CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, AUGUST 6, 2015 AT 7:00 PM
CITY HALL - CITY COUNCIL CHAMBERS
401 WEST FRONT STREET

CITY COUNCIL
Debbie Holland, Mayor
Anne Cano, Place 1
Tom Hines, Place 2
Ronnie Quintanilla-Perez, Place 3
Michael J. Smith, Place 4, Mayor Pro-tem
Lucio Valdez, Place 5
Max V. Yeste, Place 6

AGENDA

1. CALL SESSION TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PROCLAMATIONS:
   5A. Proclamation recognizing Iglesia Nueva Vida of Hutto for their community service.

6. PUBLIC COMMENT
   6A. Remarks from visitors. (Three-minute time limit)

7. CONSENT AGENDA ITEMS:
   All items listed on the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Council member in which event, the item will be removed from the consent agenda and considered as a regular agenda item.
7A. Consideration and possible action on a resolution concerning the proposed Subdivision Glenwood Phase 6B Final Plat, 14.709 acres, more or less, of land, 68 single-family lots, located at Luna Vista Drive and Pebble Path.

7B. Consideration and possible action on a resolution concerning the proposed Subdivision Hutto Crossing Phase 2 Final Plat, 23.41 acres, more or less, of land, 98 single-family lots, located at Carl Stern Drive and Methodius Drive.

7C. Consideration and possible action on a resolution concerning the proposed Subdivision Lots 7 and 8, Block G Emory Farms Section Five Amended Plat, 0.394 acres, more or less, of land, 2 single-family lots, located at 900 and 902 Emory Stable Drive.

7D. Consideration and possible action on a resolution concerning the proposed Subdivision Lots 54 and 55, Block G Emory Farms Section Six Amended Plat, 0.360 acres, more or less, of land, 2 single-family lots, located at 1005 and 1007 Farmhouse Cove.

7E. Consideration and possible action on the second and final reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation Fiscal Year 2015-16 Budget.

7F. 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 and Construction, Article A4.000 Public Facility Rentals, Article A7.000 Library, and Article A8.00 Miscellaneous.

7G. Consideration and possible action on a resolution concerning the acceptance of the water, wastewater, street and drainage improvements of the Hutto Crossing Phase One Section One subdivision.

7H. Consideration and possible action on the meeting minutes for the July 16, 2015 City Council regular meeting.

7I. Consideration and possible action on a resolution encouraging Lone Star Rail District to extend the formal study area for the passenger rail corridor to include the Hutto and Taylor passenger stations.

REGULAR AGENDA ITEMS

8. RESOLUTIONS:

8A. Consideration and possible action on a resolution concerning the proposed Subdivision Star Ranch Parcel 23 Preliminary Plat, 20.97 acres, more or less, of land, 1 multi-family lot, located within Hutto’s extraterritorial jurisdiction at Winterfield Drive and Lismore Street.
8B. Consideration and possible action on a resolution concerning the proposed Subdivision Star Ranch Parcel 23 Final Plat, 20.97 acres, more or less, of land, 1 multi-family lot, located within Hutto’s extraterritorial jurisdiction at Winterfield Drive and Lismore Street.

8C. Consideration and possible action on a resolution concerning an agreement with SecureVision of America for Automated Meter Endpoint Installation Services.

8D. Consideration and possible action on a resolution concerning the issuance of a purchase order to Trico Tower Services for Automated Meter Collector Installation Services.

8E. Consideration and possible action on a resolution establishing a City Council Protocol Policy.

9. **ADJOURNMENT**

The City Council for the City of Hutto reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by the Texas Government Code Sections 551.071 [Litigation/Consultation with Attorney], 551.072 [Deliberations regarding real property], 551.073 [Deliberations regarding gifts and donations], 551.074 [Deliberations regarding personnel matters] or 551.076 [Deliberations regarding deployment/implementation of security personnel or devices] and 551.087 [Deliberations regarding Economic Development negotiations].

**CERTIFICATION**

I certify that this notice of the August 6, 2015 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Friday, the 31st day of July 2015 at 2:00 p.m.

Seth Gipson, City Secretary

The City of Hutto is committed to comply with the American with Disabilities Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 759-4033 or seth.gipson@huttox.gov for assistance.
**Official Proclamation**

*Whereas*, Iglesia Nueva Vida recognized that there were many children in the Hutto Community not prepared for school because they lacked the essential supplies; and

*Whereas*, Iglesia Nueva Vida created and held the first VidaFest in 2010, having a budget of only $200, they supplied 30 backpacks and distributed supplies to the Cottonwood Creek Elementary School; and

*Whereas*, each year this outreach program has grown and is now a community festival that has provided clothing, food, entertainment and over 1,300 backpacks to local children; and

*Whereas*, in addition to helping local families prepare for the upcoming school year, Iglesia Nueva Vida is building support structures, mentoring programs, and opportunities for tutoring to help students succeed.

*Now Therefore*, I, **Debbie Holland, Mayor**, of the City of Hutto along with the Hutto City Council do hereby proclaim our greatest appreciation to the leadership and passion exhibited by Pastor Joaquin Bordoni and the congregation of Iglesia Nueva Vida to help those in need and for the example of service that they demonstrate in our community.

*Proclaimed* this 6th day of August, 2015.

CITY OF HUTTO, TEXAS

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Debbie Holland, Mayor
AGENDA ITEM NO.: 7A.  
AGENDA DATE: August 06, 2015

PRESENTED BY: Helen Ramirez, AICP, Director, Development Services

ITEM: Consideration and possible action on a resolution concerning the proposed Subdivision Glenwood Phase 6B Final Plat, 14.709 acres, more or less, of land, 68 single-family lots, located at Luna Vista Drive and Pebble Path.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The Glenwood Phase 6B Final Plat contains 68 single-family lots on 14.7 acres. This Phase of the subdivision extends Luna Vista Drive and Camellia Drive between Tea Rose Trail and Pebble Path. This plat is part of the Creek Bend II Revised Preliminary Plan, which includes Glenwood 6A and 6B. Staff comments have been addressed.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.


CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:  
1. Resolution - Glenwood Phase 6B Final Plat  
2. Exhibit A - Glenwood Phase 6B Final Plat
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE FINAL PLAT KNOWN AS “GLENWOOD PHASE 6B”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the final plat known as “Glenwood Phase 6B”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

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Debbie Holland, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 7B.  AGENDA DATE: August 06, 2015

PRESENTED BY: Helen Ramirez, AICP, Director, Development Services

ITEM: Consideration and possible action on a resolution concerning the proposed Subdivision Hutto Crossing Phase 2 Final Plat, 23.41 acres, more or less, of land, 98 single-family lots, located at Carl Stern Drive and Methodius Drive.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The Hutto Crossing Phase Two Final Plat includes the first single-family lots of the Hutto Crossing PUD, immediately west of the Senior Housing development. This Phase includes 98 single one greenlink lot and four open space lots. The plat contains 5.57 acres of right-of-way, including five new streets. The open space lots will include enhanced landscaping and private trails linking this Phase to future development. The greenlink and open space lots will be maintained by the Property Owners' Association, per the plat note and Covenants, Conditions and Restrictions. Parkland for all of the Hutto Crossing PUD will be satisfied by the construction of the Brushy Creek Trail, to be completed with the first phase of single-family residential development.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.


CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:
1. Resolution - Hutto Crossing Phase 2 Final Plat
2. Exhibit A - Hutto Crossing Phase 2 Final Plat
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE FINAL PLAT KNOWN AS “HUTTO CROSSING PHASE 2”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:
that the Hutto City Council hereby approves the resolution for the final plat known as “Hutto Crossing Phase 2”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

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Debbie Holland, Mayor

ATTEST:

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Seth Gipson, City Secretary
FINAL PLAT
HUTTO CROSSING PHASE 2
23.414 ACRES OUT OF THE WATERSIDE SURVEY
ABSTRACT NO. 587, WILSON COUNTY, TEXAS

OWNER/DEVELOPER:
PULTE HOMES OF TEXAS, L.P.
9401 AMBERGLEN BLVD.
BUILDING 1 SUITE 150
AUSTIN, TEXAS 78729

ENGINEER:
NATHAN D. SMITH, P.E.
106 WEST FIRST STREET
ELGIN, TEXAS 78621
FIRM F-1455

SURVEYOR:
TIMOTHY A. LENZ, RPLS
LENZ & ASSOCIATES, INC.
4303 RUSSELL DRIVE
AUSTIN, TEXAS 78704
FIRM 100300-00

LAND USE SUMMARY:
TOTAL SITE ACREAGE: 23.41 ACRES
RESIDENTIAL LOTS: 98 LOTS 13.59 ACRES
NON-RESIDENTIAL LOTS: 5 LOTS 4.25 ACRES
RIGHT-OF-WAY: 5.57 ACRES
TOTAL LINEAR FEET OF STREET: 4761 L.F.
TOTAL NUMBER OF BLOCKS: 7

LOCATION MAP
SCALE: 1" = 2000'

NOTES:
1. NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE OR WASTEWATER EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
2. BUILDING SETBACK LINES SHALL CONFORM TO THE HUTTO CROSSING P.L.D. REQUIREMENTS.
3. A TEN FOOT (10') PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES.
4. A FIVE FOOT (5') PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
5. A FIVE FOOT (5') PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ON EACH SIDE OF ALL SIDE LOT LINES.
6. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
7. SIDEWALKS AND TREES SHALL BE PROVIDED ON BOTH SIDES OF ALL STREETS WITHIN THE SUBDIVISION.
8. SIDEWALKS AND TREES SHALL BE PROVIDED ALONG ALL STREETS BOUNDING THIS SUBDIVISION.
9. STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH THE P.L.D. REQUIREMENTS.
10. WATER AND WASTEWATER SERVICE TO THIS SUBDIVISION WILL BE AVAILABLE THROUGH THE CITY OF HUTTO AFTER APPROPRIATE WATER AND WASTEWATER SYSTEM IMPROVEMENTS ARE INSTALLED TO THE SITE. THE CITY OF HUTTO ASSUMES NO OBLIGATION FOR MAKING ANY WATER OR WASTEWATER IMPROVEMENTS REQUIRED TO SERVE THIS SITE.
11. UTILITY PROVIDERS TO THIS SUBDIVISION ARE:
WATER: CITY OF HUTTO
WASTEWATER: CITY OF HUTTO
ELECTRIC: ENERCO ENERGY
12. NO PORTION TRACT IS ENCROACHED BY ANY SPECIAL FLOOD HAZARD AREAS INDIATED BY THE 1% ANNUAL CHANCE FLOODPLAIN AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP) COMMUNITY PANEL NUMBER 1735051069 EFFECTIVE DATE SEPTEMBER 28, 2008 FOR WILSON COUNTY, TEXAS.
13. IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATIONS SHOULD BE A MINIMUM OF ONE FOOT ABOVE THE SURROUNDING GROUND AND THE GROUND SHOULD BE GRADED AWAY FROM THE SLAB AT A SLOPE OF AT LEAST 1/2 INCH PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
14. ALL SUBDIVISION CONSTRUCTION SHALL CONFORM TO THE HUTTO CROSSING P.L.D. AGREEMENT, CITY OF HUTTO CONSTRUCTION STANDARDS AND GENERALLY ACCEPTED ENGINEERING PRACTICES.
15. THE MAXIMUM IMPERVIOUS COVERAGE IS AS DEFINED BY THE LDC AND P.L.D. AGREEMENT.
17. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
18. LOT 11 BLOCK "C", LOT 17 BLOCK "B", LOT 1 BLOCK "D", AND LOT 8 BLOCK "D" ARE OPEN SPACE LOTS TO BE DEDICATED TO AND MAINTAINED BY THE PROPERTY OWNER'S ASSOCIATION.
19. LOT 5 BLOCK "E" IS A GREENSPACE LOT AND SHALL BE MAINTAINED BY THE PROPERTY OWNER'S ASSOCIATION PER THE HUTTO CROSSING P.L.D. AGREEMENT.
20. A COMMUNITY TRAIL AS SHOWN ON THE CONCEPT MASTER PLAN SHALL BE CONSTRUCTED WITHIN LOS 17 BLOCK "B", LOT 1 BLOCK "D" AND LOT 8 BLOCK "C". THESE LOTS SHALL BE DEDICATED TO AND MAINTAINED BY THE PROPERTY OWNER'S ASSOCIATION.

STATE OF TEXAS
COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS:

THAT PULTE HOMES TEXAS, L.P., OWNER OF THE CERTAIN TRACT OF LAND SHOWN HEREIN AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. ON THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, DO HEREBY STATE THAT THERE ARE NO LEIN HOLDERS ON THIS CERTAIN TRACT AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREIN, AND DO HEREBY DEDICATE TO THE CITY OF HUTTO THE STREETS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREIN FOR SUCH PUBLIC PURPOSES AS THE CITY OF HUTTO MAY DEEM APPROPRIATE. THIS SUBDIVISION IS TO BE KNOWN AS HUTTO CROSSING PHASE 2.

TO CERTIFY WHICH, WITNESS BY my hand the day of , 20 .

PULTE HOMES OF TEXAS, L.P.

Before me, the undersigned authority, on this day personally appeared , known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpuses and consideration therein expressed, in the capacity therein stated.

OWNED UNDER MY HAND and seal of office this day of , 20 .

Notary Public in and for the State of Texas

Notary Public printed or typed name

My commission expires on:

T. TIMOTHY A. LENZ, RPLS
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4393
4303 RUSSELL DRIVE
AUSTIN, TEXAS 78704
FIRM NO. 100300-00

T. NATHAN D. SMITH, P.E.
REGISTERED PROFESSIONAL ENGINEER NO. 54458
106 WEST FIRST STREET
ELGIN, TEXAS 78621
FIRM F-1455

T. NATHAN D. SMITH
REGISTERED PROFESSIONAL ENGINEER NO. 54458
106 WEST FIRST STREET
ELGIN, TEXAS 78621
FIRM F-1455

This plat was approved for recording by the Hutto City Council on the day of , 20 .

Debbie Holland, Mayor
Christine Martinez, City Secretary

STATE OF TEXAS
COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS:

T. NANCY E. RATER, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certification of authentication, was filed for record in my office on the day of , 20 , A.D., at o'clock M. and duly recorded this day of , 20 , A.D., at o'clock M., in the Official Public Records of said County, in instrument number .

TO CERTIFY WHICH, WITNESS my hand and seal of the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

Nancy E. Rater, Clerk of the County Court
Williamson County, Texas
By , Deputy

Sheet 1 of 3
FINISH PLAT
HUTTO CROSSING PHASE 2
23,414 ACRES OUT OF THE MARTIN STRUDER SURVEY
ABSTRACT NO. 657, WILLIAMSON COUNTY, TEXAS

FIELD NOTES
FIELD NOTE DESCRIPTION OF 23,414 ACRES OF LAND OUT OF THE MARTIN STRUDER SURVEY NUMBER 21, ABSTRACT NUMBER 657, WILLIAMSON COUNTY, TEXAS, ALSO BORN OUT OF TRACT 1, TRACT 4 TRACT 5 AND TRACT 7
DESCRIBED AS A TO THE HUTTO CROSSING PHASE 2 DEVELOPMENT RESERVATION OF LAND MORE PARTICULARLY DESCRIBED BY REFERENCE TO THE SERIES OF DOCUMENTS ISSUED OR BEING ISSUED UNDER THE AUTHORITY OF THE MCKINNEY COUNTY, TEXAS, THE HCAD DOCUMENT NUMBER BEING HCA 0000000000000

RESERVATION OF A 1/2 inch diameter steel pin found with cap stamped "Lancer" in the interior of the said tract 5 at the northwest corner of Lot 1, Block A, A Hutto Crossing Phase 2, Tract 5 Plot A Real Estate, a subdivision of real estate in the Hutto Crossing Phase Two, Section One of Final Plat prepared by Capital Surveying Company Incorporated (Plat No. 226) dated January 22, 2014.

THENCE, S 079°57’22’’ W, traversing the interior of the said tract 5, at 5,087.97 feet to the southeast corner of the said Lot 1, Block A, from which a 1/2 inch diameter steel pin found with cap stamped "Lancer" at the southeast corner of the said Lot 1, Block A bears N 089°00’07” E, 673.49 feet, then continuing S 079°57’22’’ W, an additional 68.24 feet for a total distance of 576.94 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 5.

THENCE, traversing the interior of the said tract 5, Tract 7, Tract 1 and Tract 4, for the following twenty-eight (28) coordinates and distances:

1. With a course to the left, having a central angle of 00°01’50’’, a radius of 805.08 feet, on an arc of 79.56 feet and a chord bearing and distance of N 00°01’50” E, 86.14 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
2. S 04°49’32’’ W, a distance of 498.32 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
3. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
4. S 04°49’32’’ W, 52.00 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
5. S 00°12’17” W, 48.42 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
6. S 04°49’32’’ W, 33.04 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
7. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
8. S 04°49’32’’ W, 52.00 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
9. With a course to the left, having a central angle of 36°37’47’’, a radius of 25.08 feet, on an arc of 25.27 feet and a chord bearing and distance of N 36°37’47” E, 53.96 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
10. S 04°49’32’’ W, 202.37 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
11. With a course to the left, having a central angle of 36°37’47” E, a radius of 25.08 feet, on an arc of 25.27 feet and a chord bearing and distance of N 36°37’47” E, 53.96 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
12. S 00°12’20’’ W, 202.37 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
13. With a course to the left, having a central angle of 00°01’50’’, a radius of 805.08 feet, on an arc of 79.56 feet and a chord bearing and distance of N 00°01’50” E, 86.14 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
14. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
15. S 00°12’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
16. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
17. S 00°12’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
18. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
19. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
20. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
21. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
22. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
23. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
24. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
25. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
26. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
27. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;
28. N 00°52’20’’ W, 44.02 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 7;

THENCE, traversing the interior of the said tract 4 and tract 5, along the south right-of-way line of the said Carl Starn Boulevard, for the following four (4) courses and distances:

1. With a course to the left, having a central angle of 119°50’7” E, a radius of 105.08 feet, on an arc of 27.97 feet and a chord bearing and distance of N 119°50’02” E, 40.62 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 4;
2. N 08°06’41” E, 30.64 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 4;
3. With a course to the left, having a central angle of 119°50’7” E, a radius of 105.08 feet, on an arc of 27.97 feet and a chord bearing and distance of N 119°50’02” E, 40.62 feet to a 1/2 inch diameter steel pin set with cap stamped "Lancer" in the interior of the said tract 4;
4. N 08°06’41” E, 128.90 feet to the PLACE OF BEGINNING, containing 23,414 acres of land, more or less.

SHEET 3 OF 3
CITY OF HUTTO
CITY COUNCIL AGENDA

AGENDA ITEM NO.: 7C. AGENDA DATE: August 06, 2015

PRESENTED BY: Helen Ramirez, AICP, Director, Development Services

ITEM: Consideration and possible action on a resolution concerning the proposed Subdivision Lots 7 and 8, Block G Emory Farms Section Five Amended Plat, 0.394 acres, more or less, of land, 2 single-family lots, located at 900 and 902 Emory Stable Drive.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
Gehan Homes Ltd, developers and builders of the Emory Farms subdivision, recently constructed a home on Lot 8, Block G, Emory Farms Section 5 and constructed a portion of the home within the existing wastewater easement that runs down the west side of the lot. This error was not discovered until the home construction was complete and scheduled for closing. The Director of Public Works, Director of Development Services, and the City Engineer were notified of the conflict and worked with the developer to come up with a solution to this problem. The proposed solution, approved by staff, involves relocating the existing wastewater line 10’ to the west onto the two adjacent vacant lots owned by Gehan Homes. The construction for the relocation has been approved by staff and construction is underway.

As part of the relocation, ten foot of the existing 15’ wastewater easement was vacated by separate instrument to remove the conflict with the home and a new 10’ wastewater easement was dedicated by separate instrument on the vacant lots. This gives the City 15’ of wastewater easement with the relocated wastewater line centered in the easement. This amended plat reflects these changes to the original recorded plat. No other changes were made to the lots.

Since the easement is an exclusive wastewater easement to the City of Hutto, no other agencies are involved in modifying this easement.

BUDGETARY AND FINANCIAL SUMMARY:
Gehan Homes Ltd, developers and builders of the Emory Farms subdivision, has issued a performance bond in the amount of $102,298.90 for the relocation of the wastewater line ten feet to the west onto two vacant lots owned by Gehan Homes, Ltd. Construction has started on this work and is expected to be complete August 4, 2015.
RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission is scheduled to make a recommendation to City Council on August 4, 2015.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:
1. Resolution - Emory Farms Section Five Lots 7 and 8, Block G Amended Plat
2. Exhibit A - Emory Farms Section Five Lots 7 and 8, Block G Amended Plat
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE AMENDED PLAT KNOWN AS “LOTS 7 AND 8, BLOCK G EMORY FARMS SECTION FIVE”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval, Now therefore,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the amended plat known as “Lots 7 and 8, Block G Emory Farms Section Five”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

____________________________
Debbie Holland, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
AMENDED PLAT OF LOTS 7 AND 8, BLOCK G
EMORY FARMS SECTION FIVE
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS
KNOW ALL MEN BY THESE PRESENTS


NO PORTION OF THIS SUBDIVISION IS WITHIN THE 100-YEAR FLOODPLAIN AS PER DMRMAP AND 940-112.00. OFFICIAL DATE: SEPTEMBER 20, 2009, AS SHOWN HEREIN.

EMORY FARMS SECTION FIVE – AMENDED PLAT
FIVE DREW DEVELOPMENT

STATE OF TEXAS
KNOW ALL MEN BY THESE PRESENTS

ROBERT C. WITTE, JR., REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE OF THE LAND CONVEYED TO JESSIE LEON, ET AL., AND THAT ALL DESCRIPTORS THEREOF, INCLUDING THE BEGINNING POINTS, ARE CORRECT.

