CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, SEPTEMBER 3, 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. PUBLIC COMMENT
   5A. Remarks from visitors. *(Three-minute time limit)*

6. 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.

   6A. Consideration and possible action on a resolution concerning the proposed Subdivision Star Ranch Phase 2 Revised Preliminary Plat, 21.97 acres, more or less, of land, 24 single-family lots and 8 commercial lots, located within Hutto's extraterritorial jurisdiction at Muirfield Bend Drive and Muirfield Bend Cove.
6B. Consideration and possible action on a resolution concerning the proposed Subdivision Amended Plat of Lots 1-4, 5 (S/PT) and 7, Block 9 of the Railroad Addition, 1.478 acres, more or less, of land, 1 commercial lot, located at 301 West Street.

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

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

REGULAR AGENDA ITEMS

7. ORDINANCES:

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

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

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

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

7E. Consideration and possible action on the first reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2015.

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

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

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

8C. Consideration and possible action on a resolution concerning an agreement with Tyler Technologies to provide financial software products and services.

9. **WORK SESSION:**

A work session is conducted for information or educational purposes. No action is taken by the Council on items listed. It is the policy of the City Council that public comment will not be allowed for work session items.

9A. Work session on tips and recommendations regarding the filming and replay of City Council meetings.

10. **EXECUTIVE SESSION:**

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

11. **ACTION RELATIVE TO EXECUTIVE SESSION:**

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

12. **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 September 3, 2015 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Friday, the 28th day of August 2015 at 3:30pm.

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@huttotx.gov for assistance.
CITY OF HUTTO
CITY COUNCIL AGENDA

AGENDA ITEM NO.: 6A. AGENDA DATE: September 03, 2015

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

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

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
The Star Ranch Phase 2 Revised Preliminary plan is a revision to the active preliminary, which was most recently revised in 2013. The land uses remain consistent in the revision, featuring commercial lots adjacent to SH 130 and residential lots along the West side of Muirfield Bend Drive. A connection from Muirfield Bend Drive to SH 130 has been added with TXDOT approval of its feasibility. The location of the existing lift station adjacent to the detention pond and parkland lot is removed from the plan boundary. The tract will be transferred to the WCWSIDD No. 3 by separate instrument. Lot lines were also shifted, and a delineation of Sections One and Two added. The revised preliminary plan is consistent with the Star Ranch Phase 2 Section One final plat, approved by Hutto City Council on March 19, 2015. Staff comments have been addressed.

BUDGETARY AND FINANCIAL SUMMARY:
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission recommended approval to City Council on August 4, 2015. The motion passed unanimously.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends that the Council approve the resolution.
SUPPORTING MATERIAL:
1. Resolution - Star Ranch Phase 2 Revised Preliminary Plan
2. Exhibit A - Star Ranch Phase 2 Revised Preliminary Plan
RESOLUTION NO.

A RESOLUTION APPROVING THE PRELIMINARY PLAT KNOWN AS “STAR RANCH PHASE 2 REVISED PRELIMINARY PLAN”; 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 Phase 2 Revised Preliminary Plan”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 3rd day of the month September, 2015.

CITY OF HUTTO, TEXAS

________________________________
Debbie Holland, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 6B.  
AGENDA DATE: September 03, 2015

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

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

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
The Amended Plat of Lots 1-4, 5 (S/PT) and 7, Block 9 of the Railroad Addition combines multiple parcels into a single 1.478-acre lot. The property, owned by Hutto Bible Church was recently rezoned to OT-5C (Co-Op) and integrated into the planned Co-Op District. The church will orient future development toward the Co-Op, placing their future building along the Pecan Street sidewalk and the terminus of Short Street. The plat dedicates 10 feet of right-of-way along Pecan Street and Live Oak Street, to facilitate future construction of planned downtown streetscapes. The plat also finalizes the mutually-beneficial land swap between the City and Hutto Bible Church. All of staff’s comments have been addressed.

BUDGETARY AND FINANCIAL SUMMARY:
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission recommended approval to City Council on August 4, 2015. The motion passed unanimously.

CITY ATTORNEY REVIEW:
Not applicable.

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

SUPPORTING MATERIAL:
1. Resolution - Amended Plat of Lots 1-4, 5(S/PT) and 7, Block 9 of the Railroad Addition
2. Exhibit A - Amended Plat of Lots 1-4, 5(S/PT) and 7, Block 9 of the Railroad Addition
RESOLUTION NO.

A RESOLUTION CONCERNING THE PROPOSED SUBDIVISION AMENDED PLAT KNOWN AS “AMENDED PLAT OF LOTS 1-4, 5 (S/PT) AND 7, BLOCK 9 OF THE RAILROAD ADDITION”; 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 “Amended Plat of Lots 1-4, 5 (S/PT) and 7, Block 9 of the Railroad Addition”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

RESOLVED on this the 3rd day of the month September, 2015.

CITY OF HUTTO, TEXAS

________________________________
Debbie Holland, Mayor

ATTEST:

________________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 6C.  
AGENDA DATE: September 03, 2015

PRESENTED BY: Melanie Hudson, Director of Finance

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

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND: This represents the third amendment of the FY15 Budget. The amendment includes adjustments to the City’s operating, capital projects, and special revenue funds. The amendments are detailed in the Exhibit A Fund Summaries.

BUDGETARY AND FINANCIAL SUMMARY: Please see Exhibit A for the financial summary.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: The Fiscal & Budgetary Committee reviewed the draft budget amendment prior to the presentation of the amendment to Council.

CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends the Council approve the second reading of the ordinance.

SUPPORTING MATERIAL:
1. FY15 BA #3 Ordinance
2. FY15 BA #3 Exhibit A
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE FISCAL YEAR 2014-15 BUDGET FOR OPERATING, CAPITAL PROJECTS, AND OTHER MISCELLANEOUS ADJUSTMENTS TO SPECIAL REVENUE FUNDS.

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

SECTION 1

That the appropriations for the fiscal year beginning October 1, 2014, and ending September 30, 2015, for the support of the general government of the City of Hutto, Texas, be amended for said term in accordance with the change in expenditures shown in the attached Exhibit A.

SECTION 2

That the amendment, as shown in words and figures in Exhibit A, is hereby approved in all aspects and adopted as an amendment to the City budget for the fiscal year October 1, 2014, and ending September 30, 2015.

SECTION 3

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 and the City Charter.

SECTION 4

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If a court of competent jurisdiction to be invalid shall adjudge any provision of this Ordinance, the invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 5

All ordinances or parts of ordinances and sections of the City Code of Ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.
SECTION 6

This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code and the City Charter.

SECTION 7

It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Tex. Gov't. Code.

READ and APPROVED on first reading on this the 20th day of August 2015, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and ADOPTED on second and final reading this 3rd day of September 2015, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

______________________________
Debbie Holland, Mayor

ATTEST:

______________________________
Seth Gipson, City Secretary
### CITY OF HUTTO
#### 2014-15 BUDGET AMENDMENT #3

### GENERAL FUND

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>BUDGET</th>
<th>YTD/ENCUMBERED</th>
<th>AMENDED #3</th>
<th>DIFFERENCE</th>
<th>%BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>4,695,804</td>
<td>4,733,904</td>
<td>4,744,427</td>
<td>48,623</td>
<td>101.24%</td>
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<tr>
<td>Sales Taxes</td>
<td>2,084,777</td>
<td>1,843,126</td>
<td>2,084,777</td>
<td>-</td>
<td>88.41%</td>
</tr>
<tr>
<td>Franchise Fees</td>
<td>714,575</td>
<td>668,949</td>
<td>714,575</td>
<td>-</td>
<td>93.61%</td>
</tr>
<tr>
<td>Building and Development</td>
<td>689,651</td>
<td>871,432</td>
<td>922,165</td>
<td>232,514</td>
<td>126.36%</td>
</tr>
<tr>
<td>Fines</td>
<td>201,700</td>
<td>254,477</td>
<td>256,500</td>
<td>54,800</td>
<td>126.17%</td>
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<tr>
<td>Interlocal - HSD Reimbursement for SRO</td>
<td>165,000</td>
<td>147,074</td>
<td>165,000</td>
<td>-</td>
<td>89.14%</td>
</tr>
<tr>
<td>Park Revenues</td>
<td>114,000</td>
<td>131,807</td>
<td>114,000</td>
<td>-</td>
<td>115.62%</td>
</tr>
<tr>
<td>Other</td>
<td>584,536</td>
<td>126,564</td>
<td>608,486</td>
<td>23,950</td>
<td>21.65%</td>
</tr>
</tbody>
</table>

| TOTAL REVENUES | 9,250,043 | 8,797,333 | 9,609,930 | 359,887 | 95.11% |

### EXPENDITURES

#### City Administration

- City Manager's Office: 582,680 - 459,303 = 78.83%
- City Council: 668,726 - 593,877 = 88.81%
- City Secretary's Office: 154,763 - 123,623 = 81.17%
- Human Resources: 283,962 - 236,905 = 83.43%
- Downtown: 115,666 - 85,262 = 37.11%

| TOTAL City Administration | 1,879,128 | 1,561,791 | 1,906,128 | 27,000 | 83.11% |

#### Finance

- Administration: 539,572 - 432,079 = 80.08%

| TOTAL Finance | 539,572 | 432,079 | 539,572 | - | 80.08% |

#### Development Services

- Planning: 396,519 - 312,817 = 78.89%
- Building/Code Enforcement: 244,182 - 324,811 = 26.02%

| TOTAL Development Services | 640,701 | 637,629 | 803,701 | 165,000 | 99.52% |

#### Public Works

- Administration: 234,799 - 187,221 = 79.74%
- Animal Control: 83,722 - 63,545 = 75.90%
- Streets & Drainage: 759,656 - 615,255 = 80.99%
- Facility Maintenance: 25,815 - 17,694 = 68.54%

| TOTAL Public Works | 1,103,992 | 883,716 | 1,099,977 | (4,015) | 80.05% |

#### Public Safety

- Administration: 854,656 - 728,474 = 85.24%
- Animal Control: 43,876 - 43,932 = 100.13%
- Patrol: 1,740,274 - 1,484,480 = 85.30%
- Investigations: 237,808 - 367,584 = 70.55%

| TOTAL Public Safety | 3,278,631 | 2,688,878 | 3,289,631 | 11,000 | 82.01% |

#### Parks

- Administration: 262,574 - 217,827 = 82.96%
- Library: 202,659 - 157,577 = 77.75%
- Recreation: 228,746 - 139,353 = 60.92%
- Parks Maintenance: 403,755 - 308,662 = 76.45%

| TOTAL Parks | 1,097,735 | 823,419 | 1,123,750 | 26,015 | 75.01% |

#### Engineering

- Engineering & Inspections: 464,454 - 374,416 = 80.61%

| TOTAL Engineering | 464,454 | 374,416 | 464,454 | - | 80.61% |

#### General Services

- Administration: 221,974 - 146,689 = 66.08%
- Information Technology: 408,002 - 287,848 = 528,002 | 120,000 | 70.55% |
- Utility Billing: 377,080 - 306,558 = 81.30%
- Municipal Court: 175,280 - 130,489 = 74.45%

| TOTAL General Services | 1,182,336 | 871,584 | 1,302,336 | 120,000 | 73.72% |

#### Non-Departmental

- Administration: 229,813 - 198,868 = 86.53%

| TOTAL EXPENDITURES | 10,416,362 | 8,472,379 | 10,761,362 | 345,000 | 81.34% |

### OTHER FINANCING SOURCES

- Transfer In: 943,000 - 707,250 = 75.00%
- Transfer Out: (483,000) - (301,500) = 62.42%

| TOTAL Other Financing Sources | 460,000 | 405,750 | 460,000 | - | 88.21% |

| NET CHANGE IN FUND BALANCE | (706,319) | (691,432) | 14,887 | 0.00% |

| Beginning Fund Balance | 3,305,017 | 3,305,017 | - | Audited beginning fund balance |

| Contingency Reserves | 2,604,181 | 2,604,181 | - |

| UNRESERVED ENDING FUND BALANCE | (5,480) | 9,400 | 14,890 | - |
## GENERAL DEBT SERVICE FUND

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>YTD/ENCUMBERED</th>
<th>AMENDED #3</th>
<th>DIFFERENCE</th>
<th>%BUDGET</th>
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<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Property Taxes</td>
<td>1,065,540</td>
<td>1,066,199</td>
<td>1,065,540</td>
<td>-</td>
<td>100.06%</td>
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<tr>
<td>Interest</td>
<td>500</td>
<td>395</td>
<td>500</td>
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<tr>
<td>Rental Income</td>
<td>34,332</td>
<td>28,610</td>
<td>34,332</td>
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<td>83.33%</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>1,100,372</strong></td>
<td><strong>1,095,204</strong></td>
<td><strong>1,100,372</strong></td>
<td>-</td>
<td><strong>99.53%</strong></td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Reduction</td>
<td>600,350</td>
<td>614,787</td>
<td>615,150</td>
<td>14,800</td>
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<tr>
<td>Interest</td>
<td>571,461</td>
<td>583,434</td>
<td>583,909</td>
<td>12,448</td>
<td>102.10%</td>
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<tr>
<td>Paying Agent Fees</td>
<td>1,750</td>
<td>470</td>
<td>1,750</td>
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<td>26.86%</td>
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<tr>
<td><strong>Total - Debt Service</strong></td>
<td><strong>1,173,561</strong></td>
<td><strong>1,198,691</strong></td>
<td><strong>1,200,809</strong></td>
<td><strong>27,248</strong></td>
<td><strong>231%</strong></td>
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<tr>
<td><strong>OTHER FINANCING SOURCES</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
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<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
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<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>-(73,189)</td>
<td>-(100,437)</td>
<td>-(27,248)</td>
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<td>Beginning Fund Balance</td>
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<td>199,667</td>
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<td><strong>ENDING FUND BALANCE</strong></td>
<td>126,478</td>
<td>99,230</td>
<td>-(27,248)</td>
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<tr>
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<td>YTD/Encumbered</td>
<td>Amended #3</td>
<td>Difference</td>
<td>% of Budget</td>
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<tr>
<td><strong>Revenues</strong></td>
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<td>Interest and Other</td>
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<td><strong>Expenditures</strong></td>
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<td>Total Expenses</td>
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<td><strong>Other Financing Sources</strong></td>
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<tr>
<td>Transfers In</td>
<td>100,000</td>
<td>75,000</td>
<td>100,000</td>
<td>-</td>
<td>75.00%</td>
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<tr>
<td>Transfers Out</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
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<tr>
<td>Total Other Financing Sources</td>
<td>100,000</td>
<td>75,000</td>
<td>100,000</td>
<td>-</td>
<td>75.00%</td>
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<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>100,000</td>
<td>75,000</td>
<td>100,000</td>
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<td>75.00%</td>
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<tr>
<td>Beginning Fund Balance</td>
<td>470,000</td>
<td>470,000</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>570,000</td>
<td>570,000</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>
### COURT FEE FUNDS

#### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Technology Fees</td>
<td>6,700</td>
<td>6,181</td>
<td>6,700</td>
<td>-</td>
<td>92.26%</td>
</tr>
<tr>
<td>Court Security Fees</td>
<td>5,100</td>
<td>4,307</td>
<td>5,100</td>
<td>-</td>
<td>84.44%</td>
</tr>
<tr>
<td>Court Training Fees</td>
<td>450</td>
<td>432</td>
<td>450</td>
<td>-</td>
<td>96.08%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>12,250</td>
<td>10,920</td>
<td>12,250</td>
<td>-</td>
<td>89.14%</td>
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</table>

#### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Technology</td>
<td>7,460</td>
<td>7,272</td>
<td>7,460</td>
<td>-</td>
<td>97.48%</td>
</tr>
<tr>
<td>Court Security</td>
<td>25,553</td>
<td>5,538</td>
<td>25,553</td>
<td>-</td>
<td>21.67%</td>
</tr>
<tr>
<td>Court Training</td>
<td>450</td>
<td></td>
<td>450</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>33,463</td>
<td>12,810</td>
<td>33,463</td>
<td>-</td>
<td>38.28%</td>
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</table>

#### OTHER FINANCING SOURCES

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
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</table>

#### NET CHANGE IN FUND BALANCE

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(21,213)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
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</table>

**Beginning Fund Balance** 30,179 30,179 0

**ENDING FUND BALANCE** 8,966 8,970 4
## HOTEL TAX FUND

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>YTD/ENCUMBERED</th>
<th>AMENDED #3</th>
<th>DIFFERENCE</th>
<th>%BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Occupancy Tax</td>
<td>100,000</td>
<td>78,129</td>
<td>100,000</td>
<td>-</td>
<td>78.13%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>100,000</td>
<td>78,129</td>
<td>100,000</td>
<td>-</td>
<td>78.13%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions to Civic Programs</td>
<td>34,863</td>
<td>25,840</td>
<td>34,863</td>
<td>-</td>
<td>74.12%</td>
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<tr>
<td>Total Expenses</td>
<td>34,863</td>
<td>25,840</td>
<td>34,863</td>
<td>-</td>
<td>74.12%</td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>(254,000)</td>
<td>(175,500)</td>
<td>(254,000)</td>
<td>-</td>
<td>69.09%</td>
</tr>
<tr>
<td>Total Other Financing Sources</td>
<td>(254,000)</td>
<td>(175,500)</td>
<td>(254,000)</td>
<td>-</td>
<td>69.09%</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>202,130</td>
<td>202,130</td>
<td>202,130</td>
<td>(0)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>13,267</td>
<td>13,267</td>
<td>13,267</td>
<td>(0)</td>
<td>0.00%</td>
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</table>
## City of Hutto

### 2014-15 Budget

#### Amendment #3

## Red Light Cameras Fund

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Light Camera Tickets</td>
<td>177,000</td>
<td>149,243</td>
<td>177,000</td>
<td>-</td>
<td>84.32%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>177,000</td>
<td>149,243</td>
<td>177,000</td>
<td>-</td>
<td>84.32%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments to ATS</td>
<td>175,000</td>
<td>175,000</td>
<td>175,000</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>175,000</td>
<td>175,000</td>
<td>175,000</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Other Financing Sources (Uses)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources (Uses)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>4,942</td>
<td>4,942</td>
<td>(0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>6,942</td>
<td>-</td>
<td>6,942</td>
<td>(0)</td>
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</table>
# PEG Fund

## Revenues

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEG Capital Fees</td>
<td>28,560</td>
<td>22,213</td>
<td>28,560</td>
<td>-</td>
<td>77.78%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>28,560</td>
<td>22,213</td>
<td>28,560</td>
<td>-</td>
<td>77.78%</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Equipment and Supplies</td>
<td>57,000</td>
<td>21,356</td>
<td>57,000</td>
<td>-</td>
<td>37.47%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>23,338</td>
<td>25,918</td>
<td>23,338</td>
<td>-</td>
<td>111.05%</td>
</tr>
<tr>
<td>Communication Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>80,338</td>
<td>47,274</td>
<td>80,338</td>
<td>-</td>
<td>58.84%</td>
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</tbody>
</table>

## Other Financing Sources

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Net Change in Fund Balance

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(51,778)</td>
<td>(51,778)</td>
<td>(51,778)</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>51,778</td>
<td>51,778</td>
<td>0</td>
<td>(0)</td>
<td></td>
</tr>
</tbody>
</table>

## Ending Fund Balance

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>(0)</td>
<td>(0)</td>
<td>(0)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Utility Fund

## Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Revenues</td>
<td>4,050,043</td>
<td>3,240,515</td>
<td>4,050,043</td>
<td>-</td>
<td>80.01%</td>
</tr>
<tr>
<td>Wastewater Revenues</td>
<td>3,037,237</td>
<td>2,677,806</td>
<td>3,037,237</td>
<td>-</td>
<td>88.17%</td>
</tr>
<tr>
<td>Connection Fees</td>
<td>129,798</td>
<td>166,536</td>
<td>129,798</td>
<td>-</td>
<td>128.30%</td>
</tr>
<tr>
<td>Other</td>
<td>1,455,377</td>
<td>1,030,706</td>
<td>1,455,377</td>
<td>-</td>
<td>70.82%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>8,672,455</td>
<td>7,115,563</td>
<td>8,672,455</td>
<td>-</td>
<td>82.05%</td>
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</tbody>
</table>

## Expenditures

### Public Works

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Services</td>
<td>4,450,294</td>
<td>3,311,837</td>
<td>4,451,542</td>
<td>-</td>
<td>74.42%</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>1,376,128</td>
<td>1,276,827</td>
<td>1,434,880</td>
<td>60,000</td>
<td>92.78%</td>
</tr>
<tr>
<td>HWY 79 WWTR Interceptor</td>
<td>514,768</td>
<td>522,866</td>
<td>514,768</td>
<td>-</td>
<td>102.16%</td>
</tr>
<tr>
<td>FM112 Waterline</td>
<td>7,108</td>
<td>426</td>
<td>7,108</td>
<td>-</td>
<td>5.99%</td>
</tr>
<tr>
<td><strong>Total Public Works</strong></td>
<td>6,348,398</td>
<td>5,114,956</td>
<td>6,408,298</td>
<td>60,000</td>
<td>80.37%</td>
</tr>
</tbody>
</table>

### Engineering

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mesquite/ALCOA Waterline</td>
<td>878,648</td>
<td>880,293</td>
<td>878,648</td>
<td>-</td>
<td>100.19%</td>
</tr>
<tr>
<td><strong>Total Engineering</strong></td>
<td>878,648</td>
<td>880,293</td>
<td>878,648</td>
<td>-</td>
<td>100.19%</td>
</tr>
</tbody>
</table>

### Non-Departmental

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>53,024</td>
<td>22,453</td>
<td>53,024</td>
<td>-</td>
<td>42.34%</td>
</tr>
</tbody>
</table>

### Total Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7,279,970</td>
<td>6,017,702</td>
<td>7,339,970</td>
<td>60,000</td>
<td>82.66%</td>
</tr>
</tbody>
</table>

## Other Financing Sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer In (Impact Fees &amp; UF CIP)</td>
<td>762,642</td>
<td>1,618,644</td>
<td>1,119,962</td>
<td>357,320</td>
<td>212.24%</td>
</tr>
<tr>
<td>Transfer Out</td>
<td>(3,814,399)</td>
<td>(2,860,799)</td>
<td>(3,814,399)</td>
<td>-</td>
<td>75.00%</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>(3,051,757)</td>
<td>(1,242,155)</td>
<td>(3,051,757)</td>
<td>357,320</td>
<td>40.70%</td>
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</tbody>
</table>

## Net Change in Working Capital

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,659,272)</td>
<td>(144,294)</td>
<td>(1,361,952)</td>
<td>297,320</td>
<td>8.70%</td>
</tr>
<tr>
<td>Beginning Working Capital</td>
<td>6,456,165</td>
<td>6,456,165</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contingency Reserves</td>
<td>1,909,570</td>
<td>1,909,570</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Ending Available Working Capital</strong></td>
<td>2,887,323</td>
<td>3,184,643</td>
<td>-</td>
<td>297,320</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30% Reserves</td>
<td>1,920,397</td>
<td>1,928,397</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</table>
### CITY OF HUTTO
#### 2014-15 BUDGET
##### AMENDMENT #3

**UTILITY DEBT SERVICE FUND**

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>YTD/ENCUMBERED</th>
<th>AMENDED #3</th>
<th>DIFFERENCE</th>
<th>% BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest and Other</td>
<td>500</td>
<td>546</td>
<td>500</td>
<td>-</td>
<td>109.12%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>500</td>
<td>546</td>
<td>500</td>
<td>-</td>
<td>109%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Reduction</td>
<td>1,199,650</td>
<td>1,130,979</td>
<td>1,199,650</td>
<td>-</td>
<td>94%</td>
</tr>
<tr>
<td>Interest</td>
<td>1,816,750</td>
<td>1,691,102</td>
<td>1,816,750</td>
<td>-</td>
<td>93%</td>
</tr>
<tr>
<td>Paying Agent Fees</td>
<td>5,000</td>
<td>1,930</td>
<td>5,000</td>
<td>-</td>
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<td>3,021,400</td>
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<td><strong>OTHER FINANCING SOURCES</strong></td>
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<tr>
<td>Transfers In</td>
<td>3,020,399</td>
<td>2,265,299</td>
<td>3,020,399</td>
<td>-</td>
<td>75.00%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Other Financing Sources</strong></td>
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<td>2,265,299</td>
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<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vs Beginning Fund Balance</td>
<td>(501)</td>
<td>(501)</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td><strong>ENDING FUND BALANCE</strong></td>
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## IMPACT FEES

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<th>Difference</th>
<th>% Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Impact Fees</td>
<td>502,936</td>
<td>609,100</td>
<td>609,100</td>
<td>106,164</td>
<td>121.11%</td>
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<td>Waste Water Impact Fees</td>
<td>259,706</td>
<td>510,862</td>
<td>510,862</td>
<td>251,156</td>
<td>199.71%</td>
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<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>762,642</td>
<td>1,119,962</td>
<td>1,119,962</td>
<td>357,320</td>
<td>146.85%</td>
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<td><strong>Expenses</strong></td>
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</tr>
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<td>Total Expenditures</td>
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<td><strong>Other Financing Sources</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>(762,642)</td>
<td>(1,034,768)</td>
<td>(1,141,162)</td>
<td>(378,520)</td>
<td>135.68%</td>
</tr>
<tr>
<td>Total Other Financing Sources</td>
<td>(762,642)</td>
<td>(1,034,768)</td>
<td>(1,141,162)</td>
<td>(378,520)</td>
<td>135.68%</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>-</td>
<td>(21,200)</td>
<td>(21,200)</td>
<td>N/A</td>
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<tr>
<td>Beginning Fund Balance</td>
<td>21,200</td>
<td>21,200</td>
<td></td>
<td></td>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>21,200</td>
<td>-</td>
<td>(21,200)</td>
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# Utility CIP Fund

<table>
<thead>
<tr>
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<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bond Interest</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Contributions</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Bond Proceeds</td>
<td>21,740,000</td>
<td>-</td>
<td>21,740,000</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>21,750,000</td>
<td>-</td>
<td>21,750,000</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastewater Capital Outlay System</td>
<td></td>
<td></td>
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<tr>
<td>Hutto South WWTP</td>
<td>16,734,172</td>
<td>16,262,281</td>
<td>16,734,172</td>
<td>-</td>
<td>97.18%</td>
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<tr>
<td>Enclave Pump Force Main</td>
<td>4,356,254</td>
<td>191,940</td>
<td>4,356,254</td>
<td>-</td>
<td>4.41%</td>
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<td>Other Services and Charges</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bond Issuance Costs</td>
<td>507,934</td>
<td>(600)</td>
<td>507,934</td>
<td>-</td>
<td>-0.12%</td>
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<tr>
<td><strong>Total - Capital Improvements</strong></td>
<td>21,598,360</td>
<td>16,453,622</td>
<td>21,598,360</td>
<td>-</td>
<td>76.18%</td>
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<td><strong>Other Financing Sources</strong></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-</td>
<td>583,876</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>-</td>
<td>583,876</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>151,640</td>
<td>151,640</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>151,640</td>
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# CIP Fund

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<thead>
<tr>
<th>Revenue Type</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
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<tbody>
<tr>
<td>Interest Earned</td>
<td></td>
<td>30</td>
<td>-</td>
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<tr>
<td>Bond Interest</td>
<td>3,000</td>
<td>346</td>
<td>3,000</td>
<td>-</td>
<td>11.54%</td>
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<tr>
<td>Contributions</td>
<td>360,000</td>
<td>360,000</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>Grant Revenue</td>
<td>1,009,249</td>
<td>186,370</td>
<td>1,009,249</td>
<td>-</td>
<td>16.68%</td>
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<tr>
<td>Parkland Fees</td>
<td>-</td>
<td>2,480</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
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<tr>
<td>Bond Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,372,249</td>
<td>171,226</td>
<td>1,372,249</td>
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<td>12.48%</td>
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<table>
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<tr>
<th>Expenditure</th>
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<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
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<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Op/Facility Study</td>
<td>150,044</td>
<td>150,044</td>
<td>150,044</td>
<td>-</td>
<td>100.00%</td>
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<tr>
<td>Gin Building Improvements</td>
<td>953,000</td>
<td>962,332</td>
<td>953,000</td>
<td>-</td>
<td>100.98%</td>
</tr>
<tr>
<td>Public Works</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Sidewalk Program</td>
<td>139,761</td>
<td>138,827</td>
<td>139,761</td>
<td>-</td>
<td>113.64%</td>
</tr>
<tr>
<td>Forkley/Taylor Street</td>
<td>33,608</td>
<td>33,608</td>
<td>33,608</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Nager Lane</td>
<td>36</td>
<td>1,355</td>
<td>1,355</td>
<td>1,319</td>
<td>3763.67%</td>
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<tr>
<td>Fencing Arterials</td>
<td>5,678</td>
<td>-</td>
<td>5,678</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>CR 165</td>
<td>22,959</td>
<td>-</td>
<td>22,959</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>FM 685</td>
<td>1,097,529</td>
<td>893,856</td>
<td>1,097,529</td>
<td>-</td>
<td>81.44%</td>
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<tr>
<td>Parks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fritz Park Improvements</td>
<td>70,512</td>
<td>13,073</td>
<td>70,512</td>
<td>-</td>
<td>18.54%</td>
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<tr>
<td>Engineering</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>FM 1660 N Sidewalks</td>
<td>79,803</td>
<td>79,803</td>
<td>79,803</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Other Services and Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Issuance Costs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Debt Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total - Capital Improvements</strong></td>
<td>2,552,930</td>
<td>2,292,897</td>
<td>2,554,249</td>
<td>1,319</td>
<td>89.81%</td>
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<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers In</td>
<td>593,000</td>
<td>369,000</td>
<td>593,000</td>
<td>-</td>
<td>62.23%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>593,000</td>
<td>369,000</td>
<td>593,000</td>
<td>-</td>
<td>62.23%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Change in Fund Balance</th>
<th>Budget</th>
<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>(587,681)</td>
<td>(589,000)</td>
<td>(1,319)</td>
<td>(1,319)</td>
<td>-</td>
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<tr>
<td>Beginning Fund Balance</td>
<td>630,443</td>
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<td>0</td>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>42,762</td>
<td>41,443</td>
<td>(1,319)</td>
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</table>
## Solid Waste

<table>
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<tr>
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<th>YTD/Encumbered</th>
<th>Amended #3</th>
<th>Difference</th>
<th>%Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solid Waste Franchise</td>
<td>101,454</td>
<td>82,847</td>
<td>101,454</td>
<td>-</td>
<td>81.66%</td>
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<tr>
<td>Late Fees</td>
<td>27,313</td>
<td>21,662</td>
<td>27,315</td>
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<td>79.30%</td>
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<td>Solid Waste User Fees</td>
<td>1,186,878</td>
<td>881,204</td>
<td>1,186,878</td>
<td>-</td>
<td>74.25%</td>
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<tr>
<td>Recycling Cart Fee</td>
<td>60,156</td>
<td>44,663</td>
<td>60,156</td>
<td>-</td>
<td>74.24%</td>
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<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,375,803</td>
<td>1,030,375</td>
<td>1,375,803</td>
<td>-</td>
<td>74.89%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Waste Management</td>
<td>1,189,104</td>
<td>1,190,104</td>
<td>1,189,104</td>
<td>-</td>
<td>100.08%</td>
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<tr>
<td>Bad Debt</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>Other Expenses</td>
<td>26,000</td>
<td>26,592</td>
<td>26,000</td>
<td>-</td>
<td>102.28%</td>
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<td>Capital Lease</td>
<td>44,497</td>
<td>44,497</td>
<td>44,497</td>
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<td>100.00%</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,267,101</td>
<td>1,261,193</td>
<td>1,267,101</td>
<td>-</td>
<td>99.53%</td>
</tr>
<tr>
<td><strong>Other Financing Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>(105,000)</td>
<td>(78,750)</td>
<td>(105,000)</td>
<td>-</td>
<td>75.00%</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources</strong></td>
<td>(105,000)</td>
<td>(78,750)</td>
<td>(105,000)</td>
<td>-</td>
<td>75.00%</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>3,702</td>
<td>3,702</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>3,702</td>
<td>3,702</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CITY OF HUTTO
CITY COUNCIL AGENDA

AGENDA ITEM NO.: 6D. AGENDA DATE: September 03, 2015

PRESENTED BY: Seth Gipson, City Secretary

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

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND: The City Council meeting minutes for the July 11, 2015 City Council Work Session, July 30, 2015 Special Called City Council meeting, August 6, 2015 City Council Regular Meeting, and the August 13, 2015 City Council Special Called Meeting 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 11, 2015 City Council Work Session, July 30, 2015 Special Called City Council meeting, August 6, 2015 City Council Regular Meeting, and the August 13, 2015 City Council Special Called Meeting.

SUPPORTING MATERIAL:
1. Draft - July 11, 2015 City Council Work Session Minutes
2. Exhibit A - Draft - July 11, 2015 City Council Work Session Minutes
3. Draft - July 30, 2015 Special Called City Council Meeting Minutes
4. Draft - August 6, 2015 City Council Meeting Minutes
The Hutto City Council met in a special work session on Saturday, July 11, 2015, in Room B213 of the East Williamson County Higher Education Center, 1600 Innovation Boulevard, Hutto, TX 78634.

CALL SESSION TO ORDER

Mayor Holland called the session to order at 8:45 a.m.

ROLL CALL

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

Members of the city staff that were present were Karen Daly, City Manager.

WORK SESSION

3A. Discussion concerning the 2035 Strategic Guide.

The Hutto City Council met with Joe Gonzales, The Management Connection, to review the adopted 2035 Strategic Guide. After asking the City Manager a series of questions and discussing the current status of partnerships with Hutto ISD, Hutto EDC, Williamson County ESD #3, Chamber of Commerce, Hutto Family YMCA, and the East Williamson County Higher Education Center, the City Council worked in small groups to deliberate their goals/expectations/objectives/actions for the next twelve months. The City Council decided on five action plans, as shown in Exhibit A, for furthering progress on City leadership and critical partnerships/relationships for the City.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 2:30 p.m.

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary
The below tables consist of five action plans developed by the City of Hutto City Council to accomplish within a three, six, or twelve month time-frame. Each contain corresponding action steps, target dates, and responsible parties. Use each table to track and measure the progress for each goal.

### 1. LEADERSHIP

*The City Manager is to "Provide the Council with sufficient information and advice to help the Council chart the best direction for the City and the Council" (ref. Strategic Guide 2035).*

<table>
<thead>
<tr>
<th>Action Steps (Specific actions you will take to achieve this goal)</th>
<th>Target Date</th>
<th>Who</th>
<th>Percentage of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager to continue to provide the email briefings but explore video briefings if desired by the City Council.</td>
<td>10/15</td>
<td>City Manager</td>
<td></td>
</tr>
<tr>
<td>Continue quarterly one-on-ones with the City Council</td>
<td>Immediate</td>
<td>City Manager</td>
<td></td>
</tr>
<tr>
<td>Continue City Manager, Mayor/Mayor Pro Tem and 2 Council rotation project/partner meetings</td>
<td>Immediate</td>
<td>City Manager</td>
<td></td>
</tr>
</tbody>
</table>

### 2. PARTNERSHIPS

*The City Council will provide leadership in strengthening the partnerships within the community.*

| Evaluate each partnership by providing data to the City Council on partnerships, specifically ISD, ESD, EDC, Chamber, YMCA and College (i.e., Direct and indirect costs, benefits to the City, age of agreements and other applicable detail) | October 2016   | City Manager    |                          |
| Mayor and Mayor Pro Tem to reach out to their counterparts: ISD, EDC, and ESD                                                  | January 2016   | Mayor/ Mayor Pro Tem |                          |
| Schedule and conduct facilitated Leadership Summits with each partnership (staff to assist with logistical needs)                  | July 2016      | City Council     |                          |
3. LEADERSHIP

*City Manager will provide a framework to develop an emergency operations protocol.*

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to work with other parties involved in the event of an emergency</td>
<td>July 2016</td>
<td></td>
</tr>
<tr>
<td>Conduct a Work Session on the topic</td>
<td>January 2016</td>
<td>City Manager/City Council</td>
</tr>
<tr>
<td>Draft a policy defining the roles of the City Council in different levels of public emergency</td>
<td>February 2016</td>
<td>City Council</td>
</tr>
</tbody>
</table>

4. LEADERSHIP

*City Manager will submit a proposal outlining the cost/benefits of conducting a professional employee engagement survey.*

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine the cost/benefit of the survey</td>
<td>January 2016</td>
<td>City Manager</td>
</tr>
<tr>
<td>Provide information to the City Council for direction</td>
<td>January 2016</td>
<td>City Manager</td>
</tr>
<tr>
<td>If deemed necessary by the City Council, conduct the survey</td>
<td>July 2016</td>
<td>City Manager</td>
</tr>
</tbody>
</table>

5. PARTNERSHIPS

*The City Council will revamp the Coordination Committee.*

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-evaluate the entities that are a part of the Committee</td>
<td>January 2016</td>
<td>City Council</td>
</tr>
<tr>
<td>Define the Purpose and Mission</td>
<td>January 2016</td>
<td>City Council</td>
</tr>
<tr>
<td>Continue/revamp the Coordination Committee</td>
<td>July 2016</td>
<td>City Council</td>
</tr>
</tbody>
</table>
SPECIAL CALLED
CITY COUNCIL MEETING
JULY 30, 2015

The Hutto City Council met in a special called session on Thursday, July 30, 2015, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

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

Members of 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, Scot Stromsness, Public Works Director, Helen Ramirez, Development Services Director, Amy McGlothlin, Human Resources Director, Mike Hemker, Parks and Recreation Director, Earl Morrison, Chief of Police, and Christina Kane-Gibson, Public Information Officer.

PLEDGE OF ALLEGIANCE

Mayor Holland led the Pledge of Allegiance.

PUBLIC COMMENT

4A. Remarks from visitors.

Steven Harris – 1106 Canoe Cove – shared his concerns regarding item 8B on the July 16, 2015 City Council Meeting Agenda concerning the Community Development Block Grant Program and advised the City Council to thoroughly investigate grants that are using Federal dollars before submitting an application due to potential requirements that could hinder the City.

PRESENTATIONS

5A. Ensuring Hutto's Safety, Part 4 - Fire Trends

Karen Daly, City Manager, introduced TomWieczorek, Director of the Center for Public Safety Management (CPSM), the speaker for the fourth presentation of the City’s continuing series on Ensuring Hutto’s Safety. The CPSM focuses on helping communities identify and develop public safety opportunities from a management perspective. Mr.
Mr. Wieczorek has an extensive background having served multiple cities in a variety of roles including a police officer, firefighter, fire chief, director of public safety, and city manager before retiring in June 2005. In most local governments, public safety consumes a very large portion of the budget. CPSM helps cities understand the balance of service needs against the rising costs of public safety. CPSM helps cities make data-driven decisions by developing policy questions that should be answered.

Mr. Wieczorek presented on emerging trends and data on fire protection services. During his presentation he discussed the following:

- Building a Comprehensive AED Program
- Exceeding customer expectations by:
  o Cross-functional training
  o Identification of customer expectations
  o Measuring and mapping
- Shift in fire workloads, which is moving from fighting fires to medical calls
- Using data to transform emergency services
  o Completing a comprehensive risk analysis
  o Moving to Integrated Risk Management Planning – move from response to prevention
  o Developing a comprehensive approach for the whole community
- Fire Challenges
- Mapping
  o Risk Analysis
  o Travel Time
  o Response Times
  o Staffing vs. Peak times
- Low Fire Fighter Utilization
- Station Workload Analysis
  o Combination vehicles
- EMS Challenges
  o Staffing

Following his presentation, Mr. Wieczorek answered questions from the City Council.

5B. Presentation and discussion of the Proposed 2015-16 Annual Operating Budget

Karen Daly, City Manager, gave the staff presentation. The Hutto City Charter requires that the City Manager present a proposed annual operating budget prior to August 15th. The proposed budget shall include a budget message and recommended budget for the ensuing year. The proposed budget was presented to the City Council at this meeting.

Ms. Daly discussed the following information during the budget presentation.
- Fiscal Year 15 Accomplishments
- Fiscal Year 15 Fund Balances
- Economic Outlook
- Certified Tax Roll
- Average Tax Bill
- Fiscal Year 16 Capital Improvement Projects
- Water Rate Models
- Charitable Donation Funding Options
- Tax Rate Options
- Overview of the all funds, including:
  - General
  - Utility
  - Impact Fee
  - Solid Waste
  - Hotel Tax
  - Court
  - PEG
  - Red Light Camera
- Budget Calendar

Councilmember Yeste asked that we investigate the charitable donation option by reaching out to other cities that have initiated this type of option to discern the citizen reaction.

Councilmember Hines initiated a discussion concerning the presented tax rate which would reduce the rate $0.0019 and questioned why would the city not maintain the existing rate and use the funds generated for additional staffing and services.

Councilmember Yeste requested that the Finance Department calculate the difference in revenues generated by the current tax rate and the proposed tax rate.

Mayor Holland, mentioned while this is a slight reduction in the tax rate every bit helps the residents. She added that she is not in favor of an opt-out donation program and prefers an opt-in system.

Councilmember Cano asked for clarification concerning the Rental Inspection Program and when that item would be presented to the City Council for consideration. Ms. Daly said it would be brought to the council in October.

REGULAR AGENDA ITEMS

OTHER BUSINESS

6A. Consideration and possible action on the proposed Ad Valorem tax rate, including taking a record vote on the proposed rate, and setting dates, times, and places for a public hearing and adoption of the tax rate.

Melanie Hudson, Finance Director, gave the staff presentation. Consideration of the Ad Valorem tax rate for the 2015-16 Budget began with the overview of the City Manager's
proposed budget. The amounts estimated for Property Tax revenue were based on lowering the overall Property Tax rate to the proposed rate of $0.5285.

The tax rates, per $100 of taxable value, are as follows:

2014-15 (current year) tax rate: $0.528691
Formula: Assessed Valuation/100 x tax rate = taxes paid

2015-16 (upcoming year) effective rate: $0.487877
Effective rate formula: Last year’s total tax revenue ÷ this year’s tax base (after subtracting value of new property)

2015-16 (upcoming year) rollback rate: $0.529895
Rollback rate formula: Last year’s operating tax revenue ÷ this year’s tax base (after subtracting value of new property) x 1.08% + this year’s debt rate (less adjustment for sales tax for property tax reduction). This is the highest rate the Council may consider without risking a voter petitioned rollback election.

2015-16 (upcoming year) proposed rate: $0.5285
This year’s proposed rate is $0.436464 (O&M) plus $0.092036 (I&S).
Truth in taxation requires that the Council take a record vote if a tax increase above the effective rate is being considered and a ¼ page notice be published in the newspaper and on the website at least 7 days before the tax hearing. This notice will include the maximum tax rate increase that the Council is considering. The two required tax hearings are proposed to be held, if necessary, on August 13 and August 20.

This decision must be considered through a record vote of the City Council (individual role call and vote). The notice must publish the maximum tax rate that the City Council will consider; however, the Council may choose to adopt a lower rate later in the budget process.

The rate selected to support the Interest and Sinking portion of the rate may not be altered after this evening without starting the tax rate process over.

The 2015-16 Budget for the General Fund and I&S Fund are funded in part based on the property tax rate. This vote does not adopt a tax rate for the City; it only approves the highest tax rate that the Council may consider. This vote is required to be a record vote, so that publications can be made in accordance with state law.

Each $0.01 of increase to the tax rate provides approximately $110,000 in revenue to the City. A vote on publishing a higher tax rate gives the City Council the flexibility to discuss taxes during the budget process to add new programs. A vote on a lower tax rate limits the Council as a higher rate cannot be considered due to the timing of publications and hearings.

The average home value has increased from taxable values of $145,495 to $158,866. If the proposed tax rate is adopted, the average home’s City tax bill would increase from
$769 in 2014 to $840 in 2015; however, this is dependent on each home’s individual appraisal changes.

**MOTION:** Councilmember Anne Cano moved that the proposed 2015-16 tax rate for the City of Hutto be published at $0.5285 per $100 of assessed valuation, that a public tax hearing be scheduled for August 13, 2015, and August 20, 2015, (if necessary) and that the vote on the tax rate ordinance be scheduled for September 3, 2015. Mayor Pro-tem Michael Smith seconded the motion.

**VOTE:**

**Ayes:**
Councilmember Anne Cano  
Councilmember Ronnie Quintanilla-Perez  
Mayor Pro-tem Michael Smith  
Councilmember Max Yeste  
Mayor Debbie Holland

**Nays:**
Councilmember Tom Hines  
Councilmember Lucio Valdez

**Abstain:** None

**ACTION:** The motion carried with 5 ayes and 2 nays.

**RESOLUTIONS**

7A. Consideration and possible action on a resolution concerning the Capital Area Metropolitan Planning Organization (CAMPO) Transportation Alternatives Program (TAP) application for funding of bicycle and pedestrian infrastructure projects in fiscal years 2016-2018.

Helen Ramirez, Development Services Director, gave the staff presentation. The proposed project to be submitted for the Transportation Alternatives Program would be the design and construction of a sidewalk along Limmer Loop from FM 1660 North to Cottonwood Creek Elementary. It would connect to the Hike and Bike Trail project currently being designed for construction on FM 1660 North. This is a Safe Routes to School (SRTS) project consisting of approximately 2,200 Linear Feet of 10’ wide sidewalk allowing for both pedestrians and cyclists. Currently, there are no sidewalks or bike lanes on Limmer Loop. Cottonwood Creek Elementary is connected to Hutto Middle School via an on-campus sidewalk. Several subdivisions which house a large majority of the students who attend the schools are located within close proximity. There are an additional 200-300 homes which are either under construction or planned for the area that would also be able to use this new sidewalk.

The City of Hutto will provide a match totaling $196,558.00 which includes 20% match of the Total Construction Cost and the required 15% TxDOT Administrative Fee for project oversight and management.
MOTION: Councilmember Tom Hines moved to approve the resolution concerning the Capital Area Metropolitan Planning Organization (CAMPO) Transportation Alternatives Program (TAP) application for funding of bicycle and pedestrian infrastructure projects in fiscal years 2016-2018. Councilmember Ronnie Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.

7B. Consideration and possible action on a resolution to allow the City of Hutto to perform construction work outside of the time specified in the Unified Development Code (UDC) at the Hutto Gin site.

Helen Ramirez, Development Services Director, gave the staff presentation. The City's contractor, American Constructors Incorporated, has requested to perform construction work on Sundays between 7 am and 8 pm throughout August to make up for time lost on the project (August 2, 9, 16, 23, and 30). The request is due to the excessive rain in April and May and delays caused by the backlog in steel fabrication. In addition, the contractor requests permission to workout side of the designated hours on the day that the slab is poured due to the need to pour during cooler hours.

MOTION: Councilmember Tom Hines moved to approve the resolution allowing the City of Hutto to perform construction work outside of the time specified in the Unified Development Code (UDC) at the Hutto Gin site on the days presented. Councilmember Ronnie Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 9:12p.m.

CITY OF HUTTO, TEXAS

________________________________________
Debbie Holland, Mayor

ATTEST:

________________________________________
Seth Gipson, City Secretary
The Hutto City Council met in a regular session on Thursday, August 6, 2015, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

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

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

INVOCATION

The invocation was given by Pastor Joaquin Bordoni of Iglesia Nueva Vida.

PLEDGE OF ALLEGIANCE

Mayor Holland led the Pledge of Allegiance.

PROCLAMATION

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

Mayor Holland read the following proclamation and presented it to Pastor Joaquin Bordoni.

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.

PUBLIC COMMENT

6A. Remarks from visitors.

The following individuals spoke during public comment about their concerns regarding the termination of Sergeant Paul Leal. In addition, they voiced their appreciation for his character and compassion.

- Mr. Bingham – Taylor
- Jolynne Williams – Taylor
- Jeff Ripple – Taylor
- Melisa Perry – Hutto
- Lorie Killian – Hutto
- Edward Thomison – Georgetown
- Emily Parks – Hutto
- Steve Sorenson – Taylor
- Andres Leal, Sr. – Taylor
- Shelby MacKay – Hutto

The following individuals spoke during public comment expressing their support and appreciation for Karen Daly, City Manager, and Earl Morrison, Chief of Police.

- Bill Reitmeyer – Hutto
- Jessica Romigh – Hutto
- Ehab Kawar – Hutto

The following individual spoke during public comment concerning supplemental agenda item A under other business. He voiced the original intent of section 3.16 of the City Charter and said that in this case it is not being used for its original intent.

- Jeff Philips – Hutto
CONSENT AGENDA ITEMS

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

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

REGULAR AGENDA ITEMS

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.

Helen Ramirez, Development Services Director, gave the staff presentation. 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 from 2004. The Planning and Zoning Commission recommended denial to City Council on July 7, 2015, due to citizen concerns at the commission meeting. City staff addressed these concerns following the meeting and stated that the plat had been reviewed by the City and the County.

Charlie Crossfield, City Attorney, reiterated that the City has to approve the plat if it meets all of the city regulations. Staff recommended that the City Council approve the plat because it complies with the subdivision regulations.

Laurie Lara, Senior Manager of Land Development for KB Homes Central Texas Division, was available to answer any question for the City Council.

MOTION: Councilmember Tom Hines moved to approve the 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. Councilmember Anne Cano seconded the motion. The motion carried with 7 ayes and 0 nays.

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.
Helen Ramirez, Development Services Director, gave the staff presentation. 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 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. The Planning and Zoning Commission recommended denial to City Council on July 7, 2015, due to citizen concerns. Staff recommended that the City Council approve the plat because it met the subdivision regulations.

**MOTION:** Councilmember Max Yeste moved to approve the 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. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 7 ayes and 0 nays.

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

Scot Stromsness, Public Works Director and Randy Barker, General Services Director, gave the staff presentation. 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 the solicitation deadline and the evaluation team made up of staff member from Utility Billing, Public Works, Purchasing, and a facilitator 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.

This will improve service delivery for water customers and provides options for reading the meters including a reread system that would not require technicians to manually read each meter that did not report properly to the tower.

Staff clarified that the City makes the final decision on replacing additional equipment such as meter boxes and rebar.

**MOTION:** Councilmember Max Yeste moved to approve the resolution concerning an agreement with SecureVision of America for Automated Meter Endpoint Installation Services. Councilmember Anne Cano seconded the motion. The motion carried with 7 ayes and 0 nays.
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.**

Scot Stromsness, Public Works Director, gave the staff presentation. 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.

**MOTION:** Mayor Pro tem Michael Smith moved to approve the resolution concerning the issuance of a purchase order to Trico Tower Services for Automated Meter Collector Installation Services. Councilmember Ronnie Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.

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

Seth Gipson, City Secretary, gave the staff presentation. 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 Council 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.

**MOTION:** Councilmember Max Yeste moved to approve the resolution establishing a City Council Protocol Policy. Mayor Pro tem Smith seconded the motion. The motion carried with 7 ayes and 0 nays.
OTHER BUSINESS

A. Consideration and discussion concerning conducting an investigation pursuant to Section 3.16 of the City Charter regarding the official conduct of the City Manager and Police Chief related to the termination of Sergeant Paul Leal.

Charlie Crossfield, City Attorney, explained that this item is to decide whether or not to have an investigation, not to actually conduct the investigation. Mr. Crossfield mentioned that this provision is not used frequently, but the protocol is very much like a trial and independent legal counsel would have to facilitate.

Councilmember Yeste asked for clarification on the types of questions concerning due process that can be asked as of now, because that could affect the decision of the item. Yeste continued on by saying that before action is taken there needs to be time given for Paul Leal to complete his appeal process.

Councilmember Quintanilla-Perez stated that without any specifics and without the appeal process being completed, then the City Council cannot know if the process was not followed correctly.

Councilmember Valdez stated that due process was not followed in this case.

Councilmember Hines asked what was the timeline and feels that we should rely on the process, before moving forward with this type of investigation.

MOTION: Councilmember Max Yeste moved that the City Council take no action on the item concerning conducting an investigation pursuant to Section 3.16 of the City Charter regarding the official conduct of the City Manager and Police Chief related to the termination of Sergeant Paul Leal. Councilmember Ronnie Quintanilla-Perez seconded the motion.

Mayor Pro-tem Michael Smith made the comment that we need to see that this process is done correctly.

The motion carried with 7 ayes and 0 nays.

The City Council recessed for a short break at 8:33 pm

The City Council reconvened into regular session and recessed to the City Hall Conference room for executive session at 8:43pm

EXECUTIVE SESSION

A. Executive Session as authorized by Section 551.074, Texas Government Code, Personnel Matters: City Manager
The City Council reconvened back into regular session at 9:45pm

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:45p.m.

CITY OF HUTTO, TEXAS

ATTEST: 

Debbie Holland, Mayor

Seth Gipson, City Secretary
The Hutto City Council met in a special called meeting on Thursday, August 13, 2015, in the City Hall Council Chambers, located at 401 W. Front St., Hutto, Texas 78634.

CALL SESSION TO ORDER

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

ROLL CALL

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

Members of the city staff that were present were Micah Grau, Assistant City Manager.

PLEDGE OF ALLEGIANCE

Mayor Debbie Holland led the Pledge of Allegiance.

PUBLIC COMMENT

There were no remarks from visitors.

PUBLIC HEARINGS

5A. Open and conduct the first public hearing to hear testimony regarding the proposed ad valorem tax rate.

Mayor Debbie Holland open the public hearing at 7:01 pm. There being no public testimony, the public hearing was closed at 7:01pm.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 7:01 p.m.

CITY OF HUTTO, TEXAS

ATTEST: 

Debbie Holland, Mayor

Seth Gipson, City Secretary
AGENDA ITEM NO.: 7A.          AGENDA DATE: September 03, 2015

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

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

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The property, owned by Maldonado 164 LTD, was annexed in 2012. When a property is annexed into the City of Hutto, the owner may request a zoning district consistent with the Future Land Use map, or be assigned interim SF-1 zoning. This interim zoning provides land use controls on the newly-incorporated property when its future use is still unknown. Upon annexation, and in the absence of a request otherwise, this property was assigned an interim zoning designation of SF-1, Single Family Residential.

The Future Land Use Map in the Hutto 2040 Comprehensive Plan identifies much of the northern Limmer Loop corridor as commercial. Hutto 2040 calls for a financially-sustaining development pattern, with an increased proportion of non-residential assessed property value in the City. This zoning change from residential to commercial aligns with the City’s adopted Future Land Use Map and the Comprehensive Plan.

The property is well-suited for commercial activity. The rectangular lot has approximately 190 linear feet of frontage and totals two acres. The minimum lot area for a new commercial lot in Hutto is 1 acre.

The B-2 General Commercial district is a setting for development of a wide range of retail uses, offices and personal and business services. The array of permitted uses includes retail, office, restaurant, gas station, vehicle minor repair, and other commercial activities. Permitted uses are described in detail in section 10.403 of the Unified Development Code.

All property owners within 200 feet have been notified by mail of the proposed zoning change. As of August 25, no responses have been received.
Notice was published in the Taylor Daily Press. Notice has also been posted on the City of Hutto website.

**BUDGETARY AND FINANCIAL SUMMARY:**
Not applicable.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**
The Planning and Zoning Commission will meet on September 1, 2015 to consider this request.

**CITY ATTORNEY REVIEW:**
Not applicable.

**STAFF RECOMMENDATION:**
Staff recommends that the Council approve the first reading of the ordinance. The Council may dispense with the second reading of this ordinance.

**SUPPORTING MATERIAL:**
1. Ordinance - 2201 Limmer Loop (2.0 acres) Zoning Change
2. Public Hearing Notice - 2201 Limmer Loop (2.0 acres) Zoning Change
3. Exhibit A - 2201 Limmer Loop (2.0 acres) Zoning Change
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HUTTO, AND MAKING THIS AMENDMENT A PART OF THE SAID OFFICIAL ZONING MAP, TO WIT: TO CHANGE THE ZONING FOR 2201 LIMMER LOOP, 2.0 ACRES, MORE OR LESS, OF LAND, LOT 5, BLOCK 1 OF THE MALDONADO SUBDIVISION; IN WILLIAMSON COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, FROM (I) SF-1 (INTERIM SINGLE FAMILY RESIDENTIAL) TO B-2 (COMMERCIAL: GENERAL) ZONING DISTRICT; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, REPEALING CLAUSE, OPEN MEETING CLAUSE, PENALTY CLAUSE AND EFFECTIVE DATE.

WHEREAS, a request has been made to the City Council of the City of Hutto, Texas to amend the Official Zoning Map to zone the property described in Exhibit “A” being attached hereto and incorporated herein, and;

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed change in zoning on the 1st day of September, 2015, and;

WHEREAS, on the 3rd day of September, 2015, after proper notification, the City Council held a public hearing on the requested amendment, and;

WHEREAS, the City Council determines that the zoning provided for herein promotes the health, safety, morals and protects and preserves the general welfare of the community, and;

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A., Texas Local Government Code concerning public notices, hearings, and other procedural matters has been fully complied with,

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

SECTION I.

That the City Council has considered and made findings on the following matters regarding the proposed amendment:

1) Consistency (or lack thereof) with the Comprehensive Plan; and

2) Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and

3) Suitability of the property affected by the amendment for uses permitted by the district that would be made applicable by the proposed amendment; and

4) Suitability of the property affected by the amendment for uses permitted by the district applicable to the property at the time of the proposed amendment; and

5) Availability of water, wastewater and stormwater facilities suitable and adequate for the proposed use.
That the Official Zoning Map of the City of Hutto, Texas, is hereby amended so that the zoning classification of the property described in the Exhibit “A”, attached hereto and incorporated herein shall be, and is hereafter changed from (I) SF-1 (Interim single family residential) to now be designated as B-2 (Commercial: general) Zoning District.

SECTION II. 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 III. 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 IV. Repealing Clause

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

SECTION V. 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 VI. Effective Date

This ordinance shall take effect and be in force from and after its passage.

READ and APPROVED on first reading on this the 3rd day of September, 2015 at a meeting of the Hutto, Texas City Council; there being a quorum present.

By motion duly made, seconded and passed with an affirmative vote of all the Councilmembers present, the requirement for reading this ordinance on two separate days was dispensed with.

READ, PASSED and ADOPTED on first reading of ordinance this 3rd day of September, 2015 at a meeting of the Hutto, Texas City Council; there being a quorum present.

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

___________________________________
Seth Gipson, City Secretary
PUBLIC NOTICE
NOTICE OF A PUBLIC HEARING

NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS THAT THE HUTTO CITY COUNCIL WILL HOLD A PUBLIC HEARING REGARDING:

The zoning change for 2201 Limmer Loop, approximately 2.0 acres, Lot 5, Block 1 of the Maldonado Subdivision, from (I)SF-1 (Interim single family residential) to B-2 (Commercial: general) zoning district.

A public hearing will be held on September 3, 2015 at 7:00 p.m.

Hutto City Hall
401 W. Front St., Hutto, Texas

For additional information the public may contact Development Services at 512-759-3479 or planning@huttotx.gov

Publication Date: August 16, 2015
FINAL PLAT
MALDONADO SUBDIVISION
WILLIAMSON COUNTY, TEXAS

DRAWN BY: HC
CHECKED BY: BLB
DATE: MAY 22, 2007
JOB NUMBER: 06-491
SHEET: 1 OF 2

BRYAN TECHNICAL SERVICES, INC.
P.O. BOX 1371
TAYLOR, TEXAS 76574
512-352-9090
512-352-9091 (Fax)
surveying@austin.rr.com

RECEIVED BY:
CITY OF HUTTO
AUG 13 2007
COMMUNITY DEVELOPMENT
DEPARTMENT

GRAPHIC SCALE
1" = 100"
This map was produced for the sole purpose of aiding the City of Hutto in planning purposes and is not warranted for any other use. No warranty is made by creator or city regarding its accuracy or completeness.
AGENDA ITEM NO.: 7B. AGENDA DATE: September 03, 2015

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

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

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The property, owned by Maldonado 164 LTD, was annexed in 2012. When a property is annexed into the City of Hutto, the owner may request a zoning district consistent with the Future Land Use map, or be assigned interim SF-1 zoning. This interim zoning provides land use controls on the newly-incorporated property when its future use is still unknown. Upon annexation, and in the absence of a request otherwise, this property was assigned an interim zoning designation of SF-1, Single Family Residential.

The Future Land Use Map in the Hutto 2040 Comprehensive Plan identifies much of the northern Limmer Loop corridor as commercial. Hutto 2040 calls for a financially-sustaining development pattern, with an increased proportion of non-residential assessed property value in the City. This zoning change from residential to commercial aligns with the City’s adopted Future Land Use Map and the Comprehensive Plan.

The property is well-suited for commercial activity. The rectangular lot has approximately 190 linear feet of frontage and totals two acres. The minimum lot area for a new commercial lot in Hutto is 1 acre.

The B-2 General Commercial district is a setting for development of a wide range of retail uses, offices and personal and business services. The array of permitted uses includes retail, office, restaurant, gas station, vehicle minor repair, and other commercial activities. Permitted uses are described in detail in section 10.403 of the Unified Development Code.

All property owners within 200 feet have been notified by mail of the proposed zoning change. As of August 25, no responses have been received.
Notice was published in the Taylor Daily Press. Notice has also been posted on the City of Hutto website.

**BUDGETARY AND FINANCIAL SUMMARY:**
Not applicable.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**
The Planning and Zoning Commission will meet on September 1, 2015 to consider this request.

**CITY ATTORNEY REVIEW:**
Not applicable.

**STAFF RECOMMENDATION:**
Staff recommends that the Council approve the first reading of the ordinance. The Council may dispense with the second reading of this ordinance.

**SUPPORTING MATERIAL:**
1. Ordinance - 2235 Limmer Loop (2.0 acres) Zoning Change
2. Public Hearing Notice - 2235 Limmer Loop (2.0 acres) Zoning Change
3. Exhibit A - 2235 Limmer Loop (2.0 acres) Zoning Change
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HUTTO, AND MAKING THIS AMENDMENT A PART OF THE SAID OFFICIAL ZONING MAP, TO WIT: TO CHANGE THE ZONING FOR 2235 LIMMER LOOP, 2.0 ACRES, MORE OR LESS, OF LAND, LOT 4, BLOCK 1 OF THE MALDONADO SUBDIVISION; IN WILLIAMSON COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, FROM (I) SF-1 (INTERIM SINGLE FAMILY RESIDENTIAL) TO B-2 (COMMERCIAL: GENERAL) ZONING DISTRICT; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, REPEALING CLAUSE, OPEN MEETING CLAUSE, PENALTY CLAUSE AND EFFECTIVE DATE.

WHEREAS, a request has been made to the City Council of the City of Hutto, Texas to amend the Official Zoning Map to zone the property described in Exhibit “A” being attached hereto and incorporated herein, and;

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed change in zoning on the 1st day of September, 2015, and;

WHEREAS, on the 3rd day of September, 2015, after proper notification, the City Council held a public hearing on the requested amendment, and;

WHEREAS, the City Council determines that the zoning provided for herein promotes the health, safety, morals and protects and preserves the general welfare of the community, and;

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A., Texas Local Government Code concerning public notices, hearings, and other procedural matters has been fully complied with,

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

SECTION I.

That the City Council has considered and made findings on the following matters regarding the proposed amendment:

1) Consistency (or lack thereof) with the Comprehensive Plan; and
2) Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and
3) Suitability of the property affected by the amendment for uses permitted by the district that would be made applicable by the proposed amendment; and
4) Suitability of the property affected by the amendment for uses permitted by the district applicable to the property at the time of the proposed amendment; and
5) Availability of water, wastewater and stormwater facilities suitable and adequate for the proposed use.
That the Official Zoning Map of the City of Hutto, Texas, is hereby amended so that the zoning classification of the property described in the Exhibit “A”, attached hereto and incorporated herein shall be, and is hereafter changed from (I) SF-1 (Interim single family residential) to now be designated as B-2 (Commercial: general) Zoning District.

SECTION II. 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 III. 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 IV. Repealing Clause

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

SECTION V. 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 VI. Effective Date

This ordinance shall take effect and be in force from and after its passage.

READ and APPROVED on first reading on this the 3rd day of September, 2015 at a meeting of the Hutto, Texas City Council; there being a quorum present.

By motion duly made, seconded and passed with an affirmative vote of all the Councilmembers present, the requirement for reading this ordinance on two separate days was dispensed with.

READ, PASSED and ADOPTED on first reading of ordinance this 3rd day of September, 2015 at a meeting of the Hutto, Texas City Council; there being a quorum present.

CITY OF HUTTO, TEXAS

ATTEST:  
Debbie Holland, Mayor

Seth Gipson, City Secretary
PUBLIC NOTICE
NOTICE OF A PUBLIC HEARING

NOTICE IS HEREBY GIVEN TO
ALL INTERESTED PERSONS
THAT THE HUTTO CITY COUNCIL
WILL HOLD A PUBLIC HEARING
REGARDING:

The zoning change for 2235 Limmer Loop, approximately 2.0 acres, Lot 4, Block 1
of the Maldonado Subdivision, from
(I)SF-1 (Interim single family residential)
to B-2 (Commercial: general) zoning
district.

A public hearing will be held on
September 3, 2015 at 7:00 p.m.

Hutto City Hall
401 W. Front St., Hutto, Texas

For additional information the public
may contact Development Services at
512-759-3479 or planning@huttotx.gov

Publication Date: August 16, 2015
AGENDA ITEM NO.: 7C.  
AGENDA DATE: September 03, 2015

PRESENTED BY: Melanie Hudson, Director of Finance

ITEM: Consideration and possible action on the first reading of an ordinance amending the City of Hutto fee schedule concerning Article A5.000 Utilities.

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND: Proposed changes to the amended fee schedule (Exhibit A):

Article A5.000 Utilities

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

At the direction of City Council, the following is the proposed new rate structure effective October 1, 2015, reflecting a 5% increase for both water and wastewater rates:

Water
<table>
<thead>
<tr>
<th>Minimum Monthly Charge (Demand)</th>
<th>Meter Size</th>
<th>5/8' &amp; 3/4' meter</th>
<th>$23.87</th>
<th>$27.45</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1' meter</td>
<td>$35.82</td>
<td>$41.18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-1/2' meter</td>
<td>$59.69</td>
<td>$68.64</td>
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</tr>
<tr>
<td></td>
<td>2' meter</td>
<td>$119.38</td>
<td>$137.29</td>
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<td>4' meter</td>
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<td></td>
<td>6' meter</td>
<td>$596.90</td>
<td>$686.44</td>
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<tr>
<td></td>
<td>8' meter</td>
<td>$1,193.81</td>
<td>$1,372.88</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Volume Rate (per 1,000 gallons)</th>
<th>Single-Family Residential</th>
<th>Monthly use between:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0 to 5,000 gals</td>
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<tr>
<td></td>
<td></td>
<td>$7.33</td>
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<tr>
<td></td>
<td></td>
<td>5,001 to 12,000 gals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,001 to 25,000 gals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25,001 gals or more</td>
</tr>
</tbody>
</table>

| Non-residential, all consumption| $8.03                      | $9.24                |
| Irrigation, all consumption    | $8.34                      | $9.58                |
| Construction, all consumption  | $8.34                      | $9.58                |

**Wastewater**
The first customer bill fully reflecting the new rate structure would be generated in November 2015. The rate change would result in a combined $5.53 increase ($3.64 water and $1.89 wastewater) in the average monthly residential bill, based on 7,000 gallons consumption.

<table>
<thead>
<tr>
<th>Minimum Monthly Charge</th>
<th>Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8' &amp; 3/4' meter</td>
<td>$17.61</td>
</tr>
<tr>
<td>1' meter</td>
<td>$27.47</td>
</tr>
<tr>
<td>1-1/2' meter</td>
<td>$44.03</td>
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<tr>
<td>2' meter</td>
<td>$88.04</td>
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<tr>
<td>3' meter</td>
<td>$140.87</td>
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<tr>
<td>4' meter</td>
<td>$281.75</td>
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<td>6' meter</td>
<td>$440.23</td>
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<tr>
<td>8' meter</td>
<td>$880.46</td>
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<table>
<thead>
<tr>
<th>Volume Rate (per 1,000 gallons)</th>
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</thead>
<tbody>
<tr>
<td>Residential*</td>
</tr>
<tr>
<td>Non-residential**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Rate (volume and demand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate Customers</td>
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</tbody>
</table>

The first customer bill fully reflecting the new rate structure would be generated in November 2015. The rate change would result in a combined $5.53 increase ($3.64 water and $1.89 wastewater) in the average monthly residential bill, based on 7,000 gallons consumption.

**BUDGETARY AND FINANCIAL SUMMARY:**
The water rate model estimates that a rate increase of 5% to water and wastewater rates will provide approximately $388,000 of additional utility fund revenue in FY 2016. This will assist with the increased payment schedule to Heart of Texas, as well as debt service for the Hutto South Wastewater Treatment Plant.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**
None.

**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. Exhibit B - Redlined Changes to 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 October 1, 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 3rd day of September, 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 17th day of September, 2015, at a regular meeting of the City Council of the City of Hutto, Texas.

CITY OF HUTTO, TEXAS

By: ______________________________

Debbie Holland, Mayor
Date Signed: ______________________

ATTEST:

By: ______________________________

Seth Gipson, City Secretary
EXHIBIT “A”

FEE SCHEDULE

OCTOBER 1, 2015

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
<th>Page</th>
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</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>
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<td>A4.000</td>
<td>Public Facility Rentals</td>
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<td>Utilities</td>
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<td>A6.000</td>
<td>Business</td>
<td>A-19</td>
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<tr>
<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>
</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 recording processing fee: $50 plus Williamson County plat recording 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 plus $7.70 for each additional $1,000</td>
</tr>
<tr>
<td>$25,001.00 to $50,000</td>
<td>$215.19 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) 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>Fees (effective 02/01/2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fuel Surcharge</td>
</tr>
</tbody>
</table>

10
(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>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>
</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>
</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:

<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:

| Home Site/Meeting Facility (4 hours) | $200.00 | $225.00 |
| Additional Hours                    | $20/hour | $25/hour |

(C) Sports facility lights

| $20.00/hour | $25.00/hour |
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>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></th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) 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></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>
</tbody>
</table>

| Youth tournaments, per field per day | $25.00 | $50.00 |
School tournaments, per field per day $25.00 $75.00

(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></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>$100.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Youth</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

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$20.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Youth</td>
<td>$20.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Light fee</td>
<td>$20.00/hr.</td>
<td>$20.00/hr.</td>
</tr>
</tbody>
</table>

(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>$23.87</td>
<td>$27.45</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$35.82</td>
<td>$41.18</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$59.69</td>
<td>$68.64</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$119.38</td>
<td>$137.29</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$191.02</td>
<td>$219.67</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$382.01</td>
<td>$439.32</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$596.90</td>
<td>$686.44</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$1193.81</td>
<td>$1372.88</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>$7.33</td>
<td>$8.43</td>
</tr>
<tr>
<td>5,001 to 12,000 gals</td>
<td>$8.03</td>
<td>$9.24</td>
</tr>
<tr>
<td>12,001 to 25,000 gals</td>
<td>$8.34</td>
<td>$9.58</td>
</tr>
<tr>
<td>25,001 gals or more</td>
<td>$9.16</td>
<td>$10.53</td>
</tr>
</tbody>
</table>

Non-residential, all consumption $8.03 $9.24
Irrigation, all consumption $8.34 $9.58
Construction, all consumption $8.34 $9.58

**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>$17.61</td>
<td>$20.25</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$27.47</td>
<td>$30.38</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$44.03</td>
<td>$50.63</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$88.04</td>
<td>$101.26</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$140.87</td>
<td>$162.00</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$281.75</td>
<td>$324.00</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$440.23</td>
<td>$506.27</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$880.46</td>
<td>$1012.53</td>
</tr>
</tbody>
</table>

Volume Rate (per 1,000 gallons)

Residential* $4.40 $5.06
Non-residential** $5.06 $5.82

Monthly Rate (volume and demand)

Flat Rate Customers $42.00 $48.30
*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)
<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>$23.87</td>
</tr>
<tr>
<td></td>
<td>$26.14</td>
<td>$27.45</td>
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<tr>
<td>1&quot; meter</td>
<td>$34.14</td>
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</tr>
<tr>
<td></td>
<td>$39.22</td>
<td>$41.18</td>
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<tr>
<td>1-1/2&quot; meter</td>
<td>$56.85</td>
<td>$59.69</td>
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<td>$65.37</td>
<td>$68.64</td>
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<tr>
<td>2&quot; meter</td>
<td>$113.70</td>
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<td>$209.21</td>
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<tr>
<td>4&quot; meter</td>
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<td></td>
<td>$418.40</td>
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<tr>
<td>6&quot; meter</td>
<td>$568.48</td>
<td>$596.90</td>
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<tr>
<td></td>
<td>$653.75</td>
<td>$686.44</td>
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<tr>
<td>8&quot; meter</td>
<td>$1,136.96</td>
<td>$1,193.81</td>
</tr>
<tr>
<td></td>
<td>$1,307.51</td>
<td>$1,372.88</td>
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</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>$7.33</td>
</tr>
<tr>
<td></td>
<td>$8.03</td>
<td>$8.43</td>
</tr>
<tr>
<td>5,001 to 12,000 gals</td>
<td>$7.65</td>
<td>$8.03</td>
</tr>
<tr>
<td></td>
<td>$8.80</td>
<td>$9.24</td>
</tr>
<tr>
<td>12,001 to 25,000 gals</td>
<td>$7.94</td>
<td>$8.34</td>
</tr>
<tr>
<td></td>
<td>$9.12</td>
<td>$9.58</td>
</tr>
<tr>
<td>25,001 gals or more</td>
<td>$8.72</td>
<td>$9.16</td>
</tr>
<tr>
<td></td>
<td>$10.03</td>
<td>$10.53</td>
</tr>
<tr>
<td>Non-residential, all consumption</td>
<td>$7.65</td>
<td>$8.03</td>
</tr>
<tr>
<td>Irrigation, all consumption</td>
<td>$7.94</td>
<td>$8.34</td>
</tr>
<tr>
<td>Construction, all consumption</td>
<td>$7.94</td>
<td>$8.34</td>
</tr>
</tbody>
</table>
## 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>$17.61</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$26.16</td>
<td>$27.47</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$41.93</td>
<td>$44.03</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$83.85</td>
<td>$88.04</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$134.16</td>
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<tr>
<td>4&quot; meter</td>
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<td>6&quot; meter</td>
<td>$419.27</td>
<td>$440.23</td>
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<tr>
<td>8&quot; meter</td>
<td>$838.53</td>
<td>$880.46</td>
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</tbody>
</table>

### Volume Rate (per 1,000 gallons)

<table>
<thead>
<tr>
<th>Category</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential*</td>
<td>$4.19</td>
<td>$4.40</td>
</tr>
<tr>
<td>Non-residential**</td>
<td>$4.82</td>
<td>$5.06</td>
</tr>
</tbody>
</table>

### Monthly Rate (volume and demand)

<table>
<thead>
<tr>
<th>Category</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate Customers</td>
<td>$40.00</td>
<td>$42.00</td>
</tr>
</tbody>
</table>
AGENDA ITEM NO.: 7D.  

AGENDA DATE: September 03, 2015

PRESENTED BY: Melanie Hudson, Finance Director

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

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND:
The proposed Fiscal Year 2015-16 Budget was presented to the City Council on July 30, 2015. Prior to the presentation, a work session was held to review priorities and revenue assumptions. The required budget Public Hearing was held on August 20, 2015.

According to the City Charter, the City Council must adopt the budget on or before the last day of the last month of the current fiscal year.

BUDGETARY AND FINANCIAL SUMMARY:
The ordinance to adopt the Fiscal Year 2015-16 Budget establishes appropriations for the 2015-16 Fiscal Year. Total revenues and expenses will depend on the tax rate the City Council chooses to adopt. Exhibit A details fund summaries based on the proposed tax rate of $0.528500 per $100 of valuation as proposed by staff.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
Not applicable.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends the Council approve the first reading of the ordinance. Adoption must be made through a roll call vote.

SUPPORTING MATERIAL:

1. Ordinance - FY16 Budget Adoption
1. Ordinance - FY16 Budget Adoption
2. FY 16 Draft Budget Document
ORDINANCE NO.

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

WHEREAS, the budget for the fiscal year October 1, 2015 through September 30, 2016, was duly presented to the City Council and a public hearing was ordered by the City Council and a public notice of said hearing was caused to be given by the City Council and said public hearing was held according to said notice;

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 general government of the City of Hutto be fixed and determined for said terms in accordance with the expenditures shown in the City’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.

That there is hereby appropriated the amount shown in said budget the required funds to provide for a Interest and Sinking Fund for the payment of the principal and interest and the retirement of the bonded debt of said City.

SECTION IV. 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 V. 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 VI. Repealing Clause

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

SECTION VII. 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 VIII.

This ordinance shall take effect and be in force from and after its passage.

READ and APPROVED the first reading on the 3rd day of September, 2015 at a regular called meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and ADOPTED on the second reading this 17th day of September, 2015 at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

________________________
Debbie Holland, Mayor

ATTEST:

___________________________
Seth Gipson, City Secretary
CITY OF HUTTO
2015-16 ANNUAL OPERATING BUDGET

This coversheet is submitted in compliance with Chapter 102 of the Local Government Code and Senate Bill 656 of the 83rd Texas Legislature:

This budget will raise more revenue from property taxes than last year’s budget by an amount of $833,009, which is a 14.3 percent increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is $344,038.

PROPERTY TAXES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Year Rate</td>
<td>$0.528691</td>
</tr>
<tr>
<td>2015-16 Adopted Rate</td>
<td>$0.528500</td>
</tr>
<tr>
<td>Effective Tax Rate</td>
<td>$0.487877</td>
</tr>
<tr>
<td>Effective Maintenance and Operations Rate</td>
<td>$0.455584</td>
</tr>
<tr>
<td>Rollback Rate</td>
<td>$0.529895</td>
</tr>
<tr>
<td>Debt Rate (Interest and Sinking)</td>
<td>$0.092036</td>
</tr>
</tbody>
</table>

TOTAL MUNICIPAL DEBT OBLIGATIONS

As of September 30, 2015, the City of Hutto has an outstanding principal balance of $.

RECORD VOTE ON ADOPTION OF THE BUDGET

The Hutto City Council read and approved the 2015-16 Budget on September 3, 2015 and September 17, 2015, through a record vote of the Hutto City Council.

Mayor Debbie Holland
Anne Cano, Place 1
Tom Hines, Place 2
Ronnie Quintanilla-Perez, Place 3
Mayor Pro Tem Michael J. Smith, Place 4
Lucio Valdez, Place 5
Max Yeste, Place 6
Annual Budget for Fiscal Year
October 1, 2015 through September 30, 2016

MAYOR
Debbie Holland

MAYOR PRO TEM
Michael J. Smith, Place 4

COUNCIL MEMBERS
Anne Cano Place 1
Tom Hines Place 2
Ronnie Quintanilla-Perez Place 4
Lucio Valdez Place 5
Max Yeste Place 6

CITY MANAGER
Karen Daly

ASSISTANT CITY MANAGER
Micah Grau

STAFF
Seth Gipson City Secretary
Melanie Hudson Finance Director
Randy Barker General Services Director
Helen Ramirez Development Services Director
Amy McGlothlin Human Resources Director
Michael Hemker Parks & Recreation Director
Earl Morrison Chief of Police
Scot Stromness Public Works Director

CITY ATTORNEY
Charlie Crossfield
Sheets and Crossfield, LLP
Mayor and Council,

I am pleased to present the proposed 2015-16 Annual Operating Budget. This budget continues to address the community growth that Hutto is experiencing while striving to maintain the high quality of service that our residents and customers have become accustomed. In addition to maintaining the City’s 25% reserve fund requirement, the fiscal condition and economic outlook for the City is improving. Hutto’s tax base continues to grow and the City took advantage of the prevailing low interest rates to save over $1M in future debt payments. The City’s AA-bond rating was also reaffirmed by Standard & Poor’s.

The emphasis for the development of the FY16 Budget is keeping up with the growth. We continue to see an expanding interest in retail development in Hutto. As Hutto develops, the needs of our community change so this budget begins to address the repair and replacement of our pavement infrastructure in a more robust effort while protecting our neighborhood quality by adding a rental inspection program. Much of what we need to prepare Hutto for increased growth will occur through continued expansion of our commercial tax base. The City has prepared itself for the increase in commercial growth through an independent grocery store study, economic analysis software, the first Comprehensive Plan, development agreements for the Frameswitch Mega-site, and the construction of a new two million gallon per day wastewater treatment plant.

ECONOMIC OUTLOOK

One of Hutto’s best assets, after our excellent employees, is the City’s ample water supply. Hutto continues to boast available water at a time when many communities are struggling to meet existing demand. The diverse water sources and the long-term planning puts Hutto in an enviable position for the future. Hutto is able to serve industries and other commercial development looking to expand in the Central Texas market.

In 2015, the City adopted its first Comprehensive Plan which maps future growth in the area of quality of life, mobility, resiliency and community. The next phase of planning will be to ensure that the Future Land Use Map reflects the City Council’s desire to have the residential assessed value equal to the commercial value of the tax base. This goal will shift the tax burden and the utility rates into a more equitable situation when additional commercial properties are developed in Hutto. Another trend that changed in 2015 is the single family home permits growth. Hutto’s single family home growth slowed in FY15 to an average of almost 30 single family home building permits a month.
With Hutto’s population approaching 25,000, we anticipate a renewed interest in retail growth. The Carmel Creek development has begun construction of the Carl Stern extension which will serve the soon-to-be-completed Trails at Carmel Creek affordable senior housing project. In 2014, Hutto had three new commercial improvements with an average value of $1 million per property. The commercial growth will more than compensate for the slower residential growth. In 2015, five new retail businesses opened their doors to serve Hutto. FY16 will see the City actively soliciting a development partner for the city-owned 20 acre Co-Op site where the renovation of the Hutto Gin will serve as a focal point for community events, celebrations and festivals.

2015-16 BUDGET OVERVIEW

The proposed FY16 Budget totals $30,929,194 in expenses and $30,803,795 in revenues. Savings from previous fiscal years, along with strong revenue growth, has increased the City’s beginning fund balances. The City will utilize a portion the projected fund balance that exceeds the reserve requirement to pay for one time purchases in the current fiscal year as well as in FY16. Of the amount budgeted for total expenses, $22,846,074, is for operations. The remaining budget is related to capital projects. The operating budget is projected to increase 6% above the FY15 Amended Budget.

General Fund Revenues

General Fund revenues are expected to total $10,215,108, an increase of 4.5% above the FY15 Projected Annual Revenues. Property taxes make up the bulk of the increase in revenues. 2014 saw a 15.44% increase in assessed valuations, thus increasing property tax revenue even with a slight lowering of the tax rate.

Sales tax collections exceeded expectations in FY15 and are budgeted to increase approximately 4% above collections. Sales tax revenues are budgeted at a conservative 4% growth in FY16 as no major sales tax generators are currently under construction. Sales tax growth projections are based on current trends, improving economy, and population growth.

Property tax revenue is expected to total $5,388,840, a strong increase of 15.8% above the FY15 Budget, based on lowering the tax rate to $0.5285 per $100 of taxable value. Property tax revenue makes up 53% of General Fund revenues. The average taxable value of a home in Hutto has risen from $145,495 in FY15 to $158,576 in FY16 providing further evidence of a strong local economy.
The split between the two portions of the tax rate is shifting but will still allow the City to issue all of its authorized general obligations from the 2009 Bond Election. This will complete the Parks and Street projects that were approved by the voters and lower the tax rate by $0.00019.

<table>
<thead>
<tr>
<th></th>
<th>FY14</th>
<th>FY15</th>
<th>Proposed FY16</th>
<th>Change</th>
</tr>
</thead>
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<td>O&amp;M Rate</td>
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<td>Debt Rate</td>
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<td>0.09691</td>
<td>0.092036</td>
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<tr>
<td>Total Tax Rate</td>
<td>0.52869</td>
<td>0.052869</td>
<td>0.5285</td>
<td>(0.00019)</td>
</tr>
</tbody>
</table>

Development revenues are expected to increase 8.5% above the Amended FY15 Budget as a result of a new fee structure and new residential and retail developments coming to Hutto. Development revenues include building permits, inspections, and zoning related fees.

Franchise fees include franchise payments for private electric, gas, telephone, cable, and commercial waste collection companies that operate in the City’s rights-of-way. Commercial Waste franchise fees are anticipated to increase when an exclusive solid waste franchise is approved during FY16. This is not reflected in the proposed budget but will be amended when the franchise is approved by the City Council.

General Fund Expenses

General Fund expenses are budgeted to total $10,700,337, which is an increase of 2.7% above the FY15 Amended Budget. The major expense changes are listed below.

A merit pool of 2.5% has been included in the FY16 Budget as well as the Step Pay Plan adjustment for sworn personnel. In conjunction, health insurance rates will increase slightly due to healthcare cost increases. Four new positions (2 Police Cadets, a Rental Inspector and a Management Assistant) are budgeted for FY16. The City’s retirement contribution rate through the Texas Municipal Retirement System (TMRS) is decreasing from 13.52% to 13.25%. The rate decrease is based on the City contribution required to fully fund the City’s obligation.

Additional expenditures include five patrol vehicles, a new backhoe, and a vehicle for the Rental inspector. Capital outlay is increasing 320% from the FY15 Amended Budget due to the issuance of the remaining bond authority from the 2009 Bond Election. Within the Transfers Out category, $50,000 will be transferred to the General Capital Re-
placement Fund to finance the future replacement of assets.

**Utility Fund Revenues**

Utility revenues total $9 million which is 15% above the FY15 Budget. The increase is a result of customer growth. The Budget also includes a 5% water rate and a 5% wastewater increase effective in October.

The projected housing growth will add new water and wastewater customers to the City’s utility system, though a portion of new homes will be serviced by Jonah SUD and Manville WSC as they are outside of the City’s water service area. The number of accounts is expected to grow at approximately 3.5% for wastewater and 3% for water during the next year.

**Utility Fund Expenses**

Utility Fund expenses are the costs associated with the provision of water and wastewater services to the Hutto customers. In FY16, the Utility Fund will include the Utility Billing Division as well as eight full-time employees whose salary and benefit costs are split evenly between the Water and Wastewater Divisions.

The category, Other Services and Charges, makes up the majority of Utility expenses. Included in this section are the water supply contracts with the City of Taylor, Manville Water Supply Corporation, and Heart of Texas as well as the Wastewater Treatment Agreement with the Brazos River Authority. The City’s water purchase from Heart of Texas increased from 1.6 mgd to 2.0 mgd beginning in August 2015. The remaining expenditures are allocated to the debt service payments for utility infrastructure as well as the new South Wastewater Treatment Plant which is currently under construction.

**Other Funds**

There are six funds that comprise a very small percentage of the City’s budget and operation. They are the Public Education and Government (PEG) Cable Channel, Hotel Occupancy Tax, Court, Red Light Camera, Solid Waste and Impact Fee Funds. Each of these funds is accounted for separately as the majority of the revenues and expenditures are regulated by State Law.

**CONCLUSION**

With much of the City’s investment being in people, it is indeed all of the City staff that has made this budget submission possible. Thank you for the opportunity to serve this community and work with the City staff and the City Council to present this proposed FY16 Annual Operating Budget.

Respectfully,

Karen Daly

Karen Daly
City Manager
Organizational Structure
The City of Hutto is nestled on the rich black lands of south-western Williamson County. Located at the intersection of US 79 and SH 130, Hutto is approximately seven miles east of Round Rock, 15 miles south of the county seat of Georgetown, and twenty-two miles from Austin, making it an attractive place to live. While the local economy has agrarian roots, the booming Central Texas economy now includes many high-tech, manufacturing, and service jobs. The small-town charm of Hutto is balanced with quality schools, growing parks, expanding retail opportunities, and a strong workforce.

The City of Hutto has experienced tremendous growth during the last decade, growing from a population of 1,250 in 2000, to an estimated 21,648 today. This estimate is based on the number of dwelling units times the average number of residents per home. Hutto’s tremendous growth has made it one of the fastest growing cities in Texas. Hutto continues to experience growth as new residential and commercial developments are added each year. Hutto Independent School District is one of the fastest growing school districts in the state. The school district includes one high school, two middle schools, and six elementary schools. Hutto ISD is the largest employer in the City.

The City contains a number of family friendly park facilities including Fritz, Creekside, Hutto Lake, and Country Estates Parks in addition to numerous ball fields. Hutto Lake Park includes an 18-acre lake available for fishing and non-motorized boating in addition to a one-mile trail, basketball court, covered picnic structures, and interactive educational areas. The City is currently working to develop existing parkland and adding additional parkland and ball fields.

Aided by affordable land, proximity to major cities, and its small town charm, Hutto continues to attract new residents. Many new mixed-use developments are planned for the community that will add housing diversity, office space, and increased retail opportunities. The City has received praise for the recently adopted SmartCode zoning, Unified Development Code, as well as the City’s Downtown Plan.

The community’s roots are grounded in strong values and work ethics held by the farming families that built Hutto. Hutto has one of the lowest crime rates in the Central Texas area, and is known for friendly neighborhoods, great schools, and strong community pride. Each year, the Hutto Chamber of Commerce hosts the Olde Tyme Days as an opportunity for long-time residents, new residents, and visitors to celebrate the heritage and future of this great community.
CITY OVERVIEW

The City of Hutto was incorporated in 1911. In 2004, the City of Hutto adopted a home-rule charter with a Council-Manager form of government. The City Council is comprised of a mayor and six councilmembers, all elected at large. The City Council, at their discretion, hires a City Manager to act as the Chief Administrative Officer of the City.

The City Manager administers the day-to-day operations of the City including the City's personnel. The City Manager is also responsible for annually drafting a balanced operating budget and for administering the budget after its adoption by the Council. The proposed budget must be submitted to the City Council on or before the 15th day of August of each fiscal year.

The budget document includes fund summaries for fourteen funds including multiple governmental funds (i.e. the general and other special revenue funds). Two proprietary funds are used to account for the City's utility system.

The Police Seizure Fund is a special fund used to account for restricted funds. While appearing on the City's financial statements, the City does not budget for these funds as monies collected are restricted to specific uses.

The City is broken into nine departments including Administration, Finance, General Services, Development Services, Public Works, Police, Parks and Recreation, and Non-Departmental. Within each department are a number of divisions that perform different functions within the department and City.

<table>
<thead>
<tr>
<th>Top Employers¹</th>
<th>Taxable Value of Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowes Home Center Inc</td>
<td>$10,571,735</td>
</tr>
<tr>
<td>Matthews-Barnes Brother4,079,789, s Inv. LP</td>
<td>$9,589,064</td>
</tr>
<tr>
<td>Oncor Electric Delivery Company</td>
<td>$8,366,168</td>
</tr>
<tr>
<td>HD Development Properties LP</td>
<td>$7,468,083</td>
</tr>
<tr>
<td>Cube HHF Limited Partnership</td>
<td>$6,766,272</td>
</tr>
<tr>
<td>Lowes Home Center #2670</td>
<td>$5,147,210</td>
</tr>
<tr>
<td>Continental Homes of Texas LP DBA DR Horton</td>
<td>$4,277,927</td>
</tr>
<tr>
<td>A-S 64 CR 119-HWY 79 LP</td>
<td>$4,224,301</td>
</tr>
<tr>
<td>Covert Ford of Taylor, Inc.</td>
<td>$4,079,789</td>
</tr>
<tr>
<td>Covert Chev-Olds-Buick</td>
<td>$3,913,457</td>
</tr>
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</table>

¹Top Taxpayer information for 2015 is provided by the Williamson County Appraisal District.

<table>
<thead>
<tr>
<th>Top Employers²</th>
<th>Number of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hutto Independent School District</td>
<td></td>
</tr>
<tr>
<td>Lowe's Home Improvement</td>
<td></td>
</tr>
<tr>
<td>Home Depot</td>
<td></td>
</tr>
<tr>
<td>Covert</td>
<td></td>
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<tr>
<td>Trim Tech of Austin Inc.</td>
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<tr>
<td>City of Hutto</td>
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<tr>
<td>Texas Fixtures &amp; Interiors</td>
<td></td>
</tr>
<tr>
<td>PI-Co Precision Fabrication</td>
<td></td>
</tr>
<tr>
<td>Triple Crown Dog Academy</td>
<td></td>
</tr>
<tr>
<td>A.R. Machining, Inc.</td>
<td></td>
</tr>
</tbody>
</table>

²Top Employers information is provided by the Hutto Economic Development Corporation.

Hutto provides a number of services to Hutto citizens including police services, parks, recreational programs, water and sewer service, and sanitation services. Fire protection services are provided by Emergency Services District No. 3 and EMS services are provided by Williamson County.

Many city services are provided through the management of contracts with private and other public service providers. Contracting out certain services enables the city to provide superior service at lower costs. Cost-benefit analyses are continually performed to determine the best option for providing the service. Currently, the City of Hutto purchases treated water from the City of Taylor, Manville, and Heart of Texas. The wastewater treatment plant is operated by the Brazos River Authority. The residential garbage collection and curbside recycling program is provided by Clawson Disposal.
Budget Process

The City of Hutto uses a performance-based budgeting process.

The City of Hutto annually budgets operating revenues and expenditures by two types of funds, the Governmental and Proprietary funds. The City uses a total of fourteen separately and independently budgeted funds to carry out the day-to-day operations of the City. A fund is generally defined as a fiscal and accounting entity that has its own self-balancing set of accounts recording cash and other financial resources, as well as any liabilities or residual equities or balances. Normally funds are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Governmental funds are used for tax supported general government activities and include the General Fund, General Debt Service Fund, Special Revenue Funds, and the General Capital Projects Fund. Proprietary funds, funds that operate more like a business enterprise, include the Utility Fund, Impact Fee Fund, and Utility Debt Service Fund.

Each fund is budgeted separately and includes its own financial statement. The Hutto Economic Development Corporation (HEDC) is the City’s 4A Economic Development Corporation. The HEDC budget is adopted by both the seven member board and the City Council. The financial information for the HEDC is included in the annual financial report for the City.

Basis of Accounting

All funds are budgeted on the modified-accrual basis of accounting. Under this basis, revenues are recognized when they become both measurable and available to finance expenditures within the current period. Expenditures are recognized when the related fund liability is incurred except for: (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earning on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.

Gather Information

The City Council is consulted throughout the year. Their response and feedback are considered during budget review and analysis of budget requests. The Council annually adopts budget priorities. Following the Council elections, the City Council holds a retreat to discuss the budget priorities and strategic issues important to Hutto’s future. The Budget Priorities are incorporated where possible in the adopted budget. The Budget Priorities for the upcoming fiscal year are addressed in the opening pages of this document and in the Budget Transmittal Letter section.

Update Strategic Plans

Each year staff reviews and updates strategic plans used to properly plan for the City’s growth. One of these documents is the Five Year Strategic Plan and Fiscal Forecast. This document connects short-term initiatives with long-term strategic priorities identified by the City Council. Adjustments are made as needed based on service demands and assessments. Future budget requests are guided by goals and priorities identified in the strategic plans. Costs for capital improvements are updated with the help of the City Engineer. Fiscal Forecast projections and estimates are updated based on trend analysis, expected growth due to commercial expansion, and other anticipated factors.

Revenue Projections

Revenue projections for the new fiscal year begin mid-year of the current fiscal year. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff. Although beginning earlier, revenue projections occur concurrently with departmental budget development and extends until the budget is adopted based upon the receipt of new information.

Budget Development

The budget is prepared to promote fiscal responsibility and ensure superb service delivery to Hutto citizens. In preparing the budget, departments are asked to review existing programs, make cuts where appropriate, and to calculate the resources needed to provide the current or base level service in the next fiscal year. These base budgets do not include any new programs, but costs may fluctuate from year to year due to inflation and other market conditions. After establishing base budget requests, departments were asked to factor in budget enhancements to the budget requests based on the budget priorities adopted by the City Council. Budget enhancements are costs related to new or expanded programs including new personnel, supplies, and equipment.
During the budget development stage, the City Manager and Finance Department work with department and division managers to analyze requests, provide advice and lend assistance. Program goals, objectives, and measures are evaluated during the budget development to determine the effectiveness and efficiency of program activities to determine appropriate levels of funding. Staff work sessions are held to discuss goals and performance indicators, as are one-on-one consultations for the development of cost estimates. As the City encourages a participatory style of leadership, input is gathered from each employee, the leadership team, and appropriate employee committees during the budget development process.

The budget is drafted in accordance with the City’s Charter, state law, and also the City’s Fiscal and Budgetary Policy. The Fiscal and Budgetary Policy provides additional guidelines in regards to Financial Planning, the Budget Preparation Process, Revenue and Expenditure Management, Staffing, Economic Development, Intergovernmental Relations, Capital-Asset Management, Financial Reporting, and Debt Management.

**Budget Workshops and Public Hearings**

Budget work sessions are held with the City Council in open meetings to review and discuss the proposed budget. Citizen input is gathered through public hearings.

**Budget Adoption and Maintenance**

Budget adoption occurs in September after City Council deliberations and public hearings. The City Council may take action to modify the proposed budget per its discretion. The City Council also adopts a tax rate to support the adopted funding levels.

An adopted budget is compiled and published during the first months of the new fiscal year. Budget maintenance is a year-round activity of department and division directors, the City Manager, and the Finance Department. Mid-year program evaluations use performance measures to identify poorly performing programs so that adjustments may be made accordingly. Control mechanisms include monthly review of expenditures by the City Manager and Finance Department, and authorization to purchase from the City’s Finance Department. The City Manager may move appropriations from account to account; however, budget amendments resulting in a decrease or increase of total appropriations must be approved by ordinance by the City Council.
Budget Calendar
Strategic Planning

Strategic planning is an important part of any successful government agency, business, or non-profit organization as it outlines a plan to connect resources with goals to meet the demands and expectations of those served. The City of Hutto uses a number of strategic planning methods to properly plan for the deliverance of city services, development of land, and construction and maintenance of infrastructure.

In 2008, the City Council established long-term strategic priorities to guide the City’s development. Using these long-term priorities, City staff creates shorter-term strategic planning documents to prioritize and develop city services.

The diagram illustrates how each of the strategic planning documents influences one another. The top of the diagram represents the long-term priorities identified by the City Council, while the bottom of the diagram represents the annual operating budget. It is in the annual budget that services and strategic priorities are actualized or brought to life as resources are tied to annual goals and objectives.

STRATEGIC GUIDE 2035

The Strategic Guide acts as the long-term strategic plan for the City of Hutto. It was adopted by the City Council following workshops aimed at developing a vision for the future. Included is a mission statement and values for the community followed by thirteen policies.

Vision

“To passionately serve the public through innovation, sustainability, and diversity for the enrichment of current and future generations.”

Mission

“Maintain an effective organization that supports and meets the needs of the community.”

Values

We believe in…

◊ Protecting our neighborhoods
◊ Being good stewards of natural resources
◊ Enhancing community’s appearance
◊ Embracing diversity
◊ Preserving a special quality of life for our citizens
◊ Providing a positive experience for our visitors
◊ Encouraging economic development
◊ Respecting the heritage of our community
◊ Treating everyone fairly and with respect

Council Relations Policy

The Council Relations Policy, including the Leadership Expectations Framework, reflects the expectations of the Hutto City Council in defining the behaviors, manners, and courtesies that are suitable for various occasions. It is also designed to make public meetings and the process of governance run more smoothly.

Leadership Expectations Framework:

Council to Council Expectations

◊ Respect each other when giving and receiving honest and constructive feedback
◊ Be professional and show proper decorum on and off the Dais
◊ Have scheduled opportunities to discuss significant policies, issues and projects
◊ Establish and follow a social media and public communication policy

Council Expectations of the City Manager

◊ Continue to use the current model of communication
◊ Blunt and honest communication
◊ The Council desires preparation of change before it happens in order to educate and inform the public
◊ Be visible in involvement at City events and organizations
Provide the council with sufficient information and advice to help the Council chart the best direction for the City and the Council

**City Manager Expectations of the Council**

- Provide a clear direction through the Strategic Guide
- Give the City Manager the opportunity to answer Council’s questions and concerns
- Support staff through respectful dialogue and questions
- Represent the Council to residents, customers and the world

**Leadership Policy**

It is the desire of the City Council to provide honest, ethical, and effective guidance in the development and structure of leadership for the City.

**Strategic Goals:**

- Pre-election orientation for prospective candidates
- Establish a qualified group of community leaders
- Maintain a mentoring program for new Council members
- Utilize ongoing continuing education opportunities, on an annual basis, to strengthen leadership and governance skills
- Create Council Committee Structure

**Quality of Life Policy**

It is the desire of the City Council to create a city that engages citizens by providing programs and services beyond their basic needs.

**Strategic Goals:**

- 100% recycling rate by 2035
- City-wide tree planting and care program
- Preservation of green space
- Environment that encompasses safe, friendly, and entertaining atmosphere for all ages
- Support and encourage beautification efforts within the City
- Create and maintain a world-class system of parks, trails, and recreation programs
- Develop a new City brand

**Organization Development Policy**

It is the desire of the City Council to maintain a qualified staff that will continue to move the City in a positive, progressive, and productive direction.

**Strategic Goals:**

- Provide continuing education opportunities
- Provide competitive compensation packages
- Implement effective Succession Planning process
- Create and maintain a positive and inspired workforce through recruitment, environment, and development

**Service Delivery Policy**

It is the desire of the Hutto City Council to deliver programs and services in a manner that best reflects the makeup of the community and the needs of the citizens.

**Strategic Goals:**

- Ensure quality city-wide customer service program
- Provide on-going and consistent citizen communication
- Embrace the use of technology to enhance or reduce the cost of service delivery
- Coordinate with HOAs to improve the quality of neighborhood communication and support
- Ensure City's permit process is consistent, especially with Fire Inspection Permits

**Fiscal and Budgetary Policy**

It is the desire of the Hutto City Council to achieve and maintain a long-term, stable, and positive financial condition and provide guidelines for the day-to-day planning and operations of the City's financial affairs.
Strategic Goals:

◊ Provide responsible fiscal stewardship
◊ Make the City economically competitive to draw and sustain businesses through competitive rates, taxes, and user fees
◊ Provide funding for infrastructure to sustain growth
◊ Stabilize and control program costs
◊ Increase reserves to recognized standards
◊ Improve bond rating
◊ Continue to recognize and fund all long-term liabilities
◊ Acquire a new financial software system

Public Safety Policy

It is the desire of the Hutto City Council to ensure the safety and well-being of the residents, businesses, and visitors in the city.

Strategic Goals:

◊ Maintain a well-trained, highly effective police force
◊ Ensure that citizens have access to quality Fire and EMS Services
◊ Maintain strong relationships between the Police Department and the community
◊ Maintain strong relationships with other public safety organizations

Mobility Policy

It is the desire of the City Council to ensure the safe mobility of citizens through various modes of transportation.

Strategic Goals:

◊ Develop, maintain and follow the Transportation Master Plan
◊ Maintain and follow the Pedestrian Mobility Master Plan
◊ Integrate the Thoroughfare Master Plan with regional partners
◊ Work in conjunction with regional transportation entities to plan for public transportation
◊ Explore non-traditional funding mechanisms

Education Policy

It is the desire of the City Council to develop a cooperative relationship with Hutto Independent School District, East Williamson County Higher Education Center, and other education entities to enhance the quality of education.

Strategic Goals:

◊ Proactively support educational needs for the community
◊ Increase awareness of educational programs
◊ Nurture and sustain strategic educational partnerships
◊ Pursue cooperative agreements with educational entities

Growth Guidance Plan

It is the desire of the Hutto City Council to achieve the orderly growth and development of the City by maintaining and following the Comprehensive Plan which promotes beneficial and appropriate land uses and supporting infrastructure.

Strategic Goals:

◊ Develop a Comprehensive Plan specifically designed to meet Hutto’s current and future needs
◊ Engage the community in developing and maintaining the Comprehensive Plan
◊ Pursue innovation, sustainability, and diversity
◊ Pursue a Rental Inspection Program

Infrastructure Policy

It is the desire of the Hutto City Council to provide and maintain a quality infrastructure system to meet the vision as set out in the Comprehensive Plan.

Strategic Goals:

◊ Proactively expand infrastructure system to optimize cost saving opportunities and funding partnerships
◊ Continue to develop high quality standards in conjunction with regional partners
◊ Design and select materials to minimize on-going maintenance and replacement costs
Pursue the demolition of dilapidated, unsafe structures
Invest in Pavement Management Software to assess and monitor road conditions

**Economic Development Policy**

It is the desire of the Hutto City Council to develop business diversity consistent with the Comprehensive Plan to maintain an economic base that is sustainable and adaptable.

**Strategic Goals:**

- Recruit, retain and expand desired businesses that will continue to enhance the quality of life for the Hutto community
- Attract higher-skilled, higher waged jobs
- Encourage business development that promotes quality of place
- Invest to revitalize under-utilized areas for business opportunities
- Define a competitive framework for attracting economic development

**Legislative Agenda Policy**

It is the desire of the Hutto City Council to actively pursue legislative agenda(s) related to our city, county, region, state and federal levels for the benefit of our community.

**Strategic Goals:**

- Nurture and sustain strategic partnerships with county, state and neighboring local government officials/staff to address common issues
- Review/amend legislative agenda at least annually to decide which issues need to be addressed
- Advocate for Hutto's legislative agenda

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**GROWTH GUIDANCE PLAN**

The 10-year Growth Guidance Plan (GGP) provides a strategic approach for the physical build out of the City to identified growth boundaries through 2015. The intent of this planning effort is to achieve the orderly growth and development of the City to promote beneficial and appropriate land uses and supporting infrastructure.

Our purpose for the City's Growth Guidance Plan is to provide information, policy guidance and action strategies for effectively managing future development, protecting neighborhoods, conserving valuable natural resources, enhancing the community’s appearance, providing for adequate municipal facilities and services, making fiscally responsible decisions regarding future capital investments, and preserving a special quality of life for our citizens and a positive experience for visitors to Hutto.

Additionally, The Growth Guidance Plan represents consensus among citizens and community leaders on Hutto’s future and approved by the Comprehensive Plan Steering Committee. Mayor and City Council, Planning and Zoning Commission, Parks Advisory Board, Economic Development Corporation, Historic Preservation Commission, the development community, and citizens provided direction and advice in forming the Growth Guidance Plan. Adopting the Growth Guidance Plan ratifies the document to perform multiple functions necessary for planning and growth management policies as well as satisfying the need for plan documents identified in existing City codes and ordinances. These functions and roles include the following:

- Official baseline population projection (2000-2030)
- General Land Use Plan for annexation, future zoning and rezoning, extra-territorial jurisdiction (ETJ), and land use assumptions
- Establishment of six geographic growth areas for planning purposes
- Authorized land use categories for designating preferred development within growth areas
- Water infrastructure improvements plan
- Wastewater improvements plan
- Roadway improvements plan
- Basis for additional planning processes and documents to include the Capital Improvements Program and area improvement efforts such as a Downtown Plan

The Growth Guidance Plan also performs the role of any of the following plan descriptions: “Comprehensive Plan”, “Future Land Use Plan”, “Comprehensive Master Plan”, “Roadway Plan”, and the like in official city documents such as the Charter and Code of Ordinances.
The purpose of this Parks, Recreation, Open Space, and Trails Master Plan is to guide planning and development of the City’s park system through the year 2016. It is recommended that this plan be subsequently updated annually through 2016. At that time, it is recommended that a new parks master plan be initiated to keep it current and within the guidelines of the Texas Parks and Wildlife Department (TPWD) to allow for the maximum possibility of grant funding for assistance in the development of the City’s parks and trails.

The Parks Master Plan was prepared with community input and review through the use of city-wide mail out surveys, public meetings, and citizen focus groups. This input combined with a city wide inventory of existing parks and trails facilities, undeveloped parkland, and an analysis of current recreational trends formed the basis for establishing the goals that guided the development of this master plan. This process identified the following programmatic priorities:

<table>
<thead>
<tr>
<th>Outdoor Recreational Facilities</th>
<th>Indoor Recreation Facilities</th>
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</thead>
<tbody>
<tr>
<td>1. Trails</td>
<td>1. Swimming/Aerobics Pool</td>
</tr>
<tr>
<td>2. Playgrounds</td>
<td>2. Senior Activities</td>
</tr>
<tr>
<td>3. Picnic Areas</td>
<td>3. Exercise Facilities</td>
</tr>
<tr>
<td>4. Pavilions</td>
<td>4. Basketball</td>
</tr>
<tr>
<td>5. Fresh Water Aquatic Recreation</td>
<td>5. Badminton</td>
</tr>
<tr>
<td>7. Baseball/Softball</td>
<td>7. Meeting Rooms/Classrooms</td>
</tr>
<tr>
<td>8. Splash pad</td>
<td>8. Yoga/Tai Chi</td>
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</table>

One of the primary purposes of this master plan is to guide the growth and development of Hutto’s park and recreation system in light of the City’s recent rapid growth. A series of goals and objectives were established to ensure that a guided and focused development occurs that addresses the needs and desires of the citizens of Hutto.

**Goal One (Years 1-5)**

To develop park facilities to serve the existing, as well as the impending growth of the community.

**Objectives:**

◊ Develop a dialogue between citizens and city planners to assess the evolving recreational needs in Hutto.
◊ Identify parcels of land that could be immediately utilized for parkland within the City’s jurisdictional boundaries.
◊ Acquire by dedication, or purchase appropriate properties for the development of parks.
◊ Develop park facility plans to meet the identified needs of the community. Refer to the Pedestrian Mobility Plan for guidance in the development of trails and sidewalks.
◊ Develop and coordinate programs within the community to help raise funds and build playgrounds within the community parks.

**Goal Two**

To plan park facilities meeting the projected population growth.

**Objectives:**

◊ Acquire and monitor available data to determine reasonable expectations for population growth in Hutto.
◊ Establish dialogue within the community between governmental entities to ensure maximum efficiency in planning and development of the community’s recreational facilities.
◊ Update and enforce the Parkland Dedication Ordinance to acquire appropriate sites for park development and/or accumulate financial resources to purchase such sites.

**Goal Three**

To determine potential locations for future parkland.

**Objectives:**

◊ Conduct a study of potential properties that deserve protection as parkland in the form of open space or developed recreational facilities.
◊ Coordinate with real estate developers to ensure appropriate acquisition of parkland through the Parkland Development Ordinance.
◊ Identify existing vacant lots in the City for potential development of small neighborhood parks.
◊ Designate all floodplain sites within the Hutto’s E.T.J. as potential parkland. This would include Cottonwood Creek and Brushy Creek drainage corridors.
Goal Four (Years 5-20)

To preserve adequate open space for the long-term population growth of Hutto.

Objectives:

◊ Identify sites to be preserved as open space that are of significant historical, environmental, or aesthetic value to the community.
◊ Develop the necessary resources to successfully preserve primary parkland sites within the E.T.J.
◊ Negotiate with developers within the City’s E.T.J., to adopt the updated parkland dedication guidelines designated in the City’s Parkland Dedication Ordinance.

Goal Five (Years 1-20)

To plan development of recreational facilities with the health safety and well being of the community as a primary consideration.

Objectives:

◊ Incorporate any community-wide health and safety objectives into the planning of any recreational project. When feasible, design projects that improve the health and safety of the community at large.
◊ Engage in an ongoing dialogue between the City and the community regarding any existing or predictable health and safety concerns.

Priorities for Improvement (in phases)

Note: Years given are those projected to implement the activity. Many objectives are open-ended and require continuing action.

Activities to begin within the first year of adoption of this plan:

◊ Establish a dialogue with citizens/stakeholders and city planners to assess the nature of recreational needs in Hutto.
◊ Identify property that could be immediately utilized for parkland within the jurisdictional boundaries
◊ Acquire by dedication or purchase any appropriate property for parkland development.
◊ Develop park facility plans to satisfy the identified needs of the community.
◊ Develop and coordinate programs within the community that generate funds and assist in the development of playgrounds in community parks.
◊ Acquire all available data to assess reasonable expectations for the population growth in the Hutto area.
◊ Update and enforce the Parkland Dedication Ordinance to facilitate acquisition of appropriate sites for parks and trails development.
◊ Establish the financial resources necessary to purchase such sites suitable or targeted for future parkland development.
◊ Designate floodplain sites within the Hutto E.T.J. as potential parkland. This includes all Cottonwood Creek and Brushy Creek drainage corridors.
◊ Incorporate any community-wide health and safety objectives into the planning of future recreational facility.
◊ Develop, when possible, design projects that improve the health, safety, and welfare of the community-at-large.
◊ Engage with the City and community regarding any existing or predictable health and safety concerns. Determine if adaptable solutions to such concerns can be incorporated into existing or planned recreational facilities.

Activities to begin in the fourth year after adoption:

◊ Acquire by dedication, or purchase any appropriate properties for the development of parks and trails.
◊ Establish ongoing dialogues with governmental entities to ensure coordinated and efficient planning and development with other recreational facilities.
◊ Develop intergovernmental participation in developing and operating recreational facilities that can serve the mutual benefit of the participating activities.
◊ Identify and acquire properties that require protection as parkland in the form of open space or developed recreational facility.
◊ Identify vacant lots in the City for development of small neighborhood parks.
◊ Aggressively negotiate with developers within the City E.T.J. to adopt the parkland dedication guidelines designated in the updated Parkland Dedication Ordinance.

Activities to be implemented in the fourth year:

◊ Identify potential sites to be preserved and acquired as open spaces that are significant for historical, environmental, or aesthetic value to the community.
Activities to be implemented in the fifth year:

◊ Target and develop the resources necessary to acquire and/or preserve suitable parkland sites within the E.T.J. for future use.

FIVE YEAR PLAN AND FISCAL FORECAST

Hutto is a home-rule City located in Central Texas that, much like the rest of Williamson County, has blossomed from a population of 1,250 in 2000 to approximately 21,000 today. The sensational growth has earned Hutto the distinction as one of the fastest growing cities in the State of Texas. In 2014, Hutto was named one of the top places to live in Texas by Movoto.

Hutto’s origins date back to 1876 when James Emory Hutto sold land to the International Great Northern Railroad to create a train station. A rail-town quickly grew and Hutto incorporated as a city in 1911. Hutto remained a small agrarian based community until an economic boom in the Central Texas community brought new residents to the area. Conveniently located at the crossroads of US Highway 79 and State Highway 130, Hutto is within minutes of Round Rock, Georgetown, downtown Austin, and Austin-Bergstrom International Airport. Despite the rapid new growth, Hutto maintains a small town feel built on strong family values.

PURPOSE OF FIVE YEAR PLAN

The Five Year Strategic Plan creates an action plan to accomplish the strategic goals established by the City Council by connecting forecasted revenues against expenditures based on financial trends, growth, and other issues. The City uses a goal-based approach to strategic planning by analyzing programs and services. Goals are then created and strategies for reaching those goals drafted. Strategies are put into action each year through the budget process when resources are provided to accomplish each item.

The Financial Forecast section projects revenues and expenses based on local economic indicators and the current services provided. The Departmental Service Plans section identifies new services and programs to be added over the next five years to accomplish the strategic goals.

The Five Year Strategic Plan is not a budget. The City Council and staff, however, use the Five Year Plan to develop annual budget requests. The Five Year Plan does not include capital projects as anticipated capital projects are outlined in the Capital Improvements Plan.

STRATEGIC PLANNING

The City of Hutto uses a number of strategic planning elements to properly plan for the City’s growth and development. The City Council developed a Strategic Guide to guide the City through the year 2035. This long-range planning document outlines specific policies and strategic goals for the future of Hutto.

The Growth Guidance Plan (GGP) is also a long-range planning document that plans the geographic development of the City based on expected growth and land-use assumptions. The Capital Improvements Plan and Five Year Plan are shorterscoped plans that operationalize the strategic goals of the Strategic Guide and the Growth Guidance Plan. The annual operating budget ties actual resources to objectives to accomplish the strategic goals identified in the long-range planning documents.

PLANNING INDICATORS AND FOCUS

Economy

The Central Texas economy is booming with Hutto receiving a fair share of new growth. New housing starts peaked in 2006 when 779 new building permits were issued. Permits fell to 412 in 2008 and 249 in 2009. New residential permits have increased again in 2013 and 2014 totaling over 350 new residential permits in both years.

Hutto’s sales tax numbers dipped slightly in FY10 but have exceeded projections in FY11-FY14 as Hutto has set new records in sales tax collections. Retail growth is a result of new shopping opportunities and residential growth. Future growth will be largely driven by the commercial development in the Carmel Crossings development and through the 2nd phase of the Town West Commons development.

One of the largest challenges for Hutto in the coming years is local job creation. Currently, Hutto ISD is the largest employer in the community. The City is working with the Hutto Economic Development Corporation to create jobs in Hutto in order to become a sustainable community. To this end, future tax incentives and rebates may be offered.
**Personnel Development**

Demand for programs and services continue to rise as the City’s population grows. New revenues are not sufficient to fund expanding and new services. As a result, City employees are forced to look for creative solutions that improve efficiency and effectiveness to meet citizen needs while minimizing cost increases. In order to accomplish this, the City of Hutto is devoted to the development of its employees to maximize their potential so that the City may deliver quality programs and services.

**Capital Improvements**

Capital projects are outlined in the Capital Improvements Plan (CIP). The five-year planning document is revised annually to reflect priority changes and updates. Projects may be delayed due to the slowdown in new growth. Infrastructure needs continue to be a concern as development expands in previously un-serviced areas requiring new and straining existing infrastructure.

In February 2010, the City purchased the existing wastewater treatment plant from the Lower Colorado River Authority. The 1.7 mgd plant has been expanded to its maximum size and is operating at approximately 70% of capacity. The City recently completed a Wastewater Master Plan and will begin construction on the 2.0 mgd Hutto South Wastewater Treatment Plant in early 2015 in order to expand service capacity.

Hutto held its first ever general obligation bond election in November 2009. Three of the four propositions passed totaling $16.8 million. The projects included street and drainage improvements, upgrades to Fritz Park, and a Recreation Center that will be operated by the YMCA. The City has spent a portion of the proceeds on improvements to Farley Street, Mager Lane, the FM 1660 S Sidewalk, and the construction of the Hutto Family YMCA. Using the remaining funds will be prioritized annually through the CIP process based on need and the tax rate impact.

**Downtown and Co-Op Development**

Hutto developed and adopted the Heart of Hutto downtown plan in 2008 to guide the development of downtown for the next fifty years. The plan encompasses all of the original 1911 incorporated city limits including downtown and the Co-Op site.

The plan calls for future civic buildings including City Hall to be located on the Co-Op site. The City contracted with Antenora Architects in 2009 to begin planning for future facilities. Antenora first completed a facility needs assessment to determine current and future space needs. Antenora, with community input, developed the Co-Op master plan to provide a framework for the site’s future mixed-use development. The first construction on the site will begin in late 2014 and will include the restoration of the southern cotton gin building to be used as an open-air events center. A civic green space and plaza is also planned to provide a central location for events including farmer’s markets, craft shows, concerts, etc.

The City is currently searching for a private developer partnership in order to begin development of the site.

The City Council enacted the Downtown Incentive Policy in 2011 to foster development and commercial growth in downtown Hutto. The incentives include property and sales tax rebates and development fee reductions.

**HUTTO MOVING FORWARD**

Hutto has grown from a small agrarian town to a blossoming suburban community. The influx of new citizens brings new challenges. The next years in Hutto will require careful planning and management to ensure that expected service delivery is balanced with available resources.

Hutto’s unique character, low crime rate, excellent schools, and high quality of life will continue to make Hutto an attractive place to live. Because of the strong central Texas economy, Hutto will continue to prosper well into the future.

**FINANCIAL SUMMARY**

**Background**

With the City of Hutto named as one of the fastest growing city in Texas, a plan to address future programs and services in an affordable manner is critical to the financial planning of the community. The Five Year Plan includes strategic long-range goals identified by the City Council, five year goals and strategies for attaining the goals, and also planning indicators for each department.

The City Manager and Department Directors developed departmental strategic plans to identify new programs for the
upcoming five years, as well as estimate costs and staffing requirements to meet the needs of a growing population. Revenues based upon trend analysis, known upcoming commercial projects and residential growth projections were estimated for the five year period.

**Purpose**

The Five Year Strategic Plan takes a forward look at the City’s two major operating funds. The General Fund is a governmental fund type used for typical governmental tax-supported services such as public safety and streets, and the Utility Fund is a proprietary enterprise fund, that operates more similarly to a business, for water and wastewater services. While the General Fund is largely tax supported, the Utility Fund receives its funding through the collection of user fees. Fees are set to recover the cost necessary to operate and maintain the utility system.

The plan’s purpose is to identify financial trends, shortfalls, and issues so the City can proactively prepare. It does so by projecting out into the future the fiscal results of continuing the City’s current service levels and policies, as well as a proposal for future programs and costs to manage the intense growth. The plan is intended to set the stage for each year’s budget process, but it is subject to change based upon available resources, changes in the economic and social environment and City Council’s direction. The Five Year Strategic Plan and Fiscal Forecast facilitates discussions and decisions of staff, the City Manager, and Council in establishing priorities and allocating resources appropriately.

**Fiscal Forecast - General Economic Outlook**

Hutto’s location, 30 miles from downtown Austin and 10 miles from Round Rock, provides quick and easy access to job centers. State Highway 130 links Hutto to Austin and is expected to lead to additional residential and commercial development. Hutto is located in the Austin Metropolitan Statistical Area Economy and Labor Market, which has experienced over 47% growth over the past ten years. Citizens of Hutto enjoy above state average wealth and income levels, along with more affordable home prices than in surrounding cities.

The assessed valuation has grown substantially from $33 million in 2000 to over $1 billion in 2014. The property tax base will continue to increase over the new few years due to residential and commercial growth.

Sales tax has increased 110% over the past five years, largely due to additional retail opportunities. Sales tax numbers stagnated beginning in FY08 with the weakened economy. Sales tax collections have rebounded in FY11 with new records set annually. Sales tax growth in future years will depend on the growth of new opportunities. A challenge of the community will be to attract new commercial growth in order to capture sales tax dollars that are spent in other communities because the product is not available locally. A 2011 study conducted by the Hutto Economic Development Corporation found that there is over $500 million in lost sales that occur outside of Hutto.

**General Fund**

General Fund revenues are expected to grow around 49% over the next five years. Property tax will continue to grow as a result of new residential and commercial growth. Sales tax is also expected to grow as a result of increased citizens and new retail opportunities. The projected growth depends heavily on market conditions which control the rate of new development.

Expenses are expected to grow in response to the population growth and the increased demands for services. Expenses are anticipated to grow faster in years 2014-15 and 2016-17 as the City adds staff and replaces equipment that was delayed during the recession. Staffing levels remained flat between 2009 and 2014 with new positions added only as other vacant positions were eliminated.

The revenue growth and existing tax rate will sustain on-going operations of the City at the existing level, with inflationary increases in operational expenses, as well as expected increases in salary and benefit costs. However, as the City issues debt, builds new infrastructure, and adds new programs and services and the staff to match, expenses could outpace revenues. City leadership will need to evaluate service levels annually based on available resources. The City may need to identify new revenue sources or increase existing sources to pay for expanded services.

For the next few years, the City will need to make difficult decisions on which services to emphasize during this period, as funding will not be available to fund all new staff positions and other costs related to workload that were outlined in each department’s operating plan. Other strategies include controlling other costs, reviewing and revising program timing in the plan, and identification of other revenue streams and opportunities. An option for Council consideration during this period is to increase property taxes in order to fund the increased costs for new programs being implemented. The Council may also cut existing programs and services or delay.

A model of the General Fund is included at the back of this document, providing the fund’s condition should the City implement new programs as well as a “base” model, reflecting only inflationary increases over the next five years with no
Customer growth is expected to grow at a rate of 3 horizon.

Demands and Growth Indicators

The Texas Commission on Environmental Quality (TCEQ) requires a minimum supply per residential connection. Because of this requirement, the City and other water providers are required to have enough water available to supply its customers on peak day usage. If the City's peak usage during a hot summer day is 2.0 million gallons, then the City is required to have this much water available on a daily basis, even during winter months when water usage is minimal. City staff continues to work with TCEQ on minimum capacity requirements and has filed alternative calculations based on actual demands.

Average daily and peak demands fluctuate based on growth and weather conditions. Much of Texas was under severe drought conditions throughout 2011 and 2012 causing an increase in water usage.

Growth in Hutto will continue to place higher demands on the City's water supply. Developed land areas will both increase and become a higher percentage of overall land uses. Projected residential land uses are expected to increase to 41% of total potential service land area and commercial/retail land use is expected to increase to 21% of total land use. Undeveloped land has shrunk to only 35% of the total future service area.

Water demand was forecast using population forecasts from the City Planning Department, meter count/LUE estimates from the City Utility Billing Section, and a dry-year per capita water use statistic used by the City in their water supply and treatment facility planning efforts. Wastewater demand was forecast using historical data and technical studies of the City’s system. Table 1 shows the current population as well as the projected future population for both the water and wastewater utilities’ service area.

With the anticipated growth of the City and surrounding area, the City is planning to construct additional water transmission mains. Additional facility needs were also identified for wastewater treatment, pumping and interceptors within the future 10-year period.

Water

To meet the needs of Hutto’s growing population, the City entered into three water supply agreements. Because the City does not own the rights to its own water supply, the agreements are on a take-or-pay basis, meaning that the City pays for a set level of water whether it used or not. Take-or-pay contracts are the primary means that cities use to secure adequate water supply to meet current and future needs. Paying for the set level of water reserves it for the City’s future growth.

City of Taylor

The wholesale water agreement with the City of Taylor was entered into in 2002. The City currently receives 175,000 gallons per day (GPD) at $2.04 per 1,000 gallons under a take-or-pay agreement. This surface water supply is pumped from Granger Lake through the Brazos River Authority. The contract with the City of Taylor expires in 2042.

Heart of Texas

The wholesale water agreement with Heart of Texas, Inc. was entered into in 2004. It serves as the City’s primary water supply contract. Ground water from this contract comes from the Carrizo-Wilcox Aquifer located in Lee County. Amendment #1 was approved in 2007 in which the City purchased the 26-mile transmission line in exchange for a lowered wholesale water rate. Through this amendment, the City has saved approximately $2.5 million per year to offset additional water rate increases. Amendment #2 was approved in 2010. In this amendment, the City enacted a five year “freeze” clause defined in the original contract. Through this, the City was able to maintain the contracted take-or-pay
volume of 1.6 million gallons per day (MGD) between 2010 - 2015. Without implementing the deferral, the City’s take or pay amount would have jumped to 3 million gallons per day by 2015. The deferral was put in place in response to the slowdown in new growth as a result of the weakened national economy.

The increases in water volume were estimated to be able to meet future demands based on growth. The contract with Heart of Texas incrementally increases. The contract expires in 2056.

**Manville WSC**

The Manville Water Service Corporation wholesale water agreement was entered into in 2003. The City currently receives 500,000 gallons per day at $3.50 per 1,000 gallons under a take-or-pay contract. This is a ground water source. The contract expires in 2043.

Table 3 below includes the anticipated water revenue rate increases that will be needed to maintain utility operations with the 25% fund balance requirement. Rates will be analyzed and evaluate annually as part of the budget process.

**Wastewater**

The estimated customer base is expected to expand at a faster pace than water, due to the limitations on the City’s water service area. Rate increases will be needed to help finance the cost of major infrastructure projects including the Brushy Creek Wastewater Force Main and the South Wastewater Treatment Plant.

Table 4 below includes the anticipated wastewater revenue rate increases that will be needed to maintain utility operations with the 25% fund balance requirement. Rates will be analyzed and evaluate annually as part of the budget process.

**Summary**

City staff and elected officials are continually evaluating options to lessen the impact of rate increases on customers. The City Council proactively voted to increase water rates 15% effective June 1, 2013, in order to collect additional water revenues sooner in hopes of delaying the 30% water rate increase as proposed by the study. Other options are also under consideration. Staff is also discussing water strategies with surrounding providers to see what regional opportunities exist.

A wastewater master plan was completed in 2013 to identify long-term strategies for the City’s wastewater system. It identifies and prioritizes future projects that will be required to meet future service demands. A similar study should be completed on the water system in order to better plan and prioritize water projects, evaluate potential interconnects with other water providers, and identify other factors that could help reduce future rate increases.
Capital Improvements Plan

City of Hutto Capital Improvement Plan

The City of Hutto Capital Improvement Plan (CIP) is a planning document that identifies anticipated infrastructure needs and/or opportunities during the planning period. The plan contains five elements – Water, Wastewater, Transportation and Drainage, Parks & Recreation, and Municipal Facilities.

A sound Capital Improvement Plan should include the following:

- Prioritization of projects according to established goals
- Project cost estimates
- Project schedules
- Project financing
- Cost/Benefit analysis
- Analysis of future operating and maintenance costs (fiscal impact)
- A well-defined and consistent process

Past Accomplishments. There have been several projects developed in the CIP that have been completed over the last few years. They include the following:

- Hutto Family YMCA
- Mager Lane Reconstruction
- FM 1660 South Sidewalk
- Farley Streetscape Improvements
- Front Street/Jim Cage Intersection Improvements
- CR 108 Waterline
- Brushy Creek Interceptor: Phase II
- Wastewater Master Plan
- Jonah Water Service Tier I
- Fencing Along Major Arterials: Phase I
- FM 1660 South Pedestrian Improvements
- Cottonwood Trail: Phase II
- Hutto Lake Park

Strategic Policies. The City Council adopted a Strategic Guide in 2008 and revised it in 2014 to guide the City’s development through the year 2035. As a growing city, many of the policies directly impact the Capital Improvements Plan as new infrastructure is put in place for future development.

Mobility Policy

It is the desire of the Hutto City Council to ensure the safe mobility of citizens through various modes of transportation.

Growth Guidance Policy

It is the desire of the Hutto City Council to achieve the orderly growth and development of the City by maintaining and following the Comprehensive Plan which promotes beneficial and appropriate land uses and supporting infrastructure.

Infrastructure Policy

It is the desire of the Hutto City Council to provide and maintain a quality infrastructure system to meet the vision as set out in the Comprehensive Plan.

Economic Development Policy

It is the desire of the Hutto City Council to develop business diversity consistent with the Comprehensive Plan to maintain an economic base that is sustainable and adaptable.

Quality of Life Policy

It is the desire of the Hutto City Council to create a city that engages citizens by providing programs and services beyond their basic needs.

Public Safety Policy

It is the desire of the Hutto City Council to ensure the safety and well-being of the residents, businesses and visitors in
Fiscal and Budgetary Policy

It is the desire of the Hutto City Council to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City’s financial affairs.

Strategic Plans. The City has adopted several strategic plans to assist in the selection and prioritization of CIP projects. Adopted/Revised plans include:

- Wastewater Master Plan 2013
- Water Master Plan 2015
- Pedestrian Mobility Plan 2012
- Thoroughfare Plan 2011
- Parks Master Plan 2009
- Old Town Master Plan 2006
- Hutto Facility Needs Assessment 2010

Process. The City Council annually adopts a Capital Improvements Plan (CIP) as part of the annual budget process. The City’s Home Rule Charter stipulates that the Planning & Zoning Commission will annually recommend a five-year Capital Improvement Plan to the City Council. The following schedule outlines the annual Capital Improvements Plan review process:

- **January-March**: Development and analysis of potential projects. City departments submit potential projects to the Finance Department. The Parks Department shall involve the Parks Advisory Board during this process.
- **March-April**: CIP Committee reviews and prioritizes projects.
- **April**: Preliminary workshop with the City Council and Planning & Zoning Commission.
- **May**: Planning & Zoning Commission reviews the CIP at its regular meeting.
- **June**: Planning & Zoning Commission delivers its recommendations to the City Council.
- **September**: The City Council adopts the recommended CIP as part of the budget process.

Priorities. Hutto is one of the fastest growing communities in Central Texas and in one of the fastest growing counties in Texas. Consequently, there may be numerous projects worthy of consideration that cannot be funded during the five-year planning period. In addition, some projects may depend upon the actual pace of future development. Others may escalate in priority with the advent of outside funding sources.

To differentiate between projects, the following basis for prioritization is recommended.

1. Public health and safety
2. Available funding
3. Economic development
4. Service and operational impact
5. Strategic alignment
6. Recreation and aesthetics

Growth and Demand Assumptions. During the planning period, the City’s population is expected to increase to 25,000 by the end of the five year planning horizon. Many of the projects, especially on the utility side, will be driven by growth and the need to increase and extend capacity.

While single-family permits declined to an average of roughly 200 per year from 2009-2012 after averaging between 600-800 per year between 2004-2008, permit numbers have particularly increased in 2013 and 2014, reflecting an improvement in the housing and development industry. A total of 367 residential permits were issued in 2013 and that number is expected to be surpassed in 2014. Multi-family and commercial permits are also beginning to increase with greater market interest and the completion of the Eastern Williamson County Higher Education Center.

Water accounts have been steadily increasing over the last year. Connections went from 4,206 in January 2013 to 4,367 in January 2014 and are expected to continue increasing with new development. Average water consumption increased slightly over the last year. Records show an average daily consumption of just over 1.11 million gallons per day (MGD) for fiscal year 2012 and just under 1.21 MGD for fiscal year 2013. The City’s water supply is ample to cover the demand. Current water contracts allow the City to purchase 2,275,000 gallons per day from third party suppliers.

Wastewater accounts are expected to increase with new development as well. There were 6,173 wastewater connections in January 2013 and 6,492 connections in January 2014. Average flows to the Central Hutto Wastewater Treatment Plant held steady over the last year at about 1.1 million gallons per day (MGD) and are expected to increase with
the coming development. The current plant can treat 1.5 MGD and is nearing capacity. The City is currently designing a new wastewater treatment facility with a capacity of 2.0 MGD. The facility is scheduled to be complete by the summer of 2015.

The City’s tax base has increased significantly, rising from $126 million in 2003 to over $1 billion in 2015. New residential and commercial growth is on the rise and has picked back up to pre-recession levels. Property values have increased over 18% between 2013 and 2014. Diversification of the City’s tax based is a growing challenge. Hutto expects strong commercial growth in the coming years to support the growing Hutto population.

The construction of the Eastern Williamson County Higher Education Center began in 2012 at the site located on County Road 108. The City in partnership with the Hutto Economic Development Corporation funded construction of water and wastewater improvements to serve the area. The improvements will also serve further development of the CR 108 corridor.

Townwest Commons is a planned unit development comprising of 50.88 acre, sixteen lot commercial development located northwest of the intersection of US 79 and CR 119/Ed Schmidt Boulevard. This project is being developed by New Quest Properties. Lowes, Walgreens, and Holiday Inn Express have already been constructed. The Hutto Family YMCA was recently constructed as part of Phase 2. A Hampton Inn Suites is being constructed near the Holiday Inn site. Carmel Crossing, formerly known as The Crossings of Carmel Creek, has an approved Planned Unit Development (PUD) comprising of 466.23 acres along the southwest side of Highway 79 and SH 130. The project is being developed by Hutto Mezz Holdings, LLC. The first phase of the plan is to move forward with extending Carl Stern westward across FM 685, and the construction of a senior multi-family housing complex comprised of 61 units. Future phases will include a mix of residential, commercial, and a significant parks and trails component.

The City of Hutto was awarded the Sustainable Places Project grant by HUD via the Capital Area Council of Governments (CAPCOG) in 2011 which provided free consultation work and an analytical software tool to essentially help implement the CAMPO Plan’s “activity centers” concept. The plan looked specifically at the area that includes Old Town, the Eastern Williamson County Higher Education Center, and the land in between these two areas. Various components including transportation infrastructure and connectivity, land use, economic development, and a housing-jobs balance were incorporated. City Council adopted the plan in December 2013.

**Water.** To better plan utility infrastructure, the City has developed a ten-year utility capital improvements plan. This will enable staff to better plan for future improvements as they relate to development. The timing of many utility projects can only be estimated as many of the projects are related to service extension and are dependent on the timing of development. The City is currently developing a Water Master Plan to assist in identifying projects to be included in the CIP.

**Wastewater.** To better plan utility infrastructure, the City has developed a ten-year utility capital improvements plan. This will enable staff to better plan for future improvements as they relate to development. Just like with water projects, the timing of wastewater improvements are difficult to estimate as most projects are related to service extension and up-sizing due to increased demand. Project timing is subject to change depending on the timing of development. The City recently adopted a Wastewater Master Plan which identified several projects included in the CIP.

**Transportation and Drainage.** The Transportation and Drainage Element of the Capital Improvements Plan outlines projects related to traffic flow/mobility, pedestrian mobility, intersection improvements, roadway rehabilitation and drainage improvements. Projects may be funded through a number of mechanisms including the general fund, developer participation, inter-agency cooperation, debt proceeds, etc. In 2009, the citizens of Hutto approved $8.5 million in bonds for transportation projects. To date, the City has issued $5.24 million in bonds to fund several projects including Farley Street Reconstruction, FM 685 Road Widening, FM 1660 S Sidewalk, Mager Lane, CR 165/Alliance Blvd. Paving, and Arterial Fencing: Phase 1. There is $3.26 million remaining for future projects.

**Parks and Recreation.** The Parks and Recreation Element of the Capital Improvements Plan outlines future parkland and park improvements based on the Parks, Recreation, Open Space and Trails Master Plan. Athletic field development and improvement were included in the November 2009 Bond Election with voters only approving park renovations and improvements for the facilities at Fritz Park. Projects may receive supplemental funds through a combination of grants, Parkland Fees, and operating revenue when the projects qualify for such funding. The Master Plan is scheduled for a formal update in FY2015 as it has an immediate need to stay current with the community’s parks and recreation facility needs. The Library also has a master plan which took an interim step to creating a complete facility. Funds from the Friends of the Hutto Public Library were used to complete interior renovations to make the former fire truck bays now complete with walls, shelves and HVAC so that the space could fully utilize the entire facility. The library master plan calls for more extensive renovations in order to fulfill Hutto’s ultimate population growth. This program was used to guide the growth of the library relative to the useful life of the existing building and site, but also vetted against the needs and requirements of maintaining or improving the current state of the accreditation of the Hutto Library. Keep-
ing the library facility accredited is a priority, only basic status has been achieved. The full plan calls for a facility which meets higher levels of accreditation.

**Municipal Facilities.** The Municipal Facilities Element of the Capital Improvements Plan includes the renovation and upkeep of existing facilities in addition to the construction of new facilities. As Hutto grows, so will the need for additional staff and office space. Operating revenue, debt proceeds, and other revenue sources will be considered to fund facility developments. During the planning period, it is anticipated that the existing City Hall will not be adequate to accommodate the office and meeting space needs of the City. Therefore, the Municipal Facilities element of the CIP plan consists of a new city hall to be located at the Co·Op site. A comprehensive municipal facility study was conducted by Antenora Architects in 2009. The information provided will enable staff to identify space needs based on projected growth and service delivery expectations. The City is also working to identify a private development partner to assist with development of the Co·Op site.

**Financing Plan.** The City has a number of potential funding sources available in order to finance Capital Improvement Projects. These include:

- Operating revenues
- Fund Balance (reserves)
- Dedicated fees, e.g., water and wastewater impact fees and parkland dedication fees
- Grants, e.g., CDBG, TWDB, Texas Parks & Wildlife, various state/federal highway programs
- Debt
- Partnerships, e.g., Williamson County

Legally, before the City can award a contract for any phase of a Capital Improvement Project, it must have sufficient funds on hand and appropriate those funds to satisfy its funding obligation or commitment. Consequently, a sound financing plan relies heavily upon realistic project scheduling. The City's prioritization on the use of local funding sources is as follows:

- Dedicated fees e.g., impact fees, parkland dedication fees, etc.
- Operating revenues
- Fund Balance (reserves) as long as balances exceed financial policy benchmarks
- Debt

A sound financing plan also attempts to minimize the impact of infrastructure funding on the ratepayer and/or taxpayer as well as minimize the Capital Improvement Plan's overall cost. The Finance and management staff must work closely with each project's design professional and the City's financial advisor to achieve these objectives. This CIP has been
2015-16 Budget Overview

The 2015-16 Budget totals $30,932,294 in expenses and $30,803,795 in revenues. Savings from previous fiscal years, along with strong revenue growth, has increased the City's beginning fund balances. The City will utilize a portion of the projected fund balance that exceeds the reserve requirement to pay for one time purchases in the current fiscal year as well as in FY16. Of the amount budgeted for total expenses, $22,849,174, is for operations. The remaining budget is related to capital projects. The operating budget is projected to increase 6% above the FY15 Amended Budget.
### All Funds Summary

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<td>539,572</td>
<td>539,572</td>
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<td>892,295</td>
<td>898,406</td>
<td>922,234</td>
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<td>21,740,000</td>
<td>21,740,000</td>
<td>300,240</td>
<td>(2,372,766)</td>
<td>2,840,915</td>
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<td>(702,700)</td>
<td>(3,099,806)</td>
<td>(126,989)</td>
<td>426,321</td>
<td>(201,177)</td>
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### All Funds Summary

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<th>Utility CIP</th>
<th>Solid Waste Fund</th>
<th>Impact Fees</th>
<th>Court Fees</th>
<th>Misc Funds</th>
<th>2015-16 Total</th>
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<td>900,000</td>
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<td>3,348,861</td>
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<td>- 1,429,317</td>
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<td>409,131</td>
<td>900,000</td>
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<td>24,243,795</td>
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| **EXPENDITURES**  |             |             |                  |             |            |            |               |
| City Administration | -         | -           | -                | -           | -          | -          | 2,109,752     |
| Finance           | -           | -           | -                | -           | -          | -          | 551,161       |
| Development Services | -        | -           | -                | -           | -          | -          | 1,216,957     |
| Public Works      | -           | -           | -                | -           | -          | -          | 6,761,886     |
| Police            | -           | -           | -                | -           | 158,000    | -          | 3,561,162     |
| Parks and Recreation | -        | -           | -                | -           | -          | -          | 922,234       |
| General Services  | -           | -           | 1,309,338        | 37,615      | -          | -          | 2,945,842     |
| Debt Service      | -           | -           | -                | -           | 37,615     | -          | 4,235,524     |
| Capital Improvements | 7,833,269  | 249,851     | -                | -          | -          | -          | 8,083,120     |
| Non-Departmental  | -           | -           | -                | -           | -          | -          | 544,656       |
| **Total Expenditures** | 7,833,269 | 249,851     | 1,309,338        | - 37,615    | 344,240    | -          | 30,932,294    |

| **OTHER FINANCING SOURCES (USES)** |             |             |                  |             |            |            |               |
| Net Transfers     | 120,000     | -           | 181,851          | (92,000)    | (900,000)  | -          | (78,240)      |
| Bond Proceeds     | - 6,560,000 | -           | -                | -           | -          | -          | 6,560,000     |
| **Total Other Financing Sources (Uses)** | 120,000 | 6,560,000   | 181,851          | (92,000)    | (900,000)  | -          | (78,240)      |

| **NET CHANGE IN FUND BALANCE** |             |             |                  |             |            |            |               |
| Beginning Fund Balance | 120,000     | (268,269)   | (68,000)         | 27,979      | (25,015)   | (13,349)   | (128,499)     |
| ENDING FUND BALANCE   | 570,000     | 268,269     | 151,640          | 3,110       | 25,015     | 128,292    | 9,897,593     |
| Reserves             | 690,000     | -           | 83,640           | 31,089      | -          | 114,943    | 9,769,094     |
| Ending Fund Balance  | 690,000     | -           | 83,640           | 31,089      | -          | 114,943    | 5,227,974     |

### DESCRIPTION

The All Funds Summary depicts all budgeted funds for the City, including capital improvements, bond proceeds, and special revenue funds, which are restricted for specific purposes. Individual fund schedules, descriptions and variances follow in this section. Ending Fund Balance refers to current assets less current liabilities in all fund types. The Actual 2013-14, Adopted and Amended 2014-15 and 15-16 Budgets have been included for multi-year comparisons.

Hutto uses fourteen independently budgeted funds to account for the total Budget. Of the funds, the General and Utility Fund are the largest. The General Fund is the governmental fund used to provide general government services to the Hutto community. The Utility Fund is a proprietary fund as the City’s Water and Wastewater services operate more like a business.

A separate fund is used to track impact fees collected from new development for the expansion of utility infrastructure. The debt service funds are used to pay the City’s debt issuances. A debt service fund exists for both general and utility
REVENUES

Revenues total $30,803,795 including $6.5 million in bonds. Operating revenues total $24,243,795, a 6.21% increase over the FY15 Amended amounts. The increase is largely related to a 66.5% increase in connection fees and a 26.4% increase in general fines. Property tax revenue saw a 13.6% increase over the FY15 Amended amounts. Sales tax, building development fees reflected a 11% and 8.5% increase respectively, over the FY15 Amended amounts due to new population growth.

A greater in-depth analysis of revenues is provided in the individual fund summaries.

EXPENSES

Operational expenses are projected to increase 3.3% from the Amended 2014-15 Budget for a total of $22,849,174. All expenses, including capital projects, total $30,932,294 including $8,083,120 for general and utility capital projects and $4.2 million in debt service payments.

A greater in-depth analysis of expenses is provided in the individual fund summaries and in the department and division sections.

BUDGET VARIANCES

A merit pool of 2.5% has been included in the FY16 Budget as well as the Step Pay Plan adjustment for sworn personnel. In conjunction, health insurance rates will increase slightly due to healthcare cost increases. Four new positions including two Police Cadets, a Rental Inspector, and a Management Assistant are budgeted for FY16.

The Budget also includes a 5% water rate and a 5% wastewater increase effective October 1, 2015.

The budget maintains contingency reserves at 25% in the General Fund and maintains reserves at 30% in the Utility Fund. More information regarding fund variances can be found on the individual fund summaries on the following pages.
## REVENUES

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<tr>
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<tbody>
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<td>2,103,121</td>
<td>2,244,777</td>
<td>2,334,339</td>
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<tr>
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<td>201,700</td>
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<td>114,000</td>
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<td>566,591</td>
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## EXPENDITURES

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<td><strong>City Administration</strong></td>
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<td>1,837,858</td>
<td>1,922,712</td>
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<td>1,923,512</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>467,583</td>
<td>539,572</td>
<td>539,572</td>
<td>513,382</td>
<td>551,161</td>
<td>-</td>
<td>551,161</td>
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<td>1,105,155</td>
<td>1,245,722</td>
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<td>3,012,530</td>
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<td>892,604</td>
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<td>922,234</td>
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<td><strong>Other</strong></td>
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## OTHER FINANCING SOURCES (USES)

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<td>(210,000)</td>
<td>(483,000)</td>
<td>(690,000)</td>
<td>(70,000)</td>
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## NET CHANGE IN FUND BALANCE

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<td>2,438,691</td>
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## RESERVES

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<td>25.0%</td>
<td>25.0%</td>
<td>24.7%</td>
<td>25.0%</td>
<td>0.0%</td>
<td>25.0%</td>
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## FUND DESCRIPTION

The General Fund is the general operating fund and the largest fund of the City as it includes all traditional government services such as public safety, street and drainage maintenance, parks and recreation, library services, and general administration. The General Fund uses tax revenue, fees, fines, and other revenues to fund these services. It functions as a governmental fund, which is accounted for using a modified accrual basis of accounting.

## REVENUES

General Fund revenues are budgeted to total $10,285,108, a increase of 5.2% from FY15 Projected and a 16% increase from the FY15 Adopted Budget. Property taxes make up the bulk of the revenues followed by sales tax. A diverse revenue base is essential for maintaining a sound financial system. Increased commercial development is
anticipated in the coming years to reduce the City’s reliability on residential property tax revenue as more sales tax is collected and the tax base continues to diversify.

**Property Tax** is based on lowering the tax rate to $0.528500 per $100 of valuation. The split between the two portions of the tax rate is shifting (Operations and Maintenance - $0.436464 + Interest and Sinking - $0.092036) but will still allow the City to issue all of its authorized general obligations from the 2009 Bond Election. The effective tax rate, which is the rate required to levy the same amount of taxes on the same properties as the year before, is $0.487877 per $100 valuation. The average home taxable value has increased for the third year in a row, rising from $145,495 to $158,866 in 2015. Property Tax makes up the largest percentage of General Fund revenues at 52%. A total of $5,388,840 is budgeted for collection, which is an 13.5% increase over the FY15 Projections. The increase is due to an overall increase in appraised value and from $65 million in new property added to the tax rolls.

**Sales tax** is the second largest revenue source for the General Fund, accounting for 23% of revenues. Sales tax is budgeted at $2,334,339, a 4% increase over the FY15 Projected amount. Sales tax collections have remained strong as a result of new construction numbers and a growing population.

**Franchise fees** totaling $729,104 are fees collected for private utilities such as electricity, gas, and telecommunications located in the public right-of-way. The fee is generally based on a percentage of a company’s gross revenues collected within the City’s limits. Franchise fees are expected to increase 2% over FY15 Projections due to customer growth.

**Interlocal revenue** represents funds paid from Hutto ISD to the City for the School Resource Officer program. Through this partnership, Hutto ISD pays for salaries and benefits of two officers while school is in session. The City covers the costs during the summer. As a result, interlocal revenues will total $206,320 in FY16.

**Development fees** are budgeted to total $748,400. Development fees account for 6% of revenues. FY16 revenue increased 16.1% over the FY Budget due to the additional revenue for the Rental Inspection Program and anticipated growth in residential and commercial permits.

**Transfers In** are transfers from different funds into the General Fund. A portion of the Utility Fund is transferred into the General Fund to offset the administrative costs associated with managing the operations including General Services, Finance, and Public Works. The transfer from the Utility Fund has decreased from $744,000 to $200,000 with the relocation of Utility Billing to the Utility Fund. $78,240 will be transferred from the Hotel Occupancy Tax Fund to offset salary and expenses incurred by the Downtown and Tourism Division. An additional $92,000 will be transferred from the Solid Waste Fund for expenses and pavement replacement.

**Parks revenue** is budgeted to increase due to more activity in recreation programs, league play and rentals. Parks revenue includes payments for pavilion rentals, Saul House use, recreational programming, and the Library.

**Other revenue** includes interest, miscellaneous fees and taxes, donations, grants, and other minor revenue sources. Other revenue is budgeted to total $464,575 in FY16. The FY16 budget includes funding for capital lease proceeds from the purchase of replacement equipment.

### EXPENSES

General Fund expenses include costs related to general government operations such as administration, police, planning and development, streets and drainage, library services, and parks and recreation. General fund expenses total $10,712,337 which is an increase of 2.8% over the Amended 2014-15 Budget.

Police, with the majority of employees including twenty-seven sworn officers, makes up the largest percentage of General Fund expenses with a total budget $3.4 million. Administration, Public Works and Development Services make up the next largest percentages at 18% and 11% respectively.

Salaries and benefits make up the majority of General Fund expenses at 61% of the budget. All Hutto employees, except for the for the seven Utility employees, are paid from the General Fund. This category includes salaries, insurance, and retirement expenses. A total of $543,474 is included for additions, replacements and enhancements.
Enhancements include new or expanded programs or services. $55,101 is budgeted to hire a Planning Management Assistant to meet the growing needs in Development Services due to new construction and continued planning. A Rental Inspector is also budgeted for FY16 at the cost of $82,241, including vehicle to facilitate a growing need in the community. Two Police Cadet positions were created in FY16 to advance the growth and efficiency of the Hutto Police Department. The total for the new positions including salary and benefits totals $115,632.

Other additions to the FY16 budget include a backhoe and trailer for Public Works, an addition to the mowing contract to allow for more right-of-way mowing along Hwy 79 and other areas of the City, and five replacement vehicles for the Police Department. Funds are being set aside in Non-Departmental in the amount of $200,000 for facility improvements.

**BUDGET VARIANCES**

This section explains differences between the 2014-15 Amended Budget and the 2014-15 Budget. Expenses are broken into five categories.

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<tbody>
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<td>Salaries &amp; Benefits</td>
<td>5,701,437</td>
<td>6,319,194</td>
<td>6,370,720</td>
<td>6,164,099</td>
<td>6,326,319</td>
<td>232,474</td>
<td>6,558,792</td>
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<td>546,340</td>
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<td>Repairs &amp; Maintenance</td>
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<td>222,950</td>
<td>222,950</td>
<td>222,800</td>
<td>259,075</td>
<td>-</td>
<td>259,075</td>
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<td>3,231,173</td>
<td>2,537,380</td>
<td>2,536,380</td>
<td>2,345,934</td>
<td>151,500</td>
<td>2,498,234</td>
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<td>526,159</td>
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<td>627,776</td>
<td>227,779</td>
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<td>777,779</td>
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<td>10,152,023</td>
<td>10,416,362</td>
<td>10,534,991</td>
<td>9,759,163</td>
<td>10,694,237</td>
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<td>2.7%</td>
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<td>(210,000)</td>
<td>(483,000)</td>
<td>(690,000)</td>
<td>(70,000)</td>
<td>-</td>
<td>(70,000)</td>
<td>-85.5%</td>
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</table>

**Salaries and benefits** are expected to increase 3.0% from the FY15 Amended Budget. A merit pool/step pay adjustment of 2.5% has been included. In conjunction, health insurance rates will increase slightly due to changes in healthcare and benefits. The City’s contribution rate for the Texas Municipal Retirement System (TMRS) will decrease 0.27% to ensure fund stability.

**Supplies and materials** are budgeted to decrease 21% from the FY14 Amended Budget. The decrease is directly related to moving Utility Billing Division from General Fund to Utility Fund.

**Repairs and maintenance** are budgeted to increase 16.2%. The increase is for ongoing maintenance of city equipment, vehicles, roadways/sidewalks, parks, etc.

**Other services and charges** will decrease 1.5% largely due to reduced Contract Labor fees for third party inspections in Inspections and Code Enforcement Division.

**Capital outlay** is increasing 47.8% from the FY15 Amended Budget due to equipment purchases including five replacement vehicles for the Police Department.

**Transfers out** include transfers to other funds. $50,000 will be transferred to the General Capital Replacement Fund to finance the future replacement of assets; an additional $20,000 will be transferred to the General Capital Replacement Fund to finance the maintenance and replacement costs associated with the YMCA Recreation Center per agreement.
**General Debt Service Fund Summary**

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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
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<td>Property Taxes</td>
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<td>15,004</td>
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<td><strong>Total Revenues</strong></td>
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<td>1,100,372</td>
<td>1,100,372</td>
<td>1,192,932</td>
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<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Debt Service</td>
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<td>Principal Reduction</td>
<td>298,373</td>
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<td>Interest</td>
<td>594,422</td>
<td>571,461</td>
<td>571,461</td>
<td>571,461</td>
<td>593,266</td>
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<td>Paying Agent Fees</td>
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<td>1,750</td>
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<td><strong>Total Debt Service</strong></td>
<td>894,727</td>
<td>1,173,561</td>
<td>1,173,561</td>
<td>1,173,561</td>
<td>1,217,916</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>894,727</td>
<td>1,173,561</td>
<td>1,173,561</td>
<td>1,173,561</td>
<td>1,217,916</td>
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<tr>
<td><strong>Excess Revenues over Expenses</strong></td>
<td>(49,614)</td>
<td>(93,017)</td>
<td>(73,189)</td>
<td>(73,189)</td>
<td>(24,984)</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>(49,614)</td>
<td>(93,017)</td>
<td>(73,189)</td>
<td>(73,189)</td>
<td>(24,984)</td>
</tr>
<tr>
<td><strong>BEGINNING FUND BALANCE</strong></td>
<td>249,281</td>
<td>190,813</td>
<td>199,667</td>
<td>199,667</td>
<td>126,478</td>
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<tr>
<td><strong>ENDING FUND BALANCE</strong></td>
<td>199,667</td>
<td>97,796</td>
<td>126,478</td>
<td>126,478</td>
<td>101,493</td>
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</table>

**FUND DESCRIPTION**

The General Debt Service fund tracks revenue from the ad valorem property tax levy for the payment of debt issued for general governmental functions, such as streets, parks, and facilities. The payment of principal and interest are paid through this fund.

**REVENUES**

Revenues comprise of property tax collections based on the interest and sinking portion of the City’s tax rate. The Fiscal Year 2016 Interest and Sinking (I&S) portion of the tax rate will be $0.092036 per $100 valuation. This rate will generate $1,157,375 in property tax revenue, and increase over the FY15 levels due to an increase in taxable property. The Interest and Sinking tax rate is calculated based on annual debt service requirements.

Interest and other revenue includes Hutto Economic Development Corporation lease payments. The City and EDC entered into an agreement in 2012 for the City to purchase the office space that the EDC was leasing. In exchange, the EDC pays a pro rata share of the 2013 COs that were used to purchase the space.

**EXPENSES**

Expenditures include principal and interest payments for the bond obligations. For a full list of debt service, turn to the Debt Section of the budget. $6,560,000 in general fund supported debt is proposed in Fiscal Year 2016.

FY16 expenses include $622,900 for principal, $593,266 for interest and $1750 for paying agent fees. The City refunded all of the 2004 and portions of the 2006 and 2007C Certificates of Obligation in FY15, thus saving more than $1 million in debt service payments. Debt service payments will increase in coming years as a result of bonds issued in the past two years.

**BUDGET VARIANCES**

Expenses exceed revenues for this fund as the City will use $60,541 in fund balance to cover a portion of debt service payments. The I & S rate needed to fully cover the debt service requirements is $0.096851 per $100 of valuation. Increases in future taxable values will offset debt service payments in future years as well as increases to the City’s I&S rate when necessary.
General Capital Replacement Fund Summary

The Capital Replacement Fund was created in Fiscal Year 2010 to begin setting aside funds to replace aging equipment and worn capital assets including vehicles and equipment. Proceeds from the sale of capital assets will be deposited in this fund for the replacement of future capital assets. A portion of asset’s value is set aside each year to build up the cost of replacing the asset. The amount reserved for replacement is based on the asset’s cost and useful lifespan. The total replacement cost of assets is approximately $1,450,000.

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<td>Sale of Assets</td>
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<tr>
<td>Interest and Other</td>
<td>-</td>
<td>-</td>
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<td>Total Revenues</td>
<td>70,000</td>
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<tr>
<td>Vehicles</td>
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<tr>
<td>Machinery and Equipment</td>
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<tr>
<td>Total Expenditures</td>
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<tr>
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<td>50,000</td>
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<td>50,000</td>
<td>70,000</td>
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<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Total Transfers</td>
<td>70,000</td>
<td>50,000</td>
<td>50,000</td>
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<td>200,000</td>
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<td>270,000</td>
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<td>320,000</td>
<td>390,000</td>
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FUND DESCRIPTION

The Capital Replacement Fund was created in Fiscal Year 2010 to begin setting aside funds to replace aging equipment and worn capital assets including vehicles and equipment. Proceeds from the sale of capital assets will be deposited in this fund for the replacement of future capital assets. A portion of asset’s value is set aside each year to build up the cost of replacing the asset. The amount reserved for replacement is based on the asset’s cost and useful lifespan. The total replacement cost of assets is approximately $1,450,000.

REVENUES

Revenues represent transfers in from the General Fund. The City has been setting aside $50,000 annually since 2010 when the fund was established. In 2014 an additional $20,000 was set aside for YMCA Capital Replacement per agreement.

EXPENSES

No funds will be used from the Capital Replacement Fund as the City plans to build up the fund balance to be used to replace aging and worn capital assets.

BUDGET VARIANCES

Fund balance is expected to increase over the next few years as the City sets aside funds to replace older assets. The General Capital Replacement Fund has a higher unfunded replacement cost than the utility due to the City’s Police fleet. Staff has plans for the newly formed Fiscal and Budgetary Committee to look at our existing policies to ensure that we have appropriate contributions for future needs. Remaining funds from the YMCA construction (approximately $20,000) were deposited in FY14 to fund future facility repairs and maintenance at the facility in accordance with the City’s agreement with the YMCA of Greater Williamson County.
The General CIP Fund is a minor governmental fund used by the City to account for the City’s general capital improvement projects including streets, facilities, and park improvement projects. Projects are funded through a combination of transfers in from the General Fund, interest, and bonds.
REVENUES

Revenues include Bond Proceeds of $6.5 million and TxDOT grant funding totaling just over $1 million to finance multiple projects in FY16. Other revenues include interest, bond interest, and parkland fees.

EXPENSES

The City will continue to work on a number of projects from FY15 including:

Diamond FM 685 Improvements
Diamond FM 1660 N Sidewalks

Multiple projects are budgeted for FY16 including:

Diamond Arterial Fencing
Diamond Fritz Park & Parkland Acquisition
Diamond East Street
Diamond Pavement Rehabilitation
Diamond Rail Road Quiet Zones
Diamond Limmer Loop Rehabilitation
Diamond Animal Shelter Design
Diamond Public Works Yard Paving

Other project balances remaining at the end of the fiscal year are transferred into the new budget through a budget amendment. Visit the “Capital Projects” section of the budget to learn more about the planned improvements.

BUDGET VARIANCES

Fund balance for this fund will fluctuate depending on the timing of projects and bond issuances.
Solid Waste Fund Summary

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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
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<tr>
<td>Solid Waste Franchise</td>
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<td>Late Fees</td>
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<td>Solid Waste User Fees</td>
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<td>Recycling Cart Fee</td>
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<td>60,156</td>
<td>60,156</td>
<td>62,631</td>
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<tr>
<td>Other</td>
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<td>Total Revenues</td>
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<td>Waste Management</td>
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<td><strong>TRANSFERS</strong></td>
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<tr>
<td>Transfers In</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>- (135,000)</td>
<td>(105,000)</td>
<td>(105,000)</td>
<td>(92,000)</td>
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<td>(105,000)</td>
<td>(92,000)</td>
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<td><strong>NET CHANGE IN WORKING CAPITAL</strong></td>
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<td>Beginning Working Capital</td>
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<td>Ending Available Working Capital</td>
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<td>3,702</td>
<td>3,110</td>
<td>31,089</td>
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**FUND DESCRIPTION**

The Solid Waste Fund was created in the 2014-15 Budget to account for the City’s solid waste services. All expenses associated with the City’s garbage and recycling services are included in the fund. The revenues and expenses were previously included in the City’s General Fund.

**REVENUES**

Revenues for the fund include monthly fees charged to customers for the provision of curbside garbage and single-stream recycling services. This expense is collected as part of a resident’s utility bill each month. In addition, the City charges a franchise fee to refuse collection companies that offer commercial services to businesses in Hutto. Late fees represent a 10% charge applied to late customers payments. The recycling cart fee was added in 2012 to recover the cost of the City owned 95-gallon single-stream recycling carts.

**EXPENSES**

Expenses for the fund represent expenditures associated with providing refuse and recycling services. The largest expense is the payment to the City’s provider Al Clawson Disposal. $27,000 is budgeted to purchase approximately 500 new recycling carts to replace damaged ones and to keep pace with the City’s residential growth. The capital lease payment will expire in 2018 and is for the 6,000 recycling carts that were purchased in 2012 for the single-stream recycling program.

**BUDGET VARIANCES**

The Solid Waste Fund was created in FY16. The revenues and expenses were previously accounted for in the General Fund.

The fund was established to keep better track and represent the City’s revenues and expenses with providing the service. $92,000 was budgeted in FY16 in Transfers Out to offset the expenses still incurred in General Fund for Public Works Streets and Drainage Pavement rehabilitation per franchise agreement.
**FUND DESCRIPTION**

The Utility Fund accounts for the City’s Water and Wastewater Enterprise. It functions as a proprietary fund which operates more like a business. The budget for the Utility Fund, however, uses a modified accrual basis of accounting. The City created a new Utility Capital Projects Fund in the FY15 Budget in order to better account for utility capital projects and to better reflect the true operational cost of providing water and wastewater services. The impact of this change is detailed in the following sections.

Reserves for the Utility Fund are maintained at 30% of the operating budget.

**REVENUES**

Utility operational revenues total $9 million which is 3.7% above the FY15 Projected Budget. The increase is a result of customer growth due to the new homes and business under construction. The Budget also includes a 5% water...
and wastewater rate increase effective in October to offset increases in the City’s water supply costs. The rate adjustment is less than the 10% water rate increase that was recommended in the City’s Utility Rate Model. The wastewater rate is slightly higher than the recommended 3% increase, but levels out future increases in the rate that will be needed when the Hutto South Wastewater Treatment Plant comes on-line and debt services payments reach their maximum amounts.

The current housing boom will add new water and wastewater customers to the City’s utility system, though a portion of new homes will be serviced by Jonah SUD and Manville WSC as they are outside of the City’s water service area. The number of accounts is expected to grow at approximately 3.5% for both water and wastewater during the next year.

**Water revenues** make up the majority of the Utility Fund operating revenue, totaling $4,988,006. Water revenue is revenue collection for the provision of water to utility customers. This is an increase of 23.2% over the FY15 Projected Budget and is due to anticipated customer growth, average use, and a 5% rate increase that is planned to take affect in October 2015.

**Wastewater revenues** are budgeted to total $3,348,861, a 10.3% increase over FY15 Projected Budget. The increase is related to new customer growth, as well as a 5% increase in the wastewater rate. The City has more wastewater connections than water connections because water may be provided by Manville Water Supply or Jonah SUD depending on service location. The City also acts as a wholesale wastewater provider to customers located in Jonah’s service area north of Limmer Loop.

**Impact Fees** (shown as “Transfers In”) help cover new growth’s impact on the utility system. Impact fees are collected in the Impact Fee Fund and are transferred to the Utility Fund to help offset debt service payments. Impact fees help shift the financial burden of constructing new infrastructure for new growth from existing customers to the new growth that is prompting the infrastructure improvements. Collections are expected to total $900,000 based on new construction trends, anticipated growth and rate model.

**Connection fees** represent the cost of connecting new customers to the City’s utility system. The fee is calculated based on the cost of the meter and the end point in addition to time and equipment needed to set the meter. Connection fees are conservatively budgeted to increase over the FY15 Amended Budget but fall below the FY15 Projected Budget. Connection fees are only collected when the City of Hutto provides service to the home. Water connection fees would not be collected for homes that are constructed in the Jonah SUD or Manville WSC service areas.

**Other revenue** is made up of interest, miscellaneous income, and account administrative and late fees. The City receives $100,000 annually from the Hutto Economic Development Corporation from an agreement that led to the extension of water and wastewater utilities along the eastern SH 130 corridor. Interest revenue will remain low as long as the Federal Reserve rate remains in the 0-0.25% range. Other revenues will decrease significantly from the FY15 Projected Budget due a reduction in Capital Contributions for the Mesquite Waterline construction and the over/under fee recovery from Brazos River Authority being absorbed to reduce operations contract.

**Customer Trends**

The number of City water customers has grown an average of 4.72% over the past five years. The number of total accounts is expected to grow a conservative 3.5% in FY16 as a result of new customers. The number of accounts grew by 6.61% in 2015. The City continues to provide wholesale wastewater service to the approximately 800 wastewater customers north of Limmer Loop. This number continues to grow as both the Hutto Highlands and Hutto EXPENSES

Utility Fund expenses are the costs associated with the provision of water and wastewater services to the Hutto customers. The Utility Fund includes seven full-time water and wastewater employees whose salary and benefit costs are evenly split between the two divisions. New to FY16 is the addition of five full-time Utility Billing employees whose salary and benefits were previously included in General Fund expenses. The 2015-16 Utility Fund Operating Budget totals $6,210,119. When including the net transfers to account for the debt service expense, Utility Fund ex-
penses total $8,582,885.

Water services, totaling $4.1 million, makes up the bulk of operating expenses because of water supply agreements. The FY16 Water Service budget will decrease 3.3% from the FY15 Projected Budget due to the completion of an upgrade to the City’s automatic meter reading system. The majority of the Utility Fund’s budget is appropriated towards Other Services and Charges because of its water supply contracts and the contract with Brazos River Authority to operate the wastewater treatment plant. The City currently purchases treated water from the City of Taylor, Manorville, and Heart of Texas.

Operational expenses are expected to total $3.72 million, a decrease of 37.2% over the 2015 Amended Budget. Major variances are explained on the following page.

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**BUDGET VARIANCES**

This section explains the difference between the FY16 Budget and the FY15 Amended amounts.

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<tr>
<td></td>
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<td>BUDGET</td>
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<td>PROJECTED</td>
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<td>457,124</td>
<td>742,475</td>
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<td>Repairs &amp; Maintenance</td>
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<td>389,752</td>
<td>239,752</td>
<td>276,200</td>
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<td>4,404,767</td>
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<td>121,500</td>
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<td>Net Transfers</td>
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<td>3,814,399</td>
<td>3,789,399</td>
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<td>3,272,766</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td>4,675,155</td>
<td>3,272,766</td>
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<td>3,272,766</td>
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**Salaries and benefits** Will increase 62.4% or about $301,727 over the FY15 Amended Budget. The increase includes an average 2.5% merit increase, as well as the addition of the Utility Billing Division to the Utility Fund. In conjunction, health insurance rates will increase slightly due to changes in healthcare and benefits. The City’s contribution rate for the Texas Municipal Retirement System (TMRS) will decrease 0.27% to ensure fund stability.

**Supplies and materials** are budgeted at $236,000, which is a decrease of 54.2% over FY15 Amended Budget. The decrease is largely due to the completion of an upgrade to the City’s automatic meter reading system.

**Repairs and maintenance** costs include an enhancement for $26,500 to clean ground storage and elevated tanks per the Water Master Plan. Overall repairs and maintenance will see a decrease in expense of 22.3% over the FY15 Amended budget due to completion of Country Estates lift station improvements and upgraded Glenwood lift station pumps.

**Other services and charges** make up the majority of Utility expenses. Included in this section are the water supply contracts with the City of Taylor, Manorville, and Heart of Texas as well as the wastewater treatment agreement with Brazos River Authority. The increase is largely due to the relocation of the Utility Billing Division into the Utility Fund, as well as a slight increase in the Heart of Texas contract. The City’s take-or-pay contract with Heart of Texas will increased to 2.0 mgd in August 2015. The cost increase is related to an increase in the cost per thousand gallons from $3.17 to $3.91 effective August 2016. The FY16 budget includes additional funding for a new Water Rate Model and Water CAD software.

**Capital outlay** is costs related to new capital costs such as vehicles, facilities, and equipment. This number fluctuates annually depending on the capital needs. The number is decreasing 50.7% due to one-time purchases for water and wastewater equipment in FY15. The FY16 budget includes $40,000 for SCADA for all lift stations.

**CIP** expenses for new projects was moved to the Utility CIP Fund in FY15 to better track capital project expenses. Moving the costs associated with the projects provides a clearer cost of the operating and maintenance of the utility system.
Transfers out are decreasing 14.2% over the FY15 Amended Budget. The transfer from the Utility Fund to the General Fund was reduced to $200,000 for administrative costs, and the $50,000 transfer to the Utility Capital Replacement Fund has been included. The debt service transfer is decreasing due to Utility Debt Service Fund balance offsetting total amount needed to cover the debt service payments in FY16.
Utility Debt Service Fund Summary

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<td>BUDGET</td>
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<td>PROJECTED</td>
<td>BUDGET</td>
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<tr>
<td>Interest and Other</td>
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<td>1,000</td>
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<tr>
<td>Total Revenues</td>
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<td>1,000</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<td>Debt Service</td>
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<td>Principal Reduction</td>
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<td>1,199,650</td>
<td>1,237,100</td>
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<td>1,507,862</td>
<td>1,816,750</td>
<td>1,816,750</td>
<td>1,816,750</td>
<td>1,775,508</td>
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<td>Paying Agent Fees</td>
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<td>5,000</td>
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<td><strong>Total Debt Service Expenditures</strong></td>
<td>2,481,407</td>
<td>3,021,400</td>
<td>3,021,400</td>
<td>3,021,400</td>
<td>3,017,608</td>
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<td><strong>TRANSFERS</strong></td>
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<tr>
<td>Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
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<td>(176,193)</td>
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<td>50,000</td>
<td>226,694</td>
<td>226,193</td>
<td>50,000</td>
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</table>

**FUND DESCRIPTION**

The Utility Debt Service Fund tracks the revenue set aside for the retirement of certificates of obligation issued for utility improvements. The fund also tracks the payment of principal and interest for outstanding bond obligations. Utility Debt Service is paid using revenues generated by the provision of water and sewer service. The approximate amount needed to pay principal and interest related to the City’s indebtedness is transferred in from the Utility Fund.

**REVENUES**

Revenues are transferred in from the Utility Fund totaling $2,840,915 which is a decrease from the FY15 Budget. A portion of the debt service is paid using impact fees that are used for debt service payments for eligible capital projects. Debt service requirements are paid using water and wastewater user fees and other collected revenue.

**EXPENSES**

Debt service payments are generally made in February and August of each year. Expenses include principal reduction ($1,237,100) and interest ($1,816,749) on existing certificates of obligation. Debt service for the 2015 Refunding Certificate of Obligation is estimated at $265,476 for FY16. The TWDB Certificates of Obligation are still scheduled to increase to approximately $1 million annually in FY17.

See the section titled “Debt” to learn more about the outstanding and proposed bonds.

**BUDGET VARIANCES**

Only the annual debt service requirement is transferred to the Utility Debt Service Fund each year. The Debt Analysis Section provides more information regarding the City’s outstanding and proposed debt issuances.
Utility Capital Replacement Fund Summary

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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>Sale of Assets</td>
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<tr>
<td>Interest and Other</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Vehicles</td>
<td>-</td>
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<tr>
<td>Machinery and Equipment</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<tr>
<td><strong>TRANSFERS</strong></td>
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<tr>
<td>Transfers In</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
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<td>Transfers Out</td>
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<td>-</td>
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<tr>
<td><strong>Total Transfers</strong></td>
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<td>50,000</td>
<td>50,000</td>
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<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
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<tr>
<td><strong>BEGINNING FUND BALANCE</strong></td>
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<td>200,000</td>
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<td>250,000</td>
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<tr>
<td><strong>ENDING FUND BALANCE</strong></td>
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<td>250,000</td>
<td>250,000</td>
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</table>

**FUND DESCRIPTION**

The Capital Replacement Fund was created to track the cost of replacing aged and worn capital assets including vehicles and equipment, and begin setting aside funds to replace aging equipment. A portion of asset’s value is set aside each year to build up the cost of replacing the asset. Proceeds from the sale of capital assets will be deposited in this fund for the replacement of future capital assets. The amount reserved for replacement is based on the asset’s cost and useful lifespan. The total unfunded replacement cost is approximately $500,000.

**REVENUES**

Revenues represent transfers in from the Utility Fund. A transfer of $50,000 from the Utility Fund to the Utility Capital Replacement Fund is budgeted for FY16.

**EXPENSES**

Expenses would include replacement equipment and machinery used by the City’s utility system. No expenses are planned for the Capital Replacement Fund in 2015-16. The City plans to build up the fund balance to be used to replace aging and worn capital assets.

**BUDGET VARIANCE**

This fund was created in Fiscal Year 2010. Fund balance is expected to increase over the next few years as the City sets aside funds to replace aging assets.
Utility Capital Improvement Fund

FUND DESCRIPTION

The Utility CIP Fund is a minor governmental fund used by the City to account for the City’s utility capital improvement projects including water and wastewater capital outlay systems. Projects are funded through a combination of transfers in from the Utility Fund, interests, and bonds.

REVENUES

The capital projects budget fluctuates from year-to-year. Revenues can include a combination of transfers, interest, bond proceeds, or capital contributions.

EXPENSES

The City will continue to work on the following projects from FY15:

- Hutto South WWTP
- Enclave Pump Force Main

Projects budgeted for FY16 include:

- Front St. Waterline
- Carmel Crossings Wastewater Interceptor (reimbursement)

Other project balances remaining at the end of the fiscal year are transferred into the new budget through a budget amendment. Visit the “Capital Projects” section of the budget to learn more about the planned improvements.

BUDGET VARIANCES

Fund balance for this fund will fluctuate depending on the timing of projects and bond issuances.
Impact Fees Fund Summary

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<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>Water Impact Fees</td>
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<td>502,936</td>
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<td>Wastewater Impact Fees</td>
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<td>461,918</td>
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<td>762,642</td>
<td>762,642</td>
<td>1,034,768</td>
<td>900,000</td>
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<tr>
<td>Transfers In</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>(1,432,290)</td>
<td>(762,642)</td>
<td>(762,642)</td>
<td>(1,054,868)</td>
<td>(900,000)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
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<td>(762,642)</td>
<td>(762,642)</td>
<td>(1,054,868)</td>
<td>(900,000)</td>
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<td><strong>ENDING FUND BALANCE</strong></td>
<td>20,100</td>
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The Impact Fees Fund is used to manage the collection and use of impact fees for the City's Water and Wastewater Capital Improvement Projects. The City began collecting impact fees in the fall of 2006. The Impact Fee Study was updated in early 2013. The City transfers collected Impact Fees to the Utility Fund to help pay for debt service related to capital projects. Any fund balance left at the end of the year is due to the timing of collections.

Revenues are calculated based on anticipated development of subdivisions and commercial sites. Impact fees are assessed at the time a property is platted and paid at the time the building permit is issued. Impact fee collections are expected to increase in line with the increase in new growth currently occurring in Hutto. The City currently assesses the following impact fees:

**For lots platted prior to February 2013:**
- **Water** - $4,363 per service unit equivalent
- **Wastewater** - $1,068 per service unit equivalent

**For lots platted after February 2013:**
- **Water** - $3,625 per service unit equivalent
- **Wastewater** - $2,128 per service unit equivalent

Eligible Impact Fee collections will be transferred to the Utility Fund to support eligible debt service payments.

The Impact Fee Fund was created in 2008 to appropriately account for revenues and expenses related to impact fees under Chapter 395 of the Texas Water Code. Collected impact fees are transferred to the Utility Fund for eligible expenses.
Court Fees Fund Summary

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<td>Court Technology Fees</td>
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<td>Court Security Fees</td>
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<td></td>
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</tr>
<tr>
<td>Court Technology</td>
<td>6,797</td>
<td>7,460</td>
<td>7,460</td>
<td>7,000</td>
<td>7,024</td>
</tr>
<tr>
<td>Court Security</td>
<td>1,978</td>
<td>25,553</td>
<td>25,553</td>
<td>10,750</td>
<td>28,652</td>
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<tr>
<td>Court Training</td>
<td>-</td>
<td>450</td>
<td>450</td>
<td>-</td>
<td>1,939</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>8,776</td>
<td>33,463</td>
<td>33,463</td>
<td>17,750</td>
<td>37,615</td>
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<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>2,773</td>
<td>(21,213)</td>
<td>(21,213)</td>
<td>(5,165)</td>
<td>(25,015)</td>
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<tr>
<td><strong>BEGINNING FUND BALANCE</strong></td>
<td>27,407</td>
<td>21,213</td>
<td>30,180</td>
<td>30,180</td>
<td>25,015</td>
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<tr>
<td><strong>ENDING FUND BALANCE</strong></td>
<td>30,180</td>
<td>-</td>
<td>8,967</td>
<td>25,015</td>
<td>-</td>
</tr>
</tbody>
</table>

**FUND DESCRIPTION**

The Court Fees special revenue fund tracks fees that are allowed to be collected on certain Class C Misdemeanors in Municipal Court. These fees must only be used for specific purposes outlined in the law, including Court Security, Court Technology and Court Training.

**REVENUES**

Court fees are special Municipal Court revenues collected in accordance with state law to enhance Court security, technology, and training. A total of $12,600 has been budgeted for FY16.

**EXPENSES**

The special revenues may only be used for expenses related to Court technology, security, and training. Expenses include maintenance FEES FOR THE City’s Court technology applications. The budget reflects using the full balance of each of the funds each year to give the staff the flexibility to use the funds as needed. Court Security Fund was used in 2014 to implement a Warrant Officer program. This program was designed to raise fine collections and reduce the cost of outside resources.

**BUDGET VARIANCES**

The Court Fee Funds summary includes Court Technology, Security, and Training Funds. Fund balance will fluctuate depending on the timing of projects.
Hotel Tax Fund Summary

The Hotel Occupancy Tax Fund was created in 2008 to better manage revenue and expenses related to the Hotel Occupancy Tax collected by the City of Hutto. State law stipulates special restrictions for the expenditure of Hotel Occupancy Tax revenue. The City Council adopted a Hotel Tax Use Policy in 2009 defining how hotel tax revenues may be used. The Policy stipulates that funds may be used for any of the follow functions so long as the action aids in bringing overnight tourists to Hutto:

1) Convention and Visitor’s Bureau functions - 15%
2) Promotion of the Arts - 15%
3) Historical Restoration and Museums - No limit
4) Sporting Event Promotion - No limit
5) Enhancement of Existing Sports Facilities - No limit
6) Signage (directional signage for tourists) - No limit

FUND DESCRIPTION

The Hotel Occupancy Tax Fund was created in 2008 to better manage revenue and expenses related to the Hotel Occupancy Tax collected by the City of Hutto. State law stipulates special restrictions for the expenditure of Hotel Occupancy Tax revenue. The City Council adopted a Hotel Tax Use Policy in 2009 defining how hotel tax revenues may be used. The Policy stipulates that funds may be used for any of the follow functions so long as the action aids in bringing overnight tourists to Hutto:

<table>
<thead>
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<tbody>
<tr>
<td>Hotel Occupancy Tax</td>
<td>103,577</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>180,000</td>
</tr>
<tr>
<td>Interest and Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>103,577</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>180,000</strong></td>
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<tbody>
<tr>
<td>Downtown/Tourism</td>
<td>103,790</td>
<td>82,863</td>
<td>22,863</td>
<td>13,840</td>
<td>104,050</td>
</tr>
<tr>
<td>Chamber of Commerce</td>
<td>11,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>20,000</td>
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<tr>
<td>Special Events</td>
<td>2,006</td>
<td>-</td>
<td>-</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>116,796</strong></td>
<td><strong>94,863</strong></td>
<td><strong>34,863</strong></td>
<td><strong>25,840</strong></td>
<td><strong>124,050</strong></td>
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<tbody>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Transfers Out (General Fund)</td>
<td>(37,351)</td>
<td>(194,000)</td>
<td>(254,000)</td>
<td>(254,000)</td>
<td>(78,240)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td><strong>(37,351)</strong></td>
<td><strong>(194,000)</strong></td>
<td><strong>(254,000)</strong></td>
<td><strong>(254,000)</strong></td>
<td><strong>(78,240)</strong></td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td></td>
<td>(50,570)</td>
<td>(188,863)</td>
<td>(188,863)</td>
<td>(179,840)</td>
<td>(22,290)</td>
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</thead>
<tbody>
<tr>
<td></td>
<td>252,700</td>
<td>188,863</td>
<td>202,130</td>
<td>202,130</td>
<td>22,290</td>
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<tbody>
<tr>
<td></td>
<td>202,130</td>
<td>-</td>
<td>13,267</td>
<td>22,290</td>
<td>-</td>
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</tbody>
</table>

FUND DESCRIPTION

The Hotel Occupancy Tax Fund was created in 2008 to better manage revenue and expenses related to the Hotel Occupancy Tax collected by the City of Hutto. State law stipulates special restrictions for the expenditure of Hotel Occupancy Tax revenue. The City Council adopted a Hotel Tax Use Policy in 2009 defining how hotel tax revenues may be used. The Policy stipulates that funds may be used for any of the follow functions so long as the action aids in bringing overnight tourists to Hutto:

1) Convention and Visitor’s Bureau functions - 15%
2) Promotion of the Arts - 15%
3) Historical Restoration and Museums - No limit
4) Sporting Event Promotion - No limit
5) Enhancement of Existing Sports Facilities - No limit
6) Signage (directional signage for tourists) - No limit

REVENUES

Revenues represent the 7% Hotel Occupancy Tax allowed by state law. The City’s first major hotel opened in 2008. A second hotel opened in 2015, increasing the City’s hotel tax collections.

EXPENSES

The City implemented a Hotel Tax Use Policy in 2009 to outline how hotel/motel tax revenues may be used in accordance with state law. In 2014 the Hotel Tax Use Policy was amended to allow for businesses intending to promote the City of Hutto to visitors through a public project or event to also apply for funding. The application process has been revised to have applicants apply during a designated time annually rather than throughout the year allowing for improved budgetary planning and further clarification to applicants. The application packet has also been modified to include a cover letter, overview, checklist, application revisions, a copy of Chapter 351 of the Texas Tax Code, and a lodging directory. Funding is at the discretion of the City Council. The Downtown and Tourism Manager oversees the use of the funds in accordance with state law and city policy.

A breakdown of expenses was added with the 2014-15 Budget to allow the reader to see how much is available within each category. Unencumbered funds from previous fiscal years are also available for use.
Fund balance is budgeted at zero giving Council the ability to use as much of the revenues as possible. Actual expenses will be based on applications from community organizations for use of the funds.
Red Light Camera Fund Summary

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>AMENDED</td>
<td>PROJECTED</td>
<td>BUDGET</td>
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<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Light Cameras</td>
<td>171,034</td>
<td>177,000</td>
<td>177,000</td>
<td>215,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>171,034</td>
<td>177,000</td>
<td>177,000</td>
<td>215,000</td>
<td>200,000</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Light Cameras (ATS)</td>
<td>166,092</td>
<td>175,000</td>
<td>175,000</td>
<td>140,000</td>
<td>150,000</td>
</tr>
<tr>
<td>Remittance to State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>166,092</td>
<td>175,000</td>
<td>175,000</td>
<td>147,000</td>
<td>158,000</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>4,942</td>
<td>2,000</td>
<td>2,000</td>
<td>68,000</td>
<td>42,000</td>
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<td><strong>BEGINNING FUND BALANCE</strong></td>
<td>-</td>
<td>1,325</td>
<td>4,942</td>
<td>4,942</td>
<td>72,942</td>
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<tr>
<td><strong>ENDING FUND BALANCE</strong></td>
<td>4,942</td>
<td>3,325</td>
<td>6,942</td>
<td>72,942</td>
<td>114,940</td>
</tr>
</tbody>
</table>

**FUND DESCRIPTION**

The Red Light Cameras Fund tracks revenues and expenses associated with the City’s red light cameras. The fund was created in the 2009-10 Budget.

**REVENUES**

Revenues represent collections from the City’s red light cameras. The City contracted with American Traffic Solutions in 2008 to install red light monitoring cameras at key intersections to reduce traffic accidents. Revenues are expected to increase with growth, but remain flat over time as a result of drivers being more cautious at red light camera intersections.

**EXPENSES**

As per the contract with American Traffic Solutions (ATS), the City pays $3,750 per approach each month to ATS for the cost of the equipment, administration, and maintenance of the system. Half of remaining funds are transferred to the state in accordance with Chapter 7 of the Texas Transportation Code. Any remaining funds are to be used by the Police Department to purchase equipment.

**BUDGET VARIANCES**

The Red Light Camera fund was created in FY2010 to better manage revenues and expenses related to the red light cameras. Funds generated through red light cameras may be used to enhance traffic enforcement.
The Public, Education and Government Channel Fund (PEG Fund) accounts for cable franchise fee payments used for the provision of a public, educational and governmental access channel in accordance with state law.

### REVENUES

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<tr>
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</thead>
<tbody>
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<td>PEG Capital Fees</td>
<td>27,196</td>
<td>28,560</td>
<td>28,560</td>
<td>28,560</td>
<td>29,131</td>
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<tr>
<td>Total Revenues</td>
<td>27,196</td>
<td>28,560</td>
<td>28,560</td>
<td>28,560</td>
<td>29,131</td>
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</table>

### EXPENDITURES

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Technology Equipment and Supplies</td>
<td>5,497</td>
<td>19,311</td>
<td>57,000</td>
<td>21,356</td>
<td>38,000</td>
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<tr>
<td>Professional Services</td>
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<td>40,000</td>
<td>23,338</td>
<td>25,918</td>
<td>24,190</td>
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<tr>
<td>Communication Services</td>
<td>-</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>6,397</td>
<td>79,311</td>
<td>80,338</td>
<td>47,274</td>
<td>62,190</td>
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### NET CHANGE IN FUND BALANCE

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
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<td>50,751</td>
<td>51,778</td>
<td>51,778</td>
<td>33,060</td>
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<tr>
<td>ENDING FUND BALANCE</td>
<td>51,778</td>
<td>-</td>
<td>-</td>
<td>33,060</td>
<td>-</td>
</tr>
</tbody>
</table>

### FUND DESCRIPTION

The Public, Education and Government Channel Fund (PEG Fund) accounts for cable franchise fee payments used for the provision of a public, educational and governmental access channel in accordance with state law.

### REVENUES

The City of Hutto, through a state franchise agreement, receives franchise fees equal to 1% of gross cable provider revenues to support certain expenses in providing a public access channel. The estimated 2015-16 revenue of $29,131 is based on gross revenue received by Time Warner Cable.

### EXPENSES

Use of PEG revenues is regulated by state law. In short, the franchise fee may be used to pay capital costs associated with operating a public access channel. The City of Hutto, in partnership with Hutto ISD, launched the Hutto Cable Access Channel in early 2014 on Time Warner Cable Channel 10. The City budgets all available resources in order to pay for expenses throughout the year.

The City will begin broadcasting City Council Meetings in September 2015 and all associated expenses will be paid for with PEG funds.

### BUDGET VARIANCES

The PEG Fund was created through a budget amendment in FY2014 to account for revenues and expenses in accordance with the state franchise agreement.
City Administration

Department Description

The City Administration Department includes the elected and appointed officials as well as the management and administrative staff of the City. While the elected officials develop the policies that govern the city, management designs ways for implementation of these policies. This Department provides oversight, guidance, and support for all the departments as they each carry out and provide a variety of services to the citizens of Hutto. The City’s boards and commissions are also included in the Department as they provide policy guidance to the City.

Divisions: City Council, City Manager’s Office, City Secretary, Human Resources, Downtown and Tourism, and Geographical Information Systems.

Major Accomplishments

- Completed and implemented the Market Pay Study and Compensation Policy
- Created employee on-boarding program
- Conducted an employee engagement survey
- Instituted a volunteer program for employees
- Started quarterly HOA meetings
- Partnered with Williamson County for repairs to Limmer Loop
- Completed reconstruction of the Gin
- Updated the Tax Abatement Ordinance
- Participated in the Target Industry Study
- Completed the Grocery Store Study and met with prospective grocers
- Implemented Council Committees
- Adopted the Council Protocol Policy
- Utilized ICMA Insights system for benchmarking and tracking data.

Strategic Guide Policies and Objectives

Council Relations Policy – The Council Relations Policy, including the Leadership Expectations Framework, reflects the intentions of the Hutto City Council in defining the behaviors, manners and courtesies that are suitable for various occupations. It is also designed to make public meetings and the process of governance run more smoothly.

2015-16 Objectives:

- Leadership Policy – It is the desire of the City Council to provide honest, ethical, and effective guidance in the development and structure of leadership for the City.

2015-16 Objectives:

- Quality of Life Policy – It is the desire of the Hutto City Council to create a city that engages citizens by providing programs and services beyond their basic needs.

2015-16 Objectives:

- Service Delivery Policy – It is the desire of the Hutto City Council to deliver programs and services in a manner that best reflects the makeup of the community and the needs of the citizens.

2015-16 Objectives:

- Fiscal and Budgetary Policy – It is the desire of the Hutto City Council to achieve and maintain a long-term, stable, and positive financial condition and provide guidelines for the day-to-day planning and operations of the City’s financial affairs.

2015-16 Objectives:

- Organizational Development Policy – It is the desire of the Hutto City Council to maintain a qualified staff that will con-
continue to move the city in a positive, progressive and productive direction.

2015-16 Objectives:

Education Policy – It is the desire of the Hutto City Council to develop a cooperative relationship with Hutto Independent School District, East Williamson County Higher Education Center, and other educational entities to enhance the quality of education.

2015-16 Objectives:

Economic Development Policy – It is the desire of the City of Hutto to develop business diversity consistent with the Comprehensive Plan that will maintain an economic base that is sustainable and adaptable.

2015-16 Objectives:

Legislative Agenda Policy – It is the desire of the Hutto City Council to actively pursue legislative agenda(s) related to our city, county, region, state and federal level for the benefit of our community.

2015-16 Objectives:

Planning Indicators and Focus

The Department's planning and focus is guided by the Comprehensive Plan and the City Council’s 2035 Strategic Guide which establishes policy direction guiding Hutto's future. Hutto continues to develop both internally, through staff development, as well as externally, as evidenced by the new construction throughout the area. To continue the leadership development of the Mayor and Councilmembers, Council committees have been created to facilitate feedback to staff as well as the review of Council policies and roles. The City will continue its efforts to promote and participate in the Hutto Leadership Academy and continue offering the Hutto Citizens' University.
City Manager’s Office

Division Description

The City Manager serves under the policy direction of the City Council, acting as the Chief Administrative Officer, and is responsible for making recommendations to the Council concerning policies and programs while developing methods to ensure the efficient operation of city services. The Division coordinates and administers the implementation of ordinances, policies and procedures that will provide for the orderly, positive, planned growth and development of the City of Hutto. The Division coordinates various City events and serves as the primary point of contact and liaison to the City Council, City Attorney, the community, the press, boards and commissions, area agencies, and other governmental bodies. It is the duty of the office of the City Manager to ensure the effective and efficient operations of the entire organization to best meet the needs of the citizens by providing continual oversight of city staff, management of the City’s contracts, and mitigation of claims to reduce the City’s liability. The Division works to develop a productive relationship with the Council to encourage policy development, strategic planning, and effective communication.

Division Goals

1. Strengthen the internal structure and nurture a culture supportive of organizational excellence to increase operational effectiveness.
2. Enhance citizen engagement through public relations programs to provide better communication with citizens and ensure a constructive relationship with the media.
3. Develop structured media campaigns and work with community partners to develop a marketing/branding strategy unique to Hutto.
4. Provide comprehensive leadership development to the citizens of Hutto to advance the knowledge of those who seek positions on the City Council or boards and commissions.
5. Strengthen relationships with governmental entities and community agencies in support of building a strong, unified community.
6. Oversee the accomplishment of the goals identified in the FY16 Strategic Work Plan.

FY 2015 Accomplishments

- Completed a Grocery Store Study to demonstrate profitability of locating a store in Hutto and met with potential grocers
- Migrated City’s performance data to ICMA Insights program
- Conducted new Councilmember orientation for new members
- Hired a Public Information Officer
- Conducted quarterly meetings with HOA leadership from the community
- Implemented the results and recommendations of the various Council task forces
- Developed a new logo for the City
- Purchased and installed new equipment for the Hutto PEG channel
- Held Hutto Day at the Capital with community partners
- Managed the reconstruction of the Hutto Gin
- Restructured organization for improved service
- Established employee teams to address needs in the organization
- Revised the annual employee evaluation system to better reflect organizational expectations
- Revised the employee recognition process
- Demonstrated employee appreciation through Employee Appreciation week
- Conducted an employee engagement survey
- Assisted the Hutto EDC with development of a Target Industry Analysis

FY 2016 Objectives

- Conduct the 2016 Citizen Survey
- Negotiate a public-private partnership for development of the Hutto Co-op
- Manage the FY16 Strategic Work Plan
- Negotiate a new solid waste and recycling agreement
PERFORMANCE MEASURES

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<tr>
<th>Performance Measure</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Target</th>
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<tr>
<td>Percentage of citizens satisfied with usefulness of information from the City</td>
<td>N/A</td>
<td>73.3%</td>
<td>N/A</td>
<td>N/A</td>
<td>80%</td>
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<td>Percentage of citizens satisfied with the City’s customer service</td>
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<td>76.4%</td>
<td>N/A</td>
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<td>80%</td>
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<tr>
<td>Percentage of HOAs attending Quarterly HOA meetings</td>
<td>-</td>
<td>-</td>
<td>50%</td>
<td>75%</td>
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Expenditures

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<td>Salaries and Benefits</td>
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<td>17,600</td>
<td>12,700</td>
<td>15,600</td>
<td>15,600</td>
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<tr>
<td>Other Services and Charges</td>
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<td>135,800</td>
<td>111,846</td>
<td>105,100</td>
<td>105,100</td>
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<tr>
<td>Division Total</td>
<td>$ 589,394</td>
<td>$ 552,766</td>
<td>$ 582,680</td>
<td>$ 527,779</td>
<td>$ 559,785</td>
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Major Budget Changes

- None

FY 2016 Enhancements

- None

Personnel

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</thead>
<tbody>
<tr>
<td>City Manager</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td>Assistant City Manager</td>
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<tr>
<td>Public Information Officer</td>
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</table>
City Council

Division Description

The City Council is comprised of a Mayor and six council members, all elected at large. Hutto is a Home-Rule City, which means that the Council is free to enact legislation, adopt budgets, and determine policies, subject only to the limitations imposed by the Texas Constitution, state statutes and City Charter. The Council appoints a City Manager, who serves as the chief executive officer of the City and coordinates and implements activities to effectively accomplish the City Council’s goals and objectives. The Council also appoints citizens to serve on boards, commissions, and committees.

Division Goals

1. Evaluate existing partnership and interlocal agreements.

FY 2015 Accomplishments

- Established Council Committees to streamline the governance process
- Updated the Fiscal and Budgetary Policy and Council Protocol Policy
- Adopted a new Tax Abatement Ordinance and Board and Commission Ordinance
- Participated in community partnerships such as Hutto Day at the Capitol and the Quarterly Coordination Committee
- Conducted “Ensuring Hutto’s Safety” series
- Held joint meeting with boards and commissions to discuss strategic alignment and purpose
- Conducted joint meetings with Hutto EDC to discuss economic development in Hutto
- Refinanced existing bonds resulting savings of $1 million
- Met 25% financial reserves goal as established in the Fiscal and Budgetary Policy
- Created the new Building and Standards Commission
- Established new benchmark cities through Compensation study

FY 2016 Objectives

- Complete Community Marketing initiative through partnership with EDC, EWCHEC, and Hutto ISD
- Continue conversations with Williamson County EMS and ESD#3 on future needs
- Support the expansion of the Williamson County Regional Animal Shelter
- Form a Charter Review Committee to assess the City’s Charter
- Approve a new solid waste franchise agreement
- Amend the Council Relations Policy
- Evaluate establishing a Youth Advisory Commission

PERFORMANCE MEASURES

<table>
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<th>2012</th>
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<td>Bond Rating (Standards &amp; Poor’s)</td>
<td>A+</td>
<td>A+</td>
<td>AA-</td>
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<td>Percentage of citizens satisfied or very satisfied with overall quality of life</td>
<td>58.8%</td>
<td>N/A</td>
<td>84.7%</td>
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Expenditures

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<td>25,850</td>
<td>25,850</td>
<td>27,950</td>
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</table>

Major Budget Changes

- None

FY 2016 Enhancements

- None
City Secretary

Division Description

The City Secretary Division provides administrative assistance and performs duties as required by the City Manager and the City Council. Responsibilities include the posting of all notices for meetings held by the City Council and Boards and Commissions in accordance with the Texas Open Meeting Act. Prepares and preserves the actions and records of the City Council. Serves as the Records Management Officer for the City. Coordinates all City elections and issues City Alcoholic Beverages permits to establishments within the city limits.

Division Goals

1. Employ new technology to build a more efficient and customer friendly environment that reduces operational costs.
2. Assist with leadership development of boards and commissions by providing training on effective governance.
3. Deliver ongoing assistance and training to departments on records retention and management.

FY 2015 Accomplishments

♦ Conducted board and commission training on open meetings, procedures, and governance.
♦ Implemented Swag-It for streaming of City Council meetings.
♦ Conducted City Council election.
♦ Transitioned portion of boards and commissions to electronic packet process.
♦ Conducted an audit and created log of all permanent records of the City.
♦ Created a board and commission manual to educate and guide board and commission members.
♦ City Secretary earned certification through the Texas Municipal Clerks Association.

FY 2016 Objectives

♦ Update procedures related to open records request and records retention.
♦ Work with IT Division to create guidelines for electronic records.
♦ Assist with the Charter Review Committee.
♦ Provide administrative support to other departments as needed.

PERFORMANCE MEASURES

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>2012</th>
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<th>2015</th>
<th>TARGET</th>
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<tbody>
<tr>
<td>Percentage of official records logged, scanned, and filed</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>95%</td>
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<tr>
<td>Percentage of HCU alumni serving on board or commission</td>
<td>30%</td>
<td>30%</td>
<td>40%</td>
<td>45%</td>
<td>&gt;50%</td>
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<tr>
<td>Percentage of City Council minutes approved within one month of the meeting</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>Percentage of registered voters voting in elections</td>
<td>N/A</td>
<td>N/A</td>
<td>6%</td>
<td>7%</td>
<td>&gt;10%</td>
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Expenditures

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<td>Salaries and Benefits</td>
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<td>34,500</td>
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<td><strong>Division Total</strong></td>
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<td><strong>$154,763</strong></td>
<td><strong>$154,763</strong></td>
<td><strong>$155,077</strong></td>
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Major Budget Changes

♦ None

FY 2016 Enhancements

♦ None
## Personnel

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</table>
Human Resources

Division Description

The Human Resources Division promotes a work environment that embraces the contributions of each employee and encourages the professional development and success of its workforce. This Division is responsible for the development of policies that ensure the fair and equitable treatment of the City’s employees while maintaining a focus on compliance with State and Federal employment laws. It provides support to departmental leaders with the recruitment and retention of talent and acts as a resource in finding solutions to employment-related issues. The Human Resources Division also ensures and administers a competitive employee benefits package.

Division Goals

1. Enhance the new hire orientation and onboarding programs.
2. Continue to evaluate the City’s evaluation system on an organization-wide basis by shadowing employee positions, and consulting with benchmark cities on various matters.
3. Assist insurance broker with marketing benefits plans, reviewing employee benefit package and offering wellness initiatives.
4. Establish core competencies for supervisors, coordinate bi-monthly supervisor training meetings, and enhance all employee training requirements.
5. Nurture organization culture through the development and advancement of City employees.

FY 2015 Accomplishments

- Completed and implemented a market compensation study
- Worked with Police Department to establish a step pay system for sworn officers
- Updated evaluation system to include annual goal development process and mid-year assessment
- Instituted new Classification & Compensation, and Volunteer policies and procedures
- Implemented a comprehensive new employee orientation process
- Selected new broker for negotiating employee benefits and insurance packages
- Implemented online employee benefits enrollment

FY 2016 Objectives

- Assist the Wellness Team and benefits consultant with establishing city wide Wellness Program.
- Work with benefits consultant to formulate short-term and long-term benefits strategies, and to ensure compliance with health care reform reporting requirements.

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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<td>Employee satisfaction with benefits package</td>
<td>47.4%</td>
<td>N/A</td>
<td>N/A</td>
<td>55%</td>
<td>75%</td>
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<td>Employee turnover rate</td>
<td>5%</td>
<td>14.53%</td>
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<tr>
<td>Percentage of employees serving on an employee committee</td>
<td>50%</td>
<td>60%</td>
<td>60%</td>
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<tr>
<td>Employee satisfaction with training and development opportunities</td>
<td>86.5%</td>
<td>N/A</td>
<td>N/A</td>
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<td>Employee satisfaction with Human Resources services</td>
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<td>N/A</td>
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<td>65%</td>
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Expenditures

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<td>Salaries and Benefits</td>
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<td>182,097</td>
<td>183,110</td>
<td>179,515</td>
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<td>Supplies and Materials</td>
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Major Budget Changes

- None
FY 2016 Enhancements

- None

Personnel

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</table>
Downtown and Tourism

Division Description

The Downtown and Tourism Division oversees revitalization of the City’s commercial core within the 1911 Historic District through coordination with local businesses, administration of the downtown incentives program, organization of special events, and partnerships with stakeholders such as the Downtown Businesses, Economic Development Corporation and Hutto Area Chamber of Commerce. The Downtown and Tourism Division also directs Convention and Visitor’s Bureau activities including advertising, production of brochures, promotion of local events and attractions, and marketing Hutto as a visitor destination through efficient use of Hotel Occupancy Tax revenue.

Division Goals

1. Create an economically stable, diverse, and appropriate business base for Hutto’s downtown that creates local jobs and increases the City’s tax base.
2. Expand downtown community events to create a “buzz” of activity that draws residents from the surrounding areas to visit and shop in downtown Hutto.
3. Serve as a liaison between the downtown businesses and partners such as the Hutto Area Chamber of Commerce, Economic Development Corporation, and the City.
4. Encourage residents to support local businesses and retain tax dollars in Hutto.
5. Evaluate other funding mechanisms for downtown redevelopment and business improvements.
6. Program and market the Co-op Gin building to be a regional attraction for special events.

FY 2015 Accomplishments

♦ Worked with downtown property owners and realtors to market properties, resulting in 5 property sales in 1-year
♦ Grew the Christmas Fair and Home & Garden Show events
♦ Re-launched the Farmers Market as new expanded Co-op Market Nights
♦ Created Visit Hutto brochures to mail to potential Hutto visitors and display at local hotels and businesses
♦ Hosted new special events – Reds, Whites, & Brews and Sunset Music Series
♦ Developed rental policies and brochure for the Co-op Gin building
♦ Worked with GIS to create a self-paced hippo tour

FY 2016 Objectives

♦ Work with downtown property owners/realtors on leasing to new businesses with recruitment efforts and site visits
♦ Expand the Christmas Fair Event during the month of December
♦ Develop strategies to increase public art and cultural features in Downtown and Old Town District
♦ Increase event recruitment and rentals for the Co-op Gin building
♦ Expand the Sunset Music Series to create a spring and fall series
♦ Work with Engineering to design and construct East Street Improvements

Expenditures

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<td>Supplies and Materials</td>
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## Major Budget Changes

- None

## FY 2016 Enhancements

- None

## Personnel

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</table>
Geographic Information Systems (GIS)

Division Description

The Geographic Information Systems (GIS) Division of the Community Development Department manages, updates, and maintains the geospatial database for the City. A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. This Division offers support and provides information to both internal and external customers.

Division Goals

1. Work with the Public Works Department to integrate GIS coordinates of physical assets.
2. Complete spatial analysis of the City using GIS technologies to help plan for and provide services.
3. Incorporate a web based GIS client onto the City's website for an efficient, user-friendly way of displaying and viewing geographic data.
4. Use GIS to support internal and external customers through capturing, managing, analyzing, and displaying geographically referenced information

FY 2015 Accomplishments

- Updated map layers to reflect the 2014 Williamson County Appraisal District data
- Worked with the Downtown Division to create a virtual Hippo Tour using ESRI StoryMaps tool
- Updated parks maps for use in the Parks Master Plan update
- Published ArcGIS online maps to be viewable using ESRI Explorer application
- Assisted Public Works in loading ESRI Collector tool on mobile devices to provide updates on asset locations from the field
- Partnered with Hutto Police Department to create a Police Blotter map
- Added new subdivisions to GIS system
- Worked with Google Maps to update and correct mislabeled points

FY 2016 Objectives

- Add new layers for other utilities and infrastructure in the City of Hutto
- Utilize StoryMaps tool to create virtual tour or historic structures
- Audit water infrastructure to ensure water model matches data in GIS model
- Implement ArcGIS server for enhanced user mapping capabilities
- Create a GIS Users Group to help departments integrate GIS into their operations
- Integrate pavement management data into GIS database

Expenditures

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</thead>
<tbody>
<tr>
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<td>ACTUAL</td>
<td>BUDGET</td>
<td>AMENDED</td>
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<td>Repairs and Maintenance</td>
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<td>Other Services and Charges</td>
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</table>
## Major Budget Changes

- None

## FY 2016 Enhancements

- None

## Personnel

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</thead>
<tbody>
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</tr>
</tbody>
</table>
Finance

Department Description

The Finance Department manages the City’s financial resources and provides decision support services to City management. The Department plans and directs the City’s financial activities including accounting, payroll, tax collections, financial reporting, debt management, financial policy development, and investment management. The Department directs the annual budget process, as well as the Five-Year Strategic Plan, and administers the City’s financial risk management and treasury functions. The Department manages expenses related to capital projects including debt issuances and bond rating agency presentations.

Divisions: Accounting and Financial Planning

Major Accomplishments

♦ Standard & Poor’s Ratings Services reaffirmed the City’s AA- bond rating
♦ Earned Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
♦ Received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award
♦ Issued refunding bonds in order to capitalize on current low interest rates and reduce future debt service payments.

Strategic Guide Policies and Objectives

Fiscal and Budgetary - Fiscal and Budgetary Policy enables the City to achieve and maintain a long-term, stable, and positive financial condition and provide guidelines for the day-to-day planning and operations of the City’s financial affairs.

2015-16 Objectives:

♦ Adhere to all necessary financial reporting and audit requirements
♦ Provide support and consult with all City departments and management for excellent financial management

Planning Indicators and Focus

The Finance Department provides support to the rest of the organization. Growth in the Department largely depends on the needs of other departments.

Finance is focused on strengthening financial controls and procedures, increasing fiscal transparency, providing financial analysis, and evaluating opportunities to strengthen the City’s fiscal condition.

The Department works with City Administration to identify financing strategies to finance capital improvements, fund new programs and services, and incentivize economic development. As a growing City, Hutto faces the challenge of increased service demands with limited additional resources. Long-range financial planning and balancing needs with available resources will be important in meeting the Council’s Strategic Goals and making Hutto successful.
Accounting and Financial Planning

Division Description

The Accounting and Financial Planning Division oversees the daily financial activities of the City, which include, accounting, budgeting, forecasting, accounts payable, accounts receivable, payroll, revenue collection, reporting, debt and investment management, and management of city-wide internal controls. The Division utilizes best practices and industry standards to provide accountable, transparent, and prudent fiscal stewardship. The Division annually directs the budget process as well as the preparation and publication of the Comprehensive Annual Financial Report that meets standards set by the Government Finance Officers Association (GFOA).

Division Goals

1. Plan for the City’s future financial growth to pursue and accomplish strategic initiatives.
2. Maintain competitive fees that ensure adequate cost recovery to sustain the City’s financial integrity and explore additional revenue opportunities that encourage development.
3. Improve records management and transparency through the establishment of a structured file system, better records storage, and increase availability of financial information on the website.
4. Coordinate a city-wide effort to develop meaningful performance measures that report efficiency and effectiveness of City initiatives.
5. Provide ongoing training and support for financial operations to all departments.

FY 2015 Accomplishments

- Maintained AA- bond rating
- Completed Comprehensive Annual Financial Report and was awarded the Certificate of Achievement for Excellence in Financial Reporting from GFOA for the ninth consecutive year
- Awarded the GFOA Distinguished Budget Presentation Award for the ninth consecutive year
- Received the Gold Level Leadership Award for Fiscal Transparency from the State of Texas Comptroller (upgraded from the Silver Level Award)
- Revised the Fiscal and Budgetary Policy to ensure alignment with the Strategic Guide
- Implemented “positive pay” fraud prevention measure for checks issued on the City’s operating account
- Selected First Southwest Asset Management as the City’s investment advisor through a request for proposals
- Worked with the Financial Software Team to select new financial software that will meet the current needs of the City, can accommodate growth, and integrates well with other software

FY 2016 Objectives

- Transition to new financial software
- Update the City’s utility rate model
- Conduct a franchise audit for garbage and electric providers
- Maximize the City’s return on investments in accordance with the adopted investment policy
- Update five year plan and fiscal forecast
- Review and update department policies and procedures to ensure they are relevant, consistent, and comprehensive
- Implement an accounting and reporting process for development agreements
- Request proposals for banking service contract
Expenditures

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Major Budget Changes

♦ None

FY 2016 Enhancements

♦ None

Expenditures

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Development Services

Department Description

The Development Services Department is comprised of the following three divisions: Planning, Building & Code Enforcement and Engineering. The Department is responsible for the development of a healthy and vibrant city with a strong economic base, superior job opportunities, multiple types of commercial areas, and a wide range of diversified housing and transportation opportunities for the citizens of Hutto. In addition, the Department is charged with planning, managing, and inspecting projects identified in the City’s Capital Improvements Program, and responsible for planning and managing the City’s water supply and wastewater treatment capacity. Each division of the department does its part to ensure development occurs in the proper manner.

The Department coordinates inter-departmental review of building plans and prepares reports for the City Council, Planning and Zoning Commission, Historic Preservation Commission, Building and Standards Commission and Zoning Board of Adjustment. The Department also monitors and maintains official records of approved land development activities, and manages the City's comprehensive planning processes.


Major Accomplishments

- Drafted and adopted the City’s first Comprehensive Plan with high community input
- Drafted New Rental Inspection Program for FY16
- Implemented Adopt a Spot
- Completed design and obtained TWDB funding for the Hutto South Wastewater Treatment Plant and associated Enclave Lift Station and Force Main projects
- Began construction of South Wastewater Treatment Plant
- Completed construction of the Central Wastewater Plant Interceptor project
- Completed Water Master Plan
- Completed construction of FM 1660 South Sidewalk

Strategic Guide Policies and Objectives

Comprehensive Plan - It is the desire of the Hutto City Council to achieve the orderly growth and development of the City by maintaining and following the Comprehensive Plan which promotes beneficial and appropriate land uses and supporting infrastructure.

2015-16 Objectives:
- Review and amend the Future Land Use Map to include different types of housing densities and address additional mobility and transportation needs.
- Increase outreach and participation to a diverse population.

Mobility - It is the desire of the Hutto City Council to ensure the safe mobility of citizens through various modes of transportation.

2015-16 Objectives:
- Review and amend the Future Land Use Map to incorporate additional mobility needs including potential commuter rail links, and other public transportation.
- Complete the Transit Development Plan in collaboration with CapMetro.
- Apply for transportation funding related different modes of transportation (vehicular, pedestrian, bike)

Public Safety Policy - It is the desire of the Hutto City Council to ensure the safety and well-being of the residents, businesses and visitors in the city.

2015-16 Objectives:
- Implement Rental Inspection Program for FY16
- Begin demolition process of two dilapidated unsafe structures
- Adopt the 2015 ICC Codes
Infrastructure - It is the desire of the Hutto City Council to provide and maintain a quality infrastructure system to meet the vision as set out in the Comprehensive Plan.

2015-16 Objectives:

- Substantial completion of the Enclave Lift Station and Force Main projects
- Begin construction of the FM 1660 N Trail project
- Design of Front Street 8” inch water line replacement
- Design and construct East Street Improvements
- Continue fencing along major arterials program
- Complete construction of Limmer Loop Rehabilitation
- Initiate and coordinate Railroad Quiet Zones
- Adopt the Water Master Plan

Planning Indicators and Focus

The Development Services Department takes care of the nuts and bolts of the municipal development process including annexation plans, transportation networks, special district designations, etc. Indicators are the number of development applications submitted; the number of phone calls, emails, office visits, meetings, etc., directed to this Department on a monthly basis.

To make certain that goals of the community are met, the Planning Division works closely with the Building and Code Enforcement Division and the Engineering Division by focusing on the key items that will drive proper development for every site and in alignment with the Comprehensive Plan, ensuring safe desirable living and working environments, helping to maintain property values and working toward neighborhood preservation, integrity and the enhancement of community values, while providing excellent customer service and maintaining a business friendly relationship with applicants.
Planning

Division Description

The Planning Division of the Development Services Department oversees development by working collaboratively with developers, planners and engineers. It also performs the review of all land development applications. These applications include: annexations, zoning, subdivisions, site plan review, and signs. This Division maintains the City’s data on subdivisions, zonings and annexations. It acts as the liaison to the Planning & Zoning Commission, Historical Preservation Commission and Zoning Board of Adjustment. It is responsible for the development and interpretation of development related ordinances to customers. It also provides census, demographic, growth and development information for projections, population, building and development trends and impacts. They provide regional roadway planning, traffic and pedestrian circulation analysis; and systems planning support for parks and recreation, and area-wide improvements.

Division Goals

1.

FY 2015 Accomplishments

- Drafted and adopted City’s first Comprehensive Plan with high community input
- Began Transit Development Planning Partnerships
- Reviewed CO OP architectural standards, processed change of zone and supported the RFI process
- Implemented Adopt a Spot
- Provided cross departmental training on street tree best practices in Right-of-ways

FY 2016 Objectives

- Amend Future Land Use Map to include additional Housing Choices and mobility needs
- Increase participation in traditional and nontraditional grant funding mechanisms
- Support the development of the CO OP site
- Continue to promote Adopt a Spot
- Process SmartCode and UDC amendments

Major Budget Changes

- None

FY 2016 Enhancements

- Planning Management Assistant
Inspections and Code Enforcement

Division Description

The Inspections and Code Enforcement Division of the Development Services Department performs and coordinates the review of all residential and commercial site plan and building plan applications, and helps to ensure code compliance by upholding the laws established by the City of Hutto and the State of Texas to maintain the health, safety and sanitation of our community. They issue residential and commercial construction related permits and perform on-site inspections. Our team of building inspectors visit all construction sites within the City to ensure compliance with building, energy, mechanical, environmental, drainage, erosion control, plumbing, electrical, refrigeration, and housing/zoning standards leading up to the final Certificate of Occupancy. They coordinate, supervise, and review commercial plan review and inspection services with contracted third party services. This Division maintains the City’s historical data on all residential and commercial permitted development. The Division maintains the Local Trades Registry and Licensing database, which ensures that contractors are eligible to perform work in the City of Hutto. Strong, consistent code enforcement ensures safe, desirable living and working environments, helps maintain property values, and works toward the goal of preserving neighborhood integrity and enhancement of community values.

Division Goals

1.

FY 2015 Accomplishments

- Drafted Rental Inspection Program for FY16
- Initiated Cross training between inspectors

FY 2016 Objectives

- Adopt 2015 ICC Codes
- Implement Rental Inspection Program
- Establish on-line inspection program
- Pursue the demolition of two dilapidated, unsafe structures

Major Budget Changes

- None

FY 2016 Enhancements

- None
Engineering

Division Description

The Engineering Division is responsible for planning, design, and management of the City's capital infrastructure projects. Additionally, the Division is responsible for planning and managing the City's water supply and wastewater treatment capacity. Responsibilities also include review of subdivision, site construction, and construction inspection of the City’s capital infrastructure projects, including monitoring and reviewing construction materials testing. Additionally, the Division assists in the review of subdivision, site construction plans, and other infrastructure construction plans where public improvements are involved. The Division supports the Public Works Department in the maintenance and operation of public improvements and provides engineering support for Parks and Recreation capital projects.

Lastly, as a Division of the Development Services Department, it participates in predevelopment meetings, site plan review, transportation planning and platting processes.

Division Goals

1. Develop long-term master plans for transportation, drainage, water, and wastewater infrastructure.
2. Evaluate existing design and construction standards and specifications to include best practices and technological improvements.
3. Develop and maintain all construction plans and documents including the conversion of plans to electronic formats.
4. Evaluate and revise existing storm water regulations to incorporate new requirements from the Texas Commission on Environmental Quality (TCEQ).
5. Maintain computer model of water and wastewater systems to monitor capacity needs and evaluate proposed development.
6. Coordinate with the Geographic Information Systems (GIS) Division in mapping the City’s water, wastewater, and drainage infrastructure.
7. Inspect public infrastructure to ensure quality and minimize long term maintenance costs.

FY 2015 Accomplishments

- Completed design and obtained TWDB funding for the Hutto South Wastewater Treatment Plant and associated Enclave Lift Station and Force Main projects
- Completed construction of the Central Wastewater Plant Interceptor project
- Completed construction of FM 1660 South Sidewalk
- Completed Water Master Plan
- Completed design of the Emory Farms Detention Pond Structure repair
- Provided engineering services for Fritz Park Renovations.
- Completed design of the Shiloh Pump Station Improvements
- Completion of Arterial Fence Phase I
- Began Transit Development Planning Partnership; Applied for CAMPO grants
- Applied for CAMPO grant
- Partnered with WILCO for Limmer Loop repair

FY 2016 Objectives

- Complete design of the FM 1660 N Trail project
- Substantial completion of the Enclave Lift Station and Force Main projects
- Design of Front Street 8” inch water line replacement
- Design East Street Improvements
- Continue fencing along major arterials program
- Continue construction of Limmer Loop Rehabilitation
- Initiate and coordinate Railroad Quiet Zones
- Complete construction of the FM 685 Waterline
Major Budget Changes

- Budgeted as a department in FY15 and absorbed as a division of Development Services during transition

FY 2016 Enhancements

- None
Department Description

The Public Works Department is responsible for animal control, janitorial services, streets and drainage and water and wastewater maintenance. Staff maintains and improves the City’s water, wastewater, roadway, and drainage infrastructure to ensure quality service and a long life span of public infrastructure. The Department assists with capital improvement projects and the City’s water, wastewater, and sanitation contracts. The Department works closely with the Engineering to review infrastructure. Animal Control works with pet owners to locate and reunite pets with their owners as well as enforcing City animal control ordinances. Our janitorial staff supports the entire organization by maintaining the appearance and cleanliness of offices and public spaces.

Divisions: Administration, Streets and Drainage, Facility Maintenance, Water and Wastewater.

Major Accomplishments

- Transferred Animal Control from PD to PW
- Hired senior animal control employee
- Successfully passed our animal shelter inspection
- Offered increased animal control services including participation in the Bark Walk Dog event with free chipping clinic (courtesy of Williamson County) and pet registration
- Participated in the library summer reading program
- Attended Animal Control Basic Class provided by Texas State Health Services
- Purchased and installed new animal control equipment including a freezer for deceased animals, and a washer and dryer for laundering animal blankets
- Updated animal control website
- Installed fencing panels on top of the kennels
- Purchased Tandem axle dump truck
- Repaired multiple street failures around manholes
- Amended FY15 mowing contract to include _______________________________
- Completed 200 feet of sidewalk repairs in Clarks Crossing
- Purchased one full matrix message board
- Swept all streets in Country Estates Subdivision
- Replaced over 6” street name signs with 9” sign blades in compliance with the Manual of Uniformed Traffic Control Devices “Nighttime Visibility Act”
- Contracted Carl Stern striping from FM685 to Front Street also Front Street from Carl Stern to FM1660 S
- Replaced on-call Ford F150
- Developed and implemented a Qualifications Manual for the Utility and Streets & Drainage divisions
- Completed FY15 Tank Inspections
- Installed (2) high service pumps at Shiloh facility
- Developed mobile maps access for utility crews
- Designed and implemented new career development plan
- Vacuumed water storage tanks to remove sediment
- Replaced Manville water feed line
- Improved water pressure concerns in Emory Farms Subdivision
- Signed Pavement Management Plan contract with _______________________________
- Developed Water Master Plan
- Implemented Itron conversion program

Strategic Guide Policies and Objectives

Service Delivery - It is the desire of the Hutto City Council to deliver programs and services in a manner that best reflects the makeup of the community and the needs of the citizens.

2015-16 Objectives:
- Continue to expand community events
- Host first time pet owners class
- Explore Pet registration options to include micro chipping
Planning Indicators and Focus

Public Works is working with the Engineering Division to revise construction standards and specifications to ensure best practices and longevity of infrastructure. The changes will keep the City up-to-date with industry changes and new technology, as well as ensure compliance with the Texas Commission on Environmental Quality (TCEQ).

Street maintenance will continue to be an important focus of the Department as staff utilizes the pavement management plan that identifies and ranks street maintenance projects. Mowing of rights-of-way and land (250 acres) has been contracted with two landscaping companies, due to cost savings generated by not purchasing mowing equipment or hiring additional staff.

The Department is working with the GIS Division to locate and GPS (Global Positioning System) infrastructure assets. Infrastructure including waterlines, fire hydrants, valves, storm drains, light poles, etc. are entered into the GIS system. This information is important for building maps, tracking assets, and tracking repairs and maintenance.

Staff is identifying ways to improve customer service and evaluating future space needs for storage and maintenance of supplies and equipment. The City’s automatic meter reading system (Itron) was installed in 2006. Staff is currently working with Itron and Utility Billing to install updated end-points in an effort to keep up with technology and ensure accurate metering.

Public works has a new animal control division and a new senior animal control specialist. We are excited about the new possibilities for animal control. Animal control’s main mission is reuniting pets with their owners. Animal control will continue to increase its presence in the community.

Hutto currently has approximately 7000 utility accounts. The Department is responsible for the maintenance of approximately 100 miles of utility lines, 535 fire hydrants, 778 valves and the automatic meter reading system. The City has five lift stations throughout Hutto and one wastewater treatment plant operated by the Brazos River Authority.

Mobility Policy - It is the desire of the Hutto City Council to ensure the safe mobility of citizens through various modes of transportation.

2015-16 Objectives:

- Utilize Pavement Management Plan

Infrastructure Policy - It is the desire of the Hutto City Council to provide and maintain a quality infrastructure system to meet the vision as set out in the Comprehensive Plan.

2015-16 Objectives:

- Continue crack sealing in subdivisions during the fall and beginning of spring
- Remove more trip hazards in sidewalks in Hutto Park Subdivision
- Repair more street failures where subgrade settled over utility lines and around manholes
- Start cleaning ditch lines in Old Town to increase drainage flow
- Start replacing sections of sidewalks that need to have water valve cans adjusted
- Continue Inflow and Infiltration project
- Install SCADA controls on all lift stations
- Enclave interceptor construction and lift station upgrades
- Implement sewer line cleaning and maintenance program
- Utilize Pavement Management Plan
Public Works Administration

Division Description

The Public Works Department is dedicated to the implementation of strategies that promote progressive infrastructure planning and development. It further meets the needs of a rapidly developing community by addressing issues in a proactive and service-minded manner that promotes the welfare of its citizens. The Administration Division provides project management, administrative support, and Capital Improvement Project oversight to enhance the operational effectiveness of the Department and the City.

Division Goals

1. Evaluate future space needs and identify potential cross-departmental and cross-divisional training and cooperative opportunities.
2. Develop recruiting, training and safety programs to ensure a professional staff that is well equipped and licensed to provide services in a safe environment.
3. Develop a project management system to support the overall departmental objectives.
4. Utilize software to track work orders, hours worked, cost of materials, etc. to ensure work is performed effectively and efficiently.
5. Evaluate services currently provided by the Public Works Department to determine if it would be more effective to seek private service providers.

FY 2015 Accomplishments

- Animal Control joined the public works department
- Developed and implemented the Qualifications Manual for the utilities division and streets and drainage division
- Performed Water Meter Audit
- Transferred utility employee to Utility Billing
- Performed Water Master Plan
- Contracted with HVJ Pavement Maintenance Plan
- Completed the transfer of all rights of way mowing
- Moved public works supervisors out to the service center

FY 2016 Objectives

- Utilize the new pavement management plan
- Develop new programs for the animal control division
- Review and update ordinances for animal control
- Implement the qualifications manual for both utilities and streets and drainage divisions
- Focus on initiatives that support our goals and objectives while focusing on strategies that make an impact in the community

Major Budget Changes

- None

FY 2016 Enhancements

-
Animal Control

Division Description

The goal of Animal Control is to reunite animals and their owners. Animal control is responsible for enforcing state laws and city ordinances regarding the care and keeping of domestic animals within the City. They investigate nuisance complaints such as barking dogs, aggressive animals, animal abuse complaints, and impound and quarantine animals as appropriate. Animal Control works with Hutto police department to issue citations as necessary in order to enforce laws and ordinances. Additionally, they educate the public in areas such as responsible pet ownership and proper care of domestic pets. Animal control removes deceased animals from roads and rights of way.

Division Goals

1. Establish a partnership with a provider for low cost micro chipping.
2. Maintain Hutto animal shelter, in compliance with Texas Department of Health standards.
3. Work with the Regional Animal Shelter and partners on shelter expansion.
4. Develop Animal Control policies consistent with best practices.
5. Provide community education and outreach on animal related topics.

FY 2015 Accomplishments

- Transferred Animal Control from PD to PW
- Hire new senior animal control employee
- Successfully passed our shelter inspection
- Offered increased services
- Installed washer and dryer for cleaning animal blankets
- Purchased freezer for deceased animals
- Participated in the Bark Walk dog event with a free chipping clinic (Wilco) and pet registration
- Participated in the library summer reading program
- Attended Animal Control Basic Class provided by Texas State Health Services
- Purchased new equipment
- Updated animal control website with new info
- Installed fencing panels on top of the kennels
- Facilitated a first time pet owners class

FY 2016 Objectives

- Pass the shelter inspection
- Utilize Social Media and develop natural partnerships that fosters a healthy atmosphere for animals.
- Seal the concrete flooring in the shelter
- Continue to expand community events
- Host first time pet owners class
- Explore Pet registration options to include micro chipping
- Review animal control ordinances and make necessary changes
- Host Micro chipping and vaccination clinic
- Replace shelter kennels
- Research shelter facility designs and associated costs
- Install plastic wall partitions between kennels

Major Budget Changes

FY 2016 Enhancements
Streets and Drainage

Division Description

The Streets and Drainage Division is responsible for maintenance and repairs of City streets including preventive maintenance, asphalt repair, concrete curb and sidewalk construction, striping, traffic, managing mowing contracts, and street sign installation/replacement. Drainage is another key role for this Division, which includes maintenance of drainage areas, monitoring curb and gutter systems, as well as the installation and maintenance of culverts. This Division also ensures that the American's with Disabilities Act requirements are met regarding ramp and sidewalk accessibility, in addition to addressing preventive maintenance issues. The Division supports the Utility Department by serving "on call" during weekends and holidays to monitor the City’s utility system.

Division Goals

Have current staff obtain their Class A CDL so they can operate new dump truck when needed.
Utilize the pavement management plan to budget and prioritize streets rehabilitation projects/CIP.
Continue implementing the signs and striping program to meet the Nighttime Visibility Act.
Identify and improve drainage right-of-way to promote better drainage of storm water in identified areas of the City.

FY 2015 Accomplishments

- Tandem axle dump truck was purchased
- Repaired multiple street failures around manholes
- Contracted out the rest of the mowing this was areas that did not make the 2014 budget
- Completed two sections of sidewalk about 200 feet in Clarks Crossing
- We have one full matrix message board in-house
- Swept all streets in Country Estates Subdivision
- Replaced 225, 6” street name signs with 9” sign blades in compliance with the Manual of Uniformed Traffic Control Devices “Nighttime Visibility Act”
- Contracted out the striping of Carl Stern from FM685 to Front Street also Front Street from Carl Stern to FM1660 S

FY 2016 Objectives

- Continue crack sealing in subdivisions during the fall and beginning of spring
- Remove more trip hazards in sidewalks in Hutto Park Subdivision
- Repair more street failures where subgrade settled over utility lines and around manholes
- Start cleaning ditch lines in Old Town to increase drainage flow
- Start replacing sections of sidewalks that need to have water valve cans adjusted
- Utilize data from the pavement management study to help select street maintenance projects using street bond funds as well as money from the general fund.

Major Budget Changes

- None

FY 2016 Enhancements
Water

Division Description

The Water Division is responsible for the efficient delivery of safe drinking water within the guidelines established by the Texas Commission on Environmental Quality (TCEQ). The Division maintains and operates the meters and lines within the City's water infrastructure to ensure adequate pressure and volume for all customers. Utility employees repair line breaks and correct service problems, including the flushing of dead-end water mains in accordance with TCEQ. Utility employees also perform preventative maintenance on existing water utility locations, such as tanks, pumps and motors, and electrical controls, in accordance with TCEQ.

The City of Hutto purchases treated water from the City of Taylor, Manville, and Heart of Texas. Utility expenses are budgeted in the Utility Fund.

Division Goals

1.

FY 2015 Accomplishments

2015 Tank Inspections
Two new high service pumps installed in Shiloh
Developed mobile maps access for utility crews
Designed and implemented new career development plan
Vacuumed water storage tanks to remove sediment
Manville water feed line replaced
Higher water pressure delivered to Emory Farms Subdivision
Water Master Plan developed
Itron conversion program

FY 2016 Objectives

Complete cleaning of all water storage tanks
Reduction in iron related water issues
Zero positive coliform bacteriological tests
Implement maintenance programs based on water master plan recommendations

Major Budget Changes

♦ Heart of Texas take or pay increase

FY 2016 Enhancements
Wastewater

Division Description

The Wastewater Division is responsible for the maintenance and operations of the City’s wastewater collection system including lift stations and other wastewater infrastructure within the guidelines established by TCEQ. The Division also tests the system to identify inflow and infiltration issues and respond to customer requests. The Wastewater Division maintains the mechanical and electrical equipment on the City’s lift stations. The lift station maintenance program assures system reliability by performing routine inspections of the systems wastewater lift stations. These routine inspections include the maintenance and repair of pumps, motors, electrical control systems and various control devices at each lift station.

The Brazos River Authority operates and maintains the City’s wastewater treatment plant. Utility expenses are budgeted in the Utility Fund.

Division Goals

1.

FY 2015 Accomplishments

- Installed two new lift pumps at Glenwood lift station
- Installed 100 ft. of new sewer service in Old Town
- Upgraded control panel at Country Estates lift station
- Completed Inflow and Infiltration maintenance in Country Estates sewer basin
- Developed mobile maps access for utility crews
- Designed and implemented new career development plan

FY 2016 Objectives

- Continue Inflow and Infiltration project
- Install SCADA controls on all lift stations
- Enclave interceptor construction and lift station upgrades
- Implement sewer line cleaning and maintenance program

Major Budget Changes

- None

FY 2016 Enhancements
Department Description

The Hutto Police Department is committed to providing superior police service to businesses, community members, and visitors to the City of Hutto. We accomplish this through a community oriented policing philosophy that supports community partnerships and problem solving techniques that proactively address the conditions that give rise to public safety issues such as crime, fear of crime, social disorder, and decay. Our efforts focus on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making individuals proactively involved in their own safety ensures that we are better able to understand and address the needs of the community as well as the issues that give rise to crime.


Major Accomplishments

- Participated in a pay study using benchmark cities
- Replaced aging in-car video recording system
- Established and implemented a pay plan/scale for sworn officers
- Updated police website with current and accurate information
- Established a Citizen's Police Academy Alumni Association
- Completed 3rd year of Citizen's Police Academy
- Conducted a complete audit of the property and evidence room
- Developed and implemented a base line evaluation score for TRS reviews
- Developed and Implemented a mandatory Defensive Tactics program
- Revamped the Field Training Program (new coaching model)
- Implemented an Officer's Advisory Board
- Established back-up crime scene techs and began their training
- Began development process for Sergeants by assigning administrative duties
- Began Leadership development for Lieutenants
- Conducted a manpower analysis and overtime analysis
- Developed a five (5) year staffing plan
- Changed hiring process to include non-sworn personnel (academy cadets)
- Hired one (1) sworn officer and two (2) academy cadets
- Implemented Coffee with a Cop
- Survived the Memorial Day Flood
- Implemented a new-hire mentoring program
- Implemented a Sgt. mentoring program
- Fifth safest city in Texas (fourth under 25,000 pop.)

Strategic Guide Policies and Objectives

Public Safety Policy - It is the desire of the Hutto City Council to ensure the safety and well-being of the residents, businesses and visitors in the city.

2015-16 Objectives:

- Replace three aging vehicles
- Increase staffing levels for patrol
- Continue to strengthen relationships/partnerships with community through NNO; HOA meetings; CPA; CPAAA; and proactive policing
- Evaluate future departmental staffing, communications, and property and evidence needs
- Maintain a well trained department and develop employees for future responsibilities/positions
Planning Indicators and Focus

Planning indicators include the number and type of reported crimes, the number of arrests and citations, the number of cases assigned for investigation, and the level of satisfaction with police and dispatch services.

The number of reported crimes reflects the number as tabulated under the F.B.I. Uniformed Crime Reports program for Part I and Part II crimes. These numbers are calculated monthly and reported annually, and provide a measure of the number of reported offenses as well as a general trend in terms of the various offenses.

Williamson County provides emergency dispatch services for the City of Hutto. The Department continues to work in partnership with Williamson County to ensure the quality of service is maintained, maintain the safety of officers, and to provide acceptable response times. Williamson County and the City of Hutto have successfully transitioned to a computer-aided dispatch system which has improved operational efficiencies and allows more time for self initiated activity as the administrative load is reduced.

The City of Hutto is also a member of the Williamson County Regional Animal Shelter. The original shelter opened in 2006 and is now looking at expansion options to keep up with population growth.

The City Council appointed a Public Safety Task Force in 2012 to look at long-term public safety related solutions for the community. Representatives from the Hutto Police Department, Emergency Services District #3, and Williamson County are assigned to this task force. The results of this task force are expected in the fall of 2014. Input from this task force will guide future initiatives of the City and Department.
Police Administration

Division Description

The Police Department's administrative staff is responsible for the overall management of the City of Hutto law enforce-
ment and public safety efforts. This administration includes the Chief of Police, the Patrol Division Lieutenant, the Sup-
port Division Lieutenant, and administrative staff. The Chief of Police serves as the chief executive officer of the Police
Department and is responsible for personnel management, policy development, financial management, and operational
oversight. The Police Department's administration serves as the primary point of contact and liaison with community
members and associations, businesses, non-profit service organizations, other governmental agencies and news me-
dia.

Division Goals

1. Continue to build strong partnerships between the community and the Police Department to identify and address
   community issues and concerns.
2. Maintain a safe city status by reducing crime through community oriented and directed policing efforts.
3. Measure efficiency of policing efforts to transition from a reactive system to a proactive system of policing.
4. Continue the process of updating policies and procedures to become a Texas Best Practices certified agency
   through the Texas Police Chief's Association.
5. Conduct a departmental manpower/policing assessment and develop a future staffing plan.

FY 2015 Accomplishments

- Established a Citizen’s Police Academy Alumni Association
- Implemented an Advisory Board
- Established and implemented a pay plan/scale for sworn officers
- Changed hiring process to include academy cadets

FY 2016 Objectives

- Implement staffing plan
- Increase National Night Out participation
- Conduct a complete analysis of partnership with Williamson County Communications and determine future
  needs.
- Implement plan to become more proactive in policing efforts

Major Budget Changes

- 

FY 2015 Enhancements

- 

Patrol

Division Description

The Patrol Division is the largest division within the Police Department and represents the most visible form of law enforcement services that the Police Department provides to the citizens of Hutto. The Patrol Division provides uniformed police services within the incorporated City limits. Officers assigned to patrol services, in cooperation with other community members and organizations, work to actively resolve crime concerns and quality of life issues facing our community. By remaining actively involved with neighborhood associations and through partnerships with other community organizations, the Division seeks solutions to the challenges presented by the community's rapid growth. The reduction of crime and the fear of crime, as well as improvement in the quality of police service, remain the primary focus.

Division Goals

1. Continue development of Sergeants and implement more leadership training.
2. Continue partnerships throughout the community to police more proactively.
3. Implement a mentoring program beginning with newly hired officers.
4. Gather enforcement data to aid in staffing/manpower analysis and deployment.
5. Develop leaders from all levels within the Division to prepare for future positions and needs: FTO’s, Mentor’s, Supervisors, Instructors, back-up positions, etc.

FY 2015 Accomplishments

♦ Replaced aging in-car video recording system
♦ Revamped the Field Training Program (new coaching model)
♦ Conducted a manpower analysis and overtime analysis
♦ Began development process for Sergeants

FY 2016 Objectives

♦ Create a well trained and developed Patrol Division
♦ Maintain and increase the current level of safety for the community.
♦ Recruit and train additional officers.
♦ Develop a list of problem areas within the community to target for enhanced patrol enforcement

Major Budget Changes

♦ None

FY 2016 Enhancements

♦
Criminal Investigations Unit

Division Description

The Criminal Investigations Unit is responsible for reviewing, assigning, and investigating offense and incident reports received by the Police Department. Cases which are assigned typically require follow-up investigation; the processing of evidence; or processing of recovered property taken in by patrol officers and citizens; or evidence seized during the execution of search warrants. Detectives are responsible for filing all completed criminal cases with the Juvenile Detention Center, County Attorney, and District Attorney as well as serving as the Police Department’s liaison with each prosecuting agency. Additionally, the Detectives work closely with other partnership agencies, such as the Hope Alliance, the Child Advocacy Center, Crime Victim Services, and Child & Adult Protective Services.

Division Goals

Follow-up on all criminal investigations with victims/complainants within 72 hours.
Develop an on-going report to track current clearance rates against the national clearance rate as city growth continues.
Develop a criminal intelligence and crime analysis monitoring program.
Move property and evidence from its current location to a more secure, climate controlled location.
Maintain current clearance methods throughout the year.

FY 2015 Accomplishments

Full property and evidence audit
Began training on back-up crime scene officers
Implemented a report to track daily activity
Completed 3rd year of Citizen’s Police Academy

FY 2016 OBJECTIVES

♦ Schedule and conduct an annual evidence review/destruction
♦ Provide a more secure property and evidence storage area
♦ Manage case load to ensure all cases are current to within 60 day of incident date
♦ Train for back-up positions

Major Budget Changes

♦

FY 2016 Enhancements

♦ None
School Resource Unit

Division Description

The mission of the School Resource Officer Program is to continue the partnership between the Hutto Police Department, the Hutto Independent School District, and the community to prevent crime and delinquency by creating a positive image of police in the minds of youth. This is achieved by placing officers in the high school and middle schools to serve as a resource for students, families, faculty, the school district and community at large. The Hutto ISD reimburses the City for the officers assigned to the school district while school is in session.

Division Goals

Address crime and fear of crime on HISD campuses.
Participate in organized events, activities, and programs to increase communication with student.
Support community events
Assist HISD in start-up of HISDPD

FY 2015 Accomplishments

Conducted awareness training for bullying, drug abuse, dating violence and social media

FY 2016 Objectives

♦ Reduce level of staffing to two officers until the dissolution of HISD/HPD/City of Hutto SRO partnership in May 2016.

Major Budget Changes

FY 2016 Enhancements

♦ None
Department Description

The Parks and Recreation Department provides key elements to improving the quality of life for Hutto citizens through development of the sense of community. This is accomplished through the provision of quality parks, green space, athletic fields and recreational opportunities. Major roles for the Department include maintaining existing parkland, long range park and facility planning, managing park improvement projects and providing programs and special events which bring people together in these spaces. The Department’s activities include youth camps, adult and youth recreational sports, nature related educational opportunities, senior activities, and family oriented community wide special events.

**Divisions:** Administration, Recreation, and Parks Maintenance.

Major Accomplishments

- Revised Hutto Parks, Recreation, Open Space and Trails Master Plan; adoption set for October 205
- Continued to work with citizen interest groups on pursuit of new facilities, dog park, and other recreational and athletic facilities
- Complete design and prepare Fritz Park Master Plan project bid documents
- Worked with Development Services department to begin the Adopt-A-Spot program with Bike Hutto at Creekside Park
- Created a multi-day community wide Memorial Day Weekend event; however, many elements were cancelled due to adverse weather and flooding of Fritz Park.
- Increased registration in existing youth and adult athletic programs by increased public approval and quality of leagues offered.
- Diversified the athletic programs by adding youth flag football, youth summer basketball, and by strengthening partnerships with Round Rock, Taylor, and Manor youth associations in the winter youth basketball league.
- Increased public participation at special events through consistent advertisement and increased overall enjoyment at events.
- Increased Park Kids Summer camp registration to an all time high, with registration at a maximum of 98.6% capacity for all 10 weeks of summer.
- Began using weekly checklists for routine tasks and special projects. This is the beginning of formalizing site specific park maintenance plans
- Began regular installation of irrigation following new tree planting
- Certify park maintenance personnel with irrigation technician and chemical applicator licensing
- Park Supervisor obtained a Landscape Irrigators’ license
- Established wild flower and native habitat planting areas in Fritz Park
- Began regular concrete trail repair process on Cottonwood Trail
- Replaced playground surfacing at Country Estates Park from pea gravel to engineered wood fiber (fibar)

Strategic Guide Policies and Objectives

**Quality of Life** - It is the desire of the Hutto City Council to create a city that engages citizens by providing programs and services beyond their basic needs.

**2015-16 Objectives:**

- Work with Williamson County to plan future park facilities which supplement Hutto’s parks and the development of leased acreage
- Adopt the Parks, Recreation, Open Space and Trails Master Plan and submit a Texas Parks & Wildlife Recreation Trails Grant application.
- Work to create a tree board, using the Parks Advisory Board and create a tree ordinance within the Tree City USA guidelines
- Work with Public Information Officer to create marketing strategies for department facilities, events and programs
**Service Delivery** - It is the desire of the Hutto City Council to deliver program and services in a manner that best reflects the makeup of the community and the needs of the citizens.

**2015-16 Objectives:**

- Certify park maintenance personnel with irrigation installation and chemical applicator licenses
- Acquire park land within the guidelines in the adopted Parks, Recreation, Open Space and Trails Mast Plan in order to serve the current and expanding population.

**Planning Indicators and Focus**

The City Council adopted the original Parks, Recreation, Open Spaces, and Trails Master Plan in 1995, updated in 2007 and is currently updating the plan with current community demographics and input processes. This plan serves as the baseline to fulfilling the City’s park and facility quality of life elements. The current update to the plan is expected adoption in October 2015. Previous accomplishments from the plan created Fritz Park, Creekside Park, the Cottonwood Trail and Hutto Lake Park. The 2009 bond Fritz Park Improvements Project will begin construction in 2016. Together these projects are core elements in a growing park system.

Along with long range park and facility planning, core services provided by the Department include park and facility maintenance and recreation and special event programming.

Indoor space challenges have turned Departmental focus towards improving the existing special events and programs with available spaces. The master plan revision process has revealed the community’s desire to connect more with outdoor and nature related activities. Trails remain a highly desired element to the park system as well as special events. One expected implementation step will be improve the level the department promotes the park system, facilities, programs and services. Citizens like what the department has been offering the community but wants to know more about what is next in the way of facilities and how can they get more connected to what already exists.

Improving the overall community tree canopy and striving to meet a City Council goal of a city-wide tree planting and care program will begin through the pursuit of becoming a Tree City USA. This involves four major steps of which Hutto has completed two on a regular basis for years and two more that involve creation of a tree ordinance and the formation of a tree board through the Parks Advisory Board. The department has submitted for a Union Pacific Foundation grant to possibly aid this program.
Division Description

The Parks and Recreation Administration Division is responsible for strategic planning, financial management, recreational and special event programming, project and grant management, land acquisition, and supervision of personnel. The Administration Division provides oversight and support to Library, Recreation, and Parks Maintenance.

The Administration Division oversees the Parks Advisory Board and Keep Hutto Beautiful Commission. The Division also works in a support role as a liaison with the Library Division and the Library Advisory Board.

Division Goals

- Provide the public with guidance, resources and information as it relates to providing community services through parks, recreational programming and library services to Hutto.
- Implement planning and construction design processes for parks facilities as outlined and recommended in the City of Hutto Parks, Recreation, Open Space & Trails Master Plan, Library Master Plan, and 2009 Fritz Park bond referendum project.
- Promote the park facilities through actively promoting and marketing the benefits of departmental services through a complete marketing plan.
- Develop plan to acquire additional park land which meets the current master plan guidelines by using the 2009 bond referendum funds.

FY 2015 Accomplishments

- Revised Hutto Parks, Recreation, Open Space and Trails Master Plan; adoption set for October 2015
- Continued to work with citizen interest groups on pursuit of new facilities, dog park, and other recreational and athletic facilities
- Complete design and prepare Fritz Park Master Plan project bid documents
- Worked with Development Services department to begin the Adopt-A-Spot program with Bike Hutto at Creekside Park

FY 2016 Objectives

- Adopt revised Parks, Recreation, Open Space and Trails Master Plan and prepare TPWD Recreational Trails Grant application
- Complete design plans and begin initial phase of dog park construction on donated site with the donated funds
- Successfully bid the Fritz Park Renovation project
- Seek and obtain Tree City USA status for Hutto, Texas
- Work with Carmel Creek developer to build trail connections and convey park land

Major Budget Changes

- None

FY 2016 Enhancements
Recreation

Division Description

The Recreation Division offers recreational programs for youth, adults, and seniors as well as community-wide special events. This Division is responsible for planning, financial management of recreation and special event programming, and supervision of Recreation Division personnel. The Recreation Division will work closely with the Parks Advisory Board to increase volunteer opportunities for teens and adults.

Seasonal personnel are hired based on participant-to-staff ratios for each program. The Recreation Division produces most of the Parks and Recreation Department’s revenue through user-fee based programs. Fees are based on related expenses incurred for each program. Programs and activities are created and evaluated based on community interest and feasibility.

Division Goals

- Create business plan for recreation services based on information outlined within the Parks, Recreation, open Space and Trails Master Plan.
- Increase volunteer community involvement and attendance/participation at community-wide special events by at least 5% above the previous year.
- Expand existing programming to include more adult and youth athletic opportunities.
- Increase divisional customer service satisfaction ratings of ‘above average’ and ‘excellent’ five percent each over the previous year.

FY 2015 Accomplishments

- Youth basketball program participation increased 23% from the FY14 to FY15
- Adult softball program participation increased 8% from the FY14 to FY15
- Diversified the athletic programs by offering youth summer basketball, youth flag football and the by strengthening partnerships with Round Rock, Taylor, and Manor youth associations during the winter youth basketball league.
- Increased public participation at special events through consistent advertisement and increased overall enjoyment at events.
- Increased Park Kids Summer camp registration to an all time high, with registration at a maximum of 98.6% capacity for all 10 weeks of summer.
- Created a multi-day community wide Memorial Day Weekend event; however, many elements were cancelled due to adverse weather and flooding of Fritz Park.

FY 2016 Objectives

- Create alternate options for the sold out “Breakfast with Santa” event (i.e. multiple times or multiple dates).
- Continue to diversify youth athletic and recreational programs offered for the community, either through partnerships with local organizations or contracted services.
- Develop a monthly newsletter to promote facilities, programs and events through the ActiveNet system.
- Implement a “Counselor in Training” program for Summer of 2016 for teens 13-15 years old to develop leadership skills and future counselors and program staff
- Increase summer recreation program options for youth and teens by including outdoor & adventure, educational, and specialty camps and programs.
- Create partnerships with the HOAs with swimming pools to offer youth and adult swim programs and promote public swimming options.
- Implement a monthly active adult/senior citizen day trip program which offers opportunities for recreation and sight seeing

Major Budget Changes

- None

FY 2016 Enhancements

- None
Park Maintenance

Division Description

The Park Maintenance Division is responsible for facility and playground maintenance, athletic fields and turf maintenance, irrigation, chemical treatment, trail maintenance, forestry and landscaping. Overall general maintenance, operation, and appearance of the City’s park facilities are the Division’s main focus.

General maintenance of several public buildings and areas including the downtown areas along East and Farley Streets, the library and the Gin landscaping are added responsibilities. In addition, the Division supports the Recreation Division for special events and programs, and local sports associations regarding athletic field maintenance. Partnerships between the division and new leadership from local athletic organizations have improved communication on facility maintenance items.

Division Goals

Maintain facilities and playground areas, landscaping and beautification of existing developed parkland areas. Annually complete athletic field preparation in conjunction with general public access, local youth sports organizations, and recreation division.
Ensure proper maintenance and upkeep of existing trails while preparing a clear timeline for undeveloped park land for future trail paths.
Assist with the implementation of the Capital Improvement Plan including renovation of parkland and athletic fields. Formalize site specific park maintenance plans for each park facility and its amenities inventory.

FY 2015 Accomplishments

- Began using weekly checklists for routine tasks and special projects. This is the beginning of formalizing site specific park maintenance plans
- Began regular installation of irrigation following new tree planting
- Certified park maintenance personnel with irrigation technician and chemical applicator licensing
- Park Supervisor obtained a Landscape Irrigators’ license
- Established wild flower and native habitat planting areas in Fritz Park
- Began regular concrete trail repair process on Cottonwood Trail
- Replaced playground surfacing at Country Estates Park from pea gravel to engineered wood fiber (fibar)

FY 2016 Objectives

- Begin installation of irrigation to areas in Fritz Park adjacent to the pavilion and high use areas where existing trees currently grow
- Continue concrete trail repairs along Cottonwood Trail
- Create additional native habitat planting areas and beautification efforts in all parks
- Formalize site specific park maintenance plans based on 2015 schedules and data
- Plan route and clear trail path from Hutto Lake Park to the Enclave for future trail project and grant application process
- Create a fitness/work out station along the Cottonwood Trail
- Revise the Arbor Day tree planting from just a park event to a community wide in an effort to increase the tree canopy

Major Budget Changes

- None

FY 2016 Enhancements

- Replacement Gator
General Services

Department Description

The General Services Department provides decision support and functional services to the City organization. The centralized department facilitates response to future growth, fosters a service-oriented atmosphere and ensures consistency in staff characteristics and expectations. The Department plans and directs the City's procurement activities, provides access to facility maintenance services for City departments, administers information technology and utility billing services, and promotes enhanced customer service for citizens. The Utility Billing Division administers the City's utility rate structure for customer accounts that include water, wastewater, garbage and recycling services. Additionally, General Services provides oversight and support to the City's Municipal Court. The Library provides informational, educational, cultural, and recreational programs and services. The primary focus of the divisions is to provide services to both internal and external customers.

Major Accomplishments

- Addition of Purchasing Specialist, Information Technology Manager and Water Services Technician positions to departmental staff.
- Centralization of facility maintenance operations and increased cooperation with Hutto ISD.
- Oversight for successful completion of Gin Renovation Project.
- Issued 14 formal solicitations for six (6) CIP projects and Benefits Consulting Services, Investment Advisor Services, Itron Endpoint and Collector Installation, Garbage and Recycling Services, Grounds Maintenance and Right of Way Mowing, and Banking Services.
- Worked with Police Department to procure and install Video Capture and Data Storage System.
- Acquired and installed new terminal server and upgraded Storage Area Network.
- Upgraded network host software and increased RAM for current servers.
- Contracted with consultant to create Information Technology Master Plan for organization.
- Worked with Public Works Department to upgrade of Automated Meter Read Information System.
- Secured grant funds to create Early Literacy Station at Hutto Public Library.

Strategic Guide Policies and Objectives

Service Delivery - It is the desire of the Hutto City Council to deliver programs and services in a manner that best reflects the makeup of the community and the needs of the citizens.

2015-16 Objectives
- Continue to seek improvement to processes that ensure excellent customer service while providing increased responsiveness to customer needs.
- Seek technology advancements to improve the cost of service delivery.

Fiscal and Budgetary – It is the desire of the Hutto City Council to achieve and maintain a long-term, stable, and positive financial condition and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

2015-16 Objectives:
- Provide accurate and timely administration of user fees.

Planning Indicators and Focus

The General Services Department provides support to the rest of the organization. Growth in the Department largely depends on the needs of other departments and citizenry.

Focus for the immediate future will be on utilizing technology to enhance customer service, strengthening procedures, and identifying opportunities to create efficiencies in service. The General Services Department will work with City Administration to develop strategies to address internal and external needs, initiate best practice standards as applicable, maximize revenue streams, and maintain high levels of customer service.

As a growing City, Hutto faces the challenge of increased service demands without additional resources. Balancing
needs and available resources will be important in meeting the Council’s Strategic Goals.

The majority of Hutto citizens’ current contact with the City of Hutto is through the Utility Billing Division. General Services strives to conduct these interactions with focus on an excellent customer service program that evaluates customer service, satisfaction, and payment options while streamlining communication and the service experience.

Municipal Court Division will continue working with the Police Department to improve programs and procedures aimed at increasing collection of outstanding fines and clearing local warrants.
Administration

Division Description

The General Services Administration Division oversees the daily procurement and program activities of the City, including purchasing, contract management, oversight and administration of communication and electronic equipment, management of the City’s property and liability insurance thru Texas Municipal League and vendor management. The Department utilizes best practices and industry standards to provide, accountable, transparent, and prudent fiscal stewardship. The Division provides oversight for Fleet and Facility Maintenance, Purchasing, Procurement Card Program, Contracts, Assets, Liability and Property Insurance, Information Technology, Utility Billing, Municipal Court and the Library.

Division Goals

1. Ensure responsible areas are in complete compliance with State and Local laws as well as City Charter.
2. Provide support and assistance for internal customers to facilitate the performance of their intended duties.
3. Conduct business with external customers in a professional, ethical and transparent manner.

FY 2015 Accomplishments

- Conducted inventory and created centralized list of Fixed and Mobile Assets
- Disposed of excess and obsolete items through online auction
- Centralized facility maintenance process through interlocal agreement with Hutto ISD
- Oversight for successful completion of Gin Renovation Project.
- Issued 14 formal solicitations for six (6) CIP projects and Benefits Consulting Services, Investment Advisor Services, Itron Endpoint and Collector Installation, Garbage and Recycling Services, Grounds Maintenance and Right of Way Mowing, and Banking Services

FY 2016 Objectives

Develop and implement purchasing service surveys for internal and external users
Develop policies and procedures to centralize fleet maintenance and replacement
Project lead for space planning and renovation of City facilities
Improve contract management process to ensure timeliness and accuracy
Apply for and receive Achievement of Excellence in Procurement from National Purchasing Institute
Expand vendor information capture to increase ability to issue electronic purchase orders

Major Budget Changes

- None

FY 2016 Enhancements

- None
Information Technology

Division Description

The Information Technology (IT) Division supplies, manages and standardizes the City’s use of technology, providing the City with the necessary tools to deliver services in a high growth environment. The Division manages and controls the City’s digital data and ensures a consistent, secure and reliable workspace. The Division is responsible for ensuring the resources are available for employees to effectively complete their duties in a timely manner. This is done by examining business processes and streamlining workflow with state of the art tools and applications.

Division Goals

Calibrate and implement IT Master Plan for the City’s IT services and resources.
Provide courteous, professional, and expedient service to staff and citizens.
Maintain reliability, security, and efficiency of IT infrastructure and resources.

FY 2015 Accomplishments

- Upgraded network bandwidth for City Hall and Library
- Installed new security system on all Police Department Toughbooks
- Assisted Police with CJIS Audit
- Upgraded network host software (VMWare) and added RAM to servers
- Expanded network with new host that tripled storage capacity
- Upgraded ShoreTel VOIP system
- Conducted ShoreTel training for staff on both phone and software
- Extended voice and data network to modular building at PW Shop

FY 2016 Objectives

- Implement Office 365
- Develop and install Public Wi-Fi in Gin and Library areas
- Work with City administration and departments to prioritize and implement initiatives identified in IT Master Plan
- Centralize technology procurements by individual departments to ensure consistency and functionality within organization

Major Budget Changes

- None

FY 2016 Enhancements
Utility Billing

Division Description

The Utility Billing Division bills and collects for all City utility and sanitation services. The Division processes requests for new service connections, service disconnects, and transfers of service. Utility Billing works in partnership with Public Works to maintain automated meter reading system, meter reads, disconnects, and new service connections. Utility Billing staff ensures the timely and accurate billing of accounts and responds to customer requests for information and issues quickly and fairly. The Division assists Public Works, Building Inspections and Code Enforcement with new meter installations and certificate of occupancy.

Division Goals

Seek opportunities to utilize and implement technology, software and processes to enhance billing and customer service. Coordinate with other departments on utility processes and procedures to ensure cost recovery for utility services.

FY 2015 Accomplishments

- Implemented Desktop Deposit to increase efficiency and accuracy of check payments
- Implemented Online Utility Exchange Interface to expedite new service processes
- Ongoing process to promote Charitable Assistance Fund, E-Bills & ACH payments
- Worked with Public Works to upgrade Itron Automated Meter Reading Information System
- Coordinated with Public Works to add full-time Water Services Technician to Utility Billing staff
- Upgraded part-time Customer Service Representative to full-time position

FY 2016 Objectives

- Continue to work with Finance and General Services on implementation of financial software that will meet Utility Billing requirements
- Work with Purchasing to secure single vendor for commercial and residential garbage and recycling services
- Work with Development Services to incorporate Rental Inspection Program elements into customer accounting

Major Budget Changes

- None

FY 2016 Enhancements

- None
Municipal Court

Division Description

The Municipal Court Division ensures a fair and impartial judicial process for Class C misdemeanors that originate from traffic citations, citizen complaints, code violations, and misdemeanor arrests occurring within the City limits. The Division also provides information to citizens regarding state law and city ordinances. Case processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct. The Court prepares dockets, schedules trials, processes juries, records and collects fine payments, and issues warrants for Violation of Promise to Appear and Failure

Division Goals

- Identify, implement and adhere to new Legislative laws that will apply to Municipal Court.
- Enter all outstanding warrants into RMS system to help increase collections and close outstanding cases.
- To ensure the highest level of customer service and uphold publics confidence by maintaining the standards of the Code of Judicial Conduct.

FY 2015 Accomplishments

- Worked with Police Department to offer overtime for off duty officer’s to enter all warrants into RMS so warrants would be available to Hutto PD
- Increased collections by working with Police Department to offer additional part-time work for off-duty officers to serve and collect warrants
- Utilized Tyler Incode software to increase court efficiency in progression towards a paperless environment

FY 2016 Objectives

- Continue participation in the state-wide Warrant Round Up
- Implement all new Legislative changes that apply to Municipal Court
- Review our outstanding warrants with the Judge and Prosecutor to have aged warrants with no collection possibility be dismissed
- Implement integrated voice response phone system to provide information to court defendant to decrease warrants issued per month

Major Budget Changes

- None

FY 2016 Enhancements

- None
Library

Division Description

The Hutto Public Library is an accredited library through the Texas State Library & Archives Commission. It recognizes its responsibilities in accordance with the American Library Association’s guidelines. The Library provides informational, educational, cultural, and recreational programs and services. Text, audio, and multimedia are provided in a variety of formats to all ages. The Library provides a safe space where Hutto ISD residents may freely access computers, circulation materials, and reference assistance. The library’s focus is to promote the love of reading and literacy with the support of the City of Hutto, Friends of the Hutto Public Library and partnerships with local, state, and national organizations and businesses.

Division Goals

1. Improve patron accessibility to titles that they wish to checkout in the library and remotely.
2. Enhance the patron’s accessibility and skills to 21st century technology.
3. Enhance the energy efficiency and accessibility of the facility.
4. Apply for and receive a minimum of 2 grants/donations.
5. Maintain the library’s accreditation with the Texas State Library and Archives Commission and continue to expand strategies for higher standards in accordance with the Texas Library Association.

FY 2015 Accomplishments

- Recipient of the Edge Reimbursement Grant of $3,562.85 that included the addition of the AWE Early Literacy children’s computer, desk, and chairs from the U.S. Institute of Museum and Library Services through a grant to the Texas State Library & Archives Commission.
- Received $815.50 in donations from the Friends of the Hutto Public Library to purchase a new children’s rug, Dewey Decimal shelf markers for the junior non-fiction collection, a TV with HDMI cord for the information screen, along with the installation of the information screen located behind the Circulation Desk.
- Received prize donations and sponsorship of the Summer Reading Program from 10 local businesses.
- Enhanced programs by creating the new Artist Showcase Program and Movie Day Program.
- Eligible to receive the Texas State Library and Archives Commission’s Interlibrary Loan Reimbursement Grant for postage costs of materials shared and borrowed from other Texas libraries (reimbursement funds to be provided after August 2015).

FY 2016 Objectives

- Increase hours of operation open to the public
- Provide multiple copies of popular titles in the collection in a variety of formats.
- Purchase a laptop and barcode scanner for staff use to check materials out at the library to reduce wait time
- Install PC reservation and printer release software program to monitor and maintain patron computer use.
- Install a gateway wi-fi access software program to monitor wireless use.
- Insulate the main library area, install ceiling fans for main area, install handicap button to open main door, provide a diaper changer in the men’s restroom, and vertical handicap bars in each restroom.
- Apply for the Achievement of Library Excellence Award from the Texas Municipal Library Directors Association.
- Start and grow new programs such as the Reading Garden, a Teen Hot Spot space for middle and high school aged youth that includes access to 21st century technology to help them build skills, and an outreach bookmobile program to pre-K’s and daycares.

Major Budget Changes

FY 2016 Enhancements
Facility Maintenance

Division Description

The Facility Maintenance Division is responsible for the day-to-day maintenance of the buildings and property owned or leased by the City. The Division is responsible for the cleaning of most City facilities as well as performing basic routine maintenance.

Division Goals

1. Maintain and keep all assigned City facilities cleaned and in a presentable manner.
2. Follow guidelines for handling, processing and defining building maintenance and janitorial service requests.
3. Determine additional maintenance and custodial needs as additional facilities are added.

FY 2015 Accomplishments

 Cleans all facilities including new additions with a satisfactorily rating from employees

FY 2016 Objectives

Use increased time to clean all facilities on a daily basis
Improve services with increased staff time

Major Budget Changes

 None

FY 2016 Enhancements

 None
Non-Departmental

Department Description

The Non-Departmental budget includes city-wide expenses that do not belong to a particular department. Both the General and Utility Funds include a Non-Departmental Budget to cover general costs such as supplies, building repair and maintenance, janitorial services, property and liability insurance, claims and settlements, and fund transfers.

Budget Variances

General Fund Non-Departmental FY15 budget includes one-time costs related to necessary adjustments pending Compensation Market Study results [Compensation Market Study conducted in late FY14; results expected in early FY15 with implementation to begin shortly thereafter]. Janitorial Supplies FY15 expenses moved from General Fund Non-Departmental budget to Facility Maintenance Division. General Fund and Utility Fund Non-Departmental Property and Liability Insurance expenses experienced a 10% increase based on historical costs in FY15.
Non-Departmental (General Fund)

Division Description
The General Fund Non-Departmental budget accounts for shared General Fund expenses such as commonly used supplies, City Hall repair and maintenance, Property and liability insurance, and fund transfers. This division is used for accounting purposes and includes no staff.

FY 2015 Accomplishments
♦ None

FY 2016 Budget Changes
♦
Non-Departmental (Utility Fund)

Division Description
The Utility Fund Non-Departmental budget accounts for shared Utility Fund expenses such as commonly used supplies, property and liability insurance, and fund transfers. This division is used for accounting purposes and includes no staff.

FY 2015 Accomplishments

- None

FY 2016 Budget Changes

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ARTICLE 8
FINANCIAL ADMINISTRATION

Section 8.01.  FISCAL YEAR.
The fiscal year of the City shall begin on October 1, each year and end on the following September 30. The fiscal year may be changed by the City Council by ordinance, provided that no change shall be effective until six (6) months after the passage of such ordinance.

Section 8.02.  SUBMISSION OF BUDGET AND BUDGET MESSAGE.
On or before the 15th day of August of each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message.

Section 8.03.  BUDGET MESSAGE.
The City Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the adopted financial policies of the City for the ensuing fiscal year, describe the important features of the budget and indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes. The message shall also summarize the City's debt position and include such other material as the City Manager deems desirable.

Section 8.04.  BUDGET.
The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections as follows:

a)  Goals and Objectives.  The proposed goals, objectives and expenditures for current operations during the ensuing fiscal year, detailed for each fund by organization unit and program, purpose or activity, and the method of financing such expenditures;

b)  Capital Budget.  Proposed capital expenditures during the ensuing fiscal year, detailed for each fund by organization unit when practicable, and the proposed method of financing each capital expenditure; and

c)  Enterprise Funds.  The anticipated income and expense and profit and loss for the ensuing year for each public utility or other proprietary enterprise fund, as defined in this Charter, operated by the City. For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus any fund balance carried forward, exclusive of reserves.

d)  Appropriation.  To ensure a higher quality of life and security for the citizens of Hutto, the following appropriations will be mandated in each and every Annual Budget:

  1.  Ten (10) percent of the Annual Budget shall be placed in a Contingency Fund to be used for Emergency Purposes as outlined in Section 8.05 of the Charter.

Section 8.05.  CITY COUNCIL ACTION ON BUDGET.

a)  Notice and hearing.  The City Council shall publish in one or more newspapers of general circulation in the City and as files available for download via the Internet, the general summary of the budget and a notice stating the times and places where copies of the message and budget are available for inspection the public, and the time and place, not less than two weeks after such publication, for a public hearing on the budget.

b)  Amendment Before Adoption.  After the public hearing, the City Council may adopt the budget with or without amendment. In amending the budget, the City Council may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than estimated income.

c)  Adoption.  The City Council shall adopt the budget on or before the last day of the last month of the current fiscal year. If the City Council fails to adopt the budget by this date, the budget proposed by the City Manager shall go into effect.

Section 8.06.  APPROPRIATION AND REVENUE ORDINANCES.
To implement the adopted budget, the City Council shall adopt the following prior to the beginning of the ensuing fiscal year:
a) **Ordinance Adopting Budget.** An ordinance shall be made adopting the budget and making the appropriations set forth therein by department or major organizational unit and authorizing a single appropriation for each program, capital project or activity.

b) **Tax Levy Ordinance.** A tax levy ordinance shall be made authorizing the property tax levy or levies and setting the tax rate or rates.

c) **Revenue Ordinances.** Any other ordinances required to authorize new revenues or to amend the rates or other features of existing taxes or other revenue sources shall be made.

Section 8.07. **AMENDMENTS AFTER ADOPTION.**

a) **Supplemental Appropriations.** If, during the fiscal year, the City Manager certifies that there are revenues available for appropriation that are in excess of those estimated in the budget, the City Council by ordinance may make supplemental appropriations for the year up to the amount of such excess.

b) **Emergency Appropriations.** To meet a public emergency affecting life, health, property, or the public peace, or to avoid a material cost or public expense, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of 3.15 of this Charter. To the extent that there are no available unappropriated revenues or a sufficient fund balance to meet such appropriations, the City Council may by emergency ordinance authorize the issuance of emergency notes. Such notes may be renewed from time to time; however, an emergency note and renewal for any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

c) **Reduction of Appropriations.** If at any time during the fiscal year it appears probable to the City Manager that the revenues or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the City Manager shall report to the City Council within no more than two weeks, indicating the estimated amount of the deficit, any remedial action taken by the City Manager and recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or reduce any deficit and for that purpose it may by ordinance reduce one or more appropriations.

d) **Transfer of Appropriations.** At any time during the fiscal year the City Council may by resolution transfer part or all of the unencumbered appropriation balance from one department or major organizational unit to the appropriations for other departments or major organizational units. The City Manager may transfer part or all of any unencumbered appropriation balances among programs within a department or organizational unit and shall report such transfers to the City Council no later than the next regular City Council meeting.

e) **Limitations and Effective Dates.** No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of its unencumbered balance. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this Section may be made effective immediately upon adoption.

Section 8.08. **LAPSE OF APPROPRIATIONS.**

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until expended, revised or repealed. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

Section 8.09. **ADMINISTRATION OF THE BUDGET.**

The City Council shall provide by ordinance the procedures for administering the budget.

Section 8.10. **OVERSPENDING OF APPROPRIATIONS PROHIBITED.**

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with authorized appropriations and unless the City Manager or his designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment made shall be illegal. A violation of this provision shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such obligation. Such officer may also be liable to the City for any amount so paid. Except as prohibited by law, however, nothing in this Charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed in whole or in part by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, but only if such action is made or approved by ordinance.

Section 8.11. **DEPOSITORY.**

All moneys received by any person, department or agency of the City for or in connection with affairs of the City shall be deposited daily in the City depository or depositories. The City Council shall designate depositories in accordance with regulations and subject to security requirements for deposits and accrued interest as may be established by ordinance. All checks,
vouchers, or warrants for the withdrawal of money from the City depositories shall be signed by the City Manager or by the Mayor in the absence of the City Manager and countersigned by a City official designated by the City Council. The City Council may by ordinance authorize the use of machine-imprinted facsimile signatures of the Mayor or City Manager on checks, vouchers and warrants. However, two original signatures shall be required for all checks in excess of $5,000.

SECTION 8.12. PURCHASE PROCEDURE.

All purchases made and contracts executed by the City shall be pursuant to requisitions from the heads of the offices, departments or agencies whose appropriations will be charged. No contract or order shall be binding upon the City unless the Finance Officer certifies that there is to the credit of such office, department or agency a sufficient unencumbered appropriation to pay for the supplies, materials, equipment, or contractual services for which the contract or order is to be issued. All contracts or purchases of property shall be made in accordance with State law or ordinance provided that the City Council or the City Manager, in such cases as he/she is authorized to contract for the City, shall have the right to reject any and all bids. Contracts for personal or professional services are not required to be let on competitive bids.

SECTION 8.13. SALE OF REAL PROPERTY.

The sale of real property owned by the City of Hutto shall be limited by governed by State Law. In addition, all sales of real property owned by the City of Hutto shall be subject to the approval of the City Council.

Section 8.14. INDEPENDENT AUDIT.

At the close of each fiscal year and at other times as necessary, the City Council shall have a certified public accountant conduct an independent audit of all accounts of the City. The certified public accountant shall have no personal interest in the financial affairs of the City or of its officers. A summary of the results of the completed audit shall be on file in the City Secretary’s office as a public record and as files available for download via the Internet.

ARTICLE 9
TAXATION

SECTION 9.01. TAXATION POWERS

The City Council shall have power to levy taxes to the extent and for all purposes authorized by the laws of the State of Texas, and by this Charter. The limitations thereon fixed by the Constitution of the State, and provide for the mode and manner of levying, assessing and collecting the same, and to apportion such taxes as in the discretion of the City Council shall be to the best interest of the city.

SECTION 9.02. DUTY TO LEVY

It shall be the duty of the City Council annually, to levy, assess and collect such taxes on the assessed valuation of all taxable property within the city as may be necessary for general purpose and current expenses of the city, provided that the rate of taxation shall never exceed the limit prescribed by the Constitution and laws of the State of Texas.

SECTION 9.03. SINKING FUND

The City Council shall have power to annually levy, assess and collect such taxes as may be necessary to pay the interest on, and create a sinking fund or funds for, the bonded or other indebtedness of the city now existing or hereafter to be created.

SECTION 9.04. TAX LIABILITIES

The property of all persons owing any taxes to the City of Hutto is hereby liable for all taxes, whether the same be due upon personal or real property, or both, and a lien is hereby expressly fixed upon all such property to secure the payment of said taxes; and the ad valorem taxes due on any one piece of property shall not be received by the collector from the owner or other person interested therein separately without paying the ad valorem taxes owing by him on other property.

SECTION 9.05. COLLECTION OF TAXES

The City Council shall have power to provide by ordinance for the prompt collection of taxes levied, assessed and imposed under this Charter and the ordinances of said city, and it is hereby authorized, and to that end shall have full power and authority to sell, or cause to be sold, all kinds of property, real and personal, and shall make such rules and regulations, ordain and pass such ordinances, as it may consider necessary to the levying, imposing, assessing and collecting of any and all taxes provided for in this Charter and unless otherwise provided by ordinance, all property in said city liable and subject to taxation shall be assessed, and said taxes shall be levied and collected, in accordance with the provisions of the general laws of the State of Texas.

SECTION 9.06. COLLECTIONS FOR BONDED AND OTHER INDEBTEDNESS

All moneys arising from the collection of taxes levied for the payment of interest on, and providing a sinking fund for, bonded or other indebtedness of the City, shall be maintained in a separate fund, to be designated "Interest and Sinking Fund," and a separate account shall be kept of the funds applicable to each series of indebtedness.

SECTION 9.07. FORCED COLLECTION OF TAXES

The city Council may provide by ordinance for the prompt collection by suit, sale or otherwise, of all taxes due the city, of every kind. The Council may also provide penalties for the failure to pay taxes by a given date, provided the penalty shall never exceed
that imposed by the State law. The city may proceed in the matter of the enforced collection of taxes in all things as provided by law for the collection of State and county taxes in this State, insofar as same is applicable, and the City Attorney shall receive for his services in tax suits the same fees allowed by law for county attorneys for like services.

ARTICLE 10
BONDS

SECTION 10.01 BORROWING FOR CAPITAL IMPROVEMENTS

Borrowing.
The City Council shall have the power, except as prohibited by law, to borrow money by whatever method it may deem to be in the public interest.

General Obligation Bonds and Certificates of Obligation.
The City shall have the power to borrow money on the credit of the City and to issue general obligation bonds and certificates of obligation for permanent public improvements or for any other public purpose not prohibited by the Constitution and laws of the state of Texas, and to issue refunding bonds to refund outstanding bonds of the City previously issued. All such bonds or certificates of obligation shall be issued in conformity with the laws of the state of Texas and shall be used only for the purpose for which they were issued.

Revenue Bonds.
The City shall have the power to borrow money for the purpose of constructing, purchasing, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the constitution and laws of the state of Texas, and to issue revenue bonds to evidence the obligation created thereby. Such bonds shall be a charge upon and payable from the properties, or interest therein pledged, or the income there from, or both. The holders of the revenue bonds shall never have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws of the state of Texas and shall be used only for the purpose for which issued.

Bonds Incontestable.
All bonds of the City having been issued and sold and having been delivered to the purchaser thereof, shall thereafter be incontestable and all bonds issued to refund in exchange for outstanding bonds previously issued shall and after said exchange, be incontestable.

The procedure for adoption of any ordinance relative to borrowing for capital improvements shall be:
A copy of the proposed ordinance shall be furnished to (1) each member of the City Council, (2) the City Attorney, and (3) any citizen of the City for inspection upon request to the City Secretary, at least three days before the date of the meeting at which the ordinance is to be considered.

Any ordinance relative to borrowing for capital improvements may be adopted and finally passed at the meeting at which it is introduced.
I. OVERVIEW AND STATEMENT OF PURPOSE

The City of Hutto assumes an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The broad purpose of the Fiscal and Budgetary Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City’s financial affairs. The City’s financial management, as directed by this Policy, is based upon the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

Policy scope generally spans areas of accounting and financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, debt management and planning and forecasting concepts. This is done in order to:

A. Demonstrate to the citizens of Hutto, the City’s bond holders and other creditors and the bond rating agencies that the City is committed to a strong fiscal operation;
B. Provide a common vision for financial goals and strategies for current and future policy-makers and staff;
C. Fairly present and fully disclose the financial position of the City in conformity to generally accepted accounting principles (GAAP); and
D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates.

The City Council will annually review and approve the Fiscal and Budgetary Policy as a part of the budget process.

II. FIVE YEAR FINANCIAL PLAN

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. Multi-year budgeting provides a means to identify the impact of implementing new programs and projects on future budgets. The Five Year Financial Plan is the City’s long range operations and capital plan. The plan includes all of the operating departments of the General Fund and Utility Fund as well as the capital improvement funds of the City. The plan is reviewed and updated annually.

A. Capital Improvements Program – The CIP plan outlines the major utility infrastructure, streets and drainage, facilities, parks and other improvements needed to serve the citizens, meet growth related needs and comply with state and federal regulations

1. Preparation – The City Engineer, with the support of the Finance Department, coordinates the annual update and adoption of the five-year Capital Improvement Plan (CIP) as a part of the annual budget process. In accordance with the City Charter (Charter, section 12.03, the CIP will be delivered to the Planning and Zoning Commission, so that P&Z recommendations may be presented to City Council. The CIP includes all costs associated with the design, rights of way, acquisition and construction of a project, as well as the estimated operating and maintenance costs, which impacts future operating budgets. The following guidelines will be utilized in developing the CIP:
   - Needed capital improvements and major maintenance projects are identified through system models, repair and maintenance records and growth demands.
   - A team approach will be used to prioritize CIP projects, whereby City staff from all operational areas provide input and ideas relating to each project and its effect on operations.
   - Citizen involvement and participation will be solicited in formulating the capital budget.

2. Financing Programs – Where applicable, impact fees, assessments, pro-rata charges or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners. Recognizing that long-term debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue.

3. Control – All capital project expenditures must be appropriated in the capital budget. The Director of Finance or City Manager must certify the availability of resources before any right of way easement is negotiated or before any capital project contract is presented to the Council for approval.

4. Reporting – Periodic financial reports will be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the budget as authorized. Capital project status reports will be presented to Council.

B. Operations Plan – Each Department Director will provide a plan for each division in the department for each of the upcoming five years. The plan will include estimated operating expenses, the cost of new programs being contemplated and staffing needs for the five year period.
C. **Revenues and Financing Plan** - The Finance Department will develop conservative, five year revenue forecasts based upon current and known future revenue streams. The Plan will illustrate the impact of the Capital and Operations Plan on the property tax rate, utility rates and other fees.

D. **Performance Measures** - Department Directors will develop program performance measures to evaluate the impact of new programs and growth on the departments. Existing programs will also be evaluated as a part of the five year planning process and annual budget process to determine whether certain programs should continue to be funded.

**III. ANNUAL OPERATING BUDGET**

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The annual budget includes all of the operating departments of the general fund, proprietary funds, debt service funds, special revenue funds, and capital improvement funds of the City.

A. **Planning** – The budget process will include City Council participation in the identification of major policy issues. The budget process will be a part of an overall strategic planning process for the City. The process will also allow for citizen input.

B. **Preparation** – The Charter (Section 8.02) requires “On or before the 15th day of August each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message.” The budget shall be adopted not later than the last day of the last month of the fiscal year.

1. **Proposed Budget** – A proposed budget shall be prepared by the City Manager with participation of all the City’s Department Directors within the provision of the Charter.
   a) In accordance with the Charter (Section 8.04.) the budget shall provide a complete financial plan for the ensuing fiscal year, in a form as the City Manager or Council deems desirable, and the budget shall include goals and objectives, a capital budget, enterprise funds and appropriations.
   b) In accordance with the **Charter Section 8.05.,** the City will publish in a newspaper of general circulation in the City and as files available for download via the Internet a general summary of the budget, as well as the times and places that the budget is available for public inspection and the time and place, no less than two weeks after the publication, the time and place for a public hearing on the budget.
   c) A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council.

2. **Adoption** – Upon finalization of the budget appropriations, the City Council will hold a public hearing, and subsequently adopt by Ordinance the final budget. The budget will be effective for the fiscal year beginning October 1st.

3. **Standards for publication** - The City will utilize the criteria outlined in the Government Finance Officers Association (GFOA) Distinguished Budget Program for the presentation of the budget document. The budget document will be submitted annually to the Government Finance Officers Association (GFOA) for evaluation and consideration for the Distinguished Budget Presentation Award.

C. **Revenue Estimates** – In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include the analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which could otherwise result in mid-year service reductions.

D. **Balanced Budget** – The goal of the City is to balance the operating budget with current revenues, whereby, current revenues match and fund on-going expenditures/expenses. Excess balances in the operating funds from previous years may be used for non-recurring expenditures/expenses or as capital funds.

E. **Reporting** – Summary financial reports will be presented to the City Council quarterly, at a minimum. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. The City Manager will also present a mid-year report to the City Council with 60 days following the end of the second fiscal quarter which updates the status of projects and related financial goals set forth in the budget.

F. **Control and Accountability** – Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the Goals and Objectives adopted as part of the budget and monitoring each department budget for compliance with spending limitations. Department Directors may request a transfer of funds within a department budget. All transfers of appropriation or budget amendments require either City Council or City Manager approval as outlined in Section V.C. Further expenditure control guidance is located in Section V of this policy.
G. **Budget Amendments** – The Charter (Section 8.07) provides a method to amend appropriations. The City Council may authorize:

1. **Supplemental Appropriations** – If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval. In general, the supplemental appropriations will be evaluated using the following criteria:
   - Is the request of such an emergency nature that it must be done immediately?
   - Why was the item not budgeted in the normal budget process?
   - Why can't a transfer be done within the Department to remedy the condition?

2. **Emergency Appropriations** – To meet public emergency affecting life, health, property or the public peace, or to avoid a material cost or public expense, the City Council may adopt an emergency appropriation.

3. **Reduction of Appropriations** – If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.

H. **Contingency Appropriations** – The budget may include contingency appropriations within designated operating department budgets. These funds are used to offset expenditures for unexpected maintenance or other unanticipated expenses that might occur during the year, including insurance deductibles, unexpected legal expenses and equipment repairs.

I. **Outside Agency Funding** – The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of Hutto. The amount of funding received by each agency depends upon Council direction and the availability of funds. The City Council may fund up to 1% 1% of the estimated General Fund revenues during the budget process.

1. **Funding Process** - All agencies shall have a standardized process for application, review, monitoring and reporting. All agencies are required to submit applications for funding to the City during the budget process. Applications will include the following:
   a) Information about the organization including organization’s purpose, charter, board of directors, etc.
   b) Copy of organization’s financial policies.
   c) Copy of prior year’s tax filing demonstrating non-profit status.
   d) Copy of prior year’s audit or financial review for organizations whose operating budget exceeds $100,000 annually.

2. **Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations which shall include:**
   a) Funding will typically be used for specific programs, rather than for general operating costs, and demonstrates the program’s sustainability beyond a three-year funding period.
   b) Funded agencies are encouraged to post meeting agendas at least 72 hours in advance in the spirit of transparency. At the Council’s discretion, funded agencies may be asked to allow a Council Member or a Council appointed representative to be a member of its board of directors.
   c) The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
   d) Other items may be addressed by the City Council as specified in each organization’s Outside Agency Funding Agreement.

3. **An Outside Agency Funding Review Committee will be appointed by the Council to review requests from other agencies and develop a recommendation to Council based upon available funding. Applications will be evaluated on the following criteria:**
   a) Number of Hutto citizens served by the organization;
   b) Type of service provided and whether other organizations in the community provide the service;
   c) Availability of other funding sources for the organization;
   d) Demonstration of ability to adhere to the guidelines outlined by this policy;
   e) The City Council shall use the following guideline to allocate funding:
      1. Education – 10%
      2. Quality of Life – 30%
      3. Social Services – 60%
      4. Public Health and Safety – The City Council may provide additional funding above the designated 1% to support governmental organizations that provide public health and safety services to the Hutto Community. Examples include membership in the Williamson County and Cities Health District and financial support for Williamson County Emergency Services District #3.
      5. All funded agencies shall be required to submit quarterly reports with performance data unless otherwise specified.
J. Periodic Program Reviews – The City Manager and Department Directors will periodically review programs for efficiency and effectiveness. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards, or be subject to reduction or elimination.

K. Budget Contingency Plan – This policy is intended to establish general guidelines for managing revenue shortfalls resulting from factors such as local and economic downturns that affect the City’s revenue streams.

1. Immediate Action - Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:
   a) Freeze all new hire and vacant positions except those deemed to be a necessity.
   b) Review all planned capital expenditures.
   c) Delay all "non-essential" spending or equipment replacement purchases.

2. Further Action - If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to balance the variance. The City Manager may ask Department Directors for recommendations on reductions of service levels in order to reduce expenditures to balance the budget.
   a) Any resulting service level reductions, including workforce reductions, will be addressed by the City Council.

IV. REVENUE MANAGEMENT

A. Optimum Characteristics – The City will strive for the following optimum characteristics in its revenue system:

1. Simplicity – The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs for the taxpayer or service recipient.

2. Certainty – A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budget and plans.

3. Equity – The City shall make every effort to maintain equity in its revenue system; i.e., the City should seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customer classes.

4. Revenue Adequacy – The City should require there be a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

5. Realistic and Conservative Estimates - Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.

6. Administration – The benefits of a revenue source should exceed the cost of levying and collecting that revenue. Where appropriate, the City will use the administrative processes of State, Federal or County collection agencies in order to reduce administrative costs.

7. Diversification and Stability – A diversified revenue system with a stable source of income shall be maintained. This will help avoid instabilities in two particular revenue sources due to factors such as fluctuations in the economy and variations in the weather.

B. Other Considerations – The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-Recurring Revenues – One-time or non-recurring revenues should not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and not for budget balancing purposes.

2. Property Tax Revenues – All real and business personal property located within the City will be valued at 100% of the fair market value for any given year based on the current appraisal supplied by the Williamson County Appraisal District. Reappraisal and reassessment shall be done a minimum of once every three years. Conserving budgeted revenue estimates result in a projected ninety-six percent (96%) budgeted collection rate for current ad valorem taxes. Two percent (2%) of the current ad valorem taxes will be projected as the budget for delinquent ad valorem tax collection. For budgeting purposes, the City will forecast the current year’s effective tax rate at the current collection rate of 96%, unless directed otherwise.

3. Investment Income – Earnings from investments will be distributed to the funds in accordance with the equity balance of the fund from which the monies were provided to be invested.

4. User-Based Fees and Service Charges – For services associated with a user fee or charge, the direct or indirect costs of that service will be offset by a fee where possible. The City will review fees and charges no less than once every three years to ensure that fees provide adequate coverage for the cost of services. The City Council will determine how much of the cost of a service should be recovered by fees and charges.

5. Utility Fund Rates – The City will review and adopt utility rates as needed to generate revenues required to fully
cover operating expenses, meet the legal requirements of all applicable bond covenants, and provide for an ade-
quate level of working capital.

Additionally, enterprise activity rates will include transfers to and receive credits from other funds as follows:

General and Administrative Charges – Administrative costs should be charged to all funds for services of general overhead, such as administration, finance, customer billing, legal and other costs as appropriate. These charges will be determined through an indirect cost allocation following accepted practices and procedures.

6. Intergovernmental Revenues – All potential grants will be examined for matching requirements and must be ap-
proved by the City Council prior to making application of the grant. It must be clearly understood that operational
requirements (on-going costs) set up as a result of a grant program could be discontinued once the term and con-
ditions of the program have been completed.

7. Revenue Monitoring – Revenues as they are received will be regularly compared to budgeted revenues and vari-
ances will be investigated, and any abnormalities will be included in the quarterly report to the City Council.

V. EXPENDITURE POLICIES

A. Appropriations – The point of budget control is at the department level budget for all funds. The Department Directors
shall manage budgets to ensure that appropriations are not exceeded. Budgets are approved by the Council within a
departmental or program budget category (personnel costs, supplies, maintenance, operations/maintenance and capi-
tal.

B. Central Control – No recognized or significant salary or capital budgetary savings in any Department shall be spent by
the Department Head without prior authorization from the City Manager. This control will realize budget savings each
year that will be available to be transferred by the City Manager, without further Council action.

C. Budget Transfers – The Charter (Section 8.06) provides that the City Manager may transfer balances within depart-
ments and programs. A Department Director may request a transfer between line items, or categories of items
through the City Manager. Finance will make the adjustment upon approval from the City Manager.

D. Purchasing – All City purchases of goods or services will be made in accordance with the City’s current Purchasing
Policy and with State law. In accordance with Texas Local Government Code, Subchapter B, Sections 252.021 and
252.043, the City shall make award to the lowest responsible bidder or to the bidder who provides goods or services at
the best value for the municipality. Council may delegate authority to a designated representative in determining the
appropriate method of purchase. State law requires any purchase of goods or materials over $50,000 be formally bid.
The City’s Purchasing Policy follows State Law by requiring multiple quotes for most purchases over $3,000. The
City’s Purchasing Policy requires all contracts greater than $50,000 be approved by the City Council. The following
shows a summary of approval requirements for purchases.

1. Local Preference - In accordance with Chapter 271.9051 of the Local Government Code, the City Council may
choose to award a competitive bid of $100,000 or less to a bidder whose principal place of business is in the
City limits, provided that this bid is within 5% of the lowest bid price received from the lowest bidder whose
business is not within the City limits. The determination that the local bidder offers the City the best combina-

E. Prompt Payment – All invoices approved for payment by the proper City authorities shall be paid within thirty (30) cal-
endar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City
will take advantage of all purchase discounts, when possible.

VI. STAFFING

The City’s goal as an employer is to attract and retain quality employees who provide exemplary public service to
our community in an effective and efficient manner.

A. Adequate Staffing – Staffing levels will be adequate for the operations and programs of the City to be conducted
efficiently and effectively. In order to provide continuing services to a growing population, as well as add new ser-

B. Market Adjustments – Based on the Total Rewards System (TRS), the City shall utilize the Texas Municipal
League (TML) salary survey data, as well as data from other benchmark cities, as a reference for making market-

C. Merit Adjustments – The City utilizes a merit based pay plan as a part of the overall compensation system. Coun-
cil may fund merit increases annually during the budget process to aid in retaining and rewarding quality employ-
ees for productivity and job performance. These merit based adjustments are recommended by the employee’s
immediate supervisor and reviewed by both the Department Director and the City Manager. Employees may re-
ceive a merit increase upon approval of the City Manager based upon performance, or when other situations war-
tant this type of increase, such as a reclassification due to additional job duties.

VII. ECONOMIC DEVELOPMENT
The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base. The City is committed to the promotion of quality development in all parts of the City. Each economic development incentive will be considered separately by the City Council.

A. **Cost/Benefit of Incentives for Economic Development** - The City will use due caution in the analysis of any incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as part of the evaluation. Ideally, partnership agreements, such as Chapter 380 sales tax sharing arrangements will be utilized to reimburse certain desirable elements of development. Chapter 380 agreements will not ordinarily be considered for projects which would be developed without such incentives unless it can be demonstrated that higher development standards or other development and community goals will be achieved through the use of the abatement.

B. **Commitment to Expansion and Diversification** – The City shall encourage and participate in economic efforts to expand Hutto’s economy and tax base, to increase local employment and to invest when there is a defined, specific long-term return to the community. These efforts shall not only focus on new areas, but Downtown and other established sections of the City where economic development can generate additional jobs, sales tax, property tax and other economic benefits.

C. **Tax Abatements** - The City Council may authorize an abatement within the Code of Ordinances, Section 11.300. Tax abatements will not ordinarily be considered for projects which would be developed without such incentives unless it can be demonstrated that higher development standards or other development and community goals will be achieved through the use of the abatement.

D. **Increase Non-residential Share of Tax Base** – The City’s economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.

E. **Coordinate Efforts with Other Jurisdictions** – The City’s economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well being of this area.

**VIII. INTERGOVERNMENTAL RELATIONS**

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

A. **Interlocal Cooperation in Delivery of Services** – In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the cost of services, to share facilities and to develop joint programs to improve service to its citizens.

B. **Legislative Program** – The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding necessary for implementation.

**IX. CAPITAL MAINTENANCE AND REPLACEMENT**

The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of all individual funds with infrastructure should be budgeted each year to maintain the quality within each system.

A. **Infrastructure Maintenance** - On-going maintenance and major repair costs are included as capital expenses within the departmental operating budgets. These costs are generally considered system repairs and are not capitalized for accounting purposes. They include such items as street seal coat, water line repairs and other general system maintenance.

B. **Streets capital maintenance and replacement** - It is the policy of the City to annually provide funding for the Streets Division to use for a street maintenance program. A fee based upon 6% of the City’s solid waste and recycling fees will be allocated toward street maintenance. Commercial solid waste franchise fees will also be utilized for street maintenance.

C. **Building capital replacement and maintenance** – It is the policy of the City to annually provide funding for major maintenance on its buildings such as air conditioning replacements, flooring, painting and other maintenance.

### Table: Dollar Figure

<table>
<thead>
<tr>
<th>Dollar Figure</th>
<th>Supervisor /Director Designee</th>
<th>Department Director</th>
<th>Purchasing Agent</th>
<th>City Management</th>
<th>City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $500</td>
<td>X</td>
<td></td>
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<td>$50,000 Formal Bids</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
D. Technology – It is the policy of the City to fund the maintenance and replacement of its personal computers and network servers. Major replacements for computer systems will be anticipated for a five-year period and included with capital project presentations in the annual budget process.

E. Fleet and equipment replacement – The City will anticipate replacing existing cars, trucks, tractors, backhoes, trailers and other equipment as necessary.

1. Capital Replacement Fund - The City shall establish a Capital Replacement Fund to provide financial resources to replace aging fleet and equipment. Only fleet and equipment included on the City’s Fixed Assets inventory will be included on the replacement schedule.

   ♦ Funding will be set aside each year through the annual budget process to fund the future replacement of fleet and equipment.

   ♦ Sell of fleet vehicles and equipment - Any revenue generated from the sell of fleet and equipment may be deposited in the Capital Replacement Fund at the discretion of the City Manager.

X. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

A. Accounting – The City is responsible for the recording and reporting of its financial affairs, both internally and externally. The Director of Finance is the City’s Chief Financial Officer and is responsible for establishing the structure for the City’s Chart of Accounts and for ensuring that procedures are in place to properly record financial transactions and report the City’s financial position.

B. Audit of Accounts – In accordance with the Charter Section 8.14, an independent audit of the City accounts will be performed every year. The auditor is retained by and is accountable directly to the City Council.

C. External Reporting – Upon completion and acceptance of the annual audit by the City’s auditors, the City shall prepare a written Comprehensive Annual Financial Report (CAFR) which shall be presented to the City Council within 180 calendar days of the City’s fiscal year end. The CAFR shall be prepared in accordance with Generally Accepted Accounting Principals (GAAP) and shall be presented annually to the Government Finance Officer Association (GFOA) for evaluation and consideration for the Certificate of Achievement in Financial Reporting. If City staffing limitations preclude such timely reporting, the Director of Finance will inform the City Council of the delay and the reasons therefore.

D. Internal Reporting – The Finance Department will prepare internal financial reports, sufficient to plan, monitor and control the City’s financial affairs.

XI. RISK AND ASSET MANAGEMENT

A. Risk Management - The City will utilize a safety program, an employee wellness program and a risk management program to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of loss through the safety program and the employee health program will be employed.

B. Cash Management - The City’s cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, utility bills, building and related

C. Investments – The City Council has formally approved a separate Investment Policy for the City of Hutto that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City.

1. Statement of Cash Management Philosophy - The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City’s depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.

2. Objectives – The City’s investment program will be conducted as to accomplish the following listed in priority order:

   ♦ Safety of the principal invested
   ♦ Liquidity and availability of cash to pay obligations when due
   ♦ Receive the highest possible rate of return (yield) consistent with the City’s investment policy

3. Safekeeping and Custody – Investments may only be purchased through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments.

4. Standard of Care and Reporting – Investments will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The Director of Finance is responsible for the overall management of the City’s investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.
5. **Authorized Investments** – The City can currently invest in the following:

   - Certificates of Deposit
   - U.S. Treasury and Agency securities
   - Investment Pools that meet the requirements of the PFIA
   - No-load Money Market Mutual Funds
   - Commercial paper rated A-1 or P-1
   - Other investments as approved by City Council and not prohibited by law

D. **Fixed Assets and Inventory** – These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

1. **Capitalization Criteria** - For purposes of budgeting and accounting classification, the following criteria must be capitalized:
   - The asset is owned by the City.
   - The expected useful life of the asset must be longer than three years, or extend the life of an identifiable existing asset by more than one year.
   - The original cost of the asset must be at least $5,000.
   - The asset must be tangible.
   - On-going repairs and general maintenance are not capitalized.

2. **New Purchases** – All costs associated with bringing the asset into working order will be capitalized as part of the asset cost. This will include start up costs, engineering or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.

3. **Improvements and Replacement** – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of assets components will normally be expensed unless they are a significant nature and meet all the capitalization criteria.

4. **Contributed Capital** - Infrastructure assets received from developers or as a result of annexation will be recorded as equity contributions when they are received.

5. **Disposals** – A department that takes an asset out of service will promptly notify the Finance Department to determine the best method of disposal.

6. **Distributions Systems** - All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right of way acquisition.

7. **Reporting and Inventory** – The Finance Department will maintain the permanent records of the City’s fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City’s fixed assets lies with the department supervisor or manager whose department has been assigned the asset.

D. **Computer System/Data Security** – The City shall provide security of its computer/network system and data files through physical and logical security systems that will include but not limited to, double back-to-back firewalls and two-tier spam/virus protection system.

1. **Physical location** – The location of computer/network systems shall be in locations inaccessible to unauthorized personnel.

2. **Access** – The Information Technology division will be responsible for setting up access to the City’s network and files. Certain files have limited access and shall only be accessed by employees who have the approval of the Assistant City Manager. The Director of Finance shall have responsibility for setting security levels for employees within the financial system for internal control purposes; however these levels may be administered by the IT division.

3. **Remote access** – The Information Technology division will set up employees for Virtual Private Network (VPN) access upon approval from their Department Director and the Assistant City Manager.

4. **Data backup** – Data backups will be conducted daily. The system will create daily backups of files. Files will be electronically submitted to an offsite back up.

5. **Inventory** – Records of all computer equipment purchased shall be the responsibility of the Information Technology division. Routine inventories will be conducted to ensure safeguarding of these assets.

XII. **DEBT MANAGEMENT**
The City of Hutto recognizes the primary purpose of capital facilities is to support provision of services to its residents. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay as you go” methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City’s long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

A. **Usage of Debt** - Long-term debt financing will be considered for non-continuous capital improvements of which future citizens will benefit. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

B. **Types of Debt**

1. **General Obligation Bonds (GO’s)** – General obligation bonds must be authorized by a vote of the citizens of Hutto. They are used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City’s ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:

   - When the project will have a significant impact on the tax rate;
   - When the project may be controversial even though it is routine in nature; or
   - When the project falls outside the normal bounds of projects the City has typically done.

2. **Revenue Bonds** – Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than twenty (20) years.

3. **Certificates of Obligation, Contract Obligations (CO’s)** – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO’s may be either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO’s when the following conditions are met:

   - When the proposed debt will have minimal impact on future effective property tax rates;
   - When the projects to be funded are within the normal bounds of city capital requirements, such as for roads, parks, various infrastructure and City facilities; and
   - When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue.

Certificates of obligation will be the least preferred method of financing and will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

4. **Self-supporting General Obligation Debt** – Refers to general obligation debt issued for a specific purpose and repaid through dedicated revenues other than ad valorem taxes. The annual debt requirements are not included in the property tax calculation. The Utility Fund issues this type of debt.

5. **Internal borrowing between City funds** – The City can authorize use of existing long-term reserves as “loans” between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within ten (10) years. The loan will be considered an investment of working capital reserves by the lending fund.
6. **Short-term borrowing** - The City may authorize the issuance of Public Property Finance Contractual Obligations (PPFCOs) which are short-term obligations for the acquisition of personal public property, such as equipment. PPFCOs are payable from either ad valorem taxes or another dedicated revenue stream. Each issuance will be assessed to ensure cost effectiveness and the repayment schedule will not exceed the useful life of the asset. Multiple equipment acquisitions can be grouped in a single PPFCO issue in order to develop economies of scale.

C. **Method of Sale** – The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in the selection of the underwriter or direct purchaser.

D. **Disclosure** – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the Preliminary Official Statements. The City will take responsibility for the accuracy of all financial information released.

E. **Federal Requirements** – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.

F. **Debt Structuring** – The City will issue bonds with maturity not to exceed the useful life of the asset acquired. The structure should approximate level debt service unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long term debt instruments.

G. **Debt Coverage Ratio** – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating revenues net of on-going operating expenses of the City’s Utility Fund). The City will maintain a minimum debt service coverage ratio of 1.0 times for these utilities as a whole.

H. **Bond Reimbursement Resolutions** – The City may utilize bond reimbursements as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserve “cash” to delay bond issues until such time when issuance is favorable and beneficial to the City.

### XIII. OTHER FUNDING ALTERNATIVES

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

A. **Grants** - All potential grants will be examined for any matching requirements and the source of those requirements identified. All applications will be reviewed by Finance to ascertain funding sources, outcomes and other relevant information before the information is presented to the Council. It must be clearly understood that any resulting operation requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.

1. **Guidelines** – The City shall seek to obtain those grants consistent with the City’s current and future priorities and objectives.

2. **Indirect Costs** – The City shall recover indirect costs to the maximum allowable by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

3. **Grant Review** – The City Manager and Director of Finance shall review all grant submittals to determine in-kind match, as well as their potential impact on the operating budget, and the extent to which they meet the City’s objectives. If there is a cash match requirement, the source of funding shall be identified and approved prior to application. All grants above $50,000 in total funds (grant, cash match, in-kind match) will require Council approval before acceptance.

4. **Grant Program Termination** – The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.

B. **Use of Fund Balance and Reserve Funds** - The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issue. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the need for debt proceeds, or postpone a bond issue until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond issue. Reserve funds used in this manner are replenished upon issuance of the proposed debt. Unappropriated fund balance in excess of operating reserves may be used for one-time projects, but not on-going operating expenses.

C. **Developer Contributions** - The City will require developers who negatively impact the City’s utility capital plans offset those impacts.
D. **Leases** - The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.

E. **Impact Fees** - The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every three years. All fees collected will fund projects identified within the Fee study and as required by state laws.

**XIV. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS**

The City of Hutto will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

A. **Operational Coverage** – The City’s goal is to maintain operations coverage of 1.00, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.

B. **Operating Reserves** – In accordance with the Charter Section 8.04, the City will maintain emergency reserves at a minimum of 10% of net budgeted operating expenditures. Net budgeted operating expenditure is defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax supported), direct cost for purchased power and payments from third party grant monies.


2. **Utility Fund** – Working capital reserves in these funds should be 25% or ninety (90) days.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriate within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that use of the excess will not endanger reserve requirements in future years.

C. **Liabilities and Receivables** - Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts Receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency. The Director of Finance is authorized to write-off non-collectible accounts that are delinquent for more than 180 days, provided proper delinquency procedures have been followed, and include this information in the annual report to the City Council.

D. **Capital Project Funds** – Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service fund to service project-related debt service.

E. **General Debt Service Funds** – Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year’s debt service payments may be met in a timely manner. The fund balance should not fall below one month or 1/12ths annual debt service requirements, in accordance with IRS guidelines.

F. **Investment of Reserve Funds** – The reserve funds will be invested in accordance with the City’s investment policy. Existing non-cash investment would be exempt through retirement of the investment.

**XV. INTERNAL CONTROLS**

A. **Written Procedures** – Wherever possible, written procedures will be established and maintained by the Finance Department for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

B. **Department Directors Responsibility** – Each Department Director is responsible for ensuring that good internal controls are followed throughout their department, that all Finance Department directives are implemented and that all independent auditor internal control recommendations are addressed. Departments will develop and periodically update written internal control procedures.

C. **Fraud Risk Assessment** – The City will conduct bi-annual fraud risk self assessment exercises with all departments. The exercise will include the identification of opportunities for the misappropriation of assets, which assets are susceptible to misappropriation, and how could the misappropriation of assets be hidden from management.
**Hutto Economic Development Corporation.** Voters approved the creation of the 4A Hutto Economic Development Board in May 1996. The Board makes recommendations to the Council on the use of a 1/2 cent 4A Sales Tax to support economic development. Board members are appointed by the Council. All corporate powers are under the authority of the Board of Directors. The Board shall consist of seven (7) persons, with terms of each director seat being for three (3) years.

**Historic Preservation Commission.** The Historic Preservation Commission makes recommendations to the Council in regard to designation of historic sites or districts within the City. Members are appointed by the Council. Five (5) members are appointed for staggered terms of two (2) years. A member of City staff, appointed by Council, shall serve as an ex-officio member and as secretary to the Commission and act as the Local Preservation Officer.

**Keep Hutto Beautiful Commission.** The Keep Hutto Beautiful Commission makes recommendations to the Council in regard to beautification of the City. It shall assist the City Council in establishing City-wide policies, decreasing the amount of loose refuse, enhancing and preserving the City’s natural beauty, and encouraging the use of landscaping and improvement of deteriorating features. Members are appointed by the Council. The Commission shall consist of seven (7) or more members for two year terms.

**Parks Advisory Board.** The Parks Advisory Board makes recommendations to the Council in regard to park and recreational developments. Members are appointed by the Council. The Board shall consist of seven (7) members.

**Library Advisory Board.** The Library Advisory Board makes recommendations to the Council in regard to the City’s Library operations.

**Planning & Zoning Commission.** The Planning and Zoning Commission makes recommendations to the Council in regard to zoning changes as well as the growth and development of the City. The Planning and Zoning Commission also annually makes recommendations to the City Council regarding the City’s Five Year Capital Improvements Plan. Members are appointed by Council. Seven (7) members serve on the Commission.

**Hutto Youth Advisory Commission.** The Youth Advisory Commission makes recommendations to the Council in regard to youth related issues. The City Council annually appoints a mix of sixteen (16) members from the Hutto Middle, High School, and public at large.

**Zoning Board of Adjustments.** The Board hears and decides appeals in regards to complaints made towards a City Administrative Officer, Department or Board. The Board also acts on applications submitted for variance or special exception to City zoning regulations. Five (5) members are appointed by the Council.

**Hutto Ethics Commission.** The Hutto Ethics Commission was created in 2007 to render advice and opinions on potential conflicts of interest or violations at the request of a City official. The Commission consists of five (5) members appointed by the City Council to staggered terms of two (2) years, all of whom shall reside in the City. All vacancies filled for the unexpired term and all members shall hold office until successor is appointed by the Council.
This document contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader, a budget glossary follows:

**ACCRUAL BASIS.** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**ACCRUED EXPENSES.** Expenses incurred but not due until a later date.

**AD VALOREM TAXES. (Current)** All property, real personal, mixed tangible, intangible, annexations, additions, and improvements to property located within the taxing unit's jurisdiction that are subject to taxation on January 1 of the current fiscal year. Following the final passage of the appropriations ordinance, the City Council sets the tax rate and levy for the current fiscal year beginning October 1 and continuing through the following September 30.

**AD VALOREM TAXES. (Delinquent)** All taxes are due on receipt of bill and are delinquent if not paid before February 1st of the fiscal year in which it is imposed.

**AD VALOREM TAXES. (Penalty and Interest)** A delinquent tax incurs a penalty of six (6%) percent of the amount of the tax for the first calendar month it is delinquent, plus one (1%) percent for each additional month or portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.

**APPROPRIATION.** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

**ASSESSED VALUATION.** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Williamson County Appraisal District.)

**ASSET.** Resources owned or held which have monetary value.

**AUDIT.** A comprehensive review of the manner in which the government's resources were actually utilized. A certified public accountant issues an opinion over the presentation of financial statements, tests the controls over the safekeeping of assets and makes recommendations for improvements where necessary.

**BASE BUDGET.** The on-going expense for personnel, operating services and the replacement of supplies and equipment to maintain service levels. The base budget does not include new programs or projects, which are approved on an individual basis.

**BOND.** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects (such as buildings, streets, and water and sewer improvements).

**BUDGET.** A financial plan of projected resources and proposed expenditures for a given period.

**BUDGET CALENDAR.** The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

**BUDGET CATEGORY.** A group of expenses related by function. The City uses five budget categories including: Salaries and Benefits, Supplies and Materials, Repair and Maintenance, Other Services and Charges, and Capital Outlay.

**BUDGET CONTINGENCY PLAN.** The Fiscal and Budgetary Policy outlines operating procedures for managing revenue shortfalls resulting from factors such as local and economic downturns.

**BUDGETED FUNDS.** Funds that are planned for certain uses but have not been formally or legally authorized by the legislative body. The budget document that is submitted for Council approval is composed of budgeted funds.

**CAPITAL EXPENDITURES.** Outflows of spendable resources for the acquisitions of long-term assets.

**CAPITAL IMPROVEMENTS PLAN.** A five year planning document that outlines the capital projects within the next five years and includes information regarding funding, project description and scheduling, and status. The City Council annually adopts a CIP as part of the budget process.

**CAPITAL OUTLAYS.** Expenditures that result in the acquisition of or addition to fixed assets.

**CASH BASIS.** A basis of accounting under which transactions are recognized only when cash changes “hands”.

**CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN).** The jurisdictional boundary of the City’s water and/or wastewater service area.
CERTIFICATES OF OBLIGATION. See definition of bond.

CHARRETTE. A facilitated planning retreat process that brings together multiple parties to create initial ideas and designs for projects.

CONTINGENCY. A budgetary appropriation reserve set aside for emergencies or unforeseen expenditures not budgeted.

CONTINGENCY RESERVES. A portion of the budgeted ending fund balance or working capital that is not available for appropriation. The intent of the reserves is to provide flexibility, should actual revenues fall short of budgeted revenues and to provide adequate resources to implement budgeted expenditures without regard to the actual cash flow of the fund.

COST ACCOUNTING. That method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operations, or to complete a unit of work or a specific job.

CURRENT TAXES. Taxes that are levied and due within the current year.

DEBT SERVICES. Principal and interest obligations for bonds and other debt instruments according to a predetermined payment schedule.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DELINQUENT TAXES. Taxes that remain unpaid on and after the date on which a penalty for non-payment is assessed.

DEPARTMENT. An administrative segment of the City consisting of multiple divisions that is organized by function and service provided.

DEPRECIATION. The process of estimating and recording the lost usefulness, expired useful life or diminution of service from fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation, or the reserve cost, in order to replace the item at the end of its useful life.

DIVISION. A separately budgeted segment of a department.

EFFECTIVE TAX RATE. The effective tax rate is the tax rate required to produce the same amount of taxes for the current year as the previous year. The rate is calculated by subtracting taxes on property lost this year from the prior year's taxes total. This number is divided by the current value of property taxed in the prior year. Multiplying this number by 100 will produce the effective tax rate.

ENCUMBRANCES. Commitments related to unperformed (executory) contracts for goods or services.

ENHANCEMENTS. Newly requested budgeted amounts that will result in a new or expanded level of service over the previous year.

ETJ. The Extra-Territorial Jurisdiction is the contiguous area just beyond the city limits where a city may apply its development standards and regulations. A city's ETJ is determined by population.

ESD#3. Williamson County Emergency Services District #3 provide fire protection services to the Hutto area. The entity is independent of the City and levies a maximum ad valorem tax of $0.1 per $100 of property valuation. The organization is also referred to as "Hutto Fire and Rescue." The City has an interlocal agreement with the organization for services provided to the Hutto citizens.

EXPENDITURE. This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended when goods or services are received.

EXPENSES. Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

FISCAL YEAR. The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Hutto has specified October 1 to September 30 as its fiscal year.

FIVE-YEAR DEPARTMENTAL STRATEGIC PLAN AND FISCAL FORCAST. A five year planning document that analyzes expected revenues and expenses based on forecasted revenues and expenditures as outlined by division. The document also contains the five year goals of each division and strategies for attainment of the goals.

FIXED ASSETS. Assets of a long-term character which are intended to continue to be held or used, such as land, building, and improvements other than buildings, machinery and equipment.
**FRANCHISE FEE.** This is a charge paid by businesses for the use of City streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or other like franchise taxes, inspections fees, and/or charges of every kind except Ad Valorem and special assessment taxes for public improvements.

**FULL-TIME EQUIVALENT.** The numeric breakdown of city positions. A regular full-time employee (40 hours per week) equals one (1.0) full-time equivalent. Part-time positions are calculated as 0.5 full-time equivalents, and seasonal staff positions are considered 0.25 full-time equivalents.

**FUND.** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

**FUND BALANCE.** Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds.

**GENERAL FUND.** The fund used to account for all financial resources except those required to be accounted for in another fund.

**GENERAL OBLIGATION BONDS.** Bonds that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards of and guidelines to financial accounting and reporting. These principles: govern the form and content of the basic financial statements of an entity; encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time; include not only broad guidelines of general application, but also detailed practices and procedures; and, provide a standard by which to measure financial presentations.

**GOVERNMENTAL FUNDS.** Funds, within a governmental accounting system, that support general tax supported governmental activities.

**GRANTS.** Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity, or facility.

**GROWTH GUIDANCE PLAN.** The Growth Guidance Plan includes a statement of strategic priorities/policies adopted by the City Council that are intended to guide the growth and development of the City until 2030.

**HOTEL/MOTEL TAX.** Pursuant to State law, a tax is levied upon the cost of occupancy of any room or space furnished by any hotel/motel. The current rate of taxation is 13% (7% of which is paid to the City and budgeted for limited uses and 6% of which is collected by the State).

**IMPACT FEES.** Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

**INTERFUND TRANSFERS.** Amounts transferred from one fund to another.

**INVESTMENTS.** Securities and real estate held for the generation of revenue in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**LEVY.** (Verb) To impose taxes, special assessments, or special charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or special charges imposed by a government.

**LONG-TERM DEBT.** Debt with a maturity of more than one year after the date of issuance.

**MODIFIED ACCRUAL BASIS.** The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under this basis, revenues are recognized when they become both “measurable” and “available to finance expenditures within the current period”. Expenditures are recognized when the related fund liability is incurred except for: (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earning on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.

**ORGANIZATIONAL DEVELOPMENT PLAN (ODP).** In 2005, the City set the goal to establish a well-trained that feels appreciated and valued to improve the efficiency and effectiveness of the organization.

**OPERATING BUDGET.** A plan of current year expenditures and the proposed means of financial acquisition, spending, and service delivery activities of government are controlled.
OPERATING TRANSFERS. All interfund transfers other than residual equity transfers.

ORDINANCE. A formal legislative enactment by the governing board of a municipality. If an ordinance is not in conflict with any higher form of law, such as a state statute of constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter is less formal and has a lower legal "status". Ordinarily, statutes or characters will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures such as these required for imposition of taxes, special assessments and service charges, universally require ordinances.

PERFORMANCE MEASURES. Performance measures are specific quantitative and qualitative indicators that report on the progress of activities and goals. Measures include inputs (the resources required to complete objectives), outputs (the number of units produced), efficiency measures (the number of units produced per input), and outcome measures (the end result of the objective).

PROGRAM DESCRIPTION. A description of the nature of service delivery provided at a particular level of funding.

PROGRAM GOALS. Goals identify the end result the department/division desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

PROPERTY TAX. Property taxes are levied on both real and personal property according to the property’s valuation and the tax rate.

PROPRIETARY FUND. Funds, within a governmental accounting system, that operate like business entities. These funds are characterized as either enterprise or internal service funds.

RESERVE. A portion of fund restricted for a specific purpose and is, therefore, not available or recommended for general appropriation.

RETAINTED EARNINGS. An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

REVENUE BONDS. Bonds for which principal and interest are payable exclusively from earnings from an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund’s property.

REVENUES. (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-germ debt proceeds and operating transfers in are classified as “other financing sources” rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement 1, operating transfers in are classified separately from revenues.

SALES TAX. A general “sales tax” is levied on all persons and businesses selling merchandise in the City limits on a retail basis. The current sales tax rate for the City is 8.25% (with only 1.5% rebated to the City from the State).

SERVICE CHARGES. Service charges are allocated to all Enterprise Fund activities (e.g., water/sewer) for indirect management and administrative support provided by General Fund departments.

SURPLUS. The excess of the assets or resources of a fund over its liabilities or obligations.

TAXES. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the public. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments (neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges).

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ). The Texas Commission on Environmental Quality monitors the City’s utility system for safety and compliance with state law.

TEA 21. The Transportation Equity Act 21 provided grant funding to the City for the Cottonwood Trail Phase II project.

TOTAL REWARDS SYSTEM (TRS). The City contracted with Management Connections in 2007 to conduct a compensation study and to develop an evaluation tool that ties compensation to performance. The study is expected to be completed in Fiscal Year 2008.

TEXAS WATER DEVELOPMENT BOARD (TWDB). The City of Hutto is seeking low-interest funding for the Brushy Creek Wastewater Interceptor capital project from the Texas Water Development Board’s Clean Water Program.

UNENCUMBERED BALANCE. The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
WORKLOAD MEASURES. Workload measures reflect major activities of the division/department in terms of quantity of work accomplished. Workload measures should be able to be tracked with a reasonable amount of time and effort.

UNIFIED DEVELOPMENT CODE (UDC). The Unified Development Code is a comprehensive document that outlines all development related codes and ordinances for the City.
Acronyms and Abbreviations

This document contains acronyms for common terms and phrases. Below are the common acronyms found in the document. Please see the Glossary Section for definitions.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>APA</td>
<td>American Planning Association.</td>
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<tr>
<td>AP</td>
<td>Accounts Payable.</td>
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<tr>
<td>AR</td>
<td>Accounts Receivable.</td>
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<tr>
<td>AWWA</td>
<td>American Waterworks Association.</td>
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<tr>
<td>BRA</td>
<td>Brazos River Authority.</td>
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<tr>
<td>CAMPO</td>
<td>Capitol Area Metropolitan Planning Organization.</td>
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<tr>
<td>CAPCOG</td>
<td>Capitol Area Council of Governments.</td>
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<tr>
<td>CCN</td>
<td>Certificate of Convenience and Necessity (water and wastewater).</td>
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<tr>
<td>CDBG</td>
<td>Community Development Block Grant.</td>
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<tr>
<td>CIP</td>
<td>Capital Improvements Plan.</td>
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<tr>
<td>CMO</td>
<td>City Manager's Office Division.</td>
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<tr>
<td>CO BOND</td>
<td>Certificates of Obligation Bond.</td>
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<tr>
<td>COLA</td>
<td>Cost of Living Adjustment.</td>
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<tr>
<td>CTLS</td>
<td>Central Texas Library System</td>
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<tr>
<td>CWSRF</td>
<td>Clean Water State Revolving Fund.</td>
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<tr>
<td>EECBG</td>
<td>Energy Efficiency &amp; Conservation Block Grant.</td>
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<tr>
<td>EIS</td>
<td>Executive Information Systems.</td>
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<tr>
<td>ESD#3</td>
<td>Emergency Services District Number 3.</td>
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<tr>
<td>ETR</td>
<td>The Effective Tax Rate.</td>
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<td>ETJ</td>
<td>The Extra-Territorial Jurisdiction.</td>
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<tr>
<td>EWCHEC</td>
<td>Eastern Williamson County Higher Education Center.</td>
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<tr>
<td>FTE</td>
<td>Full-time Equivalent.</td>
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<tr>
<td>FY</td>
<td>Fiscal Year.</td>
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<tr>
<td>GO BOND</td>
<td>General Obligation Bond.</td>
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<tr>
<td>GAAP</td>
<td>Generally Accepted Accounting Principles.</td>
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<tr>
<td>GASB</td>
<td>Governmental Accounting Standards Board.</td>
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<tr>
<td>GFOA</td>
<td>Government Finance Officers Association.</td>
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<tr>
<td>GGP</td>
<td>Growth Guidance Plan.</td>
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<tr>
<td>GIS</td>
<td>Geographic Information System.</td>
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<tr>
<td>GPD</td>
<td>Gallons per day.</td>
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<tr>
<td>GPS</td>
<td>Global Positioning System.</td>
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<tr>
<td>HEDC</td>
<td>Hutto Economic Development Corporation.</td>
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<tr>
<td>HISD</td>
<td>Hutto Independent School District.</td>
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<tr>
<td>HOT</td>
<td>Heart of Texas Water Supply.</td>
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<tr>
<td>HPC</td>
<td>Historic Preservation Commission.</td>
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<tr>
<td>HR</td>
<td>Human Resources.</td>
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<tr>
<td>I&amp;S</td>
<td>Interest and Sinking.</td>
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<tr>
<td>ICMA</td>
<td>International City Managers Association.</td>
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<tr>
<td>IT</td>
<td>Information Technology.</td>
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<tr>
<td>Jonah SUD</td>
<td>Jonah Service Utility District</td>
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<tr>
<td>KHB</td>
<td>Keep Hutto Beautiful Commission.</td>
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<tr>
<td>LCRA</td>
<td>Lower Colorado Rivera Authority.</td>
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<tr>
<td>LS</td>
<td>Lift Station.</td>
</tr>
<tr>
<td>MGD</td>
<td>Million gallons per day.</td>
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<tr>
<td>MOU</td>
<td>Memorandum of Understanding.</td>
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<tr>
<td>O&amp;M</td>
<td>Operations and Maintenance.</td>
</tr>
<tr>
<td>ODP</td>
<td>Organizational Development Plan.</td>
</tr>
<tr>
<td>P&amp;Z</td>
<td>Planning and Zoning Commission.</td>
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<tr>
<td>PO</td>
<td>Purchase Order.</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal.</td>
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<tr>
<td>RFQ</td>
<td>Request for Qualifications.</td>
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<tr>
<td>SCADA</td>
<td>Supervisory Control and Data Acquisition.</td>
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<tr>
<td>SECO</td>
<td>State Energy Conservation Office.</td>
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<tr>
<td>TCEQ</td>
<td>Texas Commission on Environmental Quality.</td>
</tr>
<tr>
<td>TEA 21</td>
<td>The Transportation Equity Act for the 21st Century.</td>
</tr>
<tr>
<td>TIF/TRZ</td>
<td>Tax Increment Financing or Tax Reinvestment Zone.</td>
</tr>
<tr>
<td>TLETS</td>
<td>Texas Law Enforcement Telecommunication System.</td>
</tr>
<tr>
<td>TML</td>
<td>Texas Municipal League.</td>
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<tr>
<td>TMLIRP</td>
<td>Texas Municipal League Intergovernmental Risk Pool.</td>
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<tr>
<td>TMRS</td>
<td>Texas Municipal Retirement System.</td>
</tr>
<tr>
<td>TRS</td>
<td>Total Rewards System.</td>
</tr>
</tbody>
</table>
TSLA. Texas State Library Association.
TWC. Texas Workforce Commission.
TWDB. Texas Water Development Board.
TXDOT. Texas Department of Transportation.
UB. Utility Billing.
UCR. Uniform Crime Report.
UDC. Unified Development Code.
WCCAC. Williamson County Children’s Advocacy Center.
WCCHD. Williamson County and Cities Health District.
WILCO. Williamson County.
WWTP. Wastewater Treatment Plant.
YAC. Youth Advisory Commission.
AGENDA ITEM NO.: 7E.  
AGENDA DATE: September 03, 2015

PRESENTED BY: Melanie Hudson, Finance Director

ITEM: Consideration and possible action on the first reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2015.

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND:
On July 30, 2015, the City Council took a record vote on the proposed ad valorem rate. While this vote did not establish the tax rate, it did establish a ceiling for tax rate consideration. The Council set a tax ceiling at $0.528500 per $100 valuation. The City Council will need to adopt a tax rate that corresponds with the 2015-16 Budget.

The impact of the tax rate was discussed as part of the budget presentations. The City Council hosted two public hearings on the proposed ad valorem rate in August.

The proposed rate is divided as follows to meet the debt service requirements of the City:

- Maintenance and Operations of the general government (General Fund), a rate of $0.436464 on each $100 valuation of property;
- Debt service on bonds sold for the support of general government, a rate of $0.092036 on each $100 valuation of property.

The State requires certain language be used in the motion to adopt the tax rate. The motion to adopt the recommended tax rate is as follows:

“I move that the property tax rate be increased by the adoption of a tax rate of $0.528500, which is effectively a 14.33 percent increase in the tax rate.”

Section 1 and 2 of the ordinance will be adjusted to reflect the rate adopted by the City Council.

BUDGETARY AND FINANCIAL SUMMARY:
The budget for the General Fund and Interest and Sinking Fund are funded in part based upon the above stated rates.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends the Council approve the first reading of the Ordinance.

SUPPORTING MATERIAL:
1. FY16 Tax Rate Ordinance
ORDINANCE NO.

AN ORDINANCE LEVYING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF HUTTO FOR THE TAX YEAR 2015; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSE; AND, PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; AND PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND REPEALING CLAUSE.

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

SECTION I.

That there is hereby levied and there shall be collected for the use and support of the Municipal Government of the City of Hutto, upon all property, real personal and mixed, within the corporate limits of said City subject to taxation a tax of $0.528500 on each $100.00 valuation of property, said tax being levied and apportioned to the specific purpose herein set forth.

1. For the Maintenance and Operations of the general government (General Fund), a rate of $0.436464 on each $100.00 valuation of property and

2. For debt service on bond sold for the support of general government, a rate of $0.092036 on each $100.00 valuation of property.

SECTION II.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 15.61% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 BY APPROXIMATELY $5.

SECTION III.

That the Taxes levied under this ordinance shall be due October 1, 2015, and if not paid on or before January 31, 2016, shall become delinquent.

SECTION IV.

All Taxes shall become a lien upon the property against which assessed, and the City Tax Assessor and Collector of the City of Hutto is hereby authorized and empowered to enforce the collection of such Taxes according to the Constitution and Laws of the State of Texas and ordinances of the City of Hutto and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the General Fund of the City of Hutto. All delinquent taxes shall bear interest from the date of delinquency at the rate as prescribed by State Law.

SECTION V. 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 VI. 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 VII. Repealing Clause

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

SECTION VIII. 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 IX.

This ordinance shall take effect and be in force from and after its passage.

READ and APPROVED on first reading on this the 3rd day of September, 2015, at a regular called meeting of the City Council of the City of Hutto, there being a quorum present, by a record vote:
AYES: NAYS:

READ, APPROVED and ADOPTED on second reading this 17th day of September, 2015 at a regular meeting of the City Council of the City of Hutto, there being a quorum present, by a record vote and approved by the Mayor on the date set out above.
AYES: NAYS:

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary
AGENDA ITEM NO.: 7F.  AGENDA DATE: September 03, 2015

PRESENTED BY: Melanie Hudson, Finance Director

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

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND:
House Bill 3195 was adopted by the Texas Legislature during the 2007 legislative session. It requires a separate vote of the governing body to ratify the property tax increase in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code, or other law.

If the proposed tax rate of $0.528500 is adopted, this budget will raise more total property taxes than last year's budget by $833,009 or 14.33%, and of that amount $344,038 is tax revenue to be raised from new property added to the tax roll this year.

BUDGETARY AND FINANCIAL SUMMARY:
The budget for the General Fund and Interest and Sinking Fund are funded in part by the ad valorem tax.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
Not applicable.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends the Council approve the first reading of the ordinance.

SUPPORTING MATERIAL:
1. FY16 Tax Ratification - Ordinance
ORDINANCE NO.

AN ORDINANCE RATIFYING A PROPERTY TAX INCREASE FOR THE FISCAL YEAR 2016 FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF HUTTO; AND PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND REPEALING CLAUSE.

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

SECTION I.

That this budget will raise more total property taxes than last year’s budget by $833,009 or 14.33%, and of that amount $344,038 is tax revenue to be raised from new property added to the tax roll this year based on an ad valorem rate of $0.528500 on each $100.00 valuation of property.

SECTION II.

That the 2015 taxable value on the 2015 certified appraisal roll totals $1,257,517,667 compared to $1,099,502,755 in 2014.

SECTION III.

That the proposed Fiscal Year 2016 Budget and tax levy shall be adopted in separate ordinances and will become effective October 1, 2015, and end September 30, 2016.

SECTION IV. 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 V. 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 VI. Repealing Clause

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

SECTION VII. 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 VIII.

This ordinance shall take effect and be in force from and after its passage.

READ and APPROVED the first reading on the 3rd day of September 2015, at a special called meeting of the City Council of the City of Hutto, there being a quorum present, by __ “Ayes” and __ “Nays”.

READ, APPROVED and ADOPTED on the second reading this 17th day of September 2015, at a regular meeting of the City Council of the City of Hutto, there being a quorum present, by __ “Ayes” and __ “Nays”, and approved by the Mayor on the date set out above.

CITY OF HUTTO, TEXAS

________________________
Debbie Holland, Mayor

ATTEST:

________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 8A.   AGENDA DATE: September 03, 2015

PRESENTED BY: Helen Ramirez, Director of Development Services

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

STRATEGIC GUIDE POLICY: Infrastructure

ITEM BACKGROUND:
The City Council held a joint meeting with the Planning and Zoning Commission on June 4, 2015, to hear the proposed FY 2016 – 2020 Capital Improvements Program. As required by the City Charter, the Planning and Zoning Commission will annually recommend a Capital Improvements Plan (CIP) to the City Council. On July 7, 2015, the Planning and Zoning Commission reviewed and recommended the CIP.

The draft document presented to and recommended by the Planning and Zoning Commission has been revised through the budget process. Those changes are minimal and include the replacement of the water line on East Street so that it coincides with the other improvements being planned and funded on East Street during Fiscal Year 2015-16.

BUDGETARY AND FINANCIAL SUMMARY:
All of the improvements proposed in FY16 are being funded through authorized bonds or excess fund balances.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
As required by the City of Hutto Charter, Section 12.04.d, the Planning and Zoning Commission will be required to annually recommend a five (5) year Capital Improvement Program to the City Council.

At a meeting on July 7, 2015, the Planning and Zoning Commission voted to recommend the proposed 2016 – 2020 CIP to the City Council.

CITY ATTORNEY REVIEW:
Not applicable

STAFF RECOMMENDATION:
Staff recommends that Council approve the 2016-2020 Capital Improvements Plan.

**SUPPORTING MATERIAL:**
1. Resolution
2. FY2016-2020 CIP
RESOLUTION NO.

RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PLAN (CIP) FOR FISCAL YEAR 2016-2020.

WHEREAS, on January 22, 2007, the Hutto City Council adopted the City’s first Five Year Capital Improvements Plan; and

WHEREAS, the City Council has made maintaining quality infrastructure as a means to provide outstanding service a priority through adoption of the Strategic Guide 2035; and

WHEREAS, as required by the City of Hutto Charter, Section 12.04 subparagraph d), the Planning and Zoning Commission will be required to annually recommend a five (5) year Capital Improvements Plan to the Hutto City Council; and

WHEREAS, on June 4, 2015, the Hutto City Council and the Planning and Zoning Commission received a presentation and held a workshop regarding the Capital Improvements Plan (CIP) for FY 2016-2020.

WHEREAS, on July 7, 2015, the Planning & Zoning Commission received a presentation regarding the Capital Improvements Plan (CIP) for FY 2016-2020 and gave the required recommendation to Hutto City Council.

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

That the City Council of the City of Hutto hereby adopts the Capital Improvements Plan (CIP) for FY 2016 – 2020.

RESOLVED on this the 3rd day of September, 2015.

CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary
City of Hutto
Capital Improvements Plan
FY 2016-2020

Sections:
Parks & Recreation
Municipal Facilities
Water & Wastewater
Transportation & Drainage

401 W Front St.
Hutto, TX 78634
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The City of Hutto Capital Improvement Plan (CIP) is a planning document that identifies anticipated infrastructure needs and/or opportunities during the planning period. The plan contains four elements – Water & Wastewater, Transportation and Drainage, Parks & Recreation, and Municipal Facilities.

A sound Capital Improvement Plan should include the following:

- Prioritization of projects according to established goals
- Project cost estimates
- Project schedules
- Project financing
- Cost/Benefit analysis
- Analysis of future operating and maintenance costs (fiscal impact)
- A well-defined and consistent process

Past Accomplishments. There have been several projects developed in the CIP that have been completed over the last few years. They include the following:

- Hutto Family YMCA
- Mager Lane Reconstruction
- FM 1660 South Sidewalk
- Farley Streetscape Improvements
- Front Street/Jim Cage Intersection Improvements
- CR 108 Waterline
- Brushy Creek Interceptor-Phase II
- Wastewater Master Plan
- Jonah Water Service Tier I
- Fencing Along Major Arterials-Phase I
- Cottonwood Trail-Phase II
- Hutto Lake Park
**Strategic Policies.** The City Council adopted a Strategic Guide in 2008 and revised it in 2014 to guide the City’s development through the year 2035. As a growing city, many of the policies directly impact the Capital Improvements Plan as new infrastructure is put in place for future development.

**Mobility Policy**
It is the desire of the Hutto City Council to ensure the safe mobility of citizens through various modes of transportation.

**Growth Guidance Policy**
It is the desire of the Hutto City Council to achieve the orderly growth and development of the City by maintaining and following the Comprehensive Plan which promotes beneficial and appropriate land uses and supporting infrastructure.

**Infrastructure Policy**
It is the desire of the Hutto City Council to provide and maintain a quality infrastructure system to meet the vision as set out in the Comprehensive Plan.

**Economic Development Policy**
It is the desire of the Hutto City Council to develop business diversity consistent with the Comprehensive Plan to maintain an economic base that is sustainable and adaptable.

**Quality of Life Policy**
It is the desire of the Hutto City Council to create a city that engages citizens by providing programs and services beyond their basic needs.

**Public Safety Policy**
It is the desire of the Hutto City Council to ensure the safety and well-being of the residents, businesses and visitors in the City.

**Fiscal and Budgetary Policy**
It is the desire of the Hutto City Council to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City’s financial affairs.
Strategic Plans. The City has adopted several strategic plans to assist in the selection and prioritization of CIP projects.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Adopted/Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Master Plan</td>
<td>2013</td>
</tr>
<tr>
<td>Water Master Plan</td>
<td>2015</td>
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<td>Comprehensive Plan</td>
<td>2015</td>
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<tr>
<td>Pedestrian Mobility Plan</td>
<td>2012</td>
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<tr>
<td>Thoroughfare Plan</td>
<td>2011</td>
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<tr>
<td>Parks Master Plan</td>
<td>2009</td>
</tr>
<tr>
<td>Old Town Master Plan</td>
<td>2006</td>
</tr>
<tr>
<td>Hutto Facility Needs Assessment</td>
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</tr>
</tbody>
</table>

Process. The City Council annually adopts a Capital Improvements Plan (CIP) as part of the annual budget process. The City’s Home Rule Charter stipulates that the Planning & Zoning Commission will annually recommend a five-year Capital Improvement Plan to the City Council. The following schedule outlines the annual Capital Improvements Plan review process.

January-April
Development and analysis of potential projects. City departments submit potential projects to the Finance Department. The Parks Department shall involve the Parks Advisory Board during this process.

April-May
CIP Committee reviews and prioritizes projects.

June
Preliminary workshop with the City Council and Planning & Zoning Commission.

July
Planning & Zoning Commission reviews the CIP at its regular meeting.
Planning & Zoning Commission delivers its recommendations to the City Council.

August
The City Council adopts the recommended CIP as part of the budget process.

Priorities. Hutto is one of the fastest growing communities in Central Texas and in one of the fastest growing counties in Texas. Consequently, there may be numerous projects worthy of consideration that cannot be funded during the five-year planning period. In addition, some projects may depend upon the actual pace of future development. Others may escalate in priority with the advent of outside funding sources.
To differentiate between projects, the following basis for prioritization is recommended.

1. Public health and safety
2. Mandates
3. Funding
4. Service and operational impact
5. Strategic alignment
6. Quality of Life

**Growth and Demand Assumptions.** During the planning period, the City's population is expected to increase to 25,000 by the end of the five year planning horizon. Many of the projects, especially on the utility side, will be driven by growth and the need to increase and extend capacity.

Single Family residential permits are one of the most telling indicators of the growth Hutto has become known for. Homes were built at an increasingly rapid pace during the early 2000s. Hutto issued a record 822 residential building permits in 2006. The National Bureau of Economic Research identified December 2007 as the ‘peak month’ for the United States’ economic activity, and therefore the beginning of the recession. Though permit totals tapered for the next four years, the Austin-Round Rock MSA fared the recession far better than most of the country. Indeed, permits were on the rise in 2012 and building activity has continued to accelerate since. As of May 2015, the City had issued over 140 residential permits for the year. Multi-family and commercial permits are also beginning to increase with greater market interest and the completion of the Eastern Williamson County Higher Education Center.

Water accounts have been steadily increasing over the last year. Connections went from 4,367 in January 2014 to 4,612 in January 2015 and are expected to continue increasing with new development. Average water consumption remained steady over the year at about 1.21 million gallons per day (MGD). The City's water supply is ample to cover the demand. Current water contracts allow the City to purchase 2,275,000 gallons per day from third party suppliers.

Wastewater accounts are expected to increase with new development as well. There were 5,290 wastewater accounts in January 2014 and 5,581 accounts in January 2015. Average flows to the Central Hutto Wastewater Treatment Plant increased from an average of 1.1 million gallons per day (MGD) in 2014 to 1.2 MGD so far in 2015. The current plant can treat 1.5 MGD and is nearing capacity. The City is currently constructing a new wastewater treatment facility with a capacity of 2.0 MGD. The facility is scheduled to be complete by the winter of 2016.

The City’s tax base has increased significantly, rising from $126 million in 2003 to over $1.2 billion in 2016. New residential and commercial growth is on the rise and has picked back up to pre-recession levels. Property values have increased over 9% between 2014 and 2015. Diversification of the City’s tax based is a growing challenge. Hutto expects strong commercial growth in the coming years to support the growing Hutto population.
Townwest Commons is a planned-unit development comprising of 50.88-acre, sixteen lot commercial
development located northwest of the intersection of US 79 and CR 119/Ed Schmidt Boulevard. This
project is being developed by New Quest Properties. Lowes, Walgreens, and Holiday Inn Express have
already been constructed. The Hutto Family YMCA was recently constructed as part of Phase 2. A
Hampton Inn Suites opened in 2015 near the Holiday Inn site, and Starbucks and Jack Brown Cleaners
opened in the summer of 2015 near Sonic.

Carmel Creek, formerly known as The Crossings of Carmel Creek, has an approved Planned Unit
Development (PUD) comprising of 466.23 acres along the southwest side of Highway 79 and SH 130. The
first phase extended Carl Stern westward across FM 685 to the SH 130 Frontage Road, and includes the
construction of a senior multi-family housing complex comprised of 61 units. Two residential plats have
already been approved through the City and future phases will include a mix of residential, commercial,
and a significant parks and trails component.

The City of Hutto adopted the Hutto 2040 Comprehensive Plan in May 2015. The plan will guide the
City’s growth and development over the next 25 years, with sections on resiliency, community, mobility
and quality of life.

**Water.** To better plan utility infrastructure, the City has developed a ten-year utility capital
improvements plan contained in the Water Master Plan. This will enable staff to better plan for future
improvements as they relate to development. The timing of many utility projects can only be estimated
as many of the projects are related to service extension and are dependent on the timing of
development. The Water Master Plan is being updated and is anticipated to be approved by the City
Council in the Fall of 2015.

**Wastewater.** To better plan utility infrastructure, the City has developed a ten-year utility capital
improvements plan contained in the Wastewater Master Plan. This will enable staff to better plan for
future improvements as they relate to development. Just like with water projects, the timing of
wastewater improvements are difficult to estimate as most projects are related to service extension and
up-sizing due to increased demand. Project timing is subject to change depending on the timing of
development.

**Transportation and Drainage.** The Transportation and Drainage Element of the Capital
Improvements Plan outlines projects related to traffic-flow/mobility, pedestrian mobility, intersection
improvements, roadway rehabilitation and drainage improvements. Projects may be funded through a
number of mechanisms including the general fund, developer participation, inter-agency cooperation,
debt proceeds, etc. In 2009, the citizens of Hutto approved $8.5 million in bonds for transportation
projects. To date, the City has issued $5.24 million in bonds to fund several projects including Farley
Street Reconstruction, FM 685 Road Widening, FM 1660 S Sidewalk, Mager Lane, CR 165/Alliance Blvd.
Paving, and Arterial Fencing-Phase 1. There is $3.26 million remaining for future projects.

**Parks and Recreation.** The Parks and Recreation Element of the Capital Improvements Plan outlines
future parkland and park improvements based on the Parks, Recreation, Open Space and Trails Master
Plan. Athletic field development and improvement were included in the November 2009 Bond Election with voters only approving park renovations and improvements for the facilities at Fritz Park. The overall Parks Master Plan is completing a formal update in FY2015 in an effort to stay current with the community’s parks and recreation facility needs.

**Municipal Facilities.** The Municipal Facilities Element of the Capital Improvements Plan includes the renovation and upkeep of existing facilities in addition to the construction of new facilities. As Hutto grows, so will the need for additional staff and office space. Operating revenue, debt proceeds, and other revenue sources will be considered to fund facility developments.

The Library conducted a master plan but in FY2014 took an interim step to creating a complete facility. Funds from the Friends of the Hutto Public Library were used to complete interior renovations to make the former fire truck bays now complete with walls, shelves and HVAC so that the space could fully utilize the entire facility. The library master plan calls for more extensive renovations in order to fulfill Hutto’s ultimate population growth.

The existing City Hall is not adequate to accommodate the office and meeting space needs of the City. Although a comprehensive municipal facility study was conducted by Antenora Architects in 2009, the information is already out of date due to the rapid growth and changing organizational needs. The City Council has determined a suitable site for a new City Hall in the Co-Op District. The City is also working to identify a private development partner to assist with development of the Co-Op District.

**Financing Plan.** The City has a number of potential funding sources available in order to finance Capital Improvement Projects. These include:

- Operating revenues
- Fund Balance (reserves)
- Dedicated fees, e.g., water and wastewater impact fees and parkland dedication fees.
- Grants, e.g., TWDB, Texas Parks & Wildlife, various state/federal highway programs.
- Debt
- Partnerships, e.g., Williamson County.

Per the City Charter, before the City can award a contract for any phase of a Capital Improvement Project, it must have sufficient funds on hand and appropriate those funds to satisfy its funding obligation or commitment. Consequently, a sound financing plan relies heavily upon realistic project scheduling.

The City’s prioritization on the use of local funding sources is as follows:

- Existing Authorized Debt
- Dedicated fees e.g., impact fees, parkland dedication fees, etc.
- Fund Balance (reserves) as long as balances exceed financial policy benchmarks.
- Operating revenues
- Future Debt
A sound financing plan also attempts to minimize the impact of infrastructure funding on the ratepayer and/or taxpayer as well as minimize the Capital Improvement Plan’s overall cost. The Finance and management staff must work closely with each project’s design professional and the City’s financial advisor to achieve these objectives.

The 2016-20 CIP expends all of the City’s existing authorized bonds. The issuance of these bonds signifies the completion of the 2009 general obligation bonds approved by voters. This CIP has been fiscally constrained for the FY16 year. Future year projects have been included if the project has an identified funding source and revenue stream. Other projects have been included but estimated ($23.97M) funding is listed in the “Future” column of this document and the source of that funding has not been identified.
City of Hutto, Texas
Parks & Recreation Capital Improvement Program
FY 2016 - 2020

The City of Hutto's Parks & Recreation Department provides Hutto families with safe parks and facilities for recreation and leisure opportunities. The Parks & Recreation Capital Improvement Projects are aimed at improving the quality of life for citizens. Specific projects have been selected to improve the City's existing parks and prepare for the growing community needs and expectation of services. Projects in the CIP include improvements to existing park facilities, increasing the number of athletic fields, improvements to existing property used for meeting space and family gatherings (Saul House) as well as renovations to the City's oldest park, Country Estates.

Parks and Recreation Capital Improvement Projects are funded primarily with debt with some limited grant opportunities. Parks projects are identified in the annually reviewed Parks, Recreation, Open Space & Trails Master Plan approved by Council in 2007. Priorities set within the master plan guide the City towards the citizens' highest priorities for its park system. The 2009 bond referendum passed improvements for Fritz Park and future park land purchase. The 2012 and 2014 Citizen Surveys indicate that improving the quality of life, specifically parks and athletic fields are among Hutto's highest priorities. The Parks Master Plan update is scheduled for October 2015.

<table>
<thead>
<tr>
<th>Sources of Funding</th>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Total</th>
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<th>19</th>
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<td>Country Estates Park</td>
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City of Hutto, Texas
Capital Improvement Program - Parks & Recreation

Parkland Acquisition

Responsible Department: Parks and Recreation
CIP No.

Financial Plan (thousands of dollars):

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<th>Prior Years</th>
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<th>18</th>
<th>19</th>
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</table>

Description:
The citizens approved funding to obtain future parkland during the November 2009 bond election. The approval gives the City Council the authority to secure future parkland once property becomes available. Funding for a land purchase does not include the costs for improving acquired parkland but will help ensure that Hutto has the necessary parkland secured for properly serving future generations.

Estimated Project Cost (000's):

<p>| | | | | | |</p>
<table>
<thead>
<tr>
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<td>Total</td>
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Phase Schedule %

- Right-of-way
- Design:
- Bid:
- Construction:

Funding:

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<td>Capital &amp; Other</td>
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Operational Impact

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<td>Personnel</td>
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<td>Repair &amp; Maint.</td>
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<td>Capital &amp; Other</td>
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<td>Total</td>
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</table>

Notes:
No property has been identified at this time. The date serves as a placeholder only.
City of Hutto, Texas  
Capital Improvement Program - Parks & Recreation  

**Brushy Creek Regional Trail System - Enclave (Phase I)**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>Parks and Recreation</th>
<th>CIF No.</th>
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Financial Plan (thousands of dollars):

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<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1,320</td>
<td>1,320</td>
</tr>
</tbody>
</table>

**Description:**

This land is the additional land acquired through parkland dedication next to the Enclave neighborhood. This portion of the trail will eventually connect to the Carmel Creek development just west of FM685, under the new bridge. The total length of this portion of trail is approximately two miles which will connect to the developer built portion of the trail. This will be a phased project with the 2017 phase only removing the existing mulch trail and adding concrete as its replacement surfacing. (2640 linear feet) This is the portion that stretches from the existing bridge over Brushy Creek to the exit in to the neighborhood. Additional phases will come in subsequent years and are currently estimated costs without engineering factored in to the project.

---

**Estimated Project Cost (000's):**

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<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Phase</th>
<th>Schedule</th>
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<td>Construction:</td>
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**Funding:**

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<td>Repair &amp; Maint.</td>
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<td>Total</td>
<td>Capital &amp; Other</td>
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</table>

**Notes:**
City of Hutto, Texas  
Capital Improvement Program - Parks & Recreation  

**Brushy Creek Regional Trail - Hutto Lake Park (Phase 2)**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>Parks and Recreation</th>
<th>CIP No.</th>
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**Financial Plan (thousands of dollars):**

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<tr>
<th>Prior Years</th>
<th>Projected</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
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<td>-</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Description:**

In an effort to expand the City's trail system and connect the to county wide Brushy Creek Regional Trail System, the City needs to connect the gap between Hutto Lake Park and the Riverwalk subdivisions. This land is the additional land acquired with Ph. 1 of the Hutto Lake Park Project. This land includes the drainage area from the WCID Dam #20 at Hutto Lake Park, along the western edge of the Park at Brushy Creek residential subdivision to where it connects with the pond along Riverwalk Drive. Additional parking, a new pavilion/restroom facility and new trail construction, which connects HLP to Park at Brushy Creek, Riverwalk and the Enclave neighborhoods would be included in this project. The addition of other amenities not constructed in Ph. 1 could be included in the project based on community needs. Various TPWD grant funds may be available dependent on the State funding through future project calls.

---

**Estimated Project Cost (000's):**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td>100%</td>
</tr>
<tr>
<td>Other</td>
<td>Bid</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Construction</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:**

<table>
<thead>
<tr>
<th>Operational Impact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Personnel</td>
</tr>
<tr>
<td>Certificates of Obligation</td>
<td>Supplies &amp; Materials</td>
</tr>
<tr>
<td>Other</td>
<td>Repair &amp; Maint.</td>
</tr>
<tr>
<td>Total</td>
<td>Capital &amp; Other</td>
</tr>
</tbody>
</table>

**Notes:**
City of Hutto, Texas
Capital Improvement Program - Parks & Recreation

25 Acre Sports Complex

Responsible Department: Parks and Recreation

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,750</td>
<td>2,750</td>
</tr>
</tbody>
</table>

Description:
This project comes as part of an interlocal agreement with Williamson County to develop, construct and operate & maintain a 25-acre plot of land for athletic fields, specifically soccer fields. The land is adjacent to the Williamson County landfill and north of the Jonah Water Tower. Potential partners in the project are Williamson County (land owner), Waste Management and HISD with the City of Hutto as the project lead. The concept included multi-use soccer/football fields in the initial design with the update of the Parks Recreation, Open Space and Trail Master Plan revision. The City’s current inventory of facilities is deficient to serve the existing population. The 2012 citizen survey indicates that youth athletic fields remain highest of priorities, confirming the Parks, Recreation Open Space and Trails Master Plan priorities.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design:</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Bid:</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Construction:</td>
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<tr>
<td></td>
<td>2,750</td>
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Funding:

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Obligation</td>
<td>Supplies &amp; Materials</td>
</tr>
<tr>
<td>Other</td>
<td>Repair &amp; Maint.</td>
</tr>
<tr>
<td>Total</td>
<td>Capital &amp; Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City will evaluate grant funding opportunities. Generally projects of this nature are paid for through General Obligation Bonds.</td>
</tr>
</tbody>
</table>
City of Hutto, Texas  
Capital Improvement Program - Parks & Recreation

**Creekside Park Parking Lot**

**Responsible Department:** Parks and Recreation  
**CIP No.:**

| Financial Plan (thousands of dollars): |  
|---|---|---|---|---|---|---|---|---| 
| **Prior Years** | 16 | 17 | 18 | 19 | 20 | Future | Total | 
| - | - | - | - | - | - | 150 | 150 | 

**Description:**

Creekside Park currently has a grass area for a parking lot. This project will pave the area and reduce the issues related to inclement weather and the effect on usage by groups that use the facilities. This project will also address the entry for vehicle safety as well as reduce the level of vehicle vandalism in the park area. This parking lot improvement will all increase the attractiveness of the overall park facilities and make it more useful for the youth sports organizations.

![Creekside Park Map](image)

**Estimated Project Cost (000's):**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right-of-way</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td>0</td>
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</tr>
<tr>
<td>Bid</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:**

| General Fund | 150 |
| Certificates of Obligation | - |
| Total | 150 |

**Operational Impact:**

| Personnel | - |
| Supplies & Materials | 1 |
| Repair & Maint. | 1 |
| Capital & Other | - |
| Total | 2 |
City of Hutto, Texas  
Capital Improvement Program - Parks & Recreation

Fritz Park Renovation

Responsible Department: Parks and Recreation  
CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2,775</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,775</td>
</tr>
</tbody>
</table>

Description:
The first phase of the Fritz Park Master Plan construction as outlined in the plan adopted by City Council in December 2008 includes renovations. Renovations to the football field and Holmstrom field located on Park Street and minor improvements to the fields located on the north side of Cottonwood Creek. This phase will also include an internal walking trail within Fritz Park, possible fitness elements along the trail, tennis courts renovation, additional irrigation and electrical as plans are designed, and additional parking. Construction design will be complete by summer 2014 with anticipated construction beginning in FY16.

Estimated Project Cost (000’s):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td>100</td>
</tr>
<tr>
<td>Other</td>
<td>Bid:</td>
<td></td>
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<tr>
<td>Total</td>
<td>Construction:</td>
<td>3,018</td>
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</table>

Funding:

<table>
<thead>
<tr>
<th>Operational Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
</tr>
<tr>
<td>Repair &amp; Maint.</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Notes:

Little operational impact is expected as the City already operates and maintains this park. The design for this project will be completed during FY13-FY14.
City of Hutto, Texas
Capital Improvement Program - Parks & Recreation

Saul House Property Renovation

Responsible Department: Parks and Recreation

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>220</td>
<td>232</td>
</tr>
</tbody>
</table>

Description:
The Saul House property is being improved to become more of a facility rental property for business, meetings, gatherings, family reunions, etc. Some possible improvements include removing the existing barn shelters and create a safer pavilion area behind the home, add a parking area and driveway. The interior of the home would also require renovation to include new floors, paint, lighting improvements and other technology related updates. In 2011 ADA basic access to the facility was created. In FY14 the Saul House has also become the home for Park Kids Summer Camp, Holiday and Spring Break Camps.

Estimated Project Cost (000's):

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>20</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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<td>Total</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>232</td>
<td></td>
</tr>
</tbody>
</table>

Phase         | Schedule | %
---------------|-----------|-------------------|
Right-of-way   | Design:   | Bid: Construction:|
Design:        |           |                   |
Bid:           |           |                   |
Construction:  |           |                   |

Funding:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates of Obligation</td>
<td>-</td>
<td>Supplies &amp; Materials</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>Repair &amp; Maint.</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>Capital &amp; Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
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</tr>
</tbody>
</table>

Operational Impact:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Maint.</td>
<td></td>
<td>Capital &amp; Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Notes:
The Saul House has been used as a rental facility for meetings, reunions and family gatherings. Making a long term commitment to improve this facility is a better return on the investment. It is recommended to create a concept plan for possible improvements to the site/facility in order to better plan the project. Following the design of the WWTP, discussion regarding future use will be more appropriate to meet needs.
City of Hutto, Texas
Capital Improvement Program - Parks & Recreation

COUNTRY ESTATES PARK IMPROVEMENTS

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>575</td>
<td>575</td>
</tr>
</tbody>
</table>

Description:
Country Estates Park is the City’s first official park. Constructed by the developer and donated to the City in 1999/2000, this park has had only ADA access improvements made to it in 2008. Irrigation improvements and tree planting has occurred. The next step is to add playground improvements. Playground equipment is outdated and even some elements have been replaced due to vandalism as well as age (wear and tear). The current park should be brought to the same maintenance standards of other larger parks but major improvements to open space turf and irrigation should occur first. The current playground unit can centralize play areas and make room for different improvements which will be overall easier for staff to maintain.

Estimated Project Cost (000's):
- Design: 75
- Construction: 500
- Other
- Total: 575

Phase | Schedule %
---|---
Right-of-way |
Design | 14%
Bid | 1%
Construction | 80%

Funding:
- Impact Fees: 0%
- Certificates of Obligation: 80%
- Other: Gen Fund: 15%
- Total: 95%

Operational Impact
- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: 575,000
- Total: 575,000

Notes:
The proposed project would include irrigation improvements, a new playground facility and possibly a splash pad facility.
City of Hutto, Texas  
Municipal Facilities Capital Improvement Program  
FY 2016 - 2020

The Facilities portion of the City of Hutto Capital Improvements Plan includes building and facility projects and major improvements to existing facilities. As the City continues to grow, additional facilities will be needed to accommodate additional staff and to provide quality services to Hutto citizens.

Facilities projects will be funded through a number of funding sources including General Obligation debt, cash, grants, and other sources as available.

### Sources of Funding

<table>
<thead>
<tr>
<th>Sources of Funding</th>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Operating</td>
<td>-</td>
<td>207</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>207</td>
</tr>
<tr>
<td>General Fund - Fund Balance</td>
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<td>-</td>
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<tr>
<td>Debt Proceeds</td>
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<td>-</td>
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<td>Other</td>
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<td><strong>Total</strong></td>
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<td>-</td>
<td>207</td>
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### Uses of Funds

<table>
<thead>
<tr>
<th>Uses of Funds</th>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
<th>Future</th>
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<tbody>
<tr>
<td><strong>Facility Projects:</strong></td>
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<tr>
<td>Animal Shelter Expansion</td>
<td>-</td>
<td>50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50</td>
<td>600</td>
</tr>
<tr>
<td>City Hall and Civic Park</td>
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<td>-</td>
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<tr>
<td>HPD Law Enforcement Center</td>
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<td>Public Works Paving-Phase II</td>
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<td><strong>Total Uses of Funds</strong></td>
<td>-</td>
<td>207</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>207</td>
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</tr>
</tbody>
</table>
City of Hutto, Texas  
Capital Improvement Program - Municipal Facilities

**Animal Shelter Expansion**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>City Manager's Office</th>
<th>CIP No.</th>
</tr>
</thead>
</table>

**Financial Plan (thousands of dollars):**

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td>600</td>
<td>650</td>
</tr>
</tbody>
</table>

**Description:**
The Williamson County Regional Animal Shelter board would like to expand the current Regional Animal Shelter from approx. 15,000 sf to 50,000 sf. The expansion will include the construction of a new two story adoption and kennel area, new clinic, and expansion of the existing bay areas. The expansion is anticipated to support Williamson County’s growing people and pet population through 2035. The scope of this project is still under review.

**Estimated Project Cost (000's):**
- Design/Utility Coordination: 50
- Utilities: -
- Construction: 600
- ROW: -
- Total: 650

**Project Task**
- Planning/Design: 12
- Right-of-way/Utilities:
- Construction: 14
- Total: months

**Funding:**
- General Fund: 650
- General Obligation: -
- Other: -
- Total: 650

**Operational Impact:**
- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -
- Total: -

**Notes:**
The City joined the WCRAS in 2006. The current shelter opened in March 2007. This is only the City of Hutto’s pro rata share of the facility expansion costs.
City of Hutto, Texas  
Capital Improvement Program - Municipal Facilities

City Hall and Civic Park

<table>
<thead>
<tr>
<th>Responsible Division:</th>
<th>City Manager's Office</th>
<th>CIP No.</th>
</tr>
</thead>
</table>

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
</table>

Description:
The City commissioned a Facility Needs Assessment in late 2009 to evaluate future space needs. The future City Hall will be built adjacent to the civic park and gin building pavilion planned for the Co-Op site. The design will incorporate many of the design elements located on site. The structure will include sub-grade parking, new council chambers, and office space for administrative staff.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td>100%</td>
</tr>
<tr>
<td>Construction</td>
<td>Design:</td>
<td>10%</td>
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<tr>
<td></td>
<td>Bid:</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Construction:</td>
<td>0%</td>
</tr>
</tbody>
</table>

Funding:

<table>
<thead>
<tr>
<th>Operational Impact</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>-</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>-</td>
</tr>
<tr>
<td>Repair &amp; Maint.</td>
<td>-</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
</tr>
</tbody>
</table>

Notes:
The project is currently in the schematic design phase. Funding is being evaluated including private partnerships.
City of Hutto, Texas  
Capital Improvement Program - Public Safety

**HPD Law Enforcement Center**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>Police</th>
<th>CIP No.</th>
</tr>
</thead>
</table>

### Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Description:
The City’s Police Department needs additional space to run operations. The following needs have been identified: increased space for evidence, additional office space for personnel, meeting room, training area, and a sally port for vehicle searches. Additional space could be needed for future K-9 units and patrol bike storage. The additional space would be the vacated space in the existing City Hall and Public Works building.

![Image of HPD Law Enforcement Center](image.png)

### Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Acquisition</th>
<th>Design</th>
<th>Const.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Phase Schedule %

- Right-of-way: 3%
- Design: 3%
- Bid: 3%
- Construction: 3%

### Funding:

- General Fund
- Certificates of Obligation
- Other
- Total

### Operational Impact:

- Personnel
- Supplies & Materials
- Repair & Maint.
- Capital & Other
- Total

### Notes:
Operational impact will be the result of increased staff and growth.
City of Hutto, Texas
Capital Improvement Program - Facilities

Public Works Yard Paving - Phase II

<table>
<thead>
<tr>
<th>Financial Plan (thousands of dollars) :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Years</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Description :
Public Works Yard Paving Improvements Phase I paved the front parking area and entrance from CR 159 in February 2014. Phase II would pave south of the main building between the rear bay entrances and heavy equipment storage. These extents will also allow for the installation of a second portable building behind the main annex. Future CIP projects will pave the remainder of the yard in phases as funds allow or as identified in future facility planning efforts.

Estimated Project Cost (000's):
- Design/Utility Coordinatic: 10
- Utilities: -
- Construction: 147
- ROW: -

Total: 157

Project Task | Duration
-------------|----------
Planning/Design | 3
Right-of-way/Utilities | -
Construction | 3
Total | 6 months

Funding:
- General Fund: -
- General Obligation: -
- Other: -

Total: -

Operational Impact:
- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -

Total: -

Notes:
The Water and Wastewater Element of the City's Capital Improvement Program is anticipated to be funded from a combination of cash, debt, and impact fees. The actual amount of any debt issuance will be evaluated each year in light of project cost estimates, resources available, coverage requirements and other considerations.

In 2006, the City initiated an impact fee study to evaluate the future costs to the City for water and wastewater projects that will be needed as a result of new development during the planning period. The study was updated in 2013. Revenue from impact fees are expected to be a significant source of CIP funding and will lessen the financial impact on existing ratepayers as a result of planned improvements.

### Sources of Funding

<table>
<thead>
<tr>
<th>Sources of Funding</th>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td>-</td>
<td>60,000</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
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<tr>
<td>Fund Balance</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Utility Debt</td>
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<td>68,000</td>
<td>672,000</td>
<td>522,000</td>
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<td>181,151</td>
<td>181,151</td>
<td>181,151</td>
<td>181,151</td>
<td>-</td>
<td>724,604</td>
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<tr>
<td>Other</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td>309,151</td>
<td>1,003,151</td>
<td>703,151</td>
<td>181,151</td>
<td>630,000</td>
<td>2,826,604</td>
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### Uses of Funds

#### Water Projects:

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<tr>
<th>Projects</th>
<th>Prior Years</th>
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<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
<th>Future</th>
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</thead>
<tbody>
<tr>
<td>Water Master Plan</td>
<td>150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
</tr>
<tr>
<td>Front Street 8&quot; Waterline Replacement</td>
<td>-</td>
<td>68,000</td>
<td>612,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>680,000</td>
<td>-</td>
</tr>
<tr>
<td>Old Town Waterline Replacement Program</td>
<td>-</td>
<td>60,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>480,000</td>
<td>540,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>150</td>
<td>128,000</td>
<td>612,000</td>
<td>-</td>
<td>-</td>
<td>630,000</td>
<td>1,370,000</td>
<td>540,000</td>
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</table>

#### Wastewater Projects:

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<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
<th>Future</th>
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<tbody>
<tr>
<td>Wastewater Master Plan Update</td>
<td>150,000</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
<td>150,000</td>
</tr>
<tr>
<td>Brushy Creek Wastewater Interceptor</td>
<td>400,000</td>
<td>181,1851</td>
<td>181,1851</td>
<td>181,1851</td>
<td>181,1851</td>
<td>-</td>
<td>727,604</td>
<td>-</td>
</tr>
<tr>
<td>Abandon Lakeside Lift Station</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>522,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>181,1851</td>
<td>331,1851</td>
<td>703,851</td>
<td>181,1851</td>
<td>-</td>
<td>1,399,604</td>
<td>150,000</td>
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</table>
City of Hutto, Texas  
Capital Improvement Program - Water

**Water Master Plan**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>Public Works</th>
<th>CIP No.</th>
</tr>
</thead>
</table>

**Financial Plan (thousands of dollars):**

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

**Description:**
The City's completed the current Water Master Plan in 2015. The plan will be revised every 5 years to incorporate changes to the water demand in the City. The plan also includes updates to Water Conservation and Drought Contingency Plans.

**Estimated Project Cost (000's):**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>150</td>
</tr>
<tr>
<td>Construction</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>150</td>
</tr>
</tbody>
</table>

**Phase | Schedule**
Right-of-way
Design:
Bid:
Construction:

**Funding:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Fees</td>
<td>0%</td>
</tr>
<tr>
<td>Certificates of Obligation</td>
<td>100%</td>
</tr>
<tr>
<td>Other</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Operational Impact**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>-</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>-</td>
</tr>
<tr>
<td>Repair &amp; Maint.</td>
<td>-</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
</tr>
</tbody>
</table>
City of Hutto, Texas
Capital Improvement Program - Water

Front Street 8" Waterline Replacement

Responsible Department: Public Works
CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>680</td>
</tr>
</tbody>
</table>

Description:
Project would install approximately 7500 ft of 8" line along Hwy 79 and Front Street to replace an existing 8" waterline. The existing line is constructed of substandard material.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Design</th>
<th>68</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction:</td>
<td>612</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>680</td>
</tr>
</tbody>
</table>

Phase Schedule
Right-of-way 100%
Design: Bid:
Construction:

Funding:
Impact Fees 0%
Certificates of Obligation 0%
Other 100%
Total 100%

Operational Impact
Personnel -
Supplies & Materials -
Repair & Maint. -
Capital & Other -
Total -

Notes:
City of Hutto, Texas
Capital Improvement Program - Water

**Old Town Waterline Replacement Program**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>Public Works</th>
<th>CIP No.</th>
</tr>
</thead>
</table>

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60</td>
<td>-</td>
<td></td>
<td></td>
<td>480</td>
<td>540</td>
<td>1,080</td>
</tr>
</tbody>
</table>

Description:
The project will replace aging and undersized waterlines in concurrence with the Old Town Master Plan streetscape improvements as follows:
2017 - East Street - $60,000
2020 - Live Oak Street - $480,000
Future - West Street Ph. I&II, Taylor, and Metcalfe Street - $780,000

Legend:
- Roadways
- Waterline Replacement

**Street Name**
- East Street
- Taylor Street
- West Live Oak Street

**Estimated Project Cost (000's):**
- Design: -
- Construction: 1,080
- Other: -
- Total: 1,080

**Phase**
- Right-of-way: 100%
- Design: 0%
- Bid: 0%
- Construction: 0%

**Funding:**
- General Fund: -
- Certificates of Obligation: 1,080
- Other: -
- Total: 1,080

**Operational Impact:**
- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -
- Total: -

Notes:
The design fee is represented in the appropriate roadway design cost.
City of Hutto, Texas
Capital Improvement Program - Wastewater

Wastewater Master Plan

Responsible Department: Public Works

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>Projected</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>150</td>
<td>-</td>
<td>150</td>
<td>-</td>
</tr>
</tbody>
</table>

Description:
The City completed a wastewater master plan in November 2012. The plan will be updated every five years to reflect growth and development that has occurred since the last update.

Estimated Project Cost (000's):

- Design: 150
- Construction: -
- Other: -
- Total: 150

Phase Schedule

- Right-of-way
- Design:
- Bid:
- Construction:

Funding:

- Impact Fees: 100%
- Certificates of Obligation: 100%
- Other: 0%
- Total: 100%

Operational Impact

- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -
- Total: -
Abandon Lakeside Lift Station

City of Hutto, Texas
Capital Improvement Program - Wastewater

Responsible Department: Public Works  CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>522</td>
</tr>
</tbody>
</table>

Description:
This project would abandon the lift station in the Lakeside Estates subdivision and upgrade and install 3,700 linear feet of 12" wastewater line to connect to the existing 12" wastewater line at the Park at Brushy Creek Subdivision. The project would also replace 12" wastewater line with 15" wastewater line. The project would eliminate maintenance costs for the lift station.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>65</td>
</tr>
<tr>
<td>Construction</td>
<td>457</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>522</td>
</tr>
</tbody>
</table>

Phase Schedule
Right-of-way
Design:
Bid:
Construction:

Funding:

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Impact Fees</td>
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</tr>
<tr>
<td>Certificates of Obligation</td>
<td>100%</td>
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<tr>
<td>Other</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

Operational Impact

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Personnel</td>
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<tr>
<td>Supplies &amp; Materials</td>
<td>-</td>
</tr>
<tr>
<td>Repair &amp; Maint.</td>
<td>1</td>
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<tr>
<td>Capital &amp; Other</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
</tr>
</tbody>
</table>

Notes:
The wholesale wastewater service agreement between the City of Hutto and Kelly Lane expires in 2020. At that time, the City will have the option to tie Lakeside Estates directly into the City's wastewater system. A portion of the interceptor has been installed with the Hutto Lake project.
City of Hutto, Texas
Capital Improvement Program - Wastewater

Brushy Creek Wastewater Interceptor

Responsible Department: Public Works
CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
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<tr>
<td></td>
<td>181,851</td>
<td>181,851</td>
<td>181,851</td>
<td>181,851</td>
<td>-</td>
<td>727,404</td>
<td></td>
</tr>
</tbody>
</table>

Description:
This project has been completed. The City and the Developer entered into an agreement for the construction of the sewer line to connect with the Enclave at Brushy Creek Lift Station. The actual cost of the sewer extension was $1,127,404 and the City agreed to pay the entire amount. The City has reimbursed $400,000 thus far and has a balance of $727,404 as per the original agreement.

Estimated Project Cost (000's):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Design</td>
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<tr>
<td>Construction</td>
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</tr>
<tr>
<td>Other</td>
<td>727,404</td>
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<tr>
<td>Total</td>
<td>727,404</td>
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</tbody>
</table>

Phase Schedule

Right-of-way
Design:
Bid:
Construction:

Funding:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Fees</td>
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</tr>
<tr>
<td>Certificates of Obligation</td>
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</tr>
<tr>
<td>Other</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</table>

Operational Impact

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Maint.</td>
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</tr>
<tr>
<td>Capital &amp; Other</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
City of Hutto, Texas
Transportation & Drainage Capital Improvement Program
FY 2016 - 2020

The Transportation section of the City’s Capital Improvement Plan is to be funded from debt, cash, county, and developer participation. Debt issuance will be evaluated annually to determine feasibility and need. The City currently has $3.26 Million in available bonding capacity approved through a bond election in 2009 and plans on completing two major projects with the remainder. The Drainage section of the Capital Improvement Plan outlines drainage projects for the City. Projects are evaluated based on need.

<table>
<thead>
<tr>
<th>Sources of Funding</th>
<th>Prior Years</th>
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<th>17</th>
<th>18</th>
<th>19</th>
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<th>2016-20 Total</th>
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</thead>
<tbody>
<tr>
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<td>300</td>
<td>450</td>
<td>300</td>
<td>300</td>
<td>300</td>
<td>1,650</td>
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<td>General Fund - Fund Balance</td>
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<td>-</td>
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<td>Debt Proceeds</td>
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<table>
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<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
<th>Future</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>FM 1660 N Sidewalk</td>
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<td>1,252</td>
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<td>500</td>
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<tr>
<td></td>
<td>Alliance Boulevard-Phase II</td>
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<tr>
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<td>East Street Reconstruction</td>
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<td></td>
<td>Live Oak Reconstruction</td>
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<td>-</td>
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<td>-</td>
</tr>
<tr>
<td></td>
<td>HWY 79 Pedestrian Crossing</td>
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<td>-</td>
<td>-</td>
<td>362</td>
</tr>
<tr>
<td></td>
<td>Fencing Along Major Arterials</td>
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<td>236</td>
<td>-</td>
<td>-</td>
<td>126</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Carl Stern Extension</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>1,900</td>
</tr>
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<td></td>
<td>Pavement Management</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>SH 130 Frontage Roads</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>CR 119 Extension</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Limmer Loop Rehabilitation</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Railroad Quiet Zones</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>137</td>
<td>3,122</td>
<td>300</td>
<td>426</td>
<td>5,300</td>
<td>300</td>
<td>9,448</td>
<td>15,404</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Uses of Funds</th>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>2016-20 Total</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage Projects:</td>
<td>-</td>
<td>150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Drainage Master Plan</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Legends of Hutto Drainage Improvements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>150</td>
<td>150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>300</td>
<td>150</td>
</tr>
</tbody>
</table>
City of Hutto, Texas
Capital Improvement Program - Transportation

**FM 1660 North Sidewalk**

**Responsible Department:** Public Works

**Financial Plan (thousands of dollars):**

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>137</td>
<td>1,252</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,389</td>
</tr>
</tbody>
</table>

**Description:**
The project will construct a 10' wide hike and bike trail from Hutto Elementary to the Huttaparke subdivision. A 4' wide sidewalk will be constructed from HWY 79 to Mager Lane to connect to the trail. The sidewalk would connect single-family homes and commercial properties along FM 1660 while also providing links to the Cottonwood Creek Trail and proposed sidewalks along Limmer Loop.

**Legend**
- Roadways
- FM 1660 North Sidewalk
- Section
- Sidewalk
- Grant

**Estimated Project Cost (000's):**

- Design: 137
- Construction: 1,252
- Other: -
- Total: 1,389

**Phase** | **Schedule** | **%**
--- | --- | ---
Right-of-way | - | 0%
Design: | - | 0%
Bid: | - | 0%
Construction: | - | 0%

**Funding:**

- General Fund: 137
- Debt: 250
- Grant: 1,002
- Total: 1,389

**Operational Impact:**

- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -
- Total: -

**Notes:**
The City was awarded a grant in the amount of 1,001,880 for construction of the trail portion of the project. The City is responsible for design costs and 20% of construction costs.
City of Hutto, Texas
Capital Improvement Program - Transportation

Alliance Boulevard - Phase II

Responsible Department: Public Works
CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>Projected</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Description:
This project will improve the county road that forms the western border of the Townwest Commons commercial development. The road currently consists of a rural section composed of a thin layer of base material. The proposed section will remain rural and include a thicker base section with an asphalt surface. Sidewalks are not included in the scope, as future development will be required to construct sidewalks along the corridor. Phase I improved the road from HWY 79 to the YMCA site. Phase II will improve the roadway from the YMCA site to Emory Farms Avenue. Both phases will be constructed within the current ROW. The Sustainable Places Project recommends minimizing the impact to the adjacent Emory Farms neighborhood through traffic calming design.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th></th>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Design:</td>
<td>Bid:</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Construction:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funding:

<table>
<thead>
<tr>
<th></th>
<th>Operational Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Personnel</td>
</tr>
<tr>
<td>Debt</td>
<td>Supplies &amp; Materials</td>
</tr>
<tr>
<td>Other</td>
<td>Repair &amp; Maint.</td>
</tr>
<tr>
<td>Total</td>
<td>Capital &amp; Other</td>
</tr>
</tbody>
</table>

Notes:
City of Hutto, Texas
Capital Improvement Program - Transportation

East Street Improvements

Responsible Department: Public Works  CIP No. TR11

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>Projected</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>1,234</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Description:
The project will extend the streetscaping, sidewalk, and underground storm water improvements north from Farley Street to Pecan Street. There will also be electricity run to several locations to allow for seasonal lighting and provide service to vendors during events. The ROW will be widened to accommodate angled parking on the east side of the street. A surface parking lot would also be constructed on property purchased with project funds. The project funds include a pavement overlay on the southern portion of the street.

![Map Diagram]

Legend
- East Street Improvements
- Roadways

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost (000's)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design/Utility Coordinatio</td>
<td>200</td>
</tr>
<tr>
<td>Construction</td>
<td>859</td>
</tr>
<tr>
<td>ROW</td>
<td>175</td>
</tr>
<tr>
<td>Total</td>
<td>1,234</td>
</tr>
</tbody>
</table>

Phase Schedule %
- Right-of-way: 0%
- Design: 0%
- Bid: 0%
- Construction: 0%

Funding:
- General Fund: -
- General Obligation: 1,234
- Other: -
- Total: 1,234

Operational Impact
- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: 6%
- Capital & Other: -
- Total: -

Notes:
Project was approved in 2009 Bond Election. Operational impact is estimated for drainage repair and maintenance. The waterlines will be replaced along with the street construction.
City of Hutto, Texas
Capital Improvement Program - Transportation

Live Oak Reconstruction/Extension

Responsible Department: Public Works

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,811</td>
</tr>
</tbody>
</table>

Description:
Live Oak will ultimately be extended west through the Co-Op property and connect to Innovation Blvd. The improvements would consist of an urban roadway section consistent with the UDC. In Phase I, the roadway would be extended from Exchange Blvd. through the Co-Op property. The existing section from the Co-Op property to FM 1660 N would be rebuilt consistent with the Old Town Master Plan. Additionally, sidewalks would be constructed along the street between FM 1660 N and Fritz Park to provide pedestrian connectivity. The extension Phases II and III would include improvements to Emory Farms Ave., including the addition of a landscaped median and bicycle lane developed during the Sustainable Places Project. The bicycle lane will be included in Phase I within the section through the Co-op property.

Estimated Project Cost (000’s):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Design:</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Bid:</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Construction:</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funding:

<table>
<thead>
<tr>
<th>Operational Impact</th>
<th>Personnel</th>
<th>Supplies &amp; Materials</th>
<th>Repair &amp; Maint.</th>
<th>Capital &amp; Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Obligation</td>
<td>4,811</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>4,811</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
The waterlines will be replaced along with the street construction. The City does not have GO Bond authority for this project. Costs shown are for Phase I only and will be contingent on the City successfully partnering with a private developer.
City of Hutto, Texas
Capital Improvement Program - Transportation

Highway 79/Railroad Pedestrian Crossing and Connections

Responsible Department: Public Works    CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>293</td>
</tr>
</tbody>
</table>

Description:
There are currently few safe crossings for pedestrians for cross Highway 79 in Hutto. The intersection of Highway 79 and Jim Cage lacks pedestrian signals, proper striping for pedestrian crossings and sidewalk connections. This project proposes to connect the Front St. sidewalk with a pedestrian-only crossing over the railroad to Highway 79 and to the proposed FM 1660 N. sidewalk. This project also calls for adequate pedestrian crossing striping across all four intersection routes and for pedestrian signals.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th></th>
<th>Design</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38</td>
<td>255</td>
<td>293</td>
</tr>
</tbody>
</table>

Phase Schedule %

- Right-of-way NA
- Design: 0%
- Bid: 0%
- Construction: 0%

Funding:

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Debt</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>293</td>
<td>-</td>
<td>-</td>
<td>293</td>
</tr>
</tbody>
</table>

Operational Impact

- Personnel
- Supplies & Materials
- Repair & Maint.
- Capital & Other
- Total

Notes:
At-grade pedestrian crossings over Union Pacific Railroad ROW may take 5-10 years or longer for review and approval by railroad officials. Approval time may be shortened by combining the project with street improvements to the Jim Cage railroad crossing at a total cost of $530,000. KPA Consulting Engineers assisted with the cost estimates.
City of Hutto, Texas
Capital Improvement Program - Transportation

Fencing Along Major Arterials

Responsible Department: Public Works

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>236</td>
<td>-</td>
<td>126</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>362</td>
</tr>
</tbody>
</table>

Description:
Project would replace deteriorating fencing along major arterials of subdivisions built before the current subdivision ordinances. Fencing for Creekside Estates and the Orgain and Hague subdivision is scheduled for 2016. Clarks Crossing is scheduled for 2018. Funding for the project was approved through the 2009 Bond Election. Cost is estimated at approximately $93 per linear foot of fencing.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td>0%</td>
</tr>
<tr>
<td>Construction</td>
<td>Design</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>Bid</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>Construction</td>
<td>0%</td>
</tr>
</tbody>
</table>

Funding:

<table>
<thead>
<tr>
<th>Operational Impact</th>
<th>Personnel</th>
<th>Supplies &amp; Materials</th>
<th>Repair &amp; Maint.</th>
<th>Capital &amp; Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>General Obligation</td>
<td>362</td>
<td>-</td>
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</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>362</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Notes:
Creekside Subdivision = 1,932 feet; Orgain and Hague Area = 334 feet; Clarks Crossing and Carol Meadows Subdivision = 1,091 feet
City of Hutto, Texas
Capital Improvement Program - Transportation

Carl Stern Extension

Responsible Department: Public Works
CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
<td></td>
<td>6,500</td>
<td>11,500</td>
</tr>
</tbody>
</table>

Description:
This project would extend Carl Stern from FM 685 to the SH 130 frontage road with a 5-lane urban-section roadway. Phase 1b will construct a 2/3 lane section from FM 685 to SH 130. Phase IIa will widen sections of the roadway to 4 lanes with a median.

Estimated Project Cost (000's):

| Design     | -  |
| Construction | -  |
| Other      | -  |
| Total      | 11,500 |

Phase Schedule %

- Right-of-way
- Design:
- Bid:
- Construction:

Funding:

| General Fund | -  |
| General Obligation | -  |
| Other          | 11,500 |
| Total          | 11,500 |

Operational Impact:

- Personnel
- Supplies & Materials
- Repair & Maint.
- Capital & Other

Notes:
Construction expenses for all phases will be repaid through tax abatement. If there is a shortfall in tax abatement versus construction cost, the City will be responsible for the difference in 2019 for Phase 1b and 2034 for Phase IIa.
City of Hutto, Texas
Capital Improvement Program - Transportation

**Pavement Management**

<table>
<thead>
<tr>
<th>Responsible Department:</th>
<th>Public Works</th>
<th>CIP No.</th>
</tr>
</thead>
</table>

**Financial Plan (thousands of dollars):**

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>1,200</td>
</tr>
</tbody>
</table>

**Description:**
These funds are to be used to perform pavement preservation on City owned roadways. The Pavement Management Database will be used to prioritize projects and determine which pavement preservation techniques should be used.

**Estimated Project Cost (000's):**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design (per year)</td>
<td>Right-of-way</td>
<td>0</td>
</tr>
<tr>
<td>Construction (per year)</td>
<td>Design:</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>Bid:</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>Construction:</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding:</th>
<th>Operational Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund (per year)</td>
<td>Personnel</td>
</tr>
<tr>
<td>General Obligation</td>
<td>Supplies &amp; Materials</td>
</tr>
<tr>
<td>Other</td>
<td>Repair &amp; Maint.</td>
</tr>
<tr>
<td>Total</td>
<td>Capital &amp; Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
</table>

38
City of Hutto, Texas
Capital Improvement Program - Transportation

**SH 130 Frontage Roads**

**Responsible Department:** Public Works  
**CIP No.**

**Financial Plan (thousands of dollars):**

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,900</td>
<td>1,900</td>
</tr>
</tbody>
</table>

**Description:**
Project would construct frontage roads along SH 130 in order to enhance access to properties along the toll road. The proposed section would be two lanes with shoulders. Sidewalks are not included in the estimate.

---

### Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Design</th>
<th>1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>8,000</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9,500</strong></td>
</tr>
</tbody>
</table>

### Phase Schedule %

- **Right-of-way**
- **Design:**
- **Bid:**
- **Construction:**

### Funding:

- **General Fund**
- **Debt** | 1,900 |
- **Other** | 7,600 |
| **Total** | **9,500** |

### Operational Impact

- Personnel
- Supplies & Materials
- Repair & Maint.
- Capital & Other

**Notes:**
Williamson County passed a road bond election in 2013. This project was not listed on the ballot, but was included in the County's "Other Proposed Projects" list that could be funded with bond proceedings. The City agreed to pay 20% of the project costs in a proposal sent to the County.
City of Hutto, Texas
Capital Improvement Program - Transportation

CR 119 Extension

Responsible Department: Public Works
CIP No.

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>Projected</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
</tbody>
</table>

Description:
Project would construct a 4-lane roadway section from Limmer Loop to Chandler Road. Sidewalks are not included in the estimate.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Right-of-way</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>Design:</td>
<td></td>
</tr>
<tr>
<td>ROW</td>
<td>Bid:</td>
<td></td>
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</tbody>
</table>

Total 10,000

Funding:

<table>
<thead>
<tr>
<th>Operational Impact</th>
<th>%</th>
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<tbody>
<tr>
<td>Personnel</td>
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<tr>
<td>Supplies &amp; Materials</td>
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<tr>
<td>Repair &amp; Maint.</td>
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<tr>
<td>Capital &amp; Other</td>
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</tbody>
</table>

Total 10,000

Notes:
Williamson County passed a road bond election in 2013. This project was not listed on the ballot, but was included in the County’s “Other Proposed Projects” list that could be funded with bond proceeds. The City agreed to pay 10% of the project costs in a proposal sent to the County.
City of Hutto, Texas
Capital Improvement Program - Transportation

Limmer Loop Rehabilitation

Responsible Department: Public Works

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>Projected</th>
<th>Future</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
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<tr>
<td></td>
<td>100</td>
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<td>100</td>
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</tbody>
</table>

Description:
The City executed an agreement with Williamson County to fund pavement rehabilitation and repair of Limmer Loop. The County is the lead agency on the contract and is funding the initial cost. The County has agreed to finance the project and the City will pay them back through two methods. The first is a $100,000 annual payment for seven years. The remainder will be reimbursed from the City’s unobligated portion of the Landfill Fund.

![Limmer Loop Map]

Estimated Project Cost (000's):

- Design/Utility Coordination: -
- Utilities: -
- Construction: 700
- ROW: -
- Total: 700

Project Task | Duration
-------------|--------
Planning/Design | -
Right-of-way/Utilities | -
Construction | 3 months
Total | 3 months

Funding:

- General Fund: 700
- General Obligation: -
- Other: -
- Total: 700

Operational Impact:

- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -
- Total: -

Notes:
City of Hutto, Texas  
Capital Improvement Program - Transportation

**Railroad Quiet Zones**

**Responsible Department:** Public Works  
**CIP No.:**

### Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
<th>Total</th>
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</table>

**Description:**
This project would construct the required infrastructure to allow the City to designate three railroad crossings as quiet zones. Non traversable curb medians would be placed at the FM 685, Jim Cage, and FM 1660 south railroad crossings. The medians for FM 685 will be installed as part of the roadway project, leaving medians at Jim Cage and FM 1660 S to the City. Additionally, railroad agreements in the amount of $30,000 would need to be executed and traffic studies confirming traffic counts would need to be conducted.

![Railroad Quiet Zones Image](image)

**Estimated Project Cost (000's):**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design/Utility Coordinatio</td>
<td>25</td>
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<tr>
<td>Utilities</td>
<td>-</td>
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<tr>
<td>Construction</td>
<td>45</td>
</tr>
<tr>
<td>RR Agreements</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

**Project Task**

- Planning/Design: 18
- Right-of-way/Utilities: -
- Construction: 2
- Total: 20 months

**Funding:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>General Fund</td>
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<tr>
<td>General Obligation</td>
<td>-</td>
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<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

**Operational Impact**

- Personnel: -
- Supplies & Materials: -
- Repair & Maint.: -
- Capital & Other: -
- Total: -

**Notes:**
**City of Hutto, Texas**  
**Capital Improvement Program - Drainage**

**Drainage Master Plan**

- **Responsible Division:** Public Works  
- **CIP No.:** DR1

### Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
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<td>150</td>
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</table>

**Description:**
The City currently does not have a drainage plan. A drainage plan will help the City develop projects that will improve stormwater runoff throughout the City. The plan will also focus on the creeks that run through the City and any improvements that can be made to mitigate potential flooding issues. Completion of the master plan will enable the City to strategically plan drainage infrastructure that preserves land for other use.

### Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Design</td>
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</tr>
<tr>
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<tr>
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<td>Bid:</td>
<td></td>
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<tr>
<td>Total</td>
<td>Construction:</td>
<td></td>
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<table>
<thead>
<tr>
<th>Funding:</th>
<th>Operational Impact</th>
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<tbody>
<tr>
<td>General Fund</td>
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<tr>
<td>Debt</td>
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<tr>
<td>Total</td>
<td>Capital &amp; Other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
<th></th>
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</thead>
</table>

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Page 43
City of Hutto, Texas
Capital Improvement Program - Drainage

Legends of Hutto Drainage Improvements

Responsible Division: Public Works
CIP No. DR2

Financial Plan (thousands of dollars):

<table>
<thead>
<tr>
<th>Prior Years</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>Future</th>
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</table>

Description:
Legends of Hutto primarily drains through open ditches connected to the street by concrete valley gutters. Over time the drainage ditches have accumulated silt and grown vegetation that blocks flow from the valley gutters. This project will install low-flow concrete channel from the gutters through the ditch bottom on all Legends of Hutto Streets. This will solve the drainage issue and prevent it from reoccurring.

Estimated Project Cost (000's):

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>%</th>
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<tbody>
<tr>
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Funding:

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<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
</tr>
</tbody>
</table>

Notes:
Project will decrease ongoing maintenance costs.
AGENDA ITEM NO.: 8B.  AGENDA DATE: September 03, 2015

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

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

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The City has received a request from Hutto ISD to perform additional construction work between the hours of 2:00 am and 7:00 am on the following days: Thursday September 10th or Friday September 11th; Thursday September 17th or Friday September 18th; Thursday September 24th or Friday September 25th; Thursday October 8th or Friday October 9th.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.

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 that the Council approve the resolution.

SUPPORTING MATERIAL:
1. Resolution - Special permit HISD
RESOLUTION NO.

A RESOLUTION CONCERNING A SPECIAL PERMIT REQUESTED BY THE HUTTO INDEPENDENT SCHOOL DISTRICT ALLOWING CONSTRUCTION WORK TO BE PERFORMED AT NORMAN ELEMENTARY OUTSIDE OF THE TIME SPECIFIED IN THE CITY OF HUTTO UNIFIED DEVELOPMENT CODE.

WHEREAS, Hutto Independent School District (ISD) has submitted a request for a Special Permit to allow construction work to be performed at Norman Elementary, located at 101 Llano River Trail, Hutto, Texas and adjacent to the Riverwalk subdivision. The request is to perform additional construction work between the hours of 2:00 am and 7:00 am on the following days:

- Thursday, September 10th or Friday, September 11th
- Thursday, September 17th or Friday, September 18th
- Thursday, September 24th or Friday, September 25th
- Thursday, October 8th or Friday, October 9th, and;

WHEREAS, HISD’s contractor would be permitted to start pouring at 2:00 am in order to not disrupt the neighborhood during daytime hours, allowing for a much better (quality) product for HISD as the concrete they are pouring will be the finished floor, and;

WHEREAS, the construction work to be performed on Sunday does not comply the City of Hutto’s Unified Development Code (UDC) Section 10.312.7.4 that only grants exceptions to noise from construction activity between 7:00 am and 7:00 pm Monday through Saturday. This section of the UDC is found under Section 10.312 that speaks to general performance standards, including construction standards, and;

WHEREAS, pursuant to the Hutto UDC Section 10.312.1, general performance standards supplement other local standards (City of Hutto’s Code of Ordinances). The City of Hutto’s Code of Ordinances Sec. 14.03.003.9 allows the erection, including excavation, demolition, alteration or repair work, between the hours of 7:00 am and 8:00 pm and allows exceptions to Construction Work Noise Standards in case of urgent necessity in the interest of public safety and convenience, and then only by permit from the City Council, and;

WHEREAS, the City Council wishes to grant the Special Permit.

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

that the Hutto City Council hereby approves a special exception to the provisions of the City of Hutto’s Unified Development Code Section 10.312.7.4 by approving, in the interest of the public, a Special Permit that allows the Hutto Independent School District to perform construction work from 2:00 am to 7:00 am on:

- Thursday, September 10th or Friday, September 11th
- Thursday, September 17th or Friday, September 18th
- Thursday, September 24th or Friday, September 25th
- Thursday, October 8th or Friday, October 9th

RESOLVED on this the 3rd day of the month September, 2015.

CITY OF HUTTO, TEXAS

________________________________
Debbie Holland, Mayor

ATTEST:

________________________________
Seth Gipson, City Secretary
The City of Hutto is currently using Springbrook Software for Finance, Utility Billing and Purchasing functions. After implementing Springbrook in 2007, the City attempted to utilize additional modules within the software (work orders, building permits and fixed assets) but lack of functionality caused staff to seek other solutions. Springbrook is a smaller company that offers enhanced customization and reporting features for organizations, but is also limited in resources and the ability to adapt to growing needs. Simply put, the City organization (now and in the future) appears to have “outgrown” Springbrook Software. The system still relies on many manual processes that are limiting staff efficiencies while support and assistance are minimal due to company resources.

Replacement of the current financial software was a primary recommendation of the Technology Task Force appointed by Council in 2013. The Task Force recognized transition to an enterprise software solution would be a significant cost consideration, but in their opinion was an inevitable factor that should be included in budget planning for the near future. An enterprise software solution should incorporate modules that may eliminate (or interface with) some of the third party solutions currently being used by departments while enhancing standardization and automation of processes.

City staff formed an internal project team to study possible alternatives to Springbrook Software. After conducting surveys of peer and benchmark cities, Tyler Technologies’ Incode product was the most widely used and supported product identified. Tyler Technologies currently services over 750 governmental entities in Texas, in direct comparison to Springbrook Software’s approximate 20 customers. A demonstration of the product was presented to all City departments and users in April 2015 with detailed followup as needed. The project team was unanimous in recommending Incode software as the preferred choice for the City.

Procurement of the Incode product is available through the cooperative purchasing program of the National Joint Powers Alliance (NJPA). The City of Hutto is a member of the NJPA (member number 98087) and authorized to purchase from the existing contract in accordance with Local Government
BUDGETARY AND FINANCIAL SUMMARY:
The FY 2015 general operating budget included $105,000 for the initial investment in transitioning to a new software platform. An additional $100,000 has been allocated to the project from FY 2015 projected fund balance. The current proposal for migration of data, business process review, training and other professional services includes a one-time expense of $105,600. The annual fees and subscription cost provided by this agreement will be $56,078.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The project team’s recommendation and initial proposal from Tyler Technologies was discussed with the Fiscal and Budgetary Committee in August 2015.

CITY ATTORNEY REVIEW:
Approved the process as to form.

STAFF RECOMMENDATION:
Staff recommends approval of the resolution authorizing an agreement with Tyler Technologies.

SUPPORTING MATERIAL:
1. Resolution - Tyler Technologies
2. Tyler Technologies - Financial Software Agreement
RESOLUTION NO.

A RESOLUTION CONCERNING AN AGREEMENT WITH TYLER TECHNOLOGIES FOR FINANCIAL SOFTWARE PRODUCTS AND GRANTING GENERAL AUTHORITY TO THE CITY MANAGER TO APPROVE CHANGE ORDERS TO THE AGREEMENT.

WHEREAS, the City of Hutto (“City”) and Tyler Technologies have a mutual intent and understandings with respect to financial software products for the City, and

WHEREAS, the City recognizes the need for financial software products and services and Tyler Technologies possesses the resources and expertise to deliver said services to the City, and

WHEREAS, the City and Tyler Technologies wish to enter into an Agreement outlining their mutual understanding and agreement to work cooperatively and in good faith in respect to financial software products and services for the City by Tyler Technologies,

WHEREAS, the City Council of the City of Hutto wishes to grant general authority to approve change orders on the contract involving a decrease or an increase of $50,000 or less to the City Manager in accordance with the Texas Local Government Code Section 252.048, and;

WHEREAS, all said change orders will be retained and made available by the City Secretary pursuant to the Texas Open Records Act.

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 on behalf of the City an Agreement with Tyler Technologies.

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 3rd day of September, 2015.

CITY OF HUTTO, TEXAS

ATTEST:  
Debbie Holland, Mayor

Seth Gipson, City Secretary
SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler’s proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- “Agreement” means this Software as a Services Agreement.
- “Business Travel Policy” means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- “Client” means the City of Hutto.
- “Data” means the data necessary to utilize the Tyler Software.
- “Data Storage Capacity” means the contracted amount of storage capacity for your Data identified in the Investment Summary, if applicable.
- “Defect” means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- “Defined Named Users” means the number of named users that are authorized to use the SaaS Services. The Defined Named Users for the Agreement are indicated in the Investment Summary, if applicable.
- “Documentation” means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- “Effective Date” means the date on which your authorized representative signs the Agreement.
- “Force Majeure” means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- “Investment Summary” means the agreed upon cost proposal for the products and services attached as Exhibit A.
- “Invoicing and Payment Policy” means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- “SaaS Fees” means the fees for the SaaS Services identified in the Investment Summary.
- “SaaS Services” means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, support services for the Tyler Software
under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.

- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Support Call Process”** means the support call process applicable to all of our customers. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software and related interfaces identified in the Investment Summary.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTON B – SAAS SERVICES

1. **Rights Granted.** We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Named Users only. Access to the Tyler Software will be provided under the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services.

2. **SaaS Fees.** You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Named Users and amount of Data Storage Capacity, if applicable. You may add additional named users or additional data storage capacity on the terms set forth in Section H(1).

3. **Ownership.**

   3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

   3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only. You must retain all proprietary notices, logos, copyright notices, and similar markings on all such copies.

   3.3 You retain all ownership and intellectual property rights to the Data.

4. **Restrictions.** You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party’s business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. **Software Warranty.** We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the SLA and our then current Support Call Process.

**SECTION C – OTHER PROFESSIONAL SERVICES**

1. **Other Professional Services.** We will provide you the various implementation-related services itemized in the Investment Summary. You will receive those services according to the Statement of Work set forth at Exhibit E.

2. **Professional Services Fees.** You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

3. **Additional Services.** The Investment Summary contains the scope of services and related costs required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days.

4. **Cancellation.** If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.

5. **Services Warranty.** We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. **Site Access and Requirements.** You agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide the services, subject to any reasonable security protocols or other written policies provided to us.

7. **Client Assistance.** You acknowledge that the project outlined in this Agreement is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services you have contracted for. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

**SECTION D – MYGOVPAY/VIRTUAL PAY**
The MyGovPay/Virtual Pay functionality, to the extent you have purchased it, is provided to you according to the terms and conditions set forth in this Agreement, and the provisions of Exhibit E.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).

2. Invoice Disputes. If you believe any delivered product or service does not conform to the warranties in this Agreement, you will provide us with written notice within fifteen (15) days of your receipt of the applicable invoice. The written notice must contain sufficient detail of the issues you contend are in dispute. We will provide a written response to you that will include either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work together as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may only withhold payment of the amount(s) actually in dispute until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all services, including SaaS Services, if you fail to pay an invoice not disputed as described above.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement is five (5) years from the Effective Date, unless earlier terminated as set forth herein. After the initial term, this Agreement will renew automatically for additional one (1) year terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination.

2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don’t cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.

2.2 For Cause. You may terminate this Agreement for cause in the event we don’t cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within forty-five (45) days of receiving a written notice of the alleged breach. You agree to comply with Section H(3), Dispute Resolution, prior to termination.

2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

2.5 Fees for Termination without Cause during Initial Term. If you terminate this Agreement during the initial term for any reason other than cause, Force Majeure, or lack of appropriations, or if we terminate this Agreement during the initial term for your failure to pay SaaS Fees, you shall pay us the following early termination fees:

a. if you terminate during the first year of the initial term, 100% of the SaaS Fees through the date of termination plus 75% of the SaaS Fees then due for the remainder of the initial term;

b. if you terminate during the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 50% of the SaaS Fees then due for the remainder of the initial term; and

c. if you terminate after the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 25% of the SaaS Fees then due for the remainder of the initial term.

SECTION G – INTELLECTUAL PROPERTY INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

1.1 We will defend you against any third party claim(s) that the Tyler Software infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your: (a) combining the Tyler Software with any product or device not provided, contemplated, or approved by us; (b) altering or modifying the Tyler Software, including any modification by third parties at your direction or otherwise permitted by you; (c) use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties; or (d) willful infringement.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent.

1.4 If, as a result of an infringement or misappropriation claim, your use of the Tyler Software is
enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; (c) replace it with a functional equivalent; or (d) terminate this Agreement and refund the unused SaaS Fees. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3. LIMITATION OF LIABILITY. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO THE LESSER OF (A) YOUR ACTUAL DIRECT DAMAGES OR (B) THE THEN CURRENT ANNUAL SAAS FEES PAID BY YOU UNDER THIS AGREEMENT. THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTION G(1).

4. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least $1,000,000; (b) Automobile Liability of at least $1,000,000; (c) Professional Liability of at least $1,000,000; and (d) Workers Compensation complying with applicable statutory requirements. We will add you as an additional insured and provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.

3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will meet within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not
subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. **Taxes.** The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable U.S. taxes to the proper U.S. authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes arising from our performance of this Agreement.

5. **Nondiscrimination.** We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. **E-Verify.** We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.

7. **Subcontractors.** We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

8. **No Assignment.** Neither party may assign this Agreement without the prior written consent of the other party; provided, however, that your consent is not required in the event we have a change of control.

9. **Force Majeure.** Neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. **No Intended Third Party Beneficiaries.** This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.

11. **Entire Agreement; Amendment.** This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. **Severability.** If any term or provision of this Agreement is held invalid or unenforceable, the
remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

13. **No Waiver.** In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

14. **Independent Contractor.** We are an independent contractor for all purposes under this Agreement.

15. **Notices.** All notices or communications required or permitted as a part of this Agreement must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. **Client Lists.** You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

17. **Confidentiality.** Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

   (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
   (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
   (c) a party receives from a third party who has a right to disclose it to the receiving party; or
   (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. **Business License.** In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
19. **Client Authority.** You represent and warrant that you enter into this Agreement with the approval of your governing body and in accordance with all applicable statutory requirements.

20. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of your state of domicile. Any proceeding arising out of this agreement may only be brought in the courts of Williamson County or the United States District Court for the Western District of Texas.

21. **Multiple Originals and Signatures.** This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature.

22. **Contract Documents.** This Agreement includes the following exhibits:

<table>
<thead>
<tr>
<th>Exhibit A</th>
<th>Investment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit B</td>
<td>Invoicing and Payment Policy</td>
</tr>
<tr>
<td></td>
<td>Schedule 1: Business Travel Policy</td>
</tr>
<tr>
<td>Exhibit C</td>
<td>Service Level Agreement</td>
</tr>
<tr>
<td></td>
<td>Schedule 1: Support Call Process</td>
</tr>
<tr>
<td>Exhibit D</td>
<td>Web Services – Hosted Application Terms</td>
</tr>
<tr>
<td>Exhibit E</td>
<td>Statement of Work</td>
</tr>
</tbody>
</table>

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.
Local Government Division

By: ________________________________
Name: ______________________________
Title: ______________________________
Date: ______________________________

Address for Notices:
Tyler Technologies, Inc.
5519 53rd Street
Lubbock, TX 79414
Attention: Brett Cate

City of Hutto

By: ________________________________
Name: ______________________________
Title: ______________________________
Date: ______________________________

Address for Notices:
City of Hutto
401 W. Front Street
Hutto, TX 78634
Attention: General Services Director
Investment Summary

The following Investment Summary details the software, products, and services to be delivered by us to you under the Software as a Service Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Software as a Service Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
<table>
<thead>
<tr>
<th>Product, Service &amp; Equipment</th>
<th>Upon Execution</th>
<th>Upon Delivery</th>
<th>As Progress Occurs</th>
<th>Totals</th>
<th>Annual Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Subscription Fees</td>
<td>56,078</td>
<td></td>
<td></td>
<td>56,078</td>
<td>56,078</td>
</tr>
<tr>
<td>Total Hosted (Online) Applications</td>
<td></td>
<td>400</td>
<td></td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Total Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementation</td>
<td></td>
<td></td>
<td>53,500</td>
<td>53,500</td>
<td></td>
</tr>
<tr>
<td>Project Management &amp; Final Implementation</td>
<td></td>
<td></td>
<td>7,500</td>
<td>7,500</td>
<td></td>
</tr>
<tr>
<td>Data Conversion</td>
<td></td>
<td></td>
<td>44,200</td>
<td>44,200</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>56,078</td>
<td>400</td>
<td>105,200</td>
<td>161,678</td>
<td>56,078</td>
</tr>
</tbody>
</table>

Please Note: Travel expenses will be billed as incurred.

Please Note: Incode Notification fees are not included in the totals above. See Incode Notification page for detail and billing schedule.
**Subscription Summary**

Randy Barker  
City of Hutto  
August 11, 2015

---

**Investment Summary**

<table>
<thead>
<tr>
<th>Professional Services &amp; Implementation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation Services</td>
<td>53,500</td>
</tr>
<tr>
<td>Professional Services</td>
<td>7,500</td>
</tr>
<tr>
<td>Data &amp; Conversion Assistance Fees</td>
<td>44,200</td>
</tr>
<tr>
<td>Tyler On-Demand Setup Fee</td>
<td>400</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td><strong>105,600</strong></td>
</tr>
</tbody>
</table>

**Note:** Travel expenses are billed as incurred based on Federal IRS per diem standards.

---

**Subscription - Hosted**

<table>
<thead>
<tr>
<th>Length of Agreement</th>
<th>5 Years - 60 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Subscription Fee Subtotal</td>
<td>43,463</td>
</tr>
<tr>
<td>Discount 20% (5 yr term)</td>
<td>(3,465)</td>
</tr>
<tr>
<td><strong>Annual Subscription Fee Total</strong></td>
<td><strong>39,998</strong></td>
</tr>
<tr>
<td>Annual User Fee</td>
<td>14,400</td>
</tr>
<tr>
<td>Tyler On-Demand</td>
<td>1,680</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td><strong>56,078</strong></td>
</tr>
</tbody>
</table>

**Note:** Additional users may be added at any time at the per user rate of $575 per year.

---

Exhibit A
## Software Licenses

**Randy Barker**  
City of Hutto  
August 11, 2015

<table>
<thead>
<tr>
<th>Application Software</th>
<th>QTY</th>
<th>Hours</th>
<th>Estimated Services</th>
<th>License Fee</th>
<th>Estimated Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incode Financial Management Suite</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Financials</td>
<td>68</td>
<td>8,500</td>
<td></td>
<td>34,958</td>
<td>17,000</td>
</tr>
<tr>
<td>(General Ledger, Budget Prep, Bank Recon, Accounts Payable, Journal Entry)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>28</td>
<td>3,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>12</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Accounting</td>
<td>12</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Consulting Services</td>
<td>16</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Incode Personnel Management Suite</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Management</td>
<td>80</td>
<td>10,000</td>
<td></td>
<td>14,400</td>
<td>20,000</td>
</tr>
<tr>
<td>Employee Self Service</td>
<td>90</td>
<td>32</td>
<td>4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Employee Portal)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESS Time &amp; Attendance</td>
<td>90</td>
<td>32</td>
<td>4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant Tracking Interface (AppiTrack)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel/Management Consulting Service</td>
<td>16</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Incode Customer Relationship Management Suite</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility CBS System</td>
<td>88</td>
<td>11,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Third Party Printing Interface (Dataprose)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMR/AMI interface</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashiering</td>
<td>24</td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(City already licensed for CL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Support Credit/Debit Cards via ETS, PCI Compliant)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card processing via Authorize.Net</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant Tracking Interface (AppiTrack)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel/Management Consulting Service</td>
<td>16</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Incode Content/Document Management Suite</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Incode Printing and Reporting Solutions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Forms Package</td>
<td></td>
<td></td>
<td></td>
<td>6,325</td>
<td>1,000</td>
</tr>
<tr>
<td>(4 Overlays for Financials, 4 Overlays for Court, 5 Overlays for CRM, 1 Logo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure Signatures (Includes 2 signatures)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Output Director</td>
<td>8</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Base Engine, Print Output Channel, Tyler Content Management Output Channel, Email Output Channel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Implementation</td>
<td>40</td>
<td>5,000</td>
<td></td>
<td>7,500</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td>2,500</td>
<td></td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td><strong>Incode Application Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Implementation</td>
<td>40</td>
<td>7,500</td>
<td></td>
<td>7,500</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td>2,500</td>
<td></td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td><strong>Application and System Software Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

August 11, 2015
<table>
<thead>
<tr>
<th>Professional Services</th>
<th>Programming Fee</th>
<th>Hours</th>
<th>Estimated Services</th>
<th>Conversion Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Applications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Ledger</td>
<td>4,000</td>
<td>8</td>
<td>1,000</td>
<td>14,000</td>
</tr>
<tr>
<td>- Chart of Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Budget (2 years + Current)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Detailed YTD History (2 years + Current)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legacy/Historical Views (5 years)</td>
<td></td>
<td>8</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>1,000</td>
<td>8</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>- Vendor Master Info, address, primary contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1099 Balances (current year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Notes, Additional Contacts</td>
<td></td>
<td></td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Legacy/Historical Views (5 years)</td>
<td>1,000</td>
<td>4</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Personnel/Payroll Applications</td>
<td>6,200</td>
<td>32</td>
<td>4,000</td>
<td>13,700</td>
</tr>
<tr>
<td>Personnel Management/Payroll</td>
<td>2,500</td>
<td>8</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>- Basic Employee Information - employee master, address, primary contact, standard dates (i.e. hire, birth, termination, leave), standard phones (work, home, cell), current direct deposit, current position, retirement, employee deductions, employee taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Current Year Leave Balances</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legacy/Historical Views (5 years)</td>
<td>2,500</td>
<td>8</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Utility Billing</td>
<td>10,000</td>
<td>28</td>
<td>3,500</td>
<td>16,500</td>
</tr>
<tr>
<td>Utility - CIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Contacts/Properties/Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Service meter info - meter inventory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Transaction/Consumption/Read History (2 Years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Metered services (1 metered service)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Non-Metered service (up to 3 services)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank code, drafts, deposits</td>
<td>2,000</td>
<td>2</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Winter Average</td>
<td>500</td>
<td>2</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Conversion Services Total</td>
<td>31,200</td>
<td>104</td>
<td>13,000</td>
<td>44,200</td>
</tr>
</tbody>
</table>

**Note:**
Financial data conversion consists of current year plus 2 years history.
Utility Billing conversion data consists of current year plus 2 years history.
## Hosted Applications

**Randy Barker**  
City of Hutto  
August 11, 2015

### QTY Charges Initial Year Annual Fee

<table>
<thead>
<tr>
<th>Service</th>
<th>QTY</th>
<th>Charges</th>
<th>Initial Year</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Portal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Time Setup Fee</td>
<td>1</td>
<td>400</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>- Hardware Configuration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- DNS registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INCODE Utility Billing On-Line Component

Utility Billing Online (4 cents per bill, per month)

<table>
<thead>
<tr>
<th>Service</th>
<th>QTY</th>
<th>Charges</th>
<th>Initial Year</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Data extraction and storage</td>
<td>7,000</td>
<td>0.02</td>
<td>1,680</td>
<td>1,680</td>
</tr>
<tr>
<td>- Display of:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Current status (late, cut off etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Action needed to avoid penalty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Current Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Deposits on file (optional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Last payment date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Last payment amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Payment arrangements on file</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Last bill amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Last bill date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bill due date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contracts on file and status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Transaction history</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Online Payments
  - Payment packet is created to be imported to Utility System

**NOTE:** Customer pays $1.25 fee per transaction for payment online.

### Hosted Applications Total

<table>
<thead>
<tr>
<th>Service</th>
<th>QTY</th>
<th>Charges</th>
<th>Initial Year</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosted Applications Total</td>
<td>2,080</td>
<td>1,680</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## INCODE Notification for Courts

**INCODE Notification for Courts ($1 per violation)**

- Defendant Notification by Phone
  - Case updated after call
    - Call taken live
    - Left message
    - No answer
  - Court creates unique message for each call type
  - Call message can be English or Spanish
  - Call Attorney, rather than Defendant

**Annual Violations** 2,000

**Note:** The Court will be billed for the cases in which calls are made. The $1.00 charge per violation includes up to 4 calls per violation, as shown above. The Court will be billed by Tyler Technologies monthly for the calls conducted.

The Court will be allowed 2 call campaigns in the first 30 days at no charge. Tyler will assist with setup and creation of campaigns.

- Trial offer is free for 30 days.
- Campaign is limited to a one year time frame.
- Both campaigns must be used within the 30 day time frame.
- If more than 2 campaigns are used, then customer will be billed for the additional campaigns.

## INCODE Notification for Utility Billing

**INCODE Notification for Utility Billing ($0.10 per call)**

- Customer Notification by Phone
  - Call Late Notices
  - Call Late Notices
  - General Notifications
  - Call Lists automatically generated
  - Account updated after call
  - Custom message for each call type
  - Call Message can be English or Spanish
  - Generate reports based on call results

**Active Accounts** 2,000

**Note:** The Utility will be billed at the rate specified above for all calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.
Tyler On Demand - Tyler U
Randy Barker
City of Hutto
August 11, 2015

Service

Tyler On Demand - Tyler U

Tyler U Subscription
- E-learning courses available for all employees during the subscription period
- Unlimited access to hundreds of e-learning courses spanning the entire suite of Tyler applications
- Unlimited access to on-demand Continuing Professional Education credit courses certified by NASBA standards
- Unlimited access to Government compliance courses such as HIPAA Compliance, Red Flag Rules, and Workplace Harassment Prevention
- Available 24/7
- New courses created continually
  (City already a subscriber)

Tyler Technologies, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

Tyler Online Training Center Total
Invoicing and Payment Policy

Invoicing: We will invoice you for the applicable license fees, products, and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in your Software as a Service Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the Effective Date. Your annual SaaS Fees for the initial term are as set forth in the Investment Summary.

2. Other Professional Services.
   2.1 Implementation and Other Professional Services (including training): Implementation and other professional services (including training) are billed as delivered.
   2.2 Requested Modifications to the Tyler Software: Requested modifications to Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed.

3. Third Party Products.
   3.1 Third Party Software License Fees: License fees for Third Party Software are invoiced when we make it available to you for downloading.
   3.2 Third Party Software Maintenance: The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.
   3.3 Third Party Hardware: Third Party Hardware costs are invoiced upon delivery.

4. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B at Schedule 1. Copies of receipts will be provided on an exception basis for an administrative fee. Receipts for mileage or miscellaneous items less than twenty-five dollars are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is:
Bank: Wells Fargo Bank, N.A.
420 Montgomery
San Francisco, CA 94104
ABA: 121000248
Account: 4124302472
Beneficiary: Tyler Technologies, Inc. – Operating
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

Tyler’s Travel Management Company (TMC) will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee’s total trip duration and the fare is within $100 (each way) of the lowest logical fare. If a net savings of $200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee’s total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven day advance booking requirement is mandatory. When booking less than seven days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is scheduled to exceed six hours, only economy or coach class seating is reimbursable.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five days = one checked bag
- Six or more days = two checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee’s private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.
B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a “mid-size” or “intermediate” car. “Full” size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler’s TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler’s work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

“No shows” or cancellation fees are not reimbursable if the employee does not comply with the hotel’s cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.
A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

**Departure Day**

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 12:00 noon</td>
<td>Lunch and dinner</td>
</tr>
<tr>
<td>After 12:00 noon</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

**Return Day**

<table>
<thead>
<tr>
<th>Return Time</th>
<th>Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 12:00 noon</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Between 12:00 noon &amp; 7:00 p.m.</td>
<td>Breakfast and lunch</td>
</tr>
<tr>
<td>After 7:00 p.m.*</td>
<td>Breakfast, lunch and dinner</td>
</tr>
</tbody>
</table>

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

- Breakfast: 15%
- Lunch: 25%
- Dinner: 60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee’s hotel charges for internet access it is reimbursable up to $10.00 per day. Charges for internet access at airports are not reimbursable.
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This Service Level Agreement ("SLA") operates in conjunction with, and does not supersede or replace any part of, the SaaS Agreement. The SLA is effective as of the Effective Date.

This SLA outlines the information technology service levels that Tyler will provide to Client to ensure the availability of the application services that the Client has requested Tyler to provide. All other Client support services are documented in the Support Call Process exhibit to the SaaS Agreement.

II. Definitions

Attainment: The percentage of time a service is available during a billing cycle, with percentages rounded to the nearest whole number.

Client Error Incident: Any service unavailability resulting from a Client’s applications, content or equipment, or the acts or omissions of any of Client’s service users or Client’s third-party providers over whom Tyler exercises no control.

Defect: Any failure of the licensed software that is recognized as a "defect" under the agreement through which Client licenses the Tyler software.

Downtime: Those minutes during which the software products set forth in the SaaS Agreement are not available for any type of Client use. Downtime does not include those instances in which only a Defect is present.

Force Majeure: An event beyond the reasonable control of Tyler, including governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause which could not with reasonable diligence be foreseen, controlled, or prevented by the party.

Service Availability: The total number of minutes in a billing cycle that a given service is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

III. Service Availability

The Service Availability of Tyler’s applications is intended to be 24/7/365. Tyler sets Service Availability goals and measures whether it has met those goals by tracking Attainment.

a. Client Responsibilities

Whenever a Client experiences Downtime, that Client must make a support call according to the procedures outlined in the Support Call Process exhibit. The Client will receive a support incident number.

To track attainment, the Client must document, in writing, all Downtime that it has experienced during a billing cycle. The Client must deliver such documentation to Tyler within 30 days of a billing cycle’s end.
The documentation the Client provides must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. Tyler Responsibilities

When Tyler’s support team receives a call from a Client that a Downtime has occurred or is occurring, Tyler will work with the Client to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). Tyler will also work with the Client to resume normal operations.

Upon timely receipt of a Client’s Downtime report, outlined above in Section III(a), Tyler will compare that report to Tyler’s own outage logs and support tickets to confirm that a Downtime for which Tyler was responsible indeed occurred.

Tyler will respond to a Client’s Downtime report within 30 day(s) of receipt. To the extent Tyler has confirmed Downtime for which Tyler is responsible, Tyler will provide Client with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, Tyler will provide the affected Client with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA will not exceed 5% of the fee for any one billing cycle. Issuing of such credit does not relieve Tyler of its obligations under the SaaS Agreement to correct the problem which created the service interruption. A correction may occur in the billing cycle following the service interruption. In that circumstance, if service levels do not meet the corresponding goal for that later billing cycle, Client’s credits will be doubled.

Every billing cycle, Tyler will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply:

<table>
<thead>
<tr>
<th>Targeted Attainment</th>
<th>Actual Attainment</th>
<th>Client Relief</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>98-99%</td>
<td>Remedial action will be taken.</td>
</tr>
<tr>
<td>100%</td>
<td>95-97%</td>
<td>4% credit of fee for affected billing cycle will be posted to next billing cycle</td>
</tr>
<tr>
<td>100%</td>
<td>&lt;95%</td>
<td>5% credit of fee for affected billing cycle will be posted to next billing cycle</td>
</tr>
</tbody>
</table>

A Client may request a report from Tyler that documents the preceding billing cycle’s Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

IV. Applicability

The commitments set forth in this SLA do not apply during maintenance windows, Client Error
Incidents, and Force Majeure.

Tyler performs maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, Tyler will provide advance notice of those windows and will coordinate to the greatest extent possible with the Client.

V. Force Majeure

The Client will not hold Tyler responsible for meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, Tyler will file with the Client a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting Tyler’s request for relief pursuant to this Section. The Client will not unreasonably withhold its acceptance of such a request.
Local Government Division Support Call Process

Products Covered

<table>
<thead>
<tr>
<th>Incode</th>
<th>Eagle</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incode Financials</td>
<td>Eagle Recording</td>
<td>Energov</td>
</tr>
<tr>
<td>Incode CIS/CRM</td>
<td>Eagle Tax (Assessor/Treasurer)</td>
<td>Infinite Visions</td>
</tr>
<tr>
<td>Incode Court Case Management</td>
<td>Tyler Content Manager</td>
<td></td>
</tr>
<tr>
<td>Incode Tyler Public Safety</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

1. Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.
2. Email – for less urgent situations, users may submit unlimited emails directly to the software support group. Email will be used for responses.
3. On-line submission – for less urgent and project-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
4. Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to support one another, share best practices and resources, and access documentation.

During the Implementation to Support handoff meeting, at the conclusion of the client’s project, Tyler representatives will provide the most current toll-free telephone number and email address for submitting support incidents, based on the software licensed.

Support Availability

Our established software support hours are Monday through Friday from 7:00 AM – 7:00 PM Central Time.

Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Thanksgiving Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

The hours and holiday schedule set forth above does not apply to users of Tyler Public Safety, who have 24/7/365 access to software support personnel for critical issues. Each incident will be billed at the hourly
rate and minimum charges, according to the terms of our then-current Tyler Public Safety 24/7/365 Support document. Our current Tyler Public Safety 24/7/365 Support document is provided below.

**Issue Handling**

*Incident Tracking*
When a support incident cannot be resolved during its initiation, the client receives an incident tracking number for that issue. The incident tracking number is used to track and reference open issues when clients contact support.

*Incident Escalation*
Tyler’s software support consists of four levels of personnel:

1. Software Support Analysts – front-line representatives
2. Software Support Advisors – more senior in their support role, the Advisors assist Software Support Analysts and take on escalated issues
3. Software Support Team Leads – responsible for the day-to-day supervision of Analysts and Advisors and may assist in incident escalations
4. Software Support Managers – responsible for the management of support teams for either a single product or a product group

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

1. Telephone – for immediate response, call toll-free to either escalate an incident’s priority or to escalate an issue through management channels as described above.
2. Email – clients can send an email to software support in order to escalate the priority of an issue
3. On-line Support Incident Portal – by logging into the client incident portal and referencing the appropriate incident tracking number, clients can modify the priority of an issue.

*Incident Priority*
Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the below chart. The goal of this structure is to clearly understand and communicate the importance of the issue and to describe expected responses and resolutions.
<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Characteristics of Support Incident</th>
<th>Resolution Targets</th>
<th>Development Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.</td>
<td>Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. Tyler’s responsibility for loss or corrupted data is limited to assisting the client in restoring its last available database.</td>
<td>Hot Fix – Emergency patch to software as soon as possible</td>
</tr>
<tr>
<td>2</td>
<td>Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.</td>
<td>Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedures within five (5) business days. Tyler’s responsibility for loss or corrupted data is limited to assisting the client in restoring its last available database.</td>
<td>Regularly-scheduled patch</td>
</tr>
<tr>
<td>3</td>
<td>Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.</td>
<td>Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.</td>
<td>Next Release – Scheduled for the next major release</td>
</tr>
<tr>
<td>Priority Level</td>
<td>Characteristics of Support Incident</td>
<td>Resolution Targets</td>
<td>Development Actions</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.</td>
<td>Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents within two version release cycles and a cosmetic or other support incident that does not qualify as any other Priority Level incident with a future version release.</td>
<td>Future release – not scheduled; reviewed at next planning stage</td>
</tr>
</tbody>
</table>

**Hardware and Other Systems**

If in the process of diagnosing a software support issue it is discovered that a peripheral system or its software is the cause of the issue, Tyler will notify the client so that the client may contact the support agency for that peripheral system. Tyler cannot support or maintain third-party software or hardware.

In order for Tyler to provide the highest level of software support, the client bears the following responsibility related to hardware and software:

1. All infrastructure executing Tyler software shall be managed by the client.
2. Support contracts for all third-party software (ex: operating systems, database management systems) associated with Tyler software shall be maintained. Tyler does not support these third-party products.
3. Daily database backups must be performed; client shall verify the backups are successful.
Tyler Technologies, Inc. will provide you with the hosted applications indicated in the Investment Summary of your License and Services Agreement. The terms and conditions contained in this document only apply to our provision of those applications. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your License and Services Agreement.

1. **Hosted Applications.** We will provide you with any of the following hosted applications as indicated in the Investment Summary.

1.1. *Web Services:* Our Web Services are designed to enable you to easily establish a presence on the Internet. Our Web Hosting and Design is composed of our Web Hosting and Design Publishing Component and other miscellaneous components. These components may be used independently or in conjunction with each other.

1.2. *Utility Billing On-Line:* Our Utility Billing On-Line Component allows you to make available certain information from your utility billing system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Consumption information, service level information, requests for service, accounting information and the opportunity to pay their Utility Bill over the Internet using a credit card.

1.3. *Court On-Line:* Our Court On-Line Component provides the ability for municipal court fines to be paid by credit card via the Internet. This system interfaces seamlessly with our InCourt Municipal Court System.

1.4. *Building Projects On-Line:* Our Building Projects On-Line Component allows you to make available certain information from your building projects system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Building project status, inspection results, inspection scheduling and the opportunity to pay their building projects over the Internet using a credit card.

1.5. *Business License On-Line:* Our Business License On-Line Component allows you to make available certain information from your business license system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: business license status, business license renewal and the opportunity to pay their business license over the Internet using a credit card.

1.6. *Accounts Receivable On-Line:* Our Accounts Receivable On-Line Component allows you to make
available certain information from your accounts receivable system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current balance, contract status, and the opportunity to pay the accounts receivable over the Internet using a credit card.

1.7. **Call Center On-Line:** Our Call Center On-Line Component allows you to make available certain information from your call center system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current and past incidents, create a new incident and view status of incident.

1.8. **Property Tax On-Line:** Our Property Tax On-Line Component allows you to make available certain information from your Property Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: parcel number, receipt number, tax amount due, and the opportunity to pay the Property Tax over the Internet using a credit card.

2. **Term.** We will grant you access to the hosted applications provided you timely pay all associated fees. The term of your subscription will commence on the Effective Date and will continue for three (3) years. Thereafter, the term will be automatically extended in separate one (1) year periods. Either party may cancel this subscription to the hosted applications upon sixty (60) days written notice to the other.

3. **Nature of Website.** We shall maintain a website for you, allowing a user to access relevant data provided by you. This data may include information from your Tyler Software system. This website will be capable of accepting payments via Secured Socket Layer (SSL) encryption and credit card or debit card charge.

4. **Data Procurement.** You must set up a merchant account with Electronic Transaction System Corporation or authorized.net to be solely used for our Web Service transactions. The merchant account must be set up to fund to your bank account. You are responsible for all fees and expenses of the merchant account. You must install and run Tyler Web Services to allow us to transfer the necessary data from your system to our servers on a real time basis. Certain information, such as payment information, must be conveyed to you. We will be responsible for transferring such information to you on a regular basis. Tyler Web Services requires a dedicated IP address; assignment of this address is your responsibility. While we assume responsibility for data transfer, we are not responsible for accuracy of data transferred.

5. **Limited License.** Your license to use the hosted applications will automatically terminate upon cancellation of this subscription, or upon your failure to timely pay fees or otherwise comply with these terms and conditions.

6. **Ownership of Data.** All data you provide to us for the purposes of generating the website shall remain your property. Should you terminate your subscription, we shall return to you any such data in our possession.

7. **Fees.** You agree to pay the initial fee and annual subscription fees as stated in the Investment Summary.
and in accordance with our Invoicing and Payment Policy. We may increase the per-transaction fee for online payment no more than once per year with sixty (60) days prior written notice.
Statement of Work

Software and Implementation Services

Prepared for:

City of Hutto, TX
Randy Barker
401 West Front Street
Hutto, TX 78634

Prepared by:
Kirk Cunningham
5519 53rd Street
Lubbock, TX 79414

Tyler Technologies, Inc.
www.tylertechnologies.com

DATE
8/13/2015
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Statement of Work

City of Hutto, TX

Thursday, August 13, 2015
Project Scope & Summary

The software and services purchased are outlined in the Investment Summary Section of the Agreement.

Any standard interfaces purchased are listed in the Investment Summary section of the Agreement and detailed in the Standard Interfaces section of this document. It is important for the Client to read the portion of the attachment related to each interface purchased to understand its full functionality.

Data conversion services and other professional services hours included in the Investment summary are estimates. Additional analysis will be performed during the Assess & Define stage to provide definitive pricing.

Implementation Stages

Tyler provides a well defined multi-stage roadmap, which can be applied to a single phase projector, or to projects with simple phases. For multi-phase projects, the stages are repeated as necessary.

Each stage, as established above, is designed to provide a point at which a full review of the stage objectives is assessed for completeness. When a stage is complete, a Work-Acknowledgement Form (see (Sample) Work Acknowledgement Form attached herein) is completed and signed by the Client signifying acceptance of that stage and the beginning of the next stage. Each stage is dependent on the results of the previous stage and therefore, each stage of the methodology cannot begin until the previous stage is completed and approved.
Data Conversion

The goal of the data conversion process is to transfer information from one or more legacy systems into the Tyler system in an accurate and verifiable manner. Verification of the data conversion consists of comparing the on screen data elements and management reports of each system. As such, very little is done in the conversion process to “fix” the data. Inconsistencies or corruption in the original data will carry over to the new system – these issues should be identified and resolved by the Client before final data conversion on the legacy system(s) or shortly after “going live” on the Tyler system. The Conversion Detail section of this document provides detailed information on Data Conversion if conversion is included in your Investment Summary.

Invoicing And Client Signoffs

Tyler invoicing and payment terms are detailed in the Payment Terms section of the Agreement. In addition to responsibility for the payment of all invoicing outlined in the Agreement, Client is responsible for signing off on the hours consumed in accordance with project requirements. An approved Change Order is required if additional hours are needed or scope is changed.

Key Project Assumptions

- Client and Tyler shall review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
- Client will provide Tyler with access to its equipment, systems, and personnel to the extent needed to complete the defined Services.
- Client will provide work space for Tyler Services for work completed on Client premises.
- Tyler shall initially implement the most current version of the Tyler software at the time of the contract signing. During the implementation Tyler will provide newer releases of the software that meet or exceed the version available at contract signing. After Go-Live, the Client is responsible for installing newer releases. Release notes are provided for all new versions.
- Client will maintain primary responsibility for the scheduling of Client employees and facilities in support of project activities.
- Client shall provide Tyler with network access for remote installation and testing through industry standards such as Virtual Private Network (VPN) or other secure access methods.
- Client will allow users to access the following websites to ensure adequate access to Support resources:
  - help.tyleru.com
  - tyleru.com
  - tylertech.com
  - tylercommunity.tylerTech.com
- Client will provide/purchase/acquire the appropriate hardware, software and infrastructure assets to support all purchased Tyler software products in both support/testing and production environments.
- Client is responsible for proper site preparation, hardware, software and network configuration in accordance with Tyler specifications.
- Client has, or will provide, access licenses and documentation of existing system to any 3rd party system software which Tyler will be required to read, write or exchange data.
Client has, or will provide, a development/testing environment for data conversion and interface testing as they are developed by Tyler.

Tyler shall be responsible for implementing a functioning version of the application software (assuming Client has installed the proper hardware, software, and networking devices).

Tyler will provide Client with status reports that outline the tasks completed. Tyler will also provide details regarding the upcoming tasks that need to be completed during the coming weeks, the resources needed (from Client) to complete the tasks, a current or updated version of the project plan, and a listing of any issues that may be placing the project at risk (e.g., issues that may delay the project or jeopardize one or more of the production dates) as needed.

Out Of Scope

Tyler software is sold as COTS (commercial off the shelf) software. Any custom development such as; changes to source code, additional interface development, legacy or other imports are not within the scope of this agreement:

- **Custom Programming** - Tyler products will be implemented “off the shelf” without customization, except as purchased and then detailed in the Customizations section of this document. Any additional customizations identified or requested will be quoted as requested. Unless otherwise agreed, these customizations will be designed, developed, implemented, and tested during the Final Implementation phase (“post go live”). If there are no customizations in the Agreement, there will not be Customization section to this document.

- **Custom Modifications** - Custom modifications are changes to the functionality of existing Tyler software products. These changes may involve the addition of new fields to a screen, the enhancement or automation of a process, or the creation of a new module. Software modifications are not within the scope of this agreement except as detailed in the Customizations section. If there are no customizations to the software, there will be no Customizations section to this document. Tyler will make every effort to design custom modifications so that they can be leveraged by more than just one Client. This focus will affect the approach to designing, developing, and deploying new functionality so that we may benefit the largest population of users possible.

- **Custom Interfaces** – Custom interfaces involve the development of a standard, repeatable process for transferring information into or out of the Tyler software. These interfaces may take the form of a user-initiated import/export program, an API, or a web service. There are no custom interfaces included in the scope of the agreement unless detailed in the Customizations section of this document.

- **Custom Reports** – Custom Reports involve the development of new reports that are not offered as part of the standard reporting package and modifications to existing reports. There are no custom reports included in the scope of the agreement unless detailed in the Customizations section of this document.

  - Resource hours that extend scope. (Additional hours must be approved through a Change Order.)
  - Any undocumented requirements. Undocumented requirements include requirements not specified in this Statement of Work and associated attachments.
  - Post System Acknowledgement Configuration. System Acknowledgement requirements are met at the completion of End User Training and User Acceptance Testing stage. Any changes requested of the Tyler implementation team to alter the configuration, post
Exhibit E

acknowledgement of these milestones, must be documented through a Change Order and may incur additional costs. Client may have access to built-in configuration tools, so, when available, is free to reconfigure or create new configuration as required or desired. If assistance using these tools is required, additional change orders may apply.

Risk / Mitigation Strategy

Unavailability/Incompatibility of Staff

Risk: Tyler recognizes that individuals assigned to projects may become unavailable due to various causes. Further, Tyler recognizes that individuals sometimes clash for reasons of incompatibility. Tyler schedules team members based on all the projects to which those individuals are assigned. Unavailability may occur due to unforeseen circumstances such as family matters or the employee’s departure from Tyler employment. Incompatibility creates intolerance in project objectives and tasks and creates unnecessary delays and can lead to project failure if not corrected.

Mitigation: In the event a Tyler project member is determined to be unavailable, a Tyler manager will consult with Client on alternatives such as a temporary replacement or substitute of the person. Likewise a similar response is expected from the Client if their team member is unavailable.

Incompatibility is addressed first through attempts to resolve the compatibility issues between individuals. Failing resolution, team members must be replaced. In the event a Tyler team member is determined to be incompatible, Tyler will replace with a new team member and provide time to orient to the project before assuming their respective responsibilities.

Client Staff unavailability

Risk: Delays in the project timeline will occur if appropriate Client staff is unavailable to meet with or respond to Tyler for timely decisions and or directions.

Mitigation: Client should ensure that staff assigned to this project is given sufficient priority and authority to work with Tyler while completing other Client responsibilities in a timely fashion. Decisions must be made in hours and days, not weeks.

Scope Changes

Risk: Poorly defined projects always take longer than expected or cost more than expected because of poorly defined scope at the beginning of the project.

Mitigation: Both parties must ensure that the scope of the project is well stated and completely defined to the best of each party’s knowledge. Functional requirements should be reviewed carefully to ensure completeness. Change Orders are required to document any subsequent impact on schedule and/or costs.

Activity Focus
Risk: Activity Focus is the risk that minor activities consume time that should otherwise be dedicated to major activities of the project, with the end result of time and/or costs overrunning budget. This risk is sometimes associated with efforts that lead to scope changes. Examples include meetings of little substance or that go longer than they need, or time consumed investigating undocumented functionality or other activities not in scope.

Mitigation: Project Managers for both Parties must guard themselves to avoid focus drift by ensuring the focus is squarely on meeting deadlines, services, and configuration requirements of the implementation as planned and documented in the planning, assessment and definition stages.

Incomplete Legacy, Interface Documentation

Risk: During the project certain third party documentation will be required for such tasks as interface development and import of legacy data and others.

Mitigation: Client should ensure that APIs, specific documentation, or file specifications for interfacing to other systems is available to Tyler and that legacy data imports are known in advance of need.

Achievable Goals

Risk: The expectations of this project are set too high or are not explicit or clear to Client Staff and thus not communicated to Tyler through Functional Requirements and clearly stated scope.

Mitigation: The parties must ensure, through the Contract and Task Orders, that the goals of the project are explicit, well defined and attainable, and that both parties have "signed off" on the requirements.

Technology Age

Risk: This risk is highly dependent on the choice of Tyler products and whether the Client is hosting any of those products. If the Client will be hosting its own servers, the technology utilized should be robust to enough to meet the Client’s needs for several years into the future. Technology that barely meets minimum requirements today will be insufficient as the system and its needs grow.

Mitigation: Tyler will assist Client in determining optimal technology and plans to guard against premature obsolescence.

Critical Success Factors

In order to successfully execute the services described herein, there are several critical success factors for the project that must be closely monitored. These factors are critical in setting expectations between the Client and Tyler, identifying and monitoring project risks, and promoting strong project communication.

Knowledge Transfer - While Tyler cannot guarantee specific expertise for Client staff as a result of participating in the project, Tyler shall make reasonable efforts to transfer knowledge to the Client. It is critical that Client personnel participate in the analysis, configuration and deployment of the Tyler software in order to ensure success and to transfer knowledge across the organization. After completion of the production phase, the Client will be responsible for administering the configuration and introduction of new processes in the Tyler system.
**Dedicated Client Participation** – Tyler fully understands that Client staff members have daily responsibilities that shall compete with the amount of time that can be dedicated to the Tyler implementation project. However, it is critical that the Client understands and acknowledges that its staff must be actively involved throughout the entire duration of the project as defined in the Project Plan. Tyler shall communicate any insufficient participation of Client and Tyler resources, as well as the corresponding impact(s), through Project Status Reports.

**Acknowledgement Process** – Acknowledgment must be based on criteria. The objectives and tasks of each stage of a project provide the basic criteria by which to judge acceptance of a stage is to be granted. Within each stage additional criteria will be developed by team members on which to judge future stages. For example, User Acceptance Testing will be based on criteria developed in earlier stages.

As resources are consumed, Tyler shall provide the Client with a Work Acknowledgement Form (see the (Sample) Work Acknowledgement Form attached to this SOW) to formalize receipt. The Work Acknowledgment Form is subsequently signed by the appropriate Client stakeholder(s), and faxed or emailed to Tyler. Timely and honest acceptance is required to maintain project momentum. Failure to properly establish acceptance criteria or failure to accept a properly completed stage will cause delays in the project.

In an effort to ensure quality and complete satisfaction with each stage of the project, Tyler’s professional services division has established the following rule: A Signed Work Acknowledgement Form (see the sample attached herein) is required upon completion and Client-acknowledgement of the resources consumed on the project. Stage signoff is also required before proceeding to the next stage in the process.

**Managing Project Scope** - In an effort to implement the project on time and within budget, both Tyler and Client agree to limit the software and professional services to only those items identified in this Statement of Work. Expanded scope results in additional costs.

Change orders or contract addendums for additional items outside the scope of the defined project requirements must be submitted in advance and signed by project stakeholders before work can be accomplished on those items. Likewise, reductions of the defined scope will also require a Change Order.

**Future Amendments To Scope**

Future changes in the project scope, beyond the capability of a Change Order, will assume the appropriate processes outlined in this Statement of Work and in the Agreement, unless future scope changes require a different or modified process. If no new Statement of Work is required, then new functionality and payment requirements are provided for in an amendment to the initial Agreement.

**Project Management**

Tyler performs ongoing project management services throughout the implementation in order to plan and monitor execution of the project. Project Management includes the following tasks:

- Project plan
By mutual agreement some project management tasks are shared between the Tyler Project team and the Client Project Manager/Stakeholders.

**Staffing**

Every reasonable effort is made to maintain a consistent project team from Tyler for the duration of the project. Should the Client have concerns related to assigned resources, those concerns should be submitted to the Tyler Project Manager or Tyler Management Staff for review and consideration. Tyler will make staffing decisions based on appropriate skill set and other soft skills of resources deemed compatible to the success of the project.

**Project Schedule**

Upon execution of the contract, the parties will subsequently collaborate during the project planning and initiation stage to determine a start date for services to be rendered. Upon initiation of these services, Tyler shall work with Client to collaboratively define a baseline or preliminary project schedule/plan. Given the fact that project schedules are working documents that change over the course of the project, Tyler shall work closely with Client to update, monitor, agree, and communicate any required changes to the project schedule.

**Development Tools**

No special development tools are required for the Tyler software. Tyler source code is not accessible (unless through the requirements of an Escrow Agreement).

The configuration tools are built into the software, and the Client has full access. The Tyler implementation staff will use these same configuration tools to set up the system with the Client. The Client will receive training on the use of these tools.

Third party report writers (i.e. Crystal Reports) – Some clients may choose to use a third party report writer like Crystal Reports to create/modify their own reports. The Client is responsible for the procurement of a license of this third party report writer. Tyler does not provide training or assistance on the creation of such reports and recommends this function be reserved for System Administrator or designated staff who have the skills and necessary access, and who understand the application databases.

**Documentation**

**Tyler-Provided Documentation**
Over the course of the 5 stage implementation lifecycle, the Tyler project team will provide stage-specific documentation in a range of formats (both editable and non-editable). Examples include:

- Data Collection docs (MS Excel and/or MS Word) for configuration
- Training Documentation Templates (MS Word and MS PowerPoint)
- Release Notes for Service Packs (PDF)
- Other documentation as required for the specifics of the project.

Client-Provided Documentation

A definitive list of Client-provided documentation is not possible until all aspects of the implementation are determined, usually in the beginning stages of the project. Certainly, Client’s assistance in completing the Tyler-provided forms and requests for configuration information is essential to a successful project. The Tyler Project Manager will provide the Client with detail of the documentation necessary for each product to be successfully implemented. The list below is a sample of the types of documentation that is likely to be requested.

Documentation originated by the Client includes:

- Application Programming Interface documents (API’s) for any third-party software system to which the Tyler software will interface and exchange data.
- Legacy system data documentation and data in a format suitable for conversion into the Tyler System (please see section titled Data Conversion).
- Workflow documentation on the Client’s current business processes
- Copies of pertinent ordinances or other controlling authorities
- Fee Schedules
- Copies of existing forms and other documents presented to the public and expected to be derived from the Tyler Software.
SOW Attachments Listing

Statement of Work
Attachment A. Work Acknowledgement Form
   This form provides the means for the Client to accept work provided or provide reason for denial of a work.
Attachment B. Change Order Form
   Any change in the project must have a completed and approved Change Order.
Attachment C. System Requirements
   This document provides the recommended hardware/software requirements for the Tyler system. Performance using systems which do not meet these requirements may not have expected performance levels.
Attachment D. Interfaces
   This document provides a summary description of the purpose and function of the interface along with field specifications.
Attachment E. Conversion
   Provides a description of the conversion process and legacy data specifications for each application suite.
Attachment A. Work Acknowledgement Form

City of Hutto, TX

Statement of Work

Thursday, August 13, 2015
## Work Acknowledgment Form

**Client:**

**Date:**

**Visit/Deliverable:**

<table>
<thead>
<tr>
<th>Accomplishments</th>
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<th>Notes</th>
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- [ ] I am satisfied with the work performed for this stage, and/or deliverable.
- [ ] I am NOT satisfied with the work performed for this stage, and/or deliverable.

In an effort to ensure quality and complete satisfaction with each phase of the project Tyler Technologies’ Professional Services division has established the following rules:

1. Projects will not be allowed to move from one phase to another without a sign off indicating satisfaction with the work performed. The Tyler Technologies’ project team will immediately stop all other tasks, complete the phase at hand, and obtain sign off before moving to the next phase.

2. Customer understands that any payment not received within 30 days of invoice will result in work stoppage. All related project tasks will be stopped until payment is received.

Print Name: ________________________________________________

Signature: _________________________________________________

Date: _____________________________________________________

(Please return signed copy to the Tyler Technologies project team)
Attachment B. Change Order Form

City of Hutto, TX

Statement of Work

Thursday, August 13, 2015
# Change Order Form

Client: ___________________________ Date: ___________________________

Generated By: ___________________________

Authorized By: ___________________________

## Change Overview:


## Narrative Description of Change:


## Impact of Change:

### Schedule Impact:

Delay of milestone & sub-tasks on Tyler Technologies Implementation Project Plan including:

<table>
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<th>Proposed Date Changes</th>
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### Cost Impact:

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## Revision No.: ___________________________

*No changes may be made to this project without the agreement of the Project Manager(s), and must be approved by the Project Director. Submit endorsed Change Order to the Tyler Technologies’ Project Manager*

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<th>Date Approved</th>
<th>Comments</th>
<th>Approved By</th>
<th>Signature</th>
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City of Hutto, TX  
Tyler Technologies Statement of Work  

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tyler technologies
Attachment C. System Requirements

City of Hutto, TX

Statement of Work

Thursday, August 13, 2015
Hardware and Network Requirements

System Requirements

Tyler’s software is designed to operate on networks and operating systems that meet certain requirements. Systems that do not meet the required specifications may not provide reliable or adequate performance, and Tyler cannot guarantee acceptable results.

Site Assessment

Site assessments are an automated process. Each site is required to complete the automated process and submit results to their assigned project manager before any work can be completed on the project. While the automated process may be run prior to contract signature, the results submitted to Tyler must be dated after the Effective Date of the contract.

To complete your site assessment log in to http://check.tylertech.com

Enter your email address and the password “Tyler”.

Select the product purchased to begin your system assessment. You will also be able to download PDF copies of hardware requirements from within the process. We strongly recommend that you download and keep a copy of the full hardware requirements as this document also covers recommended data backup procedures.

The link above is a generic login and password. During implementation, your project manager will provide you with a unique site and password to test your site and log results.
Attachment D. Interfaces

City of Hutto, TX

Statement of Work

Thursday, August 13, 2015
Utility Billing - AMI AMR Interface

Purpose

The AMI/AMR meter interface allows users to define the definitions for meter reading import and export files.

File Definition

The interface allows users to define how to interpret data records from an external file that can be exported from the system and or imported from another system. The data in these files is then used to update meter reading data. Users can define multiple definitions and save them in the system.

File layout options are:

- **File Type Options**
  - Binary Sequential
    - Delimiter
      - (None)
      - Comma
      - Tab
  - Line Sequential
    - Delimiter
      - (None)
      - Comma
      - Tab
  - XML File
    - No Delimiter

- **Record Type Options**
  - Header
  - Section Header
  - Detail
  - Section Trailer
  - Trailer

Data elements available are:
Field Names – Record Type “Header”

- Account Number
- Beginning Account
- Create Date
- Create Time
- Cycle
- Ending Account
- Filler
- Job Label
- Job Number
- Job Wording
- Line Return
- Meter Count
- Projected Read Date
- Radio Count
- Record Id
- Record Type
- Route
- Route Count
- Route Segment

Field Names – Record Type “Section Header”

- Account Number
- Beginning Account
- Create Date
- Create Time
- Cycle
- Ending Account
- Filler
- Job Label
- Job Number
- Job Wording
- Line Return
- Meter Count
- Projected Read Date
- Radio Count
- Record Id
- Record Type
- Route
- Route Count
- Route Segment

Field Names – Record Type “Detail”

- 50ESS
• Account
• Account Number
• Account Service UDD
• Account Status
• Account UDD
• Add. Full
• Add. Number
• Add. Number/Street
• Add. Street
• Add. Unit
• Address Service UDD
• Alert Code
• Badger Serv. Number
• Billing Cycle
• Cannon Meter
• Current Read
• Customer Class
• Cycle
• Datamatic Read Type
• Demand Decimals
• Device Code
• Dialog N/W ID
• Dials
• Expected Consumption
• Filler
• High Audit
• High Consumption
• Instruction Code
• Itron Read Type
• Job Label
• Job Number
• Latitude
• Line Return
• Location Code
• Location Description
• Longitude
• Low Audit
• Low Consumption
• Meter Group Code
• Meter Make
• Meter Number
• Meter Read Type
• Meter Sequence
• Meter Serial
• Meter Size
• Meter Status
• Meter Type
• Meter UDD
• MTS Indicator
• Multiplier
• Name
• No Delimiter
• Number Estimated
• Occupant
• Prev. Demand Cons.
• Prev. Demand Read
• Prev. Read
• Prev. Read Date
• Prev. Read Minus X
• Prev. Read Plus X
• Property Acc. Number
• Read Group
• Read Sequence
• Reading Skip
• Record Counter
• Record ID
• Record Type
• Remote Read ID
• Remote Read Type
• Route
• Route Segment
• Service Address UDD
• Service Category
• Service Code
• Service Description
• Slot
• Tamper Code
• Touch Meter Number
• TWACS Account Slot
• Walk Sequence

Field Names – Record Type “Section Trailer”

• Account Number
• Beginning Account
• Create Date
• Create Time
• Cycle
• Ending Account
• Filler
• Job Label
• Job Number
Exhibit E

- Job Wording
- Line Return
- Meter Count
- Projected Read Date
- Radio Count
- Record Id
- Record Type
- Route
- Route Count
- Route Segment

Field Names – Record Type “Section Trailer”

- Account Number
- Beginning Account
- Create Date
- Create Time
- Cycle
- Ending Account
- Filler
- Job Label
- Job Number
- Job Wording
- Line Return
- Meter Count
- Projected Read Date
- Radio Count
- Record Id
- Record Type
- Route
- Route Count
- Route Segment.
Attachment E.  Conversion

City of Hutto, TX

Statement of Work

Thursday, August 13, 2015
Financial Conversion Summary

This document is a summary of what is included in the standard conversion for Tyler Technologies Financial Suite. This is not a complete description; for a complete description, please refer to the Tyler Technologies Financial Data Conversion Specification document available upon request.

Client Responsibilities

- Data in Tyler’s Standard Data Layouts or approved formats
- Provide data definitions
- Provide matching reports
- Provide screen shots
- Review conversion prior to go-live

Data Conversion

Each area of the financial conversion has different options depending on the level of data to be converted. Each option has a different cost associated with it. Certain options cannot be converted unless other options are purchased. Full dependencies are detailed in the Financial Data Conversion Specification document.

General Ledger

Standard Conversion Includes:

- Fund and account lists
- Summarized history for current fiscal year plus two prior fiscal years
- Budgets and budget adjustments for current fiscal year plus two prior fiscal years

Additional Options:

- Additional summarized history and budgets (fee per fiscal year)
- Transaction history stored in Historical Legacy Views
- Transaction history (fee per fiscal year)

Accounts Payable

Standard Conversion Includes:

- Vendor master information, address, primary contact
- 1099 balances provided by client for current year

Additional Options:

- Vendor notes and additional contacts
- Detailed history stored in Historical Legacy Views
- Detailed vendor invoice history, payable items and distribution (fee per fiscal year)
- Additional vendor sets (fee per set)

**Personnel Management (Payroll and Human Resources)**

Standard Conversion Includes:

- Basic employee information – employee master, address, primary contact, standard dates (i.e., hire, birth, leave, termination), standard phones (i.e., work, home, cell), direct deposit, position, retirement, deductions and taxes
- Current year leave balances
- Current year detailed employee pay history such as paycheck, earnings, earning distribution, deductions and taxes OR current year quarterly summarized history

Additional Options:

- Dependent details, additional contacts, notes, additional dates (e.g., anniversaries, seniority), additional phones (e.g., spouse, fax)
- Direct deposit detailed history
- Additional payroll set (fee per set)
- Additional detailed employee pay history stored in Historical Legacy Views
- Additional years of employee pay history (fee per year)
- Human Resources data such as certifications, discipline, education, grievances, reviews, photos, training, and workers compensation (custom quote)

**Fixed Assets**

Standard Conversion Includes:

- Asset information, improvements
- Accumulated totals, no history

**Project Accounting**

Standard Conversion Includes:

- Open Projects, project accounts and project notes
- Open project account budgets
- Open project account detail

**Inventory**

Standard Conversion Includes:

- Inventory items, item locations and item vendors

**Applications not converted**

- Work Orders
Bank Reconciliation
Employee Self Services/Time & Attendance
Purchase Order

Custom Conversion Services

The following are a few examples of items that are not included in the standard conversion and can be addressed through custom conversion services:

- Combining/splitting of GL account numbers
- Converting records with counts lower than 50 for Personnel Management, 100 for Fixed Assets and 250 for all other modules
- Cross referencing beyond Tyler Technologies’ defined standardized codes
- Running more than 3 standard conversions
- Data cleaning; including but not limited to name clean-up and data fixes
- Converting from multiple sources of data
- Tyler Technologies assisting in data extraction from your existing system
- Tyler Technologies defining file layouts if not provided
- Changing configuration after sign-off

Data Extract

The standard conversion includes converting from a single source of data. If data is stored in multiple databases or data is provided in multiple formats custom conversion services may be required.

If unable to provide the data in Tyler’s Standard Data Layouts your data will need to be provided in one of the following formats:

- Microsoft SQL Server database
- Microsoft Access database
- Delimited ASCII text files (pipe “|” delimited is preferred)
- Excel spreadsheets – with flat data, not grouped like a report

The screen shots and matching reports need to be provided to Tyler Technologies at the same time as the data. To ensure the reports accurately represent the data, staff should exit the software prior to pulling the data and restrict processing of any transactions until after the reports have been generated. If the reports don’t accurately represent the data an additional data pull may be required, which could result in a delay in the schedule.

It is important to understand that the conversion will not “rehabilitate” old data. The conversion process does not clean up or correct problems in old data; data is converted one for one. For example, if the current system allowed punctuation, the new software will also display data with the exact same punctuation after the conversion. If data manipulation is desired, please contact your Project Manager to assist in preparing a work order for these services.
Utility Billing Conversion Summary

This document is a summary of what is included in the standard conversion for Tyler Technologies Utility Billing Suite. This is not a complete description; for a complete description, please refer to the Tyler Technologies Utility Billing Data Conversion Specification document available upon request.

Client Responsibilities

- Data in Tyler’s Standard Data Layouts or approved formats
- Provide data definitions
- Provide matching reports
- Provide screen shots
- Review conversion prior to training and go-live

Data Conversion

The Utility Billing conversion has additional options that can be purchased depending on the level of data to be converted. Each option has a different cost associated with it.

Utility Billing

Standard Conversion Includes:

- Utility Contact Information
- Utility Mailing and Billing Addresses
- Utility Properties
- Account Master
- Meters
- Transaction History – Includes current year plus 1 prior year
  - If the transaction history is not clean it may not be possible to convert. In this case, balances would be required to be provided by you and these would be converted in place of the detailed transactions.
- Services Metered – Includes 1 metered services
- Services Non-Metered – Includes up to 2 non-metered services
- Bill Compare ran against one billing cycle
- Standard User Defined Fields
  - Tax ID
  - Home Phone Number
  - Work Phone Number
  - Old Account Number

Additional Options:

- Bank Codes and Bank Drafts
○ ACTIVE Deposits  
○ Device Inspections  
○ Renumbering of Accounts  
○ Contracts  
○ Notes  
○ Additional Years of Transactional History (per year)  
○ Devices  
○ AMP (Average Monthly Payments)  
○ Energy Assistance  
○ Sewer Average  
○ Winter Average  
○ Additional Metered Services (over one)  
○ Additional Non-Metered Services (over two)

**Custom Conversion Services**

The following are a few examples of items that are not included in the standard conversion and can be addressed through custom conversion services:

○ Converting records with counts lower than 1000 accounts  
○ Multiple Bill Compares on multiple cycles. This will require additional “Before” and “After” billing data along with additional hours.  
○ Converting tables beyond Tyler Technologies’ defined code tables (See Cross Reference Tables Section)  
○ Additional User Defined Fields  
○ Converting of compound meters  
○ Parsing Reports  
○ Cleaning Credit Card Information  
○ Add on/Deduct Meters  
○ Donations  
○ Additional Contact information for Non-Utility accounts  
○ Additional Properties for Non-Utility accounts  
○ Running more than 3 standard conversions  
○ Data cleaning; including but not limited to name clean-up, parsing names/address and data fixes  
○ Converting from multiple sources of data  
○ Tyler Technologies assisting in data extraction from your existing system  
○ Tyler Technologies defining file layouts if not provided  
○ Changing configuration after sign-off

**Data Extract**

The standard conversion includes converting from a single source of data. If data is stored in multiple databases or data is provided in multiple formats custom conversion services may be required.

If unable to provide the data in Tyler’s Standard Data Layouts your data will need to be provided in one of the following formats:

○ Microsoft SQL Server database
Microsoft Access database
- Delimited ASCII text files (pipe “|” delimited is preferred)
- Excel spreadsheets – with flat data, not grouped like a report

The screen shots and matching reports need to be provided to Tyler Technologies at the same time as the data. To ensure the reports accurately represent the data, staff should exit the software prior to pulling the data and restrict processing of any transactions until after the reports have been generated. If the reports don’t accurately represent the data an additional data pull may be required, which could result in a delay in the schedule.

It is important to understand that the conversion will not “rehabilitate” old data. The conversion process does not clean up or correct problems in old data; data is converted one for one. For example, if the current system allowed punctuation, the new software will also display data with the exact same punctuation after the conversion. If data manipulation is desired, please contact your Project Manager to assist in preparing a work order for these services.
AGENDA ITEM NO.: 9A.                  AGENDA DATE: September 03, 2015

PRESENTED BY: Christina Kane-Gibson, Public Information Officer

ITEM: Work session on tips and recommendations regarding the filming and replay of City Council meetings.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND: Beginning this fall, City Council meetings will be filmed and re-broadcast through the City's website and Time Warner Cable Channel 10. Brian Ligon, Multimedia Specialist for the City of Round Rock, will present to the Council on tips and techniques to use while on camera. The work session will cover everything from mannerisms to make-up.

Mr. Ligon has worked for the City of Round Rock since 2012 where he is in charge of the City's PEG Channel. Brian also produces and films the City of Round Rock City Council meetings. Prior to joining the City of Round Rock, Brian had 17 years of experience in broadcast television.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Not applicable.

SUPPORTING MATERIAL: There are no supporting documents.