CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, APRIL 20, 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, Mayor Pro-tem
Nathan Killough, Place 3
Tim Jordan, Place 4
Lucio Valdez, Place 5
Vacant, Place 6

AGENDA

1. CALL SESSION TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PROCLAMATIONS:
   5A. Proclamation declaring the week of May 1-5, 2017, as Air Quality Awareness Week.

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

7. CITY MANAGER COMMENTS:
   7A. Recognition of employee’s service to the City of Hutto.

8. PRESENTATIONS:
   8A. Presentation regarding the annual update from the Williamson County and Cities Health District.

9. PUBLIC HEARINGS:

1 April 20, 2017 - City Council Agenda
9A. Open and conduct the first public hearing regarding the proposed annexation of the Canutillo Corner, located on 2.590 acres more or less, of land located on the northeast corner of FM 1660 North and Limmer Loop.

10. **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.

10A. Consideration and possible action on the meeting minutes for the February 2, 2017 and February 16, 2017 Regular City Council Meetings and the February 23, 2017 Joint City Council and Hutto ISD Board of Trustees Meeting.

10B. Consideration and possible action on a resolution concerning the acceptance of the street, sidewalk, sidewalk ramps, drainage, and wastewater improvements of Riverwalk Phase 3, Section 3 Subdivision.

**REGULAR AGENDA ITEMS**

11. **ORDINANCES:**

11A. Consideration and possible action on the first reading of an ordinance amending the water and wastewater rates outlined in the City of Hutto Code of Ordinances (2014 Edition), Appendix A Fee Schedule, Article A5.000 Utilities.

11B. Consideration and possible action on the second and final reading of an ordinance amending Article 24.04 Water and Sewers, Section 24.04.039(b) Charge for after-hours re-connection of the Code of Ordinances (2014 Edition) by amending and resetting the work hours associated with re-connection of water services.

12. **RESOLUTIONS:**

12A. Consideration and possible action on a Joint Resolution establishing the Williamson County Inter-Jurisdictional Emergency Management Program and appointing the Director and Deputy Director of the Williamson County Office of Emergency Management as the Emergency Management Coordinators for the City of Hutto.

12B. Consideration and possible action on a resolution concerning an Interlocal Agreement with Williamson County for the extension of County Road 119 from Limmer Loop to Chandler Road.

12C. Consideration and possible action on a resolution amending the Fiscal and Budgetary Policy.
13. **WORK SESSION:**
   A work session is conducted for information or educational purposes. No action is taken by the Council on items listed.

13A. Work Session regarding the draft 2018-2019 Capital Improvements Plan.

14. **EXECUTIVE SESSION:**

14A. Executive Session, as authorized by Section 551.071 Texas Government Code, consultation with attorney regarding contract negotiations with Heart of Texas Water Suppliers, L.P. and as authorized by Section 551.072, Texas Government Code regarding deliberations concerning real property, regarding lease-hold and related interests with Heart of Texas Water Suppliers, L.P.

14B. Executive Session, as authorized by Section 551.071, Texas Government Code, consultation with attorney regarding contract negotiations with Williamson County Emergency Services District # 3.

14C. Executive Session, as authorized by Section 551.072, Texas Government Code regarding deliberations concerning real property, concerning a real estate contract for the acquisition of future park land.

14D. Executive Session, as authorized by Section 551.087, Texas Government Code, regarding deliberations concerning Economic Development Negotiations: Development proposal for the Co-op Site.

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

15A. Consideration and possible action on a resolution authorizing the City Manager to negotiate and execute a Purchase Contract, not to exceed $63 Million, with Heart of Texas Water Suppliers, L.P. regarding the acquisition of Heart of Texas Water Suppliers, L.P. water system in an effort that will allow the City to stabilize water rates.

15B. Consideration and possible action on a resolution concerning a Sales Tax Sharing Agreement with the Williamson County Emergency Services District #3.

15C. Consideration and possible action on a resolution authorizing the City Manager to execute a real estate contract with Lisa Pollard to acquire 65.9 acres of land for future park land.

16. **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 deploymentplementation of security personnel or devices] and 551.087 [Deliberations regarding Economic Development negotiations].

CERTIFICATION

I certify that this notice of the April 20, 2017 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Monday, April 17, 2017, at 6:10 pm.

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.
Official Proclamation

Whereas, air pollution can threaten the environment, economy, and the health of the residents of the City of Hutto; and

Whereas, while air quality is improving in Central Texas, regional air pollution levels were considered “Moderate” or worse on more than a quarter of the days in 2016, according to the national Air Quality Index; and

Whereas, children, older adults, people with lung disease, and people with heart disease, make up about two out of every five residents of Central Texas, and are particularly affected by poor air quality; and

Whereas, the City of Hutto supports public awareness about the quality of local and regional air quality and steps that members of our community can take to reduce their exposure to air pollution and to reduce the emissions that contribute to poor air quality in the region; and

Whereas, the City of Hutto is a member of the Central Texas Clean Air Coalition of the Capital Area Council of Governments (CAPCOG) and supports the Coalition’s efforts to promote regional air quality.

Now Therefore, I, DOUG GAUL, MAYOR, of the City of Hutto hereby proclaim the month of the week of May 1-5, 2017, as

“AIR QUALITY AWARENESS WEEK”

in Hutto, and encourage our residents and employees to educate themselves about air quality, including through CAPCOG’s Air Central Texas (ACT) website www.aircentraltexas.org, and to promote air quality and air quality awareness within the community.

Proclaimed this 20th day of April 2017.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor
AGENDA ITEM NO.: 8A.  
AGENDA DATE: April 20, 2017

PRESENTED BY:

ITEM: Presentation regarding the annual update from the Williamson County and Cities Health District.

STRATEGIC GUIDE POLICY: Quality of Life

ITEM BACKGROUND: Ehab Kawar, Chair of the Williamson County and Cities Health District Board of Directors and Hutto’s representative on the board, will provide the City Council with an annual update on the projects and initiatives of the district.

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.: 9A.  AGENDA DATE: April 20, 2017

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

ITEM: Open and conduct the first public hearing regarding the proposed annexation of the Canutillo Corner, located on 2.590 acres more or less, of land located on the northeast corner of FM 1660 North and Limmer Loop.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
A Municipal Service Plan (MSP) has been drafted per the Council’s directive from their regularly scheduled meeting on April 6, 2017.

Notice was published in the Taylor Daily Press and has also been posted on the City of Hutto website.

The next step in the annexation process is to hold a second public hearing and conduct two readings of the annexation ordinances. An annexation ordinance requires a second reading prior to final approval.

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 open the public hearing, and then close it following any public comment.

SUPPORTING MATERIAL:
1. Notice - Canutillo Corner (2.590 ac) Annexation
NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS THAT THE HUTTO CITY COUNCIL WILL HOLD A PUBLIC HEARING REGARDING:

The proposal to institute annexation proceedings to enlarge and extend the city limits boundary of said City to include the following described properties consisting of approximately 2.590 acres heretofore referred to as the Canutillo Corner property, to-wit:

The Canutillo Corner property (2.590 acres) described as being situated in the Canutillo Colony Ditch Co. Survey, Abstract No. 693, being a portion of that certain 59.945 acre tract of land described as “Tract Two” in deed to Joyce Collin Olander as Testamentary Trustee and recorded in Document No. 2008029956 of the Official Public Records of Williamson County, Texas.

At said time and place all such persons interested shall have the right to appear and be heard. Of all said matters and things, all persons interested in the subject matter herein mentioned shall take notice.

A public hearing will be held on April 20, 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: April 2, 2017
AGENDA ITEM NO.: 10A.    AGENDA DATE: April 20, 2017

PRESENTED BY: Seth Gipson, City Secretary

ITEM: Consideration and possible action on the meeting minutes for the February 2, 2017 and February 16, 2017 Regular City Council Meetings and the February 23, 2017 Joint City Council and Hutto ISD Board of Trustees Meeting.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND:
The City Council meeting minutes for the February 2, 2017 and February 16, 2017 Regular City Council Meetings and the February 23, 2017 Joint City Council and Hutto ISD Board of Trustees 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 February 2, 2017 and February 16, 2017 Regular City Council Meetings and the February 23, 2017 Joint City Council and Hutto ISD Board of Trustees Meeting.

SUPPORTING MATERIAL:
1. Draft - February 2, 2017 City Council Meeting Minutes
2. Draft - February 16, 2017 City Council meeting Minutes
3. Draft - February 23, 2017 Joint City Council and Hutto ISD Board of Trustees Meeting Minutes
The Hutto City Council met in a regular session on Thursday, February 2, 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 7:00p.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, and Councilmember Lucio Valdez. Councilmember Bettina Jordan was absent.

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, Michel Sorrell, Chief Financial Officer, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Pastor Fred Warren with Little Ebenezer Baptist 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. Presentation of the Downtown Façade Improvement Program recipients.

Helen Ramirez, Executive Director of Business/Development Services, made the staff presentation. The individuals that were awarded a façade grant were presented with their matching grant.

PUBLIC HEARINGS
7A. **Continuation of a public hearing concerning an ordinance amending the Code of Ordinances (2014 Edition) Chapter 6 Building Regulations: Articles 6.01 and 6.02; Chapter 10 Fire Prevention and Protection: Articles 10.01 and 10.02; Chapter 24 Utilities: Article 24.05, by adopting the 2015 Editions of the International Codes (I-Codes), including appendices and listed amendments as regulations for buildings and structures.**

This was a continuation of the public hearing from the January 19, 2017 City Council Meeting. The Mayor opened the public hearing at 7:50pm on Thursday, January 19, 2017.

There being no one signed up to speak, Mayor Gaul closed the public hearing at 7:06 p.m.

7B. **Consideration of a public hearing regarding an ordinance amending the Code of Ordinances (2014 Edition) Chapter 6 Building Regulations: Articles 6.01 and 6.02; Chapter 10 Fire Prevention and Protection: Articles 10.01 and 10.02; Chapter 24 Utilities: Article 24.05, by adopting the 2015 Editions of the International Codes (I-Codes), including appendices and listed amendments as regulations for buildings and structures.**

Mayor Gaul opened the public hearing at 7:07 p.m.

There being no one signed up to speak, Mayor Gaul closed the public hearing at 7:07 p.m.

**CONSENT AGENDA ITEMS**

8A. **Consideration and possible action on a resolution approving the proposed Star Ranch Section 7 Phase 5 Final Plat, 15.91 acres, more or less, of land, 56 single family lots, located within Hutto’s extraterritorial jurisdiction at Winterfield Drive and West Highfield Street.**

8B. **Consideration and possible action on a resolution approving the proposed Hutto Crossing Phase One Section Four Final Plat, 1.3569 acres, more or less, of land, roadway expansion of the existing Carl Stern Drive west of Chris Kelley Boulevard.**

8C. **Consideration and possible action on the meeting minutes for the November 17, 2016, and December 1, 2016 City Council Regular Meetings and the November 30, 2016 and December 12, 2016 Special Called City Council Meetings.**

**MOTION:** Mayor Pro-tem Michael Smith moved to approve items 8A-8C on the consent agenda as presented. Councilmember Tom Hines seconded the motion.

**VOTE:**

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

9A. **Consideration and possible action on the first reading of an ordinance amending the Fiscal Year 2015-16 Budget to adjust project funds, fund balances, and other miscellaneous items.**

*Michel Sorrell, Chief Financial Officer, made the staff presentation. This was the fourth budget amendment for Fiscal Year 2016. The purpose of the amendment is to adjust project funds, fund balances, and other miscellaneous items.*

*Ms. Sorrell provided an overview of the expenses and revenues in following funds:*

- General Fund
- General Debt Service Fund
- Capital Replacement Fund
- Court Funds
- Hotel Tax Fund – Based on collections
- Red light camera fund
- Peg Fund
- Utility Fund
- Utility Fund Debt Service
- Impact Fee Fund
- Utility CIP Fund
- General Fund CIP
- Solid Waste Fund

*MOTION: Councilmember Tom Hines moved to approve the first reading of an ordinance amending the Fiscal Year 2015-16 Budget to adjust project funds, fund balances, and other miscellaneous items. 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

- Nays: None
- Abstain: None
- Absent: Councilmember Bettina Jordan
ACTION: The motion carried with 6 ayes and 0 nays.

9B. Consideration and possible action on the first reading of an ordinance amending the Fiscal Year 2016-17 Budget to reallocate capital project funds from the FY16 Budget, organizational restructure and other miscellaneous adjustments.

Michel Sorrell, Chief Financial Officer, made the staff presentation. This was the first budget amendment for Fiscal Year (FY) 2017. The purpose of the amendment is to move allocated funds from FY16 to FY17 that are related to capital projects and adjust for citywide organizational restructuring. Fund balances are estimated based on the adopted budget and purchase orders that have been transferred from FY 16.