BEGINNING at a 1/2" marker with "Chaparral" cap found in the southwest corner of Lot 9 of Emory Farms Section Five;

THENCE North 89°17'30" East, with the north line of Emory Stable Drive, being also the south line of Lote 7 and 8, a distance of 132.07 feet to a 1/2" marker with "Chaparral" cap found for the southwest corner of Lot 9 of Emory Farms Section Five, a subdivision of 1.05 acres, according to official record in Document No. 201000044 of the Official Public Records of Williamson County, Texas;

THENCE North 89°17'30" East, with the west line of Lot 7, being also the west line of Lot 6, a distance of 130.00 feet to a 1/2" marker with "Chaparral" cap found for the southwest corner of Lot 7 being also the southwest corner of Lot 8, and being the southwest corner of Lot 65 of Emory Farms Section Six, a subdivision of record in Document No. 201000044 of the Official Public Records of Williamson County, Texas;

THENCE South 89°17'30" West, with the north line of Lots 7 and 8, being also the south line of Lot 65 and 64 of Emory Farms Section Six, a distance of 123.07 feet to a 1/2" marker with "Chaparral" cap found for the southwest corner of Lot 6 and being the southwest corner of Lot 54, and being in the west line of said Lot 9;

THENCE South 89°17'30" West, with the west line of Lot 9, being also the west line of Lot 6, a distance of 130.00 feet to the point of BEGINNING, containing 0.394 acres of land, more or less.
AGENDA ITEM NO.: 7D.  AGENDA DATE: August 06, 2015

PRESENTED BY: Helen Ramirez, AICP, Director, Development Services

ITEM: Consideration and possible action on a resolution concerning the proposed Subdivision Lots 54 and 55, Block G Emory Farms Section Six Amended Plat, 0.360 acres, more or less, of land, 2 single-family lots, located at 1005 and 1007 Farmhouse Cove.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
Gehan Homes Ltd, developers and builders of the Emory Farms subdivision, recently constructed a home on Lot 8, Block G, Emory Farms Section 5 and constructed a portion of the home within the existing wastewater easement that runs down the west side of the lot. This error was not discovered until the home construction was complete and scheduled for closing. The Director of Public Works, Director of Development Services, and the City Engineer were notified of the conflict and worked with the developer to come up with a solution to this problem. The proposed solution, approved by staff, involves relocating the existing wastewater line 10’ to the west onto the two adjacent vacant lots owned by Gehan Homes. The construction for the relocation has been approved by staff and construction is underway.

As part of the relocation, ten foot of the existing 15’ wastewater easement was vacated by separate instrument to remove the conflict with the home and a new 10’ wastewater easement was dedicated by separate instrument on the vacant lots. This give the City 15’ of wastewater easement with the relocated wastewater line centered in the easement. This amended plat reflects these changes to the original recorded plat. No other changes were made to the lots.

Since the easement is an exclusive wastewater easement to the City of Hutto, no other agencies are involved in modifying this easement.

BUDGETARY AND FINANCIAL SUMMARY:
Gehan Homes Ltd, developers and builders of the Emory Farms subdivision, has issued a performance bond in the amount of $102,298.90 for the relocation of the wastewater line ten feet to the west onto two vacant lots owned by Gehan Homes, Ltd. Construction has started on this work and is expected to be complete August 4, 2015.
RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission is scheduled to make a recommendation to City Council on August 4, 2015.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:
1. Resolution - Emory Farms Section Six Lots 54 and 55, Block G Amended Plat
2. Exhibit A - Emory Farms Section Six Lots 54 and 55, Block G Amended Plat
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE AMENDED PLAT KNOWN AS “LOTS 54 AND 55, BLOCK G EMORY FARMS SECTION SIX”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the amended plat known as “Lots 54 and 55, Block G Emory Farms Section Six”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

________________________________
Debbie Holland, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
AMENDED PLAT OF LOTS 54 AND 55, BLOCK G, EMMORY FARMS
SECTION SIX WILIAMSON COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF WILLIAMSON

Know all men by these presents

COUNTY OF WILLIAMSON

To G EHAN HOMES, LTD., ACTING BY AND THROUGH JUSTIN ECHER, DIVISION PRESIDENT, BEING THE OWNERS OF LOTS 54 AND 55, BLOCK G, EMMORY FARMS SECTION SIX, A SUBMISSION OF RECORD IN DOCUMENT NO. 6922625 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THE LOT CONVEYED TO GOEHAN HOMES, LTD., BY SPECIAL Warranty Deed with Vineyard Land, Registered in Document No. 6922625, Dated September 23, 2008, in the Official Public Records of Williamson County, Texas, DO HEREBY AMEND SAID LOTS 54 AND 55, IN ACCORDANCE WITH CHAPTER 212 OF THE TEXAS LOCAL GOVERNMENT CODE, HERETOFORE BE CALLED "AMENDED PLAT OF LOTS 54 AND 55, BLOCK G, EMMORY FARMS SECTION SIX," AND HEREBY DEDUCE TO THE PUBLIC THE USE OF ALL EASES AND ERECTIONS OF RECORD IN DOCUMENT NO. 6922625 AND SUBJECT TO ALL EASEMENTS OR RESTRICTIONS HEREFORE GRANTED AND NOT RELEASED,

BY

G EHAN HOMES, LTD., A TEXAS LIMITED PARTNERSHIP

G EHAN HOMES, LTD. AND A TEXAS CORPORATION AS GENERAL PARTNER

JUSTIN ECHER, DIVISION PRESIDENT
G EHAN HOMES, LTD.
620 NORTH CAPITAL OF TEXAS HWY. W.
SUITE 325
AUSTIN, TX 78704
913-330-3906, EXT. 4202

BEFORE YOU, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPOINTED JUSTIN ECHER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, IT HAS BEEN HONORABLY PromISED TO ME THAT THE EXECUTION OF THE FOREGOING INSTRUMENT AS THE OWNER OF THE PROPERTY DESCRIBED HEREIN:

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

THE MARK AND SIGNATURE OF THE NOTARY PUBLIC AND NOTARY STAMP

THIS NOTE COMMISSION EXPIRES

APPROVAL

CITY OF WASHINGTON

PASSED AND APPROVED BY THE WASHINGTON CITY COUNCIL, ON THE 20TH DAY OF NOVEMBER, 2007, AND AUTHORIZED TO BE FILED FOR RECORD BY THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

MAYOR GREG HOLLAND

CITY SECRETARY CHRISTINE R. MARTINEZ

PLAT NOTES:
1) NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE OR WASTEWATER EASEMENTS UNLESS EXPRESSLY PERMITTED BY THE CITY OF WASHINGTON.
2) BUILDING SETBACKS SHALL COMPLY TO THE CITY OF WASHINGTON ORDINANCES.
3) A TEN (10) FOOT PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DESIGNATED ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES.
4) A PVE (5) FOOT PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DESIGNATED ON EACH SIDE OF ALL REAR LOT LINES.
5) A PVE (5) FOOT PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DESIGNATED ON EACH SIDE OF ALL SIDE LOT LINES.
6) NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED OR DEDICATED IN PLACE TO PUBLIC WATER AND WASTEWATER UTILITY.
7) LID (LIMITED IMPACT) TRACTS MAY BE DEDICATED ON THE PROPERTY WITHIN WHAT IS DESIGNATED.
8) SIDEWALKS SHALL BE PROVIDED ALONG ALL STREETS BOUNDING THIS SUBDIVISION.
9) THIS NOTE INTENTIONALLY LEFT BLANK
10) STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN CONFORMANCE WITH THE CITY OF WASHINGTON CODE OF ORDINANCES.
11) THIS NOTE INTENTIONALLY LEFT BLANK

UTILITY NOTES:
WATER AND WASTEWATER WILL BE AVAILABLE THROUGH THE CITY OF WASHINGTON AFTER THE APPROPRIATE UTILITY AND WATER UTILITY SYSTEMS ARE INSTALLED TO THIS SITE. THE CITY OF WASHINGTON ASSUMES NO OBLIGATIONS FOR INSTALLING ANY WATER AND WASTEWATER IMPROVEMENTS REQUIRED TO SERVE THIS SITE.

FLUSHPLAN NOTES:
A. ULTIMATE FLUSHPLAN
1. NO PORTION OF THIS TRACT IS ENCLOSED BY THE ULTIMATE 18" ANNUAL FLUSHPLAN.
2. NO FENCE OR STRUCTURES, STONE, OR ANY WALL SHALL BE PLACED WITHIN THE WALLS OF THE ULTIMATE 18" ANNUAL FLUSHPLAN, UNLESS APPROVED BY THE CITY ENGINEER, IT WILL NOT BE PERMITTED BY THE CITY ENGINEERS AFTER APPROVAL OF THE PROPOSED FLUSHPLAN.
3. EXISTING FLUSHPLAN
4. NO PORTION OF THIS TRACT IS ENCLOSED BY ANY SPECIAL FLOOD HAZARD AREAS MENTIONED IN THE 18" ANNUAL FLUSHPLAN EXCEPT AS DESIGNED BY THE U. S. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLUSHPLAN MAP. COMMUNITY PANEL NUMBER 48491001518, EFFECTIVE DATE SEPTEMBER 24, 2008, FOR WILLIAMSON COUNTY, TEXAS.

5. IN ORDER TO PROMOTE DRAINAGE AWAY FROM THE STRUCTURE, THE SLAB ELEVATIONS SHALL BE SLOPED A MINIMUM OF 1/8" PER FOOT FOR A DISTANCE OF AT LEAST TEN (10) FEET.
6. ALL SUBDIVISION CONSTRUCTION SHALL CONFORM TO THE CITY OF WASHINGTON CODE OF ORDINANCES, CONSTRUCTION STANDARDS, AND GENERALLY ACCEPTED ENGINEERING PRACTICES.

7. THIS NOTE INTENTIONALLY LEFT BLANK
8. ALL EASEMENTS OR PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS AGENT.
9. ALL DRAINAGE LOTS SHALL BE OWNED AND MAINTAINED BY THE HOMEOwner'S ASSOCIATION.
10. ALL LOTS IN THIS SUBDIVISION SUBJECT TO RESTRICTIONS AS RECORDED IN DOC. #200506592 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
11. THE BASIS OF BEARING OF THE Survey POINT SHOWN HEREIN IS GRID NORTH (NAD 83,3, TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE).
12. HOMEOwner'S ASSOCIATION IS RESPONSIBLE FOR MAINTENANCE OF ALL OPEN SPACES AND DRAINAGE EASEMENTS.

STATE OF TEXAS
COUNTY OF WILLIAMSON

Know all men by these presents

COUNTY OF WILLIAMSON

L CHRISTINE A. PUTTE, AN AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING AND HEREBY CERTIFY THAT THE PLAT COMPLIES WITH THE SUBDIVISION ORDINANCES AND THE STORMWATER DRAINAGE POLICY ADOPTED BY THE CITY OF WASHINGTON.

NO PORTION OF THIS SUBDIVISION IS WITHIN THE 100-YEAR FLOODPLAIN AS PER FEMAX 46491001518, EFFECTIVE DATE SEPTEMBER 24, 2008, AS SHOWN HERIN.

L ROBERT C. WATTS, JR., REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY STATE THAT THIS PLAT ACCURATELY REPRESENTS THE RESULTS OF AN ON-THE-GROUND SURVEY MADE UNDER MY SUPERVISION. THE FOLLOWING INSTRUMENTS WERE RECORDED OR SET IN THE POSITIONS INDICATED IN COMPLIANCE WITH THE SUBDIVISION ORDINANCES OF THE CITY OF WASHINGTON.

ROBERT C. WATTS, JR., RPL NO. 1205

CHAPARRAL PROFESSIONAL LAND SURVEYING, INC.

DATE

AUSTIN, TX 78704

STATE OF TEXAS
COUNTY OF WILLIAMSON

L. ROBERT C. WATTS, JR., REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY STATE THAT THIS PLAT ACCURATELY REPRESENTS THE RESULTS OF AN ON-THE-GROUND SURVEY MADE UNDER MY SUPERVISION. THE FOLLOWING INSTRUMENTS WERE RECORDED OR SET IN THE POSITIONS INDICATED IN COMPLIANCE WITH THE SUBDIVISION ORDINANCES OF THE CITY OF WASHINGTON.

ROBERT C. WATTS, JR., RPL NO. 1205

DATE

AUSTIN, TX 78704
Consideration and possible action on the second and final reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation Fiscal Year 2015-16 Budget.

STRATEGIC GUIDE POLICY: Economic Development

ITEM BACKGROUND:
The Hutto Economic Development Corporation (EDC) by-laws require the EDC budget to be approved by City Council before the budget will become effective. The budget shall contain such classifications as shall be in such form as may be prescribed from time to time by City Council.

The by-laws of the Hutto EDC require that the EDC adopt a budget at least 60 days prior to the beginning of the next fiscal year. The Hutto EDC fiscal year is the same as the City, which starts October 1 and ends September 30.

BUDGETARY AND FINANCIAL SUMMARY:
The State Comptroller’s Office remits the ½ cent Type A economic development sales tax to the City. The funds are transferred to the EDC account monthly.

The FY 2016 Budget totals $799,000.

In accordance with the Texas Local Government Code Section 504.105 "Limitation on use of revenues for promotional purposes," the Hutto EDC is proposing to spend $42,000 on marketing and promotions in the FY16 Budget. This is approximately 5% of the annual budget and less than the maximum of 25% allowed by statute.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Hutto Economic Development Corporation Board of Directors recommended approval of the proposed budget at their meeting on June 23, 2015.

CITY ATTORNEY REVIEW:
Not applicable.

**STAFF RECOMMENDATION:**
Not applicable.

**SUPPORTING MATERIAL:**
1. EDC Budget Ordinance
2. EDC Budget Synopsis
3. FY16 Draft EDC Budget
4. FY16 EDC Budget Summary Format
ORDINANCE NO.

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION FOR THE FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016 AND ADOPTING THE ANNUAL BUDGET OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION FOR THE 2015-16 FISCAL YEAR; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND OPEN MEETING CLAUSE.

WHEREAS, the Hutto Economic Development Corporation budget for the fiscal year October 1, 2015 through September 30, 2016, was duly presented to the City Council;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

SECTION I.

That the appropriations for the fiscal year October 1, 2015 through September 30, 2016 for the support of the Hutto Economic Development Corporation be fixed and determined for said terms in accordance with the expenditures shown in the EDC’s 2016 fiscal year budget, a summary of which is appended hereto as Exhibit A.

SECTION II.

That the budget, as shown in words and figures in Exhibit A, is hereby approved in all respects and adopted as the City’s budget for the fiscal year October 1, 2015 through September 30, 2016.

SECTION III. Publication Clause

The City Secretary of the City of Hutto is hereby authorized and directed to publish the caption of this ordinance in the manner and for the length of time prescribed by law.

SECTION IV. Severability Clause

The provisions of this ordinance are severable, and if any sentence, section, or other parts of this ordinance should be found to be invalid, such invalidity shall not affect the remaining provisions, and the remaining provisions shall continue in full force and effect.

SECTION V. Repealing Clause

All ordinances and resolutions and parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict.

SECTION VI. Open Meeting Clause

The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject hereof were discussed, considered, and formerly acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.
SECTION VII.
This ordinance shall take effect and be in force from and after its passage.

READ and APPROVED on first reading on this the _____ day of July, 2015 at a regular meeting of the City Council of the City of Hutto.

READ, APPROVED and ADOPTED on second reading this _____ day of July, 2015 at a special called meeting of the City Council of the City of Hutto.

CITY OF HUTTO, TEXAS

____________________________
Debbie Holland, Mayor

ATTEST:

____________________________________
Seth Gipson, City Secretary
DIVISION DESCRIPTION

The Hutto Economic Development Corporation is the City of Hutto’s economic development entity funded by a 1/2 cent Type A Sales Tax. The EDC was incorporated exclusively for the benefit of the City of Hutto to promote, assist and enhance economic development activities for the City, using tax revenues within the legal limits of the sales tax legislation. The Board’s budget is subject to Council review and approval. The Board hires a President/CEO who works with the City Manager to coordinate economic development efforts, provide information to economic development prospects and develop economic development incentives to attract and retain industrial and commercial development to Hutto. It is governed by a seven member Board appointed by the City Council.

### FY 2015 ACCOMPLISHMENTS
- Continued work on hiring a new President/CEO
- Continued funding partnership with TSTC for East Williamson County Higher Education Center – Hutto
- Continued funding partnership with the City of Hutto for infrastructure to open up land adjacent to SH130
- Updated the Hutto EDC website
- Partnered with Austin Chamber to assist in marketing the mega-site
- Frame Switch Local Government Corporation
- Obtained a 2nd extension from land owners on the mega-site
- Produced a Target Industry Analysis
- Worked with City of Hutto on updated incentive policy
- Williamson County Economic Development Partnership
- Continued to market Hutto for potential projects

### FY 2016 OBJECTIVES
- Continue to market Hutto to our target industries
- Continue to support the City of Hutto on development projects, research, insight, contacts, and ideas
- Attain AEDO reaccreditation
- Continue to grow and expand local business retention efforts throughout the Hutto community, increasing communication and rapport between businesses and government entities
- Update Strategic Guide
- Continue partnership with the Austin Chamber
## EXPENDITURES

**FY 2015 Approved Budget**

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<th>Category</th>
<th>Amount</th>
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<td>Projects</td>
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**FY 2016 Proposed Budget**

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**FY 2016**

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## PERSONNEL

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<tr>
<td>Vice-President</td>
<td>Erin Klingemann</td>
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<td>Executive Assistant</td>
<td>Emily Butler</td>
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<tr>
<td>Sales Tax Revenue - 1/2%</td>
<td>681,220</td>
<td>715,166</td>
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<tr>
<td>Interest</td>
<td>121</td>
<td>-</td>
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<tr>
<td>Other</td>
<td>5,000</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>686,341</td>
<td>715,166</td>
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<td><strong>EXPENSES</strong></td>
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<td>Human Resources</td>
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<td>Regular Full Time</td>
<td>204,797</td>
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<td>FICA/Medicare</td>
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<td>Retirement</td>
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<td>Health/Life Insurance</td>
<td>20,668</td>
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<td>Payroll Fees</td>
<td>460</td>
<td>600</td>
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<td>Prof. Development/Dues</td>
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<td><strong>Human Resources Subtotal</strong></td>
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<td>Operational Expenses/Supplies</td>
<td>8,911</td>
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<td>Office Equipment</td>
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<td>Office Rent</td>
<td>19,299</td>
<td>42,000</td>
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<td>8,399</td>
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<td>Insurance</td>
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<td>Professional Fees</td>
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<td>Community Relations</td>
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<td>Postage</td>
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<td>600</td>
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<td>Misc. Operating Expenses</td>
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<td>300</td>
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<td><strong>Administration Subtotal</strong></td>
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<td>Programs</td>
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<td>Research</td>
<td>7,333</td>
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<td>Business Retention</td>
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<td><strong>Programs Subtotal</strong></td>
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<td>Targeted Infrastructure</td>
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<td>Professional Services</td>
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<td>30,000</td>
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<td>Incentives</td>
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<td>60,000</td>
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<td>Higher Ed. Project</td>
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<td><strong>Projects Subtotal</strong></td>
<td>225,000</td>
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<td><strong>TOTAL EXPENSES</strong></td>
<td>672,852</td>
<td>799,000</td>
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<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>13,489</td>
<td>(83,834)</td>
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<tr>
<td><strong>ENDING FUND BALANCE</strong></td>
<td>$500,108</td>
<td>$416,274</td>
</tr>
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AGENDA ITEM NO.: 7F.  
AGENDA DATE: August 06, 2015

PRESENTED BY: Melanie Hudson, Director of Finance

ITEM: 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 and Construction, Article A4.000 Public Facility Rentals, Article A7.000 Library, and Article A8.000 Miscellaneous.

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND: 
Summary of the proposed amendment to the City of Hutto’s fee schedule:

Article A1.000 Development Services, Engineering and Construction: Elimination of the $75 refundable inspection deposit for several miscellaneous building permits. The inspection deposit is collected when a permit is issued, and refunded by mail after the final inspection is passed (generally three weeks). The deposits expire three years from the date the permit is issued.

Article A4.000 Public Facility Rentals: Addition of rental fees for the Hutto Gin facility. Proposed fees include rental rates and security deposits for Hutto residents ($500/day, $100/hour, $250 deposit), non-residents ($600/day, $200/hour, $350 deposit) and local non-profit organizations ($300/day, $50/hour, $250 deposit).

Article A7.000 Library: Clarification of the non-resident library card fee. The current fee schedule requires people not living within Hutto city limits or enrolled in Hutto ISD schools to pay a $10 library card fee. The proposed revision changes the application of the non-resident fee to people not living or owning property within Hutto city limits or Hutto ISD boundaries, and allows all Hutto taxpayers to receive a library card free of charge.

Article A8.000 Miscellaneous: Addition of filming application and disruptive use fees. These fees are part of the City’s Film Friendly program adopted by the City Council on May 7, 2015

Other changes in this amendment are renaming and renumbering items based on the proposed additions and revisions.

BUDGETARY AND FINANCIAL SUMMARY:
Article A1.000 Development Services, Engineering and Construction: since the inspection deposit is refundable, the removal is not expected to impact revenue.

Article A4.000 Public Facility Rentals: rental fee revenue for the Hutto Gin facility will offset operating costs for the facility. The security deposit is refundable and not expected to impact revenue.

Article A7.000 Library: clarification of the non-resident library card fee is not expected to impact revenue.

Article A8.000 Miscellaneous: filming fee revenue will offset administrative costs, as well as costs associated with the disruptive use and closure of public areas.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Fiscal and Budgetary Committee has reviewed the proposed fee schedule amendment.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends approval of the ordinance amending the City of Hutto’s fee schedule.

SUPPORTING MATERIAL:
1. Ordinance Amending Fee Schedule
2. Exhibit A - Amended Fee Schedule
3. Redlined Exhibit A - Amended Fee Schedule
ORDINANCE NO.

AN ORDINANCE PRESCRIBING CERTAIN FEES FOR THE CITY
HUTTO, AMENDING ALL APPLICABLE ORDINANCES AND OTHER
INSTRUMENTS; PROVIDING FOR A SCHEDULE OF FEES AND
CHARGES; PROVIDING A PUBLICATION CLAUSE; AND PROVIDING
AN OPEN MEETINGS CLAUSE.

WHEREAS, a review has been made by the City Staff covering rates, fees and charges of
the City of Hutto for certain services rendered or provided by the City of Hutto; and

WHEREAS, it is deemed advantageous to set out all of said rates, fees and charges in one
ordinance for the convenience of the City of Hutto, its employees and the citizens of Hutto and the
public in general; and

WHEREAS, it is the purpose and intent of this ordinance to adopt rate schedules, fees and
charges for such utilities and services provided by the City of Hutto; and

WHEREAS, it is recognized that the existing ordinances covering the various rates, fees
and charges are numerous and it is the purpose and intent of this ordinance to amend all of said
prior ordinance so as to set forth the rate and fee schedules as provided herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF HUTTO, TEXAS:

SECTION 1.0 Exhibit “A” which is attached to this Ordinance as a reference and is
incorporated into this Ordinance as presented, lists each of the specific fees and charges authorized
by the City Council.

