CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, OCTOBER 13, 2016 AT 7:00 PM
CITY HALL - CITY COUNCIL CHAMBERS
401 WEST FRONT STREET

CITY COUNCIL

Doug Gaul, Mayor
Anne Cano, Place 1
Tom Hines, Place 2
Nathan Killough, Place 3
Michael J. Smith, Place 4, Mayor Pro-tem
Lucio Valdez, Place 5
Bettina Jordan, Place 6

AGENDA

1. CALL SESSION TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PROCLAMATIONS:
   5A. Proclamation declaring October 2016 as Cyber Security Awareness Month in Hutto.
   5B. Proclamation declaring the week of October 16-22, 2016, as Friends of Libraries Week in Hutto.

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

7. CONSENT AGENDA ITEMS:
   All items listed on the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Council member in which event, the item will be removed from the consent agenda and considered as a regular agenda item.
7A. Consideration and possible action on the second and final reading of an ordinance regarding the proposed annexation of the Malone Tract, located on 63.46 acres more or less, of land located on CR 136, southwest of the intersection of FM 1660 South and CR 163.

7B. Consideration and possible action on a resolution concerning the proposed Amended Plat of Star Ranch Gattis School Road/SH 130 Subdivision Lots 1A and 3A, 28.264 acres, more or less, of land, 2 commercial lots, located within Hutto’s extraterritorial jurisdiction at Gattis School Road (south boundary) and SH-130 (west boundary).

7C. Consideration and possible action on a resolution concerning the proposed Park At Brushy Creek Phase 4B Final Plat, 9.054 acres, more or less, of land, 49 single family lots, located at Fistral Drive and Pentire Way.

7D. Consideration and possible action on the meeting minutes for the August 18, 2016, September 1, 2016, and September 15, 2016 City Council Regular Meetings, the August 25, 2016 and September 22, 2016 Special Called City Council meetings, the August 27, 2016 Joint City Council, Planning and Zoning Commission, and Hutto Economic Development Corporation Board Work Session, and the September 26, 2016 Joint City Council and Hutto ISD Board of Trustees meeting.

REGULAR AGENDA ITEMS

8. ORDINANCES:

8A. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the zoning change for the Brooklands (Hutto 150) property, located on 161.80 acres, more or less, of land, out of the William Gatlin Survey, Abstract No. 271, 63.46 acres of Agriculture Land are being added to the existing SmartCode zoned 98.34 acres resulting in an amended SmartCode Regulating Plan for the entire site.

9. WORK SESSION:
A work session is conducted for information or educational purposes. No action is taken by the Council on items listed.

9A. Work session to discuss updates to the City Council Protocol Policy.

10. EXECUTIVE SESSION:

10B. Executive Session as authorized by §551.074, Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, or duties of public officer or employees: City Manager.

11. ADJOURNMENT

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

CERTIFICATION

I certify that this notice of the October 13, 2016 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Friday, October 7, 2016, at 4:30pm.

Seth Gipson, City Secretary

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

Whereas, we recognize the vital role that technology has in our daily lives and in the future of our nation, whereby today many citizens, schools, libraries, businesses, and other organizations use the Internet for a variety of tasks; and

Whereas, critical infrastructure sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

Whereas, Internet users and our information infrastructure face an increasing threat of malicious cyber attacks thus the U.S. Department of Homeland Security has established the Office of Cyber-security and Communications and devoted resources within it to solely support the strengthening and securing of the country’s cyber infrastructure at the state, local, tribal, and territorial levels; and

Whereas, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role, and awareness of computer security essentials will improve the security of the City of Hutto information infrastructure and economy.

NOW, THEREFORE, I, DOUG GAUL, MAYOR, of the City of Hutto hereby proclaim the month of October 2016, as

CYBER SECURITY AWARENESS MONTH

in Hutto, and encourage all citizens to learn about cyber security; and put that knowledge into practice in their homes, schools, workplaces, and businesses.

Proclaimed this 13th day of October, 2016.

CITY OF HUTTO, TEXAS

___________________________
Doug Gaul, Mayor
Official Proclamation

Whereas, Friends of the Hutto Library raises money that enables our library to provide additional programming, much needed equipment, support for children’s summer reading, and special events throughout the year; and

Whereas, the work of the Friends highlights on an on-going basis that our library is a cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

Whereas, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; and

Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

Now, Therefore, I, DOUG GAUL, MAYOR, of the City of Hutto, do hereby proclaim October 16-22, 2016, as

“FRIENDS OF LIBRARIES WEEK”

In the City of Hutto and I urge everyone to thank them for all they do to make our library and community so much better.

Proclaimed this the 13th day of October 2016.
AGENDA ITEM NO.: 7A.  AGENDA DATE: October 13, 2016

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

ITEM: Consideration and possible action on the second and final reading of an ordinance regarding the proposed annexation of the Malone Tract, located on 63.46 acres more or less, of land located on CR 136, southwest of the intersection of FM 1660 South and CR 163.

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 July 21, 2016. This is the final step in the annexation process.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: Not applicable.

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

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

SUPPORTING MATERIAL:
1. Ordinance - Malone Tract Annexation
2. Exhibit A - Malone Tract Annexation Property Description
3. Exhibit B - Malone Tract Annexation Municipal Service Plan
ORDINANCE NO.

AN ORDINANCE ANNEXING CERTAIN HEREINAFTER DESCRIBED ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF HUTTO, TEXAS, TO WIT: 63.46 ACRES, MORE OR LESS, OF LAND, DESCRIBED IN EXHIBIT “A”, ALL OF SAID PROPERTY BEING SITUATED IN WILLIAMSON COUNTY, TEXAS, AND ALL ADJACENT ROADWAYS BEING FOR ANNEXATION; EXTENDING THE BOUNDARY LIMITS OF HUTTO SO AS TO INCLUDE SAID PROPERTY WITHIN HUTTO’S CITY LIMITS; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH PROPERTY SHALL BECOME A PART OF THE CITY OF HUTTO AND THAT THE OWNERS AND INHABITANTS THEREOF SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS, ORDINANCES, RESOLUTIONS AND REGULATIONS OF THE CITY NOW IN EFFECT AND THOSE WHICH ARE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, the City of Hutto, Texas (the “City”) is a duly constituted home-rule municipality and, as such, is authorized to annex territory subject to the laws of the State of Texas and subject to its Charter, and;

WHEREAS, pursuant to Section 43.028 of the Texas Local Government Code, the owners of a tract of land containing 63.46 acres, more or less, of land, situated in the William Gatlin Survey, Abstract No. 271, in Williamson County, Texas (the “Property”), said Property being situated in Williamson County, Texas, and being more particularly described in Exhibit “A” attached hereto and made part hereof by reference for all purposes, have petitioned the City Council in writing to annex the Property, and;

WHEREAS, the procedures prescribed by the Charter of the City of Hutto and the applicable laws of the State of Texas have been duly followed with respect to the Property, and;

WHEREAS, the City Council of the City of Hutto by resolution directed the City’s Development Services Director to prepare a service plan that provided for the extension of full municipal services to the Property, and such service plan was duly prepared and described in Exhibit “B” attached hereto and made part hereof by reference for all purposes, and;

WHEREAS, such Property is (a) one-half mile or less in width; (b) contiguous to the City; and (c) vacant and without residents or on which fewer than three (3) qualified voters reside, and;

WHEREAS, after considering the public testimony received at each hearing, the City Council of the City of Hutto determines that annexation of the Property is proper in all respects and that such action is in the best interests of the community and its citizens, and;

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

WHEREAS, the City Council of the City of Hutto determines that the Property for annexation which is more fully described in Exhibit “A” should become annexed.

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

That all of the above recitations are found to be true and correct and are incorporated into the body of this ordinance.

SECTION II.

That the Property described in the attached Exhibit “A”, together with adjacent roadways, be and is hereby annexed and brought within the corporate city limits of the City of Hutto, Texas, and same is hereby made an integral part hereof; and that the boundary limits of the City of Hutto be the same are hereby extended to include the above described territory within the city limits of the City of Hutto, and the same shall hereinafter be included within the territorial limits of the City of Hutto, Texas.

SECTION III.

That the owners and present and future inhabitants of the area herein annexed be entitled to all rights and privileges of other citizens and property owners of the City of Hutto, and hereby bound by all acts, ordinances, resolutions and regulations of the City, and all other legal actions now in full force and effect and all those which may be hereafter adopted.

SECTION IV.

That the appropriate city official of the City of Hutto is hereby directed and authorized to perform or cause to be performed all acts necessary to correct the official maps and boundaries of the City of Hutto, heretofore adopted and amended, so as to include the aforementioned territory hereby annexed, be and are hereby amended as part of the City of Hutto, Texas, as required by law.

SECTION V.

That the Service Plan providing for extension of municipal services to the areas proposed to be annexed, attached hereto and incorporated herein as Exhibit “B”, is hereby approved.

SECTION VI.

That the City Secretary is hereby directed and authorized to file a certified copy of this ordinance in the Office of the County Clerk of Williamson County, Texas.

SECTION VII.

If any section, subsection, sentence, phrase, or word of this ordinance be found to be illegal, invalid or unconstitutional or if any portion of said Property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, sentence, phrase, word, paragraph or provision of this ordinance or the application of any other section, sentence, phrase or provision of any other ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this ordinance and would have annexed the valid Property without the invalid part, and to this end the provisions of this ordinance are declared to be severable.
SECTION VIII.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are hereby expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

C. That 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 thereof were discussed, considered, and formerly acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

SECTION IX.

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

READ and APPROVED on first reading on this the 15th day of September, 2016 at a meeting of the Hutto, Texas City Council; there being a quorum present.

READ, PASSED and ADOPTED on second reading of ordinance this 13th day of October, 2016 at a meeting of the Hutto, Texas City Council; there being a quorum present.

CITY OF HUTTO, TEXAS

________________________________________
Doug Gaul, Mayor

ATTEST:

________________________________________
Seth Gipson, City Secretary
DESCRIPTION OF A 63.46 ACRE TRACT PREPARED BY DELTA SURVEY GROUP INC., IN MAY 2016, LOCATED IN THE WILLIAM GATLIN SURVEY, ABSTRACT NUMBER 271, WILLIAMSON COUNTY, TEXAS, AND BEING A PORTION OF THE REMAINDER OF A CALLED 46.92 ACRE TRACT DESCRIBED IN VOLUME 601, PAGE 328, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, ALSO BEING A PORTION OF A REMAINDER OF 133.7 ACRES DESCRIBED IN VOLUME 466, PAGE 352, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, ALSO BEING ALL OF A CALLED 5.00 ACRE TRACT DESCRIBED IN VOLUME 1617, PAGE 572, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND ALSO BEING ALL OF A CALLED SAID 63.46 ACRE TRACT AS SHOWN ON ATTACHED PLAT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a ½ inch iron rod with “Delta Survey” cap set for the northwest corner of said remainder of 46.92 acres, same being the southwest terminus of Swindoll Lane right-of-way (ROW)(ROW 60’), and also being in the east line of the remainder of the Second Parcel, Second Tract (26 ½ acres) described in Volume 612, Page 806, Official Public Records, Williamson County, Texas for the POINT OF BEGINNING;

THENCE with the north line of said remainder of 46.92 acres, same being the south line of said Swindoll Lane and the south line of a remainder of a called 15.01 acre tract described in Document Number 2006012928, Official Public Records, Williamson County, Texas, S82°00'41"E a distance of 902.56 feet to a ½ inch iron rod with "LENZ" cap found in the west ROW line of County Road 163 (ROW width unknown) same being the southeast corner of said remainder of 15.01 acres tract, and also being the northeast corner of said remainder of 46.92 acres tract;

THENCE with the west ROW line of said County Road 163, same being the east line of said remainder of 46.92 acres and said remainder of 133.7 acres tract, S07°53'51"W a distance of 2313.91 feet to a 5/8" iron rod found for the southeast corner of said remainder of 133.7 acres tract, same being the northeast corner of a called 10.00 acre tract described in Document Number 2008093458, Official Public Records, Williamson County, Texas;

THENCE leaving the west ROW line of said County Road 163, with a south line of said remainder of 133.7 acres tract, same being the north line of said 10.00 acre tract, N82°48'45"W a distance of 281.24 feet to a 3/8 inch iron pipe found for the northwest corner of said 10.00 acre tract, same being the northeast corner of a called 5.00 acre tract described in Volume 1617, Page 572, Official Public Records, Williamson County, Texas;

THENCE leaving the south line of said remainder of 133.7 acres tract, with the west line of said 10.00 acre tract, same being the east line of said 5.00 acre tract, S08°03'27"W a distance of 709.44
feet to a 3/8 inch iron pipe found for the southeast corner of said 5.00 acre tract, same being the northeast corner of a remainder of a called 10.00 acre tract described in Document Number 2014052238, Official Public Records, Williamson County, Texas;

**THENCE** leaving the west line of said 10.00 acre tract, with the south line of said 5.00 acre tract, same being the north line of said remainder of 10.00 acres tract, N82°50'01"W a distance of 313.44 feet to a 3/8 inch iron pipe found in the east line of a called 10.00 acre tract described in Volume 624, Page 263, Official Public Records, Williamson County, Texas, same being the southwest corner of said 5.00 acre tract, and also being the northwest corner of said remainder of 10.00 acres tract;

**THENCE** with the west line of said remainder of 10.00 acres tract, same being the east line of said 10.00 acre tract described in Volume 624, Page 263, S09°08'13"W a distance of 611.92 feet to a calculated point in the approximate centerline of Brushy Creek, same being the southeast corner of said 10.00 acre tract described in Volume 624, Page 263, and also being the southwest corner of said remainder of 10.00 acre tract;

**THENCE** with the called approximate centerline of Brushy Creek, same being the south line of said 10.00 acre tract described in Volume 624, Page 263, S77°35'39"W a distance of 330.12 feet to a calculated point for the southwest corner of said 10.00 acre tract described in Volume 624, Page 263, same being the southeast corner of a remainder of 43.251 acres tract described in Document Number 199961969, Official Public Records, Williamson County, Texas;
63.46 Acres
William Gatlin Survey

THENCE with the west line of said 10.00 acre tract described in Volume 624, Page 263, the west line of said remainder of 133.7 acres tract and the west line of said remainder of 46.92 acres tract, same being the east line of said remainder of 43.251 acres tract, the east line of a called 3.757 acre tract described in Document Number 2006110919, Official Public Records, Williamson County, Texas and the east line of said remainder of Second Tract, N08°09'18"E a distance of 3758.63 feet to the POINT OF BEGINNING and containing 63.46 acres of land, more or less.

BEARING BASIS: Texas State Plane Coordinate System (Central Zone) NAD83/CORS

I, John E. Brautigam, hereby certify that the foregoing description represents an on-the-ground survey performed under my direction and supervision during February 2016, and is true and correct to the best of my knowledge and belief.

05-25-16
Date

John E Brautigam
Registered Professional Land Surveyor
No. 5057-State of Texas

Delta Survey Group, Inc.
8213 Brodie Lane, Suite 102
Austin, Texas 78745
TBPLS Firm No. 10004700
The City of Hutto, Texas will provide for the extension of full municipal services into the area proposed to be annexed in accordance with Texas Local Government Code §43.056.

**FIRE**

*Existing Services:* Williamson County Emergency Service District #3

*Services to be Provided:*
Provides fire suppression and emergency services to the area. Primary fire response will be provided by Williamson County Emergency Service District #3, located at the following address: 501 Exchange Boulevard. Fire code inspections and enforcement will be handled by Williamson County Emergency Services District #3 on behalf of the City of Hutto.

**POLICE**

*Existing Services:* Williamson County Sheriff’s Department

*Services to be Provided:*
Upon annexation, the City of Hutto Police Department will extend regular and routine patrols to the area. It is anticipated that the implementation of police patrol activities can be effectively accommodated within the current budget and staff appropriations.

**BUILDING INSPECTION**

*Existing Services:* None

*Services to be Provided:*
The Development Services Department will provide Building and Code Enforcement Services upon annexation. This includes issuing building, electrical and plumbing permits for any new construction and remodeling, and enforcing all other applicable codes that regulate building construction within the City of Hutto. Code Enforcement will also be handled by the City of Hutto so as to ensure that there is a safe, desirable living and working environment where property values are maintained. Fire code inspections and enforcement will be handled by Williamson County Emergency Services District #3 on behalf of the City of Hutto.

**PLANNING AND ZONING**

*Existing Services:* Review of subdivision development plans under City’s Subdivision Ordinance. No municipal zoning or land use controls except for those imposed by State Law.

*Services to be Provided:*
The Hutto Development Services Department has responsibility for regulating development and land use through the administration of the City of Hutto’s Unified Development Code (UDC) and SmartCode, and this will extend to the area on the effective date of the annexation. The UDC includes the City’s subdivision requirements. These services can be provided within the departments' current budget.
LIBRARY
Existing Services: None

Services to be Provided:
The Hutto Library currently serves everyone in the HISD at no cost. City Library privileges will be available to future residents in this area.

