CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, MARCH 16, 2017 AT 7:00 PM
CITY HALL - CITY COUNCIL CHAMBERS
401 WEST FRONT STREET

CITY COUNCIL
Doug Gaul, Mayor
Anne Cano, Place 1
Tom Hines, Place 2
Nathan Killough, Place 3
Vacant, Place 4, Mayor Pro-tem
Lucio Valdez, Place 5
Bettina Jordan, 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. WORK SESSION:
   A work session is conducted for information or educational purposes. No action is taken by
   the Council on items listed.

6A. Work session regarding the annual update of the Parks Advisory Board.

7. CONSENT AGENDA ITEMS:
   All items listed on the consent agenda are considered to be routine by the City Council and
   will be enacted by one motion. There will be no separate discussion of these items unless
   requested by a Council member in which event, the item will be removed from the consent
   agenda and considered as a regular agenda item.
7A. Consideration and possible action on the meeting minutes for the January 5, 2017 and January 19, 2017 Regular City Council Meetings and the January 14, 2017 City Council Work Session.

7B. Consideration and possible action on the acceptance of the street, drainage, and wastewater improvements of Park at Brushy Creek 4-B Subdivision.

REGULAR AGENDA ITEMS

8. ORDINANCES:

8A. Consideration of a public hearing and possible action on the first reading of an ordinance granting a specific use permit for the property located at 311 FM 1660 South, 1.284 acres, more or less, of land, Lot 1 Block A of the Legends of Lone Star Commercial Two Subdivision, allowing a convenience store with gasoline sales in the B-1 (local business) zoning district.

8B. Consideration of a public hearing and possible action on the first reading of an ordinance approving the zoning change for the property known as 214 FM 1660 South, 0.43 acres, more or less, of land, Lot 1 of the Sanchez Subdivision, from SF-1 (single family residential to B-1 (local business) zoning district.

9. RESOLUTIONS:

9A. Consideration and possible action on a resolution concerning the 2015-2016 Comprehensive Annual Financial Reports and Audit.

9B. Consideration and possible action on a resolution appointing Danielle Singh as the City of Hutto Representative to the Williamson County Regional Animal Shelter Board.

10. OTHER BUSINESS:

10A. Consideration and possible action concerning the acceptance of Michael Smith’s resignation from City Council, Place 4.

10B. Consideration and possible action on an appointment to fill the current vacancy in Place 4 of the Hutto City Council.

10C. Consideration and possible action on the appointment of the Mayor Pro-tem position.

11. EXECUTIVE SESSION:


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 March 16, 2017 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Friday, March 10, 2017, at 4:55 p.m.

Seth Gipson, City Secretary

The City of Hutto is committed to comply with the American with Disabilities Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 759-4033 or seth.gipson@huttotx.gov for assistance.
AGENDA ITEM NO.: 6A. AGENDA DATE: March 16, 2017

PRESENTED BY: Larry Foos, Parks and Recreation Director

ITEM: Work session regarding the annual update of the Parks Advisory Board.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The City Council will meet on an annual basis with each board and commission. The work session will include a discussion on the Commission’s goals, what the Commission is working on and what the Council would like to see from the Commission moving forward.

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.
AGENDA ITEM NO.: 7A.    AGENDA DATE: March 16, 2017

PRESENTED BY: Seth Gipson, City Secretary

ITEM: Consideration and possible action on the meeting minutes for the January 5, 2017 and January 19, 2017 Regular City Council Meetings and the January 14, 2017 City Council Work Session.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND: The City Council meeting minutes for the January 5, 2017 and January 19, 2017 Regular City Council Meetings and the January 14, 2017 City Council Work Session 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 January 5, 2017 and January 19, 2017 Regular City Council Meetings and the January 14, 2017 City Council Work Session.

SUPPORTING MATERIAL:
1. Draft - January 5, 2017 City Council Meeting Minutes
2. Draft - January 19, 2017 City Council Meeting Minutes
3. Draft - January 14, 2017 City Council Work Session Minutes
The Hutto City Council met in a regular session on Thursday, January 5, 2017, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council that were present were Mayor Doug Gaul, Mayor Pro-tem Michael J. Smith, Councilmember Anne Cano, Councilmember Tom Hines, Councilmember Nathan Killough, Councilmember Lucio Valdez, and Councilmember Bettina Jordan.

Members of staff that were present were Odis Jones, City Manager, Melanie Melancon, Assistant City Manager, Brian Knowles, City Attorney, Helen Ramirez, Executive Director Business/Development Services, Earl Morrison, Chief of Police, Danielle Singh, City Engineer, Christina Kane-Gibson, Public Information Officer, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Pastor Marcus Bigott with Hutto Lutheran Church.

PLEDGE OF ALLEGIANCE

Mayor Gaul led the Pledge of Allegiance and the Texas Pledge.

PUBLIC COMMENT

5A. Remarks from visitors

There were no remarks from visitors

RESOLUTIONS

6A. Consideration and possible action on a resolution appointing Melanie Melancon as the City of Hutto Representative to the Williamson County Regional Animal Shelter Board.

Seth Gipson, City Secretary, gave the staff presentation. The City of Hutto, through an interlocal agreement, participates in a county-wide regional animal shelter with the cities Leander, Cedar Park, Round Rock, and Williamson County. Micah Grau currently
serves as the City's representative on the board. Now that Mr. Grau has submitted his resignation, effective December 31, 2016, a new representative is required. Melanie Melancon has been appointed Assistant City Manager and it is recommended that she fill the position on the Regional Animal Shelter Board.

MOTION: Mayor Pro-tem Michael Smith moved to approve a resolution appointing Melanie Melancon as the City of Hutto Representative to the Williamson County Regional Animal Shelter Board. Councilmember Tom Hines seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

WORK SESSION

The City Council dispensed with the order of the agenda items and address item 7D and 7B.

7D. Work session to discuss and outline the critical paths for the 2035 Strategic Guide and Capital Improvements Plan.

Odis Jones, City Manager, provided an overview of the plan and timeline that was presented by Jason Gray, with JD Gray Group, to update and reconstruct the strategic guide. This update includes input from council, staff, and citizens. The strategic guide will be amended at the same time as the Future Land Use Map and Capital Improvement Plan.

Discussion ensued concerning the ultimate goals that should be achieved from these guiding documents, the execution strategy that is outlined for each plan, and the areas of focus, which include public safety and infrastructure.

7B. Work session to review recommendations for a proposed May 2017 General Obligation Bond Election.

Melanie Melancon, Assistant City Manager, made the staff presentation. Ms. Melancon provided an overview of the four propositions that were developed by the Bond Election Committee and the process that the bond committee went through.