Ms. Sorrell provided an overview of the revenues and expenses in the following funds:
- General Fund
- Capital Replacement Fund
- Court Fund
- Red Light Camera Fund
- PEG Fund
- Utility Fund
- Utility Debt Service Fund
- General CIP Fund

MOTION: Councilmember Nathan Killough moved to approve the first reading of an ordinance amending the Fiscal Year 2016-17 Budget to reallocate capital project funds from the FY16 Budget, organizational restructure and other miscellaneous adjustments. 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

Nays: None
Abstain: None
Absent: Councilmember Bettina Jordan

ACTION: The motion carried with 6 ayes and 0 nays.

RESOLUTIONS

10A. Consideration and possible action on a resolution concerning the execution of an agreement with Brinkley and Barfield, Inc. for engineering services for the Limmer Loop Sidewalk Project.
Danielle Singh, City Engineer, made the staff presentation. A Request for Qualifications (RFQ) for engineering services for the Limmer Loop Sidewalk was released on November 23, 2016. Three responses were received and accepted by Purchasing on December 14, 2016. City staff from Engineering and Public Works scored the RFQs with Binkley and Barfield being the highest ranked firm for the project.

This project will provide a 10’ sidewalk along Limmer Loop from FM 1660 to Cottonwood Creek Elementary. This sidewalk will connect to the sidewalk on FM 1660 that is currently under construction. Both of these projects were intended to increase the pedestrian connectivity between neighborhoods and schools.

**MOTION:** Mayor Pro-tem Michael Smith moved to approve the resolution concerning the execution of an agreement with Brinkley and Barfield, Inc. for engineering services for the Limmer Loop Sidewalk Project. 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  
Nays: None  
Abstain: None  
Absent: Councilmember Bettina Jordan

**ACTION:** The motion carried with 6 ayes and 0 nays.

**OTHER BUSINESS**

11A. Consideration and possible action concerning an appointment to the Library Advisory Board.

**MOTION:** Councilmember Tom Hines moved to appoint Kori Cox to the Library Advisory Board to a three-year term that expires December 2019. 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  
Nays: None  
Abstain: None  
Absent: Councilmember Bettina Jordan

**ACTION:** The motion carried with 6 ayes and 0 nays.
WORK SESSION

12A. Discussion concerning the structure and development of city council subcommittees.

Mayor Gaul provided an overview of the structure of the four committees that were being proposed. The committees would only be able to make recommendations to the City Council and an executive summary of each meeting would be kept.

Discussion ensued on the current process that is being used, which does not include sub-committees, and the pros and cons of implementing this kind of structure.

Odis Jones, City Manager, spoke briefly on the purpose and pointed out that these types of committees could be used to vet future council items.

It was the consensus of the Council to bring back this item at a future meeting once the structure and purpose for each committee was further developed.

Mayor Gaul continued on by outlining the development of three advisory councils: 1. Youth Advisory Council (high school and college), 2. Citizen Advisory Council, and 3. Business Advisory Council that could be a potential partnership with the Chamber of Commerce.

There was a brief discussion on each advisory council and the implementation process. It was suggested that the Business Advisory Council could be established before the election, and the other two advisory councils be established following the May 2017 Election.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:58 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, February 16, 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, Michel Sorrell, Chief Financial Officer, Seth Gipson, City Secretary, and Jill Cloud, Director of Communications.

INVOCATION

The invocation was given by Police Chief Earl Morrison.

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.

WORK SESSION

6A. Work session regarding the Planning and Zoning Commission annual report. Helen Ramirez, Executive Director of Business/Development Services, made the staff presentation. Ms. Ramirez provided updates on the following:
- Number of Plats Approved
- Acres and Lots Platted
- Number of Zoning Changes and Variances
- Code Amendments that were reviewed and approved.
  - Noise Ordinance
  - Landscape
  - Bufferyard
  - SmartCode
- Master Plans Reviewed
  - Water Master Plan
  - Capital Improvements Plan
  - Pedestrian Mobility Plan Update
  - Future Land Use Map

Ms. Ramirez concluded the presentation by outlining the goals for 2017, which included the following:

- Outline of the adoption of the Future Land Use Map.
- Updates to the Zoning Map
- Continue to provide flexibility with codes
- Continue to review Master Plans
- Continue to find learning opportunities

There was a brief discussion on current communication and involvement in the planning process, education, and focus being placed on future major roads and identifying how they can be developed.

6B. Work session regarding the proposed amendments to the SmartCode and the Unified Development Code.

Helen Ramirez, Executive Director of Business/Development Services, made the staff presentation. Jayashree Narayana, AICP NUA Principle of Livable Plans and Codes aided in the presentation. City staff, in concert with a consultant, has been reviewing both the SmartCode and Unified Development Code (UDC) in an effort to make the code easier to read and to have one unified document or UDC, rather than two documents for different areas of the city.

The presentation provided an overview of the general areas that are being recommended for amendment or deletion, in order to meet the needs of current and future developers and residents, while providing opportunities for flexible codes for historic properties, providing a range of housing options (mixed use, move up housing), preserving the historic Old Town and improving the quality of private open space/amenities. Areas that are being reviewed include the following:

- Eliminating conflicting codes
- Clarifying processes (minor modifications, warrants & amendments)
- Signage (citywide)
- Open space standards
- Landscaping
- Land use categories
• Definitions
• Utility placement
• Neighborhood standards

Furthermore, a proposed time frame for approval will be recommended, to include a meeting with businesses and developers in order to obtain feedback, and work sessions/feedback from Planning and Zoning, Historic Preservation Commission (HPC) and City Council.

Discussion ensued concerning the difference between building and zoning codes, contributing structures in the historic district, challenges with the current signage regulations, and the fundamental differences between mixed-use and conventional zoning.

Mayor Gaul requested a timeline that would outline the review process and updates to the codes.

PRESENTATIONS

7A. Presentation of the 2016 City of Hutto Racial Profiling and Uniform Crime Report.

Earl Morrison, Chief of Police, gave the staff presentation. All law enforcement agencies in the State of Texas are required under House Bill 3389 to keep records on Racial Profiling. These statistics are gained from citations issued and the number and type of searches conducted. This data is collected and maintained by the Hutto Police Department. In fulfillment of the requirements of House Bill 3389, the data for traffic contacts and searches conducted in 2016 was presented to the City Council. The study showed compliance with HB 3389.

There was a brief discussion concerning how the demographics were divided up and if there were any specific areas where certain types of stops occurred.

CONSENT AGENDA ITEMS

8A. Consideration and possible action on the acceptance of the street, drainage, water, and wastewater improvements for Riverwalk Subdivision Phase 3 Section 2.

8B. Consideration and possible action on the second and final reading of an ordinance amending the Fiscal Year 2015-16 Budget to adjust project funds, fund balances, and other miscellaneous items.

8C. Consideration and possible action on the second and final reading of an ordinance amending the Fiscal Year 2016-17 Budget to reallocate capital project funds from the FY16 Budget, organizational restructure and other miscellaneous adjustments.

8D. Consideration and possible action on the meeting minutes for the December 12, 2016 Joint City Council and Williamson County ESD #3 Board meeting, and the December 15, 2016 City Council Regular Meeting.
MOTION: Councilmember Tom Hines moved to approve items 8A-8D on the consent agenda 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.

RESOLUTIONS

9A. Consideration and possible action on a resolution concerning a Joint Election Agreement and Contract for Election Services between the City of Hutto, Williamson County, and Williamson County Participating Authorities for the May 6, 2017 General and Special Elections.

Seth Gipson, City Secretary, made the staff presentation. This joint election agreement and contract for election services is for the sharing of election equipment, costs, election officials, precinct polling locations, and election ballots with the participating authorities in Williamson County. The contract for election services sets in place all necessary election actions according to state law for early voting and Election Day locations, appointment of election judges, preparation of the ballot, and tabulation of the election results by the Williamson County Elections Administrator for the May 6, 2017 General Election. By partnering with Williamson County and other entities, the City is able to reduce the cost of holding the election.

MOTION: Councilmember Tom Hines moved to approve the resolution concerning a Joint Election Agreement and Contract for Election Services between the City of Hutto, Williamson County, and Williamson County Participating Authorities for the May 6, 2017 General and Special Elections. 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
Nays: None
Abstain: None
Absent: None

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

9B. Consideration and possible action on a resolution ordering the May 6, 2017 General Election for the purpose of electing City Council, Place 1 and City Council, Place 4.

Seth Gipson, City Secretary, made the staff presentation. Mr. Gipson stated this is a statutory requirement and this resolution calls for a General Election on Saturday, May 6, 2017, to elect Councilmember Place 1 and Councilmember Place 4. Early voting begins Monday, April 24, 2017, and ends Tuesday, May 2, 2017. The first day to file for a place on the ballot was Wednesday, January 19, 2017, and the last day to file for a place on the ballot is 5:00 p.m. Friday, February 17, 2017.

Mr. Gipson added that a City Council candidate orientation will be held on February 111, 2017, in the City Council Chamber.

MOTION: Councilmember Tom Hines moved to approve the resolution ordering the May 6, 2017 General Election for the purpose of electing City Council, Place 1 and City Council, Place 4. 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.

ORDINANCES

10A. Consideration and possible action on the first reading of an ordinance calling a Special Election for May 6, 2017, for the purpose of submitting to voters certain proposed amendments to the Home Rule Charter of the City, designating election precincts and polling places, providing for early voting and election day voting, providing for performance of required administrative duties, and providing for other matters relating to such election.

Seth Gipson, City Secretary, made the staff presentation. Mr. Gipson stated this is a statutory requirement and this ordinance calls for a Special Election on Saturday, May 6, 2017, to present 21 Charter Amendment Propositions to the citizens. Early voting
begins Monday, April 24, 2017, and ends Tuesday, May 2, 2017. There was one correction to Proposition 12 that was highlighted, which was a change to the Charter Section referenced in the proposition wording.

**MOTION:** Mayor Pro-tem Michael Smith moved to approve the first reading of an ordinance calling a Special Election for May 6, 2017, for the purpose of submitting to voters certain proposed amendments to the Home Rule Charter of the City. 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.

**MOTION:** Mayor Pro-tem Michael Smith moved to dispense with the second reading of the ordinance calling a Special Election for May 6, 2017, for the purpose of submitting to voters certain proposed amendments to the Home Rule Charter of the City. 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.

10B. Consideration of a public hearing and possible action on the first reading of an ordinance approving the zoning change for the property known as 2175 Innovation Boulevard, 1.8 acres, more or less, of land, Lot 3 Block A of the 108 Commercial Park Subdivision, from SF-1 (single family residential to LI (light industrial) zoning district.

Helen Ramirez, Executive Director of Develop/Business Development, made the staff presentation. The subject property consists of approximately 1.74 acres located on the
east side of Innovation Boulevard (CR 108) between Hwy. 79 and Limmer Loop. The applicant has requested a zoning change from SF-1 (Single Family Residential) to LI (Light Industrial). The subject parcel was annexed into the City limits in 2012 as part of a larger initiative to annex the East Williamson County Higher Education Center. At the time, the property was assigned an interim zoning designation of SF SF-1 with the understanding that these properties would be rezoned as they developed or redeveloped.

The applicant has purchased the subject property and the adjacent property to the south with the intent to operate his concrete construction business, Rio Construction. Per UDC Sec. 10.308.8, the proposed use is classified as a Trade Use and is permitted by right in Light Industrial zoning districts. The proposed business will include an outdoor storage of materials and equipment related to the business, which will be accessory to the primary use. All outdoor storage must be screened with a 6 ft. - 8 ft. masonry wall in conformance with Sec. 10.408.5 of the UDC.

The majority of the properties along the east side of Innovation Boulevard are light industrial land uses, which are characterized by metal buildings and outdoor storage.

Mayor Gaul opened the public hearing at 8:32 p.m.

There being no one signed up to speak, Mayor Gaul closed the public hearing at 8:32 p.m.

**MOTION:** Councilmember Anne Cano moved to approve the first reading of an ordinance approving the zoning change for the property known as 2175 Innovation Boulevard, 1.8 acres, more or less, of land, Lot 3 Block A of the 108 Commercial Park Subdivision, from SF-1 (single family residential to LI (light industrial) zoning district. 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.

**MOTION:** Councilmember Nathan Killough moved to dispense with the second reading of the ordinance approving the zoning change for the property known as 2175 Innovation Boulevard, 1.8 acres, more or less, of land, Lot 3 Block A of the 108
Commercial Park Subdivision, from SF-1 (single family residential to LI (light industrial) zoning district. Mayor Pro-tem Michael Smith seconded the motion.

**VOTE:**

Ayes: Mayor Doug Gaul
Mayo 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.

10C. Consideration of a public hearing and possible action on the first reading of an ordinance approving the zoning change for the property known as 2203 Innovation Boulevard, 1.96 acres, more or less, of land, Lot 4 Block A of the 108 Commercial Park Subdivision, from SF-1 (single family residential to LI (light industrial) zoning district.

Helen Ramirez, Executive Director of Develop/Business Development, made the staff presentation. The subject property consists of approximately 2.00 acres located on the east side of Innovation Boulevard (CR 108) between Hwy. 79 and Limmer Loop. The applicant has requested a zoning change from SF-1 (Single Family Residential) to LI (Light Industrial). The subject parcel was annexed into the City limits in 2012 as part of a larger initiative to annex the East Williamson County Higher Education Center. At the time, the property was assigned an interim zoning designation of SF SF-1 with the understanding that these properties would be rezoned as they developed or redeveloped.