HEALTH DEPARTMENT - HEALTH CODE ENFORCEMENT SERVICE
Existing Services: Williamson Cities and County Health District

Services to be Provided:
Williamson Cities and County Health District will continue to implement enforcement of the health districts regulations on the effective date of annexation. Animal control services will also be provided to the area as needed by Hutto Animal Control Division of the Police Department.

STREET MAINTENANCE
Existing Services: Williamson County

Services to be Provided:
Maintenance and access to adjacent existing street facilities will be provided/overseen by appropriate City of Hutto departments.

STORM WATER MANAGEMENT
Existing Services: Williamson County Flood Plain Administrator

Services to be Provided
Developers will provide storm water drainage facilities as required of their development at their own expense and such will be inspected by the City’s engineers at time of completion. The City of Hutto will then maintain the drainage in public rights-of-way upon approval of construction. Property owners and/or Home Owner’s Associations or similar entities will maintain drainage facilities located on private property. All construction within the flood plain will be through the appropriate Hutto department(s) and will meet FEMA Flood Plain regulations.

STREET LIGHTING
Existing Services: Oncor Electric Delivery

Services to be Provided:
There are no existing street lights in this area. The Developer will be responsible for initial installation and maintenance of street lighting, if required, within the development until such time as any internal streets have been accepted by the City Council.

TRAFFIC ENGINEERING
Existing Services: None

Services to be Provided:
The City of Hutto, through its appropriate departments, will be able to provide any necessary additional traffic control devices after the effective date of annexation.

WATER SERVICE
Existing Services: None

Services to be Provided:
Water service to the properties will be provided by the City of Hutto.
SANITARY SEWER SERVICE
 Existing Services: None

Services to be Provided:
Sanitary sewer service to the properties will be provided by the City of Hutto and will be provided in accordance with the current extension with applicable policies, codes and ordinances.

SOLID WASTE & RECYCLING SERVICES
 Existing Services: None

Services to be Provided:
Solid waste and recycling collection shall be provided to the area of annexation in accordance with current ordinances. Service shall comply with existing City of Hutto policies, beginning with occupancy of structures.

PARKS AND TRAILS
 Existing Service: None

Services to be Provided:
All City operated parks and trail systems will be available to the residents of this area upon annexation.

Private amenities will be maintained by the Home Owner’s Associations/ Property Owners.

MISCELLANEOUS
 Existing Services: None

Services to be Provided:
All other applicable municipal services will be provided to the area in accordance with the City of Hutto’s established policies governing extension of municipal services to newly-annexed areas.

NOTE:
Capital improvements sufficient for providing municipal services for the annexed area are in place such that the costs associated with the extension of service lines to proposed building sites within the area will be borne by owners and/or developers.
AGENDA ITEM NO.: 7B.

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

ITEM: Consideration and possible action on a resolution concerning the proposed Amended Plat of Star Ranch Gattis School Road/SH 130 Subdivision Lots 1A and 3A, 28.264 acres, more or less, of land, 2 commercial lots, located within Hutto’s extraterritorial jurisdiction at Gattis School Road (south boundary) and SH-130 (west boundary).

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND:
The applicant has requested approval of an Amended Plat for the Star Ranch Gattis School Road / SH 130 subdivision (HEB Site). The proposed plat is an amendment to the first plat by this name, which was recorded on March 16, 2016. The purpose of this amended plat is to reconfigure the western lot line of Lot 3A. The proposed reconfiguration of this lot will affect the size of both lots. Lot 3 will change from 1.352 acres to 1.154 acres, and Lot 1 will change from 27.111 acres to 26.912 acres. In addition to the change to the shape of the lot line, the shape of the Public Utility Easement adjacent to that lot line will also change accordingly.

The proposed change to the western lot line of Lot 3, and the corresponding change to the Public Utility Easement are the only proposed changes to the plat. All other boundaries, easements, and notes are to remain the same.

BUDGETARY AND FINANCIAL SUMMARY:
Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:
The Planning and Zoning Commission recommended approval to City Council on October 4, 2016. The motion passed unanimously.
CITY ATTORNEY REVIEW:
Not applicable.

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

SUPPORTING MATERIAL:
1. Resolution - Star Ranch Gattis School Road/SH-130 Subdivision Lots 1A and 3A Amended Plat
2. Exhibit A - Star Ranch Gattis School Road/SH-130 Subdivision Lots 1A and 3A Amended Plat
RESOLUTION NO.

A RESOLUTION APPROVING THE PRELIMINARY PLAT KNOWN AS "AMENDED PLAT OF STAR RANCH GATTIS SCHOOL ROAD/SH-130 SUBDIVISION, LOTS 1A AND 3A"; LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

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

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

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

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

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

that the Hutto City Council hereby approves the resolution for the preliminary plat known as “Amended Plat of Star Ranch Gattis School Road/SH-130 Subdivision Lots 1A and 3A”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

CONSIDERED and RESOLVED on this the 13th day of the month October, 2016.

THE CITY OF HUTTO, TEXAS

____________________________________
Doug Gaul, Mayor

ATTEST:

____________________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 7C.  
AGENDA DATE: October 13, 2016

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

ITEM: Consideration and possible action on a resolution concerning the proposed Park At Brushy Creek Phase 4B Final Plat, 9.054 acres, more or less, of land, 49 single family lots, located at Fistral Drive and Pentire Way.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The Park at Brushy Creek, Phase 4B Final Plat is a proposed 9.054 acre subdivision consisting of 49 single-family lots and 3 drainage/access easement lots. The proposed subdivision is located south of Great Western Drive between FM 685 and Fistral Drive and includes two points of access off of Fistral Drive.

A Final Plat for Park at Brushy Creek, Phase 4B was approved by City Council on March 6, 2014. However, the subdivision was never constructed, and the approved Final Plat expired in 2015. The proposed Final Plat is consistent with the plat that was approved in 2014.

The typical lot size for the proposed subdivision is 50’ x 120’, with the average lot size being approximately 6,000 square feet. Five-foot wide sidewalks will be required on both sides of all streets within and around the subdivision. A six-foot sidewalk will also be constructed by the developer within access lots 11-A and 35-A in order to provide pedestrian access from the subdivision to the greenbelt lot to the west. Per the PUD agreement, a six-foot tall masonry wall or wrought iron fence with masonry columns will also be required along the back of lots abutting FM 685.

BUDGETARY AND FINANCIAL SUMMARY: Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS: The Planning and Zoning Commission recommended approval to City Council on September 6, 2016. The motion passed unanimously.
CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff finds that the proposed plat is consistent with the standards in the approved Park at Brushy Creek PUD agreement, which was approved by Council on July 18, 2005. Staff comments regarding the proposed plat were minor, and have been addressed. Therefore, staff recommends that the approval of the proposed Final Plat.

SUPPORTING MATERIAL:
1. Resolution - Park At Brushy Creek Phase 4B Final Plat
2. Exhibit A - Park At Brushy Creek Phase 4B Final Plat
RESOLUTION NO.

A RESOLUTION APPROVING THE FINAL PLAT KNOWN AS “PARK AT BRUSHY CREEK PHASE 4B”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

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

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

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

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

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

that the Hutto City Council hereby approves the resolution for the final plat known as “Park At Brushy Creek Phase 4B”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

CONSIDERED and RESOLVED on this the 13th day of the month October, 2016.

THE CITY OF HUTTO, TEXAS

__________________________________________
Doug Gaul, Mayor

ATTEST:

__________________________________________
Seth Gipson, City Secretary
Consideration and possible action on the meeting minutes for the August 18, 2016, September 1, 2016, and September 15, 2016 City Council Regular Meetings, the August 25, 2016 and September 22, 2016 Special Called City Council meetings, the August 27, 2016 Joint City Council, Planning and Zoning Commission, and Hutto Economic Development Corporation Board Work Session, and the September 26, 2016 Joint City Council and Hutto ISD Board of Trustees meeting.

STRATEGIC GUIDE POLICY: Leadership

ITEM BACKGROUND:
The City Council meeting minutes for the August 18, 2016, September 1, 2016, and September 15, 2016 City Council Regular Meetings, the August 25, 2016 and September 22, 2016 Special Called City Council meetings, the August 27, 2016 Joint City Council, Planning and Zoning Commission, and Hutto Economic Development Corporation Board Work Session, and the September 26, 2016 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 August 18, 2016, September 1, 2016, and September 15, 2016 City Council Regular Meetings, the August 25, 2016 and September 22, 2016 Special Called City Council meetings, the August 27, 2016 Joint City Council, Planning and Zoning Commission, and Hutto Economic Development Corporation Board Work Session, and the September 26, 2016 Joint City Council and Hutto ISD Board of Trustees meeting.

SUPPORTING MATERIAL:
1. Draft - August 18, 2016 City Council Meeting Minutes
2. Draft - August 25, 2016 Special Called City Council Meeting Minutes
3. Draft - August 27, 2016 Joint City Council, P&Z, and Hutto EDC Board Work Session Minutes
4. Draft - September 1, 2016 City Council Meeting Minutes
5. Draft - September 15, 2016 City Council Meeting Minutes
6. Draft - September 22, 2016 Special Called City Council Meeting Minutes
7. Draft - September 26, 2016 Joint City Council and Hutto ISD Board Meeting Minutes
The Hutto City Council met in a regular session on Thursday, August 18, 2016, 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, Councilmember Lucio Valdez, and Councilmember Bettina Jordan.

Members of staff that were present were Micah Grau, Interim City Manager, Charlie Crossfield, City Attorney, Helen Ramirez, Development Services Director, Earl Morrison, Chief of Police, Melanie Melancon, Finance Director, Amy McGlothlin, Human Resources Director, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Pastor Brian Black with The Fellowship of Hutto.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

5A. Remarks from visitors

Micah Grau – 401 W. Front St. - Introduced Larry Foos, the new Parks and Recreation Director.

Richard Hudson – 1207 Rhonda Cove – Spoke in favor of keeping the highest tax rate that the council will consider at the roll back rate, at which the city staff has proposed.

Sherrie Bornhorst– 221 Green Pasture - Represents the Friends of the Hutto Dog Park. Ms. Bornhorst spoke of the benefits of a city having a dog park and what the Friends of the Hutto Dog Park have done to make it possible.
PRESENTATIONS

6A. Presentation on the 2016 Citizen Survey results

Dr. Tom Longoria, with Texas State University, made the staff presentation. The City of Hutto contracted with the Center for Research, Public Policy and Training through Texas State University to conduct the 2016 Citizen Survey. Unlike in previous years, the citizen survey was conducted as a broader region survey with other communities also participating. In doing so, the communities will be able to benchmark and compare results with one another and it reduced the cost for each entity to participate in the study.

The survey looked at satisfaction with core services and asked for input on future priorities and initiatives for the community. Dr. Longoria described the process that was used to collect the data, how it was analyzed, and highlighted areas of distinction and areas for improvement and pointed out that no big concerns were found in the data.

PUBLIC HEARINGS

7A. Open and conduct the second public hearing regarding the proposed annexation of the Malone Tract, located on 63.46 acres more or less, of land located on CR 136, southwest of the intersection of FM 1660 South and CR 163.

Mayor Gaul opened the public hearing at 7:24 p.m.

There being no public comment the public hearing was closed at 7:25 p.m.

7B. Open and conduct the first public hearing to hear testimony regarding the proposed ad valorem tax rate.

Mayor Gaul opened the public hearing at 7:25 p.m.

There being no public comment the public hearing was closed at 7:25 p.m.

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.

8A. Consideration and possible action on a resolution approving the proposed Hutto Crossing Phase 4 Section 2 Final Plat, 15.788 acres, more or less, of land, 1 multifamily lot, located on Carl Stern Drive.

8B. Consideration and possible action on the second and final reading of an ordinance adopting the Downtown Facade Improvement Grant Program.
8C. Consideration and possible action on the meeting minutes for the July 7, 2016 City Council Regular Meeting and the July 9, 2016 Special Called City Council meeting.

8D. Consideration and possible action on a resolution concerning Hotel Occupancy Tax Funding allocations and authorizing the City Manager to execute the Hotel Occupancy Tax Agreement for the 2016-17 Fiscal Year.

**MOTION:** Councilmember Anne Cano moved to approve items 8A-8D on the consent agency as presented. Mayor Pro-tem Michael Smith seconded the motion.

**VOTE:**

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

**ORDINANCES**

9A. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the zoning change for the property known as the Farley Tract, 7.0 acres, more or less, of land, out of the William Gatlin Survey, Abstract No. 271, located on CR 137 south of FM 1660 S., from B-2 (general commercial) to MF (multifamily) zoning district.

Helen Ramirez, Development Services Director, made the staff presentation. The subject property consists of approximately seven acres located on the southwest quadrant of the parcel located south of FM 1660 South between and CR 137 and Swindoll Lane. The applicant has requested a zoning change from B-2 (General Commercial) to MF (Multi-Family). The proposed zoning change would be applicable only to the southwest quadrant of the Farley tract, while the remaining portion of the parcel would remain zoned as General Commercial.

The applicant, a residential development company called State Street Housing, intends to develop an 80 unit apartment complex for senior citizens, which will be known as the Havens of Hutto. The proposed development would be constructed under the 9% Housing Tax Credits program from the Texas Department of Housing and Community Affairs. The tax credits were awarded for this development on July 28, 2016. The proposed apartment complex will offer a mixture of affordable and market rate apartments for senior citizens.
The City’s adopted Future Land Use Map identifies the subject area as being intended for future commercial development. However, staff finds that the proposed multi-family development is in keeping with the City’s goal of providing a diverse range of housing options for residents and would be compatible with the future commercial growth to the north and east of the subject property.

Mayor Gaul opened the public hearing at 7:33 p.m.

There being no public comment the public hearing was closed at 7:33 p.m.

**MOTION:** Councilmember Anne Cano moved to approve the first reading of an ordinance concerning the zoning change for the property known as the Farley Tract, 7.0 acres, more or less, of land, out of the William Gatlin Survey, Abstract No. 271, located on CR 137 south of FM 1660 S., from B-2 (general commercial) to MF (multifamily) zoning district. 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.

**MOTION:** Mayor Pro-tem Michael Smith moved to dispense with the second reading of the ordinance concerning the zoning change for the property known as the Farley Tract, 7.0 acres, more or less, of land, out of the William Gatlin Survey, Abstract No. 271, located on CR 137 south of FM 1660 S., from B-2 (general commercial) to MF (multifamily) zoning district. 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.
9B. Consideration and possible action on the first reading of an ordinance amending Chapter 2: Administration and Personnel; Article 2.03: Personnel; Section 2.03.002: Employee Policies and Procedures of the City of Hutto 2014 Code of Ordinances.

Amy McGlothlin, Human Resources Director, made the staff presentation. It is necessary to amend the Employee Policies and Procedures Handbook periodically to reflect changes in policy to ensure the fair and equitable treatment of employees as well as to ensure the overall operational efficiency of the organization. Ms. McGlothlin, provided an overview of the major changes which included:

- Addition of Tobacco Surcharge Policy
- Attendance and Work Hours
- Cell Phone use in the Work Place
- Core Values
- Family and Medical Leave Act
- Holidays
- Injury Leave (on the job)
- Payroll
- Sick Leave
- Travel

Cathy Fryer, the City’s Human Resources Attorney with Bickerstaff, Heath, Delgado, and Acosta, was also in attendance to answer questions.

There were several questions that were identified concerning striking certain language with the Family Medical Leave Act portion. Ms. McGlothlin reiterated that these changes were made by the Department of Labor, and that these changes are bringing the policy back into compliance.

Discussion ensued regarding the proposed Tobacco Surcharge Policy, which included, how this option became available, the implementation process, where would the fees go once collected, and the purpose.

Ms. McGlothlin, pointed out that this type of policy was suggested by the City’s insurance broker as a way to reduce insurance premium increases and that the fees collected would be used to offset medical premiums.

MOTION: Councilmember Tom Hines moved to accept policy as outlined in 9B striking the Tobacco Surcharge Policy and making sure the language for the Military Leave Act is included. 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

Nays: Councilmember Lucio Valdez
Councilmember Bettina Jordan
ACTION: The motion carried with 5 ayes and 2 nays.

9C. Consideration and possible action on the first reading of an ordinance changing the date of the October 6, 2016 City Council meeting to October 13, 2016, to allow the City Council Members to attend the Texas Municipal League Annual Conference.

Seth Gipson, City Secretary, made the staff presentation. The Charter of the City of Hutto requires that the City Council hold at least two regular meetings each month and as many additional meetings as it deems necessary to transact the business of the City and its citizens. The City Council, pursuant to the Charter directions, set the first and third Thursdays of each month as the two regular monthly meetings.

The Texas Municipal League Annual Conference is being held in Austin, Texas on October 5-7, 2016. This conference conflicts with the first regularly scheduled council meeting in October. We are requesting to move the October 6, 2016 City Council Meeting to Thursday, October 13, 2016, so that the Council is able to attend this training and networking opportunity.

MOTION: Councilmember Anne Cano moved to approve the first reading of an ordinance changing the date of the October 6, 2016 City Council meeting to October 13, 2016, to allow the City Council Members to attend the Texas Municipal League Annual Conference. 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 changing the date of the October 6, 2016 City Council meeting to October 13, 2016, to allow the City Council Members to attend the Texas Municipal League Annual Conference. Mayor Pro-tem Smith seconded the motion.