Discussion ensued and it was the consensus of the City Council to move the Bond Election to November 2017, in order to collect more information and answer critical questions.
7A. **Work session concerning the City of Hutto’s 2017 Legislative Agenda.**

*Seth Gipson, City Secretary, made the staff presentation. Mr. Gipson provided a brief overview of how the Coordination Committee wished to develop a community legislative agenda and presented topics from previous legislative agendas, which included, making education a priority, local control for local government, keep families safe and healthy, expanding business growth, and creating a quality workforce. It was the consensus of the City Council to keep those same themes in the legislative agenda for the 85th Texas Legislature.*

7C. **Work session to review recommendations for the proposed May 2017 Charter Election.**

*Seth Gipson, City Secretary, made the staff presentation. Each proposition that was developed by the Charter Review Commission was outlined and the council had the opportunity to discuss each one individually. There was a brief discussion on proposition 19, concerning Section 13.03(d), Personal Financial Interest, and the council asked if staff would conduct additional research and modify the wording so that it resembles Chapter 171 of the Local Government Code.*

**CITY MANAGER COMMENTS**

8A. **Discussion concerning City Manager updates regarding utility and road improvements.**

*Odis Jones, City Manager, began the presentation with a description of some of the obstacles that have occurred with certain capital projects. Danielle Singh, City Engineer, provided an overview of project scope, a breakdown of costs, and current and revised completion dates for the Hutto South Wastewater Treatment Plant, FM 685 Expansion, and East Street Improvement Project. Ms. Singh highlighted some of the biggest problems which are construction time frames and increases in construction costs.*

*Discussion ensued about reducing the scope of the East Street Improvement Project to bring costs back within the original budget.*

**EXECUTIVE SESSION**

9A. **Executive Session, as authorized by Texas Government Code §551.071, to seek legal advice regarding the Police Department’s internal affairs and personnel appeals processes.**

9B. **Executive Session, as authorized by Texas Government Code §551.071, consultation with attorney regarding contract negotiations with Williamson County Emergency Services District# 3.**

9C. **Executive Session, as authorized by §551.074, Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, or duties of public officer or employees: City Manager.**
The City Council recessed into executive session at 8:24 p.m.

The City Council reconvened into regular session at 9:30 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 p.m.

CITY OF HUTTO, TEXAS

______________________________
Doug Gaul, Mayor

ATTEST:

__________________________________
Seth Gipson, City Secretary
The Hutto City Council met in a regular session on Thursday, January 19, 2017, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council that were present were Mayor Doug Gaul, Mayor Pro-tem Michael J. Smith, Councilmember Anne Cano, Councilmember Tom Hines, Councilmember Nathan Killough, Councilmember Lucio Valdez, and Councilmember Bettina Jordan.

Members of staff that were present were Odis Jones, City Manager, Melanie Melancon, Assistant City Manager, Charlie Crossfield, City Attorney, Helen Ramirez, Executive Director Business/Development Services, Earl Morrison, Chief of Police, Danielle Singh, City Engineer, Christina Kane-Gibson, Public Information Officer, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Pastor Will Hutchinson with Resonate Community Church.

PLEDGE OF ALLEGIANCE

Mayor Gaul led the Pledge of Allegiance and the Texas Pledge.

PUBLIC COMMENT

5A. Remarks from visitors

There were no remarks from visitors.

PRESENTATIONS

6A. Recognition of the City of Hutto for receiving the Police-Community Partnerships National Award for 2016 from the National Association of Town Watch for its outstanding participation in 'America's Night Out Against Crime.'

Chief Earl Morrison and Officer Suzanne Glass, made a brief presentation about the City’s participation in “America’s Night Out Against Crime” and presented the 2016
Police-Community Partnerships National Award to Mayor Doug Gaul and the Hutto
City Council.

WORK SESSIONS

7A. Work Session regarding the annual update from the Historic Preservation
Commission.

The following Historic Preservation Commission members were in attendance: Ray
Alba, Vice Chair, Nicolas Linzenmeyer, Commissioner, and Curtis Orton, Commissioner.

Helen Ramirez, Executive Director of Business/Development Services, made the staff
presentation. Ms. Ramirez provided an overview of the Commission’s accomplishments
for the past year and highlighted the following: Certificates of Appropriateness,
Warrants, number of new and expanding businesses in Old Town, implementation of
the Façade Grant Program, and the Commission’s goals for 2017.

There was a brief discussion on possible changes to codes and how the Commission
was working with staff to improve the codes. Finally, the Council thanked the
Commission for their hard work.

7B. Work Session to discuss construction updates regarding the East Street
Improvement Project.

Danielle Singh, City Engineer, made the staff presentation. Ms. Singh provided a brief
overview of the project scope, original budget, and estimated change in budget
following design. Ms. Singh provided possible options to mitigate the increases in costs
which included:

1. Reduce Project Scope by $237,700.00
2. Transfer Funds from Pavement Management (staffs recommendation)
3. Issue New Debt (Certificates of Obligation)

Possible reductions in scope that were presented included:

1. Removing Plaza Parking
2. Removing the resurfacing and improvements from Farley St. to US 79
3. Reducing landscaping (if Plaza remains)

Discussion ensued regarding the original scope of the project and when the parking lot
was added to the design, how the funds will be replenished in the Pavement
Management Budget if they are transferred to cover the increased costs, and the
timeline for making a final decision on the reduction in scope.

Ms. Singh pointed out that an alternative bid system could be used (i.e. parking lot,
resurfacing, etc. could be bid separately) and then the Council could determine what
items they would like removed to reduce the scope of the project in a more efficient
manner.
RESOLUTIONS

6A. Consideration and possible action on a resolution concerning the adoption of the Williamson County, Texas Hazard Mitigation Plan, dated January 2017.

Danielle Singh, City Engineer, introduced Greg Williams, Deputy Director for Williamson County Office of Emergency Management. Mr. Williams provided a brief overview of the purpose of the Hazard Mitigation Plan. He pointed out that a committee examines infrastructure, hazardous materials located in the area, rail issues, etc. within the county and each city. This plan helps identify the potential risks ahead of time. Mr. Williams also pointed out that approval of this plan would open up several grant opportunities.

MOTION: Councilmember Tom Hines moved to approve a resolution concerning the adoption of the Williamson County, Texas Hazard Mitigation Plan, dated January 2017. Councilmember Nathan Killough seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

ORDINANCES


Mayor Gaul opened the public hearing at 7:50pm and left it open until the next City Council Meeting set for February 2, 2017.

OTHER BUSINESS

10A. Consideration and possible action on the recommended Charter Amendments for the proposed May 2017 Charter Election.