The applicant has purchased the subject property and the adjacent property to the north with the intent to operate his concrete construction business, Rio Construction. There is a residential building located on the property, which the applicant intends to convert to an office building for his business. Per UDC Sec. 10.308.8, the proposed use is classified as a Trade Use and is permitted by right in Light Industrial zoning districts. The proposed business will include an outdoor storage of materials and equipment related to the business, which will be accessory to the primary use. All outdoor storage must be screened with a 6 ft. - 8 ft. masonry wall in conformance with Sec. 10.408.5 of the UDC.

The majority of the properties along the east side of Innovation Boulevard are light industrial land uses, which are characterized by metal buildings and outdoor storage

Mayor Gaul opened the public hearing at 8:35 p.m.

There being no one signed up to speak, Mayor Gaul closed the public hearing at 8:35 p.m.
MOTION: Councilmember Tom Hines moved to approve the first reading of an ordinance approving the zoning change for the property known as 2203 Innovation Boulevard, 1.96 acres, more or less, of land, Lot 4 Block A of the 108 Commercial Park Subdivision, from SF-1 (single family residential to LI (light industrial) zoning district.

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.

MOTION: Councilmember Tom Hines moved to dispense with the second reading of the ordinance approving the zoning change for the property known as 2203 Innovation Boulevard, 1.96 acres, more or less, of land, Lot 4 Block A of the 108 Commercial Park Subdivision, from SF-1 (single family residential to LI (light industrial) zoning district.

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.

10D. Consideration of a public hearing and possible action on the first reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code, Chapter 4, Section 10.403.4.4: Swimming pools and spas.

Helen Ramirez, Executive Director of Develop/Business Development, made the staff presentation. Section 10.403.4.4 of the City’s Unified Development Code currently requires in-ground swimming pools and in-ground or freestanding spas to be located at least 10 feet from the primary structure on a site, and at least 10 feet from all side and rear lot lines. This means that a rear yard swimming pool on a residential lot must be placed at least ten feet from a house. Staff is proposing to amend this section of the UDC.
in order to allow swimming pools to be located at least three feet from any structure. Staff finds that the current code is more restrictive than many of our surrounding cities, and has proposed to change this provision in order to be more consistent with other municipalities in the area. Recently, several homeowners have expressed concern that the current standards make it infeasible to locate a swimming pool in their backyard. The goal of the proposed amendment is to enable homeowners, especially those homeowners with smaller lots, to be able to build a swimming pool in their backyard.

Ms. Ramirez provided an overview of the comprehensive revisions of the Swimming Pools and Spas Standards found in Sec. 10.403.4.4 of the UDC.

Mayor Gaul opened the public hearing at 8:39 p.m.

Melissa Meaker - 317 Cockrill St. – Expressed her support of the change in code. Ms. Meaker also mentioned that they were warmly received by the Planning and Zoning Commission and thanked the City Council.

Following public comment, Mayor Gaul closed the public hearing at 8:42 p.m.

MOTION: Councilmember Tom Hines moved to approve the first reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code, Chapter 4, Section 10.403.4.4: Swimming pools and spas. 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.

MOTION: Councilmember Anne Cano moved to dispense with the second reading of the ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code, Chapter 4, Section 10.403.4.4: Swimming pools and spas. 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
ACTION: The motion carried with 7 ayes and 0 nays.

EXECUTIVE SESSIONS

11A. Executive Session, as authorized by Section 551.071, Texas Government Code, Consultation with Attorney, concerning Heart of Texas Water Contract.

11B. Executive Session, as authorized by Section 551.071, Texas Government Code, Consultation with Attorney, regarding contract negotiations with Williamson County Emergency Services District #3.


The City Council recessed into executive session at 8:43 p.m.

The City Council reconvened into regular session at 9:38 p.m.

ACTION RELATIVE TO EXECUTIVE SESSION

12A. Consideration and possible action on a resolution authorizing the City Manager to enter into a professional services contract, that shall not exceed $200,000, with an engineering firm to perform an independent engineering study of the Heart of Texas Water Suppliers, L.P. water wells.

MOTION: Councilmember Nathan Killough moved to approve the resolution authorizing the City Manager to enter into a professional services contract, that shall not exceed $200,000, with an engineering firm to perform an independent engineering study of the Heart of Texas Water Suppliers, L.P. water wells. 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.

**ADJOURNMENT**

*There being no further business, the meeting was adjourned at 9:39 p.m.*

CITY OF HUTTO, TEXAS

________________________
Doug Gaul, Mayor

ATTEST:

________________________
Seth Gipson, City Secretary
The Hutto City Council and Hutto ISD Board of Trustees met in a Joint Meeting on Thursday, February 23, 2017, in the City Hall Council Chambers, 401 W. Front St., Hutto, TX 78634.

CALL SESSION TO ORDER

Mayor Gaul called the session to order at 7:03 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 Lucio Valdez, and Councilmember Bettina Jordan. Councilmember Tom Hines and Councilmember Nathan Killough were absent.

Members of the Hutto ISD Board of Trustees that were present were Connie Gooding, President, Billie Logiudice, Secretary, Morgan Hubbard, Boardmember, and Terrence Owens, Boardmember. Byron McDaniel, Vice President, Phillip Boutwell, Boardmember and Kelly Farmer, Boardmember were absent.

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

Members of the Hutto ISD Staff that were present were Dr. Doug Killian, Superintendent, Ed Ramos, Deputy Superintendent, Brandy Baker, Assistant Superintendent of School Support, and Dana Wilcott, Family and Community Liaison.

AGENDA ITEMS

3A. Presentation and discussion of the Hutto Youth Advisory Council.

Dana Wilcott, Family and Community Liaison, provided an overview of the program that included how the youth council would be organized, the selection process for participants, meeting requirements, how the program could grow and expand to offer additional benefits like internships and involvement in the state and national levels of Youth Advisory Council’s.

Ms. Wilcott pointed out that one of the main goals is to make this a sustainable program that can be run by students, if necessary, and to utilize fundraising to help offset the costs. Initially, the costs would be shared between the school district and the city.
Governing bodies had a short discussion on whether to list the eligible participants by age or class, possible student internships, and topics of discussion for their retreat. It was the consensus of the governing bodies to move forward with developing a Youth Advisory Council.

3B. **Update and discussion on the following Hutto ISD projects and initiatives.**

1. **Classroom additions to Ray Elementary School and Cottonwood Creek Elementary School.**
   a. Mr. Ramos stated that the district was adding four classrooms to each campus to accommodate current and anticipated growth until the elementary school #7 is constructed. They are currently in the permitting process.

2. **Transfer of lift station to City to allow development to tie into and upgrade.**
   a. Currently there are some updates being made to the lift station before the final transfer is made. Danielle Singh, City Engineer, stated that they were in the final inspection phase, which is the last stage before the transfer.

3. **Hiring Hutto ISD Police Chief**
   a. Dr. Killian provided an update on the status of interviews that were conducted. He also stated that the current partnership with the City is a great partnership and they would like both police departments to continue training together to maintain that partnership.

4. **Timeline for Hutto ISD Elementary #7 and need for utility services.**
   a. Dr. Killian provided an overview of the location and timeline for the construction of elementary #7. The design phase should begin in June 2017 and the school would be slated to open for the 2019-2020 school year.

5. **Project Based Learning**
   a. Ms. Baker outlined the Project Based Learning teaching method and highlighted that this method helps develop soft skills, has increased access to technology and the student’s ability to create, and that students are more engaged. Ms. Baked mentioned that the district is going into year 3 of the implementation of Project Based Learning, which will now allow them to start quantifying the data. Lastly, the update was concluded with the number of teachers that have been trained, the number of projects that have been completed, and the areas of focus for the upcoming year.

3C. **Update and discussion on the following City of Hutto projects and initiatives.**

1. **Avery Lake Interceptor**
   a. Ms. Singh provided an overview of the project and the site. The project is slated to begin in May 2019.
2. Limmer Loop Sidewalk Project
   a. Ms. Singh highlighted that this was part of the Transportation Alternative Grant Program from TxDOT and that the purpose is to connect to the sidewalk being constructed on FM 1660 N. The project is currently in the design phase and will start in the fall of 2017.

3. FM 1660 N Sidewalk Project
   a. Ms. Singh provided an overview of the project scope and the purpose. This sidewalk will connect the Hutto Park and Hutto Highland subdivisions to the main trail system and to local schools. The project is moving along smoothly and is anticipated to be complete in the summer of 2017.

4. Front Street Waterline Project
   a. Ms. Singh outlined the project’s purpose and timeline. The project is slated to start in October 2017 and be completed in July 2018. The City will be working with the school district on an easement to complete the project.

5. Public parking for Fritz Park Project
   a. Ms. Singh provided an update on the construction process of the Fritz Park Improvement Project, that has an estimated completion date of summer 2017, and the need to further discuss the options about utilizing the Hutto ISD property across from the park for public parking.

3D. Update and discussion on current interlocal agreements.

1. School Resource Officers
   a. Dr. Killian and Chief Earl Morrison briefly spoke on the current agreement, and stated that the agreement would be reassessed once the ISD Police Chief is hired and that a mutual operations agreement would be considered in the future.

2. Cable Channel
   a. Jill Cloud provided the update that the City and Hutto ISD Communications Department is currently reviewing the contract and current content. Mayor Gaul requested that staff investigate the viewership of the channel, come up with some possible projects, and have an update at the next meeting.

3. Facilities
   a. Staff provided an update that the new arrangement is working well, they highlighted some of the changes that were enacted and the facilities that were added to the agreement such as the Gin at the Co-op District and the Hutto ISD Tennis Courts.

3E. Consideration and possible action concerning the City of Hutto and Hutto ISD Partnership Action Plan.

Mayor Gaul facilitated the discussion concerning the action plan. The governing bodies discussed each of the action steps. The possible changes discussed were the following:
- Changing from one report from each executive concerning the monthly meeting to one combined report.
- Adding a report from the bi-monthly meetings of the Mayor, Mayor Pro-tem, President and Vice President.
- Rewording the last bullet in Expectations of Joint Board Meetings to say “Schedule and meet quarterly.”
- Remove the Partnership Matrix.

Mayor Gaul and Hutto ISD Board President Connie Gooding will thoroughly review the Partnership Action Plan and bring back additional recommended changes at the next joint meeting.

ADJOIURNMENT

There being no further business, the meeting was adjourned at 8:26pm.

CITY OF HUTTO, TEXAS

________________________
Doug Gaul, Mayor

ATTEST:

________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 10B.  AGENDA DATE: April 20, 2017

PRESENTED BY: Danielle Singh, P.E., Interim Assistant City Manager

ITEM: Consideration and possible action on a resolution concerning the acceptance of the street, sidewalk, sidewalk ramps, drainage, and wastewater improvements of Riverwalk Phase 3, Section 3 Subdivision.

STRATEGIC GUIDE POLICY: Infrastructure

ITEM BACKGROUND: The infrastructure improvements for the residential subdivision Riverwalk Section 3-3 have been constructed and are ready to be accepted by the City Council. A final inspection was conducted by the City’s Construction Inspection Staff of all streets, sidewalks, sidewalk ramp, 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 being accepted by the City is $1,572,342.72.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

CITY ATTORNEY REVIEW: Not applicable.

STAFF RECOMMENDATION: Staff recommends approval.

SUPPORTING MATERIAL:
1. Resolution
2. Supporting Documents
RESOLUTION NO. ______________

WHEREAS, the infrastructure improvements for the Riverwalk Phase 3, Section 3 residential subdivision have been constructed and are ready for acceptance; and

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

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

WHEREAS, CC Carlton Contractors submitted a warranty bond to cover the materials and workmanship for two years,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, hereby accepts the infrastructure improvements for the Riverwalk Phase 3, Section 3 residential subdivision.

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

RESOLVED this 20th day of April, 2017.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
ENGINEER’S CONCURRENCE
FOR
PROJECT ACCEPTANCE

PROJECT: Riverwalk Phase 3 Section 3 Street, Drainage, Water & Wastewater Improvements
Date: March 20, 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 March 10, 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.