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

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

10A. Consideration and possible action on a resolution updating the 2035 Strategic Guide.

MOTION: Councilmember Tom Hines moved to table the resolution updating the 2035 Strategic Guide. 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.

10B. Consideration and possible action on a resolution concerning the amended bylaws of the Hutto Economic Development Corporation.

Tim Chase, President and CEO of the Hutto Economic Development Corporation made the staff presentation. The Hutto Economic Development Corporation Board of Directors has reviewed and is recommending changes to its By-Laws. The By-Laws were last amended in 2013. The Board adopted the proposed changes at their meeting on July 19, 2016. Amendments to the By-Laws also requires approval by the City Council.

Mr. Chase outlined the following key changes to the bylaws:

- More closely reflect the way the Corporation conducts business.
- Reflects changes in the State Statuates.
- How budget amendment are processed by the Corporation and approved by the City Council.
- Asking the City Council to look for general business qualification of applicants being appointed to the Board.
- Return to the practice of asking the Board to provide input about candidate being considered as possible new board members.
The City Council discussed the proposed process outlined in the bylaws for making budget amendments and wanted to place checks and balances to ensure that amendments were not realigning the priorities of the EDC to where there would be a conflict with the City's priorities. The City Council suggested amending the process, so that if a budget amendment would change a line item by 25% or more it would require the approval of the City Council.

**MOTION:** Councilmember Tom Hines moved to approve the resolution concerning the amended bylaws of the Hutto Economic Development Corporation with a 25% cap on amendments. 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.

10C. Consideration and possible action on a resolution concerning an amendment to the Williamson County Regional Animal Shelter Interlocal Agreement.

Micah Grau, Interim City Manager, made the staff presentation. The City of Hutto along with the cities of Cedar Park, Leander, Round Rock, and Williamson County, joined together in 2006 to create the Williamson County Regional Animal Shelter to address the cumulative animal care and sheltering needs of the partner cities and county. The shelter opened in 2007 and was immediately at full capacity.

Growth in the member cities and the County's overall population has stretched the capacity of the shelter. The Williamson County Regional Animal Shelter Board, acting through Williamson County, engaged the services of Jackson & Ryan Architects in 2014 to look at the future service needs of the shelter and to conduct facility planning through 2035 and 2050.

The proposed expansion will construct new dog and cat kennel space on the site, address drainage and HVAC issues within the existing kennels, and expand the surgery and veterinary care space within the shelter.

The Regional Board has proposed an amendment to the Interlocal Agreement to guide the process related to the expansion of the shelter and to clean up other miscellaneous language. Mr. Grau outlined the following amendments to the agreement.
- Minor updates based on the representation and other administrative changes.
- Shelter ownership now split between entities
- Adds language for admission of new parties to the shelter
  o Must be approved by other members
  o Buy-in cost for capital
- Outlines process for future capital outlay and expansions.

Mr. Grau restated that this is just approving the interlocal, this is not approving the expansion of the shelter.

**MOTION:** Councilmember Tom Hines moved to approve the resolution concerning an amendment to the Williamson County Regional Animal Shelter Interlocal Agreement and give the City Manager the authority to move forward with the expansion once the design is finalized. Councilmember Anne Cano seconded the motion.

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

10D. Consideration and possible action on a resolution concerning a fee waiver for impact fees associated with the development of new residential construction at 700 Main Street.

Helen Ramirez, Development Services Director, made the staff presentation. The City of Hutto has received a request from Rob and Shirley Peek for a waiver of all impact fees related to the new construction of a residential home located at 700 Main Street in the OT of Old Town. The home that is proposed to be built is a one-story residence, reminiscent of Victorian style. A Certificate of Appropriateness (CoA) was approved by the Historic Preservation Commission on April 28, 2015. Staff agrees that this home will be an asset to the community and to the City’s Historic Old Town District.

With regard to infrastructure, in order to reduce costs for Mr. Peek, the City is only requiring the property owner to extend the water line to serve his property and to connect to a sewer line that has been stubbed out for his property. With regard to streets and sidewalks, the City typically requires new development to build sidewalk fronting their property, however we are not requiring Mr. Peek to build new sidewalk, which translates into a cost savings.
Rob Peek, the requester, was present to answer any questions about his request. He pointed out that a precedent would not be set by this decision, because he is the only person in old town without access to water.

Ms. Ramirez and Emily Truman, City Engineer, provided some history and the reasoning why the property did not have certain connections. They also discussed the potential incentives for Old Town Properties that could be utilized for future development.

Ms. Ramirez highlighted the purpose of impact fees and stated that this City historically does not waive 100% of the impact fees.

**MOTION:** Councilmember Lucio Valdez moved to approve the resolution concerning a fee waiver for impact fees associated with the development of new residential construction at 700 Main Street. 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.

**10E. Consideration and possible action on a resolution concerning an Interlocal Agreement for in school officers with Hutto Independent School District.**

Chief Earl Morrison made the staff presentation. The current Interlocal Agreement with the Hutto Independent School District (HISD) for School Resource Officers expired on June 3, 2016. Since that time, HISD has been working to develop and implement their own police force. The City of Hutto Police Department (HPD) and HISD have been working together to make this transition successful. Late this summer, HISD and HPD began discussing creating a hybrid department that would include HISD police officers and City police department administration.

This interlocal agreement outlines the terms for which HPD will provide administrative oversight with an Interim Chief of Police and one (1) Police Sergeant assigned to HISD. If approved, both the Chief and the Sergeant will be dual commissioned by HPD and HISD to be able to perform duties within HPD’s jurisdiction as well as HISD’s jurisdiction.

The agreement would be reviewed at the end of the 2016-17 school year to determine future direction.
Dr. Doug Killian was also in attendance to answer any questions.

There was a brief discussion concerning the process of hiring a new chief for Hutto ISD, and it was confirmed that for this school year, Chief Morrison would serve as the Chief of Police for the Hutto ISD Police Department.

**MOTION:** Councilmember Tom Hines moved to approve the resolution concerning an Interlocal Agreement for in school officers with Hutto Independent School District. Mayor Pro-tem Michael Smith seconded the motion.

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

Council recessed for 5 minutes at 9:09pm.

**OTHER BUSINESS**

11A. Consideration and possible action on recommendations from the Board Selection Committee for appointments to the Charter Review Commission and the Bond Election Committee.

**MOTION:** Mayor Pro-tem Michael Smith moved to appoint Kristian Andrews, Perry Savard, Stacey Dempsey, Tom Brown, Tony Wertz, Mike Fowler as the Vice Chair and Ray Alba as the Chair of the Charter Review Commission. Councilmember Bettina Jordan seconded the motion.

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**ACTION:** The motion carried with 4 ayes and 3 nays.
MOTION: Mayor Pro-tem Michael Smith moved to appoint Ed Pride, Edgar Padilla, Kelly Gaydos, Mike Glass, Robert Clark, Russell Metcalf, Shelby MacKay, Steven Harris, Troy McMillin, Richard Hudson, Pete Correa as Vice Chair, and Mike Cooper as Chair of the Bond Election Commission. Councilmember Anne Cano seconded the motion.

VOTE:  

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

Nays:  Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  

Abstain:  None  
Absent:  None  

ACTION: The motion carried with 4 ayes and 3 nays.

The City Council dispensed with the order of the agenda and addressed executive session items.

EXECUTIVE SESSION


13B.  Consideration and possible action related to the Executive Session as authorized by §551.07 4, Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, or duties of public officer or employees: City Manager.

The City Council recessed into executive session for item 13A at 9:24pm and reconvened into regular session at 9:47pm

The City Council recessed into executive session for item 13B at 9:47pm and reconvened into regular session at 9:53pm

WORK SESSION

12A.  Work session on the City of Hutto’s 2017 legislative agenda.

Micah Grau, Interim City Manager, made the staff presentation. The 85th Texas Legislative session will begin in 2017. This workshop is intended to be the first of multiple opportunities to discuss the legislative needs and concerns for the Hutto community. Furthermore, the Coordination Committee made up of representatives from the City, ISD, EDC, EWCHEC, Chamber, and WCESD#3, has suggested creating a unified legislative agenda for the Hutto community with the top 2 or 3 priorities of each entity.

Mr. Grau provided a brief overview of previous community legislative agendas.
The priorities from the Council that they would like staff to research to bring back for further discussion:
- Local Control
- Revenue Caps

12B. Presentation and discussion concerning the Proposed Fiscal Year 2016-17 Annual Operating Budget.

Micah Grau, Interim City Manager, made the staff presentation along with Melanie Melancon, Finance Director, Helen Ramirez, and Earl Morrison, Chief of Police.

Mr. Grau provided an overview of the top five priorities of the City Council and budget highlights, which include:
- Increases in insurance premiums
- Merit adjustments
- Department challenges and needs.

Micah Grau, Interim City Manager, provided an overview of the City Administration’s accomplishments and objectives for the upcoming year, current staffing, and summary of the department’s expenses.

Melanie Melancon, Finance Director, provided an overview of the Finance Department’s accomplishments and objectives for the upcoming year, current staffing, and summary of the department’s expenses.

Helen Ramirez, Development Services Director, provided an overview of the Development Services Department’s accomplishments and objectives for the upcoming year, current staffing, and summary of the department’s expenses.

Earl Morrison, Chief of Police, provided an overview of the Police Department’s accomplishments and objectives for the upcoming year, current staffing, and summary of the department’s expenses.

Following the department budget presentations, the City Council discussed FY 17 CIP projects including removing the $150,000 funding for the dog park and potentially reallocating to other projects and/or staffing.

ACTION RELATIVE TO EXECUTIVE SESSION

14A. Action relative to executive session item 13B.

MOTION: Councilmember Nathan Killough moved increase Micah Grau’s salary to $130,000 until such time a new city manager is in place. Councilmember Bettina Jordan seconded the motion.

VOTE: Ayes: Mayor Doug Gaul
Mayor Pro-tem Michael Smith
Councilmember Anne Cano
ACTION: The motion carried with 7 ayes and 0 nays.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:07p.m.

CITY OF HUTTO, TEXAS

________________________
Doug Gaul, Mayor

ATTEST:

________________________
Seth Gipson, City Secretary
The Hutto City Council met in a special session on Thursday, August 25, 2016, 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 6:30p.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 Micah Grau, Interim City Manager, Charlie Crossfield, City Attorney, Melanie Melancon, Finance Director, Earl Morrison, Chief of Police, Scot Stromsness, Public Works Director, Randy Barker, General Services, and Seth Gipson, City Secretary.

PUBLIC COMMENT

3A. Remarks from visitors

There were no remarks from visitors.

EXECUTIVE SESSION


The City Council recessed into executive session at 6:31p.m.

The City Council reconvened into regular session at 7:01p.m.

PUBLIC HEARINGS

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

Mayor Gaul opened the public hearing at 7:01p.m.

There being no public comment the public hearing was closed at 7:02p.m.
WORK SESSION

6A. Work session and discussion on the Proposed 2016-17 Annual Operating Budget.

Micah Grau, Interim City Manager began the staff presentations.

Scot Stromsness, Public Works Director, provided an overview of the Public Works Department’s accomplishments and objectives for the upcoming year, current staffing, and a summary of the department’s expenses.

Randy Barker, General Services Director, provided an overview of the General Services Department’s accomplishments and objectives for the upcoming year, current staffing, and a summary of the department’s expenses.

Micah Grau, Interim City Manager, provided an overview of the Parks and Recreation Department’s accomplishments and objectives for the upcoming year, current staffing, and summary of the department’s expenses.

Melanie Melancon, Finance Director, compared the current tax rate with the publish rate, the rate proposed by staff, the Effective Tax Rate, and the Rollback Tax Rate. This comparison showed the average tax bill per household, the breakdown of the Maintenance and Operation and Interest and Sinking Tax Rates, and the estimated tax dollars generated by the Maintenance and Operations Tax Rate.

The City Council discussed the General Fund Summary, FY 17 CIP Projects, and challenges and needs by department. It was the consensus of the City Council to remove the $150,000 budgeted for the Dog Park and use those funds restore the reserves account to the full 25% and keep the remaining amount in contingency, and to remove the pool feasibility study.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30pm.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
The Hutto City Council, Planning and Zoning Commission, and the Hutto Economic Development Board of Directors met in a joint meeting on Saturday, August 27, 2016, 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 10:08 a.m.

ROLL CALL

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

Members of the Planning and Zoning Commission present were Stephanie Alba, Chair, Bryon Borchers, Vice Chair, Mary Belton, Commissioner, Jessica Romigh, Commissioner, Todd Robison Commissioner, and Davey Robinson, Commissioner. Tony Wertz, Commissioner, was absent.

Members of the Hutto Economic Development Board of Directors present were Mario Perez, Chair, Doug Fell, Vice Chair, Anne Cano, Secretary, and Chris Carey, Treasurer. Jeff Coombs, Boardmember, Kim Engram, Boardmember, and Michael Jones, Boardmember were absent.

Members of staff that were present were Micah Grau, Interim City Manager, Helen Ramirez, Development Services Direct, Charlie Crossfield, City Attorney, Tim Chase, President of the Hutto EDC, Jason Nicolas, Vice President of the Hutto EDC, Wallis Meshier, Senior Planner, and Seth Gipson, City Secretary.

WORK SESSION

3A. Work session to discuss the City of Hutto Future Land Use Map and Hutto Growth Areas.

Helen Ramirez, Development Services Director, and Wallis Meshier, Senior Planner, provided background on the City’s current zoning designations, water and wastewater CCN’s, the current future land use map, and the master plans that have been developed and are currently in use.

The meeting recessed at 11:01 a.m. and the meeting reconvened at 11:08 a.m.

Councilmember Nathan Killough and Planning and Zoning Commissioners Stephanie Alba, Bryon Borchers, and Mary Belton, left at noon and the Planning and Zoning portion of the meeting adjourned at 12:00 p.m.
The joint meeting between the City Council and the Hutto Economic Development Corporation Board of Directors continued on. The governing bodies were broken up into groups and they analyzed each portion of the Future Land Use Map and discussed current and future development within the Extraterritorial Jurisdiction and Hutto’s growth area.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:02p.m.

CITY OF HUTTO, TEXAS

__________________________________________
Doug Gaul, Mayor

ATTEST:

__________________________________________
Seth Gipson, City Secretary
The Hutto City Council met in a regular session on Thursday, September 1, 2016, 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, and Councilmember Bettina Jordan. Councilmember Lucio Valdez was absent.

Members of staff that were present were Micah Grau, Interim City Manager, Charlie Crossfield, City Attorney, Helen Ramirez, Development Services Director, Melanie Melancon, Finance Director, Amy McGlothlin, Human Resources Director, Larry Foos, Parks and Recreation Director, Scot Stomsness, Public Works Director, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Councilmember Anne Cano.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

5A. Remarks from visitors

Ed Pride – 101 Cottonwood – shared that he did not like the city council subcommittees and felt that they should not be recreated.

PUBLIC HEARINGS

6A. Open and conduct a public hearing to hear testimony regarding the proposed Fiscal Year 2016-17 Budget.

Mayor Gaul opened the public hearing at 7:03 p.m.

There being no public comment the public hearing was closed at 7:03 p.m.
WORK SESSION

7A. Work session on an application for a grant to Texas Parks and Wildlife to develop athletic fields and other park improvements.

Mayor Doug Gaul recused himself from this items.

Larry Foos, Parks and Recreation Director, made the staff presentation. The City Council entered into a memorandum of understanding with the YMCA of Greater Williamson County on July 21, 2016, to jointly develop athletic fields on 11 acres of land leased to the YMCA from the East Williamson County Higher Education Center. Since entering into that agreement, the Texas State Technical College Board of Regents has denied a request to re-assign and extend the land lease from the YMCA to the City of Hutto in order to meet the requirements outlined by Texas Parks and Wildlife for a grant.

With the grant opportunity no longer available for this location, staff requests further Council direction if they should continue seeking this grant and if so with what project.

Mr. Foos presented the development of Creekside Park as a viable location that this grant could be used for. His presentation provided history on Creekside Park, project ideas for park development, preliminary costs, and the grant application process.

Public Comment – Joel Coombs – 101 Meadows Dr. Hutto, Texas – A YMCA representative explained other partnership opportunities that the City and YMCA could consider for future athletic field development.

Discussion continued on the types of fields that would be developed and what amenities would be included.

It was the consensus of the City Council to move forward with pursuing the Texas Parks and Wildlife Grant for the development of Creekside Park on our own and looking for other opportunities to partner with the YMCA.

7B. Work session to discuss the proposed bond referendum election.

Micah Grau, Interim City Manager, made the staff presentation. The following Bond Election Committee members were in attendance: Steven Harris, Mike Glass, Troy McMillin, Bob Clark, Ed Pride, Kelly Gaydos, Michael Cooper, Edgar Padilla, and Pete Correa.

The City Council asked that the committee present a balanced list of proposed projects from parks and recreation to infrastructure and facilities, as well as items that are profitable.