Seth Gipson, City Secretary, made the staff presentation. The City Council discussed each proposition and voted on them separately.
**Proposition 1:** Shall Sections 2.02, 2.04(b), 3.09, 3.14, 3.16, 4.01(a), 4.01(b), 4.01(c), 4.02, 5.01(b), 5.03(a), 6.02, 6.09(b), 7.03(a), 7.08(b), 7.08(d), 8.13, 8.14, 9.01, 9.02, 9.03, 9.05, 9.07, 10.01(c), 11.01, 11.04(f), 11.04(g), 13.04 and 13.11 of the Hutto City Charter be amended by 1) making corrections to grammar, spelling and punctuation errors throughout all Articles of the Charter; 2) deleting redundant or surplus wording, and deleting outdated or antiquated wording; and 3) making non-substantive vocabulary changes in order to use modern and consistent terminology?

**MOTION:** Councilmember Tom Hines moved to approve proposition 1, as presented. Councilmember Anne Cano seconded the motion.

**VOTE:**

| Ayes: | Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  
Councilmember Bettina Jordan |

| Nays: | None |

| Abstain: | None |

| Absent: | None |

**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 2:** Shall Sections 1.03(a), 1.03(d), 2.06, 3.09, 3.12, 5.01(a), 5.02, 5.03(c), 5.03(e), 5.06, 6.02(b), 6.08, 7.03(b)(2), 8.05(a), 8.07(b), 8.07(d), 8.12, 9.04, 9.07, and 13.11 of the Hutto City Charter be amended by updating and correcting references to current state laws, deleting provisions of the Charter that are inconsistent with current law or are preempted by current law, and deleting references to obsolete laws?

**MOTION:** Councilmember Anne Cano moved to approve proposition 2, as presented. Mayor Pro-tem Michael Smith seconded the motion.

**VOTE:**

| Ayes: | Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  
Councilmember Bettina Jordan |

| Nays: | None |

| Abstain: | None |

| Absent: | None |

**ACTION:** The motion carried with 7 ayes and 0 nays.
**Proposition 3:** Shall the Hutto City Charter be amended by deleting the “City of Hutto’s Vision” statement?

**MOTION:** Mayor Pro-tem Michael Smith moved to approve proposition 3, as presented. Councilmember Anne Cano seconded the motion.

**VOTE:**

Ayes:
- Mayor Doug Gaul
- Mayor Pro-tem Michael Smith
- Councilmember Anne Cano
- Councilmember Tom Hines
- Councilmember Nathan Killough
- Councilmember Lucio Valdez
- Councilmember Bettina Jordan

Nays: None

Abstain: None

Absent: None

**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 4:** Shall Section 3.01 of the Hutto City Charter be amended by limiting a person to serving a maximum of two consecutive full terms of office in the position of Mayor or City Council member?

**MOTION:** Councilmember Nathan Killough moved to approve proposition 4, as presented. Councilmember Lucio Valdez seconded the motion.

**VOTE:**

Ayes:
- Mayor Pro-tem Michael Smith
- Councilmember Anne Cano
- Councilmember Tom Hines
- Councilmember Nathan Killough
- Councilmember Lucio Valdez
- Councilmember Bettina Jordan

Nays: Mayor Doug Gaul

Abstain: None

Absent: None

**ACTION:** The motion carried with 6 ayes and 1 nays.

**Proposition 5:** Shall Section 3.05 of the Hutto City Charter be amended to provide that the Mayor Pro-Tem shall act as the Mayor, in addition to the disability or absence of the Mayor, when the Mayor fails to carry out the duties of the office?

**MOTION:** Councilmember Tom Hines moved to approve proposition 5, as presented. Councilmember Nathan Killough seconded the motion.

**VOTE:**

Ayes:
- Mayor Doug Gaul
- Mayor Pro-tem Michael Smith
- Councilmember Anne Cano

**ACTION:** The motion carried with 5 ayes and 2 nays.
ACTION: The motion carried with 7 ayes and 0 nays.

**Proposition 6:** Shall Sections 3.05, 4.01(e), 4.01(f) and 8.11 of the Hutto City Charter be amended to clarify the signatory and contracting authority of the Mayor and City Manager?

**MOTION:** Mayor Pro-tem Michael Smith moved to approve proposition 6, as presented. Councilmember Lucio Valdez seconded the motion.

**VOTE:**

Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

**Proposition 7:** Shall Section 3.06(b)(2) of the Hutto City Charter be amended to reduce, from five (5) to four (4), the number of affirmative votes of the members of the City Council necessary to find that a Council member has violated an express prohibition of the Hutto City Charter resulting forfeiture of his/her office?

**MOTION:** Councilmember Tom Hines moved to not approve proposition 7. Councilmember Bettina Jordan seconded the motion.

**VOTE:**

Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None
ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 8: Shall Section 3.10 of the Hutto City Charter be amended to reduce the number of City Council members necessary to establish a quorum from five (5) to four (4)?

MOTION: Councilmember Lucio Valdez moved to approve proposition 8, as presented. Councilmember Nathan Killough seconded the motion.

VOTE: Ayes: Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  
Councilmember Bettina Jordan  
Nays: Councilmember Tom Hines  
Abstain: None  
Absent: None

ACTION: The motion carried with 6 ayes and 1 nays.

Proposition 9: Shall Section 3.12 of the Hutto City Charter be amended to require a roll call vote to document all actions of the City Council?

MOTION: Councilmember Tom Hines moved to approve proposition 9, as presented. Councilmember Anne Cano seconded the motion.

VOTE: Ayes: Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  
Councilmember Bettina Jordan  
Nays: None  
Abstain: None  
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 10: Shall Section 3.13 of the Hutto City Charter be amended to delete the requirement that ordinances only be introduced or read at regular City Council meetings?

MOTION: Mayor Pro-tem Michael Smith moved to approve proposition 10, as presented. Councilmember Anne Cano seconded the motion.
**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 11:** Shall Section 3.14 of the Hutto City Charter be amended to reduce, from five (5) to four (4), the number of affirmative votes of members of the City Council required to adopt an emergency clause for an emergency ordinance and to adopt an emergency ordinance?

**MOTION:** Councilmember Nathan Killough moved to approve proposition 11, as presented. Councilmember Anne Cano seconded the motion.

**VOTE:**
- **Ayes:**
  - Mayor Doug Gaul
  - Mayor Pro-tem Michael Smith
  - Councilmember Anne Cano
  - Councilmember Tom Hines
  - Councilmember Nathan Killough
  - Councilmember Lucio Valdez
  - Councilmember Bettina Jordan
- **Nays:** None
- **Abstain:** None
- **Absent:** None

**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 12:** Shall Section 4.01(c) of the Hutto City Charter be amended to reduce, from five (5) to four (4), the number of affirmative votes of members of the City Council necessary to suspend or remove the City Manager?

**MOTION:** Councilmember Anne Cano moved to approve proposition 12, as presented. Councilmember Bettina Jordan seconded the motion.