H:\project\600982503\402 Construction Phase Services\Documents\Project Closeout\Riverwalk 3-3 Engineers Concurrence Letter.docx
PROJECT CONSTRUCTION SUMMARY

PROJECT NAME: Riverwalk Phase 3 Section 3

FINAL ACCEPTANCE DATE: ________________________________

INSPECTOR: Anthony Host

CONTRACTOR: Liberty Civil

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CONSTRUCTION COSTS

| STREET IMPROVEMENT COST: $518,701.17 |
| SIDEWALK IMPROVEMENT COST: $34,695.90 |
| SIDEWALK RAMP IMPROVEMENT COST: $13,750.00 |
| BRIDGE IMPROVEMENT COST: |
| POND(S) COST |
| DRAINAGE IMPROVEMENT COST: $544,026.00 |
| WATER IMPROVEMENT COST: N/A (Manville) |
| WASTEWATER IMPROVEMENT COST: $457,496.00 |
| EROSION CONTROLS / RESTORATION COST: $3,673.65 |

TOTAL IMPROVEMENT COST: $1,572,342.72

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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)</th>
<th>Pavement Width (FT) (foc-foc)</th>
<th>L (FT)</th>
<th>PRIVATE</th>
<th>ETJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liard River Road</td>
<td>705</td>
<td>737</td>
<td>2' / 12'</td>
<td>30</td>
<td>1,056</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nueces River Trail</td>
<td>504</td>
<td>708</td>
<td>2' / 12'</td>
<td>30</td>
<td>775</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dickinson Bayou Cove</td>
<td>100</td>
<td>117</td>
<td>2' / 12'</td>
<td>30</td>
<td>594</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garcitas Creek Lane</td>
<td>124</td>
<td>208</td>
<td>2' / 12'</td>
<td>30</td>
<td>513</td>
<td></td>
<td></td>
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</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>
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<tbody>
<tr>
<td>Liard River Road</td>
<td>705</td>
<td>707</td>
<td>5</td>
<td></td>
<td>S</td>
<td>0</td>
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<tr>
<td>Liard River Road</td>
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<td>713</td>
<td>5</td>
<td></td>
<td>S</td>
<td>0</td>
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<td>Liard River Road</td>
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<td>722</td>
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<td>723</td>
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<tr>
<td>Nueces River Trail</td>
<td>604</td>
<td>606</td>
<td>5</td>
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<td>W</td>
<td>0</td>
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<tr>
<td>Dickinson Bayou Cove</td>
<td>112</td>
<td>114</td>
<td>5</td>
<td></td>
<td>S</td>
<td>0</td>
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<tr>
<td>Dickinson Bayou Cove</td>
<td>111</td>
<td>117</td>
<td>5</td>
<td></td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Garcitas Creek Lane</td>
<td>-</td>
<td>124</td>
<td>5</td>
<td></td>
<td>N / S</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</th>
<th>COST</th>
<th>PRIVATE</th>
<th>ETJ</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>W (FT)</td>
<td>L (FT)</td>
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</tbody>
</table>

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

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

3 - Description: i.e. 2 spans (Bridge), 2 - 5 x 7' (Culverts), 2 - 24" RCP (Pipes).

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

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

<table>
<thead>
<tr>
<th>POND TYPE</th>
<th>LOCATION (ADDRESS OR LOT / BLOCK #)</th>
<th>SIZE (SY)</th>
<th>DRAINAGE AREA (ACRES)</th>
<th>PRIVATE</th>
<th>ETJ</th>
<th>COST</th>
</tr>
</thead>
</table>

1 - BD = Bio-Detention  
D = Detention Only  
DSF = Detention / Sedimentation / Filtration  
F = Filtration Only  
S = Sedimentation Only  
SF = Sedimentation / Filtration  
SFI = Sedimentation / Filtration / Infiltration  
SI = Sedimentation / Irrigation  
W*P = 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>18</td>
<td>RCP</td>
<td>314</td>
</tr>
<tr>
<td>24</td>
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<td>30</td>
<td>RCP</td>
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<tr>
<td>36</td>
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<td>190</td>
</tr>
<tr>
<td>42</td>
<td>RCP</td>
<td>1,112</td>
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</table>

## Junction Boxes

<table>
<thead>
<tr>
<th>QTY</th>
<th>SIZE (FT x FT x FT)</th>
<th>MATERIAL TYPE</th>
<th>OUTFALL STRUCTURES</th>
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## Channel

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<tr>
<th>LENGTH (FT)</th>
<th>BOTTOM WIDTH (FT)</th>
<th>SIDE SLOPE (FT/FT)</th>
<th>LINING MATERIAL TYPE</th>
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</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>
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### AIR RELEASE

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### SERVICES INSTALLED

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**REMARKS:** Wet Connection (2), Automatic Flushing Valve (2)
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<td>PVC</td>
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**SERVICES INSTALLED**

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MAINTENANCE BOND

BOND NO: 70138859

KNOW ALL MEN BY THESE PRESENTS:

That we CC Carlton Industries, Ltd as Principal, and
The Guarantee Company of North America USA as Surety, are held and firmly bound unto
City of Hutto as Obligee in the sum
of 401 West Front Street, Hutto, Texas 78634
One Hundred Sixty-Four Thousand, Four Hundred Twenty & 74/100ths Dollars ($164,420.74) for which sum,
we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

WHEREAS, on the 12th day of July, 2016, Principal entered into a contract with the
Obligee for Riverwalk Phase 3 Section 3-Street, Drainage and Utility Improvements

Which contract is by reference made a part hereof and is hereafter referred to as the Contract.

NOW THEREFORE, the condition of this obligation is such, that if the Contractor shall make good any defect in material
or construction that shall appear within Two (2) year(s) from the date of the substantial completion,
(March 17, 2017) this shall be null and void and otherwise remain in full force and effect.

Signed, sealed and dated this 17th day of March, 2017.

CC Carlton Industries, Ltd

BY: Principal

ITS: Attorney-In-Fact John W. Schuler

Witness Lisa Torres, Bond admin

Maintenance Bond Rev. 2/20/13
The Guarantee Company of North America USA
Southfield, Michigan

POWER OF ATTORNEY

KNOW ALL BY THESE PRESENTS: That THE GUARANTEE COMPANY OF NORTH AMERICA USA, a corporation organized and existing under the laws of the State of Michigan, having its principal office in Southfield, Michigan, does hereby constitute and appoint

John W. Schuler, Walter E. Benson, Jr., Steve Dobson
Time Insurance Agency, Inc.

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise.

The execution of such instrument(s) in pursuance of these presents, shall be as binding upon THE GUARANTEE COMPANY OF NORTH AMERICA USA as fully and finally, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at the principal office.

The Power of Attorney is executed and may be certified so, and may be revoked, pursuant to and by authority of Article IX, Section 9.03 of the By-Laws adopted by the Board of Directors of THE GUARANTEE COMPANY OF NORTH AMERICA USA at a meeting held on the 31st day of December, 2003. The President, or any Vice President acting with any Secretary or Assistant Secretary, shall have power and authority

1. To appoint Attorney(s) in fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof; and

2. To revoke, at any time, any such Attorney-in-Fact and revoke the authority given, except as provided below.

3. In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of returned premiums and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

4. In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of the Company adopted at a meeting duly called and held on the 6th day of December 2011, of which the following is a true excerpt:

RESOLVED that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, contracts of indemnity and other writings obligatory in the nature thereof, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, THE GUARANTEE COMPANY OF NORTH AMERICA USA has caused this Instrument to be signed and its corporate seal to be affixed by its authorized officer, this 23rd day of February, 2012.

THE GUARANTEE COMPANY OF NORTH AMERICA USA

Stephen C. Ruschak, President & COO
Randall Musselman, Secretary

STATE OF MICHIGAN
County of Oakland

On this 23rd day of February, 2012 before me came the individuals who executed the preceding instrument, to me personally known, and being by me duly sworn, said that each is the herein described and authorized officer of The Guarantee Company of North America USA, that the seal affixed to said instrument is the Corporate Seal of said Company, that the Corporate Seal and each signature were duly affixed by order of the Board of Directors of

Cynthia A. Takai
Notary Public, State of Michigan
County of Oakland
My Commission Expires February 27, 2018
Acting in Oakland County

IN WITNESS WHEREOF, I have hereunto set my hand at The Guarantee Company of North America USA offices the day and year above written.

Cynthia A. Takai

I, Randall Musselman, Secretary of THE GUARANTEE COMPANY OF NORTH AMERICA USA, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by THE GUARANTEE COMPANY OF NORTH AMERICA USA, which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and attached the seal of said Company this 17th day of March, 2017.

Randall Musselman, Secretary
AGENDA ITEM NO.: 11A.  
AGENDA DATE: April 20, 2017

PRESENTED BY: Michel Sorrell, Chief Financial Officer

ITEM: Consideration and possible action on the first reading of an ordinance amending the water and wastewater rates outlined in the City of Hutto Code of Ordinances (2014 Edition), Appendix A Fee Schedule, Article A5.000 Utilities.

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND:
Article A5.000 Utilities

The City of Hutto has contracted with NewGen Strategies and Solutions to perform a utility rate study to determine any necessary utility rate increases. Based on the results of the study, waste water rates will need to increase by 16% in FY 17 and FY 18. Water rates will need to increase by 7% in FY 17 and FY 18. The wholesale waste water rate to Jonah SUD will also need to increase by 16% in FY 17.

The rate increases are needed in order to maintain utility fund reserve requirements, invest in new infrastructure to allow expansion of the tax base, pay for increases to the Heart of Texas Water Supply Contract and meet debt service obligations for recent utility projects such as the new Hutto South Waste Water Treatment Plant.

Amended rate tables can be found in the attached Exhibit A - Fee Schedule.

BUDGETARY AND FINANCIAL SUMMARY:
Article A5.000 Utilities

The water rates are proposed to be increased by 7% for FY 17 and FY 18. The retail waste water rates are proposed to be increased by 16% for FY 17 and FY 18. The wholesale waste water rate is proposed to be increased by 16% for FY 17. The proposed rate increases are recommended to ensure proper cost recovery and assist with balancing revenues and expenses.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
Not applicable.
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 - Red Lined Amended Fee Schedule
ORDINANCE NO. ____________

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

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

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

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

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

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

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

SECTION 2.0 All fees and charges specified in Exhibit “A” shall be in effect as of April 20, 2017, 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 20th day of April, 2017, 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 4th day of May, 2017, at a regular meeting of the City Council of the City of Hutto, Texas.

CITY OF HUTTO, TEXAS

By: ________________________________
   Doug Gaul, Mayor
   Date Signed: ________________________

ATTEST:

By: ________________________________
   Seth Gipson, City Secretary
EXHIBIT “A”

FEE SCHEDULE

April 20, 2017

<table>
<thead>
<tr>
<th>Article</th>
<th>Department</th>
<th>Page</th>
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<td>Development Services, Engineering and Construction</td>
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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: $250.00.
   (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): $100.00.**
   (11) Traffic Impact Analysis: $200.00 plus professional recovery fee (amount invoiced by the traffic consultant hired by the City).**
   (12) Technology Fee: $25.00 except where indicated by **.

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

(b) Appeals.
   (1) Administrative Appeal (Zoning Board of Adjustment): $500.00.**
   (2) All other Appeals (City Council): $25.00.**

(c) Subdivision fees.
   (1) Development assessment review: $1,100.00.
   (2) Major subdivision preliminary plat: $1,550.00 plus $25.00 per lot; plus $20.00 per acre of right-of-way.
   (3) Major subdivision final plat: $1,000.00 plus $25.00 per lot; plus $20.00 per acre of right-of-way.
(4) Plat vacation: $400.00.

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

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

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

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

(9) GIS Fee: $25.00.**

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

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

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

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

(14) Subdivision variance: $250.00.

(15) Traffic Impact Analysis: $200.00 plus professional recovery fee (amount invoiced by the traffic consultant hired by the City).**

(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 use permit fees, driveway/flatwork/sidewalk/curb-cut only:
   (A) $50.00 application fee.
   (B) $25.00 inspection fee.
   (C) Technology Fee: $5.00.

(7) Right-of-way use permit fees:
   (A) $500.00 application fee (applied to inspection fee)
   (B) $500.00 or 3% of construction cost inspection fee, whichever is greater

(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):
   (A) $30.00 minor projects
   (B) $250.00 major projects (i.e., new construction)

(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.

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<tr>
<th>Estimated Valuation</th>
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$10,001.00 to $25,000.00 $99.69 for the first $10,000 plus $7.70 for each additional $1,000
$25,001.00 to $50,000 $215.19 for the first $25,000 plus $5.56 for each additional $1,000
$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. After 3rd failed inspection, must wait 2 days for re-inspection.

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

(2) Miscellaneous permits/inspections by type.

(A) Technology fee: $7.00 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 permit: $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.

(E) Water softener, water heater, irrigation, spa, hot tub, HVAC, solar panel, and wind turbine permits: $35.00, plus required inspection(s) fees. Re-inspections are an additional fee.

(F) Pool permit (in ground): $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.

(G) Pool permit (above ground, over 24” tall): $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.

(H) Patio/deck permit: $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.
(I) Fire safety inspection for commercial buildings is set by Williamson County Emergency Services District No. 3.

(J) 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.

(K) 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)

(L) Sign permits.

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

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

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

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

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

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

(O) 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.

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

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

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

(S) All inspections and re-inspections not listed above: $50.00 each.** After 3rd failed inspection, must wait 2 days for re-inspection.

(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;

   (2) A fine up to $4,000 in all cases arising under the ordinances, resolutions, rules or orders that govern illegal dumping of refuse (Ordinance O-15-12-17-6F); and

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

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

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

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

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

(i) **Photographic traffic enforcement system.**

   (1) Civil penalty: $75.00.
(2) Late payment fee: $25.00.