PRESENTATIONS

8A. Presentation and discussion concerning the Quarterly Investment Report.
Melanie Melancon, Finance Director, made the staff presentation. This report provides Council with the City's investment balances, in accordance with the Public Funds Investment Act. The investment report shows cash and investment balances for all funds combined. The City's investment balances as June 30, 2016, were made up of cash, investment pools, and certificates of deposit.

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.

9A. Consideration and possible action on a resolution concerning the issuance of a purchase order to Musco Lighting for athletic field lighting for the Fritz Park improvements project.

9B. Consideration and possible action on a resolution concerning the issuance of a Purchase Order to The PlayWell Group, Inc. for Icon Shelter Systems for the Fritz Park Improvements project.

9C. Consideration and possible action on a resolution concerning the acceptance of the water, wastewater, street, and drainage improvements of the Hutto Crossings Phase 1 Section 3 subdivision.

9D. Consideration and possible action on the meeting minutes for the July 21, 2016 City Council Regular Meeting and the August 1, 2016 Special Called City Council meeting.

MOTION: Councilmember Tom Hines moved to approve items 9A-9D on the consent agency as presented. Mayor Pro-tem Michael Smith seconded the motion.

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

Nays: None

Abstain: None

Absent: Councilmember Lucio Valdez

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

ORDINANCES
10A. Consideration and possible action on the first reading of an ordinance making appropriations for the support of the City of Hutto for the Fiscal Year October 1, 2016 through September 30, 2017, and adopting the annual budget of the City of Hutto for Fiscal Year 2016-17.

Micah Grau, Interim City Manager, made the staff presentation. The proposed Fiscal Year 2016-17 Budget was presented to the City Council on August 4, 2016. Since the presentation, work sessions were held on August 18th and August 25th to review priorities and revenue assumptions. The required budget Public Hearing was held on September 1, 2016. According to the City Charter, the City Council must adopt the budget on or before the last day of the last month of the current fiscal year.

Mr. Grau highlighted the following changes to the budget:

- Funding for Dog Park removed
- Brushy Creek GAP Trail is only reflecting the cash funded portion for design
- Reserves are restored to 25%
- Funds for Pool Feasibility Study Removed

Mr. Grau continued on by outlining the city council priorities and each of the budget funds.

MOTION: Councilmember Tom Hines moved to approve the first reading of an ordinance making appropriations for the support of the City of Hutto for the Fiscal Year October 1, 2016 through September 30, 2017, and adopting the annual budget of the City of Hutto for Fiscal Year 2016-17. 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

Nays: Councilmember Bettina Jordan
Abstain: None
Absent: Councilmember Lucio Valdez

ACTION: The motion carried with 5 ayes and 1 nays.

10B. Consideration and possible action on the first reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2016.

Melanie Melancon, Finance Director, made the staff presentation. On August 4, 2016, the City Council took a record vote on the proposed ad valorem rate. While this vote did not establish the tax rate, it did establish a ceiling for tax rate consideration. The Council set a tax ceiling of $0.558500 per $100 valuation. The City Council will need to adopt a tax rate that corresponds with the 2016-17 Budget.
The impact of the tax rate was discussed as part of the budget presentations. The City Council hosted two public hearings on the proposed ad valorem rate in August.

The proposed rate is divided as follows to meet the debt service requirements of the City:

Maintenance and Operations of the general government (General Fund), a rate of $0.429336 on each $100 valuation of property; debt service on bonds sold for the support of general government, a rate of $0.091107 on each $100 valuation of property.

**MOTION:** Councilmember Nathan Killough moved that the property tax rate be increased by the adoption of a tax rate of $0.520443, which is effectively a 8.34 percent increase in the tax rate. 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 Bettina Jordan
- Nays: None
- Abstain: None
- Absent: Councilmember Lucio Valdez

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

10C. Consideration and possible action on the first reading of an ordinance ratifying an Ad Valorem tax increase for the 2016-17 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2016.

Melanie Melancon, Finance Director, made the staff presentation. House Bill 3195 was adopted by the Texas Legislature during the 2007 legislative session. It requires a separate vote of the governing body to ratify the property tax increase in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code, or other law.

**MOTION:** Councilmember Tom Hines moved to approve the first reading of an ordinance ratifying an Ad Valorem tax increase for the 2016-17 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2016. 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 Bettina Jordan
- Nays: None
- Abstain: None
**Absent:** Councilmember Lucio Valdez

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

10D. Consideration and possible action on an ordinance authorizing the issuance of City of Hutto, Texas General Obligation Bonds, Series 2016; approving a paying agent/registrar agreement, an official statement, and other related documents; awarding the sale of the bonds and authorizing other matters relating to the bonds.

Melanie Melancon, Finance Director, stated that this is the final issuance of the bond from the 2009 bond issuance and introduced Dan Wegmiller, the City’s Financial Advisor, with Specialized Public Finance.

Mr. Wegmiller explained the methods of selling the bonds, the rating conference call, and the bidding process. He also highlighted that our Bond Rating of AA- was reaffirmed.

**MOTION:** Mayor Pro-tem Michael Smith moved to approve the ordinance authorizing the issuance of City of Hutto, Texas General Obligation Bonds, Series 2016; approving a paying agent/registrar agreement, an official statement, and other related documents; awarding the sale of the bonds and authorizing other matters relating to the bonds. Councilmember Anne Cano seconded the motion.

**VOTE:**

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| Nays:                  | Councilmember Nathan Killough |
| Abstain:               | None |
| Absent:                | Councilmember Lucio Valdez |

**ACTION:** The motion carried with 5 ayes and 1 nays.

10E. 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: Bulk, setbacks and buffers.

Helen Ramirez, Development Services Director, made the staff presentation. The bufferyard standards are designed to protect low intensity development from the undesirable implications of abutting higher intensity uses. While the intent of the bufferyard standards are important, staff has found that the existing standards are somewhat excessive, and are also extremely hard to meet. The proposed revisions significantly reduce the required bufferyard widths while still providing an adequate buffer area between incompatible zoning districts. By making the bufferyard standards less restrictive, staff hopes to encourage neighborhood commercial development in Hutto while still protecting homeowners from any undesirable impacts on their property.
Staff proposed a comprehensive revision of the bufferyard standards found in Sec. 10.403.6 of the UDC. The current standards require bufferyards ranging in size from 10 ft. where a proposed multi-family development abuts an existing commercial or industrial development, to 150 ft. where a proposed commercial development abuts an existing single-family development. The proposed amendment would establish three types of bufferyards: low, medium, and high; and bufferyard widths would range from 10 feet to 30 feet depending on the proposed adjacency. In addition, the proposed standards allow for a 5 ft. reduction in the width of the required bufferyard in exchange for construction a 6-8 ft. tall masonry wall.

The reason for this proposed change is that several developers have expressed concern that the existing standards make it difficult to develop certain commercial sites, particularly smaller commercial lots that abut single-family residences to the rear. The existing bufferyard standards often require a larger bufferyard than can reasonably be fit on a site. The proposed changes to the standards are intended to address these difficulties and provide new standards that require bufferyards of an appropriate size relative to the adjacent use.

By amending the bufferyard standards, staff also hopes to encourage commercial and light industrial development in Hutto, while still ensuring high-quality development that protects the quality of life for residents and property owners.

Mayor Gaul opened the public hearing at 8:29p.m.

There being no public comment the public hearing was closed at 8:29p.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: Bulk, setbacks and buffers. Councilmember Anne Cano seconded the motion.

**VOTE:**

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<td>Councilmember Lucio Valdez</td>
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**ACTION:** The motion carried with 6 ayes and 0 nays.

**MOTION:** Mayor Pro-tem Michael Smith 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: Bulk, setbacks and buffers. 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 Bettina Jordan

Nays: None
Abstain: None
Absent: Councilmember Lucio Valdez

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

10F. Consideration of a public hearing and possible action on the first reading of an ordinance amending the SmartCode, Articles 1, 2, 3, 4, 5, 6, and 7.

Helen Ramirez, Development Services Director, made the staff presentation. Staff proposed a number of relatively minor amendments to the SmartCode. The vast majority of these proposed changes are intended to provide increased flexibility for developers, property owners, and staff by making some of the language in the code less restrictive. For example, several changes include replacing the word “shall” with “should” or “may,” which will allow staff and developers the opportunity to determine if a particular provision is necessary for a particular project. Other proposed amendments include changes to the minimums and maximums established throughout the code in order to make those provisions less restrictive. For example, staff is proposing to reduce the minimum pavement width for a rear alley from 24 ft. to 20 ft. in order to require developers to provide less paving. Staff is also proposing to change the maximum density in the T2 zone from 1 unit per 20 acres to 1 unit per 5 acres and proposing a reduction in height minimums in certain transects from two to one story, by warrant. Several of the amendments include removing sections that are confusing and unnecessary. The remaining changes are intended to correct errors or otherwise clean up some of the loose ends that have been identified by staff over time.

Furthermore, the majority of the proposed amendments are designed to encourage the feasibility of New Community Plans on greenfield sites by providing leeway within the language of the code that will provide flexibility for the development community to meet the intent of the SmartCode. SmartCode development will provide a diverse range of housing options for Hutto residents and more opportunities for commercial development so as to create a compact, mixed-use, pedestrian oriented development in areas outside of Old Town Hutto. By amending these SmartCode standards, staff hopes to provide additional flexibility for developers and staff while still ensuring high development in Hutto.

Mayor Gaul opened the public hearing at 8:47p.m.

Brett Corwin – voiced his support of the smart code changes.

There being no further public comment the public hearing was closed at 8:48p.m.
MOTION: Councilmember Tom Hines moved to approve the first reading of an ordinance amending the SmartCode, Articles 1, 2, 3, 4, 5, 6, and 7. 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 Bettina Jordan  
Nays: None  
Abstain: None  
Absent: Councilmember Lucio Valdez

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

MOTION: Councilmember Tom Hines moved to dispense with the second reading of the ordinance amending the SmartCode, Articles 1, 2, 3, 4, 5, 6, and 7. 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 Bettina Jordan  
Nays: None  
Abstain: None  
Absent: Councilmember Lucio Valdez

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

10G. Consideration and possible action on the second and final reading of an ordinance amending Chapter 2: Administration and Personnel; Article 2.03: Personnel; Section 2.03.002: Employee Policies and Procedures of the City of Hutto 2014 Code of Ordinances.

Amy McGlothlin, Human Resources Director, made the staff presentation. Ms. McGlothlin pointed out that the Tobacco Surcharge Policy was removed and the requested language was added.

Councilmember Jordan stated that page 22 still referenced the tobacco surcharge and asked that it be updated to reflect the removal of the policy.

MOTION: Councilmember Anne Cano moved to approve the second and final reading of an ordinance amending Chapter 2: Administration and Personnel; Article 2.03:
Personnel; Section 2.03.002: Employee Policies and Procedures of the City of Hutto 2014 Code of Ordinances, as amended. Councilmember Bettina Jordan seconded the motion.

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

Nays: None
Abstain: None
Absent: Councilmember Lucio Valdez

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

RESOLUTIONS

11A. Consideration and possible action on a resolution concerning an Interlocal Agreement with Hutto I.S.D. for cost sharing related to the construction of a sidewalk.

Helen Ramirez, Development Services Director, made the staff presentation. The City and the Texas Department of Transportation (TxDOT) have entered into an Advanced Funding Agreement wherein TxDOT has agreed to grant $871,200 to the City for the design and construction of a sidewalk on FM 1660 N. A contract bid in the amount of $1,511,340 for the project has been submitted by the low bidder, Chasco Constructors.

The City and Hutto I.S.D. desire to cooperate in cost sharing for the funding of a portion of the project. The City shall administer the design, bid and management of the project and shall be responsible for all funding in excess of Hutto I.S.D’s contribution of $125,000 toward the project.

MOTION: Councilmember Nathan Killough moved to approve resolution concerning an Interlocal Agreement with Hutto I.S.D for cost sharing related to the construction of a sidewalk. 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 Bettina Jordan

Nays: None
Abstain: None
Absent: Councilmember Lucio Valdez

ACTION: The motion carried with 6 ayes and 0 nays.
11B. Consideration and possible action on a resolution concerning the termination of the red light camera contract with American Traffic Solutions.

Dwain Jones, Commander of Support Services made the staff presentation. The City of Hutto and American Traffic Solutions (ATS) signed a five-year agreement on January 22, 2007, for the implementation and operation of three (3) Red Light Enforcement cameras operated within the city limits of Hutto.

In order to better serve the public safety needs of the citizens of Hutto, and to better align city resources in support of current public safety objectives, the Hutto Police Department recommends that the City of Hutto exercise its option stated in Section 4 and not renew the agreement.

MOTION: Councilmember Tom Hines moved to approve the resolution concerning the termination of the red light camera contract with American Traffic Solutions. 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 Bettina Jordan

Nays: None
Abstain: None
Absent: Councilmember Lucio Valdez

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

WORK SESSION

12A. Work session concerning updates to the 2035 Strategic Guide.

This item was pulled from the agenda.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:59p.m.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
The Hutto City Council met in a regular session on Thursday, September 15, 2016, 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, and Councilmember Bettina Jordan. Councilmember Lucio Valdez was absent.

Members of staff that were present were Micah Grau, Interim City Manager, Charlie Crossfield, City Attorney, Larry Foos, Parks and Recreation Director, Earl Morrison, Chief of Police, and Seth Gipson, City Secretary.

INVOCATION

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

PLEDGE OF ALLEGIANCE

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

PROCLAMATIONS

5A. Proclamation declaring Saturday, September 17, 2016, as Get Outdoors Hutto Day.

Mayor Gaul presented to the following proclamation to Larry Foos, Parks and Recreation Director.

Whereas, the City of Hutto recognizes the long lasting benefits of hosting environmental and conservation educational programs emphasizing awareness, appreciation and understanding of our abundant wildlife and natural resources, and

Whereas, the diverse landscapes of forests, deserts, lakes, rivers, mountains and plains serve as places where families and friends create long lasting memories; and

Whereas, the value of opportunities for camping, hunting, fishing, birdwatching, archery, and hiking continue to enrich our lives; and
Whereas, the Hutto Parks and Recreation Department is hosting a free community event celebrating the outdoors at Hutto Lake Park on Saturday, September 17, 2016, from 8 am to 12 pm.

Now, Therefore, I, DOUG GAUL, MAYOR, of the City of Hutto, do hereby proclaim Saturday, September 17, 2016, as

“GET OUTDOORS HUTTO DAY”

In the City of Hutto, I call upon residents to join me in recognizing the contributions of all who work diligently to protect and conserve our wildlife and natural resources for the enjoyment of current and future generations, and I ask that you join me at Hutto Lake Park this Saturday to explore and learn more about the great outdoors.

Proclaimed this the 15th day of September 2016.

PUBLIC COMMENT

6A. Remarks from visitors

There were no remarks from visitors.

WORK SESSION

7A. Work session to discuss the proposed charter election.

Seth Gipson, City Secretary, spoke briefly on the creation of the Charter Review Commission and the review process. The Council members asked the Commission to add a charter review clause, review the appointments of the city attorney, the process to remove a city manager, and review neighboring city charters.

There was a short discussion on the process of appointing boards and commissions and their respective chairs and vice chairs.

The Council also thanked the commission for their time and dedication to this process.

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.

8A. Consideration and possible action on the meeting minutes for the August 4, 2016 City Council Regular Meeting and the August 11, 2016 Joint City Council and ESD Board of Directors meeting.

2 | September 15, 2016 – City Council Meeting Minutes
MOTION: Councilmember Tom Hines moved to approve item 8A on the consent agenda as presented. Councilmember Nathan Killough seconded the motion.

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

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

ORDINANCES

9A. Consideration and possible action on the second and final reading of an ordinance making appropriations for the support of the City of Hutto for the Fiscal Year October 1, 2016 through September 30, 2017, and adopting the annual budget of the City of Hutto for Fiscal Year 2016-17.

Micah Grau, Interim City Manager, made the staff presentation. The ordinance to adopt the Fiscal Year 2016-17 Budget establishes appropriations for the 2017 Fiscal Year. There have been no changes since the first reading of the ordinance.

MOTION: Councilmember Tom Hines moved to approve the second and final reading of an ordinance making appropriations for the support of the City of Hutto for the Fiscal Year October 1, 2016 through September 30, 2017, and adopting the annual budget of the City of Hutto for Fiscal Year 2016-17. 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 Bettina Jordan
Nays: Councilmember Bettina Jordan
Abstain: None
Absent: Councilmember Lucio Valdez

ACTION: The motion carried with 5 ayes and 1 nays.

9B. Consideration and possible action on the second and final reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2016.
Micah Grau, Interim City Manager, made the staff presentation. On August 4, 2016, The City Council took a record vote on the proposed ad valorem tax rate. While this vote did not establish the tax rate, it did establish a ceiling for the tax rate consideration. The City Council set the maximum tax rate to consider at $0.558500 per $100 valuation. The City Council needs to adopt a tax rate that corresponds with the 2016-17 Budget. The City Council hosted two public hearings on the proposed ad valorem tax rate in August.