**VOTE:**
- **Ayes:**
  - Councilmember Anne Cano
  - Councilmember Bettina Jordan
- **Nays:** Mayor Doug Gaul
  - Mayor Pro-tem Michael Smith
  - Councilmember Tom Hines
  - Councilmember Nathan Killough
  - Councilmember Lucio Valdez
- **Abstain:** None
- **Absent:** None

**ACTION:** The motion carried with 7 ayes and 0 nays.
ACTION: The motion failed with 2 ayes and 5 nays.

**Proposition 13:** Shall Section 4.04 of the Hutto City Charter be amended to provide that the City Council, instead of the City Manager, is authorized to appoint the City Attorney?

MOTION: Councilmember Tom Hines moved to approve proposition 13, as presented. Councilmember Nathan Killough seconded the motion.

VOTE:  
Ayes:  Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  
Councilmember Bettina Jordan  
Nays:  None  
Abstain:  None  
Absent:  None

ACTION: The motion carried with 7 ayes and 0 nays.

**Proposition 14:** Shall Section 8.04(b) of the Hutto City Charter be amended to delete the mandate that ten percent of the annual budget be placed in a contingency fund to be used for emergency purposes?

MOTION: Councilmember Nathan Killough moved to approve proposition 14, as presented. Councilmember Tom Hines seconded the motion.

VOTE:  
Ayes:  Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  
Councilmember Bettina Jordan  
Nays:  None  
Abstain:  None  
Absent:  None

ACTION: The motion carried with 7 ayes and 0 nays.

**Proposition 15:** Shall Section 8.05(b) of the Hutto City Charter be amended to clarify that an amendment to the City’s budget cannot increase authorized expenditures to an amount greater than estimated income and other available funds?
MOTION: Mayor Pro-tem Michael Smith moved to approve proposition 15, as presented. Councilmember Anne Cano seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 16: Shall Section 8.07(b) of the Hutto City Charter be amended to expand the types of debt instruments that may be issued by the City in situations when emergency appropriations are necessary to meet a public emergency, instead of being limited to only issuing emergency notes in such situations?

MOTION: Councilmember Tom Hines moved to approve proposition 16, as presented. Councilmember Nathan Killough seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 17: Shall Section 12.03 of the Hutto City Charter be amended to prohibit a member of a City board or commission from continuing in such position after being elected to a City office, rather than such prohibition being applicable after a board or commission member's filing for an elective office of the City?

MOTION: Councilmember Anne Cano moved to approve proposition 17, as presented. Councilmember Tom Hines seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 18: Shall Section 13.03(c) of the Hutto City Charter be amended to provide that, in addition to currently being applicable to City employees, the nepotism provisions of the Charter shall apply to appointees of the City?

MOTION: Councilmember Anne Cano moved to approve proposition 18, as presented. Councilmember Tom Hines seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 19: Shall Section 13.03(d) of the Hutto City Charter be amended to clarify that a city official or employee shall comply with the provisions of the Texas Local Government Code, Chapter 171, as amended, regulating conflicts of interest of local public officials?

MOTION: Councilmember Anne Cano moved to approve proposition 19, as presented. Mayor Pro-tem Michael Smith seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

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

**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 20:** Shall Section 13.04 of the Hutto City Charter be amended to delete language stating that the personnel policies adopted by the City have the full force and effect of law?

**MOTION:** Councilmember Nathan Killough moved to approve proposition 20, as presented. Councilmember Anne Cano seconded the motion.

**VOTE:**

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<th>Ayes:</th>
<th>Mayor Doug Gaul</th>
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<td>Mayor Pro-tem Michael Smith</td>
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<td>Councilmember Anne Cano</td>
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<td>Councilmember Tom Hines</td>
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<td>Councilmember Nathan Killough</td>
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<td>Councilmember Lucio Valdez</td>
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<tr>
<td></td>
<td>Councilmember Bettina Jordan</td>
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<th>Nays:</th>
<th>None</th>
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<tr>
<td>Abstain:</td>
<td>None</td>
</tr>
<tr>
<td>Absent:</td>
<td>None</td>
</tr>
</tbody>
</table>

**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 21:** Shall Section 13.05 of the Hutto City Charter be amended to delete outdated language requiring the adoption of a comprehensive plan within two (2) years after the initial adoption of the Charter, and adding language requiring the City Council to review the comprehensive plan at least every four (4) years?

**MOTION:** Councilmember Anne Cano moved to approve proposition 21, as presented. Mayor Pro-tem Michael Smith seconded the motion.

**VOTE:**

<table>
<thead>
<tr>
<th>Ayes:</th>
<th>Mayor Doug Gaul</th>
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<tbody>
<tr>
<td></td>
<td>Mayor Pro-tem Michael Smith</td>
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<td>Councilmember Anne Cano</td>
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<td>Councilmember Tom Hines</td>
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<td>Councilmember Lucio Valdez</td>
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<td>Councilmember Bettina Jordan</td>
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<th>Nays:</th>
<th>None</th>
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<tr>
<td>Abstain:</td>
<td>None</td>
</tr>
<tr>
<td>Absent:</td>
<td>None</td>
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</tbody>
</table>

**ACTION:** The motion carried with 7 ayes and 0 nays.

**Proposition 22:** Shall Section 13.12 of the Hutto City Charter be amended by requiring the Charter to be reviewed at least every four (4) years by a Charter Review Commission appointed by the City Council?
MOTION: Mayor Pro-tem Michael Smith moved to approve proposition 22, as presented. Councilmember Lucio Valdez seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

Proposition 23: Shall Section 3.09 of the Hutto City Charter be amended by reducing the number of regular monthly meetings required to be held by the City Council from two (2) to one (1)?

MOTION: Councilmember Tom Hines moved to approve proposition 23, as presented. Councilmember Anne Cano seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
Councilmember Tom Hines
Councilmember Nathan Killough
Councilmember Lucio Valdez
Councilmember Bettina Jordan

Nays: None
Abstain: None
Absent: None

ACTION: The motion carried with 7 ayes and 0 nays.

EXECUTIVE SESSION

9A. Executive Session as authorized by Section 551.071, Texas Government Code, Consultation with Attorney, concerning Heart of Texas Water Contract.

The City Council recessed into executive session at 8:20 p.m.

The City Council reconvened into regular session at 9:22 p.m.

ADJOURNMENT
There being no further business, the meeting was adjourned at 9:22 p.m.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
The Hutto City Council met in a regular session on Saturday, January 14, 2017, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

Mayor Gaul called the session to order at 9:01 a.m.

ROLL CALL

Members of the City Council that were present were Mayor Doug Gaul, Mayor Pro-tem Michael J. Smith, Councilmember Anne Cano, Councilmember Tom Hines, Councilmember Nathan Killough, Councilmember Lucio Valdez, and Councilmember Bettina Jordan.

Members of staff that were present were Odis Jones, City Manager, Helen Ramirez, Development Services Director, Earl Morrison, Chief of Police, Melanie Hudson, Assistant City Manager, Amy McGlothlin, Human Resources Director, Danielle Singh, City Engineer and Seth Gipson, City Secretary.

WORK SESSION

3A. Discussion regarding alignment of the 2035 Strategic Plan and Comprehensive Plan goals and priorities.

Jason Gray, with JD Gray Group, LLC, presented a Current State Assessment which compared Hutto’s Financial Indicators, Financial Operation Indicators, Debt Indicators, and Organizational Indicators against five other municipalities from around the State of Texas.

Next Mr. Gray, outlined the development of an updated Strategic Plan and Execution Guide, which led to a discussion concerning Hutto’s current vision.

Finally, Mr. Gray facilitated a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis on the Strategic Focus Areas which included Economic Development, Public Safety, Fiscal Responsibility, Quality of Life & Services, and Infrastructure and Growth. Following the SWOT Analysis, the City Council discussed potential vision statements, whether a mission statement is needed, and the next steps in developing a new Strategic Plan.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:32 p.m.
CITY OF HUTTO, TEXAS

______________________________
Doug Gaul, Mayor

ATTEST:

______________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 7B.  AGENDA DATE: March 16, 2017

PRESENTED BY:

ITEM: Consideration and possible action on the acceptance of the street, drainage, and wastewater improvements of Park at Brushy Creek 4-B Subdivision.

STRATEGIC GUIDE POLICY: Infrastructure

ITEM BACKGROUND: The infrastructure improvements for the residential subdivision Park at Brushy Creek 4-B have been constructed and are ready to be accepted by the City Council. A final inspection was conducted by the City’s Construction Inspector of all streets, drainage, and wastewater improvements. All items have been constructed according to engineering plans and City codes and standards. The contractor has submitted a warranty bond to cover the materials and workmanship for two years.

BUDGETARY AND FINANCIAL SUMMARY: The total cost of the improvements is $444,187.80.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends approval.

SUPPORTING MATERIAL:
1. Engineer’s Concurrence
2. Project Construction Summary
3. Area Map
ENGINEER’S CONCURRENCE
FOR
PROJECT ACCEPTANCE

PROJECT: Park at Brushy Creek 4B Street, Drainage, Water & Wastewater Improvements

Date: February 21, 2017

Owner’s Name and Address
Continental Homes of Texas, L.P. (a Texas Limited Partnership)
By: CHTEX of Texas, Inc. (a Delaware Corporation)
Its General Partner
10700 Pecan Park Blvd., Suite 400
Austin, Texas 78750

Consultant Engineer’s Name and Address
Pape-Dawson Engineers, Inc.
7800 Shoal Creek Blvd., Suite 220 West
Austin, Texas 78757

On February 13, 2017, I, the undersigned Professional Engineer in the State of Texas, or my representative, met with representatives of the City of Hutto and the Project Contractor and made a visual inspection of the above referenced project. No discrepancies in approved construction plans or deficiencies in construction were visible or brought to my attention by the parties at the meeting except minor items which were subsequently rectified. I, therefore, recommend acceptance of this project by the City of Hutto once the following listed items are corrected to the satisfaction of the City of Hutto.

None

_____________________________
Signature

James A. Huffcut, Jr., P.E.
Typed Name

55253
Texas Registration No.
PROJECT CONSTRUCTION SUMMARY

PROJECT NAME: Park at Brushy Creek 4B

FINAL ACCEPTANCE DATE:

INSPECTOR: Anthony Host

CONTRACTOR: Liberty Civil

CONSTRUCTION COSTS

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>COH</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

- STREET IMPROVEMENT COST: $255,512.40
- SIDEWALK IMPROVEMENT COST: $22,481.25
- SIDEWALK RAMP IMPROVEMENT COST: $5,800.00
- BRIDGE IMPROVEMENT COST: N/A
- POND(S) COST: N/A
- DRAINAGE IMPROVEMENT COST: $55,371.50
- WATER IMPROVEMENT COST: N/A (Manville)
- WASTEWATER IMPROVEMENT COST: $98,350.65
- EROSION CONTROLS / RESTORATION COST: $6,672.00

TOTAL IMPROVEMENT COST: $444,187.80

PREPARED BY (DESIGN ENGINEER): Dustin Goss, P.E., Pape-Dawson Engineers

CHECKED BY (CID SUPERVISOR):
## Construction Summary for Streets & Sidewalks

### Street Paving

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>Address from</th>
<th>Address to</th>
<th>Pavement Design (Thickness) Asphalt / Base</th>
<th>Pavement Width (FT) (foc-foc)</th>
<th>L (FT)</th>
<th>PRIVATE</th>
<th>ETJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadia Cove</td>
<td>100</td>
<td>122</td>
<td>2&quot; / 12&quot;</td>
<td>29</td>
<td>480</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Pentire Way</td>
<td>400</td>
<td>425</td>
<td>2&quot; / 12&quot;</td>
<td>29</td>
<td>560</td>
<td>___</td>
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</tbody>
</table>

### Sidewalks / Sidewalk Ramps

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>Address from</th>
<th>Address to</th>
<th>W (FT)</th>
<th>L (FT)</th>
<th>SIDES 1</th>
<th>CURB RAMP 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadia Cove</td>
<td>120</td>
<td>122</td>
<td>6</td>
<td>100</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Acadia Cove</td>
<td>100</td>
<td>101</td>
<td>-</td>
<td>-</td>
<td>N/S</td>
<td>2</td>
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<tr>
<td>Pentire Way</td>
<td>422</td>
<td>424</td>
<td>6</td>
<td>95</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Pentire Way</td>
<td>400</td>
<td>401</td>
<td>-</td>
<td>-</td>
<td>N/S</td>
<td>2</td>
</tr>
<tr>
<td>Fistral Drive</td>
<td>100</td>
<td>401</td>
<td>5</td>
<td>527</td>
<td>W</td>
<td>0</td>
</tr>
</tbody>
</table>

1 – Designates location of existing sidewalk (E, W, S, N, SE, SW, NE, NW of designated street)
2 – Number of Ramps
### CONSTRUCTION SUMMARY FOR BRIDGES

<table>
<thead>
<tr>
<th>STREET NAME AND ADDRESS OR LOCATION</th>
<th>FEATURE CROSSED</th>
<th>TYPE 2</th>
<th>DESCRIPTION 3</th>
<th>DECK W (FT)</th>
<th>DECK L (FT)</th>
<th>COST</th>
<th>PRIVATE</th>
<th>ETJ</th>
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1 – Feature Crossed: Creek name if major creek or branch, or roadway name if overpass.

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

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

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

5 – Deck Length: Measured along the centerline of the roadway.
CONSTRUCTION SUMMARY FOR PONDS

<table>
<thead>
<tr>
<th>POND TYPE 1</th>
<th>LOCATION (ADDRESS OR LOT / BLOCK #)</th>
<th>SIZE (SY)</th>
<th>DRAINAGE AREA (ACRES)</th>
<th>PRIVATE 3</th>
<th>ETJ</th>
<th>COST</th>
</tr>
</thead>
<tbody>
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1 – BD = Bio–Detention  
D = Detention Only  
DSF = Detention / Sedimentation / Filtration  
F = Filtration Only  
S = Sedimentation Only  
SF = Sedimentation / Filtration  
SFI = Sedimentation / Filtration / Infiltration  
SI = Sedimentation / Irrigation  
WP = Wet Pond

2 – Approximate boundary area

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

<table>
<thead>
<tr>
<th>STORM DRAIN</th>
<th>MANHOLES</th>
<th>INLETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIZE (IN)</td>
<td>MATERIAL TYPE</td>
<td>L (FT)</td>
</tr>
<tr>
<td>24</td>
<td>RCP</td>
<td>283</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNCTION BOXES</th>
<th>OUTFALL STRUCTURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>SIZE (FT x FT x FT)</td>
</tr>
<tr>
<td>2</td>
<td>24”</td>
</tr>
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<tr>
<th>CHANNEL</th>
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<tbody>
<tr>
<td>LENGTH (FT)</td>
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<tr>
<td>----------</td>
</tr>
</tbody>
</table>

1) Grate, Area, Curb, Recessed Curb, Combination, Slotted Drain
2) Cast-in-Place, Precast
3) Pipe size / Culvert Size
4) Headwall, Wing Walls, Gabions
## CONSTRUCTION SUMMARY FOR WATER

<table>
<thead>
<tr>
<th>VALVES INSTALLED</th>
<th>PIPE</th>
<th>FIRE HYDRANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIZE</td>
<td>DESCRIPTION</td>
<td>NO.</td>
</tr>
<tr>
<td>6&quot;</td>
<td>Gate Valve</td>
<td>2</td>
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</table>

### AIR RELEASE

<table>
<thead>
<tr>
<th>SIZE</th>
<th>TYPE</th>
<th>NO.</th>
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</table>

### SERVICES INSTALLED

<table>
<thead>
<tr>
<th>NO.</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>SINGLE</td>
</tr>
<tr>
<td>21</td>
<td>DOUBLE</td>
</tr>
</tbody>
</table>

**REMARKS:** Wet Connection (2), Chlorine Injection Point (2), Automatic Flushing Valve (2)
## CONSTRUCTION SUMMARY FOR WASTEWATER

<table>
<thead>
<tr>
<th>PIPE</th>
<th>MANHOLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIZE</td>
<td>TYPE</td>
</tr>
<tr>
<td>8&quot;</td>
<td>PVC</td>
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<tr>
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<td></td>
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</table>

### SERVICES INSTALLED

<table>
<thead>
<tr>
<th>NO.</th>
<th>TYPE – S / D</th>
<th>TYPE OF MANHOLE COATING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SINGLE</td>
<td>Spray Wall</td>
</tr>
<tr>
<td>12</td>
<td>DOUBLE</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM NO.: 8A.  AGENDA DATE: March 16, 2017

PRESENTED BY: Helen Ramirez, AICP, Executive Director of Business/Development Services

ITEM: Consideration of a public hearing and possible action on the first reading of an ordinance granting a specific use permit for the property located at 311 FM 1660 South, 1.284 acres, more or less, of land, Lot 1 Block A of the Legends of Lone Star Commercial Two Subdivision, allowing a convenience store with gasoline sales in the B-1 (local business) zoning district.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
Property Owner: Rajkumar Enterprises, Inc., Abid Umatiya

Current Land Use: Vacant Land

Proposed Land Use: Convenience Store with Gasoline Sales

Future Land Use Designation: Mixed Use Retail (Current); Mid Density Residential (Proposed Map)

Surrounding Land Use and Zoning:

North: Commercial Local/Neighborhood: Zoned B-1

South: Single family residential; Zoned SF-1/ Grisham Dr.

East: Single family residential; Zoned SF-1/ FM1660 South

West: Single family residential; Zoned SF-1

Summary of Request

The property located at 311 FM 1660 South is approximately 1.284 acres of land, Lot 1 Block A of the Legends of Lone Star Commercial Two Subdivision. It is located on the west side of FM 1660 South between Evans Street and Grisham Drive. The applicant is requesting a specific use permit (SUP) to allow a 5,062.50 square foot convenience store with gasoline sales (four fueling pumps) in a
B-1 (Local/Neighborhood) Zoning District. Gas stations are considered subject to specific use permit review in the B-1 district, as outlined in Unified Development Code (UDC) Section 10.307.17.2.

The main entrance to the convenience store/gasoline sales is a shared driveway off of FM1660 South. A secondary point of ingress/egress is by way of a 30’ concrete shared access drive aisle from Evans Street. A third optional point of ingress/egress, that is being negotiated with the HOA, and has not been finalized, is a 24’ – 26’ foot pedestrian and vehicular ingress/egress off of Grisham Drive.

A Specific Use Permit request is evaluated with the following criteria:

- The proposed use conforms to this code and is consistent with the comprehensive, neighborhood and other applicable land use and development plans. The current Future Land Use Map identifies this area as Mixed Use Retail which is defined as no less than 60% commercial/other and 40% residential.
- The proposed use is compatible with existing and permitted uses in the surrounding area and would not adversely affect property near the site. The property will be subject to development standards including a building setback requirement of 20 feet or building height, and a medium level buffer yard that consists of a 20 foot wide planting area or a 15 foot planting area plus a 6 foot masonry wall.
- The site is a legal building lot. The property is a legally platted and appropriate for development.

Details of building orientation, design and landscaping are provided as conceptual. Site plan and building plans will be reviewed for code compliance during the permitting process. A specific use permit approval does not run with the land, and expires with the end of the approved use.

All property owners within 200-feet have been notified by mail of the proposed specific use permit request. Out of 25 notifications sent there were four responses received. Three objections and one in favor of the proposal. If additional responses are submitted Staff will share them at the meeting. Published notice of the request was placed in the Taylor Daily Press and on the City of Hutto website.