SECTION 2.0 All fees and charges specified in Exhibit “A” shall be in effect as of July
30, 2015, unless otherwise noted in Exhibit “A”.

SECTION 3.0 All ordinances heretofore adopted by this City covering the fees and
charges as set forth in the ordinance be and each of said ordinances is hereby amended so as to
incorporate therein the applicable fees as set forth and contained in Exhibit “A” of this ordinance.

SECTION 4.0 If any sentence, phrase, paragraph or other part of this ordinance should be
held to be invalid by a court of competent jurisdiction such holding of invalidity shall not effect
the remainder of this ordinance and all portions of this ordinance not held to be invalid shall
continue and remain in full force and effect.

SECTION 5.0 All other terms and conditions contained in the amended ordinances, except
as amended herein and hereby shall continue and remain in full force and effect.
SECTION 6.0 Publication. The City Secretary of the City of Hutto, Texas is hereby authorized and directed to publish the caption of this ordinance in the manner and for the length of time prescribed by law.

SECTION 7.0 Open Meetings Clause. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and APPROVED on first reading on this the ___ day of July, 2015, at a regular meeting of the City Council of the City of Hutto, Texas.

READ, APPROVED and ADOPTED on second and final reading on this the ___ day of July, 2015, at a special called meeting of the City Council of the City of Hutto, Texas.

CITY OF HUTTO, TEXAS

____________________________________
Debbie Holland, Mayor

ATTEST:

____________________________________
Seth Gipson, City Secretary
EXHIBIT “A”

FEE SCHEDULE

JULY 30, 2015

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.000</td>
<td>Development Services, Engineering and Construction</td>
<td>A-3</td>
</tr>
<tr>
<td>A2.000</td>
<td>Public Safety</td>
<td>A-9</td>
</tr>
<tr>
<td>A3.000</td>
<td>Public Works</td>
<td>A-10</td>
</tr>
<tr>
<td>A4.000</td>
<td>Public Facility Rentals</td>
<td>A-11</td>
</tr>
<tr>
<td>A5.000</td>
<td>Utilities</td>
<td>A-13</td>
</tr>
<tr>
<td>A6.000</td>
<td>Business</td>
<td>A-19</td>
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<td>A7.000</td>
<td>Library</td>
<td>A-19</td>
</tr>
<tr>
<td>A8.000</td>
<td>Miscellaneous</td>
<td>A-20</td>
</tr>
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</table>
[This page intentionally left blank.]
ARTICLE A1.000 DEVELOPMENT SERVICES, ENGINEERING AND CONSTRUCTION

(a) **Zoning fees.**

(1) Temporary use permits: $300.00.

(2) Zoning change: $500.00 up to 5 acres. $100.00 for each additional 5 acres.

(3) Planned unit developments (PUD): $1,750.00 up to 20 acres. $100.00 for each additional 5 acres.

(4) Zoning variance: $175.00.

(5) Development Agreements: $750.00.

(6) SmartCode Submittal: $500.00 up to 80 acres. $100.00 for each additional 5 acres.

(7) Annexation (voluntary); $500.00

(8) Specific use permit: $300.00.

(9) Zoning verification letter: $25.00.**

(10) Warrant (Historic District only): $25.00,**

(11) Traffic Impact Analysis: $200.00 + Engineer Review Fees at $150 per hour (rate will be higher if the City is billed at a higher rate).**

(12) Technology Fee: $25.00 except where indicated by **.

*Notices—Written notice of each public hearing before the Planning and Zoning Commission on a proposed change in a zoning classification or a specific use permit shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property within a 200-foot radius of the affected area. All application fees include the initial notification fees. However, subsequent notifications will be charged to the applicant prior to making each additional notice at the rate of $5 per notice. For large scale projects with over 50 mailed notices, an additional fee of $1.00 per letter shall be charged for each mailing.

(b) **Appeals.**

(1) Administrative Appeal (Zoning Board of Adjustment): $500.00,**

(2) All other Appeals (City Council): $25.00,**

(c) **Subdivision fees.**

(1) Development assessment review: $1,100.00.

(2) Major subdivision preliminary plat: $1,550.00 plus $25.00 per lot; plus $20.00 per acre of right-of-way.

(3) Major subdivision final plat: $1,000.00 plus $25.00 per lot; plus $20.00 per acre of right-of-way.

(4) Plat vacation: $400.00.
(5) Amended plat of subdivision: $500.00 plus $25.00 per lot.

(6) Major/Minor plat recordation processing fee: $50 plus Williamson County plant recordation fees.**

(7) Minor/short form final plat: $500.00.

(8) Right of Way vacation/abandonment/license to encroach (public utility, right-of-way and drainage easement): $250.00* Requires amendment plat.

(9) GIS Fee: $25.00.**

(10) Subdivision public improvements/construction inspection fee: 3% of cost of public improvements.**

(11) Plan extension request (1 year extension): $150.00.**

(12) Subdivision public improvements/construction plan review: $100.00/acre.

(13) Legal lot determination: $25.00.**

(14) Subdivision variance: $175.00.

(15) Traffic Impact Analysis: $200.00 + Engineer Review Fees at $150 per hour (rate will be higher if the City is billed at a higher rate).**

(16) Technology Fee: $25.00 except where indicated by **.

d) Development fees.

(1) Parkland development fee:

   (A) Residential: $500.00 per unit.

   (B) Non-residential: $800.00 (minimum); $800.00 per acre for 3 or more acres.

(2) Parkland fee-in-lieu of land dedication fees:

   (A) Residential:

       Single-Family: $300.00 per unit

       Multi-Family: $175.00 per unit

e) Site plan fees.

(1) Site plan review fee: $1,000.00 plus $100.00 per acre. A resubmittal fee of $250 will be required for submittals received more than 45 days after comments were sent or after the third submittal for the project.

   (A) Technology fee: $25.00.

(2) Site Inspection fee: $200.00 plus $0.05/sq. ft. for impervious cover.

(3) Site inspection fee (public improvements only): 3% of cost of public improvements
(4) Minor deviations/design modifications: $200.00 plus $0.05/sq. ft. for impervious cover.

(5) Fire review fees shall be established by the Williamson County Emergency Services District No. 3.

(6) Right-of-way construction application fee:
   (A) $50.00 (driveway/flatwork/sidewalk/curb cut).
   (B) $50.00 (public improvements required).
   (C) Technology Fee: $5.00.

(7) Right-of-way construction inspection fee:
   (A) $25.00 (driveway/flatwork/sidewalk/curb cut).
   (B) 3% of cost of public improvements (public improvements required).

(f) Building plan review fees:
   (1) Residential: $25 per dwelling. Required for all new residential construction and residential addition permits.
   (2) Commercial: 65% of Commercial permit fee. Required for all new commercial construction and commercial addition permits.
   (3) Certificate of appropriateness (Historic District only): $25.00.

(g) Building permit fees. Fees for building permits double if work on the project begins prior to issuance of the permit. All permit fees are to be paid in advance by the licensed party who applies for the permit. Building Valuation is determined by the International Code Council (ICC) Building Valuation Data Table (BVD). This calculation takes the total square feet of a structure multiplied by the amount found on the BVD table for the Building Group and Construction Type.

   (1) New Residential/New Commercial/Residential Addition/Commercial Addition/Commercial Remodel permit fees: Includes required inspections, re-inspections are an additional fee.

<table>
<thead>
<tr>
<th>Estimated Valuation</th>
<th>Fee</th>
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</thead>
<tbody>
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<td>$1.00 to $5,000.00</td>
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<tr>
<td>$5,001.00 to $10,000.00</td>
<td>$76.92</td>
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<td>$10,001.00 to $25,000.00</td>
<td>$99.69 for the first $10,000 plus $7.70 for each additional $1,000</td>
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<tr>
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<td>$500,001.00 to $1,000,000.00</td>
<td>$1,778.69 for the first $500,000 plus $2.62 for each additional $1000</td>
</tr>
</tbody>
</table>
$1,000,001.00 and up $3,088.69 for the first $1,000,000 plus $1.74 for each additional $1,000

(A) Re-inspections: $50 each.

(B) Technology fee

(1) Residential building permit: $10.00

(2) Commercial building permit: $20.00

(2) Miscellaneous permits/inspections by type.

(A) Technology fee: $5.00 for all miscellaneous permits, except where indicated by **.

(B) Move-in permit fee (modular structure): $100.00.

(C) Demolition:

(1) Residential: $25.00.

(2) Commercial: $100.00.

(D) Storage building (over 200 square feet); Water Softener; Water Heater; Irrigation; Spas; Hot Tubs; HVAC; Pool; Solar Panel; Wind Turbine; Patio; Deck permit: $25.00; plus required inspection(s) fees. Re-inspections are an additional fee.

(E) Fire safety inspection for commercial buildings is set by Williamson County Emergency Services District No. 3.

(F) Tree removal permit**

(1) Undeveloped or redevelopment site:

(i) Trees with a DBH of at least 6”, regardless of health: Permit required; no fee.

(ii) Nuisance, diseased, dangerous or dead trees: No permit required; no fee.

(2) Developed site:

(i) Trees with a DBH of at least 2.5”, regardless of health: Permit required; no fee.

(ii) Nuisance, diseased, dangerous or dead trees: No permit required; no fee.

(G) HUD-code manufactured home fees.

(1) Permit application fee: $100.00. (2004 Code, sec. 3.902)

(2) License application or renewal fees: $50.00.

(3) License transfer fee: $50.00.
(2004 Code, sec. 3.903)

(H) Sign permits.

(1) Regular signs (on buildings or freestanding).
   (i) Signs meeting code requirements, fee due upon application: $5.00 per sq. foot of facing.
   (ii) Sign master plan application fee: $100.00.

(2) Signs requiring variances.
   (i) Processing fee: $50.00.
   (ii) If variance approved: $10.00 per square foot of facing.
   (iii) If variance approved for sign master plan: $5.00 per square foot of facing.

(3) Temporary signs.
   (i) Temporary Commercial Signage, per sign: $30.00.
   (i) A-Frame Sign: $30.00 (1 year).
   (iii) Public Information Sign: Permit required; no fee.**
   (iv) Political sign: No permit required; no fee.**

(I) Certificate of Occupancy (change of commercial tenant or ownership): $50.00.

(J) Temporary Certificate of Occupancy: $100.00 per issuance.

(K) Occupation of a structure prior to issuance of a Certificate of Occupancy: $100.00 per day of occupancy prior to issuance of a Certificate of Occupancy.

(L) Temporary job/construction trailer: $30.00.

(M) Remodel-Residential: $25.00 plus required inspection(s) fees. Re-Inspections are an additional fee. (No Plan Review fee required)

(N) Inspection for habitable dwelling. Building or home 5 years or older: $25.00.

(O) All inspections and re-inspections not listed above: $50.00 each.**

(h) Map and Plan Documents.

(1) Printed map products.
   (A) Black and white or color map.
(i) 8.5" x 11": $2.00.
(ii) 11" x 17": $4.00.
(iii) 34" x 48": $15.00.

(B) Map tube: $2.00.

(C) Postage: $4.00 depending on additional postage fees.

(D) 2-day request: $20.00.

(E) As-built plans (24" x 36"): $3.00.

(2) GIS/CD/e-mail products.

(A) PDF file: No fee.

(B) JPG file: No fee.

(C) CD: $2.00.

(D) DVD: $2.50.

(E) Postage: $4.00 depending on additional postage fees.

(F) Shape file.

   (i) Each layer: $25.00.

   (ii) Parcel layer: $50.00.

(G) Aerial.

   (i) Individual panels (per panel): $25.00.

   (ii) All panels: $750.00.

(H) As-built plans (electronic): No fee.

(3) GIS custom maps: GIS is not authorized to prepare custom maps. However, should the preparation of a custom map be authorized by the Planning Director, the customer will be charged on a per hour basis. $75 for the first hour, $35 for each additional hour.

ARTICLE A2.000 PUBLIC SAFETY

(a) Police.

(1) Fingerprinting service, per set (voluntary fingerprinting of children is at no charge): $10.00.
(2) Accident reports, per report: $6.00.

(3) Hourly rate for police unit (vehicle) on security detail, per hour: $15.00.


(5) Business alarm permits (annual fee): $50.00.

(6) Residential alarm permits (annual fee): $25.00.

(b) Animal control. Ordinance 10-003-00. All fees set forth shall apply as adopted by the Williamson County Commissioner’s Court for the Regional Animal Shelter, as amended.

(1) Dog registration for sterilized animal, per tag: $5.00.

(2) Dog registration for unsterilized animal, per tag: $10.00.

(3) Impoundment fee, registered: $30.00.

(4) Impoundment fee, unregistered: $60.00.

(5) Return charge for loose livestock that are picked up, per occurrence: $65.00.

(6) Holding fee, per day: $10.00.

(7) Rabies vaccination, per animal: $15.00.

(8) Pick up deceased owner animal, per animal: $25.00.

(9) Fee for dropping off animal - owner surrender, per occurrence: $25.00.

(10) Additional drop-off fee with litter, per occurrence: $25.00.

(c) Traffic fines. The municipal judge has discretion to charge the maximum fee per state law depending on the violation. In addition to traffic fines, a person convicted of a misdemeanor shall pay court cost mandated by the state. Other fines charged are established in the Code of Ordinances and state law.

(1) Maximum fines. The maximum fine for most municipal court cases is as follows:

(A) Traffic Violations: $200

   (i) $200 fines for traffic violations may be doubled for offenses in a construction or maintenance work zone when workers are present and if the construction or maintenance work zone is marked by a sign indicating construction or maintenance work zone.

   (ii) Additional fee applies if speeding in a school zone.

(B) Penal Violations: $500

(d) City Ordinances. As stated in Chapter 1, Section 1.01.009 of the Code, the City Council may establish the following penalties:
(1) A fine up to $2,000 in all cases arising under the ordinances, resolutions, rules or orders that govern: fire safety, zoning, public health and sanitation (including dumping of refuse); and

(2) A fine up to $500 for all other city violations.

(e) Unlawful Passing of School Buses. Unlawfully passing a school bus is punishable by a fine of $500–$1250 for first offense, or $1,000–$2,000 for second or subsequent offense.

(f) Failure to Maintain Motor Vehicle Liability Insurance. Conviction of this offense is a misdemeanor punishable by a fine of not less than $175 or more than $350; if a person has been previously convicted of this offense, it is punishable by fine of not less than $350 or more than $1000.

(g) Parked in Handicap Zone. Conviction of this offense is a misdemeanor punishable by a fine of not less than $500 or more than $750; if a person has been previously convicted of this offense, it is punishable by a fine not less than $550 or more than $800; and if that person has been convicted three times of this offense, a fine of not less than $800 or more than $1100.

(h) Time Payment Fee (Chapter 51 of Government Code Sec. 51.921). Municipal Court shall collect a fee of $25.00 from a person who has been convicted, pays any part of a fine, court cost or restitution on or after the 31st day after the date Judgment is entered.

(i) Photographic traffic enforcement system.

   (1) Civil penalty: $75.00.
   (2) Late payment fee: $25.00.
   (3) Payment by credit or debit card: 2% of the total payment.

(Ordinance 06-012-01 adopted 6/19/08)

(j) Food sanitation fees (25 Texas Administrative Code Sec. 229.161-171, 229.173-175) Fees under this subsection are to be reviewed and regulated by the Williamson County and Cities Health District.

ARTICLE A3.000 PUBLIC WORKS

(a) Solid waste collection. The proposed rates would take effect December 1, 2008, if current provider contract is renewed. Includes $1.10 adjustable fuel surcharge

   (1) Residential customers. Collected by city on monthly utility bill. Pickup once per week.

<table>
<thead>
<tr>
<th>Container Size or Number</th>
<th>Base Rate (includes billing)</th>
<th>Fuel Surcharge</th>
<th>Street Maint.</th>
<th>+ Sales tax (8.25%)</th>
<th>Recycle Cart</th>
<th>Total Monthly Fee</th>
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</thead>
<tbody>
<tr>
<td>Single 96-gallon cart</td>
<td>$14.25</td>
<td>$0.50</td>
<td>$0.93</td>
<td>$1.36</td>
<td>$0.75</td>
<td>$17.79</td>
</tr>
<tr>
<td>Each additional cart</td>
<td>$14.25</td>
<td>$0.50</td>
<td>$0.93</td>
<td>$1.36</td>
<td>$0.75</td>
<td>$17.79</td>
</tr>
</tbody>
</table>

   (2) Commercial customers with a cart. Collected by city on monthly utility bill. Pickup once per week.
### Fees (effective 02/01/2012)

<table>
<thead>
<tr>
<th>Container Size or Number</th>
<th>Base Rate (includes billing)</th>
<th>Fuel Surcharge</th>
<th>Street Maint.</th>
<th>+ Sales tax (8.25%)</th>
<th>Recycle Cart</th>
<th>Total Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single 96-gallon cart</td>
<td>$21.63</td>
<td>$0.50</td>
<td>$1.37</td>
<td>$2.00</td>
<td>$0.75</td>
<td>$26.25</td>
</tr>
<tr>
<td>Each additional cart</td>
<td>$21.63</td>
<td>$0.50</td>
<td>$1.37</td>
<td>$2.00</td>
<td>$0.75</td>
<td>$26.25</td>
</tr>
</tbody>
</table>

(b) **Assessments.** Lot cleanup: Actual cost plus $100.00 administrative fee.

*(Ordinance 08-026-00 adopted 10/2/08)*

**ARTICLE A4.000 PUBLIC FACILITY RENTALS**

(a) **Facilities and equipment rental.** Rental procedures and forms will be set and made available through the Parks and Recreation department. Fees for facilities and equipment are set below.

(1) **Facilities.** Resident and non-resident individuals, clubs, organizations, or businesses may rent parks and recreation facilities, when available, for a fee per function as follows:

(A) **Pavilions:**

- **City Park**
  - Full (120’ x 60’): Residents $100.00, Nonresidents $125.00
  - Half (60’ x 30’): Residents $50.00, Nonresidents $75.00
  - Neighborhood parks (18’ x 36’): Residents $25.00, Nonresidents $50.00

(B) **Saul House Recreation Site:**

- Home Site/Meeting Facility (4 hours): Residents $200.00, Nonresidents $225.00
- Additional Hours: $20/hour for Residents, $25/hour for Nonresidents

(C) **Sports facility lights**

- $20.00/hour for Residents, $25.00/hour for Nonresidents

A $100.00 deposit shall be required to rent the above listed facilities. Upon inspection and determination that facilities have not been damaged and clean up costs have not been incurred, the deposit shall be refunded.

(D) **Hutto Gin**

<table>
<thead>
<tr>
<th></th>
<th>Residents</th>
<th>Nonresidents</th>
<th>Local Non-profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day (4+ hours)</td>
<td>$500.00/day</td>
<td>$600.00/day</td>
<td>$300.00/day</td>
</tr>
<tr>
<td>Half Day (1-3 hours)</td>
<td>$100.00/hour</td>
<td>$200.00/hour</td>
<td>$50.00/hour</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$250.00</td>
<td>$350.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Upon inspection and determination that facilities have not been damaged and clean up costs have not been incurred, the deposit shall be refunded.

(2) **Equipment.**

(A) Recreation kit

<table>
<thead>
<tr>
<th></th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

(3) **Athletic field rental rates.**

(A) Deposit fees for all athletic field rentals:

<table>
<thead>
<tr>
<th></th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bases/field markers, per field</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Keys, per set</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Litter damage, per complex</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Concession stand, per day</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Light fees, per hour</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Press Box</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

(B) **Athletic rental fee schedule.**

(i) **Tournaments.**

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents - HISD</th>
<th>Nonresidents - Non-HISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult tournaments, per field per day</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Youth tournaments, per field per day</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>School tournaments, per field per day</td>
<td>$25.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

(ii) **Camps, clinics and practices.**

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
</table>

12
Sports camps/clinics, per field per day

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Youth</th>
<th>Light fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100.00</td>
<td>$50.00</td>
<td>$20.00/hr.</td>
</tr>
<tr>
<td></td>
<td>$125.00</td>
<td>$75.00</td>
<td>$20.00/hr.</td>
</tr>
</tbody>
</table>

Practice field rental, per hour

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Youth</th>
<th>Light fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00/hr. (if available)</td>
</tr>
<tr>
<td></td>
<td>$35.00</td>
<td>$35.00</td>
<td>$20.00/hr. (if available)</td>
</tr>
</tbody>
</table>

(iii) PARD Staff Fee: $25 per hour per staff member (if Parks and Recreation Staff is required to be available during use.)

(b) **Youth sports association facility fees.**

(1) All youth associations will be required to pay no less than a five dollar ($5.00) non-resident fee per season for each non-resident child in the association.

(2) All youth associations may be subject to a minimum individual player fee for each participant for each season of play. This fee may be no less than $1.00 per participant.

(c) **Recreation program fees.**

(1) All recreation program fees are set by the director of parks and recreation and approved by the city manager on a case-by-case basis. Nonresidents shall pay a $5.00 surcharge per class or special event.

(2) All youth associations will be required to pay no less than a $5.00 non-resident fee per season for each non-resident child in the association.

*(Ordinance 08-026-00 adopted 10/2/08)*

**ARTICLE A5.000 UTILITIES**

(a) **Deposits for all water and wastewater accounts per connection.** If average monthly consumption is found to be in excess of the minimum, the customer may be assessed an additional deposit as determined by the city manager.

(1) Water and wastewater, per customer:

(A) Good payment history: $0.* Deposit may be waived with letter of good credit (Sec. 13.02.037) or through credit check.

(B) Average payment history: $150.**

(C) Poor payment history: $250.**

*$150 deposit will be charged for any customer without a deposit who is disconnected for non-payment.
** An additional $50 deposit will be charged to customers disconnected for non-payment.

*** Final determination of credit history to be made by the City Utility Billing Supervisor.

(2) Wastewater only:

(A) Good payment history: $0* Deposit may be waived with letter of good credit (Sec. 13.02.037) or through credit check.

(B) Average payment history: $100**

(C) Poor payment history: $200**

** An additional $50 deposit will be charged to customers disconnected for non-payment.

*** Final determination of credit history to be made by the City Utility Billing Supervisor.

(3) Non-residential:

Non-residential deposits are outlined in Article 13, Section 13.02.037 in the Code of Ordinances. The minimum non-residential deposit is equal to the residential deposit.