(3) Payment by credit or debit card: 2% of the total payment.

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

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

ARTICLE A3.000 PUBLIC WORKS

(a) Solid waste collection.

(1) Monthly fees are based on cart selection. Bulky waste pick-up is not included with the 65 gallon solid waste cart selection.

<table>
<thead>
<tr>
<th></th>
<th>95 gal. Solid Waste</th>
<th>95 gal. Solid Waste</th>
<th>65 gal. Solid Waste</th>
<th>65 gal. Solid Waste</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste</td>
<td>$9.75</td>
<td>$9.75</td>
<td>$8.40</td>
<td>$8.40</td>
</tr>
<tr>
<td>Recycling</td>
<td>$3.75</td>
<td>$3.10</td>
<td>$3.75</td>
<td>$3.10</td>
</tr>
<tr>
<td>Bulky Waste</td>
<td>$0.45</td>
<td>$0.45</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Street Maintenance (6%)</td>
<td>$0.84</td>
<td>$0.80</td>
<td>$0.73</td>
<td>$0.69</td>
</tr>
<tr>
<td>Sales Tax (8.25%)</td>
<td>$1.22</td>
<td>$1.16</td>
<td>$1.06</td>
<td>$1.01</td>
</tr>
<tr>
<td>Total Monthly Cost</td>
<td><strong>$16.01</strong></td>
<td><strong>$15.26</strong></td>
<td><strong>$13.94</strong></td>
<td><strong>$13.20</strong></td>
</tr>
</tbody>
</table>

(2) Additional carts: 50% of monthly rate

(3) Tenant clean out (includes up to 10 cubic yards): $150.00

(4) Additional pick-up request (includes up to 3 cubic yards or 6 carts): $8.75 per pick-up

(Ordinance __________________ adopted 1/21/16)

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

(B) Saul House Recreation Site:  

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

(C) Sports facility lights  

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

A $100.00 deposit shall be required to rent 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  

(A) Recreation kit  

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

(3) Athletic field rental rates  

(A) Deposit fees for all athletic field rentals:  

<table>
<thead>
<tr>
<th>Facility Type</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>
</tbody>
</table>
Concession stand, per day $25.00 $30.00
Light fees, per hour $20.00 $20.00
Press Box $25.00 $30.00

(B) Athletic rental fee schedule.

(i) Tournaments.

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

(ii) Camps, clinics and practices.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports camps/clinics, per field per day</td>
<td></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>
<tr>
<td>Practice field rental, per hour</td>
<td></td>
<td></td>
</tr>
<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>
<tr>
<td>(if available)</td>
<td></td>
<td>(if available)</td>
</tr>
</tbody>
</table>

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

(b) Youth sports association facility fees.

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

(2) All youth associations may be subject to a minimum individual player fee for each participant for each season of play. This fee may be no less than $1.00 per participant.
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>$25.48</td>
<td>$29.30</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$38.24</td>
<td>$43.97</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$63.72</td>
<td>$73.28</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$127.44</td>
<td>$146.55</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$203.91</td>
<td>$234.50</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$407.80</td>
<td>$468.97</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$637.19</td>
<td>$732.77</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$1274.39</td>
<td>$1465.55</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>$7.82</td>
<td>$9.00</td>
</tr>
<tr>
<td>5,001 to 12,000 gals</td>
<td>$8.50</td>
<td>$9.78</td>
</tr>
<tr>
<td>12,001 to 25,000 gals</td>
<td>$8.90</td>
<td>$10.24</td>
</tr>
<tr>
<td>25,001 gals or more</td>
<td>$9.70</td>
<td>$11.16</td>
</tr>
</tbody>
</table>

### Non-residential, all consumption

- $8.57

### Irrigation, all consumption

- $8.90

### Construction, all consumption

- $8.90
## 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>$20.25</td>
<td>$23.29</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$31.59</td>
<td>$34.94</td>
</tr>
<tr>
<td>1-1/2&quot; meter</td>
<td>$50.63</td>
<td>$58.22</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$101.25</td>
<td>$116.45</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$162.00</td>
<td>$186.30</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$324.01</td>
<td>$372.60</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$506.26</td>
<td>$582.21</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$1012.53</td>
<td>$1164.41</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential*</td>
<td>$5.06</td>
<td>$5.82</td>
</tr>
<tr>
<td>Non-residential**</td>
<td>$5.82</td>
<td>$6.69</td>
</tr>
</tbody>
</table>

### Monthly Rate (volume and demand)

<table>
<thead>
<tr>
<th></th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate Customers</td>
<td>$48.30</td>
<td>$55.55</td>
</tr>
</tbody>
</table>

*Based on winter water use average.

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

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

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

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

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

(i) **Drought contingency plan.**

(1) Water allocation surcharges for stage 6 response.

(A) Single-family residential customers:

(i) $10.00 for the first 1,000 gallons over allocation.

(ii) $15.00 for the second 1,000 gallons over allocation.

(iii) $20.00 for the third 1,000 gallons over allocation.

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

(B) Master-metered multifamily residential customers:

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

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

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

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

(C) Commercial customers:

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

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

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

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

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

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

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

b. 5 times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.
c. 7 times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.

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

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

(D) Industrial customers:

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

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

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

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

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

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

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

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

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

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

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

(2004 Code, sec. 13.410)

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

ARTICLE A6.000 BUSINESS

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

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

(1) Peddler/Solicitor: $25.00 for each person permitted.
(2) Distributor: $25.00 for each person or group of persons.

(3) Itinerant Vendors/Mobile Street Vendors
   a) 14 day permit: $25.00 fee
   b) 30 day permit: $35.00 fee
   c) 90 day permit: $75.00 fee
   d) 180 day permit: $100.00 fee

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

ARTICLE A7.000 LIBRARY

(a) Library cards.
   (1) Non-resident.
      (A) Family: No family cards.
      (B) Individual: People not living or owning property within the City of Hutto limits 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

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

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

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

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

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

(e) Brush collection by city after storm.

   (1) Minimum: $15.00.

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

   (2004 Code, sec. 6.311)

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

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

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

**FEBRUARY 1, 2016**
**April 20, 2017**

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.000</td>
<td>Development Services, Engineering and Construction</td>
<td>A-3</td>
</tr>
<tr>
<td>A2.000</td>
<td>Public Safety</td>
<td>A-9</td>
</tr>
<tr>
<td>A3.000</td>
<td>Public Works</td>
<td>A-11</td>
</tr>
<tr>
<td>A4.000</td>
<td>Public Facility Rentals</td>
<td>A-11</td>
</tr>
<tr>
<td>A5.000</td>
<td>Utilities</td>
<td>A-14</td>
</tr>
<tr>
<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-20</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: $250.00.

(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): $100.00.**

(11) Traffic Impact Analysis: $200.00 plus professional recovery fee (amount invoiced by the traffic consultant hired by the City).**

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

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

(b) Appeals.

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

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

(c) Subdivision fees.

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

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

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

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

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

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

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

(9) GIS Fee: $25.00.**

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

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

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

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

(14) Subdivision variance: $250.00.

(15) Traffic Impact Analysis: $200.00 plus professional recovery fee (amount invoiced by the traffic consultant hired by the City).**

(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 use permit fees, driveway/flatwork/sidewalk/curb-cut only:
   (A) $50.00 application fee.
   (B) $25.00 inspection fee.
   (C) Technology Fee: $5.00.

(7) Right-of-way use permit fees:
   (A) $500.00 application fee (applied to inspection fee)
   (B) $500.00 or 3% of construction cost inspection fee, whichever is greater

(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):
      (A) $30.00 minor projects
      (B) $250.00 major projects (i.e., new construction)

(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>
</tbody>
</table>
$10,001.00 to $25,000.00  $99.69 for the first $10,000 plus $7.70 for each additional $1,000

$25,001.00 to $50,000  $215.19 for the first $25,000 plus $5.56 for each additional $1,000

$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 $1000

$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. After 3rd failed inspection, must wait 2 days for re-inspection.

(B) Technology fee

   (1) Residential building permit: $10.00

   (2) Commercial building permit: $20.00

(2) Miscellaneous permits/inspections by type.

(A) Technology fee: $7.00 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 permit: $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.

(E) Water softener, water heater, irrigation, spa, hot tub, HVAC, solar panel, and wind turbine permits: $35.00, plus required inspection(s) fees. Re-inspections are an additional fee.

(F) Pool permit (in ground): $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.

(G) Pool permit (above ground, over 24” tall): $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.

(H) Patio/deck permit: $25.00 review fee, plus $0.10 per square foot if over 200 square feet, plus required inspection(s) fees. Re-inspections are an additional fee.
(I) Fire safety inspection for commercial buildings is set by Williamson County Emergency Services District No. 3.

(J) 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.

(K) 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)

(L) Sign permits.

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

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

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

   (2) Signs requiring variances.

      (i) Processing fee: $50.00.

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

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

   (3) Temporary signs.

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

      (ii) A-Frame Sign: $30.00 (1 year).
(iii) Public Information Sign: Permit required; no fee.**

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

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

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

(O) 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.

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

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

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

(S) All inspections and re-inspections not listed above: $50.00 each.** After 3rd failed inspection, must wait 2 days for re-inspection.

(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;

   (2) A fine up to $4,000 in all cases arising under the ordinances, resolutions, rules or orders that govern illegal dumping of refuse (Ordinance O-15-12-17-6F); and

   (3) 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.

(1) Monthly fees are based on cart selection. Bulky waste pick-up is not included with the 65 gallon solid waste cart selection.

<table>
<thead>
<tr>
<th>Service</th>
<th>95 gal. Solid Waste</th>
<th>95 gal. Recyling</th>
<th>65 gal. Solid Waste</th>
<th>65 gal. Recyling</th>
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<tbody>
<tr>
<td>Solid Waste</td>
<td>$9.75</td>
<td>$9.75</td>
<td>$8.40</td>
<td>$8.40</td>
</tr>
<tr>
<td>Recycling</td>
<td>$3.75</td>
<td>$3.10</td>
<td>$3.75</td>
<td>$3.10</td>
</tr>
<tr>
<td>Bulky Waste</td>
<td>$0.45</td>
<td>$0.45</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Street Maintenance (6%)</td>
<td>$0.84</td>
<td>$0.80</td>
<td>$0.73</td>
<td>$0.69</td>
</tr>
<tr>
<td>Sales Tax (8.25%)</td>
<td>$1.22</td>
<td>$1.16</td>
<td>$1.06</td>
<td>$1.01</td>
</tr>
<tr>
<td>Total Monthly Cost</td>
<td><strong>$16.01</strong></td>
<td><strong>$15.26</strong></td>
<td><strong>$13.94</strong></td>
<td><strong>$13.20</strong></td>
</tr>
</tbody>
</table>

(2) Additional carts: 50% of monthly rate

(3) Tenant clean out (includes up to 10 cubic yards): $150.00

(4) Additional pick-up request (includes up to 3 cubic yards or 6 carts): $8.75 per pick-up

(Ordinance ______________ adopted 1/21/16)

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

(B) Saul House Recreation Site:

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

(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>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>
</tbody>
</table>
Concession stand, per day

Light fees, per hour

Press Box

(B) Athletic rental fee schedule.

(i) Tournaments.

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

(ii) Camps, clinics and practices.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<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>
<tr>
<td>(if available)</td>
<td>(if available)</td>
<td></td>
</tr>
</tbody>
</table>

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

(b) Youth sports association facility fees.

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

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

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

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

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

ARTICLE A5.000 UTILITIES

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

(1) Water and wastewater, per customer:

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

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

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

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

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

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

(2) Wastewater only:

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

   (B) Average payment history: $100**

   (C) Poor payment history: $200**

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

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

(3) Non-residential:

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

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

(1) **Water:**

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

   (B) 1" meter: $750.00;

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

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

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

(2) **Wastewater:**

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

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

(c) **Other service charges.**

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

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

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

(4) Meter reread charge: $25.00.

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

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

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

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

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

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

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

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

---

**Water**

Minimum Monthly Charge (Demand)

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Inside City</th>
<th>Outside City</th>
</tr>
</thead>
</table>

---

15
5/8" & 3/4" meter $23.87 $25.48 $27.45
1" meter $35.82 $38.24 $41.18 $43.97
1-1/2" meter $59.69 $63.72 $68.64 $73.28
2" meter $119.38 $127.44 $137.29 $146.55
3" meter $191.02 $203.91 $219.67 $234.50
4" meter $382.01 $407.80 $439.32 $468.97
6" meter $596.90 $637.19 $686.44 $732.77
8" meter $1193.81 $1274.39 $1372.88 $1465.55

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>$9.25</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>
<tr>
<td>Non-residential, all consumption</td>
<td>$8.03</td>
<td>$9.25</td>
</tr>
<tr>
<td>Irrigation, all consumption</td>
<td>$8.34</td>
<td>$9.58</td>
</tr>
<tr>
<td>Construction, all consumption</td>
<td>$8.34</td>
<td>$9.58</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>$47.64</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>Meter Size</td>
<td>Volume Rate (per 1,000 gallons)</td>
<td>Residential*</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$440.87162.00 $462.00186.30</td>
<td>$4.405.06</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$281.75324.01 $324.00372.60</td>
<td>$5.06-82</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$440.23506.26 $506.27582.21</td>
<td></td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$880.461012.53 $1012.531164.41</td>
<td></td>
</tr>
</tbody>
</table>

Volume Rate (per 1,000 gallons)

Residential* $4,405.06 $5,068.2
Non-residential** $5.06-82 $6.695.82

Monthly Rate (volume and demand)

Flat Rate Customers $42,0048.30 $48,3055.55

*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

(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)
AGENDA ITEM NO.: 11B.  AGENDA DATE: April 20, 2017

PRESENTED BY: Michel Sorrell, Chief Financial Officer

ITEM: Consideration and possible action on the second and final reading of an ordinance amending Article 24.04 Water and Sewers, Section 24.04.039(b) Charge for after-hours re-connection of the Code of Ordinances (2014 Edition) by amending and resetting the work hours associated with re-connection of water services.

