement Survey.

Amy McGlothlin, Human Resources Director, gave the staff presentation. Ms. McGlothlin provided an overview of the methodology and survey instruments that are utilized by Gallup, International City/County Management Association (ICMA), and Society for Human Resource Management (SHRM), when conducting employee engagement surveys.

There was a discussion on the strengths and weaknesses that were outlined in the options and the questions asked in each survey.

It was the consensus of the City Council that ICMA conduct the employee engagement survey based on their approach and their knowledge of municipal government.
Work session concerning the International City/County Management Association (ICMA) Insights performance measurement system.

Micah Grau, Assistant City Manager gave the staff presentation. ICMA and community leaders have long recognized the importance in transparently reporting performance levels and standards to its citizens. ICMA has served municipalities by offering a national performance metrics tracking database that gave cities the opportunity to report and track performance. ICMA introduced the new ICMA Insights platform in 2013. The City of Hutto joined the program in 2014. Doing so has allowed the City to:

- Access and track 900 performance measures based on best practices and national standards;
- Benchmark data against similar cities; and
- Easily track data from one year to the next to analyze trends and performance.

ICMA Insights is a core set of well-defined and comparable measures built on a dynamic, world world-class performance management and analytics platform on which communities can easily collect, report, benchmark, and analyze their data. Our cutting-edge performance management and analytics program includes 900 key input, output and outcome measures centered on seven service clusters.

Mr. Grau, discussed how we are currently using this tool and how it will aid the city in the future, as more data is stored and trends are analyzed. He also mentioned how this tool can grow with the city and the future customization that can be done in order make this performance measurement system even more effective.

EXECUTIVE SESSION

The City Council recessed into the City Hall conference room at 9:02p.m. to address the following executive session item.

Executive Session as authorized by §551.074, Texas Government Code, Personnel Matters, regarding appointments to the Planning and Zoning Commission, Hutto Economic Development Corporation Board of Directors, and the Zoning Board of Adjustment.

The City Council adjourned the executive session and reconvened back into regular session at 9:24pm.

OTHER BUSINESS

Consideration and possible action on recommendations from the Leadership and Legislative Committee for appointments to the Hutto Economic Development Corporation Board of Directors, Ethics Review Commission, Historic Preservation Commission, Library Advisory Board, Parks Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustments.

Mayor Debbie Holland provided the Leadership and Legislative Committee report and
the following recommendations for appointments to the City's Boards and Commissions.

**MOTION:** Councilmember Tom Hines moved to reappoint Gerry "Kim" Engram and Douglas Fell to the Hutto Economic Development Corporation Board of Directors for a term that expires December 2018. Councilmember Anne Cano seconded the motion. The motion carried with 5 ayes and 0 nays.

**MOTION:** Councilmember Anne Cano moved to reappoint Robert Koschade and Camille Baptiste to the Ethics Review Commission for a term that expires December 2017 and for Mary Belton to serve as Chair and Lavern Gaines to serve as Vice-Chair. Councilmember Lucio Valdez seconded the motion. The motion carried with 5 ayes and 0 nays.

**MOTION:** Councilmember Max Yeste moved to reappoint Robert Lykins and Stephen Fuller to the Historic Preservation Commission for a term that expires December 2017 and Jeff Phillips to serve as Chair and Stephen Fuller to serve as Vice-Chair. Councilmember Lucio Valdez seconded the motion. The motion carried with 5 ayes and 0 nays.

**MOTION:** Councilmember Lucio Valdez moved to appoint Melissa Marek and reappoint Camille Baptiste to the Library Advisory Board for a term that expires December 2018 and Camille Baptiste to serve as Chair and Ray Gavit to serve as Vice-Chair. Councilmember Tom Hines seconded the motion. The motion carried with 5 ayes and 0 nays.

**MOTION:** Councilmember Anne Cano moved to reappoint Troy McMillin and Perry Savard to the Parks Advisory Board for a term that expires December 2018 and Troy McMillin to serve as Chair and Kelly Gaydos to serve as Vice-Chair. Councilmember Max Yeste seconded the motion. The motion carried with 5 ayes and 0 nays.

**MOTION:** Councilmember Tom Hines moved to appoint Davey Robinson and to reappoint Chuck Murphy and Jessica Romigh to the Planning and Zoning Commission for a term that expires December 2017 and Stephanie Alba to serve as Chair and Bryon Borchers to serve as Vice-Chair. Councilmember Lucio Valdez seconded the motion. The motion carried with 5 ayes and 0 nays.

**MOTION:** Councilmember Max Yeste moved to reappoint Thomas McGowan, Jim Morris, and Jonas Miller to the Zoning Board of Adjustments for a term that expires December 2017 and Deborah Phillips to serve as Chair and Thomas McGowan to serve as Vice-Chair. Councilmember Lucio Valdez seconded the motion. The motion carried with 5 ayes and 0 nays.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:39 p.m.
CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary