



City of Hutto

Agenda

City Council Meeting

Thursday, July 7, 2022 at 7:00 PM

City Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. CITY MANAGER COMMENTS

6. PROCLAMATION

6.1. Park and Recreation Month - July 2022

7. RECOGNITION

7.1. Flag Box Eagle Scout Recognition (Matt Wojnowski)

8. CITY COUNCIL COMMENTS

Pursuant to Texas Government Code Sec. 551.0415, a member of the governing body may make an announcement about items of community interest during a meeting of the governing body without given notice of the subject of the announcement. Items of Community Interests include: (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedule; (3) an honorary or salutary recognition of public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition of the subdivision; (4) a reminder regarding social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and (5) announcements involving imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

8.1. General Comments from City Council

8.2. City Council Liaison Reports

9. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on 7/7/22. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

10. CONSENT AGENDA ITEMS

- 10.1. Consideration and possible action on approving the May 19, 2022 City Council meeting minutes.
- 10.2. Acceptance of May 2022 Financial Report (Angie Rios)
- 10.3. Consideration and possible action on Ordinance No. O-2022-032 amending Section 2.03.041 of the Hutto Code of Ordinances to modify the residency requirement of the City Manager to increase the time to establish residency from six (6) to twelve (12) months after accepting the position. (Legal)
- 10.4. Consideration and possible action on Ordinance No. O-2022-032 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

11. RESOLUTIONS

- 11.1. Consideration and possible action on Resolution No. 2022-064 approving and confirming term expiration dates and seat numbers for City board, commission, and task force members. (Mayor Pro Tem Peter Gordon and Councilmember Krystal Kinsey).
- 11.2. Consideration and possible action on Resolution No. 2022-065 amending the City of Hutto's Public Improvement District Policy. (Legal, Ashley Bailey)

12. ORDINANCES

- 12.1. Consideration and possible action on Ordinance No. 2022-031 amending Section 2.02.203 of the Hutto Code of Ordinances to modify the staggered terms of the Diversity and Inclusion Commission. (Legal) (First Reading)
- 12.2. Consideration and possible action on Ordinance No. O-2022-031 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

13. OTHER BUSINESS

- 13.1. Consideration and possible action regarding possible appointments, re-appointments and/or removals to City Boards, Commissions, Task Forces, Economic Development Corporations, Local Government Corporations and Tax Increment Reinvestment Zone Boards, City Council Liaisons, and Area Government appointments.
- 13.2. Presentation - Information Technology (IT) Master Plan Update (David Reeves)
- 13.3. Presentation of Fiscal Year 2023 Proposed Budget (Angie Rios)

14. EXECUTIVE SESSION

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).

- 14.1. Receive legal advice pursuant to Texas Government Code Sec. 551.071 related to Pending Legal Requests, Potential Claims, Pending Litigation and City Council Legal Requests.
- 14.2. Receive legal advice pursuant to Texas Government Code Section 551.071 and deliberate regarding economic development pursuant to Texas Government Code Section 551.087 to deliberate the offer of a financial or other incentive to business

prospects; including deliberations regarding the purchase, sale, exchange or value of real property pursuant to Texas Government Code Section 551.072.

- 14.3. Deliberate pursuant to Texas Government Code Section 551.074 regarding a complaint or charge against the Mayor under the City Council Protocols, Section 2(m), Violations of Protocols.
- 14.4. Receive legal advice pursuant to Texas Government Code Section 551.071 and deliberate pursuant to Texas Government Code Sections 551.087 and 551.072 regarding economic development negotiations in and around the Megasite and consideration and conveyance of assignment and assumption agreements conveying Option to Purchase Real Property Agreements to promote economic development and receive legal advice pursuant to Texas Government Code Section 551.071 relating to special district financing, including but not limited to the creation of a Tax Increment Reinvestment Zone in and around the Megasite.
- 14.5. Receive legal advice pursuant to Texas Government Code Section 551.071 related to pending Equal Employment Opportunity Commission and employment claims.
- 14.6. Executive Session in accordance with Texas Open Meetings Act Section 551.074, Personnel Matters: Closed Meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee - City Manager, Interim City Manager.
- 14.7. Receive legal advice pursuant to Texas Government Code Sec. 551.071 related to Co-Op Development Agreements and related agreements; Durango Farms Amended and Restated Development Agreement as amended and Butler Loan Agreement with Cottonwood Local Government Corporation.
- 14.8. Receive legal advice pursuant to Texas Government Code Section 551.071 related to construction defects in Brooklands Subdivision; including potential litigation for repair of construction defects.

15. ACTION RELATIVE TO EXECUTIVE SESSION

- 15.1. Consideration and possible action related to legal advice received pursuant to Texas Government Code Sec. 551.071 related to Pending Legal Requests, Potential Claims and City Council Legal Requests.
- 15.2. Consideration and possible action related to legal advice received pursuant to Texas Government Code Section 551.071 and deliberations regarding economic development pursuant to Texas Government Code Section 551.087 to deliberate the offer of a financial or other incentive to business prospects; including deliberations regarding the purchase, sale, exchange or value of real property pursuant to Texas Government Code Section 551.072.
- 15.3. Consideration and possible action related to deliberations pursuant to Texas Government Code Section 551.074 regarding a complaint or charge against the Mayor under the City Council Protocols, Section 2(m), Violations of Protocols.
- 15.4. Consideration and possible action on Executive Session in accordance with Texas Open Meetings Act Section 551.074, Personnel Matters: Closed Meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee - City Manager, Interim City Manager.
- 15.5. Consideration and possible action relating to legal advice received pursuant to Texas Government Code Section 551.071 and deliberate pursuant to Texas Government

Code Sections 551.087 and 551.072 regarding economic development negotiations in and around the Megasite and consideration and conveyance of assignment and assumption agreements conveying Option to Purchase Real Property Agreements to promote economic development and receive legal advice pursuant to Texas Government Code Section 551.071 relating to special district financing, including but not limited to the creation of a Tax Increment Reinvestment Zone in and around the Megasite.

- 15.6. Consideration and possible action related to legal advice received pursuant to Texas Government Code Sec. 551.071 related to Co-Op Development Agreements and related agreements; Durango Farms Amended and Restated Development Agreement as amended and Butler Loan Agreement with Cottonwood Local Government Corporation.
- 15.7. Consideration and possible action related to legal advice received pursuant to Texas Government Code Section 551.071 related to construction defects in Brooklands Subdivision; including potential litigation for repair of construction defects.

16. ADJOURNMENT

17. CERTIFICATION

I certify that this notice of the Hutto City Council meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on July 1, 2022 at 5:00 P.M.



Angela Walton

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at Angela.Walton@huttotx.gov or call (512) 759-4033 for assistance.



Official Proclamation

A Proclamation Recognizing Park and Recreation Month July 2022

WHEREAS parks and recreation are an integral part of communities throughout this country, including the City of Hutto; and

WHEREAS parks and recreation promote health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation encourage physical activities by providing space for popular sports, hiking trails, and many other activities designed to promote active lifestyles; and

WHEREAS park and recreation programming and education activities, such as out-of-school-time programming, youth sports, and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the City of Hutto recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, I, Mike Snyder, Mayor of Hutto, TX, do hereby designate the month of July is recognized as Park and Recreation Month in the City of Hutto.

CITY OF HUTTO, TEXAS

Mike Snyder, Mayor



Official Proclamation

RECOGNITION OF ELLIOTT KONCABA

WHEREAS, Elliott Koncaba has proven himself to be an outstanding member of the Boy Scouts of America and has worked toward achieving the highest rank of Eagle Scout, and

WHEREAS, it takes years of dedication and commitment to achieve Eagle rank, and

WHEREAS, Eagle Scouts act as leaders and role models in the community, and

WHEREAS, the Eagle Scout Award is a distinction that will follow him throughout life and will be a beacon to others of the leadership quality and commitment this young man has shown, and

WHEREAS, citizens of the City of Hutto appreciate his hard work to construct and install flag retirement boxes at City Hall, Police Department, Fire Department, and American Legion to give residents and citizen a place to bring worn, retired American flags.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the City of Hutto do hereby congratulate and recognize Elliott Koncaba for his impending achievement of the rank of Eagle Scout. We are proud to have him as a member of our community.

CITY OF HUTTO, TEXAS

Mike Snyder, Mayor

AGENDA ITEM REPORT

10.1.



This agenda item meets the following City's Pillars:(check all that apply)

☒ *Excellence and Efficiency through Collaboration*

Sustainable Growth

☐ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on approving the May 19, 2022 City Council meeting minutes.
Meeting: Thursday, July 7, 2022
Department: City Secretary /
Staff Contact: Angela Walton

BACKGROUND INFORMATION:

Staff recommends that City Council approves the minutes of the May 19, 2022 meeting.

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:



City of Hutto

MINUTES

City Council Meeting

Thursday, May 19, 2022 at 7:00 PM

City Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at www.huttotx.gov

1. **CALL SESSION TO ORDER – 7:00 PM**
2. **ROLL CALL**

Members of City Council present: Mayor Mike Snyder, Councilmember Robin Sutton, Councilmember Mandi Villarreal Salvo, Mayor Pro Tem Dan Thornton, Councilmember Krystal Kinsey, Councilmember Debbie Holland and Councilmember Peter Gordon.

Absent: None

Members of staff present: Issac Turner, Interim City Manager; Matt Wojnowski, Assistant City Manager; Angela Walton, City Secretary; Wade Benton, Consultant, Ashley Lumpkin, Executive Director of Business and Development; Cristian Rosas-Grillet, Legal Counsel and Gracie Perez, Assistant City Secretary

3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **CITY MANAGER COMMENTS**
Isaac Turner, Interim City Manager:

Mr. Mayor, Members of the Council, Members of the Public. Saturday, May the 21st is Hutto Market Days in Downtown Hutto. This new event will be hosted every third Saturday, on 200 E Street from 9:00 AM to 4:00 PM. The City of Hutto is helping to host the Sunset Block Party at Fritz Park, Friday, May the 27th. The event is from 6:00 to 9:00 PM. Please bring coolers, chairs but no glass. There will be live music, vendors, and children's activities. On Monday, May the 30th, city facilities will be closed for Memorial Day in honor of the nation's fallen. We want to encourage everyone to be careful and safe as they travel and celebrate that holiday. June the 1st, for those who are interested in the downtown and the future of the downtown, there will be a downtown design rodeo which will be a near active way to help design the future of Hutto Downtown. The public is welcome to join these community conversations. The first one will start at 10:00 AM, the second one at 2:00 PM on the 1st, and there will also be some presentations at 5:00 PM at City Hall and an Open House at 6:00 o'clock. And finally, Hutto Juneteenth celebration will be June 18th, from 12:30 to 6:00 PM at the Adam Orgain Park and Chief Yarbrough will be the guest speaker. Thank you.

6. PROCLAMATION

- 6.1. Public Works Week 2022 – *Accepted by the Public Works Department*
- 6.2. National Police Week 2022 – *Accepted by the Chief of Police, Jeff Yarbrough and members of The Hutto Police Department.*

7. CITY COUNCIL COMMENTS

7.1 General Comments from City Council

Mayor Snyder:

Next, we have City Council comments and I was reminded by Mayor Pro Tem Thornton that prior to 7.1. being done, we have it in our Charter that we can't take action on items until the public has had a chance to speak. So, if there's no objections, I'll move 7.1. to after Public Comment.

Councilmember Robin Sutton:

I want to express condolences to the families who lost three young lives at the intersection of Chandler and 1660. It wasn't two months ago when we had a presentation about that intersection and how dangerous it is and before that, there was a meeting with TXDOT. It was on their radar and it was going to be a priority for them. I also express condolences to the families of the injured victims. There are other people that were injured too. I'm happy to hear that in an update that we received that TXDOT is moving this light at that intersection up in their priorities. It was already in the design phase so that we can see a light go in there within six to nine months and hopefully we can save some lives during this time. Anyway, I just want to say thank you to the team that reached out and is bridging the relationship with TXDOT for the City of Hutto and that we get to move forward in this and in other projects.

Councilmember Krystal Kinsey:

I'd like to take just a minute to take a moment of silence. This past week, as a nation, we still continue to struggle with racial inequality. Some tragedies that happened in both Buffalo, NY and then Laguna Woods, CA. So I would appreciate if we could just take a moment to reflect on some of those things that have happened and unfortunately continue to happen. (Moment of silence observed) Thank you for that, thank you guys. In light, not necessarily in light in that but I also wanted to mention what City Manager Turner said the Juneteenth Event will be happening on June 18th, 12:30 to 6 at Adam Orgain Park. They are actively looking for volunteers, so there's a sign up genius link. So, even if you don't necessarily--can't work the whole day, they need help setting up, closing down, wrapping up so it would be a really great event, especially to have a lot of different Hutto citizens out there to support. I will be there. I'm part of the helping to set up, so, I hope to see a lot of familiar faces there. I also wanted to acknowledge that this is Asian American and Pacific Islander Awareness Month as well, and I'm gonna

talk a little bit more about that in my Liaison Report. And I did also want the public to be aware that I have a trip planned to South Carolina for my university reunion, go back to my alma mater, so I will be absent at the June 2nd meeting. That was all.

Councilmember Randal Clark:

I just wanted to say thank you for the people that elected me to be up here, to be a servant, to serve the City of Hutto for next three years. I'm going to do my due diligence to do everything I can help Hutto grow and be the place it needs to be and do so in an honorable way. I also want to thank my opponent for the campaign that we ran against each other, Ida Weaver. I also want to thank my family for supporting me during this time and my wife to take the kids and the time to be able to serve in this capacity. So, thank you.

Mayor Mike Snyder:

I've got an item I'd like to add to the agenda. Coming up, I'll shoot the language over to the City Attorney. So, I guess it has been since first part of May, there were some concerns, I guess someone called disturbing regarding something that happened, so, I think we need to talk about it publicly, it sounds like-- we've spent a lot of legal dollars on it.

The second item entitled consideration, possible action regarding the IBCA Barbecue Cook Off, the Mayor's involvement in the process related to including, but not limited to, the emails, text messages and legal memorandum from and including the City Council, the City Staff and the City Attorney, and to possible interference with Administration, alleged interaction with members of the public, alleged interactions with the City Manager and to release all of the information, completely unredacted. So, I'll give you guys that and you can make sure it's wordsmith to be legal. I'll start off the new session.

7.2. City Council Liaison Reports

Councilmember Krystal Kinsey:

The D&I has scheduled apart from their regularly scheduled meeting (third Tuesday of each month) a special meeting on June 7th at 5:00 PM. They formed a website subcommittee. They also have a few proclamations and acknowledgments that they have put together over the past year. They also passed a code of Ethics for themselves and will be bringing it to Council soon. They have been researching training opportunities and use the \$1000.00.

Mayor Mike Snyder:

Members of the EDC (Director and two members of the board) will be attending a ICSC Convention in Las Vegas beginning Monday morning. On

May 26th, at 11:15 AM at Rio, the EDC has invited the entire commercial broker network in the City of Austin metro area. Austin Title Company will be paying for the lunch.

8. PUBLIC COMMENT

- *Rick Hudson*
- *James Weaver*

- 7.1. Election of Mayor Pro Tem (City Council) – *Peter Gordon was nominated as the Mayor Pro Tem.*

*Councilmember Krystal Kinsey nominated Peter Gordon
Councilmember Robin Sutton nominated Peter Gordon
Mayor Pro Tem Dan Thornton nominated himself
Councilmember Randal Clark nominated Peter Gordon
Mayor Mike Snyder nominated Dan Thornton
Councilmember Peter Gordon nominated himself
Councilmember Krystal Kinsey nominated Peter Gordon
Councilmember Amberley Kolar nominated Peter Gordon*

The vote was confirmed 7,0 for Peter Gordon as Mayor Pro Tem.

9. CONSENT AGENDA ITEMS

- 9.1. Consideration and possible action on Ordinance No. O-2022-019 amending the budget for the fiscal year of October 1, 2021 through September 30, 2022, by appropriating and setting aside the necessary funds for additional expenditures, in accordance with existing statutory requirements; finding municipal purposes; providing for a severability clause; and providing for an effective date. (Second Reading) (Angie Rios)
- 9.2. Consideration and possible action on Ordinance No. O-2022-018 prescribing certain fees for the City of Hutto, Texas, amending all applicable ordinances and other instruments; providing for a schedule of fees and charges. (Second Reading)(Angie Rios)
- 9.3. Consideration and possible action on Ordinance No. O-2022-021 amending Chapter 1, Article 1.07, Division 2, Part II, of the Code of Ordinances to provide for a completeness review period for special event permit applications. (Second Reading) (Cristian Rosas-Grillet, Kristi Robich)
- 9.4. Consideration and possible action on Resolution No. R-2022-047 approving an agreement for a Restroom at Hutto Community Park with Restroom Facilities LTD for an amount not to exceed \$93,616.00 through BuyBoard Contract No. 592-19; and authorizing the Interim City Manager to execute the Agreement. (Jeff White)
- 9.5. Discussion and possible action on Resolution No. R-2022-048 authorizing the receipt of a grant from the Texas Office of the Governor, Criminal Justice Division, Rifle-Resistant Body Armor Grant Program, to provide funding for the Police Department,

to purchase forty-five sets of rifle-resistant body armor for Police Officers, with a total grant value of \$85,950. (Chief Jeff Yarbrough)

- 9.6. Consideration and possible action on Ordinance No. O-2022-022 granting to SiEnergy, its successors and assigns (“Company”), a franchise to construct, maintain, and operate pipelines and equipment in the City of Hutto, Williamson County, Texas, for the transportation, delivery, sale, and distribution of gas in, out of, and through said city for all purposes; reserving municipal authority; providing for indemnity to the municipality and insurance by company; requiring book and record keeping; providing for the payment of a fee or charge for the use of the city rights-of-way; and providing that such fee shall be in lieu of other fees and charges, excepting ad valorem taxes; providing an effective date and term; and repealing all previous gas franchise ordinances. (First Reading) (Legal)
- 9.7. Consideration and possible action on Ordinance No. O-2022-023 granting to Universal Natural Gas, LLC (d/b/a Universal Natural Gas, Inc.), its successors and assigns (“Company”), a franchise to construct, maintain, and operate pipelines and equipment in the City of Hutto, Williamson County, Texas, for the transportation, delivery, sale, and distribution of gas in, out of, and through said city for all purposes; reserving municipal authority; providing for indemnity to the municipality and insurance by company; requiring book and record keeping; providing for the payment of a fee or charge for the use of the city rights-of-way; and providing that such fee shall be in lieu of other fees and charges, excepting ad valorem taxes; providing an effective date and term; and repealing all previous gas franchise ordinances. (First Reading) (Legal)

Councilmember Sutton requested that city staff comment on Items 9.6. and 9.7. first. Matt Wojnowski, Assistant City Manager provided a brief presentation for items 9.6. and 9.7.

A motion was made by Councilmember Kinsey to approve all consent agenda items as presented. Councilmember Clark seconded the motion. The motion passed 7,0.

10. RESOLUTIONS

- 10.1. Consideration and possible action on Resolution R-2022-045 approving the Second Amendment to the Management Agreement with the YMCA of Greater Williamson County; authorizing the Interim City Manager to execute the Agreement. (Angie Rios)
- A motion was made by Mayor Pro Tem Gordon to approve as presented. Councilmember Sutton seconded the motion. The motion passed 7,0.*
- 10.2. Consideration and possible action on Resolution No. R-2022-046 amending the City Council Protocol Policy to establish and clarify procedures for appointments, reappointments and/or removals of members of City boards, committees, and commissions. (Councilmember Peter Gordon, Councilmember Krystal Kinsey)

A motion was made by Mayor Pro Tem Gordon to approve with the change under Item 13 changing City Secretary's Office to City Manager's Office. Councilmember Krystal Kinsey seconded the motion. The motion passed 7,0.

11. ORDINANCES

- 11.1. Hold a public hearing and consider action for the proposed Future Land Use Map revision request for the property known as the Ironwood Tract, 117.64 acres, more or less, of land, located off of Highway 79, from Commercial and High Density Residential to Light Industrial/Business Park. (First Reading) (Ashley Lumpkin)

Public Hearing Open – 8:03 PM, Closed – 8:03 PM

A motion was made by Councilmember Thornton, it was seconded by Mayor Pro Tem Gordon. The motion passed 7,0.

- 11.1. (a) Consideration and possible action on Ordinance No. O-2022-024 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

The second reading was dispensed by a motion made by Councilmember Kinsey, it was seconded by Councilmember Sutton. The motion passed 7,0.

- 11.2. Hold a public hearing and consider action on Ordinance No. O-2022-025 approving the proposed annexation request for the Ironwood tract, approximately 117.64 acres, more or less, of land, described as being out of the Martin Strouse Survey, Abstract No. 587, in Williamson County, Texas and to establish base zoning as General Commercial (B- 2) located off of Highway 79. (First Reading) (Ashley Lumpkin)

Public Hearing Open – 8:09 PM, Closed – 8:09 PM. A motion was made by Mayor Pro Tem Gordon, seconded by Councilmember Kolar. The motion passed 7,0.

- 11.2. (a) Consideration and possible action on Ordinance No. O-2022-025 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

The second reading was dispensed by a motion made by Councilmember Clark and seconded by Mayor Pro Tem Gordon. The motion passed 7,0.

- 11.3. Hold a public hearing and consider action for the zoning change request for the property known as the Ironwood Tract, 117.64 acres, more or less, of land, located off of Highway 79, from (ETJ) to LI (Light Industrial). (First Reading) (Ashley Lumpkin)

A presentation was given by Amanda Brown.

Public Hearing Open – 8:20 PM, Closed 8:21 PM. A motion was made by Councilmember Kinsey to approve as presented and seconded by Councilmember Kolar. The motion passed 7,0.

- 11.3. (a) Consideration and possible action on Ordinance No. O-2022-026 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

A motion was made by Councilmember Thornton to dispense of the second reading,

the motion was seconded by Councilmember Clark. The motion passed 7,0.

- 11.4. Hold a public hearing and consider action for UDC Amendment, amending the Code of Ordinances (2020 Edition, as amended), Chapter 4 Section 10.403.3 Lot Dimensions and Area and 10.406.3 Single household detached and two to four household residence design to amend requirements for garage door width and to add language for residential alleys. (First Reading) (Ashley Lumpkin)

Public Hearing Open – 8:30 PM, Closed 8:30 PM. A motion was made by Councilmember Thornton to accept the amendment to Chapter 4, section 10.406.3 as presented and not accept the other. The motion was seconded by Councilmember Clark. The motion passed 7,0.

- 11.4. (a) Consideration and possible action on Ordinance No. O-2022-027 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

A motion was made by Councilmember Sutton to dispense with the second reading. The motion was seconded by Councilmember Thornton. The vote passed 6,1. Mayor Snyder opposed.

- 11.5. Consideration and possible action on Ordinance No. O-2022-015 amending Article 14.03, Noise, of the Code of Ordinances to establish regulations for permits for concrete installation during non-construction hours. (First Reading) (Ashley Lumpkin)

A public comment was made by Bryan Byrd. Following the presentation, a motion was made by Councilmember Kinsey to approve 11.5. with the amendment of striking “and then only” and replacing with the word “or” in 14.03.003, paragraph 10. The motion was seconded by Councilmember Clark. The motion passed 7,0.

- 11.5. (a) Consideration and possible action on Ordinance No. O-2022-015 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

A motion was made by Councilmember Kinsey to waive the second reading. The motion was seconded by Councilmember Kolar. The motion passed 7,0.

- 11.6. Consideration and possible action on Ordinance No. O-2022-028 establishing an Outside Agency Funding Advisory Committee; and providing for related matters. (City Council)

A motion was made by Mayor Pro Tem Gordon. The motion was seconded by Councilmember Thornton. The motion passed 7,0. City staff will recommend process to Council.

- 11.6. (a) Consideration and possible action on Ordinance No. O-2022-028 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

No action in 11.6. (a)

12. OTHER BUSINESS

- 12.1. Consideration and possible action regarding possible appointments, re-appointments and/or removals to City Boards, Commissions, Task Forces, Economic Development Corporations, Local Government Corporations and Tax Increment Reinvestment

Zone Boards, City Council Liaisons, and Area Government appointments.

The following appointments were made:

Councilmember Villarreal Salvo was removed from Cottonwood (Motion by Councilmember Clark, seconded by Councilmember Sutton. Vote 7,0)

Mayor Pro Tem Gordon was appointed to the Board of Directors for Cottonwood Creek LGC. (Motion by Councilmember Thornton, seconded by Mayor Snyder. Vote 7,0)

Councilmember Kolar was appointed as Council Liaison to the Parks and Advisory Board. (Motion by Councilmember Kolar, seconded by Councilmember Clark. Vote 7,0)

Councilmember Sutton appointed as Council Liaison to P&Z (Motion by Mayor Snyder, seconded by Mayor Pro Tem Gordon. Vote 7,0)

Mayor Pro Tem Gordon was appointed as Council Liaison to HPC (Motion by Mayor Pro Tem Gordon, seconded by Mayor Snyder. Vote 7,0)

Item 10.2. was recalled by Mayor Pro Tem Gordon, seconded by Councilmember Thornton. Mayor Pro Tem Gordon amended the City Council Protocols 1 F and G to remove the reference of LGCs. The motion was seconded by Councilmember Thornton. The motion passed 7,0.

ADA Task Force – Chuck Springs

P&Z - Bart Hutchings

- 12.2. Consideration and possible action to direct staff to amend the TIRZ 2 Project and Financing Plan. (Legal)

A motion was made by Councilmember Thornton directing staff to amend the TIRZ 2 Project and the Finance Plan. The motion was seconded by Councilmember Kolar. The motion passed 7,0.

13. EXECUTIVE SESSION –

A motion was made by Mayor Snyder to pull items 13.5. and 13.6. out of Executive Session. Councilmember Thornton seconded the motion. The motion failed 2,5. Councilmembers in favor: Councilmember Thornton and Mayor Snyder. Councilmembers opposed: Councilmember Kinsey, Councilmember Kolar, Councilmember Thornton, Mayor Pro Tem Gordon, Councilmember Sutton and Councilmember Clark.

Executive Session Entered 9:35 PM.

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).

- 13.1. Receive legal advice pursuant to Texas Government Code Sec. 551.071 related to Pending Legal Requests, Potential Claims and City Council Legal Requests.
- 13.2. Receive legal advice pursuant to Texas Government Code Section 551.071 and deliberate pursuant to Texas Government Code Sections 551.087 and 551.072 regarding economic development negotiations in and around the Megasite and consideration and conveyance of assignment and assumption agreements conveying Option to Purchase Real Property Agreements to promote economic development.
- 13.3. Deliberate the appointment, employment, evaluation, reassignment, or duties of the Interim City Manager pursuant to Texas Government Code Section 551.074, Personnel Matters.
- 13.4. Receive legal advice pursuant to Texas Government Code Section 551.071 relating to *Brooklands Partners, Ltd. v. City of Hutto*, Cause No. 22-0500-C425 pending in the 425th Judicial District Court in Williamson County, Texas.
- 13.5. Receive legal advice pursuant to Texas Government Code Section 551.071 relating to releasing McGinnis Lochridge memorandums regarding the hiring of Larry Gonzales as a consultant for the City dated March 4 (x2), 6 (x2), April 1, July 30, 2019 and executed engagement letter March 6, 2019.
- 13.6. Receive legal advice pursuant to Texas Government Code Section 551.071 relating to waiving the Attorney Client/Attorney Work Product Privilege relating to emails dated November 9 and 17, 2021 from former Council Member Villareal-Salvo to the City Attorney.
- 13.7. Receive legal advice pursuant to Texas Government Code Section 551.071 and deliberate regarding economic development pursuant to Texas Government Code Section 551.087 to deliberate the offer of a financial or other incentive to business prospects; including deliberations regarding the purchase, sale, exchange or value of real property pursuant to Texas Government Code Section 551.072.

14. ACTION RELATIVE TO EXECUTIVE SESSION

- 14.1. Consideration and possible action related to legal advice received pursuant to Texas Government Code Sec. 551.071 related to Pending Legal Requests, Potential Claims and City Council Legal Requests.

At this time, Mayor Snyder made a public apology to Councilmember Sutton for an inappropriate comment made to her in Executive Session. Mayor Snyder stated that he made an apology in Executive Session as well.

A motion was made by Mayor Snyder made a motion to release EEOC complaint by James Bryson. The motion was seconded by Councilmember Thornton. Motion passed 7,0.

- 14.2. Consideration and possible action related to legal advice received pursuant to Texas

Government Code Section 551.071 relating to *Brooklands Partners Ltd. v. City of Hutto*, Cause No. 22-0500-C425 pending in the 425th Judicial District Court in Williamson County, Texas.

Dottie Palumbo explained that Plaintiff sued the City of Hutto, and he later non-suited. Plaintiff asked for the order to be with prejudice, therefore it cannot be refiled.

- 14.3. Consideration and possible action related to legal advice received pursuant to Texas Government Code Section 551.071 and deliberations regarding economic development pursuant to Texas Government Code Section 551.087 to deliberate the offer of a financial or other incentive to business prospects; including deliberations regarding the purchase, sale, exchange or value of real property pursuant to Texas Government Code Section 551.072.

No action.

- 14.4. Consideration and possible action related to legal advice pursuant to Texas Government Code Section 551.071 relating to releasing McGinnis Lochridge memorandums regarding the hiring of Larry Gonzales as a consultant for the City dated March 4 (x2), 6 (x2), April 1, July 30, 2019 and executed engagement letter March 6, 2019.

A motion was made by Mayor Snyder to release the memos unredacted. The motion was seconded by Councilmember Sutton. The motion passed 5,2. Councilmember Kolar and Councilmember Kinsey opposed.

- 14.5. Consideration and possible action related to legal advice pursuant to Texas Government Code Section 551.071 relating to waiving the Attorney Client/Attorney Work Product Privilege relating to emails dated November 9 and 17, 2021 from former Council Member Villareal-Salvo to the City Attorney.

A motion was made by Mayor Snyder to release the memo unredacted. Councilmember Thornton seconded the motion. The motion failed 2:5. Councilmember Kinsey, Councilmember Kolar, Mayor Pro Tem Gordon, Councilmember Sutton and Councilmember Clark all opposed.

A motion was made by Councilmember Sutton directing Legal to compile the information and release with Attorney General's opinion upon receipt. The motion passed 7,0.

15. ADJOURNMENT – 12:01 AM

Mike Snyder, Mayor

Angela Walton, City Secretary

AGENDA ITEM REPORT

10.2.



This agenda item meets the following City's Pillars:(check all that apply)

Excellence and Efficiency through Collaboration

Sustainable Growth

☒ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Acceptance of May 2022 Financial Report (Angie Rios)
Meeting: Thursday, July 7, 2022
Department: Finance /
Staff Contact: Angie Rios

BACKGROUND INFORMATION:

May continued the trend of strong sales tax and permits revenue in the General Fund. Year-to-date revenues are at \$19,059,773 or 84% of the budget and expenditures are \$10,209,411 or 46% of the budget.

The Utility Fund continues to see a growth in customers. Revenues are \$10,299,077 or 75% of budget, while expenses are \$9,044,867 or 67% of budget.

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:



MONTHLY FINANCIAL AND INVESTMENT REPORT

FOR THE MONTH ENDED MAY 31, 2022

**Angie Rios, CPA
Chief Financial Officer**

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ENTERPRISE FUNDS

Statement of Revenues and Expenses – Budget and Actual

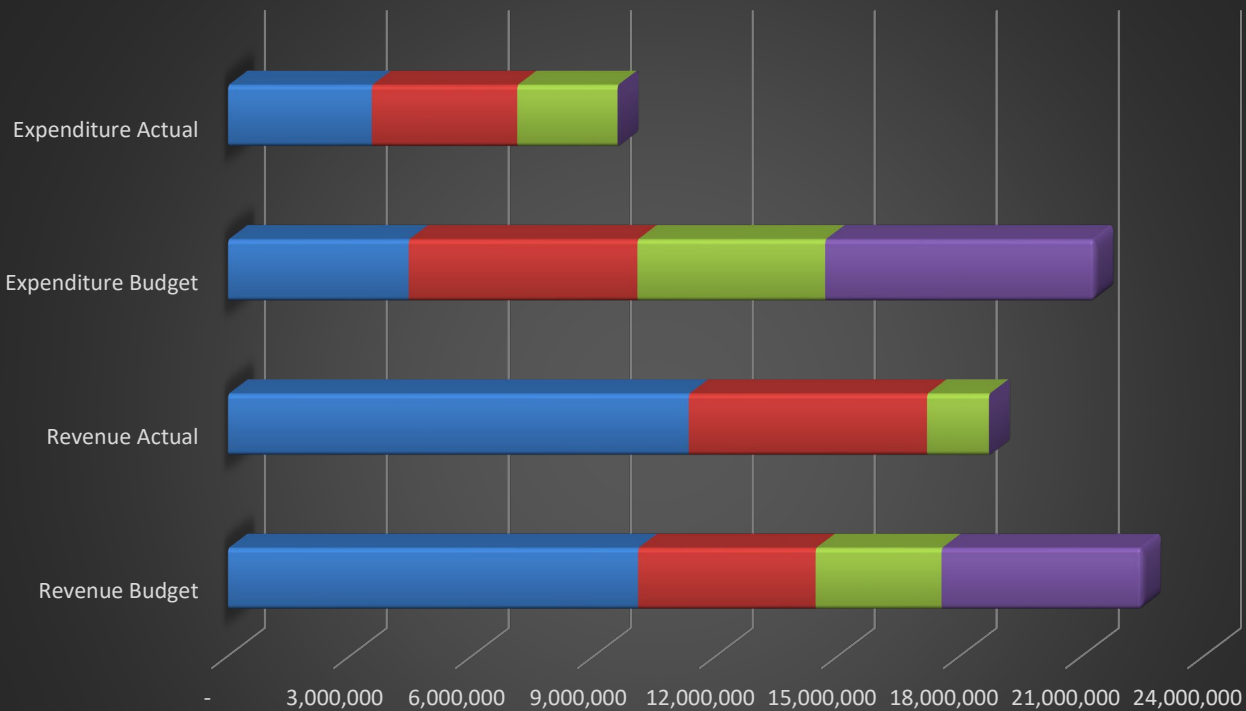
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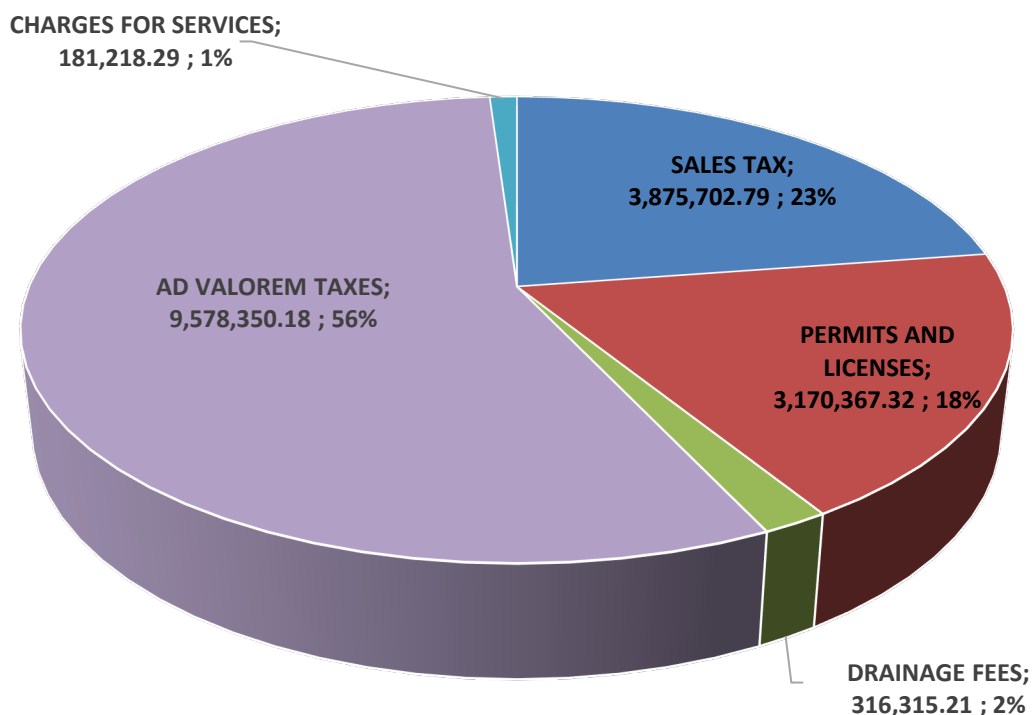
FINANCIAL DASHBOARD FOR THE MONTH ENDING MAY 31, 2022

General Fund



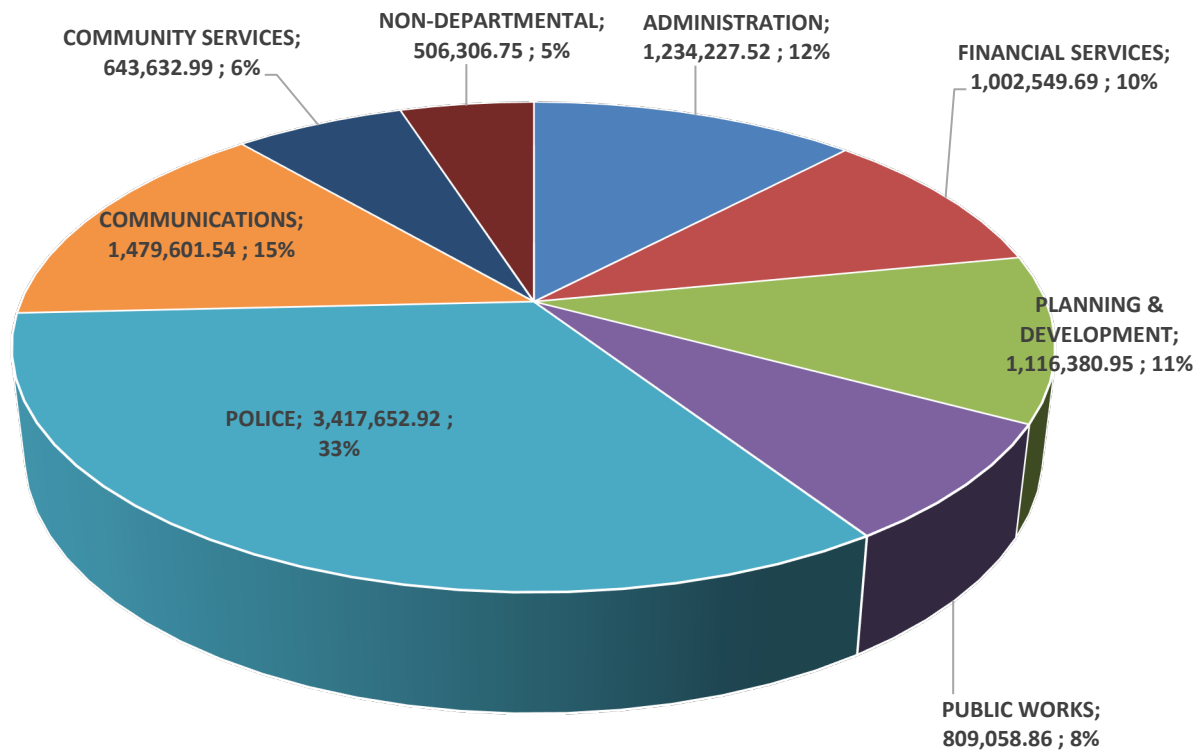
	Revenue Budget	Revenue Actual	Expenditure Budget	Expenditure Actual
Quarter 1	10,086,719	11,332,319	4,446,158	3,537,887
Quarter 2	4,367,538	5,860,482	5,625,403	3,577,569
Quarter 3	3,096,859	1,523,471	4,616,754	2,466,191
Quarter 4	4,938,782	-	6,636,184	-

GENERAL FUND REVENUE

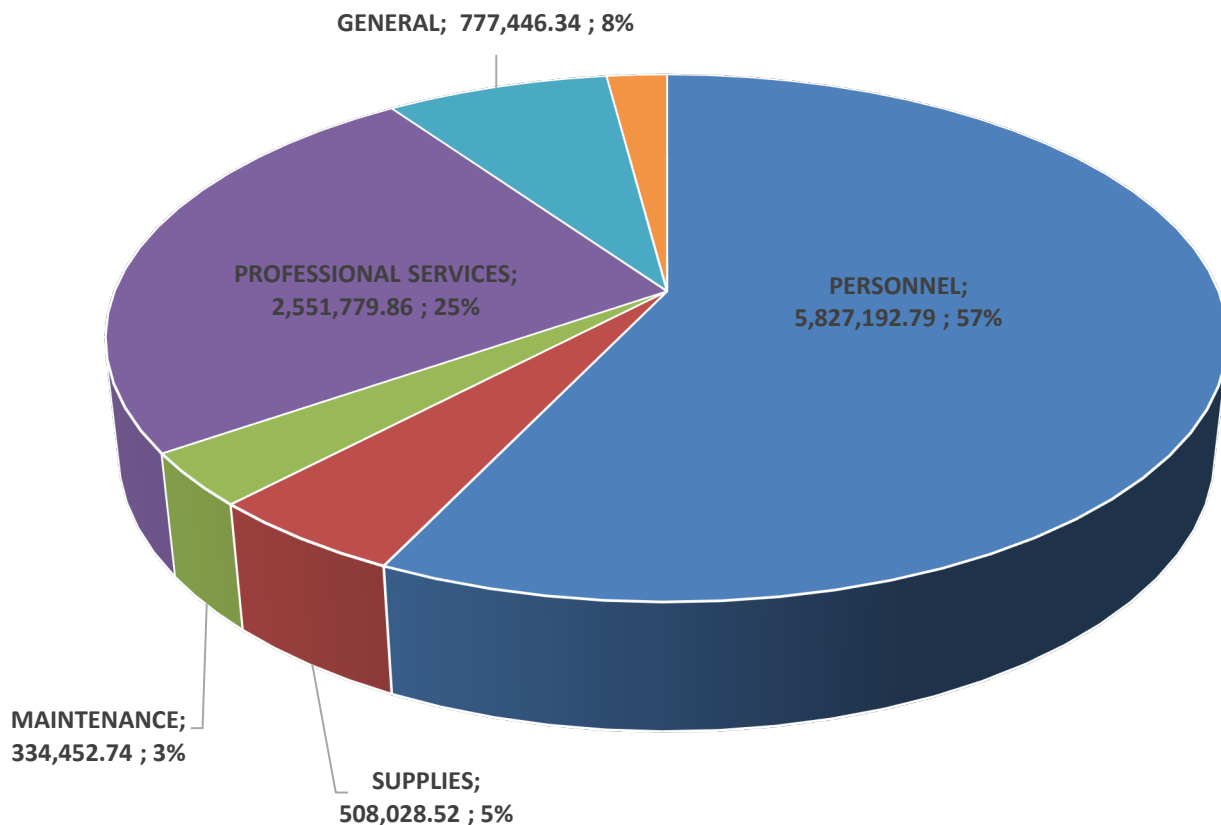


FINANCIAL DASHBOARD FOR THE MONTH ENDING MAY 31, 2022

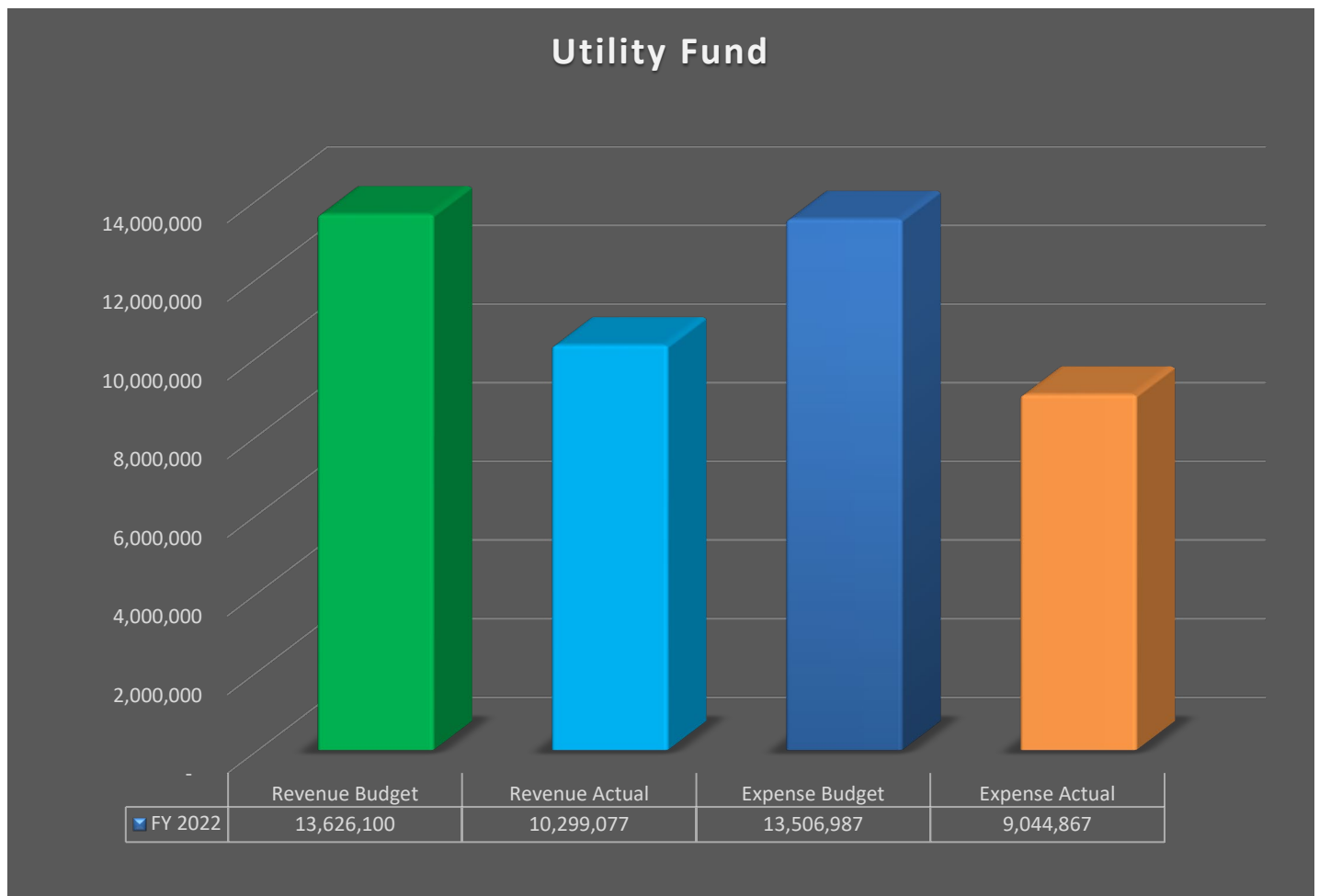
GENERAL FUND EXPENDITURES BY DEPARTMENT



GENERAL FUND EXPENDITURES BY TYPE



FINANCIAL DASHBOARD FOR THE MONTH ENDING MAY 31, 2022

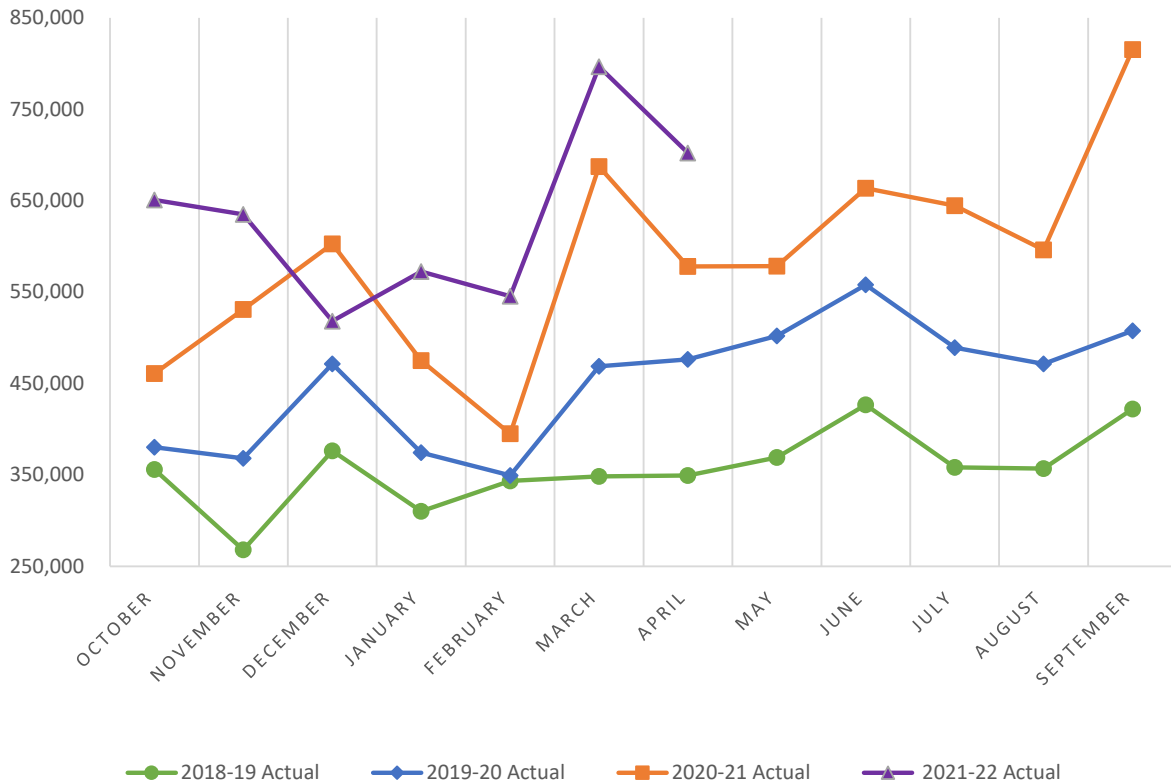


- Utility revenues were at 75.58% of budget
- Expenses were at 66.96% of budget

CITY ONLY Monthly Sales Tax Revenue

Received Month	FY Accrual Month	2018-19	2019-20	2020-21	2021-22	
		Actual	Actual	Actual	Estimate	Actual
December	October	355,906	380,217	460,839	440,696	650,779
January	November	268,005	368,031	531,091	426,572	635,102
February	December	376,485	471,312	602,713	546,281	518,338
March	January	310,216	374,496	475,083	434,064	572,428
April	February	343,422	349,480	395,000	405,070	545,417
May	March	348,258	468,816	687,438	543,387	796,610
June	April	349,284	476,524	578,119	552,322	702,235
July	May	369,062	501,930	578,444	581,769	-
August	June	426,662	558,000	663,684	646,758	-
September	July	358,298	489,116	644,647	566,917	-
October	August	356,908	471,586	596,256	546,598	-
November	September	422,002	507,797	815,296	588,569	-
% Y-T-D Change		17.3%	26.4%	29.7%	6,279,002	4,420,910

SALES TAX COMPARISON



CITY OF HUTTO
GENERAL FUND
STATEMENT OF REVENUES
FOR THE MONTH ENDED MAY 31, 2022

REVENUES	BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
AD VALOREM TAXES	\$ 10,873,091	\$ 31,356	\$ 9,609,707	\$ (1,263,384)	88.38%
SALES TAX	6,229,002	839,320	4,715,022	(1,513,980)	75.69%
FRANCHISE FEES	952,355	58,570	137,887	(814,468)	14.48%
PERMITS AND LICENSES	3,285,200	424,846	3,595,213	310,013	109.44%
CHARGES FOR SERVICES	172,250	35,212	216,440	44,190	125.65%
FINES	238,000	33,506	259,636	21,636	109.09%
DRAINAGE FEES	450,000	48,275	364,591	(85,409)	81.02%
GRANT REVENUE	-	5,200	38,024	38,024	0.00%
OTHER REVENUES	100,000	5,694	33,457	(66,543)	33.46%
INTEREST	20,000	14,174	35,027	15,027	175.14%
SUB - TOTAL	\$ 22,319,898	\$ 1,496,153	\$ 19,005,004	\$ (3,314,894)	85.15%
TRANSFER FROM OTHER FUNDS	275,000	7,846	54,769	(220,231)	19.92%
FUND BALANCE	-	-	-	-	0.00%
TOTAL REVENUES	\$ 22,594,898	\$ 1,503,999	\$ 19,059,773	\$ (3,535,125)	84.35%

GENERAL FUND SUMMARY

TOTAL REVENUE INCLUDING TRANSFERS	\$ 22,594,898	\$ 1,503,999	\$ 19,059,773	\$ (21,090,899)	84.35%
GENERAL FUND EXPENDITURES	22,171,082	1,322,138	10,209,411	20,848,944	46.05%
BUDGETED FUND BALANCE	-	-	-	-	
BALANCE	\$ 423,816	\$ 181,862	\$ 8,850,362	\$ (241,954)	

NOTES:

The General Fund accounts for the resources used to finance the fundamental operations of the City.
It is the basic fund of the City and covers all activities for which a separate fund has not been established.

CITY OF HUTTO
GENERAL FUND
STATEMENT OF EXPENDITURES
FOR THE MONTH ENDED MAY 31, 2022

	CURRENT BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
ADMINISTRATION					
PERSONNEL	\$ 799,406	\$ 26,554	\$ 453,463	\$ 345,944	56.72%
SUPPLIES	2,650	182	2,122	528	80.08%
PROFESSIONAL SERVICES	25,050	25,574	167,295	(142,245)	667.84%
GENERAL	17,750	1	13,180	4,570	74.25%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL ADMINISTRATION	\$ 844,856	\$ 52,311	\$ 636,059	\$ 208,797	75.29%
CITY COUNCIL					
PERSONNEL	\$ 74,942	\$ 5,828	\$ 46,355	\$ 28,588	61.85%
SUPPLIES	2,500	-	1,999	501	79.97%
PROFESSIONAL SERVICES	4,000	169	169	3,831	4.24%
GENERAL	225,600	-	134,644	90,956	59.68%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL CITY COUNCIL	\$ 307,042	\$ 5,997	\$ 183,168	\$ 123,875	59.66%
HUMAN RESOURCES					
PERSONNEL	\$ 331,390	\$ 27,203	\$ 177,842	\$ 153,548	53.67%
SUPPLIES	2,250	-	917	1,333	40.77%
PROFESSIONAL SERVICES	176,700	10,534	86,255	90,445	48.81%
GENERAL	12,100	75	5,263	6,837	43.49%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL HUMAN RESOURCES	\$ 522,440	\$ 37,812	\$ 270,278	\$ 252,162	51.73%
ECONOMIC DEVELOPMENT					
PERSONNEL	\$ 209,364	\$ 15,650	\$ 121,425	\$ 87,938	58.00%
SUPPLIES	13,350	-	18,193	(4,843)	136.27%
PROFESSIONAL SERVICES	40,000	-	377	39,623	0.94%
GENERAL	10,100	-	4,728	5,372	46.81%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL ECONOMIC DEVELOPMENT	\$ 272,814	\$ 15,650	\$ 144,723	\$ 128,091	53.05%
FINANCE					
PERSONNEL	\$ 973,770	\$ 55,496	\$ 429,885	\$ 543,884	44.15%
SUPPLIES	7,500	277	6,635	865	88.47%
PROFESSIONAL SERVICES	299,250	24,149	164,894	134,356	55.10%
GENERAL	387,600	19,400	235,815	151,785	60.84%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL FINANCE	1,668,120	99,322	837,230	830,890	50.19%
MUNICIPAL COURT					
PERSONNEL	\$ 222,428	\$ 23,540	\$ 145,996	\$ 76,432	65.64%
SUPPLIES	1,550	-	1,216	334	78.47%
PROFESSIONAL SERVICES	24,250	100	8,877	15,373	36.61%
GENERAL	20,200	988	9,231	10,969	45.70%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL MUNICIPAL COURT	\$ 268,428	\$ 24,628	\$ 165,320	\$ 103,108	61.59%
PLANNING & DEVELOPMENT					
PERSONNEL	\$ 1,184,585	\$ 57,953	\$ 465,616	\$ 718,970	39.31%
SUPPLIES	27,150	1,158	6,631	20,519	24.42%
PROFESSIONAL SERVICES	890,550	170,851	638,700	251,850	71.72%
GENERAL	32,150	26	5,435	26,715	16.91%
CAPITAL OUTLAY	40,000	-	-	40,000	0.00%
TOTAL PLANNING & DEVELOPMENT	\$ 2,174,435	\$ 229,988	\$ 1,116,381	\$ 1,058,054	51.34%

CITY OF HUTTO
GENERAL FUND
STATEMENT OF EXPENDITURES
FOR THE MONTH ENDED MAY 31, 2022

	CURRENT BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
CONSTRUCTION INSPECTION					
PERSONNEL	\$ 162,945	\$ 13,176	\$ 90,799	\$ 72,146	55.72%
SUPPLIES	13,500	1,031	4,422	9,078	32.76%
MAINTENANCE	750	-	-	750	0.00%
PROFESSIONAL SERVICES	10,247	861	6,841	3,406	66.77%
GENERAL	6,000	-	-	6,000	0.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL CONSTRUCTION INSPECTION	\$ 193,442	\$ 15,067	\$ 102,062	\$ 91,380	52.76%
STREETS & DRAINAGE					
PERSONNEL	\$ 771,115	\$ 39,243	\$ 261,971	\$ 509,144	33.97%
SUPPLIES	68,000	2,484	31,673	36,327	46.58%
MAINTENANCE	130,000	5,096	35,590	94,410	27.38%
PROFESSIONAL SERVICES	434,000	16,476	100,501	333,499	23.16%
GENERAL	225,000	18,023	130,456	94,544	0.00%
CAPITAL OUTLAY	1,844,075	35,210	146,805	1,697,270	0.00%
TOTAL STREETS & DRAINAGE	\$ 3,472,190	\$ 116,531	\$ 706,997	\$ 2,765,193	20.36%
POLICE					
PERSONNEL	\$ 5,212,894	\$ 349,968	\$ 2,773,272	\$ 2,439,621	53.20%
SUPPLIES	486,900	53,434	257,088	229,812	52.80%
MAINTENANCE	18,200	772	105,340	(87,140)	578.79%
PROFESSIONAL SERVICES/FEES	273,500	8,123	188,795	84,705	69.03%
GENERAL	114,600	2,149	47,374	67,226	0.00%
CAPITAL OUTLAY	690,000	-	45,784	644,216	0.00%
TOTAL POLICE	\$ 6,796,094	\$ 414,446	\$ 3,417,653	\$ 3,378,441	50.29%
CITY SECRETARY					
PERSONNEL	\$ 218,189	\$ 17,409	\$ 90,780	\$ 127,409	41.61%
SUPPLIES	950	27	225	725	23.69%
PROFESSIONAL SERVICES	120,000	-	74,078	45,922	61.73%
GENERAL	6,700	124	2,971	3,729	44.34%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL CITY SECRETARY	\$ 345,839	\$ 17,559	\$ 168,054	\$ 177,785	48.59%
COMMUNICATIONS					
PERSONNEL	\$ 287,711	\$ 24,148	\$ 133,970	\$ 153,741	46.56%
SUPPLIES	3,200	166	2,024	1,176	63.26%
PROFESSIONAL SERVICES	119,826	-	44,819	75,007	37.40%
GENERAL	4,000	-	5,144	(1,144)	128.60%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL COMMUNICATIONS	\$ 414,737	\$ 24,314	\$ 185,957	\$ 228,779	44.84%
LIBRARY					
PERSONNEL	\$ 182,182	\$ 14,029	\$ 100,799	\$ 81,383	55.33%
SUPPLIES	50,000	6,524	30,117	19,883	60.23%
PROFESSIONAL SERVICES	4,100	-	2,000	2,100	48.78%
GENERAL	3,500	87	2,902	598	82.91%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL LIBRARY	\$ 239,782	\$ 20,639	\$ 135,818	\$ 103,964	56.64%
COMMUNITY RELATIONS					
PERSONNEL	\$ 173,008	\$ 12,985	\$ 102,190	\$ 70,818	59.07%
SUPPLIES	240,900	913	67,354	173,546	27.96%
PROFESSIONAL SERVICES	430,500	15,277	280,305	150,195	65.11%
GENERAL	5,000	-	4,147	853	82.94%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL COMMUNITY RELATIONS	\$ 849,408	\$ 29,174	\$ 453,995	\$ 395,413	53.45%

CITY OF HUTTO
GENERAL FUND
STATEMENT OF EXPENDITURES
FOR THE MONTH ENDED MAY 31, 2022

	CURRENT BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
INFORMATION TECHNOLOGY					
PERSONNEL	\$ 243,611	\$ 14,004	\$ 101,037	\$ 142,574	41.47%
SUPPLIES	64,600	180	34,869	29,731	53.98%
PROFESSIONAL SERVICES	648,200	36,997	398,898	249,302	61.54%
GENERAL	10,600	-	972	9,628	9.17%
CAPITAL OUTLAY	40,000	-	-	40,000	0.00%
TOTAL INFORMATION TECHNOLOGY	\$ 1,007,011	\$ 51,181	\$ 535,777	\$ 471,234	53.20%
PARKS MAINTENANCE					
PERSONNEL	\$ 409,996	\$ 29,496	\$ 187,021	\$ 222,975	45.62%
SUPPLIES	9,750	2,776	9,521	229	97.65%
MAINTENANCE	81,500	4,908	36,910	44,590	45.29%
PROFESSIONAL SERVICES	260,000	15,952	76,565	183,435	29.45%
GENERAL	25,000	92	92	24,909	0.37%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL PARKS MAINTENANCE	\$ 786,246	\$ 53,224	\$ 310,109	\$ 476,137	39.44%
PARKS & RECREATION					
PERSONNEL	\$ 91,628	\$ 2,612	\$ 20,113	\$ 71,515	21.95%
SUPPLIES	3,800	1,095	1,848	1,952	48.64%
PROFESSIONAL SERVICES	11,500	40	205	11,295	1.78%
GENERAL	20,750	2,780	8,792	11,958	42.37%
CAPITAL OUTLAY	-	2,422	17,921	(17,921)	0.00%
TOTAL PARKS & RECREATION	\$ 127,678	\$ 8,949	\$ 48,880	\$ 78,799	38.28%
FLEET MAINTENANCE					
PERSONNEL	\$ 77,871	\$ 6,077	\$ 47,848	\$ 30,023	61.45%
SUPPLIES	32,450	146	2,519	29,931	7.76%
MAINTENANCE	130,000	4,055	54,711	75,289	42.09%
PROFESSIONAL SERVICES	5,000	483	1,716	3,284	34.32%
GENERAL	250	-	447	(197)	178.80%
CAPITAL OUTLAY	45,000	-	-	45,000	0.00%
TOTAL FLEET MAINTENANCE	\$ 290,571	\$ 10,761	\$ 107,240	\$ 183,331	36.91%
FACILITY MAINTENANCE					
PERSONNEL	\$ 183,129	\$ 13,441	\$ 76,811	\$ 106,318	41.94%
SUPPLIES	28,950	2,212	10,210	18,740	35.27%
MAINTENANCE	600,000	2,971	31,531	568,469	5.26%
PROFESSIONAL SERVICES	88,500	6,420	58,853	29,647	66.50%
GENERAL	2,000	-	-	2,000	0.00%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL FACILITY MAINTENANCE	\$ 902,579	\$ 25,044	\$ 177,405	\$ 725,174	19.66%
NON-DEPARTMENTAL					
SUPPLIES	\$ 12,000	\$ 1,064	\$ 18,445	\$ (6,445)	153.71%
MAINTENANCE	70,371	-	70,371	-	0.00%
PROFESSIONAL SERVICES	350,000	50,364	251,637	98,363	71.90%
GENERAL	255,000	18,113	165,854	89,146	65.04%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL NON-DEPARTMENTAL	\$ 687,371	\$ 69,541	\$ 506,307	\$ 181,064	73.66%
TOTAL EXPENDITURES	\$ 22,171,082	\$ 1,322,138	\$ 10,209,411	\$ 11,961,671	46.05%

CITY OF HUTTO
SPECIAL REVENUE FUNDS
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH ENDED MAY 31, 2022

	CURRENT BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
HOTEL TAX FUND					
REVENUES	\$ 175,000	\$ 46,208	\$ 162,948	\$ (12,052)	93.11%
EXPENDITURES	175,000	-	-	175,000	0.00%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ -</u>	<u>\$ 46,208</u>	<u>\$ 162,948</u>	<u>\$ 162,947.64</u>	
PEG CAPITAL FUND					
REVENUES	\$ 70,000	\$ 10,889	\$ 22,214	\$ (47,786)	31.73%
EXPENDITURES	45,000	559.67	42,996	2,004	95.55%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ 25,000</u>	<u>\$ 10,329</u>	<u>\$ (20,781)</u>	<u>\$ (45,781)</u>	
PARK IMPROVEMENT FUND					
REVENUES	\$ 251,500	\$ 41,984	\$ 383,487	\$ 131,987	152.48%
EXPENDITURES	1,000,000	-	-	1,000,000	0.00%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ 1,251,500</u>	<u>\$ 41,984</u>	<u>\$ 383,487</u>	<u>\$ 1,131,987</u>	
COMMUNITY PID FEES					
REVENUES	\$ -	\$ 1,987	\$ 2,379,283	\$ 2,379,283	0.00%
EXPENDITURES	-	-	-	-	0.00%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ -</u>	<u>\$ 1,987</u>	<u>\$ 2,379,283</u>	<u>\$ 2,379,283</u>	
COMMUNITY DEVELOPMENT CORPORATION					
REVENUES	\$ 2,307,651	\$ 358,754	\$ 2,393,948	\$ 86,297	103.74%
EXPENDITURES	2,894,086	157,778	1,522,768	1,371,318	52.62%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ (586,435)</u>	<u>\$ 200,977</u>	<u>\$ 871,180</u>	<u>\$ (1,285,021)</u>	

CITY OF HUTTO
UTILITY FUND
STATEMENT OF REVENUES & EXPENSES
FOR THE MONTH ENDED MAY 31, 2022

	BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
REVENUES					
CHARGES FOR SERVICES	\$ 13,480,000	\$ 1,236,045	\$ 9,545,395	\$ (3,934,605)	70.81%
FEES	131,000	15,570	129,337	(1,663)	98.73%
OTHER REVENUES	15,000	18,700	621,237	606,237	4141.58%
INTEREST	100	1,383	3,108	3,008	3107.74%
SUB - TOTAL	<u>\$ 13,626,100</u>	<u>\$ 1,271,697</u>	<u>\$ 10,299,077</u>	<u>\$ (3,327,023)</u>	75.58%
TRANSFER FROM OTHER FUNDS	-	-	-	-	0.00%
FUND BALANCE	-	-	-	-	0.00%
TOTAL REVENUES	<u>\$ 13,626,100</u>	<u>\$ 1,271,697</u>	<u>\$ 10,299,077</u>	<u>\$ (3,327,023)</u>	75.58%
EXPENSES					
UTILITY BILLING					
PERSONNEL	\$ 413,422	\$ 24,356	\$ 173,957	\$ 239,465	42.08%
SUPPLIES	132,350	705	98,734	33,616	74.60%
MAINTENANCE	2,000	-	120	1,880	6.00%
PROFESSIONAL SERVICES	63,000	1,011	56,044	6,956	88.96%
GENERAL	322,000	22,832	235,366	86,634	73.10%
CAPITAL OUTLAY	60,000	-	46,400	60,000	77.33%
TOTAL UTILITY BILLING	<u>\$ 992,772</u>	<u>\$ 48,904</u>	<u>\$ 610,621</u>	<u>\$ 428,551</u>	61.51%
PUBLIC WORKS ADMIN					
PERSONNEL	\$ 526,481	\$ 36,536	\$ 185,629	\$ 340,852	35.26%
SUPPLIES	10,500	417	4,623	5,877	44.03%
PROFESSIONAL SERVICES	-	-	-	-	0.00%
GENERAL	1,600	1	132	1,468	8.24%
CAPITAL OUTLAY	-	-	-	-	0.00%
TOTAL PUBLIC WORKS ADMIN	<u>\$ 538,581</u>	<u>\$ 36,953</u>	<u>\$ 190,385</u>	<u>\$ 348,196</u>	35.35%
UTILITY OPERATIONS					
PERSONNEL	\$ 833,710	\$ 67,486	\$ 535,936	\$ 297,774	64.28%
SUPPLIES	212,250	17,921	130,388	81,862	61.43%
MAINTENANCE	468,000	15,266	129,253	338,747	27.62%
PROFESSIONAL SERVICES	3,397,500	244,163	2,501,299	896,201	73.62%
GENERAL	394,500	29,303	237,664	156,836	60.24%
CAPITAL OUTLAY	275,000	18,629	448,493	(173,493)	163.09%
TOTAL UTILITY OPERATIONS	<u>\$ 5,580,960</u>	<u>\$ 392,769</u>	<u>\$ 3,983,032</u>	<u>\$ 1,597,928</u>	71.37%
NON-DEPARTMENTAL					
PROFESSIONAL SERVICES	\$ 75,000	\$ 15,409	\$ 52,866	\$ 22,134	70.49%
GENERAL	110,000	8,523	68,180	41,820	61.98%
TRANSFERS TO OTHER FUNDS	6,209,675	517,473	4,139,783	2,069,892	66.67%
TOTAL NON-DEPARTMENTAL	<u>\$ 6,394,675</u>	<u>\$ 541,405</u>	<u>\$ 4,260,829</u>	<u>\$ 2,133,846</u>	66.63%
TOTAL EXPENSES	<u>\$ 13,506,987</u>	<u>\$ 1,020,031</u>	<u>\$ 9,044,867</u>	<u>\$ 4,508,520</u>	66.96%
NET CHANGE IN FUND BALANCE	\$ 119,113	\$ 251,666	\$ 1,254,210	\$ (1,181,497)	

CITY OF HUTTO
UTILITY FUNDS
STATEMENT OF REVENUES AND EXPENSES
FOR THE MONTH ENDED MAY 31, 2022

	CURRENT BUDGET	CURRENT MONTH	FISCAL YTD	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT OF BUDGET
UTILITY IMPACT FEES FUND					
REVENUES	\$ 3,800,000	\$ 429,196	\$ 8,957,436	\$ 5,157,436	235.72%
EXPENSES	2,192,000	43,321	70,179	2,121,821	3.20%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ 1,608,000</u>	<u>\$ 385,875</u>	<u>\$ 8,887,257</u>	<u>\$ 7,279,257</u>	
UTILITY CIP FUND					
REVENUES	\$ 50,000	\$ 9,398	\$ 16,402	\$ (33,598)	32.80%
EXPENSES	7,361,192	-	2,797,018	4,564,174	38.00%
BUDGETED FUND BALANCE	7,311,192	-	-	(7,311,192)	
NET CHANGE	<u>\$ -</u>	<u>\$ 9,398</u>	<u>\$ (2,780,616)</u>	<u>\$ (2,780,616)</u>	
SOLID WASTE FUND					
REVENUES	\$ 2,000,000	\$ 207,726	\$ 1,543,108	\$ (456,892)	77.16%
EXPENSES	2,000,000	165,831	1,120,256	879,744	56.01%
BUDGETED FUND BALANCE	-	-	-	-	
NET CHANGE	<u>\$ -</u>	<u>\$ 41,895</u>	<u>\$ 422,852</u>	<u>\$ 422,852</u>	



INVESTMENT PORTFOLIO REPORT

For the Month Ended

May 31, 2022

**Prepared by
Valley View Consulting, L.L.C.**

The investment portfolio of the City of Hutto is in compliance with the Public Funds Investment Act and the Investment Policy and Strategies.

Chief Financial Officer

Controller

These reports were compiled using information provided by the City. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary

Month End Results by Investment Category:

Asset Type	April 30, 2022		May 31, 2022	
	Book Value	Market Value	Book Value	Market Value
Bank Deposits	\$ 5,765,994	\$ 5,765,994	\$ 4,559,967	\$ 4,559,967
MMF Sweep/MMA	1,873,630	1,873,630	1,874,072	1,874,072
LGIPs	62,632,746	62,632,746	62,708,508	62,708,508
Totals	\$ 70,272,371	\$ 70,272,371	\$ 69,142,547	\$ 69,142,547

Average Yield - Current Month (1)

Total Portfolio	0.61%
Rolling Three Month Treasury	0.77%
Rolling Six Month Treasury	0.82%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	0.14%
Rolling Three Month Treasury	0.25%
Rolling Six Month Treasury	0.28%
TexPool	0.16%

Interest Earnings

Monthly Interest Income	\$ 35,447	Approximate
Year-to-date Interest Income	\$ 65,841	Approximate

(1) Average Yield calculated using month end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

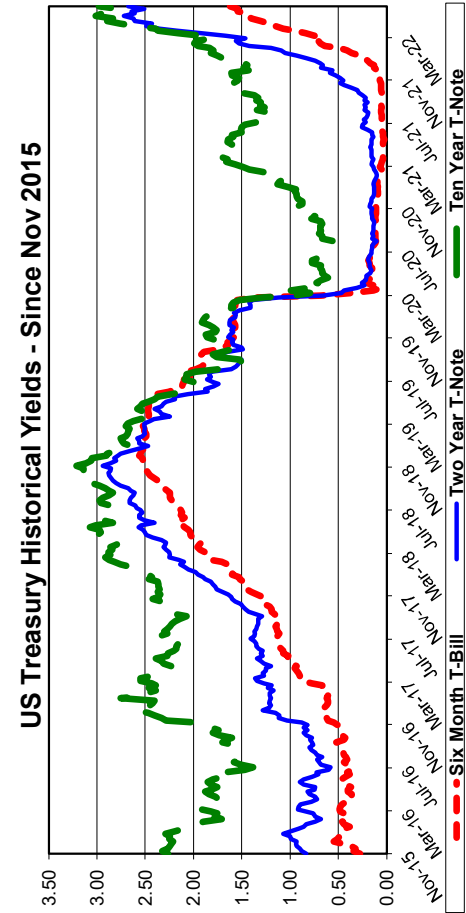
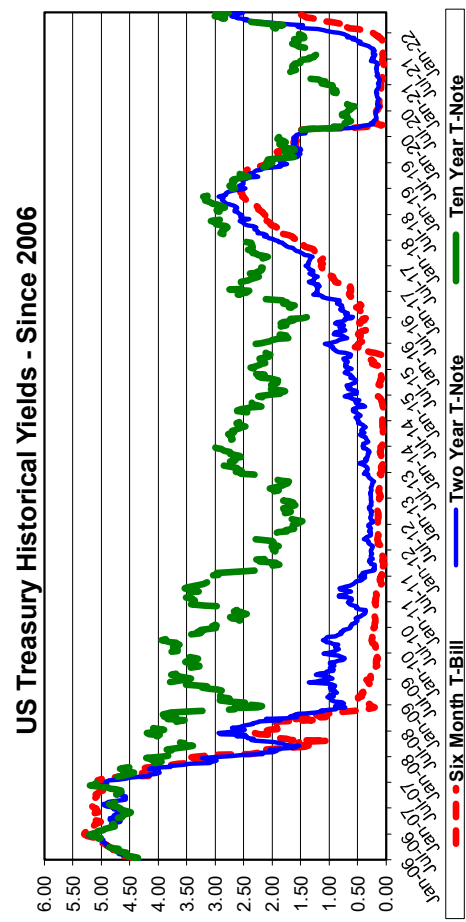
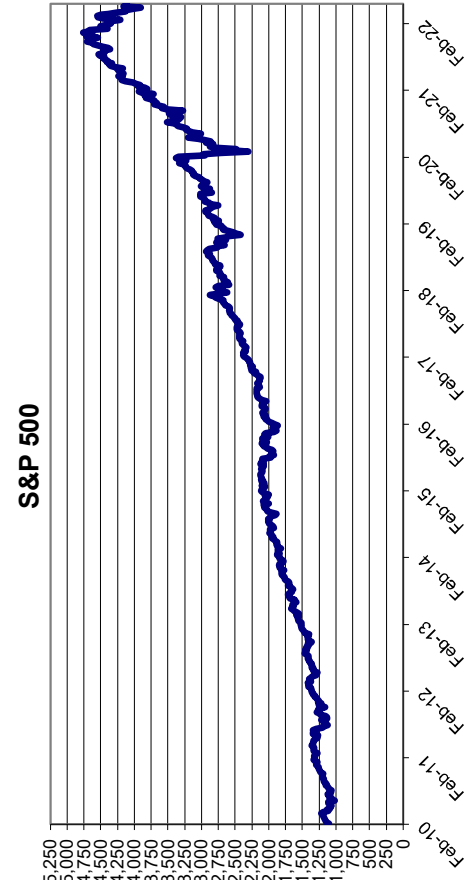
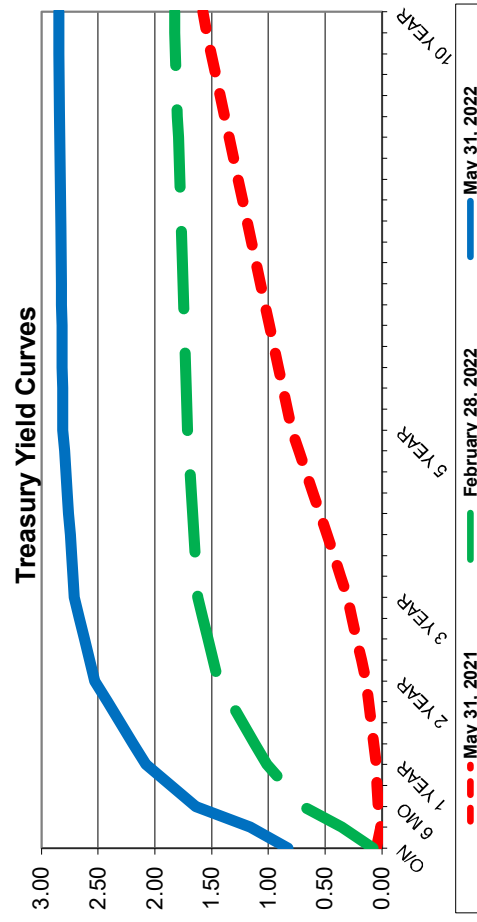
(2) Fiscal Year-to-Date Average Yields calculated using month end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Note: Portfolio values within this report prior to January 1, 2019 were obtained from previous monthly reports prepared on behalf of the City and were not checked for accuracy or completeness.

Economic Overview

5/31/2022

The Federal Open Market Committee (FOMC) raised the Fed Funds target range 0.50% to 0.75% - 1.00% May 4th (Effective Fed Funds are trading +/-0.80%). The FOMC will begin reducing their balance sheet June 1. Additional 0.50% increases are anticipated June 15 and July 27. First Quarter GDP (first revision) was a disappointing -1.5%. May Non-Farm Payroll added 390k net new jobs while the Three Month Average NFP declined to 408k. Crude oil exceeded +/- \$115 per barrel. The Stock Markets remain volatile and drifted lower (S&P Index -14% from the December 2021 peak). More domestic and international economic indicators softened with some economists considering recessionary conditions in the next 12 to 24 months. Inflation remained well over the FOMC 2% target (Core PCE +/-4.9%).



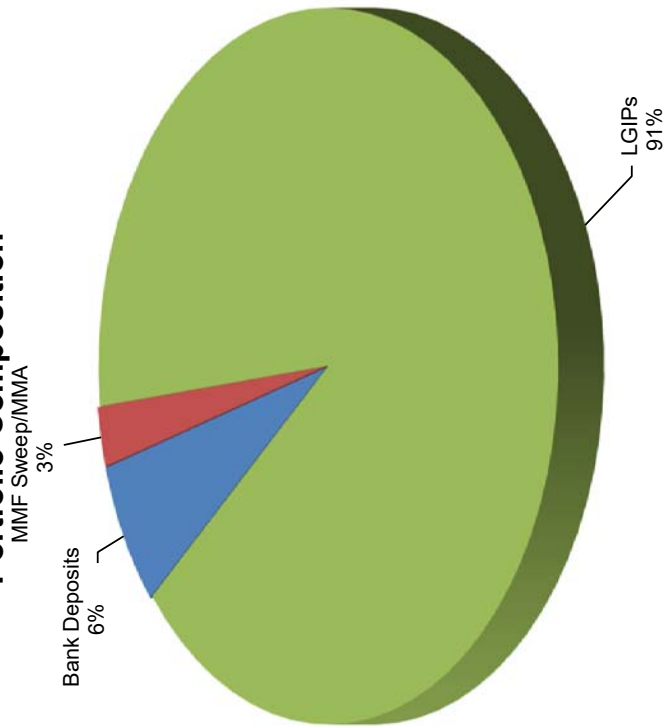
Investment Holdings
May 31, 2022

Description	Ratings	Coupon/		Settlement	Par Value	Book Value	Market		Life
		Discount	Maturity Date				Price	Value	
Wells Fargo Bank		0.00%	06/01/22	05/31/22	\$ 4,353,499	\$ 4,353,499	1.00	\$ 4,353,499	1
Bancorp South		0.31%	06/01/22	05/31/22	206,469	206,469	1.00	206,469	1
Bank of Texas MMF		0.66%	06/01/22	05/31/22	1,874,072	1,874,072	1.00	1,874,072	1
TexPool	AAAm	0.62%	06/01/22	05/31/22	20,309,354	20,309,354	1.00	20,309,354	1
Texas Class	AAAm	0.81%	06/01/22	05/31/22	6,885,498	6,885,498	1.00	6,885,498	1
TexSTAR	AAAm	0.65%	06/01/22	05/31/22	35,513,656	35,513,656	1.00	35,513,656	1
						\$ 69,142,547		\$ 69,142,547	1
									0.61%
									(1)
									(2)

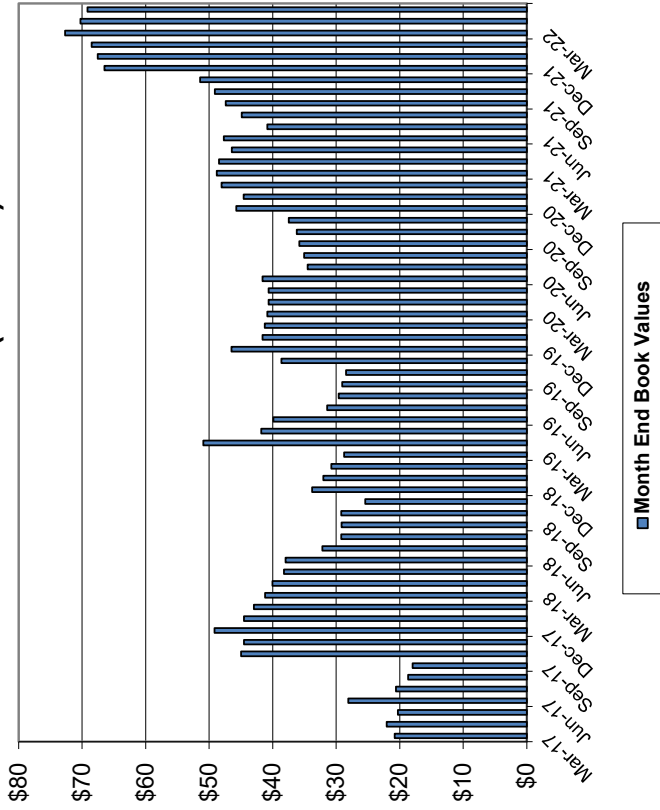
(1) **Weighted average life** - For purposes of calculating weighted average life, bank accounts, pools and money market funds are assumed to have an one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank accounts, pools and money market funds.

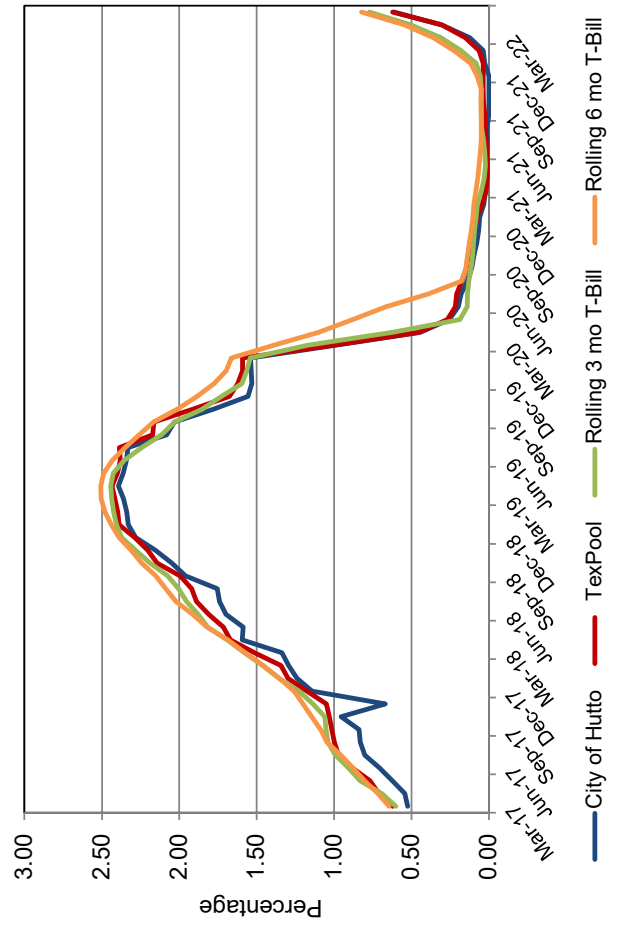
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 04/30/22	Increases	Decreases	Book Value 05/31/22	Market Value 04/30/22	Change in Market Value	Market Value 05/31/22
Wells Fargo Bank	0.00%	06/01/22	\$ 5,559,579	\$ -	\$ (1,206,081)	\$ 4,353,499	\$ 5,559,579	\$ (1,206,081)	\$ 4,353,499
Bancorp South	0.31%	06/01/22	206,415	54	-	206,469	206,415	54	206,469
Bank of Texas MMF	0.66%	06/01/22	1,873,630	441	-	1,874,072	1,873,630	441	1,874,072
TexPool	0.62%	06/01/22	20,257,815	51,539	-	20,309,354	20,257,815	51,539	20,309,354
Texas Class	0.81%	06/01/22	6,880,746	4,752	-	6,885,498	6,880,746	4,752	6,885,498
TexSTAR	0.65%	06/01/22	35,494,185	19,471	-	35,513,656	35,494,185	19,471	35,513,656
TOTAL / AVERAGE	0.61%		\$ 70,272,371	\$ 76,257	\$ (1,206,081)	\$ 69,142,547	\$ 70,272,371	\$ (1,129,823)	\$ 69,142,547

**Fund Allocation - Book & Market Value
May 31, 2022**

	Total	Operating Funds	Debt Service	Capital Projects	Grant Funds	PID Funds	Utility Funds	2014 TWDB
Wells Fargo Bank	\$ 4,353,499	\$ 4,353,499						
Bancorp South	206,469	206,469						
Bank of Texas MMF	1,874,072							1,874,072
TexPool	20,309,354	20,309,354						
Texas Class	6,885,498							
TexSTAR	35,513,656	5,593,638	1,091,833	25,362,424	3,465,760	2,879,283	4,006,215	
Total	\$ 69,142,547	\$ 30,462,960	\$ 1,091,833	\$ 25,362,424	\$ 3,465,760	\$ 2,879,283	\$ 4,006,215	\$ 1,874,072

Fund Allocation - Book & Market Value
April 30, 2022

	Total	Operating Funds	Debt Service	Capital Projects	Grant Funds	PID Funds	Utility Funds	2014 TWDB
Wells Fargo Bank	\$ 5,559,579	\$ 5,559,579						
Bancorp South	206,415	206,415						
Bank of Texas MMF	1,873,630							1,873,630
TexPool	20,257,815	20,257,815						
Texas Class	6,880,746							
TexSTAR	35,494,185	5,590,572	1,091,235	25,348,519	3,463,860	2,877,295	4,003,450	
Total	\$ 70,272,371	\$ 31,614,381	\$ 1,091,235	\$ 25,348,519	\$ 3,463,860	\$ 2,877,295	\$ 4,003,450	\$ 1,873,630

AGENDA ITEM REPORT

10.3.



This agenda item meets the following City's Pillars:(check all that apply)

☒ *Excellence and Efficiency through Collaboration*

☐ *Financial Responsibility*

☒ *Sustainable Growth*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on Ordinance No. O-2022-032 amending Section 2.03.041 of the Hutto Code of Ordinances to modify the residency requirement of the City Manager to increase the time to establish residency from six (6) to twelve (12) months after accepting the position. (Legal)
Meeting: Thursday, July 7, 2022
Department: Legal /
Staff Contact: Cristian Rosas-Grillet

BACKGROUND INFORMATION:

Section 150.021 of the Texas Local Government Code provides that a municipality may establish residency requirements for municipal department heads appointed by the mayor or the governing body of the municipality.

Ordinance O-2020-032 requires the City Manager to reside within city limits, while serving as city manager. Ordinance O-2020-032 further requires a prospective city manager that resides outside city limits to establish a residence within the city limits within six (6) months after accepting the city manager position.

Ordinance O-2021-031 authorized the City Council to waive the residency requirement for just cause for a definite period of time after discussion in open session.

The proposed ordinance modifies the residency requirements of the City Manager to increase the time to establish residency from six (6) to twelve (12) months after accepting the position.

SUMMARY OF REQUEST:

STAFF REVIEW:

AGENDA ITEM REPORT

10.3.



FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

ORDINANCE NO. O-2022-032

**AN ORDINANCE AMENDING CHAPTER 2
“ADMINISTRATION AND PERSONNEL,” OF THE
HUTTO CODE OF ORDINANCES, TO AMEND
ARTICLE 2.03 “PERSONNEL,” SECTION 2.03.041
“RESIDENCY REQUIREMENT” TO MODIFY THE
RESIDENCY REQUIREMENT FOR THE CITY
MANAGER TO INCREASE THE TIME TO ESTABLISH
RESIDENCY FROM SIX (6) TO TWELVE (12) MONTHS
AFTER ACCEPTING THE POSITION; AND
PROVIDING FOR EFFECTIVE DATE,
SEVERABILITY, REPEAL, OPEN MEETINGS
CLAUSE, AND ENACTMENT.**

WHEREAS, Section 150.021 of the Texas Local Government Code provides that a municipality may establish residency requirements for municipal department heads appointed by the mayor or the governing body of the municipality; and

WHEREAS, Ordinance O-2020-032 requires the City Manager to reside within city limits, while serving as city manager; and

WHEREAS, Ordinance O-2020-032 further requires a prospective city manager that resides outside city limits to establish a residence within the city limits within six (6) months after accepting the city manager position; and

WHEREAS, Ordinance O-2021-031 authorized the City Council to waive the residency requirement for just cause for a definite period of time after discussion in open session; and

WHEREAS, the City Council desires to modify the residency requirements of the City Manager to increase the time to establish residency from six (6) to twelve (12) months after accepting the position; and

WHEREAS, the City Council of the City of Hutto, Texas, finds it to be in the best interest of the public safety, health, and general welfare of the City to amend Section 2.03.041.

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

Section 1. Findings of Fact: The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2. Enactment: Chapter 2, Article 2.03, Section 2.03.041, of the Code of Ordinances of the City of Hutto, is hereby amended to read in accordance with **Attachment A**, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Underlined and italicized text shall be added, and struck-through and bracketed text shall be deleted as indicated in **Attachment A**.

Section 3. Repealer: All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

Section 4. Severability: Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

Section 5. Codification: The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6. Passage: Pursuant to Section 3.13 of the Hutto City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of four or more members of the City Council during the first reading and the requirement for reading this Ordinance on two separate dates was dispensed with by the affirmative vote of four or more members of the City council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon second reading.

Section 7. Effective Date: This Ordinance shall take effect immediately after its final passage.

Section 8. Proper Notice & Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ and APPROVED on the first reading this the ___th day of _____ 2022.

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 dates was dispensed with.

THE CITY OF HUTTO, TEXAS

By: _____
Mike Snyder, Mayor

ATTEST:

By: _____
Angela Walton, City Secretary
(SEAL)

APPROVED AS TO FORM:

By: _____
Cristian Rosas-Grillet, Assistant City Attorney

Attachment "A"

Sec. 2.03.041 Residency requirement

The city manager shall reside within the city limits while serving as city manager. If a prospective city manager resides outside the city limits he or she shall establish a residence within the city limits within ~~[six (6)]~~ twelve (12) months after accepting the city manager position. The city council may waive the residency requirement for just cause for a definite period of time after discussion in open session.

AGENDA ITEM REPORT

10.4.



This agenda item meets the following City's Pillars:(check all that apply)

Excellence and Efficiency through Collaboration

Sustainable Growth

☐ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on Ordinance No. O-2022-032 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)
Meeting: Thursday, July 7, 2022
Department: Legal /
Staff Contact:

BACKGROUND INFORMATION:

Staff requests that the second reading of Ordinance No. O-2022-032 is dispensed pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

AGENDA ITEM REPORT

11.1.



This agenda item meets the following City's Pillars:(check all that apply)

☒ *Excellence and Efficiency through Collaboration*

Sustainable Growth

☐ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on Resolution No. 2022-064 approving and confirming term expiration dates and seat numbers for City board, commission, and task force members. (Mayor Pro Tem Peter Gordon and Councilmember Krystal Kinsey).
Meeting: Thursday, July 7, 2022
Department: City Council /
Staff Contact: Angela Walton

BACKGROUND INFORMATION:

On January 6, 2022 the City Council adopted a new set of Council Protocols. Contained within this document was a new process for nominating individuals to boards, commissions and task forces, where a Nominating Committee was formed to bring nominations to the Council, rather than each Council member being responsible to nominate one person for each board, commission or task force. Since that date, the expiration dates for board and commission member seats has become unclear, since appointments were no longer clearly tied to the expiration of the corresponding City Council place number.

SUMMARY OF REQUEST:

This recommendation would resume assigning specific seat numbers for all board, commission and task force members to ensure they are being appointed to the proper length of terms. In the event of early resignation or removal, the replacement appointee would then fill the remainder of the unexpired term, instead of starting a new term upon their appointment. This proposal would also allow all boards, commissions and task forces to be consistent in the expiration dates falling at the end of June each year, where Task Forces are currently set to expire in February, but all other boards and commissions expire in June. This proposal has existing board and commission members being assigned expiration dates based on their current length of service.

AGENDA ITEM REPORT

11.1.



STAFF REVIEW:

Legal

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

ATTACHMENTS:

Seat #	Board/Commission/TF	Office	Date Appointed
Building & Standards Commission (no Council Liaison)			
1	Kurt Schwerdfeger		7/1/2021
2	Rick Hudson		6/20/2019
3	Vacant		
4	Vacant		
5	Vacant		
6	Vacant		
7	Vacant		
Diversity & Inclusion Commission (Krystal Kinsey Council Liaison 7/15/2021)			
1	Kandice Walker		10/21/2021
2	Gina Chen		1/6/2022
3	Brian Thompson	Chair	8/27/2020
4	Marlise Prieto		8/5/2021
5	Lacey Ranson-Hudson		2/10/2022
6	Anna Gonzales		???
7	Tara Spoons		9/17/2020
Ethics Review Commission (no Council Liaison)			
1	Jane Wrinkle		2/4/2021
2	Kelly Louis		8/19/2021
3	April Willis		2019
4	Lori Brown	Vice-Chair	11/4/2021
5	Abel Landin		6/17/2021
6	Bill Kohl		2019
7	Christina Garza		12/17/2020
Historic Preservation Commission (Peter Gordon Council Liaison 5/19/22)			
1	Norman Delay		2/17/2022
2	Robert Lykins		5/20/2021
3	Curtis Orton	Vice-Chair	2019
4	Kathy Hoover		9/16/2021
5	Jon Stephenson		5/20/2021
6	Alexis Ortiz		10/21/2021
7	DeAnne Worley	Chair	2019
Library Advisory Board (Dan Thornton Council Liaison 2/10/2022)			
1	Robin Bell		1/6/2022
2	Suzanne Caulfield		3/17/2022
3	Tara Chappell	Chair	2019
4	Marcus Coleman		1/6/2022
5	Bruce Anderson		3/17/2022
6	Emma Peters		12/2/2021
7	Nelida Ortiz		7/15/2021
Parks Advisory Board (Amberley Kolar Council Liaison 5/19/2022)			
1	Vacant		
2	Sharon Dyer		6/17/2021
3	David Meyer		9/17/2020
4	Deborah McPherson		8/19/2021
5	Katie Weiss	Vice-Chair	7/15/2021
6	Rose McMillin		2019
7	Perry Savard	Chair	2019

Planning & Zoning Commission (Robin Sutton Council Liaison 5/19/2022)		
1	Jerica Lawyer	7/2/2020
2	Vacant (R. Clark vacancy)	
3	Brian Lee	6/10/2021
4	Kurt Schwerdfeger	7/1/2021
5	Rick Hudson	6/18/2020
6	David Meyer	7/15/2021
7	Susanna Boyer	6/3/2021
Zoning Board of Adjustments (No Council Liaison)		
1	Ray Alba	6/17/2021
2	Vacant	
3	Robert Balcer	8/19/2021
4	John Marines	6/3/2021
5	Anthony DeFrancis	2/17/2022
6	Bryan Lee	6/3/2021
7	Norman Delay	2/17/2022
A1	Rick Hudson	Alternate 11/4/2021
A2	Vacant	Alternate
A3	Vacant	Alternate
Accessibility Task Force (Krystal Kinsey Council Liaison 1/20/2022)		
1	Laurie Purser Stockman	2/25/2021
2	Jane Wrinkle	2/4/2021
3	Vacant	
4	Vacant	
5	Vacant	
6	Vacant	
7	Vacant	
Communications Task Force (Peter Gordon Council Liaison unknown date)		
1	Cassandra Balderas	11/4/2021
2	Andrew Ingrassia	3/17/2022
4	Vacant	
5	Dana Wilcott	3/17/2022
3	Jane Wrinkle	3/17/2022
6	Sydnee Johnson	3/17/2022
7	Justin Shepherd	3/17/2022
Emergency Preparedness Task Force (Mike Snyder Council Liaison 7/15/2021)		
1	Thomas Quoma	Chair 6/3/2021
2	Donna Jones	6/17/2021
3	Stevie Jones	6/17/2021
4	Matthew Selby	7/15/2021
5	Marcus Coleman	1/6/2022
6	Pete Palumbo	3/17/2022
7	Cat Skeen	5/5/2022

Term Expires	Term Length
6/30/2023	2 Years
6/30/2022	2 Years
6/30/2023	2 Years
6/30/2022	2 Years
6/30/2023	2 Years
6/30/2022	2 Years
6/30/2023	2 Years
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6/30/2024	3 Years
6/30/2022	3 Years
6/30/2022	3 Years

Places 1 & 4
Places 2 & 5
Places 3, 6 & Mayor

6/30/2022 3 Years
6/30/2022 3 Years
6/30/2022 3 Years
6/30/2023 3 Years
6/30/2022 3 Years
6/30/2022 3 Years
6/30/2022 3 Years

Next term ends in 2023
Next term ends in 2024
Next term ends in 2025

Next term ends in 2024
Next term ends in 2025
Next term ends in 2025

6/30/2023 2 Years
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2024
2022

RESOLUTION NO. R-2022-064

A RESOLUTION APPROVING AND CONFIRMING TERM EXPIRATION DATES AND SEAT NUMBERS FOR MEMBERS OF CERTAIN CITY BOARDS, COMMISSIONS, AND TASK FORCES; REPEALING ALL OTHER RESOLUTIONS OR PARTS OF RESOLUTIONS INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on August 19, 2021, the City Council adopted Ordinance O-2021-047 modifying the appointment procedures for certain city boards, commissions, and task forces, and establishing a Nominating Committee; and

WHEREAS, on January 6, 2022, the City Council adopted the City Council Protocol Policy by Resolution No. R-2022-003; and

WHEREAS, on March 3, 2022, the City Council amended the Protocol Policy to provide for nominating and voting procedures for positions not subject to Nominating Committee recommendations under Section 2.02.003 of the Code of Ordinances; and

WHEREAS, on May 19, 2022, the City Council amended the City Council Protocol Policy to establish and clarify procedures for appointments, reappointments, and removals of members of City boards, committees, and commissions; and

WHEREAS, the City Council desires to approve and confirm term expiration dates and seat numbers for members of certain City boards, commissions, and task forces.

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

Section 1. That the facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. That City of Hutto City Council approves and confirms board expiration dates and seat numbers for members of certain City boards, commissions, and task forces in accordance with **Exhibit A**, which is attached hereto and incorporated into this Resolution for all intents and purposes.

Section 3. City of Hutto resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 4. That the City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 5. That this Resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Hutto, and it is accordingly so resolved.

RESOLVED this ____ day of _____, 2022.

CITY OF HUTTO, TEXAS

Mike Snyder, Mayor

ATTEST:

Angela Walton, City Secretary

APPROVED AS TO FORM:

By: _____
Cristian Rosas-Grillet, Assistant City Attorney

Exhibit A

AGENDA ITEM REPORT

11.2.



This agenda item meets the following City's Pillars:(check all that apply)

Excellence and Efficiency through Collaboration

Sustainable Growth

✓ *Financial Responsibility*

✓ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on Resolution No. 2022-065 amending the City of Hutto's Public Improvement District Policy. (Legal, Ashley Bailey)
Meeting: Thursday, July 7, 2022
Department: Development Services /
Staff Contact: Ashley Lumpkin

BACKGROUND INFORMATION:

On July 16, 2020, the City Council adopted Resolution R-2020-036 authorizing the Hutto Public Improvement District ("PID") Policy, as a guideline for the creation, renewal, administration, and management of Public Improvement Districts in the City. The purpose of the PID Policy is to provide specific, objective, and prescriptive guidance for staff and City Council to make decisions about property owners' petitions to create PIDs within the City of Hutto and its extraterritorial jurisdiction (ETJ); and to provide guidance about the process for establishing a PID. PIDs are special districts authorized and governed by Texas Local Government Code Chapter 372. PIDs are created by petition of a majority of property owners in the proposed district to finance enhanced amenities, services, and/or public improvements.

The proposed amendment seeks to further refine the justifications for a Public Improvement District within the City of Hutto, in part, by adding the following requirements:

A PID shall be self-sufficient and in no case shall any consideration or approval of a PID create a recourse position for the City, where the City is asked to pledge its full faith and credit or responsible for repayment of any debt.

A petition shall be signed by all of the property owners, the existing policy states a 'reasonable attempt' to gain full support of the majority of the property owners is required.

Adding language to prove the developer has the financial wherewithal to meet the project costs.

Increase the number of community benefits required from three to five.

Adding language to ensure the development does not require multiple variances from the adopted Unified Development Code and adopted development requirements.

Adding language stating affordable housing may include senior, workforce, and veterans housing

AGENDA ITEM REPORT

11.2.



developments.

Defining the community benefit fee of \$5,000 per single-family dwelling

SUMMARY OF REQUEST:

STAFF REVIEW:

Finance, Development Services, City Manager's Office, Engineering, and Legal reviewed the proposed document.

FINANCIAL IMPACT:

The PID policy requires ongoing PID responsibilities to be paid for with PID assessments. In addition, per the policy, PIDs must be no recourse to the City.

POLICY IMPLICATIONS:

ATTACHMENTS:

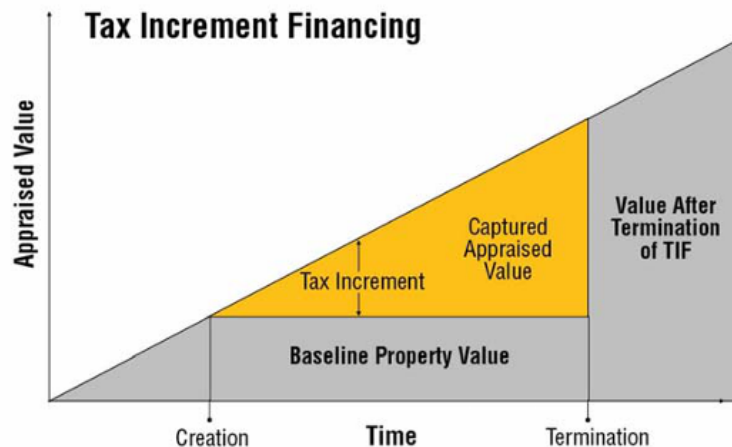
- **MUDs (Municipal Utility District)** – A MUD is a type of water district that is organized under Article XVI, § 59 of Texas State Constitution and Chapter 49 of the Texas Water Code and is used primarily to finance water and sewer infrastructure including to connect to an existing water or sewer provider.

A MUD is a defined geographic areas established to provide specific improvements that are funded by proceeds of MUD bonds. Can only finance new/non-existent water/wastewater facilities and roadways if road powers are granted by the County. Property owners pay the MUD tax. In Hutto, MUDs are outside of city-limits. Governed by a board of directors and overseen by TCEQ (Texas Commission of Environmental Quality).

The MUD can be formed by either by the state legislature or by consent agreement with the municipality. Usually benefits the developer in helping to finance MUD facilities and the roadways, but can be negotiated to extend public facilities as shown on a master plan. MUDs are usually larger, master planned communities that fall outside of the city or the area where the city was providing services as the time of development. The MUD tax is in lieu of city tax; thus, the MUD residents are not voting members of the city.

- **PIDs (Public Improvement District)** – A PID is a special district created by a city or county under the authority of Chapter 372 of the Texas Local Code. Defined geographic areas established to provide specific improvements that are funded by the PID assessment. Property owners pay the PID tax assessment and the full PID assessment can be paid in full by the buyer. PIDs can be used to finance the same infrastructure a MUD would finance but are also often used to fund additional infrastructure items such as sidewalks, landscaping, parks, and recreation.
- **PUDs (Planned Unit Development)** – There is no state law that governs a PUD. A PUD is zoning district that allows flexibility above the Unified Development Code in return for better development standards. For example, smaller lots may be granted in exchange for more communal open space, stylized architecture and elevations that may deviate from the code but offer a quality product not otherwise permitted by right. Less rigid than traditional zoning and tailors the zoning to the needs of a project and site.
- **SUP (Specific Use Permit)** – In certain zoning districts, some uses may require special attention to determine if there is an adverse impact on the surrounding area. These uses may be approved by a vote of City Council if the applicant provides sufficient information to show the use is appropriate at the location. SUPs is treated as a zoning amendment and run with the and may not transfer with the property. For example, a home day care that is required to be licensed by the State. Planning and Zoning Commission and City Council may impose conditions on the request.

- TIRZ (Tax Increment Reinvestment Zone)** – Texas Tax Code Chapter 311. A TIRZ is a geographic district created by a vote of City Council that sets a base tax value for the district and uses the increment above the base to fund projects within the district. A TIRZ pays for improvements that will drive private investment to an area. Potential improvements include wider sidewalks, utilities, public landscaping, lighting, environmental remediation, demolition, and historic facades etc. TIRZ districts usually last 20-25 years but can last longer in some cases. TIRZ fund may be used for public infrastructure and improvements within the TIRZ district and can be used to reimburse private development for eligible public improvements within the district. A TIRZ District can be initiated by a city or county.



Other Types of Water Districts

WCID (Water Control Improvement District) – Very similar to a MUD, although WCIDs can finance existing facilities but do not have the road powers. A Water Control and Improvement District (WCID) is a political subdivision of the State of Texas, and is empowered to purchase, construct, operate, and maintain everything necessary to provide water, wastewater, and drainage services.

SUD (Special Utility District) is a Texas water district and special utility district under Chapters 49 and 65, Texas Water Code. Its purpose is to provide water utility services as permitted by applicable law.

Fresh Water Supply Districts. Fresh water supply districts have been established in Texas since 1919, when the Texas legislature authorized them under the conservation amendment of 1917 for the exclusive purpose of **providing and distributing water for domestic and commercial use**. A FWSD is formed under Chapter 53 of the Texas Water Code.

City of Hutto, Texas

Policy and Procedures for Public Improvement ~~Distriet~~PIDs

PURPOSE

The purpose of the Public Improvement ~~Distriet~~PID, (“PID”), policy is to outline the issues to be addressed before the City Council can support the establishment and continuation of a PID as allowed by Chapter 372 of the Texas Local Government Code. ~~The policy outlines such things as petition requirements, information to property owners, and determination of annual plan of services, budget and assessments. It addresses City administration issues, which are in addition to the requirements of state law.~~

If the City Council finds that the PID promotes the interests of the municipality, the City Council may undertake an improvement project that confers a special benefit on a definable part of the municipality or the municipality's extraterritorial jurisdiction.

GENERAL

PIDs must be self-sufficient and not adversely impact the ordinary service delivery of the City, except where City Council elects to participate in the project's costs.

A PID ~~All Distriets~~ shall be self-sufficient and in no case shall any consideration or approval of a PID create a recourse position for the City, where the City is asked to pledge its full faith and credit or responsible for repayment of any debt.—.

PIDs must be established carefully and only when related to a public purpose to avoid a proliferation of special ~~distriet~~PIDs.

~~PID petition signatures should reflect that a reasonable attempt was made to obtain full support of the PID by the majority of the property owners. The PID petition shall be signed by all of the property owners.~~

~~PID petition signatures should reflect that a reasonable attempt was made to obtain full support of the PID by the majority of the property owners.~~

APPLICATION PID PETITION

In agreeing to consider a petition for creation of a PID, the City will require the following from the developer of the PID at the time the PID Petition application is submitted, at a minimum:

1. Have entered into a Development Fee Agreement to cover all administrative or operational costs incurred by the City for legal, engineering, administrative and financial advisory services and fees in connection with vetting the request for a PID and drafting of a development agreement. The payment of such fees is not a guarantee that the City will approve the creation of the PID but is an initial fee for review of the application, processing the PID petition and creating the PID, if applicable.
- ~~1.—~~
2. Evidence that the developer has the expertise and financial backing to complete the new development to be supported by the DistrietPID financing. In connection with this requirement, the developer must provide the City with its evidence of its committed and anticipated sources of funding to fund the balance of the improvements in the DistrietPID not eligible to be funded by DistrietPID issued financing. Demonstrate previous experience developing similar scale and type of project.
3. Submit a Draft Development Agreement with a Proposed development plan including construction schedule, phasing of the development and engineering analysis in the form of an Engineering Report, if available.-
- ~~4.—~~ Identify all project costs, including acquisition, construction, soft costs, and applicable long-term management costs, including the -
- ~~5.4.~~ Source and Uses budget and project proforma detailing projected cash flows over the life of the proposed DistrietPID including other public sources, private financing, and developer equity contribution into project
 - ~~a.—~~ Demonstration of financial wherewithal to meet project costs and complete project (i.e. the most current three years of financial statements, complete Sources and Uses budget, and/or Letters of Credit or Letters of Support from Bank)
- ~~6.—~~ Demonstrated previous experience developing similar scale and type of project.
- ~~7.5.~~ The proposed development must be consistent with the entitlements on the property. Zoning for the proposed development must be in place prior to PID creation or concurrent with PID creation. The Developer must provide evidence to the City that the utility service provider has sufficient capacity to provide all necessary utility services for a PID.

- ~~8.6.~~ The City shall, upon reasonable prior written notice to the developer and during normal business hours, have the right to audit and inspect the developer's records, books, and all other relevant records. The City, the developer, and any other parties involved in the approval of the PID Petition and/or financing, will agree to maintain the appropriate confidentiality of such records, unless disclosure of such records and information shall be required by a court order, a lawfully issued subpoena, local or state laws or ordinances, or at the direction of the Attorney General.

REQUIREMENT FOR DEVELOPMENT AGREEMENT

With an application for a ~~District~~PID, the applicant acknowledges the obligation to have entered into a Development Fee Agreement and then enter into a Development Agreement that will include, but not be limited to, the following provisions, as the same may be applicable to the type of ~~District~~PID proposed:

- ~~1. All Districts shall be self-sufficient and in no case shall any consideration or approval of a PID create a recourse position for the City, where the City is asked to pledge its full faith and credit or responsible for repayment of any debt.~~
- ~~2.1.~~ Voluntary annexation of the project area, prior to (or concurrently with) the creation of the PID.
- ~~3.2.~~ Outline ~~at least three of~~ the City's desired community benefits incorporated by the proposed development.;
- ~~4.3.~~ A development plan that outlines, at a minimum, land use and thoroughfare connections and is consistent with the City's Master Plans, as amended, and does not require multiple variances.;
- ~~5.4.~~ The proposed development will substantially contribute to funding the expansion of arterial streets, major collector roadways, and trunk line utility infrastructure, as applicable when necessary to address the projected demand for services and impacts of the development;
- ~~6.5.~~ The development will be located within the City's existing Water and Wastewater CCNs or expanded CCNs facilitated by the developer if, in the City's discretion, such expansion is feasible;
- ~~6.~~ Plans for the proposed development shall be prepared and reviewed by the City in compliance with the City's development regulations as relates to land use, infrastructure design, permitting, and inspections and applicants shall seek City development approvals prior to the commencement of any construction.
- ~~7. Petitioner will dissolve or agree to not create any other special district vehicles that may overlay the PID; including, but not limited to Municipal Utility Districts, Water Control & Improvement Districts.—.~~

8. The development agreement shall provide for a PID Dissolution Petition in the event development does not commence within three (3) years.
9. The project should be a Master Planned Community with superior amenities, such as recreational facilities, hike and bike paths that connect to the City's trail system, green spaces, school sites, and public safety facilities.
10. The project can be an Affordable Housing Developments that may include senior housing, workforce housing or veteran's housing.

COMMUNITY BENEFITS

Subject to the requirements of Chapter 372 of the Texas Local Government Code, the City Council will prioritize approval of PID petitions for land in the City and / or Extraterritorial Jurisdiction of the City, ("ETJ") that provide for the following public benefits to a degree that is superior to the benefits typically generated by real estate development projects not involving PID financing.

- ~~1. Subject to the requirements of Chapter 372 of the Texas Local Government Code, the City Council will prioritize approval of PID petitions for land in the City and / or Extraterritorial Jurisdiction of the City, ("ETJ") that provide for the following public benefits to a degree that is superior to the benefits typically generated by real estate development projects not involving PID financing.~~
- ~~2. Projects that will generate primary employment or other long-term economic development benefits to the City, above and beyond the economic development benefits generated by typical residential developments.~~
- 3.1. Improvements or services that ~~meet~~advance or exceed the City's design standards in the Unified Development Code, for example, concrete streets, take into consideration environmentally sensitive areas or natural features within the area for development, and create restrictive covenants governed by a Homeowner's Association, ("HOA"), with an Architectural Control Committee for enforcement of architectural restrictive covenants.
- 4.2. Projects that create or enhance parks, hike and bike trails, recreational facilities, open space benefits, etc. that exceed what is required by applicable development regulations. See, **Error! Hyperlink reference not valid.**Hutto Comprehensive Plan, as may be amended.

~~5.3.~~ Projects that improve environmental protection, storm water quality, and flood control benefits that meet or exceed what is required by applicable development regulations.

~~6. Affordable Housing Developments that may include senior housing, workforce housing or veteran's housing.~~

~~7.4.~~ Projects that increase or enhance multimodal transportation options.

~~8.5.~~ Projects that improve public educational programs and/or facilities.

~~9.6.~~ Projects that provide enhanced benefits to improve the public roadway network in the City.

~~10.7.~~ Projects that provide enhanced water and wastewater infrastructure in the City.

~~8. Projects as identified by the City Council that promote the interests of the City made be undertaken by the City if the Project confers a special benefit on a definable part of the City to address community need as authorized by Chapter 372.~~

Community Benefit Fee. A Community Benefit Fee of a minimum of \$5,000 per single family dwelling is required to be paid to the City at the time of final plat for offsite or onsite Capital Improvement Projects that benefit the PID -or provide for a comparable community benefit.

ADDITIONAL REQUIREMENTS FOR PIDS WITHIN THE ETJ

1. For proposed PIDs in the ETJ, the petitioners shall be responsible for notice and coordination with and between the City, County and HISD at the earliest possible date to assess municipal annexation plans, the maximum PID assessment relative to municipal taxation, relative responsibilities for acceptance and maintenance of PID improvements to be financed by the PID, and related matters.
2. Generally, the City will consider PID petitions for property in the ETJ only if a development agreement has been approved that requires that the whole project is voluntarily annexed into the City prior to the creation of the PID and the project will enhance the City's tax base.
3. Petitioner will dissolve or agree to not create any other special ~~distriet~~PID vehicles that may overlay the PID; including, but not limited to Municipal Utility ~~Distriet~~PIDs, Water Control & Improvement ~~Distriet~~PIDs.

REQUIREMENTS FOR MINIMUM REQUIREMENTS FOR A PID CONSIDERATION

Before a PID petition may be approved, the PID petitioners and the City must enter into a Development Agreement (or PID Financing Agreement) that establishes:

1. The basic terms and conditions for creation of the PID, including the provision of community benefits;
2. Have entered into a Development Fee Agreement for payment or reimbursement to the City's ongoing administrative and operational costs, including the cost of outside consultants to assist with PID formation and financing, including but not limited to city attorney, financial advisor, bond counsel, underwriter and PID administrator;
3. The financing of the PID improvements and the payment of assessment revenues or PID Bond proceeds to pay for the costs of the PID Improvements; and
4. The planning, development, construction, management, and maintenance of the PID improvements, including review and approval by the governmental entities ultimately responsible for the PID improvements

To be considered by the City Council, the real estate development project supported by the PID must meet the following minimum requirements:

The PID must achieve at least three of the priorities listed under Community Benefits.

5.

1. Prior to the creation of a PID District, the property shall be zoned appropriately for the proposed development or zoned ~~concurrently~~ contemporaneously with the creation of the PID.
2. Petitioner will be required to pay fees for administrative or operational costs incurred by the City during the creation of a PID and the bond issuance process for a PID by entering into a Development Fee Agreement to pay fees for administrative or operational costs incurred by the City for legal, engineering, administrative, financial advisory services, bond counsel services and fees in connection with continual vetting of the request for a District and negotiating any associated documents. The payment of such fees is not a guarantee that the City will approve the PID. The costs a Petitioner will pay include but are not limited to:
 - a. Reviewing the PID petition;
 - b. Publishing required legal notices;
 - c. Preparation and review of creation proceedings and levy of assessments;
 - d. Cost of the appraisal and reviewing the appraisal, the Feasibility Study, and Engineering Report including the cost of services provided by City consultants, attorneys, bond counsel, financial advisors and PID administrator;
 - e. Preparation of the initial Service and Assessment Plan by a third party PID Administration Firm engaged by the City

- ~~f. Bond issuance;~~
- ~~g. Review and approval of plans for and inspection of construction of PID improvements; not including fees paid for review and inspection required by the City's Unified Development Code or applicable Hutto City Code of Ordinances.~~
- ~~h. Procurement of contracts for PID administration and operation, collection of assessments, foreclosures, etc.~~

4. The City's ongoing administrative and operational costs related to an approved PID, such as collection of PID assessments, review and approval of Service and Assessment Plan updates, and other costs shall be reimbursed from PID assessments. The City's costs will be determined on an annual basis.

~~6.~~ 5. Administration and management of ongoing PID responsibilities, such as preparation and updating of the Service and Assessment Plan, issuance of notices for annual City Council action on the Service and Assessment Plan, operation and maintenance of PID improvements, and other related matters shall be paid by PID assessments and performed by a third-party firm under contract with the City.

~~7.~~ 6. The City will use PID bond proceeds only to pay or reimburse the costs of PID improvements that have been designed and constructed to the applicable standards of, and accepted for maintenance or otherwise approved by, the governmental entity responsible for them.

~~8.7.~~ 7. In the event of default under the terms of the PID Financing Agreement, the City shall, after providing notice and an opportunity to cure, have the right to capture reimbursements to complete development of public infrastructure.

~~8. Before a PID petition may be approved, the PID petitioners and the City must enter into a Development Agreement (or PID Financing Agreement) that establishes:~~

- ~~a. The basic terms and conditions for creation of the PID, including the provision of community benefits;~~
- ~~b. Have entered into a Development Fee Agreement for payment or reimbursement to the City's ongoing administrative and operational costs, including the cost of outside consultants to assist with PID formation and financing, including but not limited to city attorney, financial advisor, bond counsel, underwriter and PID administrator;~~
- ~~c. The financing of the PID improvements and the payment of assessment revenues or PID Bond proceeds to pay for the costs of the PID Improvements; and~~

~~d. The planning, development, construction, management, and maintenance of the PID improvements, including review and approval by the governmental entities ultimately responsible for the PID improvements;~~

9. Property in the PID owned by the City shall not be subject to PID assessments. Property in the PID owned by another governmental entity may be assessed only pursuant to an inter-local agreement between the entity and the City.

10. The PID may not finance improvements or services that would not be accessible to the general public.

11. If minimum requirements ~~can not~~cannot be met, an explanation of why the minimum requirements cannot be met and alternatives provided to ~~meet or~~ exceed the requirement.

PETITION REQUIREMENTS

Where a proposed PID is identified, Petitioners shall notify in the City Manager at least 30 days in advance of their intent to file a PID petition. Petitioners must attend one or more pre-filing meetings scheduled by City Staff. Petitions requesting establishment of a public improvement ~~district~~PID must satisfy all statutory requirements under §372.004 of the Texas Local Government Code. In addition, all petitions submitted for establishment of a public improvement ~~district~~PID shall include the following:

1. The basic terms and conditions for creation of the PID, including the provision of community benefits.
2. The petitioner's qualifications and previous experience with real estate development, financing of the development, prior PIDs, etc.
3. A legal description of the boundaries of the PID, a black and white map of the PID boundaries suitable for publication for the legal notices and a "commonly known" description of the area to be included in the ~~District~~PID.
4. A current tax roll of the owners in the PID.
5. ~~A draft Development Agreement that includes a~~Any plan for phasing of both the real estate development supported by the PID and construction of ~~P~~public ~~i~~mprovements in the PID.
6. The estimated costs of the proposed improvements (in dollars, \$)
7. The not to exceed maximum Assessment (in dollars, \$).
8. The not to exceed initial maximum bond issuance (in dollars, \$).
9. The not to exceed maximum tax equivalent Rate (in cents, \$).
10. A sunset clause, and a pre-executed petition to dissolve the PID by the landowner in case the SAP is not approved, and assessments levied for either reimbursement or bond issuance within three (3) years of the date of the Development Agreement.
11. A plan for ensuring dissolution of the PID will not impose unintended costs on the City or other governmental entities, and that addresses the maintenance or disposition of PID improvements if a PID is dissolved.
12. Evidence that the petition's signatures are genuine, or the petition will be accompanied by a reasonable fee to cover the city costs of signature verification.

13. If the proposed ~~Distriet~~PID is an expansion of an existing public improvement ~~distriet~~PID, a petition for the new segment of the proposed ~~Distriet~~PID must identify each subdivision, or portion thereof, within the proposed boundaries of the new ~~Distriet~~PID, and each subdivision or portion thereof, that is not currently in an existing PID shall individually satisfy the requirements for a petition under §372.005 of the Texas Local Government Code. Subdivision has the meaning assigned by §232.021 of the Texas Local Government Code.

14. A section, which clearly identifies the Community Benefits of the PID to the affected property owners (for use in public hearing(s)) and to the city as a whole (i.e., promotes the interests of the city).

15. A Description of all city-owned land within the ~~Distriet~~PID and provide that city-owned land will not for any share as well as its proposed share of project costs, if any.

16. Specified assurances to the City that the construction of improvements in the public right-of-way (not including roads or utilities maintained by the City as required by the Hutto City Code of Ordinances) will be maintained by the PID and in no way obligates the City to future maintenance or operational costs, unless otherwise stated in a subsequent agreement.

17. Statement that the petitioners understand that the annual budget for the ~~Distriet~~PID is subject to review by city staff with final approval by the City Council.

18. A certified check or a wire transfer for the application fee will be paid by the applicant to reimburse the city for the cost of evaluating the petition. This application fee must be paid in full when the petition is submitted to the City for evaluation and review. Petitioners must pay all direct costs of processing the PID petition, such as newspaper advertisements, postage, and contractors pursuant to the City's current Fee Schedule. If a Development Fee Agreement has been executed and the fees paid to the City, the application fee and review costs to evaluate the petition will be taken from the fees paid to the City.

19. All estimated costs must be identified before a decision is reached on a request to establish a PID. Costs to be identified include costs related to establishing the ~~Distriet~~PID; costs for maintenance, operations and administration; and costs for later ~~revision~~, repair or replacement of any Public Improvements.

20. An independently prepared market analysis or feasibility study – to be prepared and submitted prior to the public hearing. The market analysis or feasibility study will assess the reasonableness of the public improvements and overall development plan in light of market conditions. The costs of the third-party market analysis will be paid by the PID Petitioner and the City will order the study.

21. Include a provision that at the time of entering into a contract for property within the PID, a notification that includes questions and answers about the PID and at the time of contract closing, a notification that anyone selling land in a public improvement ~~distriet~~PID must include a "title encumbrance" which notifies any prospective property owner of the existence or proposal of special assessments on the property. All closing statements must specify who is responsible for payment of the PID assessment on a pro rata share thereof.

22. A plan for ensuring dissolution of the PID will not impose unintended costs on the City or other governmental entities and that addresses the maintenance or disposition of PID improvements if a PID is dissolved.

~~22-23.~~ Include signage for the notification of the creation of a PID and signage identifying the PID, if created. The boundaries of the PID shall be displayed at the sales centers within the PID.;

PREFERENTIAL FACTORS

PIDs, in which the costs of public improvements are financed without City financial participation, other than revenue generated from PID assessments and proceeds from PID bonds, are preferred. Except for Public Improvements specifically approved in a City bond proposition, the City will not expend or pledge a tax increment, general fund revenue, general obligation bonds or certificate of obligation proceeds, etc. to support the costs of PID improvements unless it is explicitly approved by City Council as advancing a City purpose. In addition:

1. Priority will be given to PID Petitions which:

- a Generate economic and superior development benefits to the City beyond what normal development would generate;
- b Have the support of 100% of the landowners within a PID;
- c Provide for improvements in the public right of way (e.g., entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage);
- d Meet community needs (e.g., enhanced drainage improvements, parks and off-street public parking facilities, pedestrian connectivity, wastewater and/or water on or off-site improvements), including without limitation, the development's pro-rata share of the of regional public improvements;
- e Increase or enhance City's multimodal transportation and roadway plans;
- f Exceed development requirements of the City; in particular, enhanced architectural standards, enhanced landscaping, enhanced amenities, and provide for superior design of lots or buildings;
- g Protect and preserve natural amenities and environmental assets such as lakes, trees, creeks, ponds, floodplains, slopes, hills, and wildlife habitats.

2. Protect and preserve existing historical buildings, features, or places and preserve the community amenities or features that would otherwise be a special benefit to the community.

~~1. PID petitions signed by 100% of the owners in the PID boundaries are preferred;~~

~~23. PIDs that have a value-to-lien ratio that exceed 3:1 are preferred;~~

~~43. PIDs that have a tax rate equivalent comparable to surrounding developments.~~

~~54. Petitioners that can demonstrate indication of demand (letters of intent, builder contracts with earnest money).-are preferred;~~

6. PIDs that have all community benefits.

~~7. 5. PIDs that provide four or more community benefits are preferred;~~

~~6. PIDs that have Engineer's Reports for improvements authorized by the PID and subdivision development are preferred.~~

~~7. A PID's budget shall include sufficient funds to pay for all costs above and beyond the City's ordinary costs, including additional administrative and/or operational costs, including costs and fees associated with a third-party PID administrator engaged by the City. PIDs that are a Master Planned Community or an Affordable Housing Development for seniors, veterans or workforce housing.~~

NOTICE, PUBLIC HEARING, APPROVAL OF THE PETITION AND PID PROCESS

1. City staff and consultants will assess the adequacy of the PID petition and the PID agreement and ~~their~~ compliance with the ~~PID Policy is chapter~~ and Chapter 372; have the PID Petition and Draft Development Agreement reviewed by the Planning and Zoning Commission and forward recommendations to the City Council whether to proceed with a public hearing on the PID petition.
2. If the City Council approves setting a public hearing on the PID petition, City staff will publish the newspaper notice and mail the notice to property owners required by Chapter 372.
3. The hearing may be continued from time to time. After the final adjournment of the public hearing, the City Council has six months to adopt a resolution making the findings required by Chapter 372 to approve the PID petition.
4. The PID Financing and Reimbursement agreement must be executed on or before the date the PID assessments are levied.

FINANCIAL LIMITATIONS AND PERFORMANCE STANDARDS

The City may issue PID Bonds solely for the purposes of acquiring or constructing Authorized Improvements. The Developer may request issuance of PID Bonds by filing with the City a list of the Authorized Improvements to be funded with the PID Bonds and the estimated costs of such Authorized Improvements. The Developer acknowledges that the Development Fee Agreement, as required in ~~paragraph 3, MINIMUM REQUIREMENTS FOR A PID~~, obligates the Developer to fund the costs of the City's professionals relating to the preparation for and issuance of PID Bonds, which amount shall be considered a cost payable from such PID Bonds. The issuance of PID Bonds is subject to all of the following conditions.

1. The City has evaluated and determined that there will be no negative impact on the City's creditworthiness, bond rating, access to or cost of capital, or potential for liability.

2. The City has determined that the PID Bonds assessment level, structure, terms, conditions and timing of the issuance of the PID Bonds are reasonable for the Authorized Improvement Costs to be financed and that there is sufficient security for the PID Bonds to be creditworthy.
3. All costs incurred by the City that are associated with the administration of the PID shall be paid out of special assessment revenue levied against property within the PID. City administration costs shall include those associated with continuing disclosure, compliance with federal tax law, agent fees, staff time, regulatory reporting and legal and financial reporting requirements.
4. The adoption of a service and assessment plan (the “Service and Assessment Plan”) and an assessment ordinance levying assessments on all or any portion of the PID Property benefitted by such Authorized Improvements in amounts sufficient to pay all costs related to such PID Bonds ~~s and said PID Bonds shall be at a 3:1 Value to Lien ratio (“VTL”) based on the anticipated final lots values as provided in a third-party appraisal; provided, however, it shall be at the City’s discretion if the VTL is less than 3:1 ratio, at which time, the amount of funds below the 3:1 VTL ratio shall be “restricted” from access by the Developer until such a time as the value of the Development reaches the 3:1 ratio.~~
5. The City has formed and utilized its own financing team including, but not limited to, bond counsel, financial advisor, PID Administrator, and underwriters related to the issuance of PID Bonds and bond financing proceedings.
6. The City has chosen and utilized its own continuing disclosure consultant and arbitrage rebate consultant. Any and all costs incurred by these activities will be included in City administration costs recouped from special assessments. The continuing disclosure will be divided into City disclosure and Developer disclosure, and the City will not be responsible or liable for Developer disclosure, but the City’s disclosures professional will be used for both disclosures.
7. The aggregate principal amount of PID Bonds issued and to be issued shall will be documented in a Development Agreement (or PID Financing Agreement).
8. Each series of PID Bonds shall be in an amount estimated to be sufficient to fund the Authorized Improvements or portions thereof for which such PID Bonds are being issued.
9. The appraisal from an independent appraiser acceptable to the City will address whether the special benefits conferred on the properties being assessed for the Authorized Improvements increase the value of the property by an amount at least equal to the amount assessed against such property.
10. Approval by the Texas Attorney General of the PID Bonds and registration of the PID Bonds by the Comptroller of Public Accounts of the State of Texas.

11. The Developer is current on all taxes, assessments, fees and obligations to the City including without limitation payment of Assessments.
12. The Developer is not in default under the PID Financing Agreement or, with respect to the Property, any other agreement to which Developer and the City are parties.
13. No outstanding PID Bonds are in default and no reserve funds established for outstanding PID Bonds have been drawn upon that have not been replenished.
14. The Administrator has certified that the specified portions of the costs of the Authorized Improvements to be paid from the proceeds of the PID Bonds are eligible to be paid with the proceeds of such PID Bonds.
15. The Authorized Improvements to be financed by the PID Bonds have been or will be constructed according to the approved Development Standards imposed by this Agreement including without limitation any applicable City Regulations.
16. The City has determined that the amount of proposed PID assessments and the structure, terms, conditions and timing of the issuance of the PID Bonds are reasonable for the project costs to be financed and the degree of development activity within the PID, and that there is sufficient security for the PID Bonds to be creditworthy.
17. The maximum maturity for each individual PID Bond shall not exceed 30 years from the date of delivery thereof.
18. The maximum maturity for all PID Bonds will be documented in a Development Agreement (or PID Financing Agreement).
19. The City has determined that the PID Bonds meet all regulatory and legal requirements applicable to the issuance of the PID Bonds.
- ~~20. Unless otherwise agreed to by the City, the PID Bonds shall be sold and may be transferred or assigned only (i) in compliance with applicable securities laws and (ii) in minimum denominations of \$100,000 or integral multiples of \$1,000 in excess thereof; provided, however, that the limitation on transferability or assignment in this subparagraph (ii) shall not apply if the PID Bonds have a rating of not less than BBB from Fitch Ratings or Standard & Poor's Ratings Services or Baa3 from Moody's Investors Service, Inc.~~
- 21.20. If the applicable portion of Authorized Improvements, as allowed by state law, has not already been constructed and to the extent PID Bond Proceeds are insufficient to fund such Authorized Improvement Costs, Developer shall, at time of closing the PID Bonds, fund or cause the funding of the difference between the Authorized Improvement Costs and the PID Bond Proceeds available to fund such Authorized Improvement Costs related to the applicable Authorized Improvement (without limiting any other provision, in the event Developer does not or cannot provide such funding, the City shall not be required to

sell such PID Bonds, and Developer shall reimburse the City for all expenses and liabilities incurred by the City in connection with the proposed issuance of the PID Bonds).

~~22.~~21. No information regarding the City, including without limitation financial information, shall be included in any offering document relating to PID Bonds without the consent of the City.

~~23.~~22. The Developer agrees to provide periodic information and notices of material events regarding the Developer and the Developer's development within the PID in accordance with Securities and Exchange Commission Rule 15c2-12 and any continuing disclosure agreements executed by the Developer in connection with the issuance of PID Bonds.

~~24.~~23. The Developer satisfies the City Engineer or his designee that the Budgeted Cost(s) are reasonable.

~~25.~~24. Developer is not in default under a Developer Continuing Disclosure Agreement or is in default under an existing Development Agreement.

~~26.~~25. The issuance of any Refunding Bonds, the amount of assessment necessary to pay the Refunding Bonds shall not exceed the amount of the assessments that were levied to pay the PID Bonds that are being refunded.

~~27.~~26. The maximum tax equivalent assessment rate for the assessment levy shall be documented in a Development Agreement (or PID Finance Agreement).

~~28.~~27. The Developer and the City shall have entered into a PID reimbursement agreement (or PID Finance Agreement) that provides for the Developer's construction of certain Authorized Improvements and the City's reimbursement to the Developer of certain Authorized Improvement Costs.

QUALIFIED TAX-EXEMPT STATUS

In any calendar year in which PID Bonds are issued, Developer agrees to pay the City its actual additional costs ("Additional Costs") the City may incur in the issuance of its own public securities or obligations on its own taxing power of municipal revenues (the "City Obligations"), as described in this section, if the City Obligations are deemed not to qualify for the designation of qualified tax-exempt obligations ("QTEO"), as defined in section 265(b)(3) of the Internal Revenue Code ("IRC") as amended, as a result of the issuance of PID Bonds by the City in any given year. The City agrees to deposit all funds for the payment of such Additional Costs received under this section into a segregated account of the City, and such funds shall remain separate and apart from all other funds and accounts of the City until December 31 of the calendar year in which the PID Bonds are issued, at which time the City is authorized to utilize such funds for any purpose permitted by law. On or before January 15th of the following calendar year, the final Additional Costs shall be calculated. By January 31st of such year, any funds in excess of the final Additional Costs that remain in such segregated account on December 31st of the preceding

calendar year shall be refunded to the Developer and any deficiencies in the estimated Additional Costs paid to the City by Developer shall be remitted to the City by the Developer.).

Issuance of PID Bonds prior to City Obligations.

In the event the City issues PID Bonds prior to the issuance of City Obligations, the City, with assistance from its financial advisor (“Financial Advisor”), shall estimate the Additional Costs based on the market conditions as they exist approximately 30 days prior to the date of the pricing of the PID Bonds (the “Estimated Costs”). The Estimated Costs are an estimate of the increased cost to the City to issue its City Obligations as non-QTEO. Promptly following the determination of the Estimated Costs, the City shall provide a written invoice to Developer in an amount less than or equal to the Estimated Costs. Developer, in turn, shall remunerate to the City the amount shown on said invoice on or before the earlier of: (i) 15 business days after the date of said invoice, or (ii) 5 business days prior to pricing the PID Bonds. The City shall not be required to price or sell any series of PID Bonds until Developer has paid the invoice of Estimated Costs related to the PID Bonds then being issued.

Upon the City’s approval of the City Obligations, the Financial Advisor shall calculate the Additional Costs to the City of issuing its City Obligations as non-QTEO. The City will, within 5 business days of the issuance of the City Obligations, provide written notice to Developer of the amount of the Additional Costs. In the event the Additional Costs are less than the Estimated Costs, the City will refund to Developer the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City’s notice to Developer required under this paragraph. If the Additional Costs are more than the Estimated Costs, Developer will pay to the City the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City’s notice required under this paragraph. If Developer does not pay the City the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City’s notice required under this paragraph, Developer shall not be paid any reimbursement amounts under any PID reimbursement agreement related to the Development until such payment of Additional Costs is made in full.

Issuance of City Obligations prior to PID Bonds.

In the event the City issues City Obligations prior to the issuance of PID Bonds, the City, with assistance from the Financial Advisor, shall calculate the Estimated Costs based on the market conditions as they exist 20 days prior to the date of the pricing of the City Obligations. Promptly following the determination of the Estimated Costs, the City shall provide a written invoice to Developer: (1) in an amount less than or equal to the Estimated Costs, and (2) that includes the pricing date for such City Obligations. The Developer, in turn, shall remunerate to the City the amount shown on said invoice at least 15 days prior to the pricing date indicated on the invoice. If Developer fails to pay the Estimated Costs as required under this paragraph, the City, at its option, may elect to designate the City Obligations as QTEO, and the City shall not be required to issue any PID Bonds in such calendar year.

Upon the City’s approval of the City Obligations, the Financial Advisor shall calculate the Additional Costs to the City of issuing non-QTEO City Obligations. The City will, within 5 business days of the issuance of the City Obligations, provide written notice to

Developer of the Additional Costs. In the event the Additional Costs are less than the Estimated Costs, the City will refund to Developer the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice to Developer. If the Additional Costs are more than the Estimated Costs, Developer will pay to the City the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice. If Developer does not pay to the City the difference between the Additional Costs and the Estimated Costs as required under this paragraph, then Developer shall not be paid any reimbursement amounts under any PID reimbursement agreement related to the Development until such payment of Additional Costs is made in full.

To the extent any developer(s) or property owner(s) (including Developer, as applicable) has (have) paid Additional Costs for any particular calendar year, any such Additional Costs paid subsequently by a developer or property owner (including Developer, as applicable) to the City applicable to the same calendar year shall be reimbursed by the City to the developer(s) or property owner(s) (including Developer, as applicable) as necessary so as to put all developers and property owners (including Developer, if applicable) so paying for the same calendar year in the proportion set forth in subsection (e), below, said reimbursement to be made by the City within 15 business days after its receipt of such subsequent payments of such Additional Costs.

The City shall charge Additional Costs attributable to any other developer or property owner on whose behalf the City has issued debt in the same manner as described in this section, and Developer shall only be liable for its portion of the Additional Costs under this provision, and if any Additional Costs in excess of Developer's portion has already been paid to the City under this provision, then such excess of Additional Costs shall be reimbursed to Developer. The portion owed by Developer shall be determined by dividing the total proceeds from any debt issued on behalf of Developer in such calendar year by the total proceeds from any debt issued by the City pursuant to the PID Act for the benefit of all developers (including Developer) in such calendar year.

PID ADMINISTRATION AND MANAGEMENT

The City will contract with an outside consultant to administer the PID and to bill, collect, and track PID assessments. This cost will be considered a reimbursable project cost and shall be included in the PID Service and Assessment Plan.

City of Hutto, Texas

Policy and Procedures for Public Improvement PIDs

PURPOSE

The purpose of the Public Improvement PID, (“PID”), policy is to outline the issues to be addressed before the City Council can support the establishment and continuation of a PID as allowed by Chapter 372 of the Texas Local Government Code.

If the City Council finds that the PID promotes the interests of the municipality, the City Council may undertake an improvement project that confers a special benefit on a definable part of the municipality or the municipality's extraterritorial jurisdiction.

GENERAL

PIDs must be self-sufficient and not adversely impact the ordinary service delivery of the City, except where City Council elects to participate in the project's costs.

A PID shall be self-sufficient and in no case shall any consideration or approval of a PID create a recourse position for the City, where the City is asked to pledge its full faith and credit or responsible for repayment of any debt.

PIDs must be established carefully and only when related to a public purpose to avoid a proliferation of special PIDs.

The PID petition shall be signed by all of the property owners.

PID PETITION

In agreeing to consider a petition for creation of a PID, the City will require the following from the developer of the PID at the time the PID Petition is submitted, at a minimum:

1. Have entered into a Development Fee Agreement to cover all administrative or operational costs incurred by the City for legal, engineering, administrative and financial advisory services and fees in connection with vetting the request for a PID and drafting of a development agreement. The payment of such fees is not a guarantee that the City will approve the creation of the PID but is an initial fee for review of the application, processing the PID petition and creating the PID, if applicable.
2. Evidence that the developer has the expertise and financial backing to complete the new development to be supported by the PID financing. In connection with this requirement, the developer must provide the City with its evidence of its committed and anticipated

sources of funding to fund the balance of the improvements in the PID not eligible to be funded by PID issued financing. Demonstrate previous experience developing similar scale and type of project.

3. Submit a Draft Development Agreement with a Proposed development plan including construction schedule, phasing of the development and engineering analysis in the form of an Engineering Report, if available.
4. Identify all project costs, including acquisition, construction, soft costs, and applicable long-term management costs, including the Source and Uses budget and project proforma detailing projected cash flows over the life of the proposed PID including other public sources, private financing, and developer equity contribution into project
5. The proposed development must be consistent with the entitlements on the property. Zoning for the proposed development must be in place prior to PID creation or concurrent with PID creation. The Developer must provide evidence to the City that the utility service provider has sufficient capacity to provide all necessary utility services for a PID.
6. The City shall, upon reasonable prior written notice to the developer and during normal business hours, have the right to audit and inspect the developer's records, books, and all other relevant records. The City, the developer, and any other parties involved in the approval of the PID Petition and/or financing, will agree to maintain the appropriate confidentiality of such records, unless disclosure of such records and information shall be required by a court order, a lawfully issued subpoena, local or state laws or ordinances, or at the direction of the Attorney General.

REQUIREMENT FOR DEVELOPMENT AGREEMENT

With an application for a PID, the applicant acknowledges the obligation to have entered into a Development Fee Agreement and then enter into a Development Agreement that will include, but not be limited to, the following provisions, as the same may be applicable to the type of PID proposed:

1. Voluntary annexation of the project area, prior to (or concurrently with) the creation of the PID.
2. Outline the City's desired community benefits incorporated by the proposed development.
3. A development plan that outlines, at a minimum, land use and thoroughfare connections and is consistent with the City's Master Plans, as amended, and does not require multiple variances.
4. The proposed development will substantially contribute to funding the expansion of arterial streets, major collector roadways, and trunk line utility infrastructure, as applicable when necessary to address the projected demand for services and impacts of the development;
5. The development will be located within the City's existing Water and Wastewater CCNs or expanded CCNs facilitated by the developer if, in the City's discretion, such expansion is feasible;
6. Plans for the proposed development shall be prepared and reviewed by the City in compliance with the City's development regulations as relates to land use, infrastructure design, permitting, and inspections and applicants shall seek City development approvals prior to the commencement of any construction.

7. Petitioner will dissolve or agree to not create any other special district vehicles that may overlay the PID; including but not limited to Municipal Utility Districts, Water Control & Improvement Districts.
8. The development agreement shall provide for a PID Dissolution Petition in the event development does not commence within three (3) years.
9. The project should be a Master Planned Community with superior amenities, such as recreational facilities, hike and bike paths that connect to the City's trail system, green spaces, school sites, and public safety facilities.
10. The project can be an Affordable Housing Development that may include senior housing, workforce housing or veteran's housing.

COMMUNITY BENEFITS

Subject to the requirements of Chapter 372 of the Texas Local Government Code, the City Council will prioritize approval of PID petitions for land in the City and / or Extraterritorial Jurisdiction of the City, ("ETJ") that provide for the following public benefits to a degree that is superior to the benefits typically generated by real estate development projects not involving PID financing.

1. Improvements or services that meet or exceed the City's design standards in the Unified Development Code, for example, concrete streets, take into consideration environmentally sensitive areas or natural features within the area for development, and create restrictive covenants governed by a Homeowner's Association, ("HOA"), with an Architectural Control Committee for enforcement of architectural restrictive covenants.
2. Projects that create or enhance parks, hike and bike trails, recreational facilities, open space benefits, etc. that exceed what is required by applicable development regulations. See, Hutto Comprehensive Plan, as may be amended.
3. Projects that improve environmental protection, storm water quality, and flood control benefits that meet or exceed what is required by applicable development regulations.
4. Projects that increase or enhance multimodal transportation options.
5. Projects that improve public educational programs and/or facilities.
6. Projects that provide enhanced benefits to improve the public roadway network in the City.
7. Projects that provide enhanced water and wastewater infrastructure in the City.
8. Projects as identified by the City Council that promote the interests of the City made be undertaken by the City if the Project confers a special benefit on a definable part of the City to address community need as authorized by Chapter 372.

Community Benefit Fee. A Community Benefit Fee of a minimum of \$5,000 per single family dwelling is required to be paid to the City at the time of final plat for offsite or onsite Capital Improvement Projects that benefit the PID or provide for a comparable community benefit.

ADDITIONAL REQUIREMENTS FOR PIDS WITHIN THE ETJ

1. For proposed PIDs in the ETJ, the petitioners shall be responsible for notice and coordination with and between the City, County and HISD at the earliest possible date to assess municipal annexation plans, the maximum PID assessment relative to municipal

taxation, relative responsibilities for acceptance and maintenance of PID improvements to be financed by the PID, and related matters.

2. Generally, the City will consider PID petitions for property in the ETJ only if a development agreement has been approved that requires that the whole project is voluntarily annexed into the City prior to the creation of the PID and the project will enhance the City's tax base.
3. Petitioner will dissolve or agree to not create any other special PID vehicles that may overlay the PID; including, but not limited to Municipal Utility PIDs, Water Control & Improvement PIDs.

REQUIREMENTS FOR PID CONSIDERATION

Before a PID petition may be approved, the PID petitioners and the City must enter into a Development Agreement (or PID Financing Agreement) that establishes:

1. The basic terms and conditions for creation of the PID, including the provision of community benefits;
2. Have entered into a Development Fee Agreement for payment or reimbursement to the City's ongoing administrative and operational costs, including the cost of outside consultants to assist with PID formation and financing, including but not limited to city attorney, financial advisor, bond counsel, underwriter and PID administrator;
3. The financing of the PID improvements and the payment of assessment revenues or PID Bond proceeds to pay for the costs of the PID Improvements; and
4. The planning, development, construction, management, and maintenance of the PID improvements, including review and approval by the governmental entities ultimately responsible for the PID improvements.
5. The City's ongoing administrative and operational costs related to an approved PID, such as collection of PID assessments, review and approval of Service and Assessment Plan updates, and other costs shall be reimbursed from PID assessments. The City's costs will be determined on an annual basis.
6. Administration and management of ongoing PID responsibilities, such as preparation and updating of the Service and Assessment Plan, issuance of notices for annual City Council action on the Service and Assessment Plan, operation and maintenance of PID improvements, and other related matters shall be paid by PID assessments and performed by a third-party firm under contract with the City.
7. The City will use PID bond proceeds only to pay or reimburse the costs of PID improvements that have been designed and constructed to the applicable standards of, and accepted for maintenance or otherwise approved by, the governmental entity responsible for them.
8. In the event of default under the terms of the PID Financing Agreement, the City shall, after providing notice and an opportunity to cure, have the right to capture reimbursements to complete development of public infrastructure.
9. Property in the PID owned by the City shall not be subject to PID assessments. Property in the PID owned by another governmental entity may be assessed only pursuant to an inter-local agreement between the entity and the City.

10. The PID may not finance improvements or services that would not be accessible to the general public.
11. If minimum requirements cannot be met, an explanation of why the minimum requirements cannot be met and alternatives provided to exceed the requirement.

PETITION REQUIREMENTS

Where a proposed PID is identified, Petitioners shall notify in the City Manager at least 30 days in advance of their intent to file a PID petition. Petitioners must attend one or more pre-filing meetings scheduled by City Staff. Petitions requesting establishment of a public improvement PID must satisfy all statutory requirements under §372.004 of the Texas Local Government Code. In addition, all petitions submitted for establishment of a public improvement PID shall include the following:

1. The basic terms and conditions for creation of the PID, including the provision of community benefits.
2. The petitioner's qualifications and previous experience with real estate development, financing of the development, prior PIDs, etc.
3. A legal description of the boundaries of the PID, a black and white map of the PID boundaries suitable for publication for the legal notices and a "commonly known" description of the area to be included in the PID.
4. A current tax roll of the owners in the PID.
5. A draft Development Agreement that includes any plan for phasing of both the real estate development supported by the PID and construction of Public Improvements in the PID.
6. The estimated costs of the proposed improvements (in dollars, \$)
7. The not to exceed maximum Assessment (in dollars, \$).
8. The not to exceed initial maximum bond issuance (in dollars, \$).
9. The not to exceed maximum tax equivalent Rate (in cents, \$).
10. A sunset clause, and a pre-executed petition to dissolve the PID by the landowner in case the SAP is not approved, and assessments levied for either reimbursement or bond issuance within three (3) years of the date of the Development Agreement.
11. A plan for ensuring dissolution of the PID will not impose unintended costs on the City or other governmental entities, and that addresses the maintenance or disposition of PID improvements if a PID is dissolved.
12. Evidence that the petition's signatures are genuine, or the petition will be accompanied by a reasonable fee to cover the city costs of signature verification.
13. If the proposed PID is an expansion of an existing public improvement PID, a petition for the new segment of the proposed PID must identify each subdivision, or portion thereof, within the proposed boundaries of the new PID, and each subdivision or portion thereof, that is not currently in an existing PID shall individually satisfy the requirements for a petition under §372.005 of the Texas Local Government Code. Subdivision has the meaning assigned by §232.021 of the Texas Local Government Code.
14. A section, which clearly identifies the Community Benefits of the PID to the affected property owners (for use in public hearing(s)) and to the city as a whole (i.e., promotes the interests of the city).

15. A description of all city-owned land within the PID and provide that city-owned land will not for any share of project costs, if any.
16. Specified assurances to the City that the construction of improvements in the public right-of-way (not including roads or utilities maintained by the City as required by the Hutto City Code of Ordinances) will be maintained by the PID and in no way obligates the City to future maintenance or operational costs, unless otherwise stated in a subsequent agreement.
17. Statement that the petitioners understand that the annual budget for the PID is subject to review by city staff with final approval by the City Council.
18. A certified check or a wire transfer for the application fee will be paid by the applicant to reimburse the city for the cost of evaluating the petition. This application fee must be paid in full when the petition is submitted to the City for evaluation and review. Petitioners must pay all direct costs of processing the PID petition, such as newspaper advertisements, postage, and contractors pursuant to the City's current Fee Schedule. If a Development Fee Agreement has been executed and the fees paid to the City, the application fee and review costs to evaluate the petition will be taken from the fees paid to the City.
19. All estimated costs must be identified before a decision is reached on a request to establish a PID. Costs to be identified include costs related to establishing the PID; costs for maintenance, operations and administration; and costs for later repair or replacement of any Public Improvements.
20. An independently prepared market analysis or feasibility study – to be prepared and submitted prior to the public hearing. The market analysis or feasibility study will assess the reasonableness of the public improvements and overall development plan in light of market conditions. The costs of the third-party market analysis will be paid by the PID Petitioner and the City will order the study.
21. Include a provision that at the time of entering into a contract for property within the PID, a notification that includes questions and answers about the PID and at the time of contract closing, a notification that anyone selling land in a public improvement PID must include a "title encumbrance" which notifies any prospective property owner of the existence or proposal of special assessments on the property. All closing statements must specify who is responsible for payment of the PID assessment on a pro rata share thereof.
22. A plan for ensuring dissolution of the PID will not impose unintended costs on the City or other governmental entities and that addresses the maintenance or disposition of PID improvements if a PID is dissolved.
23. Include signage for the notification of the creation of a PID and signage identifying the PID, if created. The boundaries of the PID shall be displayed at the sales centers within the PID.

PREFERENTIAL FACTORS

PIDs, in which the costs of public improvements are financed without City financial participation, other than revenue generated from PID assessments and proceeds from PID bonds, are preferred. Except for Public Improvements specifically approved in a City bond proposition, the City will not expend or pledge a tax increment, general fund revenue, general obligation bonds or certificate of obligation proceeds, etc. to support the costs of PID improvements unless it is explicitly approved by City Council as advancing a City purpose. In addition:

1. Priority will be given to PID Petitions which:
 - a. Generate economic and superior development benefits to the City beyond what normal development would generate;
 - b. Have the support of 100% of the landowners within a PID;
 - c. Provide for improvements in the public right of way (e.g., entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage);
 - d. Meet community needs (e.g., enhanced drainage improvements, parks and off-street public parking facilities, pedestrian connectivity, wastewater and/or water on or off-site improvements), including without limitation, the development's pro-rata share of the of regional public improvements;
 - e. Increase or enhance City's multimodal transportation and roadway plans;
 - f. Exceed development requirements of the City; in particular, enhanced architectural standards, enhanced landscaping, enhanced amenities, and provide for superior design of lots or buildings;
 - g. Protect and preserve natural amenities and environmental assets such as lakes, trees, creeks, ponds, floodplains, slopes, hills, and wildlife habitats.
2. Protect and preserve existing historical buildings, features, or places and preserve the community amenities or features that would otherwise be a special benefit to the community.
3. PIDs that have a value-to-lien ratio that exceed 3:1 are preferred;
4. PIDs that have a tax rate equivalent comparable to surrounding developments.
5. Petitioners that can demonstrate indication of demand (letters of intent, builder contracts with earnest money).
6. PIDs that have all community benefits.
7. PIDs that are a Master Planned Community or an Affordable Housing Development for seniors, veterans or workforce housing.

NOTICE, PUBLIC HEARING, APPROVAL OF THE PETITION AND PID PROCESS

1. City staff and consultants will assess the adequacy of the PID petition and the PID agreement and compliance with the PID Policy and Chapter 372; have the PID Petition and Draft Development Agreement reviewed by the Planning and Zoning Commission and forward recommendations to the City Council whether to proceed with a public hearing on the PID petition.
2. If the City Council approves setting a public hearing on the PID petition, City staff will publish the newspaper notice and mail the notice to property owners required by Chapter 372.
3. The hearing may be continued from time to time. After the final adjournment of the public hearing, the City Council has six months to adopt a resolution making the findings required by Chapter 372 to approve the PID petition.
4. The PID Financing and Reimbursement agreement must be executed on or before the date the PID assessments are levied.

FINANCIAL LIMITATIONS AND PERFORMANCE STANDARDS

The City may issue PID Bonds solely for the purposes of acquiring or constructing Authorized Improvements. The Developer may request issuance of PID Bonds by filing with the City a list of the Authorized Improvements to be funded with the PID Bonds and the estimated costs of such Authorized Improvements. The Developer acknowledges that the Development Fee Agreement, as required in **REQUIREMENTS FOR A PID**, obligates the Developer to fund the costs of the City's professionals relating to the preparation for and issuance of PID Bonds, which amount shall be considered a cost payable from such PID Bonds. The issuance of PID Bonds is subject to all of the following conditions.

1. The City has evaluated and determined that there will be no negative impact on the City's creditworthiness, bond rating, access to or cost of capital, or potential for liability.
2. The City has determined that the PID Bonds assessment level, structure, terms, conditions and timing of the issuance of the PID Bonds are reasonable for the Authorized Improvement Costs to be financed and that there is sufficient security for the PID Bonds to be creditworthy.
3. All costs incurred by the City that are associated with the administration of the PID shall be paid out of special assessment revenue levied against property within the PID. City administration costs shall include those associated with continuing disclosure, compliance with federal tax law, agent fees, staff time, regulatory reporting and legal and financial reporting requirements.
4. The adoption of a service and assessment plan (the "Service and Assessment Plan") and an assessment ordinance levying assessments on all or any portion of the PID Property benefitted by such Authorized Improvements in amounts sufficient to pay all costs related to such PID Bonds.
5. The City has formed and utilized its own financing team including, but not limited to, bond counsel, financial advisor, PID Administrator, and underwriters related to the issuance of PID Bonds and bond financing proceedings.
6. The City has chosen and utilized its own continuing disclosure consultant and arbitrage rebate consultant. Any and all costs incurred by these activities will be included in City administration costs recouped from special assessments. The continuing disclosure will be divided into City disclosure and Developer disclosure, and the City will not be responsible or liable for Developer disclosure, but the City's disclosures professional will be used for both disclosures.
7. The aggregate principal amount of PID Bonds issued and to be issued shall will be documented in a Development Agreement (or PID Financing Agreement).
8. Each series of PID Bonds shall be in an amount estimated to be sufficient to fund the Authorized Improvements or portions thereof for which such PID Bonds are being issued.
9. The appraisal from an independent appraiser acceptable to the City will address whether the special benefits conferred on the properties being assessed for the Authorized Improvements increase the value of the property by an amount at least equal to the amount assessed against such property.
10. Approval by the Texas Attorney General of the PID Bonds and registration of the PID Bonds by the Comptroller of Public Accounts of the State of Texas.
11. The Developer is current on all taxes, assessments, fees and obligations to the City including without limitation payment of Assessments.

12. The Developer is not in default under the PID Financing Agreement or, with respect to the Property, any other agreement to which Developer and the City are parties.
13. No outstanding PID Bonds are in default and no reserve funds established for outstanding PID Bonds have been drawn upon that have not been replenished.
14. The Administrator has certified that the specified portions of the costs of the Authorized Improvements to be paid from the proceeds of the PID Bonds are eligible to be paid with the proceeds of such PID Bonds.
15. The Authorized Improvements to be financed by the PID Bonds have been or will be constructed according to the approved Development Standards imposed by this Agreement including without limitation any applicable City Regulations.
16. The City has determined that the amount of proposed PID assessments and the structure, terms, conditions and timing of the issuance of the PID Bonds are reasonable for the project costs to be financed and the degree of development activity within the PID, and that there is sufficient security for the PID Bonds to be creditworthy.
17. The maximum maturity for each individual PID Bond shall not exceed 30 years from the date of delivery thereof.
18. The maximum maturity for all PID Bonds will be documented in a Development Agreement (or PID Financing Agreement).
19. The City has determined that the PID Bonds meet all regulatory and legal requirements applicable to the issuance of the PID Bonds.
20. If the applicable portion of Authorized Improvements, as allowed by state law, has not already been constructed and to the extent PID Bond Proceeds are insufficient to fund such Authorized Improvement Costs, Developer shall, at time of closing the PID Bonds, fund or cause the funding of the difference between the Authorized Improvement Costs and the PID Bond Proceeds available to fund such Authorized Improvement Costs related to the applicable Authorized Improvement (without limiting any other provision, in the event Developer does not or cannot provide such funding, the City shall not be required to sell such PID Bonds, and Developer shall reimburse the City for all expenses and liabilities incurred by the City in connection with the proposed issuance of the PID Bonds).
21. No information regarding the City, including without limitation financial information, shall be included in any offering document relating to PID Bonds without the consent of the City.
22. The Developer agrees to provide periodic information and notices of material events regarding the Developer and the Developer's development within the PID in accordance with Securities and Exchange Commission Rule 15c2-12 and any continuing disclosure agreements executed by the Developer in connection with the issuance of PID Bonds.
23. The Developer satisfies the City Engineer or his designee that the Budgeted Cost(s) are reasonable.
24. Developer is not in default under a Developer Continuing Disclosure Agreement or is in default under an existing Development Agreement.
25. The issuance of any Refunding Bonds, the amount of assessment necessary to pay the Refunding Bonds shall not exceed the amount of the assessments that were levied to pay the PID Bonds that are being refunded.
26. The maximum tax equivalent assessment rate for the assessment levy shall be documented in a Development Agreement (or PID Finance Agreement).

27. The Developer and the City shall have entered into a PID reimbursement agreement (or PID Finance Agreement) that provides for the Developer's construction of certain Authorized Improvements and the City's reimbursement to the Developer of certain Authorized Improvement Costs.

QUALIFIED TAX-EXEMPT STATUS

In any calendar year in which PID Bonds are issued, Developer agrees to pay the City its actual additional costs ("Additional Costs") the City may incur in the issuance of its own public securities or obligations on its own taxing power of municipal revenues (the "City Obligations"), as described in this section, if the City Obligations are deemed not to qualify for the designation of qualified tax-exempt obligations ("QTEO"), as defined in section 265(b)(3) of the Internal Revenue Code ("IRC") as amended, as a result of the issuance of PID Bonds by the City in any given year. The City agrees to deposit all funds for the payment of such Additional Costs received under this section into a segregated account of the City, and such funds shall remain separate and apart from all other funds and accounts of the City until December 31 of the calendar year in which the PID Bonds are issued, at which time the City is authorized to utilize such funds for any purpose permitted by law. On or before January 15th of the following calendar year, the final Additional Costs shall be calculated. By January 31st of such year, any funds in excess of the final Additional Costs that remain in such segregated account on December 31st of the preceding calendar year shall be refunded to the Developer and any deficiencies in the estimated Additional Costs paid to the City by Developer shall be remitted to the City by the Developer.).

Issuance of PID Bonds prior to City Obligations.

In the event the City issues PID Bonds prior to the issuance of City Obligations, the City, with assistance from its financial advisor ("Financial Advisor"), shall estimate the Additional Costs based on the market conditions as they exist approximately 30 days prior to the date of the pricing of the PID Bonds (the "Estimated Costs"). The Estimated Costs are an estimate of the increased cost to the City to issue its City Obligations as non-QTEO. Promptly following the determination of the Estimated Costs, the City shall provide a written invoice to Developer in an amount less than or equal to the Estimated Costs. Developer, in turn, shall remunerate to the City the amount shown on said invoice on or before the earlier of: (i) 15 business days after the date of said invoice, or (ii) 5 business days prior to pricing the PID Bonds. The City shall not be required to price or sell any series of PID Bonds until Developer has paid the invoice of Estimated Costs related to the PID Bonds then being issued.

Upon the City's approval of the City Obligations, the Financial Advisor shall calculate the Additional Costs to the City of issuing its City Obligations as non-QTEO. The City will, within 5 business days of the issuance of the City Obligations, provide written notice to Developer of the amount of the Additional Costs. In the event the Additional Costs are less than the Estimated Costs, the City will refund to Developer the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice to Developer required under this paragraph. If the Additional Costs are more than the Estimated Costs, Developer will pay to the City the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice required under this paragraph. If Developer does

not pay the City the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice required under this paragraph, Developer shall not be paid any reimbursement amounts under any PID reimbursement agreement related to the Development until such payment of Additional Costs is made in full.

Issuance of City Obligations prior to PID Bonds.

In the event the City issues City Obligations prior to the issuance of PID Bonds, the City, with assistance from the Financial Advisor, shall calculate the Estimated Costs based on the market conditions as they exist 20 days prior to the date of the pricing of the City Obligations. Promptly following the determination of the Estimated Costs, the City shall provide a written invoice to Developer: (1) in an amount less than or equal to the Estimated Costs, and (2) that includes the pricing date for such City Obligations. The Developer, in turn, shall remunerate to the City the amount shown on said invoice at least 15 days prior to the pricing date indicated on the invoice. If Developer fails to pay the Estimated Costs as required under this paragraph, the City, at its option, may elect to designate the City Obligations as QTEO, and the City shall not be required to issue any PID Bonds in such calendar year.

Upon the City's approval of the City Obligations, the Financial Advisor shall calculate the Additional Costs to the City of issuing non-QTEO City Obligations. The City will, within 5 business days of the issuance of the City Obligations, provide written notice to Developer of the Additional Costs. In the event the Additional Costs are less than the Estimated Costs, the City will refund to Developer the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice to Developer. If the Additional Costs are more than the Estimated Costs, Developer will pay to the City the difference between the Additional Costs and the Estimated Costs within 15 business days of the date of the City's notice. If Developer does not pay to the City the difference between the Additional Costs and the Estimated Costs as required under this paragraph, then Developer shall not be paid any reimbursement amounts under any PID reimbursement agreement related to the Development until such payment of Additional Costs is made in full.

To the extent any developer(s) or property owner(s) (including Developer, as applicable) has (have) paid Additional Costs for any particular calendar year, any such Additional Costs paid subsequently by a developer or property owner (including Developer, as applicable) to the City applicable to the same calendar year shall be reimbursed by the City to the developer(s) or property owner(s) (including Developer, as applicable) as necessary so as to put all developers and property owners (including Developer, if applicable) so paying for the same calendar year in the proportion set forth in subsection (e), below, said reimbursement to be made by the City within 15 business days after its receipt of such subsequent payments of such Additional Costs.

The City shall charge Additional Costs attributable to any other developer or property owner on whose behalf the City has issued debt in the same manner as described in this section, and Developer shall only be liable for its portion of the Additional Costs under this provision, and if any Additional Costs in excess of Developer's portion has already been paid to the City under this provision, then such excess of Additional Costs shall be reimbursed to Developer. The portion owed by Developer shall be determined by dividing the total proceeds from any debt

issued on behalf of Developer in such calendar year by the total proceeds from any debt issued by the City pursuant to the PID Act for the benefit of all developers (including Developer) in such calendar year.

PID ADMINISTRATION AND MANAGEMENT

The City will contract with an outside consultant to administer the PID and to bill, collect, and track PID assessments. This cost will be considered a reimbursable project cost and shall be included in the PID Service and Assessment Plan.

AGENDA ITEM REPORT

12.1.



This agenda item meets the following City's Pillars:(check all that apply)

☒ *Excellence and Efficiency through Collaboration*

Sustainable Growth

☐ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on Ordinance No. 2022-031 amending Section 2.02.203 of the Hutto Code of Ordinances to modify the staggered terms of the Diversity and Inclusion Commission. (Legal) (First Reading)
Meeting: Thursday, July 7, 2022
Department: Legal /
Staff Contact:

BACKGROUND INFORMATION:

Section 2.02.203 of the Hutto Code of Ordinances establishes terms for the Diversity & Inclusion Commission. For the initial appointments, the term of three of the members ends June 30, 2023. The term of the remaining four members ends June 30, 2024. The proposed ordinance amends Section 2.02.203 so that the terms of the members of the Diversity & Inclusion Commission coincide with the term of the member of the City Council with the same place number. To implement the change discussed above, the ordinance alters and establishes the terms of the current members of the Diversity & Inclusion Commission.

SUMMARY OF REQUEST:

STAFF REVIEW:

Legal

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ORDINANCE NO. O-2022-031

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS, AMENDING CHAPTER 2, ARTICLE 2.02, SECTION 2.02.203 OF THE HUTTO CODE OF ORDINANCES TO MODIFY THE LENGTH OF THE TERMS OF THE MEMBERS OF THE DIVERSITY AND INCLUSION COMMISSION TO COINCIDE WITH THE TERM OF THE MEMBER OF THE CITY COUNCIL WITH THE SAME PLACE NUMBER; AND PROVIDING FOR: FINDINGS OF FACT, ENACTMENT, REPEALER, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE & MEETING.

WHEREAS, the City of Hutto, Texas (the “City”), is a home rule city operating under the laws of its Charter and the State and Texas, by and through its duly elected City Council members; and

WHEREAS, the City Council desires to modify the length of the terms of the members of the Diversity and Inclusion Commission to coincide with the term of the member of the City Council with the same place number; and

WHEREAS, the City Council finds certain amendments to the Code of Ordinances are necessary to meet changing conditions and are in the best interest of the City; and

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Hutto held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting; and

WHEREAS, the City Council has determined that all prerequisites to adopt this Ordinance have been met.

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

Section 1. Findings of Fact: The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2. Enactment: That Chapter 2, Article 2.02, Section 2.02.203, of the Code of Ordinances of the City of Hutto, is hereby amended to read in accordance with **Attachment A** which is attached hereto and incorporated into this Ordinance for all intents and purposes. Underlined and italicized text shall be added, and struck-through and bracketed text shall be deleted as indicated in **Attachment A**.

Section 3. Implementation: For purposes of implementing this Ordinance, the terms of the current members of the Diversity and Inclusion Commission shall be altered and established in accordance with **Attachment B**.

Section 4. Cumulative; Repealer: This Ordinance shall be cumulative of all provisions of the City Code and other ordinances of the City of Hutto, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of other ordinances. All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

Section 5. Severability: Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

Section 6. Codification: The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 7. Passage: Pursuant to Section 3.13 of the Hutto City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of four or more members of the City Council during the first reading and the requirement for reading this Ordinance on two separate dates was dispensed with by the affirmative vote of four or more members of the City council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.

Section 8. Effective Date: This Ordinance shall take effect immediately after its final passage.

Section 9. Proper Notice & Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ and APPROVED on the first reading this the ___th day of _____ 2022.

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 dates was dispensed with.

THE CITY OF HUTTO, TEXAS

By: _____
Mike Snyder, Mayor

ATTEST:

By: _____
Angela Walton, City Secretary

(SEAL)

APPROVED AS TO FORM:

Cristian Rosas-Grillet, Assistant City Attorney

Attachment A

CITY OF HUTTO CODE OF ORDINANCES

CHAPTER 2 – ADMINISTRATION AND PERSONNEL

ARTICLE 2.02 BOARDS, COMMISSIONS, AND AUTHORITIES

Sec. 2.02.203 Creation; membership requirements

Membership.

- (1) All commission members shall be appointed by the city council and shall serve without compensation.
- (2) The commission shall be composed of seven members to serve three-year terms.
- (3) Each candidate for appointment as a member of the diversity and inclusion commission shall be at least eighteen (18) years old and shall have resided within the corporate city limits, or within territory annexed prior to the appointment, for at least twelve months preceding the appointment. The diversity and inclusion commission shall, to the extent possible, be broadly representative of economic status, race, color, religion, gender, national origin, ancestry, marital status, physical or mental disability, sexual orientation and gender identity.
- (4) Commission members shall serve without compensation and shall not be employed by or hold any other position in city government. In addition to any other requirements prescribed by the city council, members shall maintain the qualifications established by this section while in office.
- (5) Members of the commission shall be limited to three consecutive full terms in office. A person who has served three consecutive full terms as a regular member may not again hold the same office until at least one term out of office has passed.
- (6) The ~~[term of office of]~~ commission members ~~[is]~~ *shall serve staggered* three-year[s] *terms that will coincide with the term of the member of the city council with the same place number.* ~~[and shall commence on the last day of July. Initial appointments for establishment of the commission shall be staggered and with partial terms, with three (3) members appointed with terms ending June 30, 2023 and four (4) members appointed with terms ending June 30, 2024.]~~

Attachment B

	Diversity & Inclusion Commission		Term Expires	Term Length
1	Kandice Walker		6/30/2023	3 Years
2	Gina Chen		6/30/2024	3 Years
3	Brian Thompson	Chair	6/30/2022	3 Years
4	Marlise Prieto		6/30/2023	3 Years
5	Lacey Ranson-Hudson		6/30/2024	3 Years
6	Anna Gonzales		6/30/2022	3 Years
7	Tara Spoons		6/30/2022	3 Years

AGENDA ITEM REPORT

12.2.



This agenda item meets the following City's Pillars:(check all that apply)

Excellence and Efficiency through Collaboration

Sustainable Growth

☐ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action on Ordinance No. O-2022-031 to dispense with the second reading pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)
Meeting: Thursday, July 7, 2022
Department: Legal /
Staff Contact:

BACKGROUND INFORMATION:

Staff requests that the second reading of Ordinance No. O-2022-031 is dispensed pursuant to Hutto City Charter Article 3, Section 3.13 (Legal)

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

AGENDA ITEM REPORT

13.1.



This agenda item meets the following City's Pillars:(check all that apply)

☒ *Excellence and Efficiency through Collaboration*

Sustainable Growth

☐ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Consideration and possible action regarding possible appointments, re-appointments and/or removals to City Boards, Commissions, Task Forces, Economic Development Corporations, Local Government Corporations and Tax Increment Reinvestment Zone Boards, City Council Liaisons, and Area Government appointments.
Meeting: Thursday, July 7, 2022
Department: City Secretary /
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

AGENDA ITEM REPORT

13.2.



This agenda item meets the following City's Pillars:(check all that apply)

✓ *Excellence and Efficiency through Collaboration*

Sustainable Growth

✓ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Presentation - Information Technology (IT) Master Plan Update (David Reeves)
Meeting: Thursday, July 7, 2022
Department: Finance /
Staff Contact: David Reeves

BACKGROUND INFORMATION:

Staff has contracted a technology consulting firm to create an IT Master Plan that includes a road map for the next 2-5 years to advance and improve our technology resources.

SUMMARY OF REQUEST:

Presentation of how we selected the consulting firm, the methodology they will use, and the specific topics we requested to be included in what is analyzed and addressed in the plan.

STAFF REVIEW:

David Reeves, Angie Rios, Brandon Williams, Michael Strupeck

FINANCIAL IMPACT:

The cost will not exceed \$47,445 and is budgeted.

POLICY IMPLICATIONS:

TBD upon elements of the plan that are adopted and/or implemented.

ATTACHMENTS:

13. 2 INFORMATION TECHNOLOGY MASTER PLAN

- GOAL OF THE PLAN IS TO PROVIDE A TWO TO FIVE YEAR ROADMAP
- REQUEST FOR QUALIFICATIONS WAS PUBLISHED
- FIVE COMPANIES SUBMITTED RESPONSES
- STAFF TEAM NAROWED THE DECISION TO TWO COMPANIES
- CLIENTFIRST WAS CHOSEN TO CREATE OUR MASTER PLAN

CLIENTFIRST QUALIFICATIONS

- EXPERIENCE INCLUDES OVER 3000 PROJECTS FOR MORE THAN 500 LOCAL GOVERNMENT AGENCIES
- METHODOLOGY INCLUDES MEETING WITH CITY'S OPERATIONAL STAFF AND EXECUTIVE TEAM
- IT INFRASTRUCTURE AND OPERATIONS REVIEW
- RISK ASSESSMENT
- IT STAFFING NEEDS ASSESSMENT

SPECIFIC REQUESTS

- IT STAFFING, INCLUDING FOR PD SUPPORT
- PD NETWORK REFRESH
- SECURITY RESOURCES ANALYSIS
- SELF-SERVICE HUTTO NETWORK PASSWORD RESETS FOR STAFF
- BROADBAND/FIBER ACQUISITION – INCLUDE PLANNING FOR MEGASITE
- OFFICE 365 DATA PROTECTION, BACKUP, BUSINESS CONTINUITY

SPECIFIC REQUESTS

- CLOUD STORAGE, INCLUDING FOR PD VIDEO DATA
- REDUNDANCY FOR INTERNET OUTAGES
- REDUNDANCY, INTEGRATION, AND CONNECTIVITY BETWEEN SITES AND FACILITIES
- DISASTER RECOVERY PLANNING AND PROCEDURES
- LIBRARY PATRONS ACCESS TO INTERNET / COMPUTING RESOURCES

- PROJECT WAS BUDGETED AND CONTACT HAS BEEN EXECUTED
- PROJECT WILL KICK OFF ON MONDAY JULY 11 2022
- EXPECTED LENGTH OF PROJECT IS SIXTEEN WEEKS
- PROJECT ROADMAP WILL BE PRESENTED TO COUNCIL

QUESTIONS?

Response to RFQ for

IT Master Plan

June 3, 2022



Client Locations

Coast-to-Coast

Practice Locations

Texas

North Carolina

Illinois

California

800.806.3080

www.clientfirstcg.com

June 3, 2022

Mr. Michael Strupeck
Purchasing Director
City of Hutto
500 W Live Oak Street
Hutto, Texas 78634

RE: Response to RFP for IT Master Plan – Best and Final Offer

Dear Mr. Strupeck:

ClientFirst appreciates the opportunity to present the City of Hutto with our proposal, which includes developing and articulating a vision for the effective use of technology to support the work of the City. Below is our Best and Final Offer to create an IT Master Plan for the City.

We are adept at educating and building consensus among staff members, departmental leadership, senior management, and elected officials. Our approach is to assess the current environment, review alternatives, and provide the City with specific recommendations and supporting documentation regarding strategy and tactical implementation.

Methodology and Approach – ClientFirst customizes industry best practices for Technology Assessment and Master Planning in a practical way to meet the unique needs of each agency. We provide:

- Assessment and gap analysis of business department applications, technology utilization, and operational needs
- IT infrastructure, cybersecurity, operations, service delivery, and staffing assessments
- Development of strategies, goals, objectives, and recommendations
- Comprehensive technology initiative recommendations with budgets, timelines, and resource requirements
- Master planning workshops with operational departments, IT management, IT Planning Committee, and executive management
- Master Plan reports and supporting documentation
- Tracking and measurement of plan objectives and initiatives

Truly Independent – ClientFirst is a truly independent technical services and consulting firm. We are certified in multiple technologies, but we DO NOT resell hardware and software, nor represent those that do. Therefore, there is no risk of our analysis being biased towards a particular solution.

Local Government and Municipal Focus – Our management team's career experience includes over 3,000 projects for more than 500 local government agencies.

If you have any questions, feel free to contact us at 951.739.7989 or via email at dkrout@clientfirstcg.com or tjakobsen@clientfirstcg.com for additional information. We look forward to the opportunity of serving the City of Hutto as one of our many satisfied clients.

Sincerely,



David W. Krout, CPA *(inactive)*

Partner

Management Consulting Practice Leader



Tom Jakobsen

Partner

IT Infrastructure and Operations Consulting Practice Leader

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Project Team

Team Chart

The personnel selected for this engagement are experts in their given disciplines, chosen according to the specific needs of this project, working as an integrated team to provide end-to-end consulting and support services. Detailed profiles for each Project Team member are found in this section.

Hutto
Project Manager

Tom Jakobsen
ClientFirst Project Director

Tom Jakobsen
Partner
IT Infrastructure and Operations

Cindy Belcher
Director
Public Safety Consulting

Craig Williams
Director
Infrastructure Consulting

Tom Weiman
Director
Telecommunications Consulting

Pete Graziano
Senior Network Engineer

Keith Culp
Network Engineer

Key Personnel

Tom Jakobsen – Partner, IT Infrastructure and Operations, **Project Role:** Project Director

Tom Jakobsen leads the IT Infrastructure and Operations practices at ClientFirst, including fiber optic design, telecommunications, disaster recovery and business continuity, cyber security, supplemental IT assistance, and staffing. Tom has focused on not-for-profit and local government consulting for more than 25 years and has served as interim CIO for many agencies.

Cindy Belcher – Director, Public Safety Consulting, **Project Role:** Subject Matter Expert – Public Safety

Cindy Belcher has consulted, implemented, and managed public safety systems for over 140 agencies. Cindy will serve as a subject matter expert for Police Department future staffing needs.

Tom Weiman – Director, Telecommunications, **Project Role:** Subject Matter Expert – Telecommunications Economic Development

Tom is the Practice Manager for our Telecommunications Practice and has led teams focused on provisioning telecommunications major developments including a \$100 million drug manufacturing facility in North Carolina and Angel Island in the San Francisco Bay. Angel Island is planned to be a mixed-use redevelopment featuring hotels, eight thousand residences, a marina, and other amenities.

Craig Williams – Director, Infrastructure Consulting, **Project Role:** Subject Matter Expert – Outside Plant Fiber Optics

Craig Williams is a Registered Communications Distribution Designer (RCDD) who began his career as an architect. Craig has over 20 years of experience with structured cabling and outside plant fiber optic systems.

Michael Redmond – Manager, IT Infrastructure Consulting, **Project Role:** Network Engineer

Michael Redmond has been working in IT for over 22 years and Public Sector for 14 years. He is a subject-matter expert in cyber security, networking, servers, virtualization, storage, databases, backups/disaster recovery, operations, and cloud technologies. He serves as a Tier 3 escalation point for ClientFirst.

Keith Culp – Network Engineer, **Project Role:** Network Engineer

Keith Culp has been working in positions of increasing responsibility within the ClientFirst Illinois IT Support practice for the last seven years. Keith holds Cisco and CompTIA certifications and is responsible for infrastructure design and implementation at local government agencies. He also participates in IT Master Planning as a subject matter expert.

Tom Jakobsen

**Partner – IT Infrastructure and Operations Consulting
Practice Leader**

Highlights

- Former National IT Infrastructure Consulting Practice Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Ongoing CIO mentoring for multiple agencies
- Former Interim IT Director – Corona, CA
- Former Interim IT Manager – San Pablo, CA
- Strategic Technology Advisor to more than 10 agencies
- Two-time Interim CIO at Illinois Action for Children
- Managed hundreds of IT consulting projects with dozens of municipalities and local governments

Agency Experience

City of Bloomington	City of Laguna	City of Rialto
City of Brentwood	Niguel	City of Riviera
City of Burbank	City of Lake Forest	Beach
City of Calabasas	City of Larkspur	City of Rockford
City of Camarillo	City of Menlo Park	City of Rohnert Park
City of Chino	City of Mount Airy	City of Salisbury
City of Colton	City of Murrieta	City of San Gabriel
City of Corona	City of Naperville	City of San Pablo
City of Downey	City of Oakbrook	City of Seal Beach
City of Dublin	Terrace	City of Sierra Madre
City of Foster City	City of Pacific Grove	City of Simi Valley
City of Glendora	City of Palm Desert	City of South Gate
City of Healdsburg	City of Palmdale	City of South San
City of Highland	City of Piedmont	Francisco
Park	City of Rancho	City of St. Charles
City of Joliet	Cucamonga	City of West Covina
City of La Habra	City of Rancho	City of West Des
City of La Puente	Mirage	Moines
	City of Redlands	County of Denton



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Mathematics and Economics from University of Iowa
- Member, Project Management Institute, Midwest Chapter
- Member, University of Iowa Graduate College, Advisory Board

SPECIALTIES

- Network Design, Procurement, Implementation, and Oversight
- Cybersecurity
- Disaster Recovery
- IT Operations Management
- Interim CIO/IT Management
- Project Management
- Assessments, Strategy, and Planning



Know that I am extremely satisfied with the team we have assembled. It is comforting to have steady hands guiding us into the 21st century!

—City Administrator
CA Municipality

Cindy Belcher, PMP

Director, Enterprise Applications Consulting

Highlights

- Successfully managed software implementation projects for over 130 agencies throughout the U.S.
- Managed remote cross-functional project teams in a matrix organization for projects ranging from upgrades to new implementations worth \$150K - \$7M
- Hands-on experience in the development of feature/function specifications, RFPs, and statements of work for successful IT software selection and implementation projects
- In the last five years alone, developed requirements, documented, and implemented over 84 complex, custom interfaces

Agency Experience

City of Albany	City of Fortuna	City of Piedmont
City of Batavia	City of Galt	City of Prescott
City of Bend	City of Golden	Valley
City of Benicia	City of Goodyear	City of Red Bluff
City of Berkeley	City of Healdsburg	City of Richmond
City of Boulder	City of Hemet	City of Rio Dell
City of Brea	City of Huntington	City of Roseburg
City of Brenham	City of Kingman	City of Roswell
City of Brisbane	City of Laguna	City of Salinas
City of Broomfield	Beach	City of San Benito
City of Carlsbad	City of LaPorte	City of San Jose
City of Casa Grande	City of Laredo	City of Santa Ana
City of Ceres	City of Mansfield	City of Santa Fe
City of Chico	City of Marietta	City of Santa Rosa
City of Cincinnati	City of Maywood	City of Scottsdale
City of Cleveland	City of Milwaukee	City of Seabrook
City of Coronado	City of Modesto	City of Sebastopol
City of Corpus Christi	City of Molokai	City of Sierra Vista
City of Corvallis	City of Murrieta	City of Skokie
City of Cotati	City of New London	City of Sonoma
City of Dublin	City of Newark	City of Springfield
City of Durham	City of Nogales	City of Thornton
City of Elk Grove	City of Norco	City of Tucson
City of Eureka	City of Norfolk	City of Turlock
City of Ferndale	City of Pacifica	City of Vail
City of Flagstaff	City of Parker	City of Woodway
City of Folsom	City of Peoria	City of Yum
	City of Petaluma	



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Business Administration from Ohio State University
- PMP Certification from the Project Management Institute (Current)

SPECIALTIES

- Project Management (PMP)
- Certified Prosci Change Management Practitioner
- GIS requirements
- SOW Development
- Consulting/Fit and Gap Analysis
- Contract Negotiations
- Critical-Path Project Scheduling and Budget Accountability
- RFP Development

CHANGE MANAGEMENT
CERTIFICATION PROGRAM

Prosci
PRACTITIONER



Tom Weiman

Practice Leader, Enterprise Communications Consulting

Highlights

- Lead Project Manager, State of Wisconsin, saving the state over \$90 million in telecommunications service costs
- Former Partner and National Telecom Consulting Project Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Call Center Campus Instructor at Purdue University, Center for Customer-Driven Quality
- Provided telecommunications consulting services to nearly 300 public agencies throughout the United States, including government agencies, non-profit organizations, healthcare and financial institutions, and educational institutions at the K-12 and higher education levels

Agency Experience

City of Bettendorf	City of Miami	City of Sacramento
City of Bloomington	Springs	City of Salisbury
City of Brentwood	City of Moline	City of San Clemente
City of Burbank	City of Mount Airy	City of San Gabriel
City of Calabasas	City of Mount Dora	City of San Rafael
City of Camarillo	City of Murrieta	City of Sierra Madre
City of Cape Coral	City of Naperville	City of Sioux Falls
City of Chino	City of New Hampton	City of South Pasadena
City of Corona	City of New Haven	City of South San Francisco
City of Countryside	City of Oakbrook Terrace	City of St. Charles
City of Deerfield Beach	City of Orland Park	City of Upland
City of Downey	City of Palm Desert	City of Waukegan
City of Dunedin	City of Palmdale	City of Wauwatosa
City of Eau Claire	City of Piedmont	City of West Allis
City of Escondido	City of Pompano Beach	City of West Covina
City of Fort Lauderdale	City of Port St. Lucie	City of West Des Moines
City of Foster City	City of Prospect Heights	City of West St. Paul
City of Kinston	City of Rancho Cucamonga	
City of La Habra	City of Rancho Mirage	
City of La Puente	City of Redlands	
City of Laguna Niguel	City of Rock Island	
City of Lake Forest	City of Rockford	
City of Mason City		
City of Matteson		



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Communications from St. Ambrose University
- Ongoing training from Avaya/Cisco/ShoreTel/Nortel/Mitel/NEC, and others
- Member, All Major Vendor Consultant Programs
- Member, Society of Telecommunications Consultants (STC)

SPECIALTIES

- Billing Audits and Cost Reviews
- Carrier Services Cost Analysis
- Implementation Project Management
- Strategic Telecommunications Planning
- VoIP Readiness Assessments and Review



I would like to thank both of you, especially Tom, for all the hard work you did for us. We could not have done this RFP process successfully without your help.

—IS Manager
CA Municipality

Craig Williams, RCDD, NTS

Director, Infrastructure Consulting Services

Highlights

- Full Wireless replacement RFPs for school districts
- Building security replacement for Illinois school district
- Numerous E-Rate network equipment RFPs
- E-Rate WAN RFPs
- Point-to-point WAN for Illinois school district
- Fiber replacement for mid-sized K-12 school district
- Selected as one of 16 technology directors nationally for HP and Intel Profiles in Leadership through *Tech and Learning Magazine*
- Directed technology support and operations at Illinois' second-largest public-school district, serving 40,000 students. Led technical staff of 71. Increased customer satisfaction from 87.7% to 95.2% rate.
- National award from the Help Desk Institute as one of Elite 50 organizations for customer support across all industries

Agency Experience

City of Azusa	City of South San Francisco	County of Tuolumne
City of Glendora	City of West Covina	Village of Lincolnwood
City of Joliet	City of West Des Moines	Village of Orland Park
City of Pacific Grove	Community High School District 99	Village of Park Forest
City of Piedmont	County of Davie	Village of River Forest
City of Manassas Park	County of Mariposa	Village of Wheeling
City of Rancho Mirage	County of Mendocino	
City of Riviera Beach		
City of San Pablo		

Craig, you were instrumental in the successful completion of this project all along the way, but especially as we... needed a push in "crossing the last beachhead."

—Superintendent of Schools
IL School District



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Architecture, University of Illinois
- BICSI Registered Communication Distribution Design (RCDD)
- BICSI Network Technology Systems (NTS) Designer
- MBA, North Central College (Concentration in Management Information Systems)

SPECIALTY AREAS

- Infrastructure – Low Voltage Systems/Cabling
- Data Center/Networking
- Wireless
- Project Management
- Business and Human Resources Systems
- CIO Advisory
- Public-Facing Web Technology
- Staff Support/Customer Service

Keith Culp

Systems Engineer

Keith Culp is a versatile IT professional with over 12 years of experience in IT system support and administration across a broad spectrum of infrastructure environments and client types. He handles project management and product support to provide our clients with efficient and secure IT environments. Keith's analytical, problem-solving, and communication skills, combined with his years of experience, formal training, and professional certifications make him a valuable resource for our clients' needs.

Highlights

- Experienced in network design, firewall configuration, multifactor authentication, server design and implementation, and much more
- Project Management: Application Implementations, Hardware Upgrades, Infrastructure Build-Outs, and Office Relocations
- Hardware/software installation, maintenance, and upgrades
- Backup Design and Implementation, including Backups to Cloud
- Disaster Recovery Planning, Testing, and Maintenance
- Exchange server, Office 365, archiving solutions and Document Management
- IT Assessments and Strategic Planning
- Cybersecurity framework implementation and management
- On-site training and user-friendly documentation
- Help Desk support

Agency Experience

City of Norco
City of Pacific Grove
Norridge Park District
Northbrook Public Library
Salt Creek School District
Village of Barrington Hills
Village of Lake Barrington
Village of Lincolnwood

Village of Northfield
Village of Park Forest
Village of River Forest
Village of Riverside
Village of South Barrington
Media Financial Management
Association



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Network Operations and Security from Western Governors University
- CompTIA A+
- Network +
- Security +
- Project +
- CCNA Routing & Switching

SPECIALTY AREAS

- Project Management
- Design and Specifications
- Documentation Specialist
- Office Relocations
- Disaster Recovery Planning
- Application Implementations



Keith, I just wanted to thank you again for working on the WatchGuard project. The installation went smoothly, and you set everything up perfectly. Thanks again.

—Sergeant
IL Police Department

Michael Redmond

Manager, IT Infrastructure Consulting

Michael Redmond has been working in IT for over 22 years and Public Sector for 14 years. He has demonstrated leadership in technical operations, project management, staffing, vendor management, contract negotiations, and team leadership across a range of IT areas.

Mr. Redmond is a subject-matter expert in cyber security, networking, servers, virtualization, storage, databases, backups/disaster recovery, operations, and cloud technologies. He can communicate effectively across all levels of an organization.

Highlights

- Former Senior Security Operations Analyst
- Coordinated and lead security efforts with engineers, architects, senior managers, and directors
- Has provided Disaster Recovery Plans for over 20 years
- Coordinated multiple software migrations
- Has experience analyzing bids, negotiating contracts, selecting vendors, and overseeing all final work for awarded vendors during the RFP process
- Has managed all day-to-day operations of an organization's network, including IT special requests and provided solutions to ticket escalations
- Has managed and led security incidents, document efforts, and lead remediation efforts

Agency Experience

City of Centennial
US Olympic Committee
Pueblo Community Health
Many other organizations

CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration (MBA) – Colorado Technical University
- Bachelor of Management, Colorado Christian University
- Project Management Professional (PMP)
- ITIL Foundations Certification

SPECIALTIES

- Disaster Recovery
- Security Operations
- Budget Management
- Technical Operations
- Fiber Optics Program Management
- Firewall Implementation
- Cloud Operations
- Project Management
- Vendor Management
- Contract Negotiations



Project Approach

Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical in all respects. Our management team's career experience includes over 3,000 projects for more than 500 local government agencies.

Local Presence and Practice Locations

ClientFirst is a national firm, with practices located in Texas, North Carolina, Illinois, and California.



San Antonio, TX



Charlotte, NC



Schaumburg, IL



Corona, CA

Practical Recommendations

We believe in using technology as a tool to meet the agency's business objectives; we do not apply technology just for technology's sake. We are serious in our quest to provide clients with practical solutions that meet their individual requirements. Sometimes the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.



True Independence

ClientFirst believes in practicing **true independence**. We do not resell products, nor maintain relationships that would result in any add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at lowest competitive cost) to meet their needs.



National Recognition

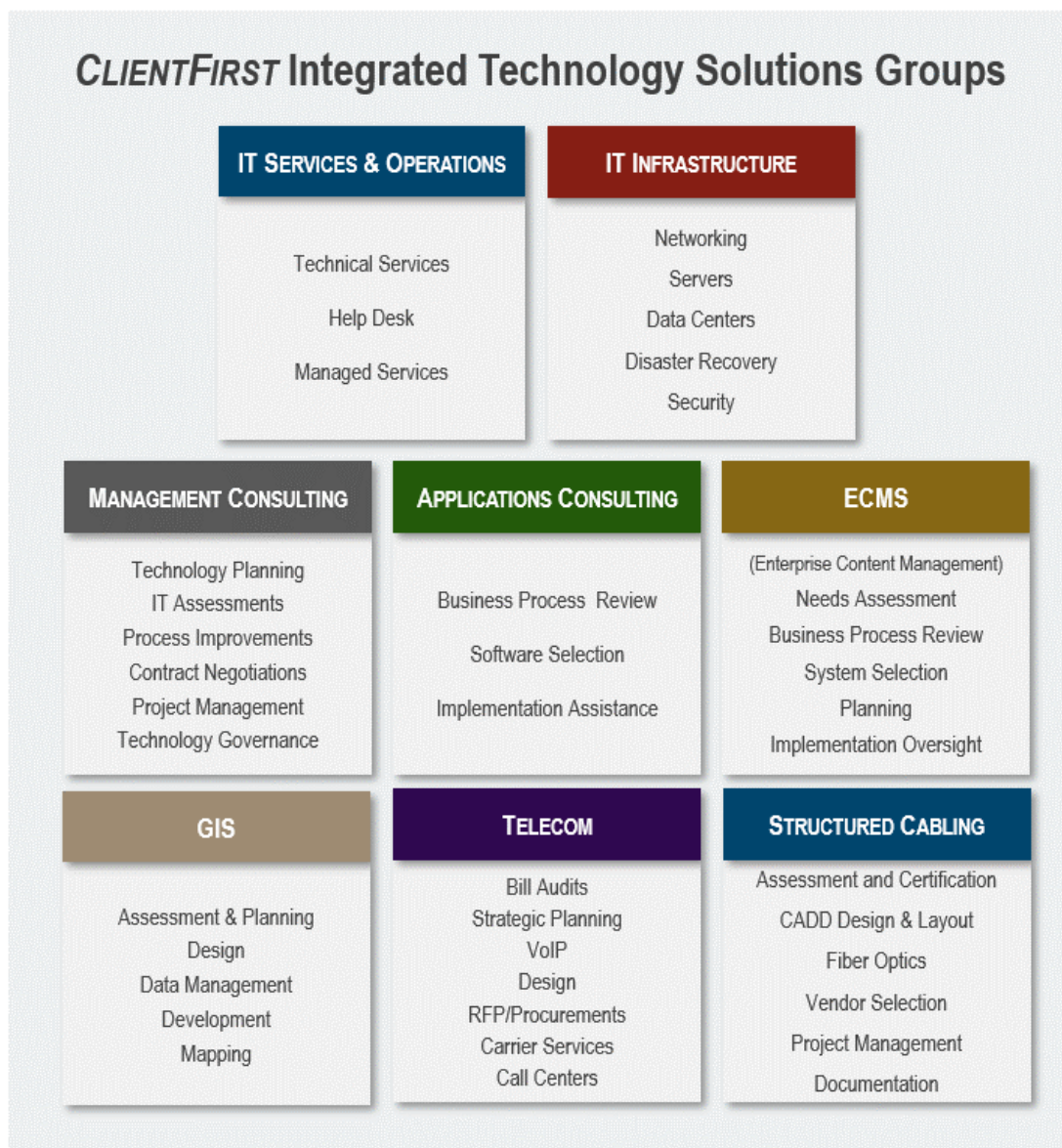
Our consultants are recognized nationally for their work by many of the industry's leading vendors. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.

Diversified Experience

We have **extensive experience with a wide variety of organizations and technology and processing environments**. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed with respect to vendor and industry developments.

Integrated Technology Solutions Groups

Whatever the agency's technology needs are, we offer a unique combination of experts in their given disciplines who can guide technology decisions, planning, implementation, and management, chosen according to the specific needs of each project, working as an integrated team to **provide end-to-end consulting and support services**.



Technology Master Plan Objective

We propose to create a well-documented plan to guide the City over the next five years in planning, procuring, implementing, and managing current and future technology investments included in the scope of work. We will also document the resources required for operational technology and information technology service delivery. The plan is the result of a thorough analysis of the following:

- Interviews and workshops involving the City's operational staff
- Existing hardware and network infrastructure, staffing, funding, cyber security, telecommunications, and resources currently in use by the City
- Identification of needs to accommodate current and future technology requirements, such as IT operations and management, legal requirements, cybersecurity requirements, service delivery, cloud computing and Mega-site infrastructure

Experience with Government Agencies – We have experience in working with government agencies across the country. Our staff has subject-matter expertise that enables us to quickly understand operational demands and opportunities, and then equate them to beneficial technology improvements and recommendations.

Technology Planning Process Methodology

We have developed a five-phase methodology on which we base our Technology Assessment and Planning projects. This serves as the cornerstone of the project, allowing the collaborative process to shape and develop our recommendations and approach, enabling us to tailor each step to fit each client's unique specifications. We work in partnership with our clients to improve their information technology environments, so they can better meet the needs of staff and constituents.



Firm Resources and Commitment

We consider Technology Planning projects to be the premier service offering of our firm. We are a diversified firm, with a wide range of subject-matter experts who are committed to completing this project in a timely manner. We have included the steps necessary to attend meetings, advise staff on matters specific to the scope of services, prepare and present reports to City Management and members of the City's Council (if desired).

Project Team Resources

We will assign a comprehensive multi-discipline team to this project. Team members include practice leaders in Public Safety, Telecommunications, and IT Infrastructure practices within our firm.

All members of this project team are **ClientFirst employees** and are **not** hired, third-party sub-contract resources. This ensures **consistency, continuity, and quality**.

Experience that Enhances the Master Planning Process

One of the unique qualities of ClientFirst is our breadth of service practice areas, summarized below. As a firm, our recommendations are based on **real-life experience resulting from performing and delivering these services daily**. Our continued engagement with our clients provides us with significant opportunities to stay current **with industry trends and emerging technologies, while preserving our independence** by not reselling vendor products.

IT Staffing and Leadership Experience

- **Staffing Assessment and Organization** – Our IT leadership experience helps our government clients' IT staffing structures, and develops their IT teams to be more productive, efficient, and deliver a higher level of service.

IT Infrastructure

- **IT Infrastructure Resources** – Our firm has government-agency-experienced network engineers and senior system administrative talent. We utilize these experts in our Technology Assessment and Planning engagements for their real-world experience in making meaningful recommendations.
- **Telecommunication and Outside Plant Fiber Optic Cabling** – A key resource in our firm is our telecommunications and structured cabling talent. Our team's experience includes inside/outside cable-plant expertise, including fiber-optic and wireless specialization.
- **IT Support Experience** – We provide IT support and act as the IT department or management for several agencies in Illinois. We have real-life experience in managing the IT operations of government agencies.

Project Initiation and Information Gathering

Project Kick-Off and Initiation

The project kick-off is a time to review the City's available documentation and background information, as well as set expectations for the project. We provide information requests and questionnaires for completion by the operational departments and other stakeholder groups.

After obtaining and reviewing the background information, we meet with the Project Manager and Technology Planning Committee to review the work plan, establish overall responsibilities and communications for the project, schedule meetings, and finalize the project plan details.

Assessment

Operational Department Reviews

The focus of operational department reviews is **understanding current and future use of technology** related to the scope of work. The best source of information regarding gaps and issues with the technology are the individuals who work with it on a daily basis. Our workshops provide an opportunity for users to voice concerns, share gaps in IT services, and identify strengths and weaknesses of current technology.



IT Infrastructure and IT Operations Review

ClientFirst conducts infrastructure reviews with highly qualified subject-matter experts, performing infrastructure and operations reviews with systems engineers that continually design, implement, and maintain IT infrastructure.

Our infrastructure and operations workshops focus on assessing the City's network topology and cybersecurity readiness, as well as IT service delivery. We will tour the City's major technology facilities. We plan to meet with IT management to discuss the current budget, as well as existing and planned IT-related projects.

Our IT operations subject-matter experts currently design, procure, support, manage infrastructure, and support operations daily for numerous local government agencies. We address potential areas for improvement, such as staff productivity, collaboration alternatives, policies and procedures, security, disaster recovery, etc.

ClientFirst will conduct a gap analysis as a precursor providing specific recommendations, including projects, approaches, and best practices. We do not resell any hardware or software, so our recommendations and examples are vendor-agnostic. The options we suggest are tailored to accommodate agency skill sets, knowledge, current environment, strategic direction, and budget realities.

Risk Assessment

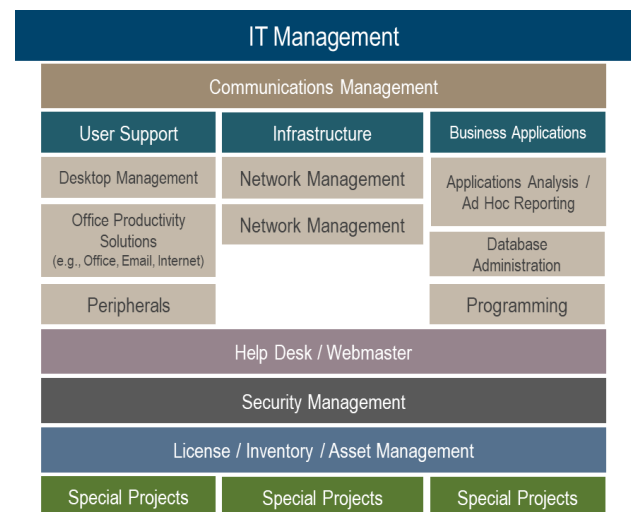
Our team conducts a high-level evaluation of the City's cybersecurity posture. The assessment includes the following related findings, recommendations, and initiatives.

- IT Network and Infrastructure
- Cybersecurity Readiness
- IT Operational Readiness
- Incident Response Capabilities
- Resiliency
- Password Management
- Policies, Procedures, and Effective Cybersecurity Processes

IT Staffing Assessment

ClientFirst's project team includes an IT Operations Practice Leader who manages daily IT support operations for multiple agencies, as well as ongoing contract IT Management and CIO services. This daily, hands-on experience results in real-world, relevant recommendations regarding support for current and emerging technologies.

ClientFirst will perform an IT staffing Needs Assessment and review existing IT outsourcing contracts and arrangements. We look at the City's current and future resource requirements, service-delivery model, IT support structure, and staff capabilities and skill sets and perform a gap analysis. After identifying strengths and weaknesses, we discuss potential structures, skill sets, and training options. Staffing recommendations and other metrics are based on benchmark surveys of similar organizations coupled with our own experience in managing similar IT environments.



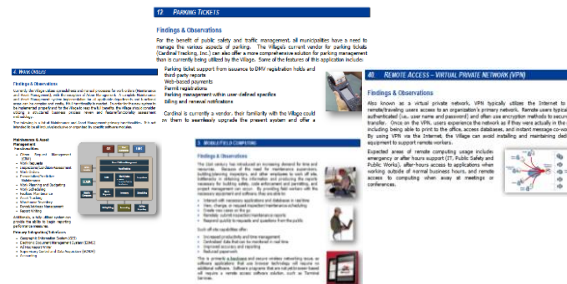
Their current and relevant experience with government agencies was a real value. They could provide valid examples, and in many cases provide apples-to-apples comparisons, so it made the process easier. ClientFirst had direct experience about what other cities had done and how well it worked for them, so their recommendations were supported by meaningful examples and experiences, making the process feel very personalized.

— Administrative Services Director
CA Municipality

Technology Initiative Determination

We assess overall technology strengths and weaknesses. From these, we determine key strategies, goals, and objectives to address identified issues, which are provided in a preliminary report summarizing our findings and observations along with corresponding technology initiatives. Initiatives will focus on:

- Staffing, including PD
- PD network refresh
- Analysis of various security defenses
- Self-service AD password resets
- Broadband/Fiber acquisition - include infrastructure planning for Mega-Site
- Office 365 data protection, backup, business continuity
- Cloud storage
- Storage for PD video data
- Redundancy for internet outages
- Redundancy, integration, and connectivity between sites & facilities
- DR plan/procedures
- Library patrons' access to internet/computing resources



Additionally, we include planning for ongoing operations, maintenance and support budgets, and the development of project durations for each major initiative.

I received a lot of feedback from the departments about how they can see the positive changes that are ahead and have a much-improved opinion of the City's IT department. It has had a very positive impact on the IT team members. A woman in the department wanted to retire this year but has decided to delay her retirement for five years because she is so excited about the new purpose. Staff members are excited about coming to work because they have a new plan and manager, with new training and education, and a new purpose for their efforts.

— Director of Finance and Administrative Services
FL Municipality

Planning and Prioritization Workshops

With our Current State Technology Assessment and Recommendations Report in hand, we conduct planning and prioritization workshops. We discuss our findings and recommendations with the Project Manager, Department of Information Technology, Technology Planning Committee, and executive management.

IT Workshops

The IT workshops will focus on items from the scope of work that may be of specific interest.

The goal of these workshops is for the consulting team and City staff to develop consensus on the recommendations and objectives. The workshop format is conducive to a free-flowing discussion of ideas, while also providing an opportunity for City staff to question our assumptions, budgetary cost models, recommended priorities, and suggested solutions.



We strive to understand the City's budgetary constraints and develop creative solutions within those constraints. We will work with the City to prioritize projects via cost-benefit analysis and other ROI considerations.

IT Staffing Workshops

Typically, IT Staffing recommendations are reviewed and finalized in a series of workshops to discuss current and long-term staffing needs versus budgetary constraints. We also discuss internal staffing versus the use of third-party subject matter expertise for specific projects.

Mega-Site Workshop

We have allocated for a workshop to discuss Mega-site infrastructure as this item will require review of various diagrams and budgetary estimates.

ClientFirst keeps an eye on the costs. I feel David Krout's accounting background was evident in the way CF evaluated expenses. They were always looking for the "low-hanging fruit", the "big win", and the most cost-effective way for the agency to achieve its goals. Their approach was very real-world. With other consultants, it seemed like the suggested solutions were pretty canned or the latest-and-greatest in the industry, instead of solutions that were specific to the agency's situation.

— IT Director
CA Municipality

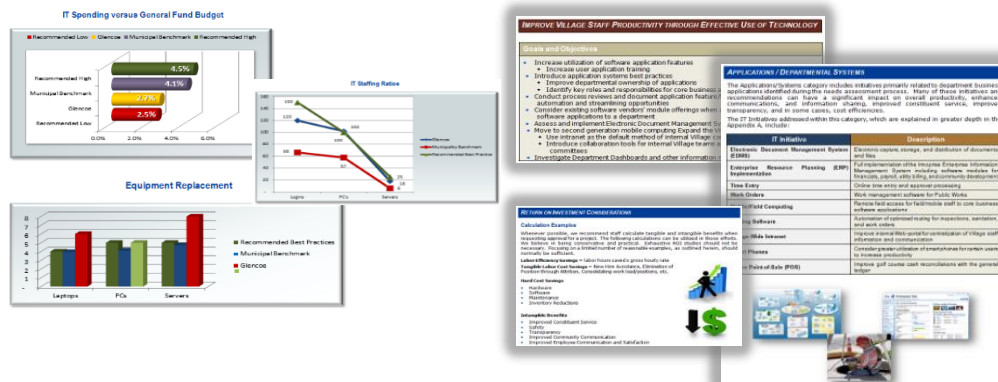
Executive Committee Workshop

We conduct an Executive Committee Workshop to educate and gain feedback from the City Executive Team. It is important for City leadership to understand the prioritization and importance that the Information Technology Department, as well as other departments, have placed on the various initiatives.

Initiative	IT Initiative	Comments	Priority	Budget Range		FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023
				Low	High						
IT Operations											
79	IT Operations - Enterprise Management Platform										
	Help Desk Ticketing System	Track IT publishing an entirely new version in FYE 2019	H								
	IT Asset Management Automation		M					\$25,000	\$18,000		
	IT Automation Tools (Patch Management)		H						\$25,000	\$18,000	
	IT Support Metrics	Dependent on implementation of new Track IT version in FYE 2019	M						\$18,000		
	Network Management Tools (Configuration Management)		M					\$25,000	\$18,000		
80	Mobile Device Management	Lots of demand for portable computing	H						\$3,000	\$3,000	\$3,000
81	IT Cost Recovery (IT Budget Allocations)		M								
82	IT Procurement Practices		H								
83	IT Policies and Procedures	Standards	H					\$7,800			
84	MCISO IT Operations - Enterprise Management Platform										
	AD Audit		H			\$2,500					
	Operations Software		H					\$20,000	\$50,000		
	Cloud based backup	Encrypted data is C/JIS compliant	M					\$24,000	\$24,000	\$24,000	\$24,000
	Security Audit	When major upgrades are complete	M					\$35,000			
IT Security											
85	Disaster Recovery Planning		M					\$40,000			
86	Disaster Recovery Site Implementation	Complete replication in FYE2020, resilient servers in FYE2021	M						\$153,000		
87	Backups	Disk to Disk to Tape & Some Cloud	M					\$40,000	\$30,000	\$30,000	\$30,000
88	Firewall Upgrade	Full suite of firewall anti-lots-of-stuff protection	H			\$14,000					
89	IT Security Assessment	When core systems upgrades are done	M					\$50,000			
90	Logging and Audit Trails		H				\$25,000				
91	Records and Data Retention	Archiving Solution	H				\$65,000				
92	PCI Compliance - Study		H			\$25,000					
93	Staff Security Awareness Training		H				\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
GIS											
94	GIS Assessment and Master Plan		M					\$100,000			
95	GIS Data Acquisition		M						\$150,000		\$25,000
96	GIS Emergency Operations Readiness		H					\$25,000	\$150,000		\$25,000
Telecommunications											
97	VoIP Phone System Upgrade and Resiliency	Integrate Mta's - single system	M					\$150,000			
98	Phone System Training		M					\$25,000	\$25,000		
IT Staffing											
99	Business Analysis and Project Management Skill-Set Needs										

Final Report and Presentations

We finalize our findings and recommendations, budgets, and implementation timelines to create the City's Technology Assessment and Master Plan Report, complete with supporting documentation. Final report presentations will be made to City Executive Management.



References

Client References



City of San Pablo

13831 San Pablo Ave., San Pablo, CA 94806

Kelly Sessions, Former Administrative Services Director (Finance and IT)

925.973.2500

(Kelly is currently Administrative Services Director at City of San Ramon)

ksessions@sanramon.ca.gov

ClientFirst developed an IT Master Plan for San Pablo. During the risk assessment phase, several issues became apparent leading to engagements related to network and server infrastructure improvements. Upon completion of the plan, ClientFirst assisted with the design of a new City Hall and a fiber optic network for City use with expansion capabilities for lease to private businesses.



Denton County

701 Kimberly Drive, Denton, TX 76208

Kevin Carr, Chief Information Officer

940.349.4500

kevin.carr@dentoncounty.com

ClientFirst developed an IT Master Plan for the County that included IT operations, staffing, infrastructure, IT process improvement, and business application recommendations. ClientFirst is currently assisting the County in the selection of a new financial system.



City of Manassas Park

1 Park Center Court, Manassas Park, VA 20111

Don Spady, IT Director

703.335.0027

don.spady@manassasparkva.gov

ClientFirst created an IT Master Plan for the City. The plan included a fiber optic master plan connecting all city facilities with optional budget for school district and planned expansion to a downtown revitalization area. ClientFirst recently completed a Microsoft 365 conversion and is working on a new network infrastructure for the city's new Civic Center.

Work Plan

Work Plan and Schedule

The following work plan outlines the project steps, the hours to be devoted by project team members, and an estimated timeline. The timeline starts on the date of the Kick-Off Meeting.

Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	Tom J.	Michael	Craig	Cindy
Project Coordination							
1	Overall Project Coordination		12	8		4	
Phase 1: Project Initiation		1-4					
2	Project Organization and Kick-Off Meeting with City Project Manager and Key Personnel		4	2	1	1	
	Project Team organization to include PMO office per Project Management Institute best practices						
3	Develop Questionnaires/Information Requests		2	1		1	
4	Obtain and Review Background Information and Preparation		7	2	2	2	1
Phase 2: Needs Assessment		4-7					
5	Department Interview Workshop	4-6					
	Economic Development (Mega-site infrastructure planning)		2	1		1	
	Library (patron access/system review)		2	1	1		
	Police (staffing)		4	2			2
6	IT Infrastructure, Operations, and Staffing Reviews	3-4					
	IT Function Interviews		16	8	8		
	IT Information Gathering Activities, including:		8	4	4		
	Assessment and Information Gathering, including:						
	IT Staffing and Support Needs (current and future)						
	Cybersecurity Framework						
	Disaster Recovery, Business Continuity, and Risk Management						
	Storage and Backups						
	IT Network and Infrastructure						
	Servers, Server Applications, and Management						
	Telecommunications						
	Emergency Operations and Emergency Response Plans						
	Email and Message Archiving						
	Service Desk						
	IT Policies and Procedures						
	Metrics Review						

Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	Tom J.	Michael	Craig	Cindy
	IT Projects, PMO, and Budgets						
	PD Video Systems						
	IT Governance						
7	Documentation	5-7					
	Summarize Findings and Observations		32	8	16	4	4
Phase 3: Research and Preliminary Plan Development		7-10					
8	Develop Preliminary Initiatives, Findings, Alternatives, and Recommendations		40	12	16	8	4
	Current IT Environment Summary and Condition		Included				
	Site Security (Video and Physical)		Included				
	IT and Telecommunications Infrastructure		Included				
	Network		Included				
	Servers, Storage, and Backups		Included				
	Desktop, Handhelds, Mobiles		Included				
	Network and Internet Resiliency		Included				
	IT Operations		Included				
	Software Licensing and License Management		Included				
	Service Desk and Metrics		Included				
	Email and Message Archiving		Included				
	Management and Productivity Tools		Included				
	Password Management and Self-Service		Included				
	IT Policies and Procedures		Included				
	Technology Governance		Included				
	Cybersecurity Framework/Risk Assessment		Included				
	Business Continuity/Disaster Recovery/Emergency Operations		Included				
	Cloud Strategies: Computing/Cloud Storage		Included				
	Mega-site Infrastructure		Included				
	PD Video Systems		Included				
	Staffing		Included				
9	Preliminary Budgets		17	4	4	8	1
10	Develop Preliminary Assessment Report		24	4	8	8	4
11	Preliminary Prioritizations		2	2			
Phase 4: Planning and Prioritization Workshops		11-14					
12	Develop Workshop Materials		14	4	4	4	2
13	Workshops - Staffing		6	4			2
14	Workshop - IT Infrastructure and Operations		8	4	4		
15	Workshop - Mega-Site		8	4		4	
16	Workshop - Executive Management		4	2		2	
17	Revisions		11	2	4	4	1

Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	Tom J.	Michael	Craig	Cindy
Phase 5: Final Report and Presentations		14-16					
18	Develop Final Report and Supporting Documentation		8	8			
19	Develop Presentation Materials		12	4	4	4	
20	Final Report Presentations - City Management		4	4			
Hours by Consultant			247	95	76	55	21
Rate				\$215	\$175	\$195	\$195
Fees			\$48,545				
Travel and Related (Mileage)			\$1,400				
Total Cost			\$49,945				
Strategic Partner Discount			(\$2,500)				
Best and Final Cost (Not-to-Exceed)			\$47,445				

Appendix 1: Case Studies

The following case studies are California agencies that ClientFirst has worked with to digitally transform their technology environments. These case studies began with Technology Master Planning. The cities' technology governance and commitment at all levels, including their city councils, has since resulted in significant digital transformation that has improved internal business department process, management decision-making, transparency, citizen services, and citizen engagement.



Mendocino County

Project Background

ClientFirst started with a County-wide Technology Master Plan and Roadmap to digitally transform the County and its operations. Other following projects have included:

- Technology Plan development and funding
- Technology Plan management and semi-annual plan updates in conjunction with mid-year and annual Board of Supervisors budget workshops
- Initial risk mitigation projects to increase resiliency of critical systems
- Emergency Operations Center redesign and refresh of EOC technology and equipment (Phase 1 & 2)
- Public Safety Cabling and Fiber Optic Improvements
- Public Safety and Radio Data Center Space Planning
- Detailed public safety County-wide radio assessment, cost analysis, and successful funding request
- Cybersecurity Roadmap and Board Presentation
- IT Strategic Advisory Services
- IT staffing and staff roadmap to support digital transformation and Board goal of increased efficiency

Description of Services Performed and Outcomes

ClientFirst was initially engaged to develop a multi-year Technology Master Plan and Roadmap. The initial five-year plan is budgeted at over \$20 million. The initial assessment also uncovered several high-risk areas. County management placed the project on hold, but immediately allocated \$605K to mitigate many of those high-risk items. ClientFirst provided oversight and project management services for the implementation of these risk mitigation measures. The Board appropriated \$1MM for Phase 1 projects and has subsequently appropriated over \$1MM every six months for additional project work. ClientFirst provides oversight for approximately twenty-five Technology Master Plan projects. ClientFirst is also managing the Master Plan budget and project portfolio, with project additions and subtractions based on Board and Executive Office priorities.



City of Rancho Mirage

Project Background

ClientFirst started with a citywide Technology Master Plan. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference. Also, see attached published article on the City's digital transformation efforts, *City of Rancho Mirage Published Digital Transformation Article*.

Other following projects have included:

- Technology Master Planning
- IT Organization Improvement Assistance
- Enterprise Software Needs Assessment
- ERP Selection and Contract Negotiations
- Audiovisual System Design, RFP, and Implementation Oversight
- Contract Management Process Review and Improvements
- Disaster Recovery Planning Services
- Cybersecurity Assessment and Risk Mitigation
- EDMS Needs Assessment Services
- Electronic Mail Implementation Consulting Services
- IT Management Mentoring and Advisory Services
- Wireless Network Design – Amphitheater, Library, Park Spaces
- Network Improvement Vendor Procurement
- Work Order/Asset Management Preliminary Assessment

Description of Services Performed and Outcomes

ClientFirst developed a Technology Master Plan to address City's desire to integrate and automate business applications in a secure manner. This project included working with ongoing City Council sub-committee. ClientFirst presented Plan to Council, and Council approved funding of the plan in its entirety. ClientFirst worked with City staff to upgrade technology infrastructure, resident connectedness, and applications improvement and integration. The Master Plan also included a comprehensive analysis of the IT human resources to ensure the City had the resources to maintain existing technology, implement new technology projects, and maintain the environment that would be put in place as part of the implementation of the Technology Master Plan. A significant piece of the future IT organizational structure included an increase in business analyst talent to help implement and support critical enterprise applications.

ClientFirst assisted with the ERP system selection, which was concluded on time and within budget. Departmental assistance was also provided for the selection of a new Contract Administration system.

Technical assistance was provided for the development of a Disaster Recovery Plan. ClientFirst worked with Departments to develop a prioritized recovery plan that met the needs of the City.

Appendix 2: City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to digitally transform the City and its operations. The following article was published to showcase these digital transformation improvements. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.

AGENDA ITEM REPORT

13.3.



This agenda item meets the following City's Pillars:(check all that apply)

Excellence and Efficiency through Collaboration

Sustainable Growth

☒ *Financial Responsibility*

☐ *Highest Quality of Life*

To: City Council
Subject: Presentation of Fiscal Year 2023 Proposed Budget (Angie Rios)
Meeting: Thursday, July 7, 2022
Department: Finance /
Staff Contact: Angie Rios

BACKGROUND INFORMATION:

	FY 2022 ADOPTED GET	FY 2023 BUD PROPOSED BUDGET
GENERAL FUND	\$ 21,324,500	\$ 24,887,603
UTILITY FUND	\$ 13,616,988	\$ 15,283,663

The budget includes investments in the City's workforce so Hutto can continue to provide services at the level desired by our growing community. There is continued funding for quality of life improvements such as roads and sidewalks. This budget also reflects inflationary increases in areas such as fuel, insurance and materials.

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

AGENDA ITEM REPORT

13.3.



POLICY IMPLICATIONS:

ATTACHMENTS:



FY 2023

PROPOSED BUDGET

OVERVIEW

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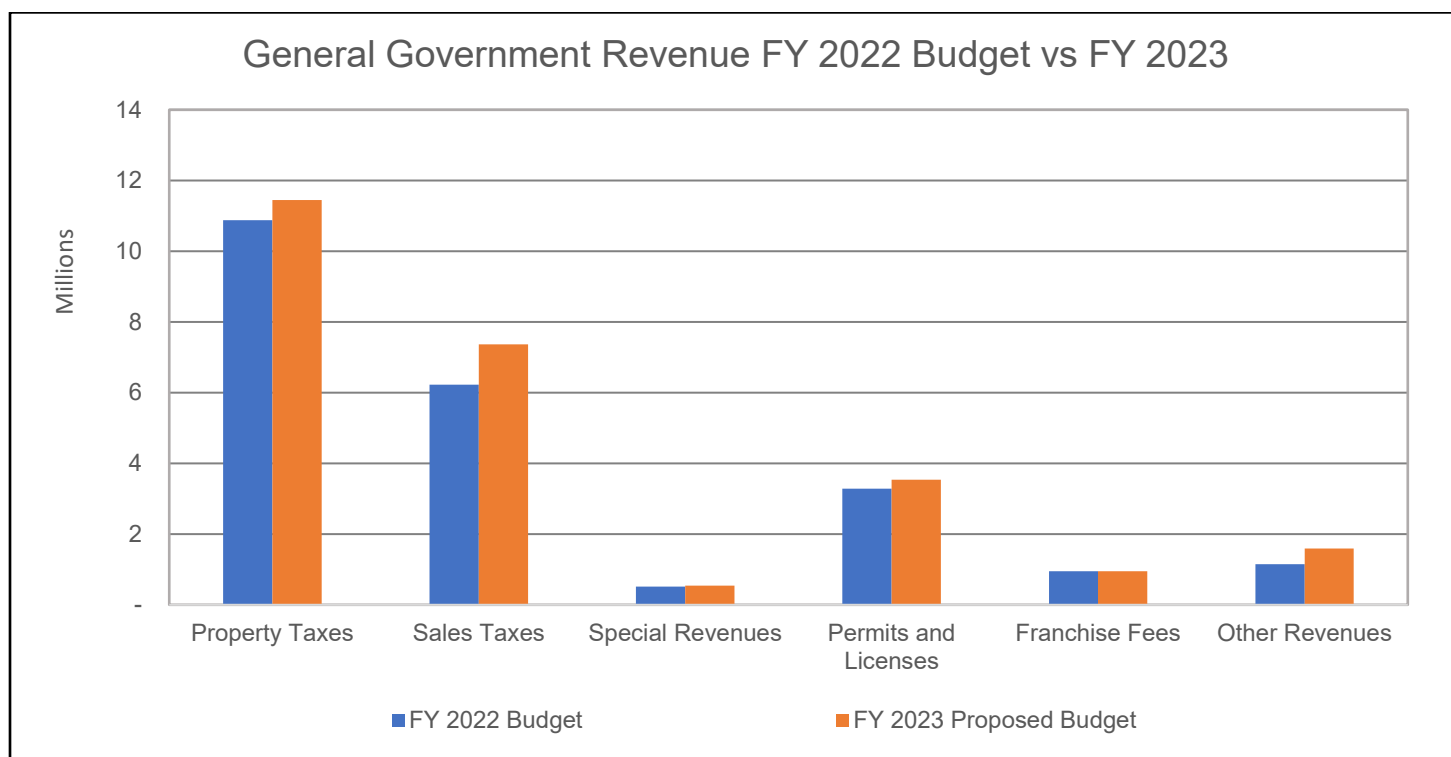
FY 2023 BUDGET SUMMARY

GENERAL GOVERNMENT REVENUE SUMMARY

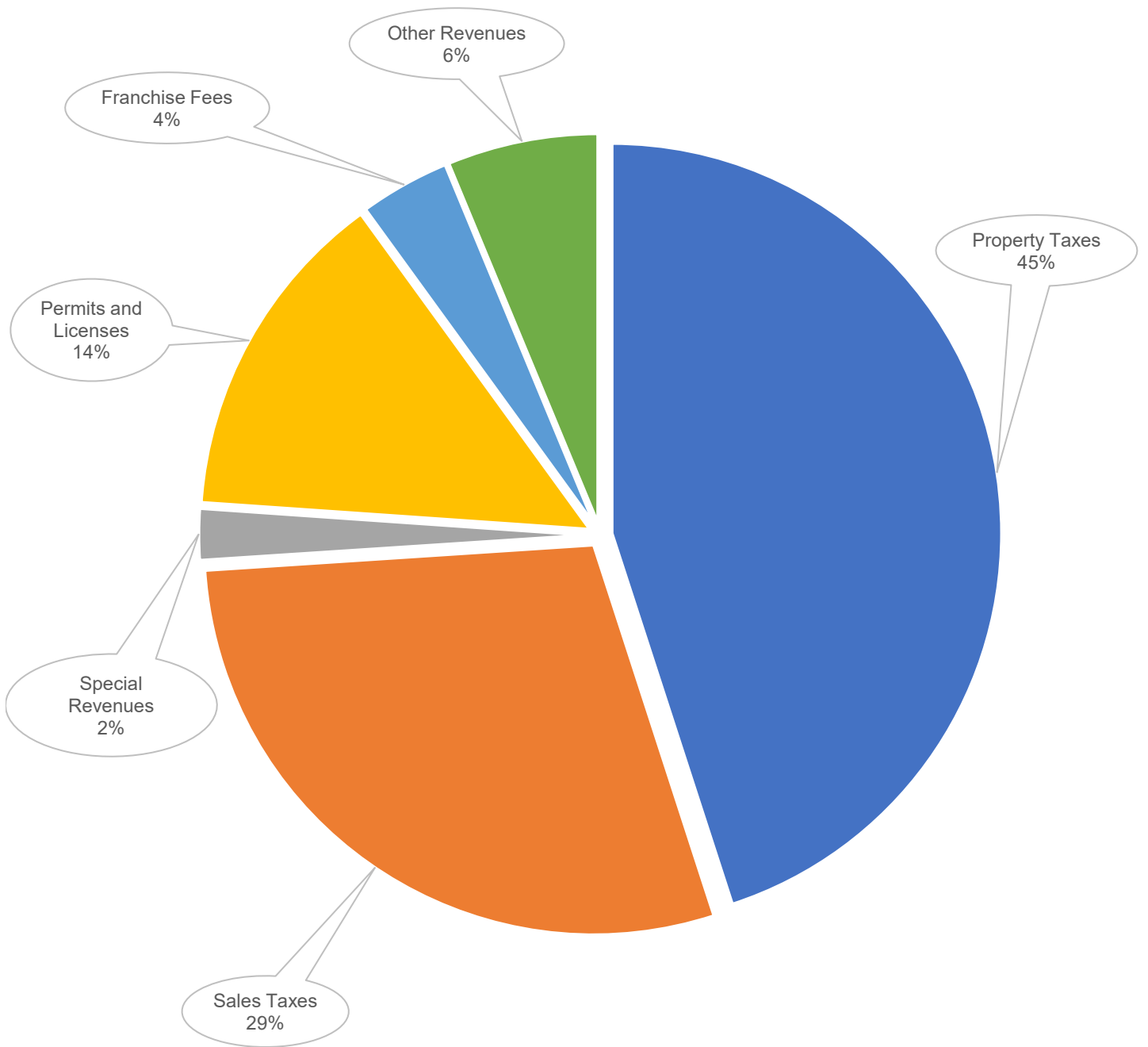
Listed below are the resources for General Government by category which include General Fund, and Special Revenue funds. The FY 2023 total revenue budget is an increase of 10.53% over the revenues budget in the previous fiscal year. The largest revenue source is Property tax which is projected to increase by approximately 5.26%. The second largest is sales tax which is projected to increase by approximately 18.24%. These revenue projections are conservatively budgeted. These two major sources of revenues account for approximately 74% of all General Government revenues.

GENERAL GOVERNMENT REVENUE BY SUMMARY			
Revenue	FY 2022 Budget	FY 2023 PROPOSED BUDGET	FY 2023 vs FY 2022 Budget
Property Taxes	10,873,091	11,445,012	5.26%
Other Revenues	825,000	895,000	8.48%
Sales taxes	6,229,002	7,365,000	18.24%
Fines	238,000	283,000	18.91%
Charges for Services	67,250	382,650	469.00%
Interest Income	20,000	30,000	50.00%
Permits & Licenses	3,285,200	3,535,200	7.61%
Franchise Fees	952,355	952,355	0.00%
Hotel Tax	175,000	200,000	14.29%
Special Revenue Funds	343,320	343,350	0.01%
Totals	23,008,218	25,431,567	10.53%

Totals may reflect variances due to rounding.



Proposed General Government Budget Revenues FY 2023

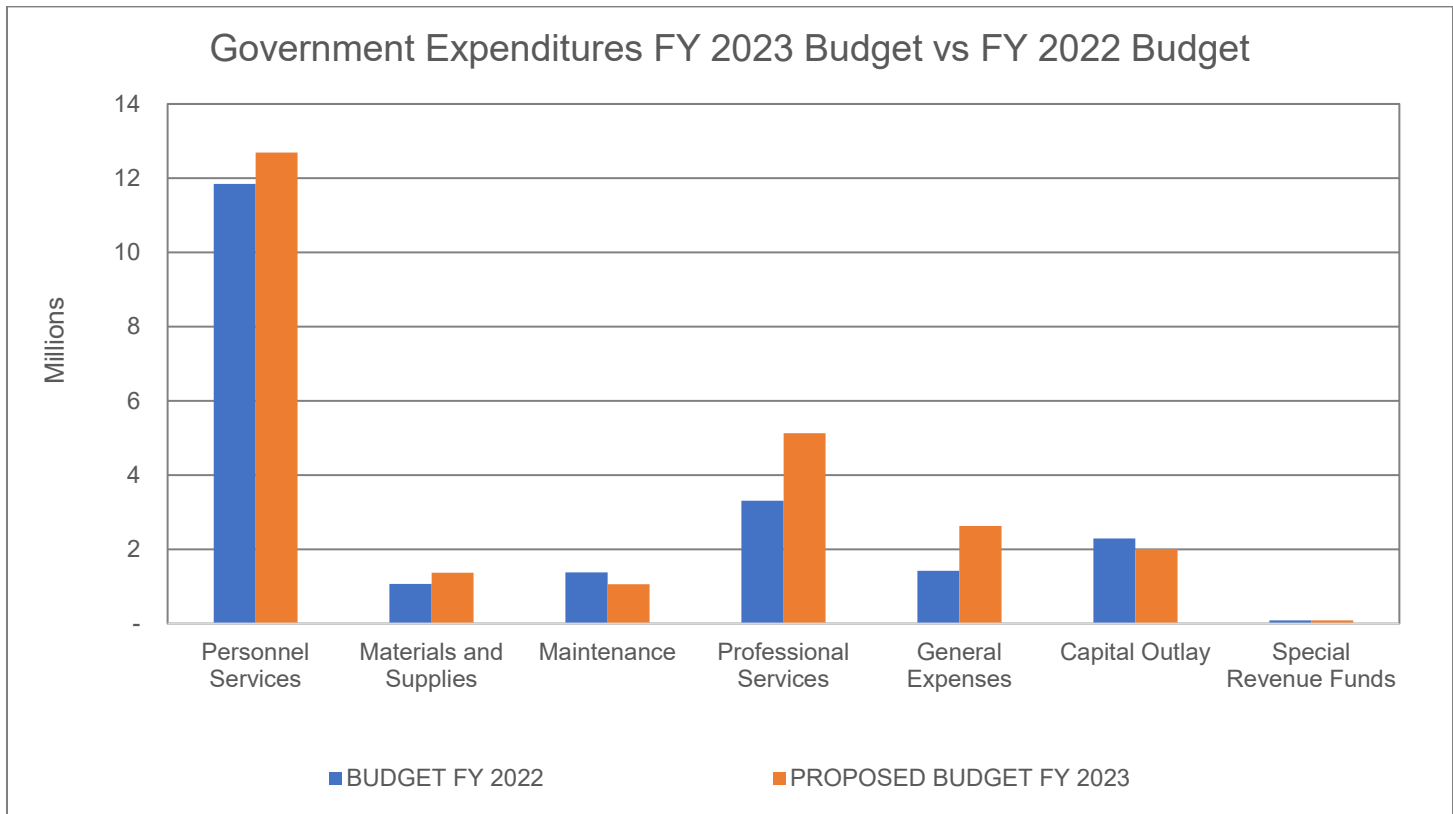


GENERAL GOVERNMENT EXPENDITURE SUMMARY

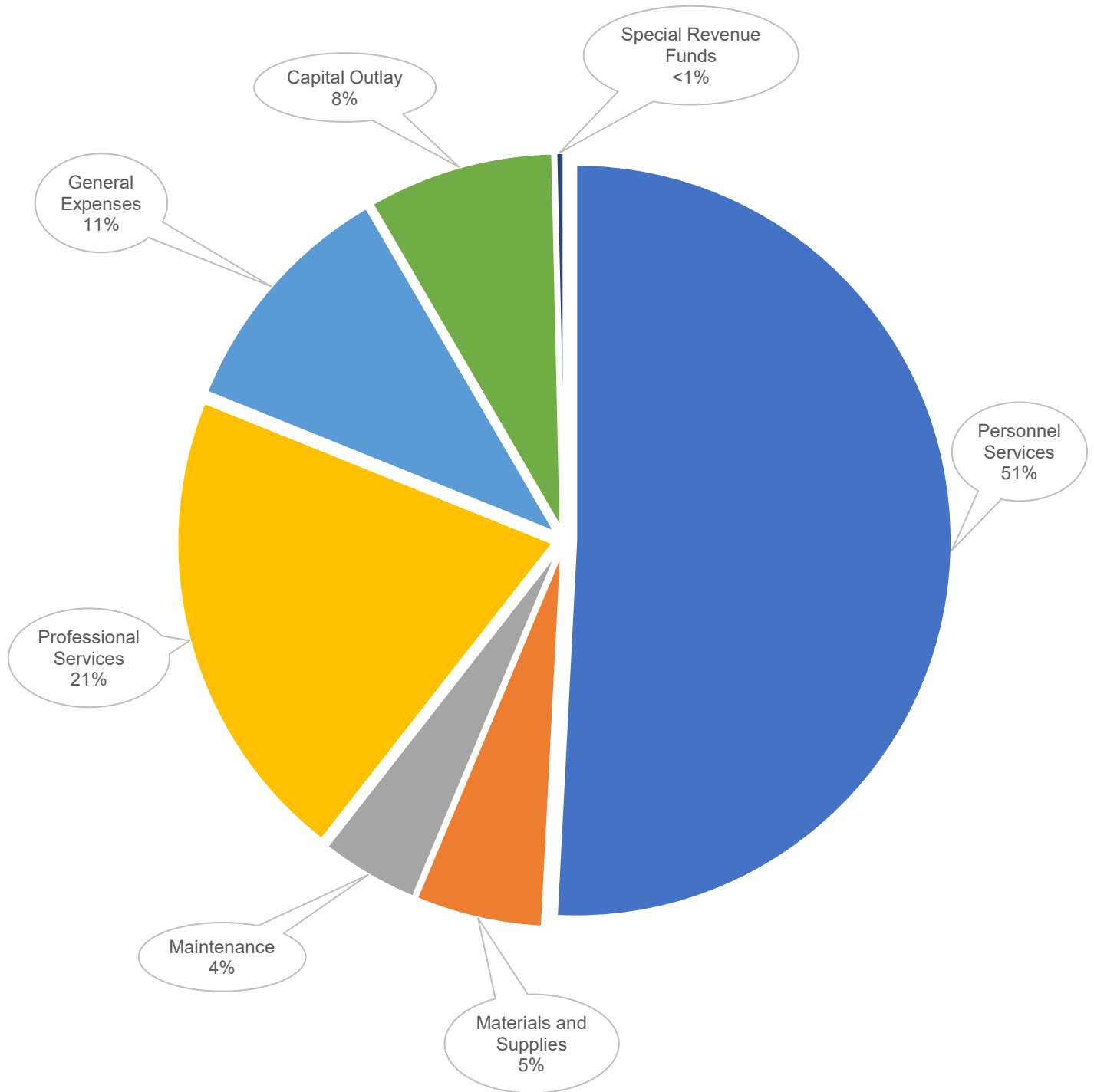
Listed below are the expenses for General Government by category which include General Fund, and Special Revenue fund expenses. In General Government, the largest expenditure category for the City is personnel services which are projected to increase by approximately 7.14%. The second largest category is professional services which are projected to increase by approximately 54.85%. Together, these two categories account for approximately 71% of all General Government expenses.

GENERAL GOVERNMENT EXPENDITURES BY SUMMARY			
	BUDGET FY 2022	PROPOSED BUDGET FY 2023	FY 2023 vs FY 2022
Personnel Services	11,847,152	12,693,073	7.14%
Materials and Supplies	1,071,950	1,371,610	27.95%
Maintenance	1,377,876	1,059,600	-23.10%
Professional Services	3,314,547	5,132,658	54.85%
General Expenses	1,423,900	2,626,284	84.44%
Capital Outlay	2,289,075	2,004,378	-12.44%
Special Revenue Funds	89,500	89,250	-0.28%
TOTALS	21,414,000	24,976,853	16.64%

Totals may reflect variance due to rounding



Proposed General Government Expenditures Budget FY 2023



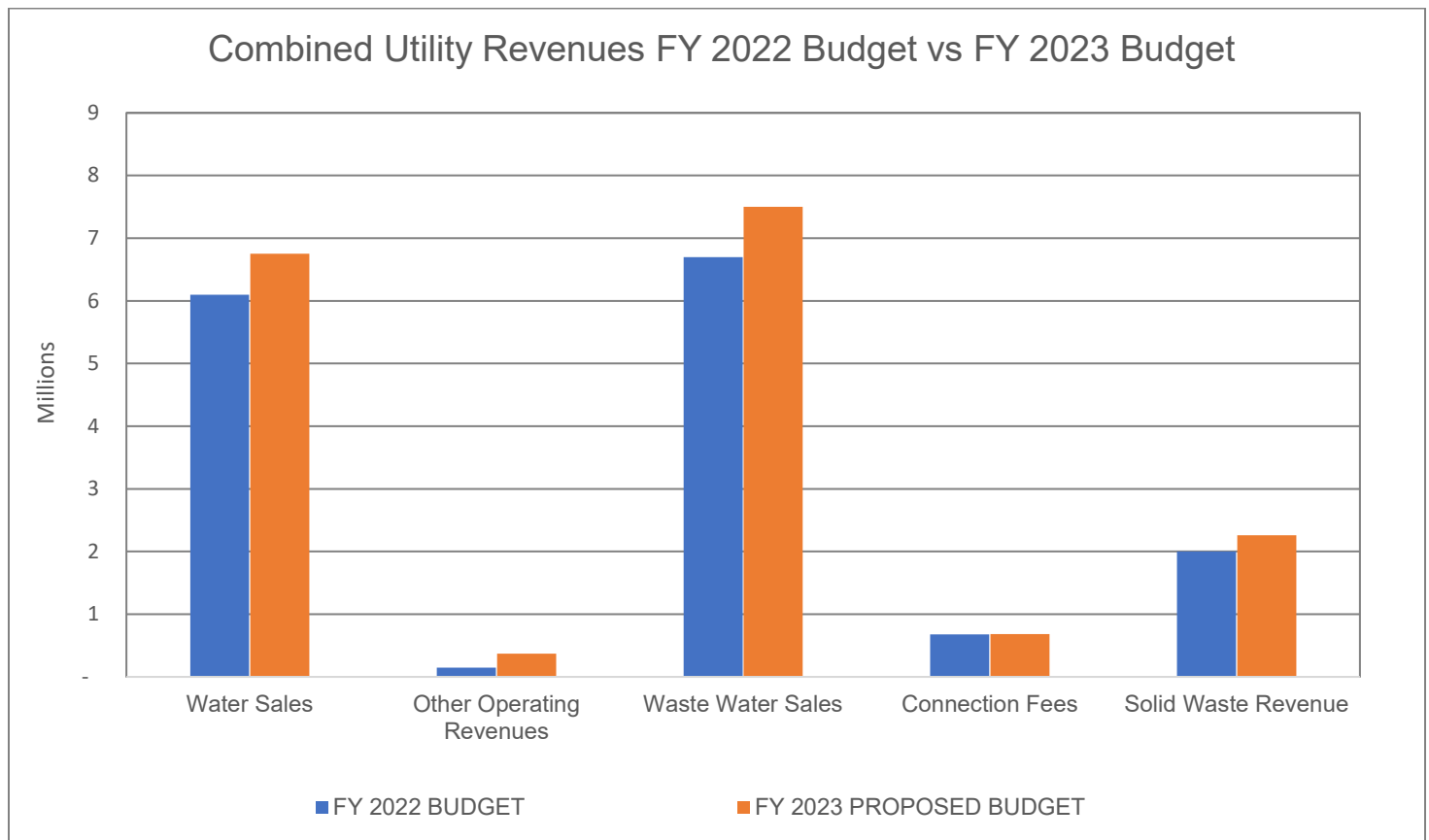
COMBINED UTILITY BUDGET SUMMARY FY 2021

Listed below are the combined utility revenues of Water, Wastewater, Solid Waste utilities. Wastewater sales is the largest source of utility revenue for the city which accounts for approximately 43% of all utility revenues and it is projected to increase by approximately 12%.

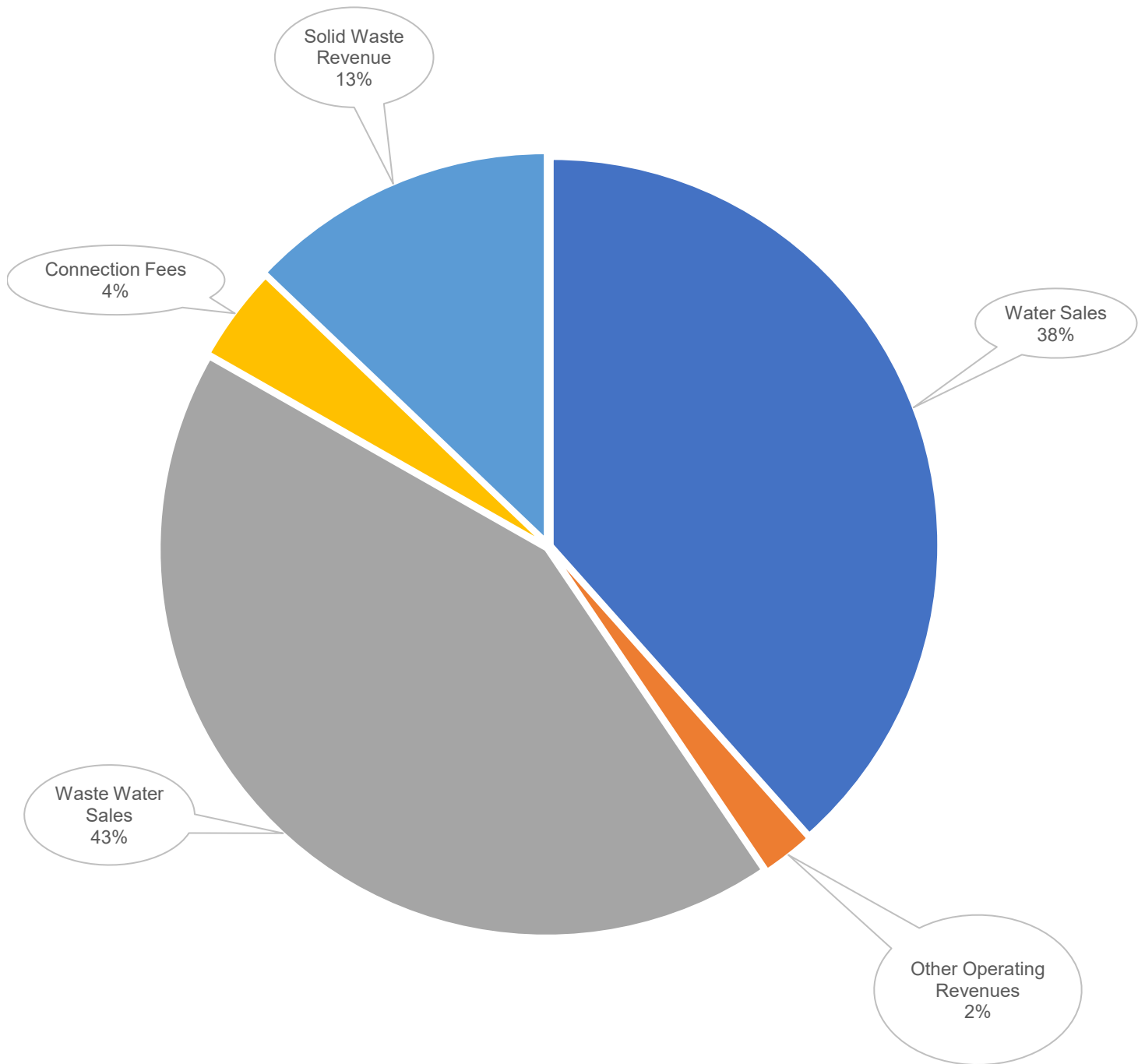
Water sales is the second largest which accounts for 38% of the utility revenue total and it is projected to increase by approximately 11%. Together, the two utilities account for approximately 81% of all City utility revenues.

SUMMARY OF COMBINED UTILITY REVENUES				
	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 PROPOSED BUDGET	FY 2023 vs FY 2022 Budget
Water Sales	5,665,574	6,100,000	6,750,000	10.7%
Other Operating Revenues	1,660,720	146,100	372,500	0.0%
Waste Water Sales	6,578,448	6,700,000	7,500,000	11.9%
Connection Fees	770,677	680,000	685,000	0.7%
Solid Waste Revenue	1,953,145	2,000,000	2,262,000	13.1%
Totals	16,628,564	15,626,100	17,569,500	36.4%

Total may reflect slight variances due to rounding.



Proposed Utility Revenues Budget FY 2023

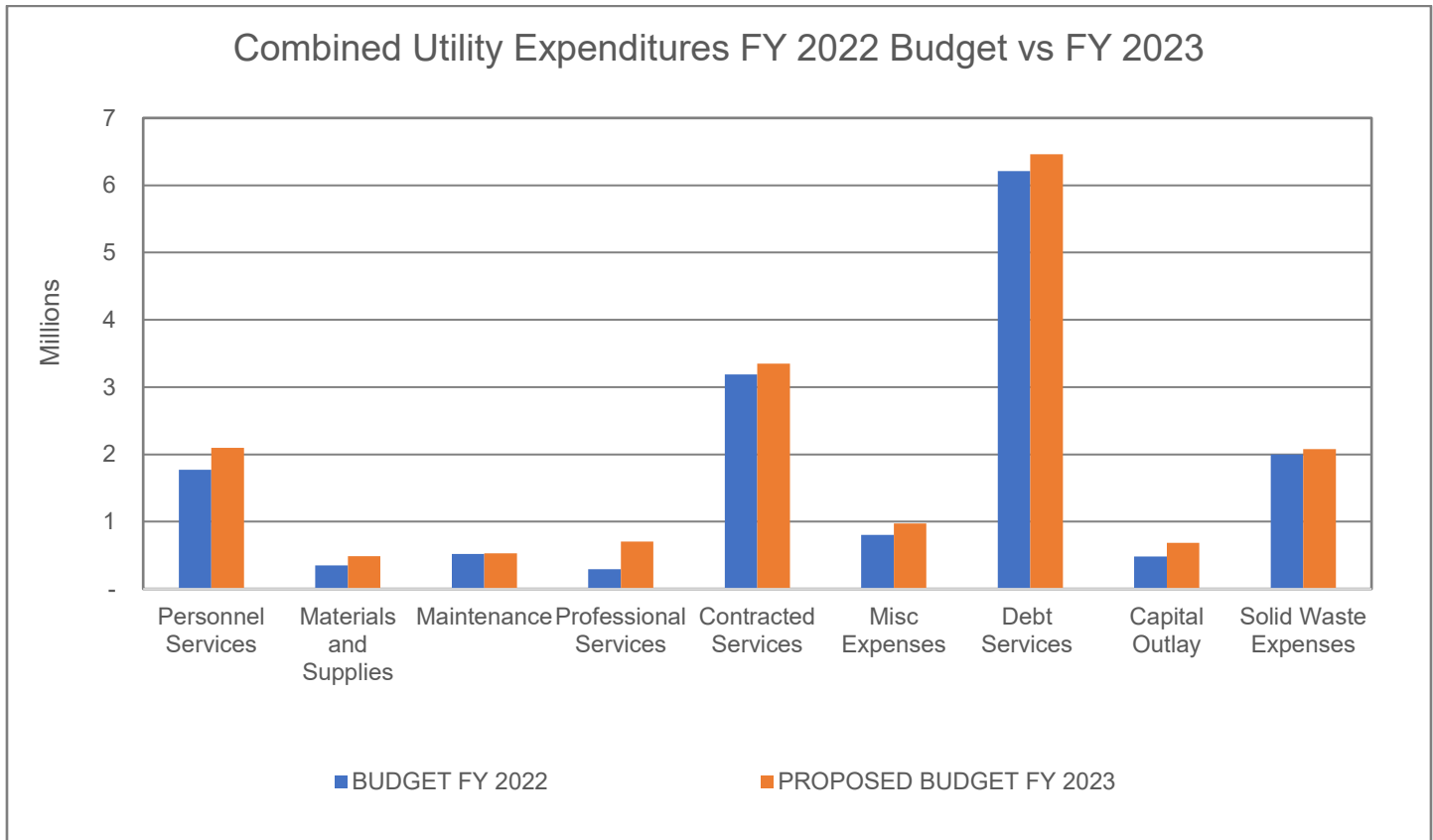


COMBINED UTILITY EXPENDITURE SUMMARY

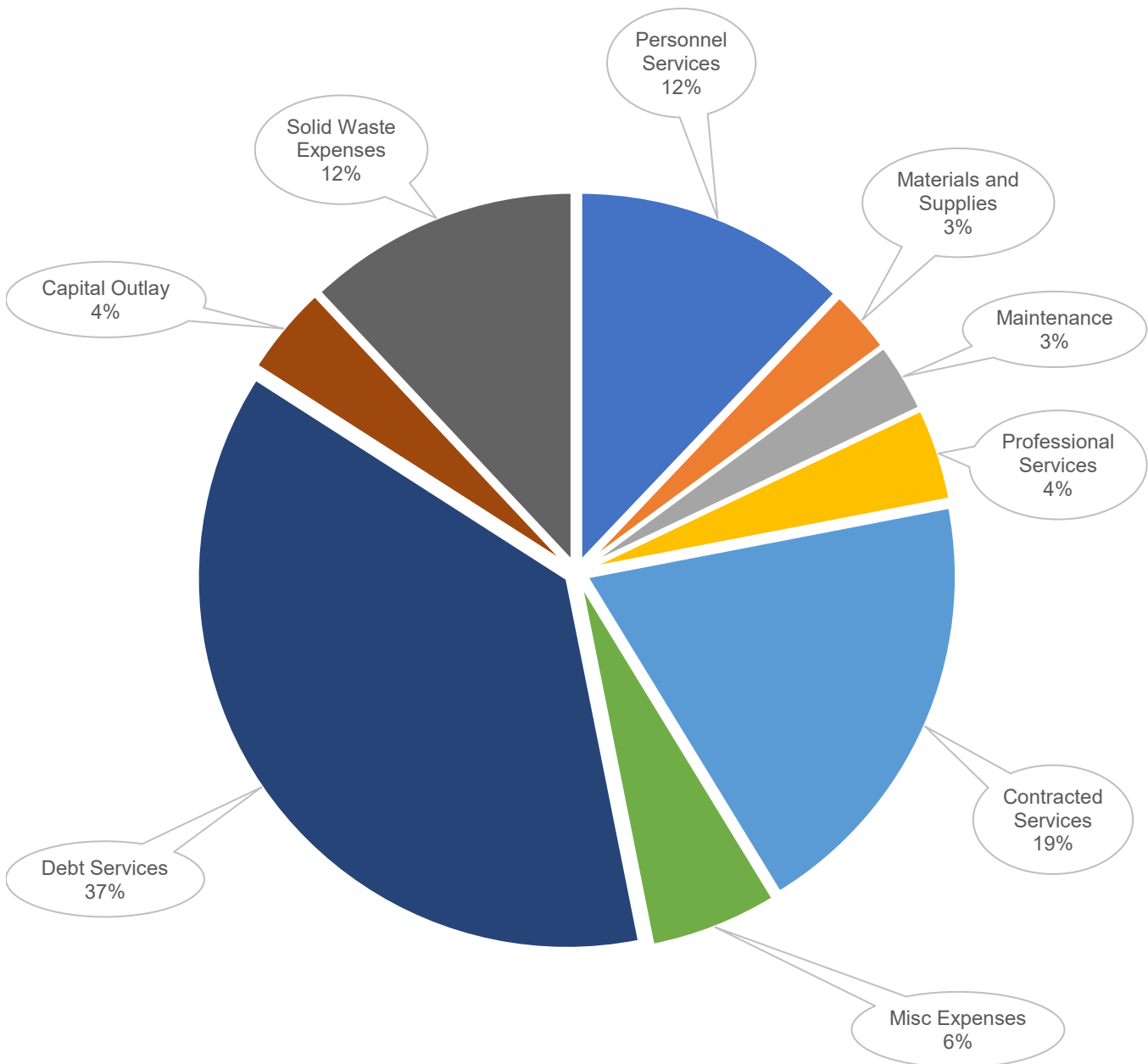
Listed below are the combined utility expenses for Water, Wastewater, Solid Waste utilities, and debt service. Debt service expenditure is the largest category for the utility and is projected to increase by approximately 4.05%. Water contracted services are the second largest expenditures for the combined utilities and are projected to increase by approximately 5.02%. Combined these two categories account for approximately 56.5% of all the city's utility expenses

COMBINED UTILITIES EXPENDITURES BY SUMMARY			
	BUDGET FY 2022	PROPOSED BUDGET FY 2023	FY 2023 vs FY 2022
Personnel Services	1,773,613	2,099,520	18.38%
Materials and Supplies	347,600	486,600	39.99%
Maintenance	520,000	527,500	1.44%
Professional Services	292,500	702,000	140.00%
Contracted Services	3,190,000	3,350,000	5.02%
General Expenses	803,600	971,901	20.94%
Debt Services	6,209,675	6,461,199	4.05%
Capital Outlay	480,000	684,943	42.70%
Solid Waste Expenses	2,000,000	2,080,750	4.04%
TOTALS	15,616,987	17,364,413	11.19%

Totals may reflect slight variances due to rounding.



Proposed Utility Expenditures Budget FY 2023



CITY OF HUTTO

FY 2023 Budget Calendar

	This Calendar is subject to change and is not meant to be all inclusive	
Due Date	Activity	Dept*
6/2/2022	City council meeting to present FY 2022 revenue and expenditure trends	Finance
6/15/2022	Budget Committee meets to review preliminary Budget	Finance/CMO
7/1/2022	Draft 1 of Budget Completed	Finance
7/1 - 7/20	Possible meetings with city council to discuss budget	Finance/CMO
7/7/2022	Tentative Budget Workshop at City Council Meeting	Finance
7/21/2022	Tentative Budget Workshop at City Council Meeting	Finance
7/25/2022	Certified appraisal rolls due to City	Finance
7/29/2022	Calculation of no-new-revenue and voter-approval tax rates.	Finance
8/4/2022	Deliver proposed budget to City Council; File proposed budget with City Secretary	Finance
8/4/2022	City Council meeting to discuss tax rate. Vote to schedule 1 public hearing on the tax rate and 1 public hearing on the proposed budget. A public hearing on the tax rate is required if the proposed tax rate exceeds the lower of the no-new-revenue or voter-approval tax rate.	Finance
8/7/2022	Or as soon after as practicable, submit the certified tax rate calculation forms to the county assessor-collector	Finance
8/7/2022	Or as soon after as practicable, prepare the Notice of Tax Rates form and post on the home page of the website.	Finance
8/7/2022	Publish Notice of Availability for Public Inspection for budget. Must be published at least 15 days before public hearing and at least 30 days prior to a vote on the tax rate ordinance.	City Secretary
8/18/2022	City Council meeting to discuss tax rate; submit appraisal roll, certify anticipated collection rate and excess debt collections.	Finance
8/21/2022	Publish Notice of Public Hearing on Tax Increase. Must be published at least five days before public hearing. Must be posted on the home page of the website from the date published and must remain on the website until the public hearing is concluded.	Finance
9/1/2022	City Council meeting with public hearing on proposed budget. First reading of ordinance to adopt the budget. Action must be taken after the public hearing.	Finance
9/1/2022	<i>If adopting a rate higher than the no-new-revenue rate</i> - City Council meeting with public hearing on tax rate (may not be earlier than 5 days after publishing notice of public hearing). Tax rate can be adopted at the conclusion of the public hearing but no more than 7 days after the public hearing.	Finance
9/8/22 or 9/15/22	<i>If adopting a rate higher than the no-new-revenue rate the tax rate must be adopted with 7 days of the public hearing</i> - City Council Meeting to adopt budget and tax rate. Can be at the same meeting as the public hearing on the tax rate. Per the Tax Code, if adopting a tax rate that exceeds the no-new-revenue rate, there is special wording that must be used in the ordinance and in the motion to adopt.	Finance/City Secretary
9/9/22 or 9/16/22	Post adopted budget on City website	Finance
9/9/22 or 9/16/22	If the City adopts a tax rate that exceeds the no-new-revenue tax rate, a statement must be posted on the home page of the website. If the City adopts a tax rate that exceeds the no-new-revenue M&O rate, then an additional statement must be posted on the home page of our website. The notice must remain on the home page of the website until tax statements are mailed.	Finance
9/9/22 or 9/16/22	Notify appraisal district of adopted Tax Rate.	Finance
9/11/22 or 9/18/22	Publish Notice of Adopted Budget available for public inspection.	City Secretary
	City Council Meetings	
	Per Local Government Code Title 4, Subtitle A, Chapter 102	
	Per Texas Tax Code Chapter 26	

CITY OF HUTTO, TEXAS
PROPOSED BUDGET OVERVIEW
FISCAL YEAR 2023

MAYOR
Mike Synder

MAYOR PRO TEM
Peter Gordon – Council Place 4

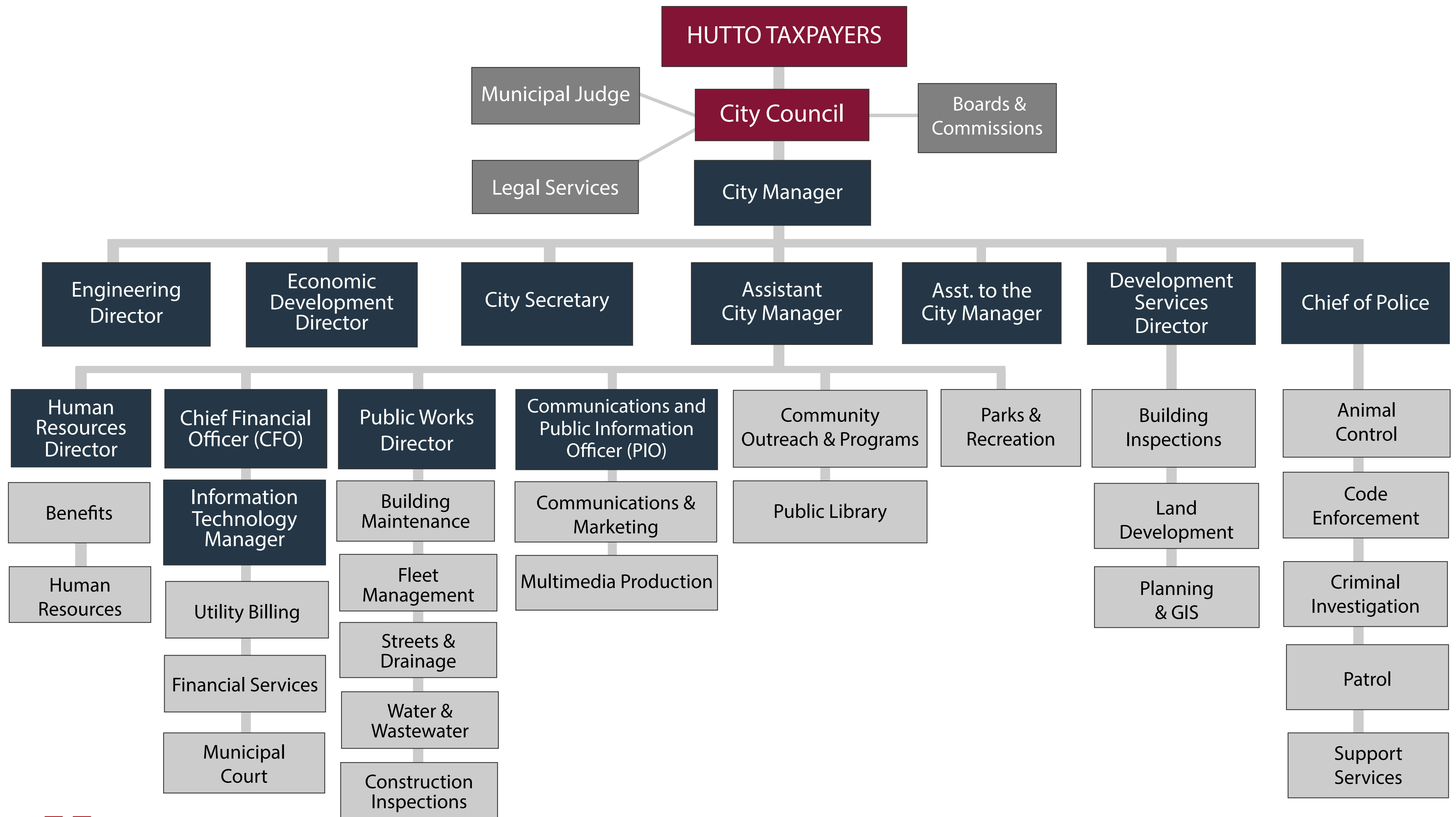
CITY COUNCIL MEMBERS
Robin Sutton – Council Place 1
Dan Thornton – Council Place 2
Randal Clark – Council Place 3
Krystal Kinsey – Council Place 5
Amberley Kolar – Council Place 6

INTERIM CITY MANAGER
Isaac Turner

ASSISTANT CITY MANAGER
Matt Wojnowski

MANAGEMENT

Angie Rios, CPA	Chief Financial Officer
Bob Farley	Economic Development Director
Ashley Bailey	Development Services Director
Wayne Watts	Interim Public Works Director
Irene Talioaga	Human Resources Director
Jeffrey Yarbrough	Chief of Police
Angela Walton	City Secretary
Allison Struheck	Communications Manager
Kristi Robich	Community & Outreach Programs Manager
Jeffrey White	Parks & Recreation Superintendent
David Reeves	Information Technology Director
Wade Benton	Interim Engineering Director
Vacant	Assistant to the City Manager



CITY OF HUTTO, TX

CURRENT FULL-TIME EQUIVALENTS(FTEs)

Department	Position	FTE
City Manager Office	City Manager	1
City Manager Office	Assistant to the City Manager	1
City Manager Office	Assistant City Manager	1
City Manager Office	Executive Assistant	1
Human Resources	Human Resources Generalist	1
Human Resources	HR Coordinator	1
Human Resources	Director of Human Resources	1
Economic Devl	Director of Economic Development	1
Finance	Payroll Accountant	1
Finance	Controller	1
Finance	Senior Accountant	1
Finance	Financial Analyst	1
Finance	Chief Financial Officer	1
Finance	Purchasing Manager	1
Finance	Accountant	1
Municipal Court	Court Administrator	1
Municipal Court	Senior Deputy Court Clerk	1
Municipal Court	Deputy Court Clerk	1
Development Srv	Development Coordinator	1
Development Srv	Management Assistant	1
Development Srv	Building Inspector	2
Development Srv	Director of Development Services	1
Development Srv	GIS Analyst	1
Development Srv	Permit Technician	1
Development Srv	Development Manager	1
Development Srv	City Engineer	1
Development Srv	Deputy Building Official	1
Construction Inspection	Construction Inspector	2
Street Dept	Streets & Drainage Superintendent	1
Street Dept	Streets & Drainage Foreman- Salary	1
Street Dept	Crew Leader	2
Street Dept	Streets & Drainage Tech II	2
Street Dept	Streets & Drainage Tech I	2

CITY OF HUTTO, TX

CURRENT FULL-TIME EQUIVALENTS(FTEs)

Department	Position	FTE
Police	Chief of Police	1
Police	Assistant Chief of Police	1
Police	Criminal Investigations Lieutenant	1
Police	Support Services Lieutenant	1
Police	Patrol Lieutenant	1
Police	Criminal Investigations Sergeant	1
Police	Patrol Sergeant	4
Police	Street Crimes Sergeant	1
Police	Support Services Sergeant	1
Police	Professional Standards Officer	1
Police	Patrol Officer	29
Police	Detective	1
Police	Crime Scene/Evidence Tech.	1
Police	Code Enforcement Officer	2
Police	Senior Management Assistant	1
Police	Public Information & Law Enforcement Specialist	1
Police	Senior Animal Control Officer	1
Police	Animal Control Officer	1
City Secretary	Assistant City Secretary	1
City Secretary	City Secretary	1
Communications	Multi Media Marketing Specialist	1
Communications	Communications Manager	1
Communications	Communications Specialist	1
Library	Library Technician	1
Library	Circulation Clerk I	1
Library	Library Manager	1
Community Relations	Programs & Events Specialist	1
Community Relations	Community Relations & Services Manager	1
Parks	Groundskeeper	4
Parks	Parks Crew Leader	1
Parks	Parks Superintendent	1
Fleet Mgmt	Fleet Manager	1
Facilities Maint	Facilities Maintenance Manager	1
Facilities Maint	Facilities Maintenance Technician	1
IT	IT Manager	1
IT	User Support Specialist	1
IT	System Security Administrator	1

CITY OF HUTTO, TX

CURRENT FULL-TIME EQUIVALENTS(FTEs)

Department	Position	FTE
Utility Billing	Customer Service Representative	2
Utility Billing	Utility Billing Coordinator	1
Utility Billing	Customer Svc & Utility Billing Manager	1
Utility Billing	Water Services Technician	2
PW Admin	Senior Management Assistant	1
PW Admin	Director of Public Works & Engineering	1
PW Admin	Field Services Manager	1
PW Admin	Public Works Engineer	1
PW Admin	Capital Projects Engineer	1
PW Admin	Land Development Engineer	1
Utilities	Utility Technician	9
Utilities	Senior Utility Technician	1
Utilities	Utility Superintendent	1

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CITY OF HUTTO, TX
BUDGET FY 2022-2023

GF REVENUES	\$ 24,888,217
GF EXPENSES	\$ 24,887,603
NET REVENUE OVER EXPENDITURES	\$ 614

GENERAL FUND DEPARTMENTAL REQUEST

TOTAL REQUESTED	\$ 7,295,886
APPROVED	
PERSONNEL	\$ 1,184,332
MAINTENANCE AND OPERATIONS	\$ 939,034
CAPITAL OUTLAY	\$ 209,378
TOTAL APPROVED	\$ 2,332,744

UTILITY FUND

REVENUES	15,307,500
EXPENDITURES	15,283,663
NET REVENUE OVER EXPENDITURES	23,837

UTILITY DEPARTMENT REQUESTS

TOTAL REQUESTED	\$ 5,206,836
APPROVED	
PERSONNEL	101,130
MAINTENANCE AND OPERATIONS	124,500
CAPITAL OUTLAY	319,943
TOTAL APPROVED	545,573

CITY OF HUTTO, TX

PERSONNEL REQUESTS

DEPARTMENT/ ITEM DESCRIPTION	FY 2022-2023 BUDGET SALARIES & BENEFITS REQUESTED	FY 2022-2023 BUDGET FUNDED	FY 2022-2023 BUDGET NOT FUNDED
Human Resources			
HR Generalist	72,063	78,000	(5,937)
HR Analyst	65,364		65,364
Other Requirements	6,440	3,220	3,220
SUB-TOTAL	143,867	81,220	62,647
Economic Development			
EDC Manager	114,400	117,000	- Possibly 100% Paid by EDC
Other Requirements	2,750	2,750	-
SUB-TOTAL	117,150	119,750	-
Court			
Deputy Court Clerk	68,546	68,546	Support for Traffic Control Unit
Court Clerk	5,572	-	5,572
SUB-TOTAL	74,118	68,546	5,572
Planning And Development			
Building Planner - Combination	84,500	84,500	-
GIS Coordinator	75,400		75,400
Senior GIS Analyst	15,600		15,600
Historical Planner	84,500	-	84,500
Other	-	-	-
SUB-TOTAL	260,000	84,500	84,500
Construction Inspection			
Construction Inspector	97,500	97,500	
ROW Inspector	77,350	77,350	
Other	-	-	
SUB-TOTAL	174,850	174,850	-
Hutto Police			
Admin Assistant	58,500		58,500
Corporal (4 Promotions)	14,778	12,896	1,882
Intel Analyst	84,500		84,500
IT Specialist	84,500		84,500
Traffic Officers (4)	325,053	238,820	86,233
Traffic Sergeant	106,600		106,600
Victim Assistance Volunteer Coordinator	84,500		84,500
Other Requirements	112,150	34,000	78,150
SUB-TOTAL	870,581	285,716	584,865
City Secretary			
Admin Assistant	80,730		80,730
SUB-TOTAL	80,730	-	80,730
Communications			
Economic Development Marketing Coordinator	104,000		104,000
Graphic Designer	71,500	71,500	
Other Requirements	250	250	-
SUB-TOTAL	175,750	71,750	184,730
Library			
Librarian	9,100		9,100
Children's Librarian	52,000	52,000	
Library Manager	10,000		10,000
Other Requirements			
SUB-TOTAL	71,100	52,000	19,100
Community Outreach & Programs			
Community Outreach & Programs Coordinator	67,600		67,600
Community Outreach & Programs Marketing an	32,500		
Community Outreach & Programs Specialist	6,500		6,500
Other	2,100		2,100
SUB-TOTAL	108,700	-	76,200

PERSONNEL REQUESTS

DEPARTMENT/ ITEM DESCRIPTION	FY 2022-2023 BUDGET SALARIES & BENEFITS REQUESTED	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET
	FUNDED	NOT FUNDED	
Information Technology			
SUB-TOTAL	-	-	-
Parks Maintenance			
Arborist	67,600		67,600
Director of PARD	123,500	123,500	-
Recreation Coordinator	78,000	78,000	-
Seasonal Labor	44,000	44,000	
Other Requirements	500	500	-
SUB-TOTAL	313,600	246,000	220,000
Fleet Management			
Mechanic	53,390		53,390
Other Requirements	1,200		1,200
SUB-TOTAL	54,590	-	54,590
Total General Fund	2,445,037	1,184,332	1,372,935
UTILITIES			
Utility Technician(2 Technicians)	101,130	101,130	-
Water Quality Technician	67,600		67,600
Utility Billing CSR	59,758	-	59,758
Other Requirements	1,200		1,200
	229,688	101,130	128,558

CITY OF HUTTO, TX
GENERAL FUND - CAPITAL PRIORITY

Listed in order of priority

	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET
DEPARTMENT/ ITEM DESCRIPTION	REQUESTED	FUNDED	NOT FUNDED
Street & Drainage			
Street Sweeper	300,000		300,000
Volumetric Concrete Truck	362,888		362,888
20ft Equipment Trailer	15,622	15,622	
Asphalt Patch Trailer	50,000		50,000
Sand/Liquid Salt Brine Spreader	13,756	13,756	
Mini Excavator	60,000		60,000
Skid Steer Loader	77,000		77,000
Wood Chipper	3,500	3,500	-
SUB-TOTAL	882,766	32,878	849,888
PD -			
Annex Remodel	500,000		500,000
Cloud Based Video Backup & Body Worn Cameras Upgrade	202,000		202,000
Bidirectional Antennas	220,000		220,000
Drone and Equipment	8,500	8,500	
Celebrite Hardware/Software package	25,000	25,000	
Office Furniture	65,000		65,000
SUB-TOTAL	1,020,500	33,500	987,000
Parks Maintenance & Recreation			
Replace Conrete along Cottonwood Trail(Fritz to Creekside)	95,040	-	
Phase 2 Traill replacement at Hutto Lake Park	110,000		110,000
Replace Wood Decking at Fritz Bridge	48,000	48,000	
Amphitheater restroom to connect to wastewater line	125,000		125,000
Replace lights at Mager Fields	175,000	95,000	175,000
Replace lights at Fritz Park tennis Courts	38,000		38,000
Pedestrian Bridge (soccer fields to Carmel Creek)	207,024		207,024
Entrance Sign at Orgain Park	65,000		65,000
Batting Cages at Mager Fields	72,000		72,000
Irrigation at Orgain Park	45,000		45,000
Replace Doors and keypad at Greenroom	20,000		20,000
Airless Tires (Tweels)	13,000		13,000
SUB-TOTAL	1,013,064	143,000	870,024
Facilities			
Scissor Lift	26,000		26,000
Trailer for Scissor Lift	12,000		12,000
SUB-TOTAL	38,000	-	38,000
TOTALS	2,954,330	209,378	2,744,912

UTILITIES - CAPITAL PRIORITY

	FY 2022-2023 BUDGET	2023 BUDGET	FY 2022-2023 BUDGET
<u>DEPARTMENT/ ITEM DESCRIPTION</u>	<u>REQUESTED</u>	<u>FUNDED</u>	<u>NOT FUNDED</u>
Utility Billing			
Repeater for AMI System	6,345		
SUB-TOTAL	<u>6,345</u>	<u>-</u>	<u>-</u>
Water & Wastewater			
I&I at Enclave Lift Station	800,000		800,000
SCADA Upgrade	158,750		158,750
Iron Removal System	3,338,000	-	3,338,000
Valve Trailer	80,927	80,927	-
Backhoe	125,028	125,028	-
Dump Truck	113,988	113,988	-
SUB-TOTAL	<u>4,616,693</u>	<u>319,943</u>	<u>4,296,750</u>
TOTALS	<u>4,623,038</u>	<u>319,943</u>	<u>4,296,750</u>

CITY OF HUTTO, TX

GENERAL FUND - M&O CHANGE REQUESTS

	FY 2022-2023 BUDGET INCREASE/(DECREASE)	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET
DEPARTMENT/ ITEM DESCRIPTION	REQUESTED	FUNDED	NOT FUNDED
City Manager's Office			
Transportation Development Plan(Section 5307 Funds pay \$120K)	150,000	150,000	
SUB-TOTAL	<u>150,000</u>	<u>150,000</u>	<u>-</u>
City Council			
Training and Development	15,000	7,000	8,000
Boards and Commissions	2,000	1,000	1,000
Food & Meals	3,000	3,000	-
Technology Equipment & Supplies	2,000	2,000	- Dais Equipment
SUB-TOTAL	<u>22,000</u>	<u>13,000</u>	<u>9,000</u>
Human Resources			
Office Supplies	2,500	1,610	890
Food & Meals	1,000	-	1,000
Fuel & Mileage	750		750
Other Supplies	1,500	500	1,000
Professional Services	36,800	15,000	21,800 Compensation & Staffing Study
Software Licensing & Maintenance	1,000		1,000
Recruitment Expenses	25,000		25,000
Drug Testing	1,000		1,000
City Employee Functions	10,000		10,000
Employee Development - City Wide	2,000		2,000
HR Training/Development	9,000	3,000	6,000 Only if new staff added
Postage	(100)	(100)	-
Memberships Dues & Subscriptions	1,600	800	800 Only if new staff added
Van	14,400		14,400 Lease Program
SUB-TOTAL	<u>106,450</u>	<u>20,810</u>	<u>71,240</u>
Economic Development			
Special Events	9,500	9,500	-
Professional Svcs	10,000		10,000
SUB-TOTAL	<u>19,500</u>	<u>9,500</u>	<u>10,000</u>
Finance			
Office Supplies	1,000	1,000	
Other Supplies	1,000	1,000	
Software Licensing & Maintenance Fee	500	500	
SUB-TOTAL	<u>2,500</u>	<u>2,500</u>	<u>-</u>
Court			
Office Supplies	5,000	5,000	-
Training Development	1,500	1,500	-
Membership Dues and Subscriptions	300	300	-
Software Licensing & Maintenance Fee	5,000	5,000	
SUB-TOTAL	<u>11,800</u>	<u>11,800</u>	<u>-</u>

GENERAL FUND - M&O CHANGE REQUESTS

	FY 2022-2023 BUDGET INCREASE/(DECREASE)	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET
DEPARTMENT/ ITEM DESCRIPTION	REQUESTED	FUNDED	NOT FUNDED
Planning And Development			
Office Supplies	\$ 8,500	3,000	5,500
Reference Books/Materials	-		
Signage	-	3,500	
Professional Services	140,000		
Outside Printing	(550)		
Fuel & Mileage	700		
Software Licensing & Maintenance Fee	10,000	12,500	
Training Development	10,000		
Postage	3,000		
Membership Dues and Subscriptions	3,000		
Vehicles Lease	12,000	12,000	Lease Program
SUB-TOTAL	186,650	31,000	5,500
Construction Inspection			
Lease & Rental Svcs	13,000	13,000	- Lease Program
Clothing/Uniforms	1,000	1,000	-
Fuel & Mileage	5,000	3,500	1,500
Inspection Software	1,000	1,000	-
License Renewal	1,000	1,000	-
Small Tools	1,500	1,500	-
Laboratory and Density Testing	600,000	-	600,000
Membership Dues & Subscriptions	1,000	500	500
SUB-TOTAL	623,500	21,500	602,000
Streets & Drainage			
Clothing and Uniforms	(1,000)	-	-
Small Tools and Equipment	1,500	1,500	-
Safety Supplies	500	500	-
Street Maintenance	90,000	90,000	
SUB-TOTAL	91,000	92,000	-
Hutto Police			
Recruitment Expenses	\$ 8,000		
Training and Development	-	5,000	
Postage	1,900		
Fuel and Mileage	50,000	50,000	-
Professional Services	20,000		20,000
Lease 5 Patrol Vehicles(\$18,000/per vehicle)	90,000	90,000	- Lease Program
Lease 3 Street Crimes Vehicle (~\$8,670/per vehicle)	38,000	38,000	- Lease Program
Lease 5 Unmarked Support Services Vehicles	50,000	50,000	- Lease Program
Victim Assistance Volunteer Vehicle	12,000	-	12,000 Lease Program
Drone Mapping Software and Training	10,000	9,000	1,000
SUB-TOTAL	279,900	242,000	20,000

GENERAL FUND - M&O CHANGE REQUESTS

	FY 2022-2023 BUDGET INCREASE/(DECREASE) REQUESTED	FY 2022-2023 BUDGET FUNDED	FY 2022-2023 BUDGET NOT FUNDED
DEPARTMENT/ ITEM DESCRIPTION	REQUESTED	FUNDED	NOT FUNDED
City Secretary			
Professional Services	15,000	7,000	8,000
Training & Development	5,000	5,000	-
Reference Books and Materials	500	500	-
Memberships Dues & Subscriptions	500	500	-
SUB-TOTAL	21,000	13,000	8,000
Communications			
Advertising	12,000	11,700	300
Software Licensing and Maintenance fee	(18,326)	(18,326)	-
Training & Development	5,000	5,000	-
Fuel & Mileage	1,450	750	700
Professional Services	(45,500)	-	(45,500) Only if new staff added
Overtime	(750)	-	(750) Only if new staff added
Memberships Dues & Subscriptions	500	-	500
Office Supplies	400	650	(250)
Technology Equipment & Supplies	200	200	-
SUB-TOTAL	(45,026)	(26)	(45,000)
Library			
Fuel & Mileage	-	-	-
Special Events	(1,800)	(1,800)	-
Training & Development	1,500	1,500	-
SUB-TOTAL	(300)	(300)	-
Community Outreach & Programs			
Departmental Vehicle	12,000	12,000	- Lease Program
Fuel & Mileage	1,500	-	1,500
Other Supplies	1,800	-	-
Training & Development	3,000	3,000	-
Professional Services	10,000	17,500	(7,500)
Outside Printing	7,500	-	7,500
Membership Dues	2,000	1,000	1,000
SUB-TOTAL	37,800	33,500	2,500
Information Technology			
SUB-TOTAL	-	-	-

GENERAL FUND - M&O CHANGE REQUESTS

	FY 2022-2023 BUDGET INCREASE/(DECREASE)	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET
DEPARTMENT/ ITEM DESCRIPTION	REQUESTED	FUNDED	NOT FUNDED
Parks Recreation			
Rec Program Supplies	37,000	37,000	
Special Events	24,500	24,500	
Contract Labor	26,000	26,000	
Grounds Maintenance	13,000	18,000	
Athletic League Supplies	-	2,000	
Other Supplies and Materials	11,150	11,150	
Equipment Repair & Maintenance	4,000	-	
Trail Repair & Maintenance	7,600	4,500	
Memberships	200	200	
Clothing Allowance	2,000	-	
Food & Meals	10,000	10,000	
Clothing & Uniforms	8,900	8,900	
Certification Pay	13,500	-	
Training and Development	12,875	8,000	
Lease/Rental	24,000	24,000	Lease Program
Outside Printing	2,500	2,500	
Signage	-	-	
Software License	-	-	
Postage	-	-	
Utilities	-	-	
SUB-TOTAL	197,225	176,750	-
Fleet Management			
Clothing and Uniforms	-		
Software Licensing(Dude Solutions)	3,000	3,000	
Training and Development(ASE Certification Updates)	500		500
SUB-TOTAL	3,500	3,000	500
Facility Maintenance			
Building Repair(CH,PD,PW,Parks, Saul hse, Grn rm)	100,000	50,000	50,000
Truck - Maintenance Technician	12,000	12,000	- Lease Program
Janitorial Services(City Hall)	15,000	15,000	-
Professional Services	40,000	40,000	-
Training	6,000	2,000	4,000
Supplies	12,000		12,000
Fuel	2,000	-	2,000
Clothing	2,000		2,000
SUB-TOTAL	189,000	119,000	70,000
Non-Departmental			
SUB-TOTAL	-	-	-
Total General Fund	\$ 1,896,499	939,034	753,740

CITY OF HUTTO, TX
UTILITIES - M&O CHANGE REQUESTS

	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET	FY 2022-2023 BUDGET
	INCREASE/(DECREASE)		
DEPARTMENT/ ITEM DESCRIPTION	REQUESTED	FUNDED	NOT FUNDED
Utility Billing			
Water Meters	30,000	30,000	-
Fuel and Mileage	2,000		2,000
Disconnect Services	4,000	4,000	-
Training & Development	5,000	2,000	3,000
Meter Endpoints	15,000	15,000	-
Postage	3,000	3,000	-
SUB-TOTAL	59,000	54,000	5,000
Water & Wastewater			
Chemicals	175,000	75,000	100,000
Fuel and Mileage	25,000	-	25,000
Safety Supplies	500	500	-
Clothing & Uniforms	(8,500)	(5,000)	(3,500)
SUB-TOTAL	192,000	70,500	121,500
Total Utility Funds	251,000	124,500	126,500

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

GENERAL FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Beginning Unreserved Fund Balance	1,643,051	4,727,675	11,205,114	11,205,114	11,205,114
Operating Revenues					
Ad Valorem Taxes	7,640,373	8,146,494	10,873,091	9,610,423	11,445,012
Sales & Use Tax	5,328,767	6,410,072	6,195,002	7,334,156	7,325,000
City Liquor Sales Tax	30,195	43,561	34,000	43,203	40,000
Franchise Fees	912,407	927,762	952,355	952,000	952,355
Fines	237,371	249,259	238,000	277,751	283,000
Permits and Licenses	3,349,579	4,579,666	3,285,200	4,143,688	3,535,200
Intergovernmental Revenue	38,110	121,542	50,000	71,672	170,000
Charges for Services	71,032	81,330	67,250	330,874	382,650
Interest Income	94,541	16,141	20,000	13,195	30,000
Other Financing Sources	110,221	403,692	50,000	44,800	50,000
Drainage Fees	-	432,160	450,000	531,446	550,000
Transfers from Other Funds	-	165,493	-	275,000	125,000
Total Operating Revenue	17,812,596	21,577,172	22,214,898	23,628,208	24,888,217
Operating Expenditures					
Personnel Services	10,498,152	9,279,949	11,847,152	8,974,794	12,693,073
Materials and Supplies	562,070	697,683	1,071,950	836,240	1,371,610
Maintenance	934,427	661,075	1,377,876	862,091	1,059,600
Professional Services	2,056,863	2,495,701	3,314,547	4,283,235	5,132,658
Misc Expenses	252,801	1,447,341	1,423,900	1,460,438	2,626,284
Other Contracts	-	-	-	-	-
Total Operating Expenditures	14,304,313	14,581,749	19,035,425	16,416,799	22,883,225
Non-Operating Expenses					
Transfers to Other Funds	-	500,000	-	-	-
Capital Outlay	423,660	17,984	2,289,075	272,220	2,004,378
Non-Operating Expenditures	423,660	517,984	2,289,075	272,220	2,004,378
Total Expenditures	14,727,973	15,099,733	21,324,500	16,689,019	24,887,603
Ending Balance	3,084,623	6,477,440	890,398	6,939,189	614
Ending Unreserved Fund Balance	4,727,675	11,205,114	12,095,512	18,144,303	11,205,728

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

GENERAL FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
City Manager's Office					
Salaries and Benefits	952,812	564,485	799,406	789,786	826,073
Supplies & Materials	14,560	2,522	2,650	3,130	4,150
Maintenance	-	88	-	-	-
Professional Services	267,225	53,718	25,050	176,033	201,500
Misc Expenses	160,400	6,202	17,750	19,500	22,750
Other Contracts	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total	1,394,997	627,015	844,856	988,449	1,054,473
City Council					
Salaries and Benefits	-	28,468	74,942	68,535	75,074
Supplies & Materials	7,039	1,607	2,500	2,737	7,750
Maintenance	-	-	-	-	-
Professional Services	151,692	72,051	4,000	-	5,000
Misc Expenses	311,608	266,856	225,600	405,600	435,000
Capital Outlay	-	-	-	-	-
Total	470,339	368,982	307,042	476,872	522,824
Legal					
Salaries and Benefits	-	-	-	-	-
Supplies & Materials	-	310	-	-	-
Maintenance	-	-	-	-	-
Professional Services	-	314,947	-	-	-
Misc Expenses	-	93	-	-	-
Capital Outlay	-	-	-	-	-
Total	-	315,350	-	-	-
Human Resources					
Salaries and Benefits	430,022	163,045	308,378	248,051	434,322
Supplies & Materials	1,418	346	2,250	1,658	4,610
Maintenance	4,788	-	20,000	10,000	20,000
Professional Services	106,535	183,152	143,500	138,512	171,700
Misc Expenses	7,533	3,920	12,100	5,000	16,800
Capital Outlay	-	-	-	-	-
Total	550,297	350,463	486,228	403,221	647,432
Economic Development					
Salaries and Benefits	432,829	70,399	209,364	181,577	318,374
Supplies & Materials	48,939	1,651	13,350	25,047	23,000
Maintenance	6,676	6,657	7,000	7,000	7,000
Professional Services	13,564	14,943	33,000	30,054	33,000
Misc Expenses	19,613	5,000	10,100	3,100	10,100
Capital Outlay	-	-	-	-	-
Total	521,621	98,650	272,814	246,778	391,474

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

GENERAL FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Finance					
Salaries and Benefits	850,702	588,459	1,033,770	696,061	834,040
Supplies & Materials	2,972	4,944	7,500	7,658	10,000
Maintenance	2,688	3,614	4,000	4,500	4,500
Professional Services	197,712	292,297	235,250	242,328	255,250
Misc Expenses	238,103	537,151	387,600	402,040	475,600
Capital Outlay	-	-	-	-	-
Total	1,292,177	1,426,465	1,668,120	1,352,587	1,579,390
Municipal Court					
Personnel Services	217,948	215,665	222,428	212,808	357,910
Materials and Supplies	817	355	1,550	1,600	6,550
Maintenance	8,601	14,190	22,500	22,500	27,500
Professional Services	200	713	1,750	1,750	1,750
Misc Expenses	12,013	9,718	20,200	14,952	27,150
Capital Outlay	-	-	-	-	-
Total	239,579	240,641	268,428	253,610	420,860
Planning & GIS					
Personnel Services	504,155	467,626	1,184,585	703,484	1,031,487
Materials and Supplies	3,821	11,506	27,150	8,957	37,950
Maintenance	18,139	19,300	25,000	23,075	37,500
Professional Services	4	13,867	465,550	806,997	297,000
Misc Expenses	5,694	5,385	32,150	8,695	32,150
Capital Outlay	-	-	40,000	-	-
Total	531,813	517,684	1,774,435	1,551,208	1,436,087
Building Department					
Personnel Services	168,213	147,127	261,218	-	-
Materials and Supplies	1,856	4,118	20,200	-	-
Maintenance	25	-	-	-	-
Professional Services	59,139	29,483	40,250	-	-
Misc Expenses	3,829	5,654	5,450	-	-
Capital Outlay	-	-	40,000	-	-
Total	233,062	186,382	367,118	-	-
Public Works					
Personnel Services	224,934	-	-	165,193	-
Materials and Supplies	18,655	-	-	-	-
Maintenance	-	-	-	-	-
Professional Services	4,767	-	-	-	-
Misc Expenses	257	-	-	194	-
Capital Outlay	-	-	-	-	-
Total	248,613	-	-	165,387	-

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

GENERAL FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Engineering					
Personnel Services	225,065	293,105	-	-	-
Materials and Supplies	882	948	-	-	-
Maintenance	-	-	-	-	19,500
Misc Expenses	273	2,311	-	-	-
Professional Services	34,783	20,981	-	1,000,000	1,350,000
Capital Outlay	4,671	-	-	-	-
Total	265,674	317,345	-	1,000,000	1,369,500
Construction Inspection					
Personnel Services	179,895	157,382	162,945	128,653	332,492
Materials and Supplies	2,602	5,355	13,500	6,019	20,500
Maintenance	165	-	750	-	2,000
Misc Expenses	521	1,056	6,000	-	6,500
Professional Services	10,179	9,801	10,247	10,076	23,247
Capital Outlay	-	-	-	-	-
Total	193,362	173,594	193,442	144,748	384,739
Streets and Drainage					
Personnel Services	-	499,346	771,115	380,836	659,830
Materials and Supplies	1,059	56,541	68,000	60,017	75,000
Maintenance	1,018	73,216	135,000	80,180	225,000
Professional Services	10,299	134,544	429,000	180,880	322,761
Misc Expenses	29,800	217,896	225,000	189,140	225,000
Capital Outlay	-	-	1,844,075	213,048	1,797,878
Total	42,176	981,543	3,472,190	1,104,101	3,305,469
Law Enforcement					
Personnel Services	4,330,454	4,615,555	5,212,894	4,167,631	5,497,363
Materials and Supplies	328,240	358,891	486,900	425,010	593,900
Maintenance	64,007	28,919	60,200	159,252	59,200
Professional Services	169,252	195,967	231,500	213,432	585,000
Misc Expenses	71,793	73,546	114,600	66,910	122,600
Capital Outlay	418,875	-	360,000	59,172	63,500
Total	5,382,621	5,272,878	6,466,094	5,091,407	6,921,563
City Secretary					
Personnel Services	130,430	174,017	218,189	129,933	233,305
Materials and Supplies	1,370	1,079	950	-	1,450
Maintenance	38,093	26,397	30,000	50,000	60,000
Professional Services	37,058	94,982	80,000	103,370	87,000
Misc Expenses	3,569	4,790	6,700	2,452	12,200
Capital Outlay	-	-	-	-	-
Total	210,520	301,265	335,839	285,755	393,955

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

GENERAL FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Communications					
Personnel Services	429,278	306,367	287,711	187,425	374,324
Materials and Supplies	2,699	448	3,200	3,235	5,000
Maintenance	8,673	3,082	35,326	25,000	17,000
Professional Services	34,040	138,115	84,500	71,458	96,200
Misc Expenses	2,003	1,698	4,000	3,188	9,000
Capital Outlay	-	-	-	-	-
Total	476,693	449,710	414,737	290,306	501,524
Library					
Personnel Services	188,030	121,070	182,182	146,123	244,323
Materials and Supplies	27,488	41,202	50,000	36,573	46,500
Maintenance	1,939	2,200	2,400	2,400	2,400
Professional Services	171	-	1,700	-	-
Misc Expenses	1,850	1,544	3,500	3,048	6,500
Capital Outlay	-	-	-	-	-
Total	219,478	166,016	239,782	188,144	299,723
Community Outreach and Programs					
Personnel Services	35,663	125,984	173,008	152,841	180,516
Materials and Supplies	-	120,317	240,900	155,148	241,400
Maintenance	-	-	-	-	-
Professional Services	250,000	413,381	430,500	419,057	460,000
Misc Expenses	-	3,680	5,000	7,062	9,000
Capital Outlay	-	-	-	-	-
Total	285,663	663,362	849,408	734,108	890,916
Information Technology					
Personnel Services	203,751	164,699	243,611	148,873	270,028
Materials and Supplies	22,933	43,942	64,600	66,782	64,600
Maintenance	187,134	177,416	193,200	193,200	210,000
Professional Services	427,481	378,696	455,000	390,000	455,000
Misc Expenses	2,098	867	50,600	350	50,600
Capital Outlay	-	-	-	-	-
Total	843,397	765,620	1,007,011	799,205	1,050,228
Parks and Recreation					
Personnel Services	767,435	387,891	501,625	287,001	738,297
Materials and Supplies	50,103	15,780	13,550	11,244	142,350
Maintenance	38,235	44,052	102,500	81,716	125,000
Professional Services	17,435	60,837	250,500	53,930	302,750
Misc Expenses	21,455	24,615	45,750	25,250	48,900
Capital Outlay	114	-	-	-	143,000
Total	894,777	533,175	913,925	459,142	1,500,297

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

GENERAL FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Fleet Management					
Personnel Services	74,253	75,507	77,871	71,676	82,909
Materials and Supplies	2,462	2,682	32,450	4,324	32,950
Maintenance	22,297	51,337	135,000	78,811	138,000
Professional Services	-	-	-	-	12,000
Misc Expenses	5,360	-	250	894	250
Capital Outlay	-	17,984	45,000	-	-
Total	104,372	147,510	290,571	155,705	266,109
Facilities Maintenance					
Personnel Services	142,505	113,750	183,129	108,307	202,405
Materials and Supplies	21,880	15,304	28,950	9,280	41,450
Maintenance	33,855	48,374	605,000	54,086	105,000
Professional Services	53,886	73,226	83,500	89,600	98,500
Misc Expenses	-	-	2,000	-	4,000
Capital Outlay	-	-	-	-	-
Total	252,126	250,654	902,579	261,273	451,355
Non-Departmental					
Materials and Supplies	9,777	7,835	12,000	7,821	12,500
Maintenance	275	162,233	-	70,371	-
Professional Services	498,094	-	350,000	355,758	375,000
Misc Expenses	255,609	275,359	255,000	303,063	1,112,184
Transfers	(689,139)	500,000	-	-	-
Capital Outlay	-	-	-	-	-
Total	74,616	945,427	617,000	737,013	1,499,684
Total General Fund Expenditures	14,727,973	15,099,733	21,324,500	16,689,019	24,887,603

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

DEBT SERVICE FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Beginning Unreserved Fund Balance	301,325	1,109,251	1,159,925	1,159,925	1,383,125
Operating Revenues					
Ad Valorem Taxes	4,841,801	4,285,511	4,138,155	4,361,759	4,259,032
Interest Income	14,682	16,492	500	96	500
Total Operating Revenue	4,856,482	4,302,003	4,138,655	4,361,855	4,259,532
Non-Operating Revenues					
Proceeds from Bond Issuance	-	8,895,236	-	-	-
Premiums on bond Issued	-	372,143	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Non-Operating Revenues	-	9,267,379	-	-	-
Operating Expenditures					
Bond Principal	1,569,823	1,850,440	2,106,684	2,106,684	2,296,950
Bond Interest	2,448,217	2,058,336	1,882,634	1,882,634	1,815,582
Paying Agent Fees	1,272	12,030	12,000	12,000	12,000
Capital Lease	29,244	421,813	137,337	137,337	135,000
Bond Issuance Costs	-	233,441	-	-	-
Total Operating Expenditures	4,048,557	4,576,060	4,138,655	4,138,655	4,259,532
Non-Operating Expenses					
Transfers to Other Funds	-	-	-	-	-
Refunding Bonds Issued	-	-	-	-	-
Payment to Escrow Account	-	8,942,648	-	-	-
Non-Operating Expenditures	-	8,942,648	-	-	-
Total Expenditures	4,048,557	13,518,708	4,138,655	4,138,655	4,259,532
Ending Balance	807,926	50,674	-	223,200	(0)
Ending Unreserved Fund Balance	1,109,251	1,159,925	1,159,925	1,383,125	1,383,125

CITY OF HUTTO, TEXAS
SUMMARY OF OUTSTANDING BONDED DEBT

GENERAL OBLIGATION BONDS, CERTIFICATES OF
OBLIGATION AND TAX NOTES

YEAR ENDING SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL
2023	2,296,950	1,815,582	4,112,532
2024	2,363,400	1,750,005	4,113,405
2025	2,412,650	1,699,529	4,112,179
2026	2,495,150	1,612,843	4,107,993
2027	2,546,700	1,522,555	4,069,255
2028	2,639,600	1,427,185	4,066,785
2029	2,638,450	1,332,593	3,971,043
2030	2,635,550	1,237,257	3,872,807
2031	2,454,450	1,145,969	3,600,419
2032	2,499,050	1,059,168	3,558,218
2033	2,528,650	969,843	3,498,493
2034	2,601,000	891,356	3,492,356
2035	2,650,700	809,919	3,460,619
2036	2,730,400	725,606	3,456,006
2037	2,360,100	636,883	2,996,983
2038	2,175,000	549,235	2,724,235
2039	2,255,000	470,031	2,725,031
2040	2,340,000	387,445	2,727,445
2041	2,410,000	307,713	2,717,713
2042	2,500,000	220,888	2,720,888
2043	1,565,000	130,700	1,695,700
2044	1,630,000	66,675	1,696,675
	<u>\$ 52,727,800</u>	<u>\$ 20,768,979</u>	<u>\$ 73,496,779</u>

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

JURY MUNICIPAL COURT FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Beginning Unreserved Fund Balance	0	33	156	156	156
Operating Revenues					
Court Revenue	33	123	120	143	150
Total Operating Revenue	33	123	120	143	150
Operating Expenditures					
Misc Expense	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	33	123	120	143	150
Ending Unreserved Fund Balance	33	156	276	300	306

TRUANCY MUNICIPAL COURT FUND

Beginning Unreserved Fund Balance	0	1,670	7,831	7,831	7,831
Operating Revenues					
Truancy Revenue	1,670	6,161		7,160	5,000
Total Operating Revenue	1,670	6,161	-	7,160	5,000
Operating Expenditures					
Misc Expense	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	1,670	6,161	-	7,160	5,000
Ending Unreserved Fund Balance	1,670	7,831	7,831	14,991	12,831

COURT TECHNOLOGY FUND

Beginning Unreserved Fund Balance	650	810	6,451	6,451	6,451
Operating Revenues					
Technology Fines	4,913	5,641	6,000	5,972	6,000
Total Operating Revenue	4,913	5,641	6,000	5,972	6,000
Operating Expenditures					
Supplies	79	-	-	-	2,200
Repair and Maintenance	4,673	-	-	-	-
Total Expenditures	4,753	-	-	-	2,200
Ending Balance	161	5,641	6,000	5,972	3,800
Ending Unreserved Fund Balance	810	6,451	12,451	12,423	10,251

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

COURT SECURITY FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Beginning Unreserved Fund Balance	17,613	21,423	28,052	28,052	28,052
Operating Revenues					
Security Fines	4,321	6,629	5,500	7,200	5,500
Total Operating Revenue	4,321	6,629	5,500	7,200	5,500
Operating Expenditures					
Personnel Services	511	-	2,500	2,692	2,500
Supplies	-	-	-	-	250
Repair and Maintenance	-	-	-	-	-
Misc Expenses	-	-	1,000	-	500
Total Expenditures	511	-	3,500	2,692	3,250
Ending Balance	3,810	6,629	2,000	4,508	2,250
Ending Unreserved Fund Balance	21,423	28,052	30,052	32,560	30,302

COURT TRAINING FUND

Beginning Unreserved Fund Balance	2,941	3,326	3,416	3,416	3,416
Operating Revenues					
Training Fines	385	90	200	25	200
Total Operating Revenue	385	90	200	25	200
Operating Expenditures					
Training and Development	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	385	90	200	25	200
Ending Unreserved Fund Balance	3,326	3,416	3,616	3,441	3,616

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

HOTEL TAX FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Beginning Unreserved Fund Balance	354,877	499,090	703,663	703,663	703,663
Operating Revenues					
Hotel Taxes	144,213	204,573	175,000	175,000	200,000
Total Operating Revenue	144,213	204,573	175,000	175,000	200,000
Operating Expenditures					
Advertising	-	-	5,000	-	5,000
Total Operating Expenditures	-	-	5,000	-	5,000
Non-Operating Expenses					
Transfers to Other Funds	-	-	170,000	170,000	195,000
Capital Outlay	-	-	-	-	-
Non-Operating Expenditures	-	-	170,000	170,000	195,000
Total Expenditures	-	-	175,000	170,000	200,000
Ending Balance	144,213	204,573	-	5,000	-
Ending Unreserved Fund Balance	499,090	703,663	703,663	708,663	703,663

HUTTO POLICE SEIZURE FUND

Beginning Unreserved Fund Balance	18,300	18,300	22,260	22,260	22,260
Operating Revenues					
Misc Revenues	-	3,961	5,000	40,324	5,000
Total Operating Revenue	-	3,961	5,000	40,324	5,000
Operating Expenditures					
Supplies	-	-	5,000	-	10,000
Total Operating Expenditures	-	-	5,000	-	10,000
Ending Balance	0	3,961	0	40,324	(5,000)
Ending Unreserved Fund Balance	18,300	22,260	22,260	62,585	17,260

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

UTILITY OPERATING FUND

	Actual 2020	Actual 2021	Budget 2022	Estimated 2022	Proposed 2023
Beginning Unreserved Fund Balance	2,869,720	4,835,271	6,175,312	6,175,312	7,435,484
Operating Revenues					
Water Sales	6,616,759	5,665,574	6,100,000	6,473,002	6,750,000
Waste Water Sales	5,507,115	6,578,448	6,700,000	7,127,770	7,500,000
Penalties	122,138	129,782	131,000	151,320	131,000
Credit Card Fees	-	-	-	195,647	225,000
Connection Fees	582,051	770,677	680,000	584,971	685,000
Miscellaneous	25,628	375,682	15,000	504,494	15,000
Interest Income		55	100	2,588	1,500
Interlocal Agreement	-	1,155,200		-	-
Transfers from Other Funds	1,500,000	1,125,000		-	-
Total Operating Revenue	14,353,690	15,800,418	13,626,100	15,039,792	15,307,500
Operating Expenditures					
Salaries and Benefits	1,041,241	1,158,082	1,773,612	1,434,004	2,099,520
Supplies & Materials	255,901	259,632	347,600	354,237	486,600
Maintenance	345,147	217,420	522,500	421,508	527,500
Professional Services	327,360	352,439	297,500	733,691	702,000
Contracted Services	2,565,600	4,330,011	3,190,000	3,191,051	3,350,000
Insurance	60,859	63,645	95,000	87,103	95,000
Misc Expenses	707,347	747,583	796,100	768,351	971,901
Total Operating Expenditures	5,303,455	7,128,812	7,022,312	6,989,946	8,232,521
Non-Operating Expenses					
Transfers to Other Funds	7,084,684	7,235,641	6,209,675	6,209,675	6,461,199
Capital Outlay	-	95,924	385,000	580,000	589,943
Non-Operating Expenditures	7,084,684	7,331,565	6,594,675	6,789,675	7,051,142
Total Expenditures	12,388,139	14,460,377	13,616,987	13,779,621	15,283,663
Net-Modified Cash Basis	1,965,551	1,340,041	9,113	1,260,171	23,837
Ending Unreserved Fund Balance	4,835,271	6,175,312	6,184,425	7,435,484	7,459,321

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

UTILITY OPERATING FUND

	Actual 2020	Actual 2021	Budget 2022	Estimated 2022	Proposed 2023
Utility Billing					
Salaries and Benefits	310,318	232,451	413,422	287,539	381,887
Supplies & Materials	98,901	101,286	132,350	131,756	167,350
Maintenance	27,460	28,048	37,000	38,064	42,000
Professional Services	13,705	22,450	25,000	41,000	25,000
Misc Expenses	334,685	377,872	385,000	394,224	449,000
Capital Outlay	-	-	-	-	-
Total	785,070	762,107	992,772	892,583	1,065,237
Public Works					
Administration					
Salaries and Benefits	(21,408)	135,083	526,481	270,361	722,516
Supplies & Materials	-	-	3,000	1,000	3,000
Maintenance	1,882	1,903	2,500	2,500	2,500
Professional Services	24,072	288,001	150,000	580,552	555,000
Misc Expenses	-	-	1,600	1,550	2,100
Capital Outlay	-	-	-	-	-
Total	4,546	424,987	683,581	855,963	1,285,116
Utilities					
Salaries and Benefits	752,330	790,548	833,710	876,104	995,117
Supplies & Materials	79,796	158,346	212,250	221,481	316,250
Maintenance	111,559	187,469	483,000	380,944	483,000
Professional Services	36,860	34,291	47,500	37,139	47,000
Contracted Services	2,565,600	3,180,011	3,190,000	3,191,051	3,350,000
Misc Expenses	148,156	359,744	394,500	357,410	394,500
Capital Outlay	-	95,924	385,000	580,000	589,943
Total	3,694,302	4,806,333	5,545,960	5,644,130	6,175,810
Non-Departmental					
Maintenance	-	-	-	-	-
Professional Services	69,145	7,697	75,000	75,000	75,000
Contracted Services	-	1,150,000	-	-	-
Insurance	60,859	63,645	95,000	87,103	95,000
Misc Expenses	18,559	9,967	15,000	15,167	126,301
Transfers to other Funds	7,084,684	7,235,641	6,209,675	6,209,675	6,461,199
Total	7,233,247	8,466,950	6,394,675	6,386,945	6,757,500
HOT Water Transmission System					
Supplies & Materials	77,203	-	-	-	-
Maintenance	204,246	-	-	-	-
Professional Services	183,578	-	-	-	-
Misc Expenses	205,947	-	-	-	-
Capital Outlay	-	-	-	-	-
Total	670,974	-	-	-	-
Total Utility Fund Expenses	12,388,139	14,460,377	13,616,987	13,779,621	15,283,663

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

UTILITY DEBT SERVICE FUND

	Actual 2020	Actual 2021	Budget 2022	Estimate 2022	Proposed 2023
Beginning Unreserved Fund Balance	2,426,750	4,833,993	7,392,280	7,392,280	7,362,702
Revenues					
Interest Income	3,259	143	1,500	3,469	1,500
Total Operating Revenue	3,259	143	1,500	3,469	1,500
Non-Operating Revenues					
Other Financing Sources	8,190	8,358	-	-	-
Transfers from Other Funds	7,032,000	7,235,641	7,709,675	7,709,675	8,061,199
Total Non-Operating Revenues	7,040,190	7,243,999	7,709,675	7,709,675	8,061,199
Operating Expenditures					
Debt Service	4,632,398	4,626,548	7,709,675	7,709,675	8,061,199
Paying Agent Fees	3,808	12,618	-	1,950	10,000
Total Operating Expenditures	4,636,206	4,639,166	7,709,675	7,711,625	8,071,199
Non-Operating Expenses					
Transfers to Other Funds	-	15,211	-	-	-
Capital Outlay	-	31,480	52,684	31,097	31,097
Refunding Bonds Issued	-	-	-	-	-
Payment to Escrow Account	-	-	-	-	-
Non-Operating Expenditures	-	46,690	52,684	31,097	31,097
Total Expenditures	4,636,206	4,685,856	7,762,359	7,742,722	8,102,296
Ending Balance	2,407,243	2,558,286	(51,184)	(29,577)	(39,597)
Ending Unreserved Fund Balance	4,833,993	7,392,280	7,341,096	7,362,702	7,323,105

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CITY OF HUTTO, TEXAS
SUMMARY OF OUTSTANDING DEBT

UTILITY SYSTEM REVENUE & G.O. BONDS
CURRENTLY OUTSTANDING

YEAR ENDING SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL
2023	3,438,050	4,623,149	8,061,199
2024	3,691,600	4,536,397	8,227,997
2025	3,772,350	4,455,135	8,227,485
2026	3,899,850	4,329,827	8,229,677
2027	4,128,300	4,192,457	8,320,757
2028	4,265,400	4,045,427	8,310,827
2029	4,261,550	3,892,081	8,153,631
2030	4,479,450	3,736,627	8,216,077
2031	4,510,550	3,595,894	8,106,444
2032	4,425,950	3,463,401	7,889,351
2033	4,141,350	3,333,887	7,475,237
2034	4,249,000	3,233,272	7,482,272
2035	3,739,300	3,127,859	6,867,159
2036	3,854,600	3,007,365	6,861,965
2037	3,819,900	2,881,954	6,701,854
2038	3,730,000	2,755,206	6,485,206
2039	3,845,000	2,643,869	6,488,869
2040	3,780,000	2,528,044	6,308,044
2041	3,915,000	2,393,250	6,308,250
2042	4,070,000	2,238,563	6,308,563
2043	4,230,000	2,077,769	6,307,769
2044	4,400,000	1,910,650	6,310,650
2045	4,590,000	1,719,275	6,309,275
2046	2,465,000	1,519,563	3,984,563
2047	2,580,000	1,404,000	3,984,000
2048	2,040,000	1,283,000	3,323,000
2049	2,140,000	1,181,000	3,321,000
2050	2,250,000	1,074,000	3,324,000
2051	2,360,000	961,500	3,321,500
2052	2,480,000	843,500	3,323,500
2053	2,605,000	719,500	3,324,500
2054	2,735,000	589,250	3,324,250
2055	2,870,000	452,500	3,322,500
2056	3,015,000	309,000	3,324,000
2057	3,165,000	158,250	3,323,250
	<u>\$ 123,942,200</u>	<u>\$ 85,216,419</u>	<u>\$ 103,568,112</u>

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

UTILITY IMPACT FEES FUND

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Estimated 2022	Proposed 2023
Beginning Unreserved Fund Balance	516,164	760,758	2,129,928	4,976,425	4,976,425	7,276,425
Operating Revenues						
Water Impact Fees	717,589	1,583,103	1,832,083	1,800,000	1,800,000	1,800,000
Wastewater Impact Fees	827,004	1,286,067	2,139,414	2,000,000	2,000,000	2,000,000
Total Operating Revenue	1,544,594	2,869,170	3,971,497	3,800,000	3,800,000	3,800,000
Non-Operating Expenses						
Transfers to Other Funds	1,300,000	1,500,000	1,125,000	1,500,000	1,500,000	1,500,000
Non-Operating Expenditures	1,300,000	1,500,000	1,125,000	1,500,000	1,500,000	1,500,000
Total Expenditures	1,300,000	1,500,000	1,125,000	1,500,000	1,500,000	1,500,000
Ending Balance	244,594	1,369,170	2,846,497	2,300,000	2,300,000	2,300,000
Ending Unreserved Fund Balance	760,758	2,129,928	4,976,425	7,276,425	7,276,425	9,576,425

CITY OF HUTTO, TX

FY 2023 ANNUAL BUDGET

SOLID WASTE FUND

	Actual 2020	Actual 2021	Budget 2022	Estimated 2022	Proposed 2023
Beginning Unreserved Fund Balance	161,183	395,457	578,586	578,586	664,718
Operating Revenues					
Charges for Services	1,770,759	1,918,998	1,900,000	1,910,987	2,150,000
Franchise Fees	66,756	13,999	100,000	143,060	100,000
Penalties	17,044	20,149	-	22,086	12,000
Interest Income	-	-	-	-	-
Grants and Donations	-	-	-	-	-
Total Operating Revenue	1,854,559	1,953,145	2,000,000	2,076,133	2,262,000
Operating Expenditures					
Contractual Services	1,620,285	1,770,017	1,775,000	1,775,000	1,863,750
Other Misc Expenses	-	-	10,000	-	10,000
Contracts	-	-	-	-	-
Total Operating Expenditures	1,620,285	1,770,017	1,785,000	1,775,000	1,873,750
Non-Operating Expenses					
Transfers to Other Funds	-	-	215,000	215,000	215,000
Grant Expense	-	-	-	-	-
Non-Operating Expenditures	-	-	215,000	215,000	215,000
Total Expenditures	1,620,285	1,770,017	2,000,000	1,990,000	2,088,750
Ending Balance	234,274	183,128	-	86,133	173,250
Ending Unreserved Fund Balance	395,457	578,586	578,586	664,718	837,968

CITY OF HUTTO, TX

2023 -2028 CAPITAL IMPROVEMENT PLAN SUMMARY

Proposed Project/Item	Proposed Funding Source	Other Proposed Funding Sources	Status	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	FUTURE	Total Project Costs
GENERAL GOVERNMENT PARKS AND RECREATION											
Hutto Lake Park Project	2018 Parks and Recreation Facilities Bond or new Bond proposition					\$ 250,000	\$ 3,000,000	\$ 1,000,000			\$ 4,250,000
Fritz Park Project Improvements	2018 Parks and Recreation Facilities Bond or new Bond proposition			\$ 25,000	\$ 4,000,000	\$ 4,000,000					\$ 8,025,000
Creekside Park Project	2018 Parks and Recreation Facilities Bond or new Bond proposition				\$ 50,000	\$ 4,500,000					\$ 4,550,000
Orgain Park	2018 Parks and Recreation Facilities Bond or new Bond proposition					\$ 250,000	\$ 4,000,000				\$ 4,250,000
Hutto Recreation Center	2018 Parks and Recreation Facilities Bond or new Bond proposition						\$ 250,000	\$ 7,000,000	\$ 7,000,000		\$ 14,250,000
Durango	2018 Parks and Recreation Facilities Bond or new Bond proposition;	Community Impact Fees			\$ 200,000	\$ 3,500,000	\$ 3,500,000				\$ 7,200,000
YMCA improvements	2018 Parks and Recreation Facilities Bond or new Bond proposition				\$ 200,000	\$ 7,000,000					\$ 7,200,000
Park Improvements	Parkland Improvement Fees			\$ 500,000							\$ 500,000
				\$ 525,000	\$ 4,450,000	\$ 19,500,000	\$ 10,750,000	\$ 8,000,000	\$ 7,000,000	\$ -	\$ 50,225,000

TRANSPORTATION AND DRAINAGE

FM1660 @ Limmer Loop	2018 Proposition A, Road and Drainage Bonds			\$ 4,965,400	\$ 1,596,600						\$ 6,562,000
FM1660 @ US 79 North	2018 Proposition A, Road and Drainage Bonds			\$ 551,880							\$ 551,880
FM1660 @ US 79 South	2018 Proposition A, Road and Drainage Bonds;	Federal Grant(\$1,451,250)		\$ 117,600	\$ 3,501,640						\$ 3,619,240
CR 137 from FM 1660 to Brushy Creek	2018 Proposition A, Road and Drainage Bonds			\$ 400,000	\$ 3,025,000	\$ 1,025,000					\$ 4,450,000
Drainage Master Plan Update	General Fund			\$ -	\$ 300,000						\$ 300,000
Legends of Hutto Drainage Ditches	2018 Proposition A, Road and Drainage Bonds			\$ 156,250	\$ 968,750						\$ 1,125,000
Live Oak Street Reconstruction	General Fund			\$ 250,000							\$ 250,000
CR132 " Hutto Arterial" Overpass	2018 Proposition A, Road and Drainage Bonds;	Williamson County									\$ -
Drainage Maintenance				\$ 200,000	\$ 220,000	\$ 242,000	\$ 266,200	\$ 292,820	\$ 322,102	\$ 354,312	\$ 1,897,434
Sidewalk Maintenance				\$ 1,000,000	\$ 1,100,000	\$ 1,210,000	\$ 1,331,000	\$ 1,464,100	\$ 1,610,000	\$ 1,771,561	\$ 9,486,661
Street Maintenance Plan				\$ 550,000	\$ 605,000	\$ 665,500	\$ 732,050	\$ 805,255	\$ 885,780	\$ 974,358	\$ 5,217,943
				\$ 8,191,130	\$ 11,316,990	\$ 3,142,500	\$ 2,329,250	\$ 2,562,175	\$ 2,817,882	\$ 3,100,231	\$ 33,460,158

CITY OF HUTTO, TX

2023 -2028 CAPITAL IMPROVEMENT PLAN SUMMARY

Proposed Project/Item	Proposed Funding Source	Other Proposed Funding Sources	Status	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	FUTURE	Total Project Costs
UTILITIES											
WATER											
Megasite Phase 1 Waterlines	Certificates of Obligation	ARPA funds		\$ 1,690,000	\$ 2,040,000						\$ 3,730,000
Jonah 1.0 MGD Supply & Emergency 8" Interconnect	Certificates of Obligation	ARPA funds		\$ 518,000	\$ 330,000						\$ 848,000
FM 1660 16" & 20" Waterlines - Phase 1 (CR 163 to SE Loop)	Certificates of Obligation	ARPA funds		\$ 887,000	\$ 190,000						\$ 1,057,000
CR 132 12" and 30" - Phase 1 (US79 to Carl Stern)	Certificates of Obligation	ARPA funds		\$ 1,000,000	\$ 1,600,000						\$ 2,600,000
Highway 79 42" Waterline	2018 Certificates of Obligation			\$ 2,000,000	\$ 4,300,000						\$ 6,300,000
Transmission and Distribution Pumping Stations (Noack, Shiloh, Frameswitch)	Certificates of Obligation		70% Design Completed	\$ 5,202,333	\$ 5,202,333	\$ 5,202,333					\$ 15,607,000
				\$ 11,277,333	\$ 13,662,333	\$ 5,202,333	\$ -	\$ -	\$ -	\$ -	\$ 30,142,000
WASTEWATER											
Glenwood LS Decommissioning, Construct 33" Interceptor, and Two New WWTP Lift Stations	Certificates of Obligation;	TWDB Funds	90% Design completed	\$ 3,560,000	\$ 3,660,000	\$ 1,830,000					\$ 9,050,000
SE Loop Interim Lift Station, 24" Force main, and 33" to 36" Interceptor - Phase I	Certificates of Obligation		Design Start Sept 2022	\$ 1,820,000	\$ 10,880,000						\$ 12,700,000
Megasite Wastewater Alternatives	Certificates of Obligation			\$ 5,600,000	\$ 5,600,000	\$ 2,800,000					\$ 14,000,000
Phosphorous Chemical Dosing System	Certificates of Obligation		Design Start Oct 2022	\$ 420,000							\$ 420,000
South WWTP Capacity Reate Study	Certificates of Obligation			\$ 75,000							\$ 75,000
South WWTP UV System Upgrade	Certificates of Obligation			\$ 300,000							\$ 300,000
South WWTP Expansion from 2.3 mgd to 5.0 mgd	Certificates of Obligation			\$ 6,000,000	\$ 13,500,000	\$ 13,500,000	\$ 13,500,000				\$ 60,000,000
CR 101 Interceptor & LS -Phase I	Certificates of Obligation			\$ 3,000,000	\$ 6,320,000	\$ 6,320,000					\$ 15,640,000
Cottonwood Creek Interceptor Replacement	Certificates of Obligation			1,700,000	1,940,000	1,940,000	1,940,000				\$ 9,460,000
FM 1660 Interceptor	Certificates of Obligation		Design Start Sept 2022	\$ 600,000	\$ 3,000,000	\$ 3,000,000					\$ 6,600,000
CR 132/Covert Interceptor	Certificates of Obligation			\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000				\$ 4,500,000
Megasite Interceptor I	Certificates of Obligation		Design Start July 2022	\$ 480,000	\$ 580,000	\$ 580,000	\$ 580,000				\$ 2,800,000
Megasite Interceptor II Phase 1	Certificates of Obligation		Design Start Aug 2022	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000				\$ 3,200,000
Megasite Interceptor II Phase 2	Certificates of Obligation		Design Start Oct 2022	\$ 940,000	\$ 940,000	\$ 940,000	\$ 940,000				\$ 4,700,000
Central WWTP Expansion from 0.990 mgd to 3.25mgd	Certificates of Obligation						\$ 3,970,000	\$ 8,932,500			\$ 12,902,500
Brushy Creek Interceptor - Phase IV	Certificates of Obligation					\$ 500,000	\$ 9,500,000	\$ 10,000,000			\$ 20,000,000
Cottonwood Creek Wastewater Interceptor Extension	Certificates of Obligation						\$ 190,000	\$ 1,710,000			\$ 1,900,000
CR 101 Interceptor - Phase II	Certificates of Obligation									\$ 3,600,000	\$ 3,600,000
SE Loop Interceptor & South WWTP Lift Station No. 3	Certificates of Obligation										\$ -
FM 1660 South Interceptor (Sub-basin 13)	Certificates of Obligation										\$ -
FM 1660 South LS w/ Force Main (Sub-basin 13)	Certificates of Obligation										\$ -
Brushy Creek Interceptor - Phase III		Walling MUD Development									\$ -
				\$ 26,035,000	\$ 47,960,000	\$ 32,950,000	\$ 32,160,000	\$ 39,142,500	\$ -	\$ 3,600,000	\$ 181,847,500

CITY OF HUTTO

RESOLUTION NO. _____

**RESOLUTION OF THE CITY OF HUTTO, TEXAS,
PROHIBITING AND CONDEMNING SEXUAL ASSAULT
AND SEXUAL HARASSMENT; PROHIBITING THE
NONREPORTING OF SEXUAL ASSAULT AND SEXUAL
HARASSMENT; REQUIRING TRAINING; AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, sexual harassment, sexual assault, and all other forms of sexual misconduct are harmful within the working environment; and

WHEREAS, all City employees are entitled to a workplace free of unlawful discrimination or harassment by management, supervisors, co-workers, citizens, and vendors; and

WHEREAS, the City prohibits employment discrimination on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, genetic information, or any other characteristic protected by law; and

WHEREAS, the City's Personnel Policies prohibit and require reporting of such conduct for City employees; and

WHEREAS, the City prohibits supervisors and managers from dating any subordinate because such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and claims of direct or indirect sexual harassment; and

WHEREAS, past elected and appointed officials may have failed to report and take appropriate action to eradicate such conduct from the workplace; and

WHEREAS, the City Council desires to condemn and prohibit such conduct for elected and appointed officials and require the reporting of such conduct of any elected and appointed officials to the City Council and the City Manager.

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

SECTION 1: The findings set forth in the recitals of this Resolution are hereby found to be true and correct and are hereby adopted as findings of the City Council and are incorporated into the body of this Resolution as if fully set forth herein.

SECTION 2: The City Council hereby condemns sexual harassment, sexual assault, and all other forms of sexual misconduct in the workplace and by elected and appointed officials and requires the reporting of sexual harassment, sexual assault, and all other forms of sexual misconduct in the workplace and by elected and appointed officials.

SECTION 3. The City Council shall require training in the prevention and reporting requirements of sexual harassment, sexual assault, and all other forms of sexual misconduct for elected and appointed officials and the City Manager shall require training in the prevention and reporting requirements of sexual harassment, sexual assault, and all other forms of sexual misconduct for City employees.

SECTION 4. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

SECTION 5. This Resolution shall take effect immediately from and after its passage.

RESOLVED this ____ day of _____, 2022.

Mike Snyder, Mayor

ATTEST:

Angela Walton, City Secretary

APPROVED AS TO FORM:

Cristian Rosas-Grillet, Assistant City Attorney



**City Council Protocol Policy
Adopted May 19, 2022**

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1 Overview of Roles and Responsibilities

a) Role of the Mayor

The Mayor shall:

- 1) Act as the official head of the City for all ceremonial purposes.
- 2) Chair Council meetings and Work Sessions of the City Council.
- 3) Vote on propositions that come before the City Council but shall have no power to veto.
- 4) When authorized by the City Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds.
- 5) Recognize comments from citizens at public meetings.
- 6) Call for special meetings.
- 7) Select substitute for City representation when Mayor cannot attend.
- 8) Make judgment calls on proclamations, special presentations, etc.
- 9) Recommend subcommittees as appropriate for Council approval.
- 10) Lead the Council into an effective, cohesive working team..
- 11) Work with City Manager to prepare Council agenda.
- 12) Appoint Council Subcommittees.
- 13) 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 elected by the City Council at the first regular City Council meeting following each regular City election. If the Mayor Pro-Tem position becomes vacant or the Mayor Pro-Tem is removed by forfeiture of office, the Mayor Pro-Tem shall be elected at the next regular City Council meeting to fill the remainder of the term of the Mayor Pro-Tem

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.

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) Parliamentary Authority

Robert's Rules of Procedure, 12th Edition, 2021, shall be the parliamentary authority for City Council meetings.

- 1) Rules and procedures may be adopted that conflict with Robert's Rules and shall take precedence.
- 2) When rules and procedures are silent on an issue, Robert's Rules prevail.
- 3) When Robert's Rules conflict with statutes, the Charter, ordinances, resolutions, or motions of the City Council, the latter shall prevail.

The 12th edition of Robert's Rules shall be the parliamentary authority until the 13th or other successive edition is designated by the City Council.

f) Process for Appointment to a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force

The City Council is responsible for making appointments to a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force. To promote a process that is efficient, transparent, and that allows input from the entire City Council, the following process shall be used to make appointments to a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force:

- 1) The City Secretary shall collect applications.

- 2) After receipt of application, the City Secretary will verify that each applicant meets the qualifications for serving on the desired board or commission.
- 3) The list of applicants and vacancies will be sent to the Nominating Committee for consideration. (Applications will be available in drop box for review by the entire Council).
- 4) The Nominating Committee will consist of three (3) Council Members who will serve for one year, beginning January 1st of each year, and the chair of the board or commission whose vacancy is being considered. Council Members with odd-numbered seats (1, 3, 5) will begin service in odd numbered years, and Members with even-numbered seats (2, 4, 6) will begin service in even numbered years. The Mayor does not serve on the Nominating Committee.
- 5) The Chair of each Board, Commission, Committee, EDC, LGC, TIRZ or Task Force, if applicable, will also participate in the Nominating Committee when considering appointments to their specific Board, Commission, Committee, EDC, LGC, TIRZ or Task Force.
- 6) The Nominating Committee will review applications, interview applicants and present recommendations to the full City Council at the next Council meeting held after the meeting.
- 7) All Board, Commission, Committee, EDC, LGC, TIRZ or Task Force appointments must be confirmed by a vote of the City Council.
- 8) No person can be appointed to a City created Board, Commission, Committee, EDC, LGC, TIRZ or Task Force unless that person has filled out and submitted an appropriate application to the City Secretary before the meeting at which they are appointed by the City Council. An application does not need to be submitted for a person being re-appointed to a position.
- 9) Appointments to the Economic Development Corporation, Local Government Corporations and TIRZ Boards will follow the process as outlined in the Bylaws governing those organizations.
- 10) It is preferred that appointees serve on only one Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force at a given time.
- 11) For Boards or Commissions having alternate members, upon the removal or resignation of a regular member, the alternate with the longest tenure shall be given first preference when filling the vacancy.
- 12) Reappointments of existing members only require written notice by the member to the nominating committee indicating they are interested and willing to continue serving in their current appointment. The nominating committee will not require a new application but may choose to interview the member prior to presenting the name to the City Council for reappointment.
- 13) The City Secretary's office shall be responsible for orienting and swearing-in (if applicable) newly appointed members to Boards, Commissions, etc. This orientation shall include official notice of appointment, listing responsibilities, notifying the appointee of the days, times, frequency and locations of meetings, and notifying the Chair of the appointment. This orientation shall be done as soon as practicable after the appointment is made.

g) Process for Removal from City Board, Commission, Committee, EDC, LGC, TIRZ

or Task Force

The City Council is responsible for removing members from a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force. To promote a process that is efficient, transparent, and that allows input from the entire City Council, the following process shall be used to remove members from a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force:

- 1) Absences: Any City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force member whose attendance falls below 75% within a rolling 12-month period shall be considered for removal. The Chair shall provide written notice to the City Secretary of the dates and reasons, if known, of the member's absences. The City Secretary shall work with the City Manager to add an item to the next regular City Council meeting for discussion and possible action on the removal of the member. The City Secretary shall also notify the member of their non-compliance of the attendance requirement to allow them an opportunity to respond.
 - 2) Other Removals: A Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force member serves at the pleasure of the City Council and may be removed in either of the following manners:
 - a. Upon the recommendation of any member of the City Council and the affirmative vote of four (4) or more members of the City Council. .
 - b. The Board, Commission, EDC, LGC, TIRZ or Task Force may, by majority vote, submit to the City Council a recommendation for one of their own members to be removed. The Chair shall forward this recommendation to the City Secretary, who shall work with the City Manager to add an item to the next regular City Council meeting for discussion and possible action on the recommendation for removal. The City Council may remove the member by the affirmative vote of four (4) or more members of the City Council.
 - 3) Vacancies shall be filled in accordance with the appointment procedures for new members.
 - 4) These removal procedures do not apply to any Board, Commission, Committee, EDC, LGC, TIRZ or Task Force established by state or federal law, city charter, or ordinance to the extent these procedures are in direct conflict with such other law.
- h) Nomination and Voting Procedure for Positions not Subject to Nominating Committee Recommendations

For positions not subject to Nominating Committee recommendations, the City Council shall follow the procedure for nominations from the floor described below:

- 1) Nominations:
 - a) The presiding officer will call for nominations from the City Council by stating, for example, "Nominations are now in order for the office of..."

- b) A member need not be recognized by the presiding officer to make a nomination, unless the member wishes to speak in debate on it at the same time.
- c) No second is required.
- d) The presiding officer repeats each nomination until all nominations for the office have been made.
- e) Members of the City Council are not required to make a nomination, but no member may nominate more than one person.
- f) All nominations are completed before voting takes place.

2) Voting:

- a) Votes can be cast for any person who is eligible for election, even if that person has not been nominated.
- b) When called upon by the presiding officer, every member, in turn, will state the name of the person they are voting for.
- c) If no nominee receives at least four votes, the nominee with the lowest votes shall be dropped from consideration and voting will be repeated for the remaining nominees. This procedure will be followed until one nominee receives at least four votes.
- d) Once a nominee receives at least four votes, a motion may be accepted to appoint such nominee to the office or position.
- e) After the motion is seconded, discussion on the motion is entertained and then a formal vote to appoint the nominee is conducted.
- f) If the motion fails, the nomination process may be repeated until the office or position is filled.

i) Charge from the Mayor and Council.

- 1) The Mayor and Council shall adopt a “charge” for every appointed commission, board, or committee.
- 2) The charge shall be recommended by the appropriate City staff liaison designated by the City Manager.
- 3) The charge by definition establishes the direction, boundaries, and intended accomplishments of a commission, board, or committee and includes appropriate elements, such as the following:
 - a) General powers and duties
 - b) Vision and/or mission statements
 - c) Goals, responsibilities
 - d) Officers, members
 - e) Qualifications
 - f) Ethics and standards of performance
 - g) Training requirements
 - h) Timeline, schedule, reporting dates
 - i) Meeting requirements
 - j) Accountability to Mayor and Council
 - k) Accessibility and accountability to public

- 1) Liaison with City staff
- 4) The charge shall be reviewed in required orientation and subsequent training.
- 5) The City Secretary shall develop a template for committee charges from the Mayor and Council.

2 Meetings

a) Agenda Development, Review, 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.

The Mayor may consult with the City Manager regarding proposed agenda items to be included in the agenda of a regular or special meeting of the Council. The review may be waived by the Mayor or other presiding officer. If not waived, the review should be an update regarding the agenda, recommended actions, and other developments. The review shall focus on the agenda and related written materials and shall not constitute a briefing. The review shall not be subject to the posting requirements of the Texas Open Meetings Act, unless attended by additional Council Members.

Any two members of City Council may place items on the agenda by submitting them 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 finalized, the proposed agenda and packet are placed into the City Council Dropbox account on the Friday before the scheduled meeting date. Council members have until noon on the Monday before the scheduled meeting date to propose changes or corrections to the proposed agenda and packet. The agenda items placed by the members of the City Council are not subject to review by the Mayor, other Council Member, City Manager, or other City staff member, nor is an agenda item subject to editing without the approval of the member of the Council who submitted it. The final agenda is posted on the city hall bulletin board and on the city's website in accordance with the TOMA.

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, 500 W. Live Oak Street, 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.

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 TaskForces.

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 except for motions to direct staff or to place an item on a future City Council agenda.

Work sessions are