(4) Temporary meters, per meter: $1,500.00.

(b) Connection fees.

(1) Water:

(A) 5/8" and 3/4" meter: $600.00;

(B) 1" meter: $750.00;

(C) 1-1/2" meter: $900.00;

(D) 2" meters: $1,100.00;

(E) Above 2" meters: Actual meter costs plus $300.00.

(2) Wastewater:

(A) Up to 8" connection: $750.00 inside city; $300.00 developer installed.

(B) Above 8" meters: Actual materials and labor costs plus $500.00; $300.00 developer installed.

(c) Other service charges.

(1) New account charge/transfer account charge: $35.00.

(2) Disconnection/reconnection fee due to nonpayment: $50.00. (Jonah and Manville customers will be assessed an additional $50 fee).
(3) After-hours connection fee/reconnection fee: $50.00 in addition to above.

(4) Meter reread charge: $25.00.

(5) Tampering with a locking device: $250.00.

(d) **Impact fees.** For plats recorded prior to February 1, 2013.

1. Water, per service unit equivalent: $4,363.00.
2. Wastewater, per service unit equivalent: $1,068.00.

(e) **Impact fees.** For plats recorded after February 1, 2013.

1. Water, per service unit equivalent: $3,625.00.
2. Wastewater, per service unit equivalent: $2,128.00.

(f) **Retail water/wastewater rates.** Outside city rates are 1.15 times inside city rates.

**Water**

Minimum Monthly Charge (Demand)

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; &amp; 3/4&quot; meter</td>
<td>$22.74</td>
<td>$26.14</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$34.11</td>
<td>$39.22</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$56.85</td>
<td>$65.37</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$113.70</td>
<td>$130.75</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$181.92</td>
<td>$209.21</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$363.82</td>
<td>$418.40</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$568.48</td>
<td>$653.75</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$1,136.96</td>
<td>$1,307.51</td>
</tr>
</tbody>
</table>

Volume Rate (per 1,000 gallons)

**Single-Family Residential**

<table>
<thead>
<tr>
<th>Monthly use between:</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 5,000 gals</td>
<td>$6.98</td>
<td>$8.03</td>
</tr>
</tbody>
</table>
5,001 to 12,000 gals $7.65 $8.80
12,001 to 25,000 gals $7.94 $9.12
25,001 gals or more $8.72 $10.03

Non-residential, all consumption $7.65 $8.80
Irrigation, all consumption $7.94 $9.12
Construction, all consumption $7.94 $9.12

**Wastewater**

Minimum Monthly Charge (Demand)

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; &amp; 3/4&quot; meter</td>
<td>$16.77</td>
<td>$19.29</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$26.16</td>
<td>$28.93</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$41.93</td>
<td>$48.22</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$83.85</td>
<td>$96.44</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$134.16</td>
<td>$154.29</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$268.33</td>
<td>$308.57</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$419.27</td>
<td>$482.16</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$838.53</td>
<td>$964.31</td>
</tr>
</tbody>
</table>

Volume Rate (per 1,000 gallons)

- Residential*: $4.19 $4.82
- Non-residential**: $4.82 $5.54

Monthly Rate (volume and demand)

- Flat Rate Customers: $40.00 $46.00

*Based on winter water use average.
Based on monthly water meter readings. Non-residential customers with a 5/8” or 3/4” water meter will continue to base their bill on winter water use average unless a separate irrigation meter is installed. Wastewater only customers must report monthly water readings. Late or underreported usage will be subject to late fees in accordance with Section 13.02.039 and disconnection for nonpayment.

(g) **Unmetered fire protection systems per connection.** Minimum charge per month, per service size:

1. 2-inch: $8.00.
2. 6-inch: $20.00.
3. 8-inch: $30.00.

(h) **Bulk water rate.** Per 1,000 gallons: $3.50.

*(Ordinance 08-026-00 adopted 10/2/08)*

(i) **Drought contingency plan.**

1. Water allocation surcharges for stage 6 response.

   (A) Single-family residential customers:
   
   i. $10.00 for the first 1,000 gallons over allocation.
   
   ii. $15.00 for the second 1,000 gallons over allocation.
   
   iii. $20.00 for the third 1,000 gallons over allocation.
   
   iv. $25.00 for each additional 1,000 gallons over allocation.

   (B) Master-metered multifamily residential customers:
   
   i. $10.00 for 1,000 gallons over allocation up through 1,000 gallons for each dwelling unit.
   
   ii. $15.00 thereafter for each additional 1,000 gallons over allocation up through a second 1,000 gallons for each dwelling unit.
   
   iii. $20.00 thereafter for each additional 1,000 gallons over allocation up through a third 1,000 gallons for each dwelling unit.
   
   iv. $25.00 thereafter for each additional 1,000 gallons over allocation.

   (C) Commercial customers:
   
   i. Customers whose allocation is 0 gallons through 3,000 gallons per month:
   
   a. $10.00 per thousand gallons for the first 1,000 gallons over allocation.
   
   b. $15.00 per thousand gallons for the second 1,000 gallons over allocation.
   
   c. $20.00 per thousand gallons for the third 1,000 gallons over allocation.
d. $25.00 per thousand gallons for each additional 1,000 gallons over allocation.

(ii) Customers whose allocation is 3,000 gallons per month or more:

a. 3 times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.

b. 5 times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.

c. 7 times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.

d. 9 times the block rate for each 1,000 gallons more than 15 percent above allocation.

As used herein, “block rate” means the charge to the customer per 1,000 gallons at the regular water rate schedule at the level of the customer’s allocation.

(D) Industrial customers:

(i) Customers whose allocation is 0 gallons through 3,000 gallons per month:

a. $10.00 per thousand gallons for the first 1,000 gallons over allocation.

b. $15.00 per thousand gallons for the second 1,000 gallons over allocation.

c. $20.00 per thousand gallons for the third 1,000 gallons over allocation.

d. $25.00 per thousand gallons for each additional 1,000 gallons over allocation.

(ii) Customers whose allocation is 3,000 gallons per month or more:

a. 3 times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.

b. 5 times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.

c. 7 times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.

d. 9 times the block rate for each 1,000 gallons more than 15 percent above allocation.

As used herein, “block rate” means the charge to the customer per 1,000 gallons at the regular water rate schedule at the level of the customer’s allocation.

(2004 Code, sec. 13.410)

(2) Water reconnection charge following discontinuance of water service for conviction of three or more distinct violations of the plan: $35.00. (2004 Code, sec. 13.411)
ARTICLE A6.000 BUSINESS

(a) Wine and beer retailer permit: $25.00.

(b) Peddler, Solicitors, Distributors, Itinerant Vendors and Mobile Street Vendors

   (1) Peddler/Solicitor: $25.00 for each person permitted.

   (2) Distributor: $25.00 for each person or group of persons.

   (3) Itinerant Vendors/Mobile Street Vendors

      a) 14 day permit: $25.00 fee

      b) 30 day permit: $35.00 fee

      c) 90 day permit: $75.00 fee

      d) 180 day permit: $100.00 fee

(Ordinance O-14-06-19-6A adopted 6/19/14)

ARTICLE A7.000 LIBRARY

(a) Library cards.

   (1) Non-resident.

      (A) Family: No family cards.

      (B) Individual: People not living or owning property within the City of Hutto limits or Hutto ISD boundaries may obtain a library card for $10 annual fee. This will be effective April 1, 2015. This fee will be charged yearly at the time of renewal.

(Ordinance O-15-03-05-7D)

   (2) Replacement.

      (A) For 1st replacement: $1.00.

      (B) All additional replacement cards: $5.00.

(b) Copies.

   (1) Black and white, per impression: $0.10.

   (2) Color, per impression: No color copies.

(c) Fines and fees.
(1) Overdue books, per day up to maximum cost to replace: $0.25 with a $10.00 maximum fine.

(2) Lost or damaged book fee: Cost of book + $5.00 processing fee + fines.

(d) Interlibrary loan: Cost of return postage.

(Ordinance 08-026-00 adopted 10/2/08)

ARTICLE A8.000 MISCELLANEOUS

(a) Special events permit application fee: $50.00. (Ordinance 2006-25 adopted 5/15/06)

(b) Street closure permit application fee: $25.00. (Ordinance 2006-24 adopted 5/15/06)

(c) Fireworks display permit application fee: $40.00. (2004 Code, sec. 5.105)

(d) Film application fee: $50.00 (Ordinance___________ adopted 7/2/15)

(1) Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area: $500.00 per day.

(2) Partial, non-disruptive use of a public building, park, right-of-way, or public area: $250.00 per day.

(3) Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking: $50.00 per block per day.

(4) Partial closure or obstruction of a public street or right-of-way, including parking lots and on-street parking: $25.00 per block per day.

(5) Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles): $50.00 per block or lot per day.

(e) Brush collection by city after storm.

(1) Minimum: $15.00.

(2) Additional time in increments of five minutes: $5.00.

(2004 Code, sec. 6.311)

(f) Returned check fee (for any city payment): $30.00.

(g) Credit card processing fee, per transaction: $1.00.

(Ordinance 08-026-00 adopted 10/2/08)
## EXHIBIT “A”

### FEE SCHEDULE

**MARCH 5-JULY 30, 2015**

<table>
<thead>
<tr>
<th>Article</th>
<th>Division</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.000</td>
<td>Development Services, Engineering and Construction</td>
<td>A-3</td>
</tr>
<tr>
<td>A2.000</td>
<td>Public Safety</td>
<td>A-92</td>
</tr>
<tr>
<td>A3.000</td>
<td>Public Works</td>
<td>A-104</td>
</tr>
<tr>
<td>A4.000</td>
<td>Public Facility Rentals</td>
<td>A-114</td>
</tr>
<tr>
<td>A5.000</td>
<td>Utilities</td>
<td>A-138</td>
</tr>
<tr>
<td>A6.000</td>
<td>Business</td>
<td>A-1920</td>
</tr>
<tr>
<td>A7.000</td>
<td>Library</td>
<td>A-1924</td>
</tr>
<tr>
<td>A8.000</td>
<td>Miscellaneous</td>
<td>A-204</td>
</tr>
</tbody>
</table>
ARTICLE A1.000 DEVELOPMENT SERVICES, ENGINEERING AND CONSTRUCTION

(a) Zoning fees.

(1) Temporary use permits: $300.00.

(2) Zoning change: $500.00 up to 5 acres. $100.00 for each additional 5 acres.

(3) Planned unit developments (PUD): $1,750.00 up to 20 acres. $100.00 for each additional 5 acres.

(4) Zoning variance: $175.00.

(5) Development Agreements: $750.00.

(6) SmartCode Submittal: $500.00 up to 80 acres. $100.00 for each additional 5 acres.

(7) Annexation (voluntary); $500.00

(8) Specific use permit: $300.00.

(9) Zoning verification letter: $25.00.**

(10) Warrant (Historic District only): $25.00.**

(11) Traffic Impact Analysis: $200.00 + Engineer Review Fees at $150 per hour (rate will be higher if the City is billed at a higher rate).**

(12) Technology Fee: $25.00 except where indicated by **.

*Notices–Written notice of each public hearing before the Planning and Zoning Commission on a proposed change in a zoning classification or a specific use permit shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property within a 200-foot radius of the affected area. All application fees include the initial notification fees. However, subsequent notifications will be charged to the applicant prior to making each additional notice at the rate of $5 per notice. For large scale projects with over 50 mailed notices, an additional fee of $1.00 per letter shall be charged for each mailing.

(b) Appeals.

(1) Administrative Appeal (Zoning Board of Adjustment): $500.00.**

(2) All other Appeals (City Council): $25.00.**

(c) Subdivision fees.

(1) Development assessment review: $1,100.00.

(2) Major subdivision preliminary plat: $1,550.00 plus $25.00 per lot; plus $20.00 per acre of right-of-way.

(3) Major subdivision final plat: $1,000.00 plus $25.00 per lot; plus $20.00 per acre of right-of-way.
(4) Plat vacation: $400.00.

(5) Amended plat of subdivision: $500.00 plus $25.00 per lot.

(6) Major/Minor plat recordation processing fee: $50 plus Williamson County plat recordation fees.**

(7) Minor/short form final plat: $500.00.

(8) Right of Way vacation/abandonment/license to encroach (public utility, right-of-way and drainage easement): $250.00* Requires amendment plat.

(9) GIS Fee: $25.00.**

(10) Subdivision public improvements/construction inspection fee: 3% of cost of public improvements.**

(11) Plan extension request (1 year extension): $150.00.**

(12) Subdivision public improvements/construction plan review: $100.00/acre.

(13) Legal lot determination: $25.00.**

(14) Subdivision variance: $175.00.

(15) Traffic Impact Analysis: $200.00 + Engineer Review Fees at $150 per hour (rate will be higher if the City is billed at a higher rate).**

(16) Technology Fee: $25.00 except where indicated by **.

(d) Development fees.

(1) Parkland development fee:
   (A) Residential: $500.00 per unit.
   (B) Non-residential: $800.00 (minimum); $800.00 per acre for 3 or more acres.

(2) Parkland fee-in-lieu of land dedication fees:
   (A) Residential:
       Single-Family: $300.00 per unit
       Multi-Family: $175.00 per unit

(e) Site plan fees.

(1) Site plan review fee: $1,000.00 plus $100.00 per acre. A resubmittal fee of $250 will be required for submittals received more than 45 days after comments were sent or after the third submittal for the project.

   (A) Technology fee: $25.00.
(2) Site Inspection fee: $200.00 plus $0.05/sq. ft. for impervious cover.
(3) Site inspection fee (public improvements only): 3% of cost of public improvements
(4) Minor deviations/design modifications: $200.00 plus $0.05/sq. ft. for impervious cover.
(5) Fire review fees shall be established by the Williamson County Emergency Services District No. 3.
(6) Right-of-way construction application fee:
   (A) $50.00 (driveway/flatwork/sidewalk/curb cut).
   (B) $50.00 (public improvements required).
   (C) Technology Fee: $5.00.
(7) Right-of-way construction inspection fee:
   (A) $25.00 (driveway/flatwork/sidewalk/curb cut).
   (B) 3% of cost of public improvements (public improvements required).

(f) Building plan review fees:
(1) Residential: $25 per dwelling. Required for all new residential construction and residential addition permits.
(2) Commercial: 65% of Commercial permit fee. Required for all new commercial construction and commercial addition permits.
(3) Certificate of appropriateness (Historic District only): $25.00.

(g) Building permit fees. Fees for building permits double if work on the project begins prior to issuance of the permit. All permit fees are to be paid in advance by the licensed party who applies for the permit. Building Valuation is determined by the International Code Council (ICC) Building Valuation Data Table (BVD). This calculation takes the total square feet of a structure multiplied by the amount found on the BVD table for the Building Group and Construction Type.

(1) New Residential/New Commercial/Residential Addition/Commercial Addition/Commercial Remodel permit fees: Includes required inspections, re-inspections are an additional fee.

<table>
<thead>
<tr>
<th>Estimated Valuation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00 to $5,000.00</td>
<td>$25</td>
</tr>
<tr>
<td>$5,001.00 to $10,000.00</td>
<td>$76.92</td>
</tr>
<tr>
<td>$10,001.00 to $25,000.00</td>
<td>$99.69 for the first $10,000 plus $7.70 for each additional $1,000</td>
</tr>
<tr>
<td>$25,001.00 to $50,000</td>
<td>$215.19 for the first $25,000 plus $5.56 for each additional $1,000</td>
</tr>
</tbody>
</table>
$50,001.00 to $100,000.00  $354.19 for the first $50,000 plus $3.85 for each additional $1,000

$100,001.00 to $500,000.00  $546.69 for the first $100,000 plus $3.08 for each additional $1,000

$500,001.00 to $1,000,000.00  $1,778.69 for the first $500,000 plus $2.62 for each additional $1,000

$1,000,001.00 and up  $3,088.69 for the first $1,000,000 plus $1.74 for each additional $1,000

(A) Re-inspections: $50 each.

(B) Technology fee

   (1) Residential building permit: $10.00
   (2) Commercial building permit: $20.00

(2) Miscellaneous permits/inspections by type.

(A) Technology fee: $5.00 for all miscellaneous permits, except where indicated by **.

(B) Move-in permit fee (modular structure): $100.00.

(C) Demolition:

   (1) Residential: $25.00.
   (2) Commercial: $100.00.

(D) Storage building (over 200 square feet); Water Softener; Water Heater; Irrigation; Spas; Hot Tubs; HVAC; Pool; Solar Panel; Wind Turbine; Patio; Deck permit: $25.00; plus required inspection(s) fee; plus $75.00. Deposit: Deposit will be refunded upon inspection. Refundable deposits expire three (3) years from date permit issued. Deposit refunds are mailed back to the applicant and may take up to three (3) weeks. Re-inspections are an additional fee.

(E) Fire safety inspection for commercial buildings is set by Williamson County Emergency Services District No. 3.

(F) Tree removal permit**

   (1) Undeveloped or redevelopment site:

      (i) Trees with a DBH of at least 6”, regardless of health: Permit required; no fee.

      (ii) Nuisance, diseased, dangerous or dead trees: No permit required; no fee.
(2) Developed site:

(i) Trees with a DBH of at least 2.5", regardless of health: Permit required; no fee.

(ii) Nuisance, diseased, dangerous or dead trees: No permit required; no fee.

(G) HUD-code manufactured home fees.

(1) Permit application fee: $100.00. (2004 Code, sec. 3.902)

(2) License application or renewal fees: $50.00.

(3) License transfer fee: $50.00.

(2004 Code, sec. 3.903)

(H) Sign permits.

(1) Regular signs (on buildings or freestanding).

(i) Signs meeting code requirements, fee due upon application: $5.00 per sq. foot of facing.

(ii) Sign master plan application fee: $100.00.

(2) Signs requiring variances.

(i) Processing fee: $50.00.

(ii) If variance approved: $10.00 per square foot of facing.

(iii) If variance approved for sign master plan: $5.00 per square foot of facing.

(3) Temporary signs.

(i) Temporary Commercial Signage, per sign: $30.00.

(ii) A-Frame Sign: $30.00 (1 year).

(iii) Public Information Sign: Permit required; no fee.**

(iv) Political sign: No permit required; no fee.**

(I) Certificate of Occupancy (change of commercial tenant or ownership): $50.00.

(J) Temporary Certificate of Occupancy: $100.00 per issuance.

(K) Occupation of a structure prior to issuance of a Certificate of Occupancy: $100.00 per day of occupancy prior to issuance of a Certificate of Occupancy.

7
(L) Temporary job/construction trailer: $30.00.

(M) Remodel-Residential: $25.00 plus required inspection(s) fees; plus $75.00 deposit. Deposit will be refunded upon inspection. Refundable deposits expire three (3) years from date permit issued. Deposit refunds are mailed back to the applicant and may take up to three (3) weeks. Re-Inspections are an additional fee. (No Plan Review fee required)

(N) Inspection for habitable dwelling. Building or home 5 years or older: $25.00.

(O) All inspections and re-inspections not listed above: $50.00 each.**

(h) Map and Plan Documents.

(1) Printed map products.

(A) Black and white or color map.

(i) 8.5" x 11": $2.00.

(ii) 11" x 17": $4.00.

(iii) 34" x 48": $15.00.

(B) Map tube: $2.00.

(C) Postage: $4.00 depending on additional postage fees.

(D) 2-day request: $20.00.

(E) As-built plans (24" x 36")$: $3.00.

(2) GIS/CD/e-mail products.

(A) PDF file: No fee.

(B) JPG file: No fee.

(C) CD: $2.00.

(D) DVD: $2.50.

(E) Postage: $4.00 depending on additional postage fees.

(F) Shape file.

(i) Each layer: $25.00.

(ii) Parcel layer: $50.00.
(G) Aerial.
   (i) Individual panels (per panel): $25.00.
   (ii) All panels: $750.00.

(H) As-built plans (electronic): No fee.

(3) GIS custom maps: GIS is not authorized to prepare custom maps. However, should the preparation of a custom map be authorized by the Planning Director, the customer will be charged on a per hour basis. $75 for the first hour, $35 for each additional hour.

ARTICLE A2.000 PUBLIC SAFETY

(a) Police.
   (1) Fingerprinting service, per set (voluntary fingerprinting of children is at no charge): $10.00.
   (2) Accident reports, per report: $6.00.
   (3) Hourly rate for police unit (vehicle) on security detail, per hour: $15.00.
   (5) Business alarm permits (annual fee): $50.00.
   (6) Residential alarm permits (annual fee): $25.00.

(b) Animal control. Ordinance 10-003-00. All fees set forth shall apply as adopted by the Williamson County Commissioner’s Court for the Regional Animal Shelter, as amended.
   (1) Dog registration for sterilized animal, per tag: $5.00.
   (2) Dog registration for unsterilized animal, per tag: $10.00.
   (3) Impoundment fee, registered: $30.00.
   (4) Impoundment fee, unregistered: $60.00.
   (5) Return charge for loose livestock that are picked up, per occurrence: $65.00.
   (6) Holding fee, per day: $10.00.
   (7) Rabies vaccination, per animal: $15.00.
   (8) Pick up deceased owner animal, per animal: $25.00.
   (9) Fee for dropping off animal - owner surrender, per occurrence: $25.00.
   (10) Additional drop-off fee with litter, per occurrence: $25.00.
(c) Traffic fines. The municipal judge has discretion to charge the maximum fee per state law depending on the violation. In addition to traffic fines, a person convicted of a misdemeanor shall pay court cost mandated by the state. Other fines charged are established in the Code of Ordinances and state law.

(1) Maximum fines. The maximum fine for most municipal court cases is as follows:

(A) Traffic Violations: $200

(i) $200 fines for traffic violations may be doubled for offenses in a construction or maintenance work zone when workers are present and if the construction or maintenance work zone is marked by a sign indicating construction or maintenance work zone.

(ii) Additional fee applies if speeding in a school zone.

(B) Penal Violations: $500

(d) City Ordinances. As stated in Chapter 1, Section 1.01.009 of the Code, the City Council may establish the following penalties:

(1) A fine up to $2,000 in all cases arising under the ordinances, resolutions, rules or orders that govern: fire safety, zoning, public health and sanitation (including dumping of refuse); and

(2) A fine up to $500 for all other city violations.

(e) Unlawful Passing of School Buses. Unlawfully passing a school bus is punishable by a fine of $500–$1250 for first offense, or $1,000–$2,000 for second or subsequent offense.