MOTION: Councilmember Nathan Killough moved that the property tax rate be increased by the adoption of a tax rate of $0.520443, which is effectively an 8.34 percent increase in the tax rate. 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 Bettina Jordan

Nays: None
Abstain: None
Absent: Councilmember Lucio Valdez

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

9C. Consideration and possible action on the second and final reading of an ordinance ratifying an Ad Valorem tax increase for the 2016-17 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2016.

Micah Grau, Interim City Manager, made the staff presentation. House Bill 3195 was adopted by the Texas Legislature during the 2007 legislative session. It requires a separate vote of the governing body to ratify the property tax increase in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code, or other law.

If the proposed tax rate of $0.520443 is adopted, this budget will raise more total property taxes than last year’s budget by $815,839 or 12.2%, and of that amount $276,422 is tax revenue to be raised from new property added to the tax roll this year.

MOTION: Mayor Pro-tem Michael Smith moved to approve the second and final reading of an ordinance ratifying an Ad Valorem tax increase for the 2016-17 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2016. 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 Bettina Jordan
ACTION: The motion carried with 6 ayes and 0 nays.

9D. Consideration and possible action on the first reading of an ordinance regarding the proposed annexation of the Malone Tract, 63.46 acres more or less, of land located on CR 136, southwest of the intersection of FM 1660 South and CR 163.

Micah Grau, Interim City Manager, made the staff presentation. A Municipal Service Plan (MSP) has been drafted per the Council’s directive from their regularly scheduled meeting on July 21, 2016.

The next step in the annexation process, after this first reading, is to conduct the second and final reading of the annexation ordinance. An annexation ordinance requires a second reading prior to final approval.

There was a brief discussion on conducting a Traffic Impact Analysis for that area.

MOTION: Councilmember Tom Hines moved to approve the first reading of an ordinance regarding the proposed annexation of the Malone Tract, 63.46 acres more or less, of land located on CR 136, southwest of the intersection of FM 1660 South and CR 163. 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 Bettina Jordan

Nays: None
Abstain: None
Absent: Councilmember Lucio Valdez

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

RESOLUTIONS

10A. Consideration and possible action on a resolution concerning an Interlocal Facilities Use Agreement with Hutto Independent School District.

Larry Foos, Parks and Recreation Director, made the staff presentation. He provided an overview of the facilities that could be used by both parties, the initial contract terms, and outlined the fee schedule. The Hutto ISD Board of Trustees unanimously approved the agreement at their last meeting.
MOTION: Councilmember Tom Hines moved to approve the resolution concerning an Interlocal Facilities Use Agreement with Hutto Independent School 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 Bettina Jordan  
Nays:  None  
Abstain:  None  
Absent:  Councilmember Lucio Valdez

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

10B. Consideration of a public hearing and possible action on a resolution concerning the submittal of an application for grant funds to the Texas Parks and Wildlife Department for Creekside Park improvements.

Larry Foos, Parks and Recreation Director, made the staff presentation. Council received a presentation on the potential project on September 1, 2016, and were provided with an overview of the costs and the amenity options.

Beth Schreiber, the City's Grant Consultant with Langford Community Management Services, explained the scoring process for these applications and the types of projects that can be funded.

Discussion ensued on potential projects that could be added to the grant application to take the place of a concrete loop trail at Creekside Park. The Council reviewed and determine that they would like to use these grant funds to add a splash pad in Fritz Park and add a playground at Holmstrom Field at Fritz Park.

Mayor Gaul opened the Public Hearing at 7:48p.m.

There being no public comment, Mayor Gaul closed the Public Hearing at 7:48p.m.

MOTION: Councilmember Nathan Killough moved to apply for the full $500,000 grant and to include engineering services, lighting, and substitute the loop trail with a splash pad and playground at Fritz Park and the project not to exceed $1,000,000. Councilmember Bettina Jordan seconded the motion.

VOTE: Ayes:  Mayor Doug Gaul  
Mayor Pro-tem Michael Smith  
Councilmember Anne Cano  
Councilmember Tom Hines  
Councilmember Nathan Killough
ACTION: The motion carried with 6 ayes and 0 nays.

EXECUTIVE SESSION


The City Council recessed into executive session at 7:54 p.m.

The City Council reconvened into regular session at 8:31 p.m.

ACTION RELATIVE TO EXECUTIVE SESSION

11A. Action relative to executive session item 11A.

There was no action taken on this item.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:31 p.m.

CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

ATTEST:

__________________________
Seth Gipson, City Secretary
The Hutto City Council met in a special session on Thursday, September 22, 2016, 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, Councilmember Lucio Valdez, and Councilmember Bettina Jordan.

Members of staff that were present were Micah Grau, Interim City Manager.

PUBLIC COMMENT

3A. Remarks from visitors

PUBLIC HEARINGS

4A. Open and conduct a public hearing to provide information and hear testimony regarding the proposed park project at Creekside Park.

This public hearing was held to hear testimony concerning the proposed park project and the environmental impacts it may have on the floodplain/wetland area.

Mayor Gaul opened the public hearing at 7:00p.m.

There being not public comment, Mayor Gaul closed the public hearing at 7:00p.m.

EXECUTIVE SESSION

5A. Executive Session as authorized by §551.074, Texas Government Code, Personnel Matters, to deliberate the appointment, employment, evaluation, or duties of public officer or employees: City Manager.

The City Council recessed into executive session at 7:00p.m.

The City Council reconvened into regular session at 10:15p.m.
ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 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 regular session on Monday, September 26, 2016, 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 Lucio Valdez, and Councilmember Bettina Jordan. Mayor Pro-tem Michael Smith and Councilmember Nathan Killough were absent.

Members of the Hutto ISD Board of Trustees that were present were Connie Gooding, President, Byron McDaniel, Vice-President, Billie Logiudice, Secretary, Phillip Boutwell, Boardmember, Kelly Farmer, Boardmember, Morgan Hubbard, Boardmember, and Terrence Owens, Boardmember arrived at 7:08 p.m.

Members of City Staff that were present were Micah Grau, Interim City Manager and Seth Gipson, City Secretary.

Members of the Hutto ISD Staff that were present were Dr. Doug Killian, Superintendent and Ed Ramos, Assistant Superintendent.

AGENDA ITEMS

3A. Discussion concerning updates from the City of Hutto on projects, priorities and upcoming events.

Mayor Doug Gaul outlined the City Council’s top 5 priorities: economic development, leadership, public safety, infrastructure, and growth guidance

Micah Grau, Interim City Manager, provided updates on the following:
- FM 685
- FM 1660 N Sidewalk Project
- Enclave Forcemain
- Hutto South Wastewater Treatment Plant
- Fiberline Installation
- Avery Wastewater Interceptor
- Mobility Master Plan
- School Zone Study
- School Resource Officer Agreement
- Facilities Interlocal Agreement
- Farley Lift Station Transition
- Discussed Smart Code Properties
- City Manager Search
- Fall events
- Public Safety Task Force Report Update

There was a short discussion concerning traffic congestion at Carl Stern and FM 685 and County Road 137 and FM 1660 S.

3B. Discussion concerning updates from Hutto Independent School District on projects, priorities and upcoming events.

Dr. Killian, Hutto ISD Superintendent, provided updates on the following:
- Howard Norman Elementary construction and school zones
- Hutto Elementary School drainage issues
- Permitting for projects
- Additional practices fields

Ed Ramos, Assistant Superintendent, presented the second quarterly report from the school district’s demographer. Mr. Ramos provided information on growth compared to other school districts, the fastest growth areas in Hutto, residential activity within the school zones, a ten-year growth forecast by campus, solutions to extend the use of the current elementary schools, and sites for future school facilities.

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

Mayor Doug Gaul provided a brief overview of the action plan that was adopted in October 2015. The governing bodies discussed possible changes to the plan. The consensus was that no changes be made at this time and that the plan be reviewed in January 2017, once the new city manager is onboard.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:11 p.m.

CITY OF HUTTO, TEXAS

________________________________________
Doug Gaul, Mayor

ATTEST:

________________________________________
Seth Gipson, City Secretary
AGENDA ITEM NO.: 8A.  
AGENDA DATE: October 13, 2016

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

ITEM: Consideration of a public hearing and possible action on the first reading of an ordinance concerning the zoning change for the Brooklands (Hutto 150) property, located on 161.80 acres, more or less, of land, out of the William Gatlin Survey, Abstract No. 271, 63.46 acres of Agriculture Land are being added to the existing SmartCode zoned 98.34 acres resulting in an amended SmartCode Regulating Plan for the entire site.

STRATEGIC GUIDE POLICY: Growth Guidance

ITEM BACKGROUND: The applicant is requesting approval of a SmartCode regulating plan for a proposed Traditional Neighborhood Development, which will be known as Brooklands. A Traditional Neighborhood Development (TND), as defined in Sec. 1.3.2 of the SmartCode, is a compact, pedestrian-oriented, mixed-use development. The proposed TND is roughly bounded by CR 137 to the west, Farley Middle School and Ray Elementary School to the north, CR 163 to the east, and Brushy Creek to the south. The proposed regulating plan will apply to five tracts, which together comprise approximately 161.80 acres of land. Four of the tracts are currently zoned SmartCode, while the fifth, known as the Malone Tract, is currently in the process of being annexed into the City limits, and is therefore not yet zoned. The annexation of this tract is scheduled to be approved by City Council on October 13, 2016. The four tracts zoned SmartCode are currently subject to a regulating plan known as Shiloh at Jake’s Bridge, which was approved by City Council on April 15, 2010. The approved regulating plan for these properties was never developed, and the developer has since abandoned the project. In addition to the five contiguous parcels of land that fall under the proposed regulating plan, there is one additional 17.26 acre parcel that is zoned SmartCode. This parcel was included as part of the original regulating plan for Shiloh at Jake’s Bridge. However, the owner of this tract has elected not to be included in the proposed regulating plan. Therefore, this parcel will remain zoned SmartCode, but no regulating plan will pertain to it. If this parcel is ever developed, a separate regulating plan would be required for it at that time. The proposed regulating plan for the above referenced 161.80 acres will serve to replace the existing Shiloh at Jake’s Bridge regulating plan. The applicant is currently under contract to purchase four separate tracts, which together comprise 151.80 acres. The remaining 10.0 acres is owned by Mr. Daire O’Ceallag, and will be developed separately. However, all five tracts will be part of the same regulating plan.
The proposed regulating plan consists of 161.80 acres, and will include 608 single-family homes and 16.18 acres of commercial/mixed-use development. The applicant is proposing a combination of T1, T3, T4, and T5 development outlined in the table below (see attached Transect Exhibit). The proposed allocation of transects is consistent with Article 6, Table 14 of the SmartCode.

<table>
<thead>
<tr>
<th>Transect</th>
<th>Area</th>
<th>Percent Development</th>
<th>Required Min/Max</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>T5</td>
<td>16.18 ac</td>
<td>10%</td>
<td>10% - 30%</td>
<td>Commercial / Mixed-Use</td>
</tr>
<tr>
<td>T4</td>
<td>95.25 ac</td>
<td>58.87%</td>
<td>30% - 60%</td>
<td>Single-family residential</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(40’ and 50’ lots, alley loaded)</td>
</tr>
<tr>
<td>T3</td>
<td>36.81 ac</td>
<td>22.75%</td>
<td>10% - 30%</td>
<td>Single-family residential</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(68’ lots); detention; and HOA park</td>
</tr>
<tr>
<td>T1</td>
<td>13.56 ac</td>
<td>8.38%</td>
<td>No Min</td>
<td>HOA park / Open Space</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(floodplain and dump site area)</td>
</tr>
</tbody>
</table>

The applicant will be responsible for developing the proposed single-family housing, as well as the related streets, drainage, and open space within the development (those areas designated as T1, T3, and T4 on the attached exhibits). Of the proposed 16.18 acres designated as T5, 10.0 acres will be developed by Mr. O’Ceallag, and the remaining 6.18 acres will most likely be sold to a commercial developer to be developed separately. All proposed development will be required to comply with the standards outlined in the SmartCode. The 95.25 acres of proposed T4 development will consist of small single-family homes with rear alleys, as required by the SmartCode. Within the area designated as T4, there will be 516 lots. Of these, 323 will be 40-foot wide lots, and 193 will be 50-foot wide lots. All of the proposed T4 lots will have frontage on a local street, as well as rear access from an alley, as required by Article 6, Table 14 of the SmartCode.

The area designated on the regulating plan as T3 will consist of 92 lots, which will each measure 68 feet wide and approximately 125 feet deep, for an approximate area of 8,500 sq. ft. In addition to the 92 lots, the applicant is also proposing two pocket parks and a detention pond within the T3 transect area. One of these pocket parks, which is 0.59 acres in size and located near the center of the development, will serve as the Main Civic Space for the development, as required by Sec. 3.5.3(c) of the SmartCode. The second pocket park within the T3 transect is 0.32 acres in size, and will service
the northeast quadrant of the development. The proposed detention pond, which is located in the southeast quadrant of the development, will be approximately 9.18 acres in size, the majority of which is located within the floodplain. There are two areas designated on the regulating plan as T1. The first, which is located in the northeast quadrant of the development, is 5.92 acres in size. This area is currently the site of a former privately owned dump site, which was at one time leased by the City of Hutto, but is no longer in use. The City of Hutto will require that the site be remediated prior to approval of the Final Plat for that area. Once remediated, the current dump site will serve to meet the Civic Space requirement of the SmartCode, as outlined in Sec. 3.5.3 (a). When the proposed Section 7 is developed (see attached Phasing Exhibit), the 5.35 acre site will serve as open space, and is proposed to be owned and maintained by the Homeowners’ Association (HOA). The second area within the regulating plan that is designated as T1 is the area near Brushy Creek, most of which is located within the floodplain. Of this area, 0.66 acres will be a pocket park, which will service the southeast quadrant of the development. The remaining 6.86 acres will serve as an HOA park for residents of the development, and will serve to provide access to Brushy Creek. During the platting phase, an access easement for the Brushy Creek trail system will be required through the 6.86 acre lot.

The proposed SmartCode development will include a total of six HOA parks, totaling 14.11 acres, or 8.72% of the total development area. In addition to the two larger HOA park areas, the applicant has proposed a Main Civic Space, and three pocket parks, which are distributed through the development. Per Sec. 3.5.3(d), a pocket park is required within 1,000 feet of each residential lot. With the exception of one lot, which is located in the far southwestern corner of the development, each residential lot is within 1,000 feet of a pocket park. Staff has administratively approved a warrant request for a 10% deviation from this requirement in order to permit that lot to be located within 1,100 feet of the Main Civic Space (see attached Pocket Park Exhibit). In addition to the proposed HOA parks, the developer will also be required to pay parkland development fees and fees in-lieu of parkland dedication. At this time, the City will not accept any parkland for this development, and all proposed park areas and open space is proposed to be owned and maintained by the Homeowners’ Association. Required parkland fees are estimated to be approximately $445,247.

The applicant is proposing five different types of right-of-way dedication (see attached Thoroughfare Exhibit), including a 60-foot right-of-way, which will run east/west through the development from CR 137, terminating at CR 163. The existing CR 163 is a narrow dirt road, which will not be part of the proposed subdivision. Williamson County is currently in the process of abandoning that road, and it will ultimately become a private access driveway for the adjacent property. However, the proposed subdivision will include four stub-outs to CR 163 in order to provide connectivity when that land is developed. On the west side of the development, adjacent to CR 137, the developer will dedicating 15 feet of right-of-way. CR 137 is currently an 80-foot right-of-way. However, it is a designated Minor Arterial street, for which the minimum right-of-way width, as Per UDC Sec. 10.511.12, is 110 feet. Therefore, the developer is responsible for dedicating half of the difference to meet the minimum width. A Traffic Impact Analysis (TIA) was not required for this development. However, the City is currently in the process of conducting a TIA, which will serve to assess the traffic impacts of the proposed development on CR 137. Per Sec. 1.6.1(c) of the SmartCode, the developer will be responsible for the proportionate share of any necessary improvements to accommodate the development.
The proposed main east/west street through the development will have sidewalks, street trees, and bike lanes on both sides of the street. In addition to this main street, there will also be a number of 32-foot wide local streets, as well as 16-foot wide alleys and shared use paths. All local streets will have sidewalks and street trees on both sides. The proposed alleys to the side or rear of all single-family homes in the T4 transect will serve as access to the garage for each home. The majority of the single-family lots in the T4 transect will have access from the rear. However, those lots located at the ends of each block will have garage access from the side of the lot. Per Sec. 5.10.2(b) of the SmartCode, side entry garages in the T4 transect are permitted by warrant. Therefore, staff has administratively approved a warrant request for the proposed side-entry garages for the lots located on the ends of each block. In addition to garage access, trash collection will also occur from the alley. Staff has discussed the proposed 16-foot alley width with the City’s trash collection provider, and they have stated that the proposed width is sufficient for their trash collection trucks. In addition to the streets and alleys, the developer is also proposing several shared use paths, or greenlinks. The proposed paths serve to break up the lengths of long blocks for pedestrian connectivity and to provide pedestrian access to Farley Middle School from within the subdivision. The City is currently working with HISD to determine the exact location of the proposed greenlink.