STRATEGIC GUIDE POLICY: Service Delivery

ITEM BACKGROUND: Article 24.04 Water and Sewers, Section 24.04.039(b) does not currently designate any specific hours for re-connections to occur. Because there is no set time for re-connections, both the Public Works staff and the meter technician can be called out at any hour. This practice costs the City money in over-time and excessive wear and tear on City vehicles. It is also a potential safety issue for employees to be on call at such late hours. Staff recommends the following hours be implemented for re-connects: After-hours connections requested Monday through Friday will only be done from 7:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 8:00 p.m.. After-hours connections requested on weekends or holidays will be done from 7:00 a.m. to 8:00 p.m. This amendment does not reflect any change in fees, only hours of service.

BUDGETARY AND FINANCIAL SUMMARY: Changing the hours that non-payment re-connects occur will save the City money in personnel time and excessive use of vehicles and equipment. Setting appropriate hours will also provide additional safety to the employees of the City.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable
CITY ATTORNEY REVIEW:
Not applicable

STAFF RECOMMENDATION:
Staff recommends amending Article 24.04 Water and Sewers, Section 24.04.039(b) to include set hours for re-connects.

SUPPORTING MATERIAL:
1. Ordinance - Amending Article 24.04.039(b)
2. Ordinance - Amending Article 24.04.039 Redline Copy
3. Ordinance - Amending Article 24.04.039 Clean Copy
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE COMPOSITION AND MISCELLANEOUS PROVISIONS OF CHAPTER 24, ARTICLE 24.04 WATER AND SEWERS, SECTION 24.04.039(b) CHARGE FOR AFTER-HOURS RE-CONNECTION AND PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, REPEALING CLAUSE, OPEN MEETING CLAUSE, AND PENALTY CLAUSE AND EFFECTIVE DATE.

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

SECTION 1

That Chapter 24, Article 24.04, Section 24.04.039(b) Charge for after-hours reconnection of the Code of Ordinances (2014 Edition) is hereby amended as follows:

Section 24.04.039 Special charges, establishment of account

(b) Charge for after-hours reconnection. Any service that is reconnected after-hours, on weekends, or on holidays will be charged as provided in the fee schedule in appendix A of this code. This service will be done upon the customer’s request and the additional fee provided for in appendix A is in addition to any other charges already accrued. This charge is applicable to any utility meter connections and reconnections taking place at any time other than regular business hours (Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays). After-hours connections requested Monday through Friday will only be done from 7:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 8:00 p.m.. After-hours connections requested on weekends or holidays will be done from 7:00 a.m. to 8:00 p.m.

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 the first reading on the 6th day of April 2017.

READ and APPROVED the second reading of ordinance this ____ day of _____, 2017.

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

READ, APPROVED and ADOPTED the ordinance on the first reading this 6th day of April 2017.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
Sec. 24.04.039 Special charges; establishment of account

(a) New or transferred accounts.

(1) A new account administration charge shall be applied to each new customer as well as transferred accounts to fund the administrative cost in accordance with the fee schedule in appendix A of this code.

(2) New residential accounts are to be established in the name of the person requesting the service, as it reads on his or her driver’s license, social security card or identification deemed acceptable by the city.

(3) A married couple moving to a location and requesting utility service must provide the names of both parties in the marriage for the account, with both equally responsible for management and payment of the account.

(4) Nonresidential accounts, established in a company or business name, will not be activated without the name, identification and contact information of the manager or a responsible party, for the purpose of account management.

(5) In order to transfer utilities from one location to another, the final bill for the original account will be transferred to and be payable on the due date of the new account.

(6) False information given to the city in order to establish a utility account or transfer an existing account may result in the delay or disconnection of utility service.

(7) Past due balances from a customer’s inactive utility account will be transferred to the customer’s current active utility account, and are payable on the next due date of the active account. The past due balance, with authorization from the utility billing supervisor, may be set up on a payment plan that allows the customer to pay out the transferred balance in monthly installments. The payment plan time period may not exceed six months without authorization from the city manager or director of finance.

(b) Charge for after-hours reconnection. Any service that is reconnected after-hours, on weekends, or on holidays will be charged as provided in the fee schedule in appendix A of this code. This service will be done upon the customer’s request and is in addition to any other charges already accrued. This charge is applicable to any utility meter connections and reconnections taking place at any other time other than regular business hours (Monday through Friday 8:00 a.m. to 6:50 p.m., excluding holidays). After-hours connections requested Monday through Friday will only be done from 7:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 8:00 p.m. After-hours connections requested on weekends or holidays will be done from 7:00 a.m. to 8:00 p.m. An exception to this practice will be made if the disconnection is due to the city’s error.
Sec. 24.04.039  Special charges; establishment of account

(a)  New or transferred accounts.

(1)  A new account administration charge shall be applied to each new customer as well as transferred accounts to fund the administrative cost in accordance with the fee schedule in appendix A of this code.

(2)  New residential accounts are to be established in the name of the person requesting the service, as it reads on his or her driver’s license, social security card or identification deemed acceptable by the city.

(3)  A married couple moving to a location and requesting utility service must provide the names of both parties in the marriage for the account, with both equally responsible for management and payment of the account.

(4)  Nonresidential accounts, established in a company or business name, will not be activated without the name, identification and contact information of the manager or a responsible party, for the purpose of account management.

(5)  In order to transfer utilities from one location to another, the final bill for the original account will be transferred to and be payable on the due date of the new account.

(6)  False information given to the city in order to establish a utility account or transfer an existing account may result in the delay or disconnection of utility service.

(7)  Past due balances from a customer’s inactive utility account will be transferred to the customer’s current active utility account, and are payable on the next due date of the active account. The past due balance, with authorization from the utility billing supervisor, may be set up on a payment plan that allows the customer to pay out the transferred balance in monthly installments. The payment plan time period may not exceed six months without authorization from the city manager or director of finance.

(b)  Charge for after-hours reconnection. Any service that is reconnected after-hours, on weekends, or on holidays will be charged as provided in the fee schedule in appendix A of this code. This service will be done upon the customer’s request and is in addition to any other charges already accrued. This charge is applicable to any utility meter connections and reconnections taking place at any time other than regular business hours (Monday through Friday 8:00 a.m. to 5:00 p.m., excluding holidays). After-hours connections requested Monday through Friday will only be done from 7:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 8:00 p.m. After-hours connections requested on weekends or holidays will be done from 7:00 a.m. to 8:00 p.m.
AGENDA ITEM NO.: 12A.  AGENDA DATE: April 20, 2017

PRESENTED BY: Mayor Doug Gaul

ITEM: Consideration and possible action on a Joint Resolution establishing the Williamson County Inter-Jurisdictional Emergency Management Program and appointing the Director and Deputy Director of the Williamson County Office of Emergency Management as the Emergency Management Coordinators for the City of Hutto.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND:
The City of Hutto has a statutory requirement to establish and maintain a comprehensive emergency management program which must contain essential elements that include prevention, preparedness, response, recovery and mitigation.

The City has determined that partnering with Williamson County on a comprehensive emergency management program is the best course of action to leverage the resources of both the City and the County.

This resolution establishes the Williamson County Inter-Jurisdictional Emergency Management Program that will consist of individuals from the City and the County. They will be tasked with the development and maintenance of emergency operation plans that are consistent with state and federal planning standards. This resolution also appoints the Director and Deputy Director of the Williamson County Office of Emergency Management as the Emergency Management Coordinators for the City of Hutto, who will act for and at the direction of 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:
1. Resolution
City of Hutto Resolution 

Joint Resolution of the Inter-Jurisdictional Emergency Management Program

WHEREAS, the City of Hutto ("City") and Williamson County ("County") have the same statutory requirements to establish and maintain a comprehensive emergency management program which includes five essential elements: prevention, preparedness, response, recovery and mitigation; and

WHEREAS, the City and County find that the vulnerability to hazards and risks are shared by the residents of the City and the unincorporated areas of Williamson County, Texas; and

WHEREAS, the City and County further find that a comprehensive emergency management program can be best achieved through a combined organizational structure which leverages the resources of both the City and the County; and

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

Hereby establishes the Williamson County Inter-Jurisdictional Emergency Management Program which shall consist of individuals from both the City and the County, tasked with the development and maintenance of emergency operation plans consistent with state and federal planning standards; and

BE IT FURTHER RESOLVED that the Mayor of the City, as the statutorily designated Emergency Management Director for the City and having the authority to appoint an Emergency Management Coordinator, does hereby appoint the Director and Deputy Director of the Williamson County Office of Emergency Management as the Emergency Management Coordinators who shall act for and at the direction of the Mayor for the City in accordance with this resolution.

Passed and Approved this ____ day of April, 2017.

[Signatures]

Dan Gattis, Williamson County Judge

Doug Gaul, Mayor

City Secretary
AGENDA ITEM NO.: 12B.  
AGENDA DATE: April 20, 2017

PRESENTED BY: Danielle Singh, P.E., City Engineer

ITEM: Consideration and possible action on a resolution concerning an Interlocal Agreement with Williamson County for the extension of County Road 119 from Limmer Loop to Chandler Road.

STRATEGIC GUIDE POLICY: Infrastructure

ITEM BACKGROUND: Williamson County has shown the extension of CR 119 (Ed Schmidt Boulevard) on their Long Range Transportation Plan. They are proposing to extend CR 119 from Limmer Loop to Chandler Road. The County has moved forward by acquiring the right-of-way and are finalizing the design of the project. In order to move forward with construction, the County has requested that the City contribute 10% of the project costs or $1,000,000.00 whichever is less.

BUDGETARY AND FINANCIAL SUMMARY: The City would be responsible for 10% of the Project Costs or $1,000,000.00 whichever is less.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not Applicable

CITY ATTORNEY REVIEW: Approved.

STAFF RECOMMENDATION: Staff recommends approval.

SUPPORTING MATERIAL:  
1. Resolution  
2. Interlocal Agreement
WHEREAS, County desires to extend County Road 119 north from Limmer Loop to Chandler Road, and

WHEREAS, as part of this project, County will perform minor construction and restriping within the City limits, and

WHEREAS, City desires to co-operate with County by allowing the County to design and construct the portion of this project within the City limits, and

WHEREAS, the City desires to reimburse the County for 10% of the costs related to the construction of the Project or $1,000,000.00 whichever is less, and

WHEREAS, the County will be responsible for initial payment of the project cost, and

WHEREAS, the City will reimburse the County $500,000 within ten days after the contract award, $250,000 within one year after the contract award, and $250,000 within two years after the contract award, and

WHEREAS, V.T.C.A., Government Code, Chapter 791, cited as the Texas Interlocal Cooperation Act, provides that any one or more local governments 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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, hereby approves the resolution to authorize the Mayor to execute the attached Interlocal Agreement between Williamson County and City of Hutto.

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 20th day of April, 2017.

CITY OF HUTTO, TEXAS

______________________________
Doug Gaul, Mayor

ATTEST:
Seth Gipson, City Secretary
INTERLOCAL AGREEMENT BETWEEN
WILLIAMSON COUNTY AND CITY OF HUTTO

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This Interlocal Agreement (the “Agreement”) is entered into as of this _______ day of ______________, 2017, by and between Williamson County, a political subdivision of the state of Texas (the “County”) and the City of Hutto, a Texas home-rule municipality (the “City”) (collectively, the “Parties”).

RECITALS

WHEREAS, V.T.C.A., Government Code, Chapter 791, cited as the Texas Interlocal Cooperation Act, provides that any one or more local governments 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, County desires to extend CR 119 north from Limmer Loop to Chandler Road (the “Project”) as shown on Exhibit “A”, attached hereto.

WHEREAS, as part of the Project, County will perform minor construction and restriping within the City limits, and

WHEREAS, City desires to co-operate with County by allowing the County to design and construct the portion of Project within the City limits, and

WHEREAS, the City desires to reimburse the County for some of the costs related to the construction of the Project, and

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, City and County agree as follows:

A.

TERMS AND CONDITIONS

1. Project Obligations.

1.1 Obligation of the County. County shall be responsible for the planning, design, right-of-way acquisition (if any), utility relocation and construction of the Project. County shall submit construction plans to City for approval prior to contract award. City will maintain the portion of the Project roadway located in the City limits and County will maintain the portion of the Project roadway constructed outside of the City limits until it is annexed or otherwise removed from County’s jurisdiction.
1.2 **Obligation of the City.** City permits County to construct the Project on property inside of the City limits. City will continue to operate and maintain the portion of CR 119 that is inside the City limits after construction of the Project.

1.3 **Shared Obligation.** City shall be responsible for the payment of 10% of the costs related to the planning, design, right-of-way acquisition, utility relocation, and construction of the Project ("Project Costs"), not to exceed $1,000,000.00. County shall be responsible for payment of the remaining Project Costs.

2. **Payment Terms**

2.1 **Initial Payment.** County shall be responsible for the initial payment of all Project Costs. City shall reimburse County its share of Project Costs as follows:

- $500,000 within ten days after contract award,
- $250,000 within one year after contract award,
- $250,000 within two years after contract award

In no event will the total payment exceed 10% of the Project Costs or $1,000,000, whichever is less.

B. **MISCELLANEOUS PROVISIONS**

1. **Execution.** This Agreement may be simultaneously executed in any number of counterparts, each of which will serve as an original and will constitute one and the same instrument.

2. **Governing Law.** This Agreement will be governed by the Constitution and laws of the State of Texas.

3. **Successors and Assigns.** The assignment of this Agreement by either Party is prohibited without the prior written consent of the other Party.

4. **Headings.** The captions and headings appearing in this Agreement are inserted merely to facilitate reference and will have no bearing upon its interpretation.

5. **Partial Invalidity.** If any of the terms, covenants or conditions of this Agreement, or the application of any term, covenant, or condition, is held invalid as to any person or circumstance by any court with jurisdiction, the remainder of this Agreement, and the application of its terms, covenants, or conditions to other persons or circumstances, will not be affected.

6. **Waiver.** Any waiver by any party of its rights with respect to a default or requirement under this Agreement will not be deemed a waiver of any subsequent default or other matter.
7. **Notices.** Notices provided hereunder shall be sufficient if forwarded to the other party by hand-delivery or via U.S. Postal Service, postage prepaid, to the address of the other party as shown below:

   **COUNTY:** Williamson County  
   Attn: County Judge  
   710 S. Main Street  
   Suite 101  
   Georgetown, TX  78626  

   **CITY:** City of Hutto  
   Attn: City Manager  
   401 W. Front Street  
   Hutto, TX  78634

7. **Amendments.** This Agreement may be amended or modified only by written agreement duly authorized and executed by the duly authorized representatives of the Parties.

8. **Cooperation.** Each Party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

9. **Venue.** All obligations of the Parties are performable in Williamson County, Texas and venue for any action arising hereunder will be in Williamson County.

10. **Third Party Beneficiaries.** Except as otherwise expressly provided herein, nothing in this Agreement, express or implied, is intended to confer upon any person, other than the Parties, any rights, benefits, or remedies under or by reason of this Agreement.

11. **Representations.** Unless otherwise expressly provided, the representations, warranties, covenants, indemnities, and other agreements will be deemed to be material and continuing, will not be merged, and will survive the termination or expiration of this Agreement.

12. **Exhibits.** All exhibits attached to this Agreement are hereby incorporated in this Agreement as if the same were set forth in full in the body of this Agreement.

13. **Entire Agreement.** This Agreement, including any attached exhibits, contains the entire agreement between the Parties with respect to the subject matter and supersedes all previous communications, representations, or agreements, either verbal or written, between the Parties with respect to such matters.

14. **No Joint Venture.** This Agreement shall not constitute a joint venture or other partnership between the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be signed, sealed and attested in duplicate by their duly authorized officers, as of the Effective Date.
WILLIAMSON COUNTY

By: __________________________________________
   Honorable Dan A. Gattis, County Judge

Date: ________________________________

Attest:

____________________________________
Nancy Rister, County Clerk

CITY OF HUTTO, TEXAS

By: __________________________________________
   Doug Gaul, Mayor

Date: ________________________________

Attest:

____________________________________
Seth Gibson, City Secretary
AGENDA ITEM NO.: 12C. AGENDA DATE: April 20, 2017

PRESENTED BY: Michel Sorrell, Chief Financial Officer

ITEM: Consideration and possible action on a resolution amending the Fiscal and Budgetary Policy.

STRATEGIC GUIDE POLICY: Fiscal and Budgetary

ITEM BACKGROUND:
The City of Hutto adopted a Fiscal and Budgetary Policy in March 2007, which has been amended several times. Per the policy, the City must annually review the policy. The proposed amendments to the policy ensure alignment with the City's Strategic Plan and reflect current practices.

BUDGETARY AND FINANCIAL SUMMARY:
The Fiscal and Budgetary Policy provides guidelines for the day-to-day planning and operations of the City's financial affairs. Revisions to the Fiscal and Budgetary policy are proposed to ensure the policy remains current and to provide clarification on various items.

The final draft of the proposed amended policy is included with the resolution.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
Not applicable.

CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff recommends the Council approve the resolution to amend the Fiscal and Budgetary Policy Amendment.

SUPPORTING MATERIAL:
1. Resolution - Amending the Fiscal and Budgetary Policy
2. Fiscal and Budgetary Policy - Redline
3. Fiscal and Budgetary Policy - Clean
RESOLUTION NO. ______________

A RESOLUTION AMENDING THE CITY OF HUTTO FISCAL AND BUDGETARY POLICY

WHEREAS, the City of Hutto assumes a responsibility to its citizens to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public; and

WHEREAS, the City of Hutto developed a Fiscal and Budgetary Policy to enable the City to achieve and maintain a long term stable and positive financial condition and provide guidelines for the City’s financial affairs; and

WHEREAS, the Fiscal and Budgetary Policy spans all areas of financial planning, operating and capital budgeting, revenue management, expenditure control, asset management, accounting and financial reporting, and debt management; and

WHEREAS, the City Council wishes to amend the Fiscal and Budgetary Policy to reflect City philosophy and ensure alignment with the Strategic Guide.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, that the Hutto City Council hereby approves the amendment of the Fiscal and Budgetary Policy as presented in Exhibit A.

CONSIDERED and RESOLVED on this the 20th day of the month of April, 2017.

THE CITY OF HUTTO, TEXAS

Debbie Holland, Mayor

ATTEST:

Seth Gipson, City Secretary
I. OVERVIEW AND STATEMENT OF PURPOSE

The City of Hutto has 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 financial planning, operating and capital budgeting, revenue management, expenditure control, asset management, pay philosophy, accounting and financial reporting, debt management, and reserves. This is done in order to:

A. Demonstrate to the citizens of Hutto, the City's bond holders, 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 Principals (GAAP); and
D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code, bond covenants and other legal mandates.

The Fiscal and Budgetary Committee City Council will annually review and adopt the Fiscal and Budgetary Policy and make recommendations to City Council.

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 Capital Improvements Plan (CIP) outlines the major utility infrastructure, streets and drainage, facilities, parks, and other improvements needed to serve the citizens, maintain existing infrastructure and facilities, 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 multi-year 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 included and 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 lifecycle 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 through website solicitation.
- City Master Plans

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. Factors related to the issuance of debt will include the following: a.) legal constraints on debt capacity and financing alternatives, b.) essentiality of the proposed capital improvement and the economic cost of delay, c.) willingness and financial ability to pay for the capital improvement, d.) determination of the ability to fund through a pay-as-you-go system, e.) assess current interest rate environment for borrowing and investment, as well as other market conditions, and reserve requirements e.) financial condition of the City, f.) the types, availability and stability of revenues to be pledged for repayment of the debt, g.) type of debt to be issued, and h.) the nature and asset life of the capital projects.

3. Control – All capital project expenditures must be appropriated in the capital budget. The Director of Finance/Chief Financial Officer 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 provided to Council on a quarterly basis.

B. Operations Plan – 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. Sensitivity analyses may be used in order to react to low-medium-high growth environments that would allow for more aggressive investment in infrastructure and conversely time to react to economic slowdown.

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. ICMA Insights program participation will be utilized to establish, track, and compare performance measures.

III. ANNUAL OPERATING BUDGET

Budgetting 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 and delivered to the City Council per the City 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 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 on the City website a general summary of the budget, as well as the times and places that the budget is available for public inspection, no less than two weeks after the publication.
   c. A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council, which must be at least 30 days prior to the vote.

2. **Adoption** – 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 GFOA for evaluation and consideration for the Distinguished Budget Presentation Award.

4. **Budget Calendar** – The timeline for budget adoption is guided by City Charter and state Truth in Taxation laws. The deadline for the chief appraiser to certify rolls to taxing units is July 25. After certification, City Council must discuss the tax rate, and if the maximum rate they will consider adopting will exceed the rollback rate or effective tax rate, they must take a record vote and schedule a public hearing. If required, Notice of Public Hearing on Tax Increase must be published at least 7 days before the first public hearing. If required, the second public hearing must be no earlier than 3 days after the first public hearing, and is also when the meeting to adopt tax rate will be scheduled and announced (must be 3-14 days from this date). Notice of Tax Revenue Increase must be published before the meeting to adopt tax rate (at least seven days, if available). The meeting to adopt tax rate must be held 3-14 days after the second public hearing, and the tax rate must be adopted before September 30.

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 for capital expenditures.

E. **Reporting** – Summary financial reports will be provided to the City Council monthly and presented to the Fiscal and Budgetary Committee and provided to City Council during a regular City Council meeting 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.

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.

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 anticipated but amount unknown expenditures, 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 0.75% 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.
   e. Agencies will need to provide a list and description of what the funding from the prior year was used for and program measures that indicate the increased success of the program due to the funding.

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. The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
   c. Other items may be addressed by the City Council as specified in each organization’s Outside Agency Funding Agreement.

3. **The Williamson County Crisis Center (Hope Alliance), Williamson County Children’s Advocacy Center, Emergency Service District (ESD) #3, and the Williamson County and Cities Health District** will be considered a budgeted line-item. All other outside agencies and organizations will go through the Outside Agency Funding process.
3. The Fiscal and Budgetary Committee City Council will review requests from other agencies and develop a recommendation to Council award 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 prefers to allocate funding based upon the following guideline:
   - Education – 10%
   - Quality of Life – 30%
   - Social Services – 60%
   - Public Health and Safety – The City Council may provide additional funding above the designated 0.75% 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.

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. 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. 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.

2. Realistic and Conservative Estimates - Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.

3. 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.

Commented [MS4]: Are we receiving quarterly reports now and if so who is reviewing them?
4. **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 estimated at a collection rate of 98% of the taxable value for any given year based on the current appraisal supplied by the Williamson County Appraisal District.

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 adequate level of working capital. Additionally, enterprise activity rates will include transfers to and receive credits from other funds as follows:

6. **Administrative Cost Recovery** – 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.

7. **Revenue Monitoring** – Revenues as they are received will be regularly compared to budgeted revenues, variances will be investigated and any abnormalities will be included in the quarterly report to the City Council.

C. **Funding Alternatives**

1. **Grants** - The City shall seek to obtain grants which are consistent with the City's current and future priorities and objectives. The City Council must authorize acceptance of any grant funding. Potential grants will be examined for any matching requirements and the source of those requirements identified. Grant applications will be reviewed by Finance to ascertain funding sources, outcomes and other relevant information before the information is presented to the City Council. The City shall recover indirect costs to the maximum allowable by the funding source, and may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant. Grant-funded programs and associated positions will be terminated as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.

2. **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.

3. **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 five years. All fees collected will fund projects identified within the Fee study and as required by state laws.
D. **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/Chief Financial Officer** 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.

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 capital).

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 departments 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 and report the changes to City Council no later than the next scheduled City Council meeting.

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 or procured through an approved cooperative. 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 annually 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 combination of contract price and additional local economic development opportunities will be made in writing.

2. **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.

3. **Conflict of Interest** – The City will comply with all conflict of interest requirements as mandated by the Texas Government Code and Local Government Code.

E. **Prompt Payment** – All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar 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. PAY PHILOSOPHY

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 services, staffing levels will be evaluated by the City Manager regularly to determine workloads. Workload allocation alternatives, such as contract labor and contracted services, will be explored before adding additional staff.

B. Market Adjustments – The City shall utilize salary survey data, as well as data from other benchmark cities, as a reference for making market-based adjustments. Market-based adjustments are based upon the job duties and job descriptions of the position, not on performance of the employee within the position. City Council identified benchmark cities based on parameters such as population, proximity to Hutto, growth rate, and tax base. The cities selected are: Belton, Cedar Park, Cibolo, Georgetown, Kyle, Leander, Little Elm, Pflugerville, Round Rock, Schertz, Seguin and Taylor.

C. Merit Adjustments – The City utilizes a merit based pay and step pay plan as a part of the overall compensation system. Council may fund merit increases annually during the budget process to aid in retaining and rewarding quality employees 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 receive a merit increase upon approval of the City Manager based upon performance, or when other situations warrant this type of increase, such as a reclassification due to additional job duties.

VII. CAPITAL MAINTENANCE AND REPLACEMENT

The City shall maintain 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.

VIII. 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 assuring 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 90 calendar days of the City’s fiscal year end. The CAFR shall be prepared in accordance with GAAP and shall be presented annually to the 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.

IX. RISK AND ASSET MANAGEMENT

A. Risk Management - The City will utilize programs 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. **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.

C. **Cash Management** - 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.

X. **DEBT MANAGEMENT**

The City of Hutto recognizes the primary purpose of capital facilities is to support provision of services and mobility 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, including equipment, 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 multi-year 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 will 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 discretionary or nonessential even though it is routine in nature; or
   - When the project falls outside the normal bounds of projects the City has typically done.

2. **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; or
• When the project or capital item is determined to be nondiscretionary or essential to the City.

Certificates of obligation 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.

3. **Self-supporting General Obligation Debt** – Refers to general obligation debt including CO’s 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.

4. **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.

5. **Short-term Borrowing** – The City may authorize the issuance of Public Property Finance Contractual Obligations (PPFCOs) or Limited Tax Notes (Notes) which are short-term obligations for the acquisition of personal public property, such as equipment. PPFCOs and Notes 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 and should be grouped in a single PPFCO or Note issue in order to develop economies of scale. Notes are limited to a 7 year term.

6. **Revenue Bonds** – Revenue bonds may 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.

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 sale. 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 and **Director of Finance/Chief Financial Officer** 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 overall level debt service and tax rate or revenue source stability 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. The City will maintain a minimum debt service coverage ratio of 1.0 times for these utilities as a whole.

H. **Reimbursement Resolutions** – The City may utilize reimbursement resolutions for debt financings 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.

XI. **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. **Operating Reserves** – In accordance with the Charter Section 8.04, the City will maintain emergency reserves at a minimum of 25% 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.

1. **General Fund** – The unobligated fund balance in the General Fund should equal at least 25%.
2. **Utility Fund** – Working capital reserves in these funds should be 25%.

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 appropriated 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.

B. **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.

C. **Debt Service Funds for Ad Valorem Tax Obligations** – This fund holds receipts from ad valorem property taxes levied to pay debt service on outstanding ad valorem tax obligations. Due to the nature of the source of funds, monies held within this fund are stable. Balances are maintained in this fund to ensure that debt service payments may be made in a timely manner and to comply with ordinances authorizing such outstanding debt obligations.

D. **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.

E. **Sales Tax Excess** – Due to the volatile nature of sales tax revenue, collections over and above the estimated sales tax revenue amount should be used to fund non-recurring expenses, such as (but not limited to) equipment purchases, capital improvement projects, or transfers to the capital replacement fund.
I. OVERVIEW AND STATEMENT OF PURPOSE

The City of Hutto has 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 financial planning, operating and capital budgeting, revenue management, expenditure control, asset management, pay philosophy, accounting and financial reporting, debt management, and reserves. This is done in order to:

A. Demonstrate to the citizens of Hutto, the City’s bond holders, 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, bond covenants and other legal mandates.

The City Council will annually review and adopt the Fiscal and Budgetary Policy.

II. 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 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 Capital Improvements Plan (CIP) outlines the major utility infrastructure, streets and drainage, facilities, parks, and other improvements needed to serve the citizens, maintain existing infrastructure and facilities, 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 multi-year 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 included and 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 life cycle 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 through website solicitation.
• City Master Plans

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. Factors related to the issuance of debt will include the following: a.) legal constraints on debt capacity and financing alternatives, b.) essentiality of the proposed capital improvement and the economic cost of delay, c.) willingness and financial ability to pay for the capital improvement, d.) determination of the ability to fund through a pay-as-you-go system, e.) assess current interest rate environment for borrowing and investment, as well as other market conditions, and reserve requirements e.) financial condition of the City, f.) the types, availability and stability of revenues to be pledged for repayment of the debt, g.) type of debt to be issued, and h.) the nature and asset life of the capital projects.

3. **Control** – All capital project expenditures must be appropriated in the capital budget. The Chief Financial Officer 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 provided to Council on a quarterly basis.

B. **Operations Plan** – The plan will include estimated operating expenses, the cost of new programs being contemplated, and staffing needs for the multi-year period.

C. **Revenues and Financing Plan** - The Finance Department will develop conservative, multi-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. Sensitivity analyses may be used in order to react to low-medium-high growth environments that would allow for more aggressive investment in infrastructure and conversely time to react to economic slowdown.

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 multi-year planning process and annual budget process to determine whether certain programs should continue to be funded. ICMA Insights program participation will be utilized to establish, track, and compare performance measures.

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 and delivered to the City Council per the City 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 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 on the City website a general summary of the budget, as well as the times and places that the budget is available for public inspection, no less than two weeks after the publication.

c. A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council, which must be at least 30 days prior to the vote.

2. **Adoption** – 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 GFOA for evaluation and consideration for the Distinguished Budget Presentation Award.

4. **Budget Calendar** – The timeline for budget adoption is guided by City Charter and state Truth in Taxation laws. The deadline for the chief appraiser to certify rolls to taxing units is July 25. After certification, City Council must discuss the tax rate, and if the maximum rate they will consider adopting will exceed the rollback rate or effective tax rate, they must take a record vote and schedule a public hearing. If required, Notice of Public Hearing on Tax Increase must be published at least 7 days before the first public hearing. If required, the second public hearing must be no earlier than 3 days after the first public hearing, and is also when the meeting to adopt tax rate will be scheduled and announced (must be 3-14 days from this date). Notice of Tax Revenue Increase must be published before the meeting to adopt tax rate (at least seven days, if available). The meeting to adopt tax rate must be held 3-14 days after the second public hearing, and the tax rate must be adopted before September 30.

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 for capital expenditures.

E. **Reporting** – Summary financial reports will be provided to the City Council monthly and presented to City Council during a regular City Council meeting 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.

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.

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 anticipated but amount unknown expenditures, 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 0.75% 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.
   e. Agencies will need to provide a list and description of what the funding from the prior year was used for and program measures that indicate the increased success of the program due to the funding.

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. The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
   c. Other items may be addressed by the City Council as specified in each organization’s Outside Agency Funding Agreement.

3. The Williamson County Crisis Center (Hope Alliance), Williamson County Children’s Advocacy Center, Emergency Service District (ESD) #3, and the Williamson County and Cities Health District will be considered a budgeted line-item. All other outside agencies and organizations will go through the Outside Agency Funding process.

4. The City Council will review requests from other agencies and award 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 prefers to allocate funding based upon the following guideline:
   - Education – 10%
   - Quality of Life – 30%
   - Social Services – 60%
   - Public Health and Safety – The City Council may provide additional funding above the designated 0.75% 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.

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. 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. **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.

2. **Realistic and Conservative Estimates** - Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.

3. **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.

4. **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 shall not be used to finance current ongoing operations. Non-recurring revenues shall 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 estimated at a collection rate of 98% of the taxable value for any given year based on the current appraisal supplied by the Williamson County Appraisal District.

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 year 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 adequate level of working capital.

Additionally, enterprise activity rates will include transfers to and receive credits from other funds as follows:

6. Administrative Cost Recovery – Administrative costs shall 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.

7. Revenue Monitoring – Revenues as they are received will be regularly compared to budgeted revenues, variances will be investigated and if material will be included in the quarterly report to the City Council.

C. Funding Alternatives

1. Grants - The City shall seek to obtain grants which are consistent with the City’s current and future priorities and objectives. The City Council must authorize acceptance of any grant funding. Potential grants will be examined for any matching requirements and the source of those requirements identified. Grant applications will be reviewed by Finance to ascertain funding sources, outcomes and other relevant information before the information is presented to the City Council. The City shall recover indirect costs to the maximum allowable by the funding source, and may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant. Grant-funded programs and associated positions will be terminated as directed by the City Council when grant funds are no longer available, unless alternate funding is identified.

2. 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.

3. 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 year. All fees collected will fund projects identified within the Fee study and as required by state laws.

D. 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 Chief Financial Officer 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.

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 capital).

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 departments 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 and report the changes to City Council no later than the next
scheduled City Council meeting.

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 or procured through an
approved cooperative. 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 annually 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 combination of contract price and
additional local economic development opportunities will be made in writing.

2. 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.

3. Conflict of Interest – The City will comply with all conflict of interest requirements as

E. Prompt Payment – All invoices approved for payment by the proper City authorities shall be paid
within thirty (30) calendar 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. PAY PHILOSOPHY

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 services, staffing levels will be evaluated by the City Manager regularly to determine workloads. Workload allocation alternatives, such as contract labor and contracted services, will be explored before adding additional staff.

B. **Market Adjustments** – The City shall utilize salary survey data, as well as data from other benchmark cities, as a reference for making market-based adjustments. Market based adjustments are based upon the job duties and job descriptions of the position, not on performance of the employee within the position. City Council identified benchmark cities based on parameters such as population, proximity to Hutto, growth rate, and tax base. The cities selected are: Belton, Cedar Park, Cibolo, Georgetown, Kyle, Leander, Little Elm, Pflugerville, Round Rock, Schertz, Seguin and Taylor.

C. **Merit Adjustments** – The City utilizes a merit based pay and step pay plan as a part of the overall compensation system. Council may fund merit increases annually during the budget process to aid in retaining and rewarding quality employees 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 receive a merit increase upon approval of the City Manager based upon performance, or when other situations warrant this type of increase, such as a reclassification due to additional job duties.

VII. **CAPITAL MAINTENANCE AND REPLACEMENT**

The City shall maintain 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.

VIII. **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 City’s Chief Financial Officer is responsible for establishing the structure for the City’s Chart of Accounts and for assuring 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 GAAP and shall be presented annually to the GFOA for evaluation and consideration for the Certificate of Achievement in Financial Reporting. If City staffing limitations preclude such timely reporting, the Chief Financial Officer will inform the City Council of the delay and the reasons therefore.

IX. **RISK AND ASSET MANAGEMENT**

A. **Risk Management** - The City will utilize programs 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. **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.

C. **Cash Management** - 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.

X. DEBT MANAGEMENT

The City of Hutto recognizes the primary purpose of capital facilities is to support provision of services and mobility 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, including equipment, 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 multi-year 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 will 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 discretionary or nonessential even though it is routine in nature; or
   - When the project falls outside the normal bounds of projects the City has typically done.

2. 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; or
When the project or capital item is determined to be nondiscretionary or essential to the City.

Certificates of obligation 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.

3. **Self-supporting General Obligation Debt** – Refers to general obligation debt including CO’s 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.

4. **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.

5. **Short-term Borrowing** - The City may authorize the issuance of Public Property Finance Contractual Obligations (PPFCOs) or Limited Tax Notes (Notes) which are short-term obligations for the acquisition of personal public property, such as equipment. PPFCOs and Notes 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 and should be grouped in a single PPFCO or Note issue in order to develop economies of scale. Notes are limited to a 7 year term.

6. **Revenue Bonds** – Revenue bonds may 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.

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 sale. 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 and Chief Financial Officer 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 overall level debt service and tax rate or revenue source stability 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. The City will maintain a minimum debt service coverage ratio of 1.0 times for these utilities as a whole.

H. **Reimbursement Resolutions** – The City may utilize reimbursement resolutions for debt financings 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.

XI. 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. Operating Reserves – In accordance with the Charter Section 8.04, the City will maintain emergency reserves at a minimum of 25% 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.

1. General Fund – The unobligated fund balance in the General Fund should equal at least 25%.

2. Utility Fund – Working capital reserves in these funds should be 25%.

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 appropriated 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.

B. 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.

C. Debt Service Funds for Ad Valorem Tax Obligations – This fund holds receipts from ad valorem property taxes levied to pay debt service on outstanding ad valorem tax obligations. Due to the nature of the source of funds, monies held within this fund are stable. Balances are maintained in this fund to ensure that debt service payments may be made in a timely manner and to comply with ordinances authorizing such outstanding debt obligations.

D. Investment of Reserve Funds – The reserve funds will be invested in accordance with the City’s investment policy.

E. Sales Tax Excess – Due to the volatile nature of sales tax revenue, collections over and above the estimated sales tax revenue amount should be used to fund non-recurring expenses, such as (but not limited to) equipment purchases, capital improvement projects, or transfers to the capital replacement fund.
AGENDA ITEM NO.: 13A.  AGENDA DATE: April 20, 2017

PRESENTED BY: Danielle Singh, P.E., Interim Assistant City Manager

ITEM: Work Session regarding the draft 2018-2019 Capital Improvements Plan.

STRATEGIC GUIDE POLICY: Infrastructure

ITEM BACKGROUND: The City Council will discuss the draft 2018-2019 Capital Improvements Plan.

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:
1. Capital Improvements Plan - FY 17-19
## Capital Improvement Plan

**FY 2017**

<table>
<thead>
<tr>
<th>Projects</th>
<th>Project No.</th>
<th>Activity</th>
<th>GO Bonds (Revenue)</th>
<th>Grant</th>
<th>Cash</th>
<th>Total Project Costs</th>
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**FY 2018**

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