(f) Failure to Maintain Motor Vehicle Liability Insurance. Conviction of this offense is a misdemeanor punishable by a fine of not less than $175 or more than $350; if a person has been previously convicted of this offense, it is punishable by fine of not less than $350 or more than $1000.

(g) Parked in Handicap Zone. Conviction of this offense is a misdemeanor punishable by a fine of not less than $500 or more than $750; if a person has been previously convicted of this offense, it is punishable by fine not less than $550 or more than $800; and if that person has been convicted three times of this offense, a fine of not less than $800 or more than $1100.

(h) Time Payment Fee (Chapter 51 of Government Code Sec. 51.921). Municipal Court shall collect a fee of $25.00 from a person who has been convicted, pays any part of a fine, court cost or restitution on or after the 31st day after the date Judgment is entered.

(i) Photographic traffic enforcement system.

(1) Civil penalty: $75.00.
(2) Late payment fee: $25.00.
(3) Payment by credit or debit card: 2% of the total payment.

(Ordinance 06-012-01 adopted 6/19/08)
(j) Food sanitation fees (25 Texas Administrative Code Sec. 229.161-171, 229.173-175) Fees under this subsection are to be reviewed and regulated by the Williamson County and Cities Health District.

ARTICLE A3.000 PUBLIC WORKS

(a) Solid waste collection. The proposed rates would take effect December 1, 2008, if current provider contract is renewed. Includes $1.10 adjustable fuel surcharge

1) Residential customers. Collected by city on monthly utility bill. Pickup once per week.

<table>
<thead>
<tr>
<th>Container Size or Number</th>
<th>Base Rate (includes billing)</th>
<th>Fees (effective 02/01/2012)</th>
<th>Recycle Cart</th>
<th>Total Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single 96-gallon cart</td>
<td>$14.25</td>
<td>$0.50 $0.93 $1.36 $0.75</td>
<td>$17.79</td>
<td></td>
</tr>
<tr>
<td>Each additional cart</td>
<td>$14.25</td>
<td>$0.50 $0.93 $1.36 $0.75</td>
<td>$17.79</td>
<td></td>
</tr>
</tbody>
</table>

2) Commercial customers with a cart. Collected by city on monthly utility bill. Pickup once per week.

<table>
<thead>
<tr>
<th>Container Size or Number</th>
<th>Base Rate (includes billing)</th>
<th>Fees (effective 02/01/2012)</th>
<th>Recycle Cart</th>
<th>Total Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single 96-gallon cart</td>
<td>$21.63</td>
<td>$0.50 $1.37 $2.00 $0.75</td>
<td>$26.25</td>
<td></td>
</tr>
<tr>
<td>Each additional cart</td>
<td>$21.63</td>
<td>$0.50 $1.37 $2.00 $0.75</td>
<td>$26.25</td>
<td></td>
</tr>
</tbody>
</table>

(b) Assessments. Lot cleanup: Actual cost plus $100.00 administrative fee.

(Ordinance 08-026-00 adopted 10/2/08)

ARTICLE A4.000 PUBLIC FACILITY RENTALS

(a) Park facilities and equipment rental. Rental procedures and forms will be set and made available through the parks-Parks and Recreation department. Fees for facilities and equipment are set below.

1) Park facilities. Resident and non-resident individuals, clubs, organizations, or businesses may rent parks and recreation facilities, when available, for a fee per function as follows:
(A) Pavilions:

<table>
<thead>
<tr>
<th>City Park</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full (120' x 60')</td>
<td>$100.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Half (60' x 30')</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Neighborhood parks (18' x 36')</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

(B) Saul House Recreation Site:

<table>
<thead>
<tr>
<th>Home Site/Meeting Facility (4 hours)</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$200.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>Additional Hours</td>
<td>$20/hour</td>
<td>$25/hour</td>
</tr>
</tbody>
</table>

(C) Sports facility lights

<table>
<thead>
<tr>
<th>Sports facility lights</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20.00/hour</td>
<td>$25.00/hour</td>
</tr>
</tbody>
</table>

A $100.00 deposit shall be required to rent city parks and recreation facilities. Upon inspection and determination that facilities have not been damaged and clean up costs have not been incurred, the deposit shall be refunded.

(D) Hutto Gin

<table>
<thead>
<tr>
<th>Hutto Gin</th>
<th>Residents</th>
<th>Nonresidents</th>
<th>Local Non-profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day (4+ hours)</td>
<td>$500.00/day</td>
<td>$600.00/day</td>
<td>$300.00/day</td>
</tr>
<tr>
<td>Half Day (1-3 hours)</td>
<td>$100.00/hour</td>
<td>$200.00/hour</td>
<td>$50.00/hour</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$250.00</td>
<td>$350.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Upon inspection and determination that facilities have not been damaged and clean up costs have not been incurred, the deposit shall be refunded.

(2) Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation kit</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

(3) Athletic field rental rates

(A) Deposit fees for all athletic field rentals:

<table>
<thead>
<tr>
<th>Athletic field rental rates</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bases/field markers, per field</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
(B) Athletic rental fee schedule.

(i) Tournaments.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents -</th>
<th>Nonresidents -</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HISD</td>
<td>Non-HISD</td>
</tr>
<tr>
<td>Adult tournaments, per field per day</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Youth tournaments, per field per day</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>School tournaments, per field per day</td>
<td>$25.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

(ii) Camps, clinics and practices.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports camps/clinics, per field per day</td>
<td>$100.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Adult</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Light fee</td>
<td>$20.00/hr.</td>
<td>$20.00/hr.</td>
</tr>
</tbody>
</table>

| Practice field rental, per hour                 |           |              |
| Adult                                           | $20.00    | $35.00       |
| Youth                                           | $20.00    | $35.00       |
| Light fee                                       | $20.00/hr.| $20.00/hr.   |
| (if available)                                  |           | (if available)|

(iii) PARD Staff Fee: $25 per hour per staff member (if Parks and Recreation Staff is required to be available during use.)

(b) Youth sports association facility fees.

1. All youth associations will be required to pay no less than a five dollar ($5.00) non-resident fee per season for each non-resident child in the association.

2. All youth associations may be subject to a minimum individual player fee for each participant for each season of play. This fee may be no less than $1.00 per participant.
(c) **Recreation program fees.**

(1) All recreation program fees are set by the director of parks and recreation and approved by the city manager on a case-by-case basis. Nonresidents shall pay a $5.00 surcharge per class or special event.

(2) All youth associations will be required to pay no less than a $5.00 non-resident fee per season for each non-resident child in the association.

*(Ordinance 08-026-00 adopted 10/2/08)*

**ARTICLE A5.000 UTILITIES**

(a) **Deposits for all water and wastewater accounts per connection.** If average monthly consumption is found to be in excess of the minimum, the customer may be assessed an additional deposit as determined by the city manager.

(1) Water and wastewater, per customer:

   (A) Good payment history: $0.* Deposit may be waived with letter of good credit (Sec. 13.02.037) or through credit check.

   (B) Average payment history: $150.**

   (C) Poor payment history: $250.**

   *$150 deposit will be charged for any customer without a deposit who is disconnected for non-payment.

   ** An additional $50 deposit will be charged to customers disconnected for non-payment.

   *** Final determination of credit history to be made by the City Utility Billing Supervisor.

(2) Wastewater only:

   (A) Good payment history: $0* Deposit may be waived with letter of good credit (Sec. 13.02.037) or through credit check.

   (B) Average payment history: $100**

   (C) Poor payment history: $200**

   ** An additional $50 deposit will be charged to customers disconnected for non-payment.

   *** Final determination of credit history to be made by the City Utility Billing Supervisor.

(3) Non-residential:

   Non-residential deposits are outlined in Article 13, Section 13.02.037 in the Code of Ordinances. The minimum non-residential deposit is equal to the residential deposit.

(4) Temporary meters, per meter: $1,500.00.
(b) **Connection fees.**

1. **Water:**
   
   A. 5/8" and 3/4" meter: $600.00;
   
   B. 1" meter: $750.00;
   
   C. 1-1/2" meter: $900.00;
   
   D. 2" meters: $1,100.00;
   
   E. Above 2" meters: Actual meter costs plus $300.00.

2. **Wastewater:**
   
   A. Up to 8" connection: $750.00 inside city; $300.00 developer installed.
   
   B. Above 8" meters: Actual materials and labor costs plus $500.00; $300.00 developer installed.

(c) **Other service charges.**

1. New account charge/transfer account charge: $35.00.

2. Disconnection/reconnection fee due to nonpayment: $50.00. (Jonah and Manville customers will be assessed an additional $50 fee).

3. After-hours connection fee/reconnection fee: $50.00 in addition to above.

4. Meter reread charge: $25.00.

5. Tampering with a locking device: $250.00.

(d) **Impact fees.** For plats recorded prior to February 1, 2013.

1. Water, per service unit equivalent: $4,363.00.

2. Wastewater, per service unit equivalent: $1,068.00.

(e) **Impact fees.** For plats recorded after February 1, 2013.

1. Water, per service unit equivalent: $3,625.00.

2. Wastewater, per service unit equivalent: $2,128.00.

(f) **Retail water/wastewater rates.** Outside city rates are 1.15 times inside city rates.

   **Water**

   Minimum Monthly Charge (Demand)
<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; &amp; 3/4&quot; meter</td>
<td>$22.74</td>
<td>$26.14</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$34.11</td>
<td>$39.22</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$56.85</td>
<td>$65.37</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$113.70</td>
<td>$130.75</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$181.92</td>
<td>$209.21</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$363.82</td>
<td>$418.40</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$568.48</td>
<td>$653.75</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$1,136.96</td>
<td>$1,307.51</td>
</tr>
</tbody>
</table>

Volume Rate (per 1,000 gallons)

**Single-Family Residential**

<table>
<thead>
<tr>
<th>Monthly use between:</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 5,000 gals</td>
<td>$6.98</td>
<td>$8.03</td>
</tr>
<tr>
<td>5,001 to 12,000 gals</td>
<td>$7.65</td>
<td>$8.80</td>
</tr>
<tr>
<td>12,001 to 25,000 gals</td>
<td>$7.94</td>
<td>$9.12</td>
</tr>
<tr>
<td>25,001 gals or more</td>
<td>$8.72</td>
<td>$10.03</td>
</tr>
</tbody>
</table>

Non-residential, all consumption $7.65 $8.80

Irrigation, all consumption $7.94 $9.12

Construction, all consumption $7.94 $9.12

**Wastewater**

Minimum Monthly Charge (Demand)

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; &amp; 3/4&quot; meter</td>
<td>$16.77</td>
<td>$19.29</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$26.16</td>
<td>$28.93</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$41.93</td>
<td>$48.22</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$83.85</td>
<td>$96.44</td>
</tr>
<tr>
<td>Diameter</td>
<td>Residential*</td>
<td>Non-residential**</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$134.16</td>
<td>$154.29</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$268.33</td>
<td>$308.57</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$419.27</td>
<td>$482.16</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$838.53</td>
<td>$964.31</td>
</tr>
</tbody>
</table>

Volume Rate (per 1,000 gallons)

<table>
<thead>
<tr>
<th></th>
<th>Residential*</th>
<th>Non-residential**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential*</td>
<td>$4.19</td>
<td>$4.82</td>
</tr>
<tr>
<td>Non-residential**</td>
<td>$4.82</td>
<td>$5.54</td>
</tr>
</tbody>
</table>

Monthly Rate (volume and demand)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate Customers</td>
<td>$40.00</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

*Based on winter water use average.

**Based on monthly water meter readings. Non-residential customers with a 5/8” or 3/4” water meter will continue to base their bill on winter water use average unless a separate irrigation meter is installed. Wastewater only customers must report monthly water readings. Late or underreported usage will be subject to late fees in accordance with Section 13.02.039 and disconnection for nonpayment.

(g) **Unmetered fire protection systems per connection.** Minimum charge per month, per service size:

1. 2-inch: $8.00.
2. 6-inch: $20.00.
3. 8-inch: $30.00.

(h) **Bulk water rate.** Per 1,000 gallons: $3.50.

(Ordinance 08-026-00 adopted 10/2/08)

(i) **Drought contingency plan.**

1. Water allocation surcharges for stage 6 response.
   
   (A) Single-family residential customers:
   
   (i) $10.00 for the first 1,000 gallons over allocation.
   (ii) $15.00 for the second 1,000 gallons over allocation.
   (iii) $20.00 for the third 1,000 gallons over allocation.
(iv) $25.00 for each additional 1,000 gallons over allocation.

(B) Master-metered multifamily residential customers:

(i) $10.00 for 1,000 gallons over allocation up through 1,000 gallons for each dwelling unit.

(ii) $15.00 thereafter for each additional 1,000 gallons over allocation up through a second 1,000 gallons for each dwelling unit.

(iii) $20.00 thereafter for each additional 1,000 gallons over allocation up through a third 1,000 gallons for each dwelling unit.

(iv) $25.00 thereafter for each additional 1,000 gallons over allocation.

(C) Commercial customers:

(i) Customers whose allocation is 0 gallons through 3,000 gallons per month:
   a. $10.00 per thousand gallons for the first 1,000 gallons over allocation.
   b. $15.00 per thousand gallons for the second 1,000 gallons over allocation.
   c. $20.00 per thousand gallons for the third 1,000 gallons over allocation.
   d. $25.00 per thousand gallons for each additional 1,000 gallons over allocation.

(ii) Customers whose allocation is 3,000 gallons per month or more:
   a. 3 times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.
   b. 5 times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.
   c. 7 times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.
   d. 9 times the block rate for each 1,000 gallons more than 15 percent above allocation.

As used herein, “block rate” means the charge to the customer per 1,000 gallons at the regular water rate schedule at the level of the customer’s allocation.

(D) Industrial customers:

(i) Customers whose allocation is 0 gallons through 3,000 gallons per month:
   a. $10.00 per thousand gallons for the first 1,000 gallons over allocation.
   b. $15.00 per thousand gallons for the second 1,000 gallons over allocation.
c. $20.00 per thousand gallons for the third 1,000 gallons over allocation.
d. $25.00 per thousand gallons for each additional 1,000 gallons over allocation.

(ii) Customers whose allocation is 3,000 gallons per month or more:

a. 3 times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.
b. 5 times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.
c. 7 times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.
d. 9 times the block rate for each 1,000 gallons more than 15 percent above allocation.

As used herein, “block rate” means the charge to the customer per 1,000 gallons at the regular water rate schedule at the level of the customer’s allocation.

(2004 Code, sec. 13.410)

(2) Water reconnection charge following discontinuance of water service for conviction of three or more distinct violations of the plan: $35.00. (2004 Code, sec. 13.411)

ARTICLE A6.000 BUSINESS

(a) Wine and beer retailer permit: $25.00.

(b) Peddler, Solicitors, Distributors, Itinerant Vendors and Mobile Street Vendors

(1)  Peddler/Solicitor: $25.00 for each person permitted.

(2)  Distributor: $25.00 for each person or group of persons.

(3)  Itinerant Vendors/Mobile Street Vendors

   a)  14 day permit: $25.00 fee
   b)  30 day permit: $35.00 fee
   c)  90 day permit: $75.00 fee
   d)  180 day permit: $100.00 fee

(Ordinance O-14-06-19-6A adopted 6/19/14)
ARTICLE A7.000 LIBRARY

(a) Library cards.
   (1) Non-resident.
      (A) Family: No family cards.
      (B) Individual: People not living or owning property within the City of Hutto limits and children not currently enrolled in Hutto ISD school boundaries may obtain a library card for $10 annual fee. This will be effective April 1, 2015. This fee will be charged yearly at the time of renewal.

(Ordinance O-15-03-05-7D)

(2) Replacement.
      (A) For 1st replacement: $1.00.
      (B) All additional replacement cards: $5.00.

(b) Copies.
   (1) Black and white, per impression: $0.10.
   (2) Color, per impression: No color copies.

(c) Fines and fees.
   (1) Overdue books, per day up to maximum cost to replace: $0.25 with a $10.00 maximum fine.
   (2) Lost or damaged book fee: Cost of book + $5.00 processing fee + fines.

(d) Interlibrary loan: Cost of return postage.

(Ordinance 08-026-00 adopted 10/2/08)

ARTICLE A8.000 MISCELLANEOUS

(a) Special events permit application fee: $50.00. (Ordinance 2006-25 adopted 5/15/06)

(b) Street closure permit application fee: $25.00. (Ordinance 2006-24 adopted 5/15/06)

(c) Fireworks display permit application fee: $40.00. (2004 Code, sec. 5.105)

(d) Film application fee: $50.00 (Ordinance adopted 7/2/15)
   (1) Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area: $500.00 per day.
(2) Partial, non-disruptive use of a public building, park, right-of-way, or public area: $250.00 per day.

(3) Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking: $50.00 per block per day.

(4) Partial closure or obstruction of a public street or right-of-way, including parking lots and on-street parking: $25.00 per block per day.

(5) Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles): $50.00 per block or lot per day.

(de) Brush collection by city after storm.

(1) Minimum: $15.00.

(2) Additional time in increments of five minutes: $5.00.

(2004 Code, sec. 6.311)

(fo) Returned check fee (for any city payment): $30.00.

(g) Credit card processing fee, per transaction: $1.00.

(Ordinance 08-026-00 adopted 10/2/08)
AGENDA ITEM NO.: 7G.  
AGENDA DATE: August 06, 2015

PRESENTED BY: Helen Ramirez, AICP, Director, Development Services

ITEM: Consideration and possible action on a resolution concerning the acceptance of the water, wastewater, street and drainage improvements of the Hutto Crossing Phase One Section One subdivision.

STRATEGIC GUIDE POLICY: Infrastructure

ITEM BACKGROUND: The infrastructure improvements for the Hutto Crossing Phase One Section One subdivision have been constructed and are ready to be accepted by the City Council. A final inspection was conducted by the City’s Construction Inspector of all water, wastewater, streets and drainage improvements. All items have been constructed according to engineering plans and City codes and standards. The contractor has submitted fiscal surety to cover the materials and workmanship for two years.

BUDGETARY AND FINANCIAL SUMMARY: The total value of the improvements is $1,118,079.93. Erosion Control/Restoration costs are not included in the value as they are not permanent assets.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends that the Council approve the resolution.

SUPPORTING MATERIAL:
1. Resolution - Hutto Crossing Phase One Section One Acceptance
2. Hutto Crossing Phase One Section One Acceptance (Construction Summary)
3. Hutto Crossing Phase One Section One Acceptance (Site Map)
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT THE INFRASTRUCTURE IMPROVEMENTS FOR THE SUBDIVISION KNOWN AS “HUTTO CROSSING PHASE ONE SECTION ONE”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the infrastructure improvements for the Hutto Crossing Phase One Section One subdivision have been constructed and are ready for acceptance, and;

WHEREAS, a final inspection was conducted by the City’s Construction Inspector of all water, wastewater, streets and drainage improvements, and;

WHEREAS, all items have been constructed according to engineering plans and City codes and standards, and;

WHEREAS, C.C. Carlton Industries, LTD. submitted a warranty bond to cover the materials and workmanship for two years.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, hereby accepts the infrastructure improvements for the Hutto Crossing Phase One Section One subdivision.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Local Government Code, as amended.

RESOLVED on this the 6th day of the month of August, 2015.

CITY OF HUTTO, TEXAS

ATTEST:

__________________________
Debbie Holland, Mayor

__________________________
Seth Gipson, City Secretary
PROJECT CONSTRUCTION SUMMARY

PROJECT NAME: HUTTO CROSSING PHASE ONE, SECTION ONE

FINAL ACCEPTANCE DATE: ________________________________

INSPECTOR: __________________________________________

CONTRACTOR: C.C. CARLTON INDUSTRIES

<table>
<thead>
<tr>
<th>Maintained By:</th>
<th>COH</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxes checked by COH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONSTRUCTION COSTS

STREET IMPROVEMENT COST: $ 537,518.00

SIDEWALK IMPROVEMENT COST: N/A

SIDEWALK RAMP IMPROVEMENT COST: N/A

BRIDGE IMPROVEMENT COST: N/A

POND(S) COST: N/A

DRAINAGE IMPROVEMENT COST: $ 165,318.00

WATER IMPROVEMENT COST: $200,142.00

WASTEWATER IMPROVEMENT COST: $215,101.93

EROSION CONTROLS / RESTORATION COST: $ 35,152.00

TOTAL IMPROVEMENT COST: $ 1,153,231.93

PREPARED BY (DESIGN ENGINEER): Ken Martin, P.E., Murfee Engineering

CHECKED BY (CITY INSPECTOR): __________________________________________

Page 1 of 8
### CONSTRUCTION SUMMARY FOR STREETS & SIDEWALKS

#### STREET PAVING

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>Address from</th>
<th>Address to</th>
<th>Pavement Design (Thickness) Asphalt / Base</th>
<th>Pavement Width (FT) (foc-foc)</th>
<th>L (FT)</th>
<th>PRIVATE</th>
<th>ETJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARL STERN DRIVE</td>
<td>4 / 30</td>
<td>22'</td>
<td></td>
<td>1,445</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARL STERN DRIVE</td>
<td>4 / 30</td>
<td>2 @ 22'</td>
<td></td>
<td>316</td>
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<td></td>
</tr>
</tbody>
</table>

#### SIDEWALKS / SIDEWALK RAMPS

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>Address from</th>
<th>Address to</th>
<th>W (FT)</th>
<th>L (FT)</th>
<th>SIDES</th>
<th>CURB RAMP</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

1 - Designates location of existing sidewalk (E, W, S, N, SE, SW, NE, NW of designated street)
2 - Number of Ramps
<table>
<thead>
<tr>
<th>STREET NAME AND ADDRESS OR LOCATION</th>
<th>FEATURE CROSSED</th>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>DECK W (FT)</th>
<th>DECK L (FT)</th>
<th>COST</th>
<th>PRIVATE</th>
<th>ETJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
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</tbody>
</table>

1 – Feature Crossed: Creek name if major creek or branch, or roadway name if overpass.

2 – Type: B – Bridge, C – Culvert, P – Pipe. All crossings 20’ and wider including multiple box culverts totaling 20’ or wider shall be classified as a B – Bridge. Culverts are precast of cast-in-place box culverts. Pipes are smaller drainage pipe crossings with or without headwalls.

3 – Description: i.e. 2 spans (Bridge), 2 – 5 X 7’ (Culverts), 2 – 24” RCP (Pipes).