Below is a breakdown of the proposed right-of-way types, including a description of the proposed cross-section for each (see attached Thoroughfare Exhibit and cross-section details). Cross-section details that are not included in the attached exhibits are detailed in Article 6, Table 4C of the SmartCode.

<table>
<thead>
<tr>
<th>Right-of-Way Type</th>
<th>ROW Width</th>
<th>Pavement Width</th>
<th>Sidewalks</th>
<th>Street Trees</th>
<th>Bike Lane</th>
<th>On-Street Parking</th>
</tr>
</thead>
</table>
The proposed network of streets provides a high level of connectivity, with the majority of streets connecting to other existing or planned streets. Dead-end streets and cul-de-sacs have been minimized to the greatest extent possible. Per Sec. 3.7.1(f), all thoroughfares are required to terminate at other thoroughfares in order to provide a street network, and cul-de-sacs are allowed only to accommodate unique site conditions. As demonstrated in the attached regulating plan, the proposed subdivision includes only one dead-end street in the northeast quadrant of the site. In this location, the regulating plan shows a cul-de-sac type circle, which is required for fire access due to the length of the proposed dead-end street in this location. Staff has administratively approved a warrant for the proposed cul-de-sac due to the fact that the cul-de-sac is required by the Fire Code. In addition, this proposed dead-end street will connect through to the adjacent property to the east when it is developed. Per Article 6, Table 14 of the SmartCode, the maximum block perimeters are 2,400 ft. in the T3 transect, and 2,000 ft. in the T4 transect. The attached Block Perimeter Exhibit demonstrates compliance with this standard. As stated above, pedestrian greenlinks have been provided to break up the length of large blocks and provide increased pedestrian connectivity thought the development.

Staff finds that all requested warrants for the proposed regulating plan meet the intent of the SmartCode, as outlined in Sec. 1.3. Therefore, staff has administratively approved the following warrant requests:
<table>
<thead>
<tr>
<th>Warrant Request</th>
<th>SmartCode Section</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;1,000 ft. distance between pocket</td>
<td>3.5.3(d)</td>
<td>Per Sec. 1.5.2, a dimensional deviation of less than 10% may be granted. There is one lot that is located more than 1,000 ft. from a pocket park, but it is within 1,100 ft., so the 10% dimensional deviation applies.</td>
</tr>
<tr>
<td>park and single-family lots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dead-end cul-de-sac in northeast</td>
<td>3.7.1(f)</td>
<td>Cul-de-sacs are permitted by warrant to accommodate specific site conditions, only. The proposed dead-end is necessary due the constraints regarding the existing dump site and abandonment of CR 163.</td>
</tr>
<tr>
<td>corner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side-loaded garages in T4 transect</td>
<td>5.10.2(b)</td>
<td>The T4 transect requires garages entrances on the back of the home, but side-entry garages may be permitted by warrant. Due to the proposed configuration of the rear alleys, the lots on both ends of each block require access from the side instead of the rear.</td>
</tr>
</tbody>
</table>

Eighteen (18) notification letters were sent out to property owners within 200 feet of the subject parcels. Staff has received three (3) letters of support for the proposed development (see attached). The first is from Mr. O’Ceallag, the owner of the 10 acre tract in the northwest quadrant of the proposed regulating plan. The second is from Patricia Ann Malone Sharpe, the current owner of the Malone tract, which is included in the proposed regulating plan and is currently under contract by the developer. The third letter of support comes from the Hutto Independent School District (HISD).

All property owners within 200 feet have been notified by mail of the proposed zoning change.

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

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

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**
The Planning and Zoning Commission recommended approval to City Council on October 4, 2016. Staff will update Council on the recommendation at the meeting.
CITY ATTORNEY REVIEW:
Not applicable.

STAFF RECOMMENDATION:
Staff finds that the proposed SmartCode regulating plan meets the intent of all provisions outlined in the SmartCode. Therefore, staff recommends that the City Council approve the ordinance. City Council may dispense the second reading of the ordinance.

SUPPORTING MATERIAL:
1. Ordinance - Brooklands (Hutto 150) Zoning Change
2. Exhibit A - Brooklands (Hutto 150) Zoning Property Description and Regulating Plan
3. Public Hearing Notice - Brooklands (Hutto 150) Zoning Change
ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HUTTO, AND MAKING THIS AMENDMENT A PART OF THE SAID OFFICIAL ZONING MAP, TO WIT: TO CHANGE THE ZONING FOR THE PROPERTIES KNOWN AS BROOKLANDS (HUTTO 150), 161.80 ACRES, MORE OR LESS, OF LAND, COMPRISED OF FIVE TRACTS OF LAND OUT OF THE WILLIAM GATLIN SURVEY, ABSTRACT NO. 271, 63.46 ACRES OF AGRICULTURE LAND ARE BEING ADDED TO THE EXISTING SMARTCODE ZONED 98.34 ACRES RESULTING IN AN AMENDED SMARTCODE REGULATING PLAN FOR THE ENTIRE SITE; IN WILLIAMSON COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, TO SC (SMARTCODE) ZONING DISTRICT; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, REPEALING CLAUSE, OPEN MEETING CLAUSE, PENALTY CLAUSE AND EFFECTIVE DATE.

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

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed change in zoning on the 4th day of October, 2016, and;

WHEREAS, on the 13th day of October, 2016, after proper notification, the City Council held a public hearing on the requested amendment, and;

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

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

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

SECTION I.

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

1) Consistency (or lack thereof) with the Comprehensive Plan; and
2) Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and
3) Suitability of the property affected by the amendment for uses permitted by the district that would be made applicable by the proposed amendment; and
4) Suitability of the property affected by the amendment for uses permitted by the district applicable to the property at the time of the proposed amendment; and
5) Availability of water, wastewater and stormwater facilities suitable and adequate for the proposed use.

That the Official Zoning Map of the City of Hutto, Texas, is hereby amended so that the zoning classification of the property described in the Exhibit “A”, attached hereto and incorporated herein shall be, and is hereafter to now be designated as SC (SmartCode) Zoning District.
SECTION II. Publication Clause

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

SECTION III. Severability Clause

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

SECTION IV. Repealing Clause

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

SECTION V. Open Meeting Clause

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

SECTION VI. Effective Date

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

READ and APPROVED on first reading on this the 13th day of October, 2016 at a meeting of the Hutto, Texas City Council; there being a quorum present.

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

READ, PASSED and ADOPTED on first reading of ordinance this 13th day of October, 2016 at a meeting of the Hutto, Texas City Council; there being a quorum present.

THE CITY OF HUTTO, TEXAS

__________________________
Doug Gaul, Mayor

Attest:

__________________________
Seth Gipson, City Secretary
DESCRIPTION OF A 52.66 ACRE TRACT PREPARED BY DELTA SURVEY GROUP INC., IN MAY 2016, LOCATED IN THE WILLIAM GATLIN SURVEY, ABSTRACT NUMBER 271, WILLIAMSON COUNTY, TEXAS, AND BEING A PORTION OF THE REMAINDER OF A CALLED 79.93 ACRE TRACT DESCRIBED IN DOCUMENT NUMBER 2006029584, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID 52.66 ACRE TRACT AS SHOWN ON ATTACHED PLAT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a ½ inch iron rod with "LENZ" cap found in the east right-of-way (ROW) line of County Road 137, same being a north corner of a remainder of a called 8.749 acre tract described in Document Number 199961968, Official Public Records, Williamson County, Texas, also being the northwest corner of a called 17.26 acre tract described in Document Number 2013118833, Official Public Records, Williamson County, Texas, and also being the southwest corner of said remainder of 79.93 acres tract for the POINT OF BEGINNING;

THENCE with the east ROW line of said County Road 137, same being the west line of said remainder of 79.93 acres tract the following three (3) courses and distances:

1. N22°01'20"E a distance of 594.85 feet to a ½ inch iron rod found,
2. with the arc of a curve to the left a distance of 330.03 feet, through a central angle of 09°16'09" , having a radius of 2040.00 feet, and whose chord bears N17°27'39"E , a distance of 329.67 feet to a ½ inch iron rod with "DIAMOND" cap found, and
3. N12°49'39"E a distance of 384.46 feet to a ½ inch iron rod with "FOREST" cap found for the northwest corner of said remainder of 79.93 acres tract, same being the southwest corner of a called 10.00 acre tract described in Document Number 2013118835, Official Public Records, Williamson County, Texas;

THENCE leaving the east ROW line of said County Road 137, with south and east lines of said 10.00 acre tract, same being north and west lines of said remainder of 79.93 acres tract the following two (2) courses and distances:

1. S77°12'58"E a distance of 622.29 feet to a ½ inch iron rod with "FOREST" cap found, and
2. N12°49'28"E a distance of 700.02 feet to a ½ inch iron rod with "FOREST" cap found in the south line of a called 35.67 acre tract described in Document Number 2003108293, Official Public Records, Williamson County, Texas, same being the northeast corner of said 10.00 acre tract, and also being a northwest corner of said remainder of 79.93 acres tract;

THENCE with the south line of said 35.67 acres tract, same being the north line of said remainder of 79.93 acres tract, S77°13'34"E a distance of 429.61 feet to a ½ inch iron rod with
52.66 Acres
William Gatlin Survey

“BAKER/AICKLEN” cap found for the northeast corner of said remainder of 79.93 acres tract, and also being the northwest corner of a remainder of the Second Parcel, Second Tract (26 1/2 acres) described in Volume 612, Page 806, Official Public Records, Williamson County, Texas;

THENENCE leaving the south line of said 35.67 acre tract, with the east line of said remainder of 79.93 acres tract, same being the west line of said Second Tract, S07°48'57"W a distance of 2608.34 feet to a 11” hackberry found for the southwest corner of said Second Tract, same being a northwest corner of a called 5.741 acre tract, described in Document Number 2006110918, Official Public Records, Williamson County, Texas, and also being a northeast corner of said 17.26 acre, and also being the southeast corner of said remainder of 79.93 acres tract, from which a 1/2 inch iron rod with “LENZ” cap found bears N00°57'07"E a distance of 0.48 feet;

THENENCE with the south line of said remainder of 79.93 acres tract, same being the north line of said 17.25 acres tract, N54°05'27"W a distance of 1523.35 feet to the POINT OF BEGINNING and containing 52.66 acres of land, more or less.

BEARING BASIS: Texas State Plane Coordinate System (Central Zone) NAD83/CORS

I, John E. Brautigam, hereby certify that the foregoing description represents an on-the-ground survey performed under my direction and supervision during February 2016, and is true and correct to the best of my knowledge and belief.

05-25-16
Date

John E Brautigam
Registered Professional Land Surveyor
No. 5057-State of Texas

Delta Survey Group, Inc.
8213 Brodie Lane, Suite 102
Austin, Texas 78745
TBPLS Firm No. 10004700
DESCRIPTION OF A 35.68 ACRE TRACT PREPARED BY DELTA SURVEY GROUP INC., IN MAY 2016, LOCATED IN THE WILLIAM GATLIN SURVEY, ABSTRACT NUMBER 271, WILLIAMSON COUNTY, TEXAS, AND BEING A PORTION OF A REMAINDER OF THE SECOND PARCEL, FIRST TRACT (26 ½ ACRES) AND SECOND TRACT (26 ½ ACRES) DESCRIBED IN VOLUME 612, PAGE 806, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND ALL OF A CALLED 3.757 ACRE TRACT DESCRIBED IN DOCUMENT NUMBER 2006110919, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID 35.68 ACRE TRACT AS SHOWN ON ATTACHED PLAT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a ½ inch iron rod with “Delta Survey” cap set in the west right-of-way (ROW) of Swindoll Lane (ROW 60’), same being the northeast corner of said First Tract, and also being the southeast corner of a called 35.67 acre tract described in Document Number 2003108293, Official Public Record, Williamson County, Texas for the POINT OF BEGINNING;

THENCE with the east line of said First Tract, same being the west ROW line of said Swindoll Lane, S07°42'25"W a distance of 296.27 feet to a ½ inch iron rod with “Delta Survey” cap set for an east corner of said First Tract, and also being the northwest corner of a remainder of 46.92 acres described in Volume 601, Page 328, Official Public Records, Williamson County, Texas;

THENCE with the east line of said First Tract and said 3.757 acre tract, same being west lines of a remainder of 46.92 acres described in Volume 601, Page 328, Official Public Records, Williamson County, Texas and a remainder of 133.7 acre tract described in Volume 466, Page 352, Official Public Records, Williamson County, Texas, S08°09'18"W at a distance of 681.33 feet passing 5/8” iron rod found for the common west corner of said remainder of 46.92 acres tract and said remainder of 133.7 acres tract, at a distance of 1763.87 feet passing the common east corner of said First Tract and said 3.757 acre tract, for a total distance of 2318.74 feet to a ½ inch iron rod with “LENZ” cap found for the southeast corner of said 3.757 acre tract, same being the northeast corner of a remainder of 43.251 acres tract, described in Document Number 199961968, Official Public Records, Williamson County, Texas, also being the northwest corner of a called 10.00 acre tract, described in Volume 624, Page 263, Official Public records, Williamson County, Texas, and also being the southwest corner of said remainder of 133.7 acres tract;

THENCE with the south line of said 3.757 acre tract and said Second Tract, same being the north line of said remainder of 43.251 acres tract and a called 5.741 acre tract described in Document Number 2006110918, Official Public Records, Williamson County, Texas, N81°18'41"W a distance of 587.55 feet to an 11” Hackberry found for the southwest corner of said Second Tract, same being a northwest corner of said 5.741 acre tract, and also being a northeast corner of a called
35.68 Acres
William Gatlin Survey

17.26 acre tract described in Document Number 2013118833, Official Public Records, Williamson County, Texas, and also being the southeast corner of a remainder of 79.93 acres tract described in Document Number 2006029584, Official Public Records, Williamson County, Texas, from which a ½ inch iron rod with "LENZ" cap found bears N00°57'07"E a distance of 0.48 feet;

THENCE with the west line of said Second Tract, same being the east line of said remainder of 79.93 acres tract, N07°48'57"E a distance of 2608.34 feet to a ½ inch iron rod with "BAKER/AICKLEN" cap found for a south corner of said 35.67 acre tract, same being the northeast corner of said remainder of 79.93 acres tract and also being the northwest corner of said Second Tract;

THENCE with a south line of said 35.67 acre tract, same being the north line of said Second Parcel, S81°57'48"E a distance of 600.65 feet to the POINT OF BEGINNING and containing 35.68 acre of land, more or less.

BEARING BASIS: Texas State Plane Coordinate System (Central Zone) NAD83/CORS

I, John E. Brautigam, hereby certify that the foregoing description represents an on-the-ground survey performed under my direction and supervision during February 2016, and is true and correct to the best of my knowledge and belief.