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

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**
The Planning and Zoning Commission held a public hearing and recommended approval to City Council on March 7, 2017 with the following conditions:

- Tanker/Fuel Trucks shall enter and exit from FM 1660 South only; and
- Construction of a six foot masonry wall, in addition to a 15 foot landscaped planting area, along the Western property line be constructed to minimize noise, light and other impacts.
CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends that the Council approve the ordinance with the following conditions of approval:

- Tanker/Fuel Trucks shall enter and exit from FM 1660 South only; and
- Construction of a six foot masonry wall, in addition to a 15 foot landscaped planting area, along the Western property line be constructed to minimize noise, light and other impacts.

SUPPORTING MATERIAL:
1. Ordinance - 311 FM 1660 South Specific Use Permit
2. Exhibit A - 311 FM 1660 S Specific Use Permit
3. Notice - 311 FM 1660 South Specific Use Permit (Notice)
ORDINANCE NO.

AN ORDINANCE GRANTING A SPECIFIC USE PERMIT TO ALLOW A CONVENIENCE STORE WITH GASOLINE SALES ON 1.284 ACRES, MORE OR LESS, OF LAND, GENERALLY DESCRIBED AS LOT 1, BLOCK A OF THE LEGENDS OF LONE STAR COMMERCIAL TWO SUBDIVISION, IN WILLIAMSON COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO AND INCORPORATED HEREIN; 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 grant a Specific Use Permit to allow a convenience store with gasoline sales on the property known as 311 FM 1660 South, Lot 1, Block A of the Legends of Lone Star Commercial Two Subdivision, described in Exhibit “A”, being attached hereto and incorporated herein, and;

WHEREAS, on the 7th day of March, 2017, after proper notification, the Planning and Zoning Commission held a public hearing on the proposed Specific Use Permit request, and;

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed Specific Use Permit request on the 7th day of March, 2017, and;

WHEREAS, on the 16th day of March, 2017, after proper notification, the City Council held a public hearing on the proposed Specific Use Permit request, and;

WHEREAS, the City Council determines that the regulations 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.

1.

In accordance with the Unified Development Code Sections 10.203.18 and 10.204.2, the City Council has considered and made findings on the following matters regarding the proposed Specific Use Permit request:

10.203.18 Criteria

- The proposed use conforms to the Unified Development Code and is consistent with the comprehensive, neighborhood and other applicable land use and development plans.
- The proposed use is compatible with existing and permitted uses in the surrounding area and would not adversely affect property near the site.
- The site is a legal building lot.

10.203.18.5 Conditions
• The Planning and Zoning Commission and/or City Council may impose conditions on a specific use permit.
• Specific use permit approval does not run with the land, and expires with the end of the approved use.
• All Tanker/Fuel Trucks shall enter and exit from FM 1660 South only.
• Construction of a six (6) foot masonry wall, in addition to a fifteen (15) foot landscaped planting area, along the western property line shall be constructed to minimize noise, light and other impacts.

10.203.18.6 Amendments

• Technical or engineering considerations during construction may call for minor deviations from approved specific use permits. Development Services staff may approve minor deviations if they conform to City regulations, and are consistent with the intent of the original specific use permit approval.
• Changes to approved specific use permits that Development Services staff finds are not minor deviations, including Planning and Zoning Commission imposed conditions, require approval through specific use permit review process, requiring a new application.

10.204.2 Effective date and expiration

• Specific use permits expire one (1) year from the date of approval by City Council.

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 16th day of March, 2017 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 16th day of March, 2017 at a meeting of the Hutto, Texas City Council; there being a quorum present.

THE CITY OF HUTTO, TEXAS

__________________________________________
Doug Gaul, 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 request for a Specific Use Permit to allow a convenience store with gasoline sales in the B-1 (Local Business) zoning district, as outlined in Section 10.304.6 of the Unified Development Code, for the property located at 311 FM 1660 South, Lot 1, Block A of the Legends of Lone Star Commercial Two Subdivision.

A public hearing will be held on March 16, 2017 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: February 26, 2017
AGENDA ITEM NO.: 8B.  
AGENDA DATE: March 16, 2017

PRESENTED BY: Helen Ramirez, AICP, Executive Director of Business/Development Services

ITEM: Consideration of a public hearing and possible action on the first reading of an ordinance approving the zoning change for the property known as 214 FM 1660 South, 0.43 acres, more or less, of land, Lot 1 of the Sanchez Subdivision, from SF-1 (single family residential) to B-1 (local business) zoning district.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
Property Owner: A & M Event Center, Amandine Ngakoue and Michel Ngakoue

Current Land Use: Vacant Land

Proposed Land Use: Indoor event center

Future Land Use Designation: Mid Density Residential (Current and Proposed Map)

Surrounding Land Use and Zoning:

North: Urban residential; Zoned OT-4R

South: Local/Neighborhood Commercial; Zoned B-1

East: Single family residential; Zoned SF-1

West: Residential; Zoned OT-3

Summary of Request

The property located at 214 FM 1660 South is approximately 0.43 acres of land, Lot 1 of the Sanchez Subdivision. It is located on the east side of FM 1660 South across from Hague Street. The applicant is requesting a zoning change from SF-1 (Single Family Residential) to B-1 (Local/Neighborhood Commercial) zoning district. The property owner plans to construct a 3,600 square foot indoor events center for parties, receptions and weddings with an approximate building size of 60ft x 60 ft.
There will also be an office area located within the building that will reduce the amount of square footage dedicated towards an events center.

As per Section 10.303.7 of the Unified Development Code (UDC), B-1: commercial: local/neighborhood, the B-1 district is a setting for low-intensity retail uses and should be grouped together at the intersections of busier non-local streets. FM 1660 South is considered a non-local minor arterial. A minor arterial carries medium levels of traffic volume and a medium to high traffic speed, and serves areas that generate less traffic than those along major arterials.

The property to the North is zoned OT-4R and allows for retail, office and mixed-use. The B-1 zoning district allows for indoor recreational facility with a Specific Use Permit (S) which may require specific standards or conditions for a particular use in the zoning district.

Site plan and building plans will be reviewed for code compliance during the permitting process. Zoning designation runs with the land and will not change until a request is submitted.

All property owners within 200-feet have been notified by mail of the proposed zoning change request. Out of 25 notifications sent there were two responses received. Both are in favor in favor of the proposal.

If additional responses are submitted Staff will share them at the meeting. Published notice of the request was placed in the Taylor Daily Press and on the City of Hutto website.

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

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**
The Planning and Zoning Commission held a public hearing and recommended approval to City Council on March 7, 2017.

**CITY ATTORNEY REVIEW:**
Not applicable.

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

**SUPPORTING MATERIAL:**
1. Notice - 214 FM 1660 South (0.43 acres) Zoning Change
2. Ordinance - 214 FM 1660 South Zoning Change
3. Exhibit A - 214 FM 1660 South Zoning Change
NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS THAT THE HUTTO CITY COUNCIL WILL HOLD A PUBLIC HEARING REGARDING:

The zoning change for 214 FM 1660 South, (0.43 acres) Lot 1 of the Sanchez Subdivision, located on the east side of FM 1660 South across from Hague Street, from SF-1 (single family residential) to B-1 (local business) zoning district.