4 – Deck Width: Use “footprint” of culvert/pipes for width on buried culvert/pipes; include full “out to out” dimension including sidewalks/railings for width of standard bridges.

5 – Deck Length: Measured along the centerline of the roadway
<table>
<thead>
<tr>
<th>POND TYPE</th>
<th>LOCATION (ADDRESS OR LOT / BLOCK #)</th>
<th>SIZE (SY)</th>
<th>DRAINAGE AREA (ACRES)</th>
<th>PRIVATE</th>
<th>ETJ</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 – BD = Bio-Detention  
D = Detention Only  
DSF = Detention / Sedimentation / Filtration  
F = Filtration Only  
S = Sedimentation Only  
SF = Sedimentation / Filtration  
SFI = Sedimentation / Filtration / Infiltration  
SI = Sedimentation / Irrigation  
WP = Wet Pond

2 – Approximate boundary area

3 – Provide copy of recorded agreement for privately maintained ponds
## CONSTRUCTION SUMMARY FOR DRAINAGE

<table>
<thead>
<tr>
<th>STORM DRAIN</th>
<th>MANHOLES</th>
<th>INLETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIZE (IN)</td>
<td>MATERIAL</td>
<td>L (FT)</td>
</tr>
<tr>
<td>18</td>
<td>RCP</td>
<td>1,479</td>
</tr>
<tr>
<td>24</td>
<td>RCP</td>
<td>658</td>
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</table>

### JUNCTION BOXES

<table>
<thead>
<tr>
<th>QTY</th>
<th>SIZE (FT x FT x FT)</th>
<th>MATERIAL TYPE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18&quot;</td>
<td>HEADWALL</td>
</tr>
<tr>
<td>1</td>
<td>2 x 24&quot;</td>
<td>4: 1 SET</td>
</tr>
<tr>
<td>1</td>
<td>2 x 24&quot;</td>
<td>6: 1 SET</td>
</tr>
</tbody>
</table>

### OUTFALL STRUCTURES

<table>
<thead>
<tr>
<th>QTY</th>
<th>SIZE 3</th>
<th>DESCRIPTION 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18&quot;</td>
<td>HEADWALL</td>
</tr>
<tr>
<td>1</td>
<td>2 x 24&quot;</td>
<td>4: 1 SET</td>
</tr>
<tr>
<td>1</td>
<td>2 x 24&quot;</td>
<td>6: 1 SET</td>
</tr>
</tbody>
</table>

### CHANNEL

<table>
<thead>
<tr>
<th>LENGTH (FT)</th>
<th>BOTTOM WIDTH (FT)</th>
<th>SIDE SLOPE (FT/FT)</th>
<th>LINING MATERIAL TYPE</th>
</tr>
</thead>
</table>

1) Grate, Area, Curb, Recessed Curb, Combination, Slotted Drain  
2) Cast-in-Place, Precast  
3) Pipe size / Culvert Size  
4) Headwall, Wing Walls, Gabions
## Construction Summary for Water

### Valves Installed

<table>
<thead>
<tr>
<th>Size</th>
<th>Description</th>
<th>No.</th>
<th>Size</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>8&quot;</td>
<td>GATE</td>
<td>8</td>
<td>12&quot;</td>
<td>PVC</td>
<td>1,811</td>
</tr>
<tr>
<td>12&quot;</td>
<td>GATE</td>
<td>11</td>
<td>8&quot;</td>
<td>PVC</td>
<td>265</td>
</tr>
<tr>
<td>16&quot;</td>
<td>GATE</td>
<td>1</td>
<td>16&quot;</td>
<td>PVC</td>
<td>75</td>
</tr>
<tr>
<td>6&quot;</td>
<td>GATE</td>
<td>7</td>
<td></td>
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</tbody>
</table>

### Pipe

<table>
<thead>
<tr>
<th>Size</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 ¼&quot;</td>
<td></td>
<td></td>
</tr>
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</table>

### Fire Hydrants

<table>
<thead>
<tr>
<th>Size</th>
<th>Type</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 ¼&quot;</td>
<td></td>
<td>7</td>
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### Air Release

<table>
<thead>
<tr>
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<th>Type</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&quot;</td>
<td>CAARV</td>
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### Services Installed

<table>
<thead>
<tr>
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<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
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<td>SINGLE</td>
</tr>
<tr>
<td></td>
<td>DOUBLE</td>
</tr>
</tbody>
</table>

**Remarks:**

ALSO INCLUDES 1 AUTOMATIC FLUSH VALVE ASSEMBLY

---

Page 6 of 8
## CONSTRUCTION SUMMARY FOR WASTEWATER

<table>
<thead>
<tr>
<th>PIPE</th>
<th>MANHOLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIZE</td>
<td>TYPE</td>
</tr>
<tr>
<td>8&quot;</td>
<td>SDR-26</td>
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<tr>
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### SERVICES INSTALLED

<table>
<thead>
<tr>
<th>NO.</th>
<th>TYPE - S / D</th>
<th>TYPE OF MANHOLE COATING:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
AGENDA ITEM NO.: 7H.  
AGENDA DATE: August 06, 2015

PRESENTED BY:  
Seth Gipson, City Secretary

ITEM:  
Consideration and possible action on the meeting minutes for the July 16, 2015 City Council regular meeting.

STRATEGIC GUIDE POLICY:  
Leadership

ITEM BACKGROUND:  
The City Council meeting minutes for the July 16, 2015 City Council regular meeting have been drafted for the City Council's review and consideration.

BUDGETARY AND FINANCIAL SUMMARY:  
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:  
Not applicable.

CITY ATTORNEY REVIEW:  
Not applicable.

STAFF RECOMMENDATION:  
Staff recommends approval of the City Council meeting minutes for the July 16, 2015 City Council regular meeting.

SUPPORTING MATERIAL:  
1. Draft - July 16, 2015 City Council Meeting Minutes  
2. Exhibit A
CALL SESSION TO ORDER

Mayor Holland called the session to order at 7:00p.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, and Councilmember Lucio Valdez. Councilmember Max Yeste was absent.

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

INVOCATION

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

PLEDGE OF ALLEGIANCE

Mayor Holland led the Pledge of Allegiance.

PROCLAMATIONS

5A. Proclamation declaring August 4, 2015, as ‘National Night Out’ in the City of Hutto in recognition of the community activities that will be held in the City.

Mayor Holland read the following proclamation and presented it to Chief of Police Earl Morrison.

WHEREAS, the Hutto Police Department along with the National Association of Town Watch is participating in a unique, nationwide crime and drug prevention program on August 4, 2015, called “National Night Out”; and

WHEREAS, the 32nd Annual National Night Out provides a unique opportunity for Hutto to join forces with thousands of other communities across the country in promoting cooperative, police community crime prevention, and the enhancement of quality-of-life issues; and
WHEREAS, the citizens of Hutto play a vital role in assisting the Police Department through joint crime, drug prevention, and reporting efforts in Hutto; and
WHEREAS, it is essential that all citizens of Hutto be aware of the importance of crime prevention programs and the impact their participation can have on reducing crime, drugs, and violence in Hutto; and
WHEREAS, police-community partnerships, neighborhood safety, awareness, and cooperation are important themes of the National Night Out program.

NOW THEREFORE, I, Debbie Holland, Mayor of the City of Hutto do hereby proclaim August 4, 2015, as the “32nd ANNUAL NATIONAL NIGHT OUT” and call upon all citizens to join with me in supporting this important night.

PROCLAIMED this 16th day of July, 2015.

5B. Proclamation recognizing the month of August as "Breast Feeding Awareness Month."

Mayor Holland read the following proclamation and presented it to Christy Abels.

WHEREAS, the Williamson County and Cities Health District’s Women, Infants and Children (WIC) Program takes this occasion to educate, inform, and encourage breastfeeding mothers on the importance of health care for mothers and babies; and
WHEREAS, the mission of WIC is focused on improving the nutritional status of low and moderate income women, infants, and children by providing food, nutrition and breastfeeding education; and
WHEREAS, the goals of WIC are to highlight the importance of breast milk for infants as well as the support that is available throughout the community and to make sure that the importance of breastfeeding reaches as many people as possible,

NOW THEREFORE, I, Debbie Holland, Mayor of the City of Hutto do hereby proclaim the month of August as “BREAST-FEEDING AWARENESS MONTH” in Hutto and urge all citizens to take part in recognizing the successes of healthy mothers and healthy children and to help by providing encouragement to breast-feeding mothers.

PROCLAIMED this the 16th day of July, 2015.

6A. Remarks from visitors.

Ron Liles with CONANN Homes – 2901 Cedar Crest Cr. – read and presented the council with a statement that is attached as Exhibit A.

REGULAR AGENDA ITEMS

ORDINANCES

7A. 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 and Construction, Article A4.000 Public Facility Rentals, Article A7.000 Library, and Article A8.00 Miscellaneous.
Melanie Hudson, Finance Director, gave the staff presentation. She provided the following summary of the amendments to the fee schedule.

Article A1.000 Development Services, Engineering and Construction: Elimination of the $75 refundable inspection deposit for several miscellaneous building permits. The inspection deposit is collected when a permit is issued, and refunded by mail after the final inspection is passed (generally three weeks). The deposits expire three years from the date the permit is issued.

Article A4.000 Public Facility Rentals: Addition of rental fees for the Hutto Gin facility. Proposed fees include rental rates and security deposits for Hutto residents ($500/day, $100/hour, $250 deposit), non-residents ($600/day, $200/hour, $350 deposit) and local non-profit organizations ($300/day, $50/hour, $250 deposit). This will help to offset operating costs.

Article A7.000 Library: Clarification of the non-resident library card fee. The current fee schedule requires people not living within Hutto city limits or enrolled in Hutto ISD schools to pay a $10 library card fee. The proposed revision changes the application of the non-resident fee to people not living or owning property within Hutto city limits or Hutto ISD boundaries, and allows all Hutto taxpayers to receive a library card free of charge.

Article A8.000 Miscellaneous: Addition of filming application and disruptive use fees. These fees are part of the City’s Film Friendly program adopted by the City Council on May 7, 2015. Other changes in this amendment are renaming and renumbering items based on the proposed additions and revisions.

Ms. Hudson answered several questions concerning the definition of Temporary Certificate of Occupancy and current inspection fees.

MOTION: Councilmember Ronnie Quintanilla-Perez moved to approve the first reading of the ordinance that amends the fee schedule concerning Development Services, Engineering and Construction, Public Facility Rentals, Library, and Miscellaneous. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 6 ayes and 0 nays.

7B. Consideration and possible action on the first reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation Fiscal Year 2015-16 Budget.

Erin Klingemann, Interim Hutto EDC President, gave the presentation for this item. The Hutto Economic Development Corporation (EDC) by-laws require the EDC budget to be approved by City Council before the budget will become effective. The budget shall contain such classifications as shall be in such form as may be prescribed from time to time by City Council. The by-laws of the Hutto EDC require that the EDC adopt a budget at least 60 days prior to the beginning of the next fiscal year. The Hutto EDC fiscal year
is the same as the City, which starts October 1 and ends September 30. The State Comptroller’s Office remits the ½ cent Type A economic development sales tax to the City. The funds are transferred to the EDC account monthly. The FY 2016 Budget totals $799,000. In accordance with the Texas Local Government Code Section 504.105 “Limitation on use of revenues for promotional purposes,” the Hutto EDC is proposing to spend $42,000 on marketing and promotions in the FY16 Budget. This is approximately 5% of the annual budget and less than the maximum of 25% allowed by statute. The Hutto Economic Development Corporation Board of Directors recommended approval of the proposed budget at their meeting on June 23, 2015.

Ms. Klingemann continued on by outlining the following:

**Long-Term Projects**
- Committed $2.6 Million to Targeted Infrastructure Projects
- Committed Over $3.1 Million to Higher Education Campus in Hutto

**2015 Highlights**
- Target Industry Analysis
- Williamson County Economic Development Partnership
- Mega-site: Partnered with Austin Chamber
- Taylor Partnership
- Secured relationships with land owners
- Projects and site visits

**2016 Goals**
- Update EDC Strategic Guide
- Spec Buildings
- Attain AEDO Reaccreditation
- Business Retention
- Continued support of community and regional partnerships

Ms. Klingemann fielded questions concerning the fluctuation in salaries and project accounts. A final comment from the Mayor was for the Hutto Economic Development Board to consider establishing a policy for fund reserves.

**MOTION:** Councilmember Anne Cano moved to approve the first reading of the ordinance to adopt the Hutto Economic Development Corporation for Fiscal Year 2015-16. Mayor Pro-tem Michael Smith seconded the motion. 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 2015-16 Fiscal Year.

This item was postponed to a later City Council meeting.
Consideration and possible action on a resolution concerning a cooperative agreement with Williamson County for inclusion in the County’s application for US Department of Housing and Urban Development for the Community Development Block Grant program and the Home Investment Partnership Program.

Helen Ramirez, Director of Development Services, gave the staff presentation. Cities have the ability to partner together with other agencies when soliciting federal grant dollars through the US Department of Housing and Urban Development for the Community Development Block Grant program and the Home Investment Partnership Program. By including Hutto’s population numbers with the Williamson County application, the City increases its chances of getting local funds for CDBG projects. The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to units of local government and States. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation. The annual CDBG appropriation is allocated between States and local jurisdictions called "non entitlement" and "entitlement" communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities. HUD determines the amount of each grant by using a formula comprised of several measures of non-entitlement "community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

Ms. Ramirez concluded that the city could apply for multiple projects and that there is no financial obligation for entering into the cooperative agreement.

The City Council asked that staff conduct research and compile a list of potential projects that the city could submit to this program.

MOTION: Councilmember Ronnie Quintanilla-Perez moved to approve the resolution concerning the cooperative agreement with Williamson County for inclusion in the County’s application for US Department of Housing and Urban Development for the Community Development Block Grant program and the Home Investment Partnership Program. Councilmember Tom Hines seconded the motion. The motion carried with 6 ayes and 0 nays.

OTHER BUSINESS
9A. Consideration and possible action on the meeting minutes for the July 2, 2015 City Council regular meeting.

MOTION: Councilmember Tom Hines moved to approve the July 2, 2015 City Council meeting minutes. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 6 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.

10A. Presentation and discussion concerning the Proposed Fiscal Year 2015-16 Annual Operating Budget.

Karen Daly, City Manager, gave the staff presentation. She outlined information on the proposed Fiscal Year 2015-16 annual operating budget. The work session included a discussion on projected revenues and assumptions, property tax, utility rates, capital improvement projects and debt service requirements. She added that the information presented is still in the preliminary stage. The FY16 Proposed Annual Operating Budget will be presented on July 30, 2015.

Ms. Daly provided details and explained the following:

- Fiscal and Budgetary Policy Parameters
- Major Revenue Streams
  o Property Tax
  o Sales
  o Development Fees
  o Franchise Fees
  o Fines
- Appraised Property Values – FY 16 Estimate is $1.2 Billion
- Current Property Tax Rates
- Sales Tax Growth
- Cost Increases
  o Merit/Step Pay Plan
  o Health Insurance
  o Rental Inspection Program
  o School Resource Officer Transition
- FY 16 CIP Projects
  o FM 1660 N Sidewalks (Construction)
  o Publics Works Paving
  o Animal Shelter Design
  o Limmer Loop Rehabilitation
  o Railroad Quiet Zones
  o Pavement Rehabilitation
  o East Street
Councilmember Hines requested that the Finance Department run a scenario increasing the property tax rate to add an additional police officer position and that the word meter be removed from wastewater meter on the water bill.

Councilmember Quintanilla-Perez requested that staff run additional scenarios for water and wastewater rates to see how they will affect the Utility Fund balances.

There being no further questions. Ms. Daly concluded her presentation.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:32 p.m.

CITY OF HUTTO, TEXAS

_________________________
Debbie Holland, Mayor

ATTEST:

_________________________
Seth Gipson, City Secretary
Thank you council members for allowing me the opportunity to express a disappointment regarding a project we were developing at 101 Front Street. My name is Ron Liles, with Conann homes and I’m the principal designer for the site and building structure for that project. Back in September of 2014 we had an opportunity to purchase the parcel on the corner of Jim Cage and Front Street. Our intent was to build a small office complex. Prior to the purchase of the property we met with city staff to discuss our concept design and get their feedback on the feasibility and fit of the project. The city staff seemed to support the project and felt it would add value to the community. We purchased the property based on the positive feedback we received from city staff and began refining our building and site layouts.

In November 2014 we met with the city planning and engineering departments to review our site layout. The relevant issue at the meeting was the entrance, parking and traffic flow in and around the property. We originally discussed having an entrance off Front Street, since the city had installed a driveway apron nearly adjacent to our proposed entrance we felt that was the preferred location. However, after discussion with the city engineer (Matt Bushak) we agreed to move the entrance to Jim Cage, due to the traffic load on Front Street. There was a discussion regarding the proximity of the entrance to the intersection of Jim Cage Ln and Front Street but city engineering decided it was acceptable.

During January 2015 we engaged the HPC process and began submitting site and building plans to the city planning department. Working with the city planning department, we created several different building designs for the HPC until we reconciled with a design all interested parties would accept. Every design iteration showed the entrance to the parking on Jim Cage Ln. At no time was the entrance proximity to the intersection of Jim Cage and Front Street called in to question. It is also our understanding that the HPC package must include a site plan detailing parking, traffic flow and building placement for review and approval by the HPC.

After receiving approval by the HPC in and around April, we began the detailed site engineering and construction plans for the permitting process. While working through this process we were in discussions with the city planning office regarding the landscape location. At issue was the actual location of the north boundary line. New City of Hutto benchmarks indicated the property line should actually be 10’ north of the existed historic platted property line. We, as well as city staff felt that this could be used to satisfy the 10’ landscape easement. So we all agreed, Hutto city Manager, engineering, planning office and both survey teams to create a license agreement for the 10’ space in question. Shortly after that meeting we were notified by the city planning office that we would need a variance to relocate the 10’ landscape to the 10’ space we were preparing a license agreement for. We had our engineer submit the variance paperwork in the June 2015 time frame. Shortly after that submission we were informed by the city planning department that they would be writing a staff report against approval of the variance because we did not meet the hardship requirement. This drove yet another meeting with the city planning office to discuss options. At the meeting with the interim city engineer and the city planning staff we were informed that we could no longer have an entrance to the property off Jim Cage Ln., without commissioning a traffic study since it was less than 200’ from the intersection. Alternative site and building layout plans were discussed but would require significant rework of all of our engineering and architectural plans. This was very disappointing to us. To get this far with construction plans only to find out that something that was agreed to back in December of 2014 was no longer acceptable.

It is my perspective that working with the City of Hutto has been more confrontational than collaborative. We felt that we worked in good faith the city and we were misled and let down on this project.

Thank you for your time
AGENDA ITEM NO.: 7I.  AGENDA DATE: August 06, 2015

PRESENTED BY: Helen Ramirez, Director of Development Services

ITEM: Consideration and possible action on a resolution encouraging Lone Star Rail District to extend the formal study area for the passenger rail corridor to include the Hutto and Taylor passenger stations.

STRATEGIC GUIDE POLICY: Service Delivery

ITEM BACKGROUND:
The City of Taylor requested that the Hutto City Council consider this resolution requesting Lone Star Rail to extend their study area to include Hutto and Taylor as possible locations for commuter rail stations.

Talk of a regional rail system connecting Austin to San Antonio began in the 1990s in response to growing concerns of congestion along IH-35. The Lone Star Rail District has been working with the Capital Area Metropolitan Planning Organization (CAMPO) and the Texas Department of Transportation (TxDOT) on developing a rail commuter line. The District is involved with Project Connect, a partnership between Central Texas transportation agencies aimed at implementing the transit component of the CAMPO 2035 Plan. The City Council has previously supported the efforts of the CAMPO Project Connect effort.

The Lone Star Rail District is currently conducting economic feasibility studies of opening transit locations along a proposed route from San Antonio to Georgetown. Communities outside of the IH-35 corridor were not included as part of this study, however, the Taylor City Council passed a resolution in support of including the cities of Hutto and Taylor as part of the study and requested that the Hutto City Council do the same.

BUDGETARY AND FINANCIAL SUMMARY:
The resolution does not obligate the City of Hutto for anything at this time. It only serves as a request to the Lone Star Rail District to include Hutto and Taylor in the study.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The City Council Growth Guidance Committee reviewed the resolution on July 20. The Taylor City Council approved a similar resolution on May 28, 2015.
CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends approval of the resolution.

SUPPORTING MATERIAL:
1. Resolution - Lone Star Rail District Study
RESOLUTION NO

A RESOLUTION OF THE CITY OF HUTTO, TEXAS, ENCOURAGING LONE STAR RAIL DISTRICT TO EXTEND THE FORMAL STUDY AREA FOR THE PASSENGER RAIL CORRIDOR TO INCLUDE THE HUTTO AND TAYLOR PASSENGER STATIONS.

WHEREAS, the City of Hutto is located on the eastern portion of the Lone Star Rail District; and

WHEREAS, the City of Hutto envisions significant long term benefits from a commuter rail link from Round Rock with passenger stations in Taylor and in Hutto; and

WHEREAS, the Lone Star Rail District has plans to extend the commuter rails system from San Antonio to Georgetown with a stop in Round Rock, Texas;

WHEREAS, the current corridor study has ‘possible future passenger stations’ for the Cities of Taylor and Hutto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

1. That the City Council of the City of Hutto requests the Lone Star District to extend the study area of the commuter rail system to include the Cities of Taylor and Hutto.

2. The City of Hutto commits to working jointly with the City of Taylor and the Lone Star Rail District to include a commuter rail line and passenger stations in the Taylor/Hutto study area.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary
AGENDA ITEM NO.: 8A.          AGENDA DATE: August 06, 2015

PRESENTED BY: Erika Ragsdale, CNU-A, Senior Planner, Development Services

ITEM: Consideration and possible action on a resolution concerning the proposed Subdivision Star Ranch Parcel 23 Preliminary Plat, 20.97 acres, more or less, of land, 1 multi-family lot, located within Hutto’s extraterritorial jurisdiction at Winterfield Drive and Lismore Street.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
The Star Ranch Parcel 23 Preliminary Plat consists of one lot on 20.97 acres in Hutto’s Extraterritorial Jurisdiction (ETJ). The lot takes access from Winterfield Drive. The streets within the development are private drives, and will not be dedicated as public streets. Supplementary utility plans show 136 homes within the subdivision, though they will not be platted as individual lots. Instead, the for-sale lots will be defined by a condo regime, fronting on private drives. Parkland for Star Ranch has been satisfied. Staff comments have been addressed.