05-25-16
Date

[Signature]
John E Brautigam
Registered Professional Land Surveyor
No. 5057-State of Texas

Delta Survey Group, Inc.
8213 Brodie Lane, Suite 102
Austin, Texas 78745
TBPLS Firm No. 10004700
63.46 Acres
William Gatlin Survey

DESCRIPTION OF A 63.46 ACRE TRACT PREPARED BY DELTA SURVEY GROUP INC., IN MAY 2016, LOCATED IN THE WILLIAM GATLIN SURVEY, ABSTRACT NUMBER 271, WILLIAMSON COUNTY, TEXAS, AND BEING A PORTION OF THE REMAINDER OF A CALLED 46.92 ACRE TRACT DESCRIBED IN VOLUME 601, PAGE 328, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, ALSO BEING A PORTION OF A REMAINDER OF 133.7 ACRES DESCRIBED IN VOLUME 466, PAGE 352, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, ALSO BEING ALL OF A CALLED 5.00 ACRE TRACT DESCRIBED IN VOLUME 1617, PAGE 572, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, AND ALSO BEING ALL OF A CALLED SAID 63.46 ACRE TRACT AS SHOWN ON ATTACHED PLAT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a ½ inch iron rod with “Delta Survey” cap set for the northwest corner of said remainder of 46.92 acres, same being the southwest terminus of Swindoll Lane right-of-way (ROW)(ROW 60′), and also being in the east line of the remainder of the Second Parcel, Second Tract (26 ½ acres) described in Volume 612, Page 806, Official Public Records, Williamson County, Texas for the POINT OF BEGINNING;

THENCE with the north line of said remainder of 46.92 acres, same being the south line of said Swindoll Lane and the south line of a remainder of a called 15.01 acre tract described in Document Number 2006012928, Official Public Records, Williamson County, Texas, S82°00′41″E a distance of 902.56 feet to a ½ inch iron rod with “LENZ” cap found in the west ROW line of County Road 163 (ROW width unknown) same being the southeast corner of said remainder of 15.01 acres tract, and also being the northeast corner of said remainder of 46.92 acres tract;

THENCE with the west ROW line of said County Road 163, same being the east line of said remainder of 46.92 acres and said remainder of 133.7 acres tract, S07°53′51″W a distance of 2313.91 feet to a 5/8″ iron rod found for the southeast corner of said remainder of 133.7 acres tract, same being the northeast corner of a called 10.00 acre tract described in Document Number 2008093458, Official Public Records, Williamson County, Texas;

THENCE leaving the west ROW line of said County Road 163, with a south line of said remainder of 133.7 acres tract, same being the north line of said 10.00 acre tract, N82°48′45″W a distance of 281.24 feet to a 3/8 inch iron pipe found for the northwest corner of said 10.00 acre tract, same being the northeast corner of a called 5.00 acre tract described in Volume 1617, Page 572, Official Public Records, Williamson County, Texas;

THENCE leaving the south line of said remainder of 133.7 acres tract, with the west line of said 10.00 acre tract, same being the east line of said 5.00 acre tract, S08°03′27″W a distance of 709.44
feet to a 3/8 inch iron pipe found for the southeast corner of said 5.00 acre tract, same being the northeast corner of a remainder of a called 10.00 acre tract described in Document Number 2014052238, Official Public Records, Williamson County, Texas;

**THENCE** leaving the west line of said 10.00 acre tract, with the south line of said 5.00 acre tract, same being the north line of said remainder of 10.00 acres tract, N82°50'01"W a distance of 313.44 feet to a 3/8 inch iron pipe found in the east line of a called 10.00 acre tract described in Volume 624, Page 263, Official Public Records, Williamson County, Texas, same being the southwest corner of said 5.00 acre tract, and also being the northwest corner of said remainder of 10.00 acres tract;

**THENCE** with the west line of said remainder of 10.00 acres tract, same being the east line of said 10.00 acre tract described in Volume 624, Page 263, S09°08'13"W a distance of 611.92 feet to a calculated point in the approximate centerline of Brushy Creek, same being the southeast corner of said 10.00 acre tract described in Volume 624, Page 263, and also being the southwest corner of said remainder of 10.00 acre tract;

**THENCE** with the called approximate centerline of Brushy Creek, same being the south line of said 10.00 acre tract described in Volume 624, Page 263, S77°35'39"W a distance of 330.12 feet to a calculated point for the southwest corner of said 10.00 acre tract described in Volume 624, Page 263, same being the southeast corner of a remainder of 43.251 acres tract described in Document Number 199961969, Official Public Records, Williamson County, Texas;
63.46 Acres
William Gatlin Survey

THENCE with the west line of said 10.00 acre tract described in Volume 624, Page 263, the west line of said remainder of 133.7 acres tract and the west line of said remainder of 46.92 acres tract, same being the east line of said remainder of 43.251 acres tract, the east line of a called 3.757 acre tract described in Document Number 2006110919, Official Public Records, Williamson County, Texas and the east line of said remainder of Second Tract, N08°09'18"E a distance of 3758.63 feet to the POINT OF BEGINNING and containing 63.46 acres of land, more or less.

BEARING BASIS: Texas State Plane Coordinate System (Central Zone) NAD83/CORS

I, John E. Brautigam, hereby certify that the foregoing description represents an on-the-ground survey performed under my direction and supervision during February 2016, and is true and correct to the best of my knowledge and belief.

05-25-16
Date

John E Brautigam
Registered Professional Land Surveyor
No. 5057-State of Texas

Delta Survey Group, Inc.
8213 Brodie Lane, Suite 102
Austin, Texas 78745
TBPLS Firm No. 10004700
EXHIBIT "A"

FOREST SURVEYING AND MAPPING CO.
T.B.P.L.S Firm # 10002000
1002 Ash St.
Georgetown, Tx. 78626

DESCRIPTION FOR BLS STRATEGIC INVESTMENTS LLC – DAIRED O'CEALLAG

BEING 10.00 ac. of the William Gatlin Heirs Survey, Abstract No. 271 in Williamson County, Texas; part of the 79.93 acre property that was conveyed to BLS Strategic Investments LLC as described in Doc. 2006029584, of the Official Public Records of Williamson County, Texas (OPRWCT). This tract was surveyed on the ground in December of 2013 under the direction of William F. Forest, Jr., Registered Professional Land Surveyor No. 1847. Survey note: The bearing basis for this survey is the State Plane Coordinate System, Grid North, Texas Central Zone.

BEGINNING at an iron pin which was found in the East line of County Road 137, at the Northwest corner of the said 79.93 acre tract and at the Southwest corner of the 35.67 acre property that was conveyed to Hutto I.S.D. as described in Doc. 2003108291 (OPRWCT).

THENCE with the North line of the said 79.93 acre tract and the South line of the said 35.67 acre tract, S 75°47'00" E 622.3 feet to a ¼ inch capped iron pin which was set for the Northeast corner of this parcel.

THENCE S 14°15'41" W 700.02 feet to a ¼ inch capped iron pin which was set for the Southeast corner of this parcel.

THENCE N 75°47'00" W 622.30 feet to a ¼ inch capped iron pin which was set for the Southwest corner of this parcel.

THENCE with the East line of County Road 137, N 14°15'41" E 1084.55 feet to the POINT OF BEGINNING.

I, WM. F. FOREST, JR., do hereby certify that this survey was made on the ground of the property legally described hereon under my supervision. This description is true and correct to the best of my knowledge and belief. The attached plat identifies any significant boundary line conflicts, shortages in area, apparent protrusions, intrusions or overlapping of improvements. This property abuts a public roadway, except as shown. Ownership and easement information for this tract has not been researched except as shown on the attached plat.

TO CERTIFY WHICH, WITNESS my hand and seal at Georgetown, Texas, this the 21st day of December of 2013, A.D. File:oceallag 10 ac.doc

[Signature]
WM. F. FOREST JR.
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 1847
Transect Exhibit

Brooklands

Adjusted Pedestrian Shed
Community Boundary

T1 - 13.56 ac - 8.38%
T3 - 36.81 ac - 22.75%
T4 - 95.25 ac - 58.87%
T5 - 16.18 ac - 10.00%
Total - 161.80 ac

1" = 500'

10 ac (by others)
1/4 mile Pedestrian Shed
Main Civic Space (.59 ac)

1" = 500'
Pocket Park / Civic Acreage Ped Shed - 7.53 ac
Pocket Park / Civic Percentage Ped Shed - 5.33%
(total ped shed acreage 141.06 ac)
HOA Park and Open Space

Total Acreage 14.11 ac.

Total Out of Floodplain = 8.19 ac.
Total in Floodplain = 5.92 ac.

* Proposed Park dedication not accepted by the Parks Dept. and will be maintained by the HOA for the use of community residents.
Thoroughfare Exhibit

Brooklands

Shared Use Path PA-16-10
- as per SmartCode Article 6, Table 4C

Rear Alley RA-20-16

Street ST-50-32 (B-Grid street)
- as per SmartCode Article 6, Table 4C

Main Boulevard MB-60-36 (A-Grid street)

Main Boulevard with Median MB-68-36-Median (A-Grid street)

1" = 400'
### Rear Alley Detail (RA-20-16)

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<thead>
<tr>
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<td>Transect Zone Assignment</td>
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<td>Pavement Width</td>
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<td>Traffic Lanes</td>
<td>1 Shared</td>
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<td>Parking Lanes</td>
<td>None</td>
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<td>Curb Radius</td>
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<td>Walkway Type</td>
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<td>Transportation Provision</td>
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Main Blvd (Median) Detail  
(MB-68-36-Median)

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<tr>
<th>Thoroughfare Type</th>
<th>Main Boulevard with Median</th>
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<td>Pavement Width</td>
<td>44’ with 8’ wide median</td>
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<td>Traffic Lanes</td>
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<td>Bike Lanes</td>
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<td>Curb Radius</td>
<td>10’</td>
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<td>Walkway Type</td>
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<td>Planter Type</td>
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<td>Landscape Type</td>
<td>trees 30’ o.c.</td>
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<tr>
<td>Transportation Provision</td>
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### Main Blvd Detail (MB-60-36)

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<thead>
<tr>
<th>Thoroughfare Type</th>
<th>Main Boulevard</th>
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</thead>
<tbody>
<tr>
<td>Transect Zone Assignment</td>
<td>T3, T4, T5</td>
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<tr>
<td>Right-of-Way Width</td>
<td>60'</td>
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<td>Pavement Width</td>
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<td>Movement</td>
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<td>Design Speed</td>
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<tr>
<td>Pedestrian Crossing Time</td>
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<tr>
<td>Traffic Lanes</td>
<td>2</td>
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<tr>
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<td>both sides @ 8' marked</td>
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<tr>
<td>Curb Radius</td>
<td>10'</td>
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<td>Walkway Type</td>
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<td>Landscape Type</td>
<td>trees 30’ o.c.</td>
</tr>
<tr>
<td>Transportation Provision</td>
<td>BR</td>
</tr>
</tbody>
</table>
NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS THAT THE HUTTO PLANNING AND ZONING COMMISSION AND THE HUTTO CITY COUNCIL WILL HOLD TWO SEPARATE PUBLIC HEARINGS REGARDING:

The proposed zoning change request for the properties to be known as **Hutto 151**, 151.79 acres, more or less, of land, comprised of four tracts of land out of the William Gatlin Survey, Abstract No. 271, 63.46 acres of Agriculture Land are being added to the existing SmartCode zoned 88.33 acres resulting in an amended SmartCode Regulating Plan for the entire site.

The public hearings will be held on:
October 4, 2016 at 7:00 p.m. and
October 13, 2016 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: September 18, 2016
AGENDA ITEM NO.: 9A.  
AGENDA DATE: October 13, 2016

PRESENTED BY: Seth Gipson, City Secretary

ITEM: Work session to discuss updates to the City Council Protocol Policy.

STRATEGIC GUIDE POLICY: Leadership

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

In 2015, the Leadership and Legislative Subcommittee reviewed the Council Relations Policy and identified other policies that had been established throughout the years. They codified those policies into one document called the City Council Protocol Policy, which was approved in August 2015.

Since that time, staff has reviewed the policy and identified several items that require updating. This work session will be to discuss those changes and any others that the council deems necessary.

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. Draft - City Council Protocol Policy
City Council Protocol Policy

August 6, 2015
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1 Overview of Roles and Responsibilities

a) Role of the Mayor

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

b) Role of Mayor Pro-tem

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

The Mayor Pro-tem shall:
1) Act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor
2) Represents the City at ceremonial functions at the request of the Mayor

c) Role of a Council Member

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect.

All Council members shall:
1) Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
2) Prepare in advance of Council meetings and be familiar with issues on the agenda. Stay focused and act efficiently during public meetings.
3) Represent the City at ceremonial functions at the request of the Mayor.
4) Be respectful of other people’s time. Serve as a model of leadership and civility to the community.
5) Inspire public confidence in Hutto government.
6) Provide contact information to the City Manager’s Office in case an emergency or urgent situation arises while a Council member is out of town.
7) Demonstrate honesty and integrity in every action and statement
8) Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Council Protocol Policy.

d) Meeting Chair’s Responsibilities

The Mayor will chair official meetings of the City Council, unless the Mayor Pro Tem or another Council member is designated as Chair of a specific meeting. This individual maintains order, decorum, and the fair and equitable treatment of all speakers and keeps discussion and questions focused on the specific agenda item under consideration.

e) Role of City Council Committees

In July 2014, the City Council created three committees to help manage the multitude of responsibilities related to city governance. Annually following the city council election, council members will submit their preferences to serve on the committees and the Mayor will make the final selection of committee members. A regularly scheduled meeting date will be determined by the committee, but additional meetings may be called. The duties of each committee are as follows:

1) Fiscal and Budgetary
   a) Review Quarterly Investment Report
   b) Review Quarterly Financial Report
   c) Receive Auditor’s Report and Meets with Auditor
   d) Recommend changes to the Fiscal Policy
   e) Oversee Outside Agency Funding
   f) Recommend allocation of hotel tax funds

2) Growth Guidance Committee
   a) Review RFI’s for Co-Op Site
   b) Recommend Tax Abatement Policy
   c) Recommend changes to the City’s Comprehensive Plan
   d) Review CIP Performance
   e) Recommend necessary changes to Solid Waste Franchise
3) **Leadership and Legislative Committee**
   a) Propose Legislative Agenda
   b) Recommend Board & Commission Appointments and Chairpersons
   c) Recommend changes to the Council Protocol Policy
   d) Select Hutto Citizens University class
   e) Represent City at Hutto Coordinating Committee
   f) Monitor performance and attendance of Boards and Commissions

f) **Appointments**

The City Council is responsible for making appointments to all City Boards and Commissions and various City programs. The City Secretary will advertise and collect applications for board and commission vacancies and programs managed by the City Manager’s Office. The City Council will determine if they will create a subcommittee or if the entire City Council will review and interview applicants, if necessary.

Following the review of applications and any necessary interviews for board and commission vacancies, a recommendation will formed by either the subcommittee or the entire council which will be considered at a City Council Meeting.
2 Meetings

a) Agenda Development and Posting

The agenda of each City Council meeting is prepared as a joint effort between the mayor, city manager, city secretary, and department directors. Two members of City Council may request placement of an item on the agenda to the City Manager or City Secretary no later than noon on the Tuesday of the week prior to the Thursday Council Meeting. The request should state the nature of the item, the desired action by city council and include any supporting material. Once all items are submitted they are reviewed and approved by the City Manager. Once approved, the agenda and packet are finalized and placed into the City Council dropbox account on the Friday before the scheduled meeting date. The agenda is posted on the city hall bulletin board and on the city’s website in accordance with the Texas Open Meetings Act.

b) Meeting Schedule

Regular meetings are held the first and third Thursdays of each month at 7:00 p.m., in the City Hall Council Chambers, 401 W. Front St., Hutto, Texas. Other meetings may arise on an as needed basis, such as budget work sessions. A schedule of regular meetings is determined in December for the upcoming year. At times, scheduling conflicts will arise and a regular meeting may be rescheduled to another day. This must be done by ordinance and approved by the City Council.

c) Work Sessions

Work Sessions have several purposes: 1) to discuss pending items for the Council agenda; 2) to discuss items that staff needs to bring to Council's attention; 3) to receive progress reports on current projects and 4) to hear regular updates from members of appointed Boards, Commissions, or Task Forces. Overall, the purpose of the work session is for Council and staff to meet and discuss various items in an informal manner where questions may be asked of each other and in-depth discussion can take place. No official action on City business is taken in work sessions. Work sessions do not generally include public input.

Work sessions are not held regularly and the location and times vary. All work session agendas are posted in compliance with the Texas Open Meetings Act and are always open to the public.

Work sessions are attended by all members of the City Council, the City Manager, Assistant City Manager, and City Secretary. Depending on the agenda items, the city attorney, department directors, other staff members, consultants, board members, etc. will be invited. The Mayor presides over the work sessions.
d) **Emergency Meetings**

Special rules allow for posting notice of emergency meetings and for supplementing a posted notice with emergency items. These rules affect the timing and content of the notice but not its physical location. Section 551.045, Texas Government Code, provides:

1) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.

2) An emergency or urgent public necessity exists only if immediate action is required of a governmental body because of:
   a) An imminent threat to public health and safety; or
   b) A reasonably unforeseeable situation

3) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.

4) A person who is designated or authorized to post notice of a meeting by a governmental body under this subchapter shall post the notice taking at face value the governmental body’s stated reason for the emergency or urgent public necessity.

5) For purposes of Subsection (b)(2), the sudden relocation of a larger number of residents from the area of a declared disaster to a governmental body’s jurisdiction is considered a reasonably unforeseen situation for a reasonable period immediately following the relocation. Notice of an emergency meeting or supplemental notice of an emergency item added to the agenda of a meeting to address a situation described by this subsection must be given to the members of the news media as provided by Section 551.047 not later than one hour before the meeting.

The public notice of an emergency meeting must be posted at least two hours before the meeting is scheduled to begin. A government body may decide to consider an emergency item during a previously scheduled meeting instead of calling a new emergency meeting. The governmental body must post notice of the subject added as an item to the agenda at least two hours before the meeting begins.

In addition to posting the public notice of an emergency meeting or supplementing a notice with an emergency item, the governmental body must give special notice of the emergency meeting or emergency item to the news media who have previously (1) filed a request with the governmental body, and (2) agreed to reimburse the governmental body for providing the special notice. The notice to members of the news media is to be given by telephone, facsimile transmission or electronic mail.
Because Section 551.045 provides for a two-hour notice only for emergency meetings or for adding emergency items to the agenda, a governmental body adding a nonemergency items to its meeting agenda must satisfy the general notice period of Section 551.043 or Section 551.044, as applicable, regarding the subject of that item.

The public notice of an emergency meeting or emergency item must “clearly identify” the emergency or urgent public necessity for calling the meeting or for adding the item to the agenda of a previously scheduled meeting. The Act defines “emergency for purposes of emergency meetings and emergency items.

A governmental body’s determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

e) Public Comment

At each meeting, there is a designated time for public comment on any topic that is not listed on the agenda. To speak, citizens must complete a public comment card and turn it into the City Secretary prior to the start of the meeting. Each Citizen will have three minutes to speak; minutes are not transferable. City council members cannot respond to the comments, but can direct staff to follow-up with the citizen.

If an individual would like to speak on a specific item, they will need to complete a public comment card and return it to the City Secretary prior to the start of the meeting. When the item is addressed by the city council, the mayor will call up the individuals that have registered to speak and each individual will have three minutes to speak.

All individuals addressing the City Council must abide by the following rules of decorum:

1) No Speaker shall address the Council unless recognized by the Mayor.
2) Profane, vulgar, or abusive language or personal attacks will not be tolerated.
3) No Speaker shall continue to address the Council after being informed by the Mayor that the Speaker’s time for addressing the Council has expired.
4) No placards, banners, or signs will be permitted in the city council chamber or in any other room in which the city council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the city council are permitted.

f) Public Hearings

The staff member that is responsible for the public hearing will make a brief presentation on the item and the Mayor will open the hearing for public comment. Individuals may sign up to speak, by completing a public comment card and submitting to the City Secretary prior to the start of the meeting. Each speaker will have three minutes to speak. The Mayor will close the public hearing when the speaking has concluded.
g) **Video and Streaming of Meetings**

City Council meetings held at 401 W. Front Street, with the exception of some work sessions and those meetings or portions of meetings conducted in Closed Session pursuant to the Texas Government Code, are broadcast live over the local Community Access Channel and web streamed live and archived on the City’s website. Videos are archived on the City’s website for up to two years for the sole purpose of being able to rebroadcast the meetings on the Community Access Channel and the web. Both forms of broadcasted meetings are for the convenient viewing by Hutto citizens, and are not the permanent record of City Council proceedings.

h) **Proclamations**

The Mayor issues proclamations as a way to give special recognition by the City to an individual, event, issue, etc. All requests for proclamations must go through the City Secretary’s Office and be approved by the Mayor. Proclamations may be presented at a City Council meeting or prepared and mailed to the requester. If it is to be presented at a City Council meeting, there must be a representative at the meeting to receive the document.

i) **Open Meetings Act**

Every meeting of the City Council and Boards and Commissions must be conducted in accordance with Chapter 551 of the Government Code, commonly referred to as the Texas Open Meetings Act. The Act is based on the notion that public officials should discuss and vote on public business under public scrutiny, so that the public will have the opportunity to know what their public officials are doing. The Act contains criminal penalties for violations. To help educate government officials on the Act requirements, each elected or appointed member of a governing must take at least one hour of training in the Open Meetings Act. The training must be completed no later than 90 days after the member takes the oath of office or assumes the responsibilities of the office.

The Attorney General’s Office allows the requirement to be met in at least two ways:

1) A video is available to view online on the Attorney General’s webpage concerning open government.

2) Certification of other entities such as the Texas Municipal League, to provide the training.

The training needs to be conducted in coordination with the City Secretary who is responsible for certifying that all elected and appointed officials are in compliance with the requirements under Government Code Chapter 551.
3  Financial Matters

a)  **Budget**

The budget is the City's financial plan that presents the services to be provided to the community over the coming year and the funds necessary to perform these services. Hutto operates under a fiscal year that begins on October 1 and ends September 30. In early spring, staff begins the process of estimating anticipated revenues, identifying and evaluating potential expenditures and preparing a recommended budget. Special budget workshops will be scheduled with the Council throughout the summer, as needed, for the City Manager to present the recommended budget. Two Public Hearings are typically held on the budget in August, with the Council considering the budget at a September Council meeting. For more information, please reference the City of Hutto Fiscal and Budgetary Policy.

b)  **Training and Education**

There are a number of training opportunities for council members that are offered by various organizations such as the Texas Municipal League and the National League of Cities. During the budget process, the City Council Members are asked to submit a training plan for the upcoming year. The City Secretary’s Office staff will assist any council member with registration, travel arrangements and forms that are required by the Finance Department.

c)  **Travel and Reimbursement**

City Council members follow the City’s Travel and Reimbursement Policy that is outlined in the City of Hutto Employee Manual.

d)  **Council Campaign Disclosures**

Generally, candidates and officeholders are required to file reports of contributions and expenditures by January 15 and July 15 of each year. The reports filed on these dates are known as semiannual reports. These reports must be filed even if there is no activity to report for the period covered.

However, there is an exception to this requirement for officeholders who file with a local filing authority, do not have a campaign treasurer appointment on file, and do not accept more than $500 in officeholder contributions or make more than $500 in officeholder expenditures during the period covered by the report.

More information regarding campaign financial disclosures can be found at [www.ethics.state.tx.us](http://www.ethics.state.tx.us)
4 Ethics

a) Conflicts of Interest

1) No city official or appointee shall intentionally or knowingly disclose any confidential information gained by reason of said official’s or appointee’s position concerning the property, operations, policies or affairs of the city, or use such confidential information for the pecuniary gain of said official or appointee, or others.

2) No city official or appointee shall intentionally or knowingly use one’s official position or city-owned facilities, equipment, or supplies for the pecuniary gain or advantage of said official or appointee, or use city-owned vehicles, printing facilities, postage facilities or long-distance telephone service for personal reasons, for pecuniary gain or advantage, or in any political campaign.

3) Except as otherwise specifically authorized by ordinance, no city official or appointee shall intentionally or knowingly appear before the body of which the official is a member while representing himself, or any other person, group, association, interest, or business entity.

4) No city official or appointee shall intentionally or knowingly represent directly or indirectly any private person, group, or interest other than himself or a family member before any department, agency, commission or board of the city for economic benefit or pecuniary gain.

5) No city official or appointee shall vote on or participate in any decision-making process if the official or appointee has a direct financial interest in the outcome of the matter under consideration. No city official or appointee shall vote on or participate in any decision-making process on any matter concerning real property or a business entity if the city official or appointee has a substantial interest in the business entity or real property.

6) None of the foregoing shall be construed to prohibit any city official or appointee from representing his interest in his owner-occupied homestead before the council, board, commission or any department except for the body of which the official or appointee is a member.

7) In any action or proceeding in the municipal court of the city which was instituted by a city official or appointee in the course of official duties, no city official shall knowingly represent anyone other than himself or a family member. If a Council member elects to have a trial in municipal court, the city council, without the participation of the affected Council member, shall appoint a special judge to preside over the trial.
8) No city official or appointee shall act as a surety for any person or business entity that has any contract with the city, or on any bond required by the city for any city official or appointee.

b) Disclosure of interest

1) If any city official or appointee has a substantial interest in any real property or business entity involved in any decision pending before the body of which the city official or appointee is a member, the city official or appointee shall not vote or otherwise participate in the consideration of the matter.

2) In the case of a city official or appointee, the city official or appointee shall publicly disclose, verbally or in writing, the nature and extent of such interest to the body on which the city official or appointee serves prior to any discussion or determination of the matter to be considered or immediately upon discovery of the conflict of interest. The statement of disclosure shall be included in the official minutes of the body.

c) Financial Disclosure

1) No later than April 30th of each year, each city official shall file a sworn financial disclosure statement with the city secretary reflecting the financial situation of the city official as of December 31st of the previous year. Notwithstanding any other term or provision of this article, as used in this section:
   a. The term “family member” shall include only the city official and the spouse and the minor children of the city official.
   b. The term “substantial interest” shall include only the interests of the city official and the spouse and minor children of the city official.

2) A newly appointed city official shall file a sworn financial disclosure statement with the city secretary within thirty (30) days from the date the position with the city is assumed. Said statement shall reflect the financial situation as of date of employment or appointment and for the previous twelve (12) months; provided, however, such city official shall not be required to include in such statement the requirements of subsections (4)(f), (g), and (h) [sic] of this section.

3) Each person required to file a financial disclosure statement shall do so on a form supplied by the city, which shall include the following information:
   a. The person’s name, residence address, business address and telephone number, and all names under which the person or family member does business.
   b. Identification by street address, and legal description of all real property located within the city or its extraterritorial jurisdiction in which the person has a substantial interest.
c. Identification of each business entity owning property or doing business within the city or its extraterritorial jurisdiction in which the person has a substantial interest.

d. Identification of each source of income amounting to ten (10) percent or more of the person’s or family member’s gross annual income as defined by the United States Internal Revenue Code.

e. Identification of the donor of each gift of more than five hundred dollars ($500.00) in value received by the person or family member, including the value of the gift, where such donor has appeared before and requested action of the city council during the reporting period.

4) Identification of the donor of two or more gifts of an accumulated value of one thousand dollars ($1,000.00) or more received by the person or family member, where such donor has appeared before and requested action of the city council during the reporting period.

5) The city secretary shall maintain all financial disclosure statements required to be filed herein as public records and retain them for a period of three (3) years, after which statements shall be destroyed.

6) Within thirty (30) days of being appointed to the planning and zoning commission or board of adjustment and on each anniversary of that date, each member of such commission shall file with the city secretary a sworn statement identifying by street address and legal description all real property located within the city or its extraterritorial jurisdiction in which the member has a substantial interest.

7) Any person who appears before the city council or commission who has had business dealings in the immediately preceding twelve-month period involving one or more transactions of five hundred dollars ($500.00) or more each, for a total of twenty-five hundred dollars ($2,500.00) or more, with a Council member, commissioner, or business entity in which a Council member or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with section 1.01.009 of this code.

d) Gifts

No city official or appointee shall intentionally or knowingly solicit or accept any contribution, gift, or economic benefit with actual or constructive knowledge that same is:

1) Offered or given with intent to influence the judgment or discretion of such official; or

2) Given in consideration of the favorable exercise of such official’s judgment or discretion in the past.
a) **Correspondence To/From Council**

The City Secretary receives and processes the City Council’s incoming mail. All mail to the mayor and council members is reviewed and placed in the mailboxes located outside of the City Secretary’s Office. All invitations are scanned and sent to the council members via email for action and the City Secretary will take care of confirming the members’ attendance at an event and if necessary schedule the event on their calendar and post a potential quorum notice.

All mail to the Mayor is opened and reviewed as to priority for response, copies needed for city staff and/or city council, notation of upcoming events, etc. All important letters addressed to the Mayor are copied to the Mayor and an original is kept in the official files in the City Secretary Office.

All needed responses to letters are coordinated between the Mayor, City Manager, and City Secretary.

b) **Media Relations**

The media frequently contacts council members for information and quotes. The Mayor is the designated representative of the Council to present and speak on the official city position. If the media contacts an individual council member, the council member should be clear about whether their comments represent the official City position or a personal viewpoint.

Below are three things to remember when dealing with the press.

1) Never go “off the record”
2) Choose words carefully and cautiously
3) Remember the media lives by tight deadlines

All official city statements that will be sent out as a press release will go through the City Manager’s Office for distribution. The Public Information Officer maintains up-to-date contact information for all local media outlets. In order to ensure that all media outlets are treated fairly, all news releases should by submitted to the Public Information Officer for review and distribution.

c) **Social Media**

Individuals are encouraged to positively promote the City and share information on their own social media websites. However, councilmembers along with board and commission
members should exercise caution when commenting or responding to other posts. Only factual information should be provided to city related topics as personal views may not reflect that of the entire Council or board or City. In addition, you should carefully check to ensure that no other councilmembers or board or commission members have responded to the same topic in order to avoid a possible violation of the Open Meetings Act.

In general, responses should be referred to and handled by the City’s Public Information Officer. In certain circumstances, the City Manager, PIO, and/or Mayor may determine that it is appropriate for someone else to respond directly.

d) Public Information Act

Texas Government Code, Chapter 552, known as the Texas Public Information Act, requires that most City records, including those in the possession of council members, be open to the public for inspection.

“Public Records” are broadly defined under the act to include “the portion of all documents, writings, letters, memoranda, or other written materials which contain public information.” “Public information” includes “all information collected, assembled, or maintained by or for governmental bodies pursuant to law or ordinance or in connection with the transaction of official business.”

Certain information is specifically excluded from the requirements of the Texas Public Information Act. While the list of exempt materials is too long to recite here, it includes such items as working papers being used to draft ordinances or resolutions, certain personnel records, information that would, if release, give an advantage to bidders, documents protected because of attorney-client relationships, and documents related to pending or ongoing litigation.

Despite the narrow exemptions established in the law, its effect is to require that most of the written material used or produced by council members be made available upon request, to the news media and other members of the public. If it is felt that certain records are exempt from the requirements of the law, and there has been no previous determination that particular types of records are exempt, the City official must request an opinion from the Attorney General no later than the 10th business day after the date of receiving the written request.

If an Attorney General’s opinion is requested, and the opinion subsequently holds that the information is public and the City official persists in refusing to release it, the City has 10 days to file suit to challenge the Attorney General’s determination.

The City of Hutto has designated the City Secretary as the Public Information Officer in regards to the Public Information Act and therefore all training requirements discussed
under Chapter 552 of the Government Code are satisfied. Therefore all requests made under the Public Information Act shall be directed to the City Secretary.

For more information regarding the Public Information Act, please refer to the TML Handbook for mayors and council members.
6 General Policies and Documents

a) Technology and Equipment Use & Electronic Communications and Systems Access Use

iPads-Electronic Tablets

The City implemented electronic distribution of agendas, reports, budget documents, etc. In order to access and use such documents, a City-issued iPad electronic tablet will be provided for each Council member. City-issued iPads electronic tablets are for official City business only; personal use is prohibited. The City understands that it is often inefficient to use both personal and City-issued hardware, such as iPads electronic tablets.

Therefore, Council members have the option of using a personal iPad electronic tablets. The City does not pay for any accessories for any of the iPads electronic tablets, such as cases, styluses, screen covers, personal applications, etc.

When Council members complete their term of office, all City-issued equipment shall be returned to the City Manager.

E-mail account

Each Council member is assigned an individual City e-mail address with the huttotx.gov domain. E-mails to the Council as a whole can be sent to citycouncil@huttotx.gov. The City's e-mail system shall be used for the communication and exchange of information related to City business. City e-mail may not be used for personal or political purposes.

Council members can access their e-mail from their computer, phone, iPad, etc. through a web-based client; IT staff will assist with the set-up.

There should be no expectation of privacy when using City e-mail.

Please note, Council members are subject to the City’s Technology and Equipment Use Policy that is outlined in the City of Hutto Employee Manual.

b) Political Activity

Council members have the right to endorse candidates for all Council seats or other elected offices. However, it is inappropriate to mention endorsements during Council meetings or at other official city meetings.
c) **City Charter**

The City of Hutto Charter is a written document that establishes the basic governmental structure, form of government, corporate boundaries, and municipal powers. In this respect, it is similar to a state or national constitution. As such, amendments to the City charter require an election and approval of the citizens of Hutto. The copy of the charter can be retrieved at www.huttotx.gov or in the City Secretary’s Office.

d) **Code of Ordinances**

The City Code of Ordinances is the compilation of local laws that have been adopted and codified by the City Council. The City Code covers a wide range of areas, including taxes, court, environmental regulations, alcoholic beverages, business regulations, etc. Amendments to the City Code must be adopted by the Council. A copy of the code of ordinances can be found at www.huttotx.gov or in the City Secretary’s Office.

e) **Strategic Guide 2035**

In 2007, the Hutto City Council began the development of a strategic guide that would provide direction for the community as it develops during the next 20 years. The Council reviews the guide each year at their annual work session and, if necessary, revise and make modifications to the document. The guide is made up of a series of policies that include:

- Leadership
- Quality of Life
- Organizational Development
- Service Delivery
- Fiscal and Budgetary
- Public Safety
- Mobility
- Education
- Growth Guidance
- Infrastructure
- Economic Development

A complete copy of the 2035 Strategic Guide can be found at www.huttotx.gov or in the City Secretary’s Office.

f) **Hutto 2040 Comprehensive Plan**

The Comprehensive Plan is a tool used by cities to guide growth in order to protect the public health, safety and welfare. It outlines the overall vision for the city’s future, and
the steps needed to progress toward that vision. Hutto’s Growth Guidance Plan, which was adopted in 2006, served as the city’s Comprehensive Plan. However, Hutto’s growth and evolution over the past decade warranted a more thorough evaluation of the community’s vision and goals.

The Comprehensive Plan assists boards, commissions, City Council and staff in making recommendations and decisions related to Hutto’s growth. It also aids property owners and potential developers in understanding the city’s priorities and trajectory for the next 25 years. The Plan is updated approximately every 5 years.

Hutto’s Comprehensive Plan, Hutto 2040, was built from a broad, diverse base of public input and review. Planning staff compiled responses from multiple outreach efforts, including the Sustainable Places Project, the 2013 Citizen Survey, and two successful public workshops. Several efforts included an online component, gathering input from residents who could not attend in meetings. The Comprehensive Plan outreach hit new levels of participation among residents, reaching those who do not typically attend public meetings on city business.

Staff developed the goals and objectives of Hutto 2040 based on the input received from residents. The goals and objectives are supported by available data and trends, with benchmarks providing a way to measure progress in the future.

g) Master Planning Documents

The City of Hutto recognizes the needs for long term planning for critical infrastructure and quality of life for its citizens. The City employs several master planning documents that are used and adjusted as goals are met and the City continues to grow. Currently, the City maintains the following master plans.

- Parks, Recreation, Open Space, and Trails Master Plan
- Water Master Plan
- Wastewater Master Plan
- Library Master Plan
- Mobility Master Plan – Coming 2017