The public hearing will be held on:
March 16, 2017 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: February 26, 2017
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 THE PROPERTY KNOWN AS 214 FM 1660 SOUTH, 0.43 ACRES, MORE OR LESS, OF LAND, LOT 1 OF THE SANCHEZ SUBDIVISION; IN WILLIAMSON COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, FROM SF-1 (SINGLE FAMILY RESIDENTIAL) TO B-1 (LOCAL BUSINESS) 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 properties 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 7th day of March, 2017, and;

WHEREAS, on the 16th day of March, 2017, 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 to now be designated as B-1 (Local Business) 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 16th day of March, 2017 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 16th day of March, 2017 at a meeting of the Hutto, Texas City Council; there being a quorum present.

THE CITY OF HUTTO, TEXAS

________________________________________
Doug Gaul, Mayor

Attest:

________________________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 9A.  
AGENDA DATE: March 16, 2017

PRESENTED BY: Michel Sorrell, Chief Financial Officer

ITEM: Consideration and possible action on a resolution concerning the 2015-2016 Comprehensive Annual Financial Reports and Audit.

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND:
Section 8.14 of the City of Hutto Charter requires the City Council to have a certified public accountant conduct an independent audit of all accounts of the City at the close of the fiscal year, or as necessary. City Council approved a resolution on August 20, 2015, to engage the audit firm of Brockway, Gersbach, Franklin & Niemeier, P.C. for the City’s independent financial audit for the fiscal year ending September 30, 2016. The firm has completed the City’s audit since 2006 and assists staff with the preparation of the Comprehensive Annual Financial Report (CAFR).

BUDGETARY AND FINANCIAL SUMMARY:
The audited financial statements are for the fiscal year ending September 30, 2016.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
Not applicable.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
The City staff will present information regarding audit findings. Staff recommends approval of Resolution.

SUPPORTING MATERIAL:
1. Resolution - CAFR
RESOLUTION NO.

A RESOLUTION ACCEPTING AND APPROVING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2016.

WHEREAS, the City of Hutto’s Comprehensive Annual Financial Report for the Fiscal Year Ending September 2016 are hereby submitted as audited by the independent auditing firm Brockway, Gersbach, Franklin & Niemer, P.C.; and

WHEREAS, the City Council and City Administration have reviewed the document.

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

That the City Council hereby accepts and approves the Comprehensive Annual Report for the Fiscal Year ending September 2016.

RESOLVED on this the 16th day of the month March, 2017.

CITY OF HUTTO, TEXAS

______________________________
Doug Gaul, Mayor

ATTEST:

______________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 9B.  

AGENDA DATE: March 16, 2017

PRESENTED BY: Seth Gipson, City Secretary

ITEM: Consideration and possible action on a resolution appointing Danielle Singh as the City of Hutto Representative to the Williamson County Regional Animal Shelter Board.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND: The City of Hutto, through an interlocal agreement, participates in a county-wide regional shelter with the cities Leander, Cedar Park, Round Rock, and Williamson County. Various leaders from participating cities comprise the representative Board of Directors for the shelter. There has been some transition in Hutto’s administration and it is recommended that Danielle Singh fill the position on the Regional Animal Shelter Board vacated by Melanie Melancon.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends appointing Danielle Singh to serve as the City of Hutto representative on the Williamson County Regional Animal Shelter Board.

SUPPORTING MATERIAL: 1. Resolution - Appointing a Representative to the Williamson County Regional Animal Shelter Board
RESOLUTION NO.

A RESOLUTION AUTHORIZING THE APPOINTMENT OF A CITY OF HUTTO REPRESENTATIVE TO SERVE ON THE WILLIAMSON COUNTY REGIONAL ANIMAL CONTROL SHELTER BOARD.

WHEREAS, V.T.C.A., Government Code, Chapter 791, the Texas Interlocal Cooperation Act, provides that any one or more public agencies may contract with each other for the performance of governmental functions or services for the promotion and protection of the health and welfare of the inhabitants of this State and the mutual benefit of the parties; and

WHEREAS, the City of Hutto participated in the establishment of a county-wide regional animal control shelter to facilitate cost-sharing of providing animal control services within the Williamson County, Texas, area with other participating agencies; and

WHEREAS, the City of Hutto approved the final interlocal agreement to participate in the establishment of a county-wide regional animal control shelter to facilitate cost-sharing of providing animal control services within the Williamson County, Texas, area with participating agencies on September 5, 2006; and

WHEREAS, the interlocal agreement calls for the business and affairs of the Regional Shelter to be conducted by a board consisting of one (1) representative from each participating entity and the City of Hutto is requesting the appointment of Danielle Singh to serve as its representative.

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

that Danielle Singh is hereby appointed as Hutto’s representative to serve on the Williamson County Regional Animal Control Shelter Board.

RESOLVED on this the 16th day of the month March, 2017.

CITY OF HUTTO, TEXAS

______________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 10A.  AGENDA DATE: March 16, 2017

PRESENTED BY:

ITEM: Consideration and possible action concerning the acceptance of Michael Smith's resignation from City Council, Place 4.

STRATEGIC GUIDE POLICY:

ITEM BACKGROUND:
Michael Smith submitted his official letter of resignation to the City Secretary on Monday, March 6, 2017. This is being brought before the City Council for formal acceptance.

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.
ITEM: Consideration and possible action on an appointment to fill the current vacancy in Place 4 of the Hutto City Council.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND:
Councilmember Michael Smith, Place 4, submitted his resignation on March 6, 2017. Section 3.06(c)(1) of the City Charter states that "When any vacancy or vacancies shall occur on the City Council, a majority of the remaining Councilmembers shall appoint a qualified replacement to fulfill the remainder of the vacant term should the remainder of the term be less than one (1) year."

There is less than one year left in Mr. Smith's term as his term was set to expire in May 2017.

The remaining City Council Members will discuss and determine the next steps in appointing a qualified replacement to fulfill the remainder of the term.

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.
AGENDA ITEM NO.: 10C.       AGENDA DATE: March 16, 2017

PRESENTED BY:

ITEM: Consideration and possible action on the appointment of the Mayor Pro-tem position.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND:
The Mayor Pro-tem position is elected by the City Council, and has the following powers provided through the City Charter (Section 3.05):

The Mayor Pro-tem shall be a Council Member elected by the City Council at the first regular City Council meeting following each regular City election. The Mayor Pro-tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor.

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.