The initial submittal of this plat was titled 'Star Ranch Parcel 23 Townhomes.' The name has since been revised to reflect the planned development of detached, single-family homes in accordance with the approved Star Ranch concept plan.

BUDGETARY AND FINANCIAL SUMMARY:
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission recommended denial to City Council on July 7, 2015. The motion passed unanimously.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends that the Council approve the plat since it complies with the subdivision regulations.
SUPPORTING MATERIAL:
1. Resolution - Star Ranch Parcel 23 Preliminary Plat
2. Exhibit A - Star Ranch Parcel 23 Preliminary Plan
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR OF HUTTO TO APPROVE THE PRELIMINARY PLAT KNOWN AS “STAR RANCH PARCEL 23”; LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the preliminary plat known as “Star Ranch Parcel 23”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

______________________________
Debbie Holland, Mayor

ATTEST:

______________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 8B.  AGENDA DATE: August 06, 2015

PRESENTED BY: Erika Ragsdale, CNU-A, Senior Planner,
Development Services

ITEM: Consideration and possible action on a resolution concerning the proposed Subdivision Star Ranch Parcel 23 Final Plat, 20.97 acres, more or less, of land, 1 multi-family lot, located within Hutto's extraterritorial jurisdiction at Winterfield Drive and Lismore Street.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
The Star Ranch Parcel 23 Final Plat consists of one lot on 20.97 acres in Hutto's Extraterritorial Jurisdiction (ETJ). The lot takes access from Winterfield Drive. The streets within the development are private drives, and will not be dedicated as public streets. Supplementary utility plans show 136 homes within the subdivision, though they will not be platted as individual lots. Instead, the for-sale lots will be defined by a condo regime, fronting on private drives. Parkland for Star Ranch has been satisfied. Staff comments have been addressed.

The initial submittal of this plat was titled 'Star Ranch Parcel 23 Townhomes.' The name has since been revised to reflect the planned development of detached, single-family homes in accordance with the approved Star Ranch concept plan.

BUDGETARY AND FINANCIAL SUMMARY:
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission recommended denial to City Council on July 7, 2015. The motion passed unanimously.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends that the Council approve the plat because it meets the subdivision regulations.
SUPPORTING MATERIAL:
1. Resolution - Star Ranch Parcel 23 Final Plat
2. Exhibit A - Star Ranch Parcel 23 Final Plat
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR OF HUTTO TO APPROVE THE FINAL PLAT KNOWN AS “STAR RANCH PARCEL 23”; LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

WHEREAS, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

WHEREAS, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

WHEREAS, if City Council fails to take action on this plat within the prescribed thirty (30) day period, the plat is granted statutory approval,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

that the Hutto City Council hereby approves the resolution for the final plat known as “Star Ranch Parcel 23”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 6th day of the month August, 2015.

CITY OF HUTTO, TEXAS

_____________________________
Debbie Holland, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
APPROVAL
CITY OF Hutto

THIS PLAT IS HEREBY APPROVED FOR RECORDING BY THE CITY COUNCIL ON THE ___ DAY OF _____, 20__.

DEBORAH HOLLAND, MAYOR
City of Hutto

SANDY GIBSON
City Secretary

THIS SUBDIVISION IS LOCATED WITHIN THE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF Hutto, THIS ___ DAY OF _____, 20__.

Helen Ramirez, AICP
City of Hutto, Development Services Department

DECLARATION
STATE OF TEXAS
KNOW ALL MEN BY THESE PRESENTS

AB HONE STAR, INC., BEING THE OWNER OF THAT DESCRIPTIVE TRACT OF LAND CONTAINED IN THAT RECORDED DOCUMENT IN THE OFFICE OF THE PROBATE COURT OF WILLIAMSON COUNTY, TEXAS, DOES HEREBY SUBMIT THIS PLAT AND DOES HEREBY CEASE AND CONSTITUTE TO ALL DEDICATIONS AND Plat RECORD REQUIREMENTS SHOWN HEREIN.

WE DO HEREBY APPROVE THE RECOGNITION OF THIS SUBDIVISION PLAT AND CONSENT TO THE PUBLIC USE, CONSUME ANY EXISTING AND THAT ARE SHOWN HEREIN. THIS SUBDIVISION IS TO BE KNOWN AS "STAR RANCH PARCEL 23" AND FURTHER ACKNOWLEDGES THAT IT IS THE RESPONSIBILITY OF THE OWNERS NOT THE COUNTY TO ASSURE COMPLIANCE WITH ALL LOCAL LAWS OR ZONING REQUIREMENTS OF WILLIAMSON COUNTY ORDINANCES.

BY: AB HONE STAR, INC.

10900 RESER PARK BOULEVARD, SUITE 250
AUSTIN, TEXAS 78750

ACKNOWLEDGMENT
STATE OF TEXAS
COUNTY OF WILLIAMSON

BEFORE ME, ON THIS ___ DAY PERSONALLY APPEARING KNOWING ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING, AND ALSO KNOWING THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSLY GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ___ DAY OF ___ , 20__.

Notary Public Signature

Notary Public Printed or Typed Name

My Commission Expires:

RECEIVED JUL 10 2015

BY:

STREET NAME APPROVED

DATE:

WILLIAMSON COUNTY ADDRESSING COORDINATOR

Sheet 3 of 3 Sheets 1-786-9449
CITY OF HUTTO
CITY COUNCIL AGENDA

AGENDA ITEM NO.: 8C.                  AGENDA DATE: August 06, 2015

PRESENTED BY: Scot Stromness, Public Works Director

ITEM: Consideration and possible action on a resolution concerning an agreement with SecureVision of America for Automated Meter Endpoint Installation Services.

STRATEGIC GUIDE POLICY: Service Delivery

ITEM BACKGROUND:
Council approved the upgrade of the Itron Automated Metering Infrastructure at the November 6, 2014 meeting. As a result of the upgrade, 3rd party services were required to replace the existing 200W endpoints with the new 100W endpoints. City staff conducted a Request for Proposals for these services in June 2015. 44 firms received notice of the solicitation through the Texas Bid System and 16 companies downloaded the solicitation documents. Six (6) proposals were received by solicitation deadline and the evaluation team shortlisted UWS, Inc. and SecureVision of America for interviews. After interviews and consultation with Itron project representatives, SecureVision of America is being recommended for award.

BUDGETARY AND FINANCIAL SUMMARY:
The FY 15 budget for this project included funds sufficient to contract for the installation services. The proposed price submitted by SecureVision is $86,950 for materials and labor to replace the approximate 4,700 current units.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
Not applicable.

CITY ATTORNEY REVIEW:
The City Attorney has approved the process as to form.

STAFF RECOMMENDATION:
Staff recommends approval of award and issuance of a Purchase Order to SecureVision of America in the amount of $86,950 for Automated Meter Endpoint Installation Services.

SUPPORTING MATERIAL:
1. Resolution - Installation Services for Automated Meter Reading Endpoints
2. RFP 15-09 Evaluation Scoresheet
3. SecureVision of America - Agreement for Installation Services
RESOLUTION NO.

A RESOLUTION OF THE CITY OF HUTTO, TEXAS REGARDING INSTALLATION SERVICES OF AUTOMATED METER READING ENDPOINTS.

WHEREAS, The City of Hutto Water Department has contracted with ITRON for provision of automated water meter reading endpoints to better service its residents needs; and

WHEREAS, the City recognizes the need of providing service in a timely and accurate manner, and

WHEREAS, the City staff agree that the most expedient method of installing the upgraded endpoints is to contract with a vendor for the approximate 4,700 units to be installed.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS: That the Mayor is hereby authorized and directed to execute an agreement with SecureVision of America on behalf of the City of Hutto for the installation of Itron endpoint units.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 6th day of August, 2015.

CITY OF HUTTO, TEXAS

______________________________
Debbie Holland, Mayor

ATTEST:

______________________________
Seth Gipson, City Secretary
# Evaluation Scoresheet - RFP 15-09 Automated End Point Installation

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* Base bid
* Customer Service: > communication
* Single point of contact
* Key personnel
* Projected timeline
* References: > type
> reference checks
> public sector
* Experience: > Relationship with vendors
* Credentials
* Location > strategy
> Response time
* Services provided:
> Compliance updates

Evaluation Team interviewed UWS INC. and Secure Vision of America. Following interviews, the evaluation team is recommending award to Secure Vision of America.
Itron Ert Installation Agreement

July 16, 2015

To: City of Hutto
Re: Contract for Itron Ert Installation

SecureVision of America hereby agrees to provide labor, equipment, and necessary general liability and automobile insurance to install 4,700 Itron E RTS as per “Scope of Work” listed below.

Scope of Work

Installation

To remove old Itron ert from customer service location and install new City of Hutto, provided Itron 100W+ Electronic Radio Transmitter. To propagate the new 100W+ ERT and verify that it is in good working order and that the existing water meter is functioning properly. If the water meter is not functioning correctly, SecureVision of America shall be responsible for replacing the water meter with a City of Hutto furnished water meter compatible with the system. Should the installation not meet the requirements of the Itron Installation Guide, the service shall be up-graded to meet the necessary requirements. All data, including new ERT numbers and new meter numbers when applicable shall be stored in a cloud based database for integration to the Springbrook Billing System either in an Excel format or electronically if compatible. Working hours shall be from 7:00 am till 5:00 pm for meter changing and 7:00 am till 6:30 pm for ERT changes, Monday through Saturday.
GPS
SecureVision of America shall capture the Sub Meter quality GIS coordinates for each meter included in the scope of work and record the coordinates for installation in the Springbrook Billing System. These coordinates shall be provided in Excel format and can be transmitted electronically dependant upon compatibility with Springbrook.

Scheduling
SecureVision of America shall install one cycle at a time and not move on to a new cycle until each cycle is complete.

Existing Defects
SecureVision of America, Inc. is only responsible for water leaks that are created by SecureVision technicians during the installation process. Any defects that exist upon inspection and cleaning shall be reported to City of Hutto for repair prior to new meter being installed.

Hydro-Vac Process
City of Hutto shall provide water to be used in the hydro-vac cleaning process for SecureVision of America. The City of Hutto shall provide a location to empty the sludge tank on the hydro-vac unit on a daily basis.

Service Locations
The City of Hutto shall provide a person that is knowledgeable of the locations of the meters to be cleaned and changed for SecureVision of America on a daily basis to assist in locating the services that technicians are not able to find. This process shall happen the day following the CNL “cannot locate”.

Project Management
SecureVision of America, Inc. shall employ a project manager to manage all aspects of the project. The project manager for the project shall be Robert Wyly, Director of Operations, at 830-243-7117.

Unit Pricing:
To provide installation services of the new 100W Itron Erts to include test read of each unit and evaluation and modification of the existing service installation as indicated in the outlined “Scope of Work” provided.

4,700 Installations at 18.50 each $86,950.00

Additional Services:
Option 1 To provide and install re-bar mounting rod for unit installation according to the Itron published installation guide. $3.95 EACH
Option 2  To remove and replace defective or damaged meter boxes discovered during the project by means of hydro-vac to avoid damage to existing landscape surrounding each service location.  
$30.00 EACH

Option 3  To remove and replace any defective or damaged water meters discovered during the project by means of hydro-vac to remove existing silt and other rubbish that may be located in the service.  
$26.00 EACH

Terms and Conditions:

Quality of Workmanship: SecureVision of America shall install all products in a professional manner as accepted by the American Water Works Association.

Term of Installation: Installation shall be complete within 120 days of Notice to Proceed issued by City of Hutto.

Compensation: SecureVision of America shall invoice for complete work on a weekly basis, as work is accepted by City of Hutto.

Terms of Payment: Payment is due within 7 days of invoice by SecureVision of America.

Installation Warranty: SecureVision of America warrants all installations relating to “labor only” for a period of 1 year.

SecureVision of America, Inc.  City of Hutto, Authorized Agent

________________________  ______________________
Date_______  Date_______
AGENDA ITEM NO.: 8D.  
AGENDA DATE: August 06, 2015

PRESENTED BY: Scot Stromsness, Public Works Director

ITEM: Consideration and possible action on a resolution concerning the issuance of a purchase order to Trico Tower Services for Automated Meter Collector Installation Services.

STRATEGIC GUIDE POLICY: Service Delivery

ITEM BACKGROUND: Council approved the upgrade of the Itron Automated Metering Infrastructure at the November 6, 2014 meeting. As a result of the upgrade, 3rd party services were required to replace the existing 200W endpoint collectors with the new 100W endpoint collectors. City staff conducted a Request for Proposals for these services in June 2015. 58 companies were notified of the RFP through the Texas Bid System and 13 downloaded the solicitation documents. Trico Tower Services was the only firm to submit a proposal by the solicitation deadline which can be largely attributed to the specialty of the service with Itron equipment. The evaluation team reviewed the proposal in detail, conducted an interview with Trico Tower Services, and consulted with Itron project representatives before recommending them for award.

BUDGETARY AND FINANCIAL SUMMARY: The FY 15 budget for this project included funds sufficient to contract for the installation services. The proposed price submitted by Trico Tower is $54,490 for materials and labor to install the new units.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

CITY ATTORNEY REVIEW: The City Attorney approved the process as to form.

STAFF RECOMMENDATION: Staff recommends approval of award and issuance of a Purchase Order to Trico Tower Services in the amount of $54,490 for Automated Meter Collector Installation Services.

SUPPORTING MATERIAL:

1. Resolution - Automated Meter Reading Collector Installation Services
1. Resolution - Automated Meter Reading Collector Installation Services
2. Trico Tower Services - Automated Meter Reading Collector Installation proposal
RESOLUTION NO.

A RESOLUTION OF THE CITY OF HUTTO, TEXAS REGARDING INSTALLATION SERVICES OF ITRON AUTOMATED METER READING COLLECTORS.

WHEREAS, The City of Hutto Water department has contracted with ITRON for automated water meter collectors to better service its residents needs and;

WHEREAS, the City recognizes the need of providing service in a timely and accurate manner, and

WHEREAS, the City staff agree that the most expedient method of installing the upgraded collectors is to contract with a vendor for the units to be installed.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:

That the Mayor is hereby authorized to issue a purchase order to Trico Tower Services on behalf of the City of Hutto for the installation of Itron collector units.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 6th day of August, 2015.

CITY OF HUTTO, TEXAS

______________________________
Debbie Holland, Mayor

ATTEST:

______________________________
Seth Gipson, City Secretary
Trico Tower Service, Inc.  
4020 Creekmont  
Houston, TX 77091  
713.681.8299  
713.957.1106 Fax

**City of Hutto**  
401 West Front St.  
Hutto, TX 78634  
Attn: Will Hutchinson

| Location: | Carl Stern Water Tank - 30.53444, -97.56102 - 170' Tall Water Tower  
|           | Glenwood Lift Station - 30.52269, -97.5356 - 80' Wood Pole  
|           | Pecan Street/ Downtown Water Tank - 30.54529, -97.54371 - 170' Tall Water Tower |

**Scope:**  
**Carl Stern Water Tank:**  
1) Install one Itron CCU100 at the base of the water tower in the left wall as directed by client.  
2) Install one Itron 900 MHz 8dbi antenna and bracket on the existing mounting ring at the 170' level of the water tower along with one run of 1-5/8" Eupen coax from the antenna down the inside of the water tower to the CCU100 at the base of the water tower. Install two 1/2" x 10' jumpers, one at top and one at bottom of the coax. Trico Tower Service to provide the 1-5/8" coax and all associated hardware.  
3) Install remote GPS and WAN antennas on the exterior of the water tower base with a view of the southern sky. All material to be supplied by the client.  
4) Provide labor to complete a sweep test of the coax after installation and provide written report of the test at completion. Note: if any extra sweep test are required once the client reviews the original report they will be subject to additional charges.  
5) Install one 120 volt 20 amp circuit from the existing electrical panel to the new repeater equipment and terminate.  

| Material   | $3,575.00  
| Labor      | $10,850.00  
| Electrical | $1,950.00  
| Mobilization | $2,350.00  

**Site Total**  
$18,725.00

**Glenwood Lift Station:**  
1) Install one Itron repeater 100 at base of the existing wood pole as directed by client.  
2) Install one Itron 900 MHz 8dbi antenna and bracket on the wood pole at the 70' level along with one run of 7/8" Eupen coax from the antenna down the pole and connect to the repeater at the base of the pole. Install two 1/2" x 10' jumpers, one at top and one at bottom of the coax. Trico Tower Service to provide the 7/8" coax and all associated hardware.  
3) Install a new 60 amp 120/240 volt single phase outdoor electrical panel. This panel is to be fed from the existing disconnect at the H-frame. Install 3/4" rigid conduit underground from the new panel to the existing wooden pole to feed the new repeater. Remove the extension cord running underground to the existing equipment on the wooden pole. Provide a new circuit from the new panel to feed the existing equipment in the same conduit for the repeater.
Removing the existing GFCI outlet from the service area will not be necessary because it will no longer feed the existing equipment on the pole.

**Note:** Electrical bid is based on the pictures provided. It appears there is no existing electrical panel to feed the new and existing equipment. It also appears the existing equipment is powered by an extension cord running underground (this is a code violation and must be fixed). The voltage of the disconnect on the H-frame is unknown. It is assumed to be 120/240 or 120/208 volt. If the voltage is 480 volt the installation of a transformer would need to be added to the bid. Any clarification that can be provided would help.

- **Material** $2,250.00
- **Labor** $9,400.00
- **Electrical** $6,240.00
- **Mobilization** $750.00

**Site Total** $18,640.00

**Pecan Street / Downtown Water Tank:**

1) Install one Itron TCU100 at the base of the water tower in the left wall as directed by client.

2) Install one Itron 900 MHz 8dbi antenna and bracket on the existing mounting ring at the 170' level of the water tower along with one run of 1-5/8" Eupen coax from the antenna down the inside of the water tower to the CCU100 at the base of the water tower. Install two 1/2" x 10' jumpers, one at top and one at bottom of the coax. Trico Tower Service to provide the 1-5/8" coax and all associated hardware.

3) Install remote GPS and WAN antennas on the exterior of the water tower base with a view of the southern sky. All material to be supplied by the client.

4) Provide labor to complete a sweep test of the coax after installation and provide written report of the test at completion. Note: if any extra sweep test are required once the client reviews the original report they will be subject to additional charges.

5) Install one 120 volt 20 amp circuit from the existing electrical panel to the new repeater equipment and terminate.

**Material** $3,575.00

**Labor** $10,850.00

**Electrical** $1,950.00

**Mobilization** $750.00

**Site Total** $17,125.00

**Project Total** $54,490.00

**Notes:**

- 1) All electrical and grounding work to be completed by others.

**Notes:**

Any applicable Federal, State or Local Taxes are not included in the price and are the responsibility of the customer.

Any additional labor or materials supplied by Trico Tower shall be billed upon approval.

Purchase order number required upon acceptance.

Quotation is valid for 60 days.

**Client must provide PO upon approval**

Terms: **W/ Materials** 50% of Material down with order ($4,700.00), 50% on delivery ($4,700.00) and balance on completion ($45,090.00).

Submitted By: John W Hill  
Title: President  
Date: 7/27/2015

Accepted By:  
Title:  
Date:  

Print Name
CITY OF HUTTO
CITY COUNCIL AGENDA

AGENDA ITEM NO.: 8E.  AGENDA DATE: August 06, 2015

PRESENTED BY: Seth Gipson, City Secretary

ITEM: Consideration and possible action on a resolution establishing a City Council Protocol Policy.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND:
In 2006, the Hutto City Council approved a resolution adopting a Council Relations Policy that served as a guide for City Council processes. This policy was revised several times, with the last revision being in 2009.

Last year when the City Council Committees were established, one of the goals that the Leadership and Legislative Council Committee was tasked with was to renovate the current Council Relations Policy. The committee made several changes to the policy and it was presented at the July 2, 2015 City Council Meeting.

The City Council did not take any action on the item and requested that it go back to the Leadership and Legislative Committee for further review. The committee examined the current Council Relations Policy and the Draft Protocol Policy at their July 13th meeting. The committee concluded that there will be two separate city council policies instead of the protocol policy replacing the relations policy.

The committee made several modifications to the draft protocol policy including, adding a section for emergency meetings and rearranging the duties of the Mayor Pro-tem.

The Committee will continue to work on the City Council Relations Policy and it will be presented to the City Council for consideration at a later date.

BUDGETARY AND FINANCIAL SUMMARY:
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Leadership and Legislative Committee recommends approval of the resolution.

CITY ATTORNEY REVIEW:
Not applicable.

**STAFF RECOMMENDATION:**
Staff recommends approval of the resolution establishing the Council Protocol Policy.

**SUPPORTING MATERIAL:**
1. Resolution - Protocol Policy
2. Protocol Policy - Draft
A RESOLUTION ESTABLISHING A HUTTO CITY COUNCIL PROTOCOL POLICY.

WHEREAS, the City Council of the City of Hutto initially adopted the Council Relations Policy on July 3, 2006, which outline tips and procedures; and

WHEREAS, the last revisions of the policy were adopted in 2009; and

WHEREAS, the City Council wishes to develop a protocol policy that reflects the current processes of the council and can be used as a tool to ensure effective and efficient governance; and

WHEREAS, by adopting these protocols, the Council acknowledges their responsibility to each other, to the City’s professional staff, and to the public.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO THAT:

The Hutto City Council Protocol Policy is hereby adopted to serve as the guidelines to preserve the values and integrity of representative local government and democracy.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 6 day of August, 2015.

CITY OF HUTTO, TEXAS

________________________
Debbie Holland, Mayor

ATTEST:

________________________
Seth Gipson, City Secretary
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1 Overview of Roles and Responsibilities

a) Role of the Mayor

The Mayor shall:
1) Acts as the official head of the City for all ceremonial purposes
2) Chairs Council meetings
3) The Mayor shall vote on propositions that come before the City Council, but shall have no power to veto.
4) The Mayor shall, when authorized by the City Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds.
5) Recognizes comments from citizens at public meetings
6) Calls for special meetings
7) Selects substitute for City representation when Mayor cannot attend
8) Makes judgment calls on proclamations, special presentations, etc.
9) Recommends subcommittees as appropriate for Council approval
10) Serves as the liaison between the Council and the City Manager and City Attorney in regards to official relations
11) Leads the Council into an effective, cohesive working team
12) Signs documents on behalf of the City
13) Works with City Manager to prepare Council agenda
14) Appoints Council Committees
15) The Mayor shall perform such other duties consistent with this Charter or as may be imposed upon him or her by the City Council.

b) Role of Mayor Pro-tem

The Mayor Pro-tem shall be chosen by the City Council at the first regular City Council meeting following each regular City election.

The Mayor Pro-tem shall:
1) Act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor
2) Represents the City at ceremonial functions at the request of the Mayor

c) Role of a Council Member

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect.

All Council members shall:

3 | City Council Protocol Policy – DRAFT

Deleted: every

Deleted: Be a Council member elected

Moved up [1]: Be a Council member elected by the City Council at the first regular City Council meeting following each regular City election.

Deleted: Adopted 07-02-15
1) Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.

2) Prepare in advance of Council meetings and be familiar with issues on the agenda. Stay focused and act efficiently during public meetings.

3) Represent the City at ceremonial functions at the request of the Mayor.

4) Be respectful of other people’s time. Serve as a model of leadership and civility to the community.

5) Inspire public confidence in Hutto government.

6) Provide contact information to the City Manager’s Office in case an emergency or urgent situation arises while a Council member is out of town.

7) Demonstrate honesty and integrity in every action and statement.

8) Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Council Protocol Policy.

d) **Meeting Chair’s Responsibilities**

   The Mayor will chair official meetings of the City Council, unless the Mayor Pro Tem or another Council member is designated as Chair of a specific meeting. This individual maintains order, decorum, and the fair and equitable treatment of all speakers and keeps discussion and questions focused on the specific agenda item under consideration.

e) **Role of City Council Committees**

   In July 2014, the City Council created three committees to help manage the multitude of responsibilities related to city governance. Annually following the city council election, council members will submit their preferences to serve on the committees and the Mayor will make the final selection of committee members. A regularly scheduled meeting date will be determined by the committee, but additional meetings may be called. The duties of each committee are as follows:

   1) **Fiscal and Budgetary**
      a) Review Quarterly Investment Report
      b) Review Quarterly Financial Report
      c) Receive Auditor’s Report and Meets with Auditor
      d) Recommend changes to the Fiscal Policy
      e) Oversee Outside Agency Funding
      f) Recommend allocation of hotel tax funds

   2) **Growth Guidance Committee**
      a) Review RFI’s for Co-Op Site
      b) Recommend Tax Abatement Policy
      c) Recommend changes to the City’s Comprehensive Plan
      d) Review CIP Performance
e) Recommend necessary changes to Solid Waste Franchise

3) **Leadership and Legislative Committee**
   a) Propose Legislative Agenda
   b) Recommend Board & Commission Appointments and Chairpersons
   c) Recommend changes to the Council Protocol Policy
   d) Select Hutto Citizens University class
   e) Represent City at Hutto Coordinating Committee
   f) Monitor performance and attendance of Boards and Commissions
2 Meetings

a) Agenda Development and Posting

The agenda of each City Council meeting is prepared as a joint effort between the mayor, city manager, city secretary, and department directors. Two members of City Council may request placement of an item on the agenda to the City Manager or City Secretary no later than noon on the Tuesday of the week prior to the Thursday Council Meeting. The request should state the nature of the item, the desired action by city council and include any supporting material. Once all items are submitted they are reviewed and approved by the City Manager. Once approved, the agenda and packet are finalized and placed into the City Council dropbox account on the Friday before the scheduled meeting date. The agenda is posted on the city hall bulletin board and on the city’s website in accordance with the Texas Open Meetings Act.

b) Meeting Schedule

Regular meetings are held the first and third Thursdays of each month at 7:00 p.m., in the City Hall Council Chambers, 401 W. Front St., Hutto, Texas. Other meetings may arise on an as needed basis, such as budget work sessions. A schedule of regular meetings is determined in December for the upcoming year. At times, scheduling conflicts will arise and a regular meeting may be rescheduled to another day. This must be done by ordinance and approved by the City Council.

c) Work Sessions

Work Sessions have several purposes: 1) to discuss pending items for the Council agenda; 2) to discuss items that staff needs to bring to Council’s attention; 3) to receive progress reports on current projects and 4) to hear regular updates from members of appointed Boards, Commissions, or Task Forces. Overall, the purpose of the work session is for Council and staff to meet and discuss various items in an informal manner where questions may be asked of each other and in-depth discussion can take place. No official action on City business is taken in work sessions. Work sessions do not generally include public input.

Work sessions are not held regularly and the location and times vary. All work session agendas are posted in compliance with the Texas Open Meetings Act and are always open to the public.

Work sessions are attended by all members of the City Council, the City Manager, Assistant City Manager, and City Secretary. Depending on the agenda items, the city
attorney, department directors, other staff members, consultants, board members, etc. will be invited. The Mayor presides over the work sessions.

d) Emergency Meetings

Special rules allow for posting notice of emergency meetings and for supplementing a posted notice with emergency items. These rules affect the timing and content of the notice but not its physical location. Section 551.045, Texas Government Code, provides:

1) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.

2) An emergency or urgent public necessity exists only if immediate action is required of a governmental body because of:
   a) An imminent threat to public health and safety; or
   b) A reasonably unforeseeable situation

3) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.

4) A person who is designated or authorized to post notice of a meeting by a governmental body under this subchapter shall post the notice taking at face value the governmental body’s stated reason for the emergency or urgent public necessity.

5) For purposes of Subsection (b)(2), the sudden relocation of a larger number of residents from the area of a declared disaster to a governmental body’s jurisdiction is considered a reasonably unforeseen situation for a reasonable period immediately following the relocation. Notice of an emergency meeting or supplemental notice of an emergency item added to the agenda of a meeting to address a situation described by this subsection must be given to the members of the news media as provided by Section 551.047 not later than one hour before the meeting.

The public notice of an emergency meeting must be posted at least two hours before the meeting is scheduled to begin. A government body may decide to consider an emergency item during a previously scheduled meeting instead of calling a new emergency meeting. The governmental body must post notice of the subject added as an item to the agenda at least two hours before the meeting begins.

In addition to posting the public notice of an emergency meeting or supplementing a notice with an emergency item, the governmental body must give special notice of the emergency meeting or emergency item to the news media who have previously (1) filed a request with the governmental body, and (2) agreed to reimburse the governmental
body for providing the special notice. The notice to members of the news media is to be given by telephone, facsimile transmission or electronic mail.

Because Section 551.045 provides for a two-hour notice only for emergency meetings or for adding emergency items to the agenda, a governmental body adding a nonemergency items to its meeting agenda must satisfy the general notice period of Section 551.043 or Section 551.044, as applicable, regarding the subject of that item.

The public notice of an emergency meeting or emergency item must “clearly identify” the emergency or urgent public necessity for calling the meeting or for adding the item to the agenda of a previously scheduled meeting. The Act defines “emergency for purposes of emergency meetings and emergency items.

A governmental body’s determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

e) Public Comment

At each meeting, there is a designated time for public comment on any topic that is not listed on the agenda. To speak, citizens must complete a public comment card and turn it into the City Secretary prior to the start of the meeting. Each Citizen will have three minutes to speak; minutes are not transferable. City council members cannot respond to the comments, but can direct staff to follow-up with the citizen.

If an individual would like to speak on a specific item, they will need to complete a public comment card and return it to the City Secretary prior to the start of the meeting. When the item is addressed by the city council, the mayor will call up the individuals that have registered to speak and each individual will have three minutes to speak.

All individuals addressing the City Council must abide by the following rules of decorum:

1) No Speaker shall address the Council unless recognized by the Mayor.
2) Profane, vulgar, or abusive language or personal attacks will not be tolerated.
3) No Speaker shall continue to address the Council after being informed by the Mayor that the Speaker’s time for addressing the Council has expired.
4) No placards, banners, or signs will be permitted in the city council chamber or in any other room in which the city council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the city council are permitted.

f) Public Hearings

The staff member that is responsible for the public hearing will make a brief presentation on the item and the Mayor will open the hearing for public comment.
Individuals may sign up to speak, by completing a public comment card and submitting to the City Secretary prior to the start of the meeting. Each speaker will have three minutes to speak. The Mayor will close the public hearing when the speaking has concluded.

g) **Video and Streaming of Meetings**

City Council meetings held at 401 W. Front Street, with the exception of some work sessions and those meetings or portions of meetings conducted in Closed Session pursuant to the Texas Government Code, are broadcast live over the local Community Access Channel and web streamed live and archived on the City’s website. Videos are archived on the City’s website for up to two years for the sole purpose of being able to rebroadcast the meetings on the Community Access Channel and the web. Both forms of broadcasted meetings are for the convenient viewing by Hutto citizens, and are not the permanent record of City Council proceedings.

h) **Proclamations**

The Mayor issues proclamations as a way to give special recognition by the City to an individual, event, issue, etc. All requests for proclamations must go through the City Secretary’s Office and be approved by the Mayor. Proclamations may be presented at a City Council meeting or prepared and mailed to the requester. If it is to be presented at a City Council meeting, there must be a representative at the meeting to receive the document.

i) **Open Meetings Act**

Every meeting of the City Council and Boards and Commissions must be conducted in accordance with Chapter 551 of the Government Code, commonly referred to as the Texas Open Meetings Act. The Act is based on the notion that public officials should discuss and vote on public business under public scrutiny, so that the public will have the opportunity to know what their public officials are doing. The Act contains criminal penalties for violations. To help educate government officials on the Act requirements, each elected or appointed member of a governing must take at least one hour of training in the Open Meetings Act. The training must be completed no later than 90 days after the member takes the oath of office or assumes the responsibilities of the office.

The Attorney General’s Office allows the requirement to be met in at least two ways:

1. A video is available to view online on the Attorney General’s webpage concerning open government.
2. Certification of other entities such as the Texas Municipal League, to provide the training.
The training needs to be conducted in coordination with the City Secretary who is responsible for certifying that all elected and appointed officials are in compliance with the requirements under Government Code Chapter 551.
3 Financial Matters

a) **Budget**

The budget is the City's financial plan that presents the services to be provided to the community over the coming year and the funds necessary to perform these services. Hutto operates under a fiscal year that begins on October 1 and ends September 30. In early spring, staff begins the process of estimating anticipated revenues, identifying and evaluating potential expenditures and preparing a recommended budget. Special budget workshops will be scheduled with the Council throughout the summer, as needed, for the City Manager to present the recommended budget. Two public hearings are typically held on the budget in August, with the Council considering the budget at a September Council meeting. For more information, please reference the City of Hutto Fiscal and Budgetary Policy.

b) **Training and Education**

There are a number of training opportunities for council members that are offered by various organizations such as the Texas Municipal League and the National League of Cities. During the budget process, the City Council Members are asked to submit a training plan for the upcoming year. The City Secretary's Office staff will assist any council member with registration, travel arrangements and forms that are required by the Finance Department.

c) **Travel and Reimbursement**

City Council members follow the City’s Travel and Reimbursement Policy that is outlined in the City of Hutto Employee Manual.

d) **Council Campaign Disclosures**

Generally, candidates and officeholders are required to file reports of contributions and expenditures by January 15 and July 15 of each year. The reports filed on these dates are known as semiannual reports. These reports must be filed even if there is no activity to report for the period covered.

However, there is an exception to this requirement for officeholders who file with a local filing authority, do not have a campaign treasurer appointment on file, and do not accept more than $500 in officeholder contributions or make more than $500 in officeholder expenditures during the period covered by the report.

More information regarding campaign financial disclosures can be found at www.ethics.state.tx.us
4 Ethics

a) Conflicts of Interest

1) No city official or appointee shall intentionally or knowingly disclose any confidential information gained by reason of said official’s or appointee’s position concerning the property, operations, policies or affairs of the city, or use such confidential information for the pecuniary gain of said official or appointee, or others.

2) No city official or appointee shall intentionally or knowingly use one’s official position or city-owned facilities, equipment, or supplies for the pecuniary gain or advantage of said official or appointee, or use city-owned vehicles, printing facilities, postage facilities or long-distance telephone service for personal reasons, for pecuniary gain or advantage, or in any political campaign.

3) Except as otherwise specifically authorized by ordinance, no city official or appointee shall intentionally or knowingly appear before the body of which the official is a member while representing himself, or any other person, group, association, interest, or business entity.

4) No city official or appointee shall intentionally or knowingly represent directly or indirectly any private person, group, or interest other than himself or a family member before any department, agency, commission or board of the city for economic benefit or pecuniary gain.

5) No city official or appointee shall vote on or participate in any decision-making process if the official or appointee has a direct financial interest in the outcome of the matter under consideration. No city official or appointee shall vote on or participate in any decision-making process on any matter concerning real property or a business entity if the city official or appointee has a substantial interest in the business entity or real property.

6) None of the foregoing shall be construed to prohibit any city official or appointee from representing his interest in his owner-occupied homestead before the council, board, commission or any department except for the body of which the official or appointee is a member.

7) In any action or proceeding in the municipal court of the city which was instituted by a city official or appointee in the course of official duties, no city official shall knowingly represent anyone other than himself or a family member. If a Council member elects to have a trial in municipal court, the city council, without the participation of the affected Council member, shall appoint a special judge to preside over the trial.
8) No city official or appointee shall act as a surety for any person or business entity that has any contract with the city, or on any bond required by the city for any city official or appointee.

b) Disclosure of interest

1) If any city official or appointee has a substantial interest in any real property or business entity involved in any decision pending before the body of which the city official or appointee is a member, the city official or appointee shall not vote or otherwise participate in the consideration of the matter.

2) In the case of a city official or appointee, the city official or appointee shall publicly disclose, verbally or in writing, the nature and extent of such interest to the body on which the city official or appointee serves prior to any discussion or determination of the matter to be considered or immediately upon discovery of the conflict of interest. The statement of disclosure shall be included in the official minutes of the body.

c) Financial Disclosure

1) No later than April 30th of each year, each city official shall file a sworn financial disclosure statement with the city secretary reflecting the financial situation of the city official as of December 31st of the previous year. Notwithstanding any other term or provision of this article, as used in this section:
   a. The term “family member” shall include only the city official and the spouse and the minor children of the city official.
   b. The term “substantial interest” shall include only the interests of the city official and the spouse and minor children of the city official.

2) A newly appointed city official shall file a sworn financial disclosure statement with the city secretary within thirty (30) days from the date the position with the city is assumed. Said statement shall reflect the financial situation as of date of employment or appointment and for the previous twelve (12) months; provided, however, such city official shall not be required to include in such statement the requirements of subsections (4)(f), (g), and (h) [sic] of this section.

3) Each person required to file a financial disclosure statement shall do so on a form supplied by the city, which shall include the following information:
   a. The person’s name, residence address, business address and telephone number, and all names under which the person or family member does business.
b. Identification by street address, and legal description of all real property located within the city or its extraterritorial jurisdiction in which the person has a substantial interest.

c. Identification of each business entity owning property or doing business within the city or its extraterritorial jurisdiction in which the person has a substantial interest.

d. Identification of each source of income amounting to ten (10) percent or more of the person's or family member's gross annual income as defined by the United States Internal Revenue Code.

e. Identification of the donor of each gift of more than five hundred dollars ($500.00) in value received by the person or family member, including the value of the gift, where such donor has appeared before and requested action of the city council during the reporting period.

4) Identification of the donor of two or more gifts of an accumulated value of one thousand dollars ($1,000.00) or more received by the person or family member, where such donor has appeared before and requested action of the city council during the reporting period.

5) The city secretary shall maintain all financial disclosure statements required to be filed herein as public records and retain them for a period of three (3) years, after which statements shall be destroyed.

6) Within thirty (30) days of being appointed to the planning and zoning commission or board of adjustment and on each anniversary of that date, each member of such commission shall file with the city secretary a sworn statement identifying by street address and legal description all real property located within the city or its extraterritorial jurisdiction in which the member has a substantial interest.

7) Any person who appears before the city council or commission who has had business dealings in the immediately preceding twelve-month period involving one or more transactions of five hundred dollars ($500.00) or more each, for a total of twenty-five hundred dollars ($2,500.00) or more, with a Council member, commissioner, or business entity in which a Council member or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with section 1.01.009 of this code.

d) Gifts

No city official or appointee shall intentionally or knowingly solicit or accept any contribution, gift, or economic benefit with actual or constructive knowledge that same is:

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*Deleted: Adopted 07-02-15*
1) Offered or given with intent to influence the judgment or discretion of such official; or
2) Given in consideration of the favorable exercise of such official’s judgment or discretion in the past.
5 Communications

a) Correspondence To/From Council

The City Secretary receives and processes the City Council’s incoming mail. All mail to the mayor and council members is reviewed and placed in the mailboxes located outside of the City Secretary’s Office. All invitations are scanned and sent to the council members via email for action and the City Secretary will take care of confirming the members’ attendance at an event and if necessary schedule the event on their calendar and post a potential quorum notice.

All mail to the Mayor is opened and reviewed as to priority for response, copies needed for city staff and/or city council, notation of upcoming events, etc. All important letters addressed to the Mayor are copied to the Mayor and an original is kept in the official files in the City Secretary Office.

All needed responses to letters are coordinated between the Mayor, City Manager, and City Secretary.

b) Media Relations

The media frequently contacts council members for information and quotes. The Mayor is the designated representative of the Council to present and speak on the official city position. If the media contacts an individual council member, the council member should be clear about whether their comments represent the official City position or a personal viewpoint.

Below are three things to remember when dealing with the press.

1) Never go “off the record”
2) Choose words carefully and cautiously
3) Remember the media lives by tight deadlines

All official city statements that will be sent out as a press release will go through the City Manager’s Office for distribution. The Public Information Officer maintains up-to-date contact information for all local media outlets. In order to ensure that all media outlets are treated fairly, all news releases should by submitted to the Public Information Officer for review and distribution.

c) Social Media

Individuals are encouraged to positively promote the City and share information on their own social media websites. However, councilmembers along with board and
commission members should exercise caution when commenting or responding to other posts. Only factual information should be provided to city related topics as personal views may not reflect that of the entire Council or board or City. In addition, you should carefully check to ensure that no other councilmembers or board or commission members have responded to the same topic in order to avoid a possible violation of the Open Meetings Act.

In general, responses should be referred to and handled by the City’s Public Information Officer. In certain circumstances, the City Manager, PIO, and/or Mayor may determine that it is appropriate for someone else to respond directly.

d) Public Information Act

Texas Government Code, Chapter 552, known as the Texas Public Information Act, requires that most City records, including those in the possession of council members, be open to the public for inspection.

“Public Records” are broadly defined under the act to include “the portion of all documents, writings, letters, memoranda, or other written materials which contain public information.” “Public information” includes “all information collected, assembled, or maintained by or for governmental bodies pursuant to law or ordinance or in connection with the transaction of official business.”

Certain information is specifically excluded from the requirements of the Texas Public Information Act. While the list of exempt materials is too long to recite here, it includes such items as working papers being used to draft ordinances or resolutions, certain personnel records, information that would, if release, give an advantage to bidders, documents protected because of attorney-client relationships, and documents related to pending or ongoing litigation.

Despite the narrow exemptions established in the law, its effect is to require that most of the written material used or produced by council members be made available upon request, to the news media and other members of the public. If it is felt that certain records are exempt from the requirements of the law, and there has been no previous determination that particular types of records are exempt, the City official must request an opinion from the Attorney General no later than the 10th business day after the date of receiving the written request.

If an Attorney General’s opinion is requested, and the opinion subsequently holds that the information is public and the City official persists in refusing to release it, the City has 10 days to file suit to challenge the Attorney General’s determination.

The City of Hutto has designated the City Secretary as the Public Information Officer in regards to the Public Information Act and therefore all training requirements discussed
under Chapter 552 of the Government Code are satisfied. Therefore all requests made under the Public Information Act shall be directed to the City Secretary.

For more information regarding the Public Information Act, please refer to the TML Handbook for mayors and council members.
6 General Policies and Documents

a) Technology and Equipment Use & Electronic Communications and Systems Access Use

iPads

The City implemented electronic distribution of agendas, reports, budget documents, etc. In order to access and use such documents, a City-issued iPad will be provided for each Council member. City-issued iPads are for official City business only; personal use is prohibited. The City understands that it is often inefficient to use both personal and City-issued hardware, such as iPads.

Therefore, Council members have the option of using a personal iPad. The City does not pay for any accessories for any of the iPads, such as cases, styluses, screen covers, personal applications, etc.

When Council members complete their term of office, all City-issued equipment shall be returned to the City Manager.

E-mail account

Each Council member is assigned an individual City e-mail address with the huttotx.gov domain. E-mails to the Council as a whole can be sent to citycouncil@huttotx.gov. The City's e-mail system shall be used for the communication and exchange of information related to City business. City e-mail may not be used for personal or political purposes.

Council members can access their e-mail from their computer, phone, iPad, etc. through a web-based client; IT staff will assist with the set-up.

There should be no expectation of privacy when using City e-mail.

Please note, Council members are subject to the City’s Technology and Equipment Use Policy that is outlined in the City of Hutto Employee Manual.

b) Political Activity

Council members have the right to endorse candidates for all Council seats or other elected offices. However, it is inappropriate to mention endorsements during Council meetings or at other official city meetings.
c) **City Charter**

The City of Hutto Charter is a written document that establishes the basic governmental structure, form of government, corporate boundaries, and municipal powers. In this respect, it is similar to a state or national constitution. As such, amendments to the City charter require an election and approval of the citizens of Hutto. The copy of the charter can be retrieved at www.huttotx.gov or in the City Secretary’s Office.

d) **Code of Ordinances**

The City Code of Ordinances is the compilation of local laws that have been adopted and codified by the City Council. The City Code covers a wide range of areas, including taxes, court, environmental regulations, alcoholic beverages, business regulations, etc. Amendments to the City Code must be adopted by the Council. A copy of the code of ordinances can be found at www.huttotx.gov or in the City Secretary’s Office.

e) **Strategic Guide 2035**

In 2007, the Hutto City Council began the development of a strategic guide that would provide direction for the community as it develops during the next 20 years. The Council reviews the guide each year at their annual work session and, if necessary, revise and make modifications to the document. The guide is made up of a series of policies that include:

- Leadership
- Quality of Life
- Organizational Development
- Service Delivery
- Fiscal and Budgetary
- Public Safety
- Mobility
- Education
- Growth Guidance
- Infrastructure
- Economic Development

A complete copy of the 2035 Strategic Guide can be found at www.huttotx.gov or in the City Secretary’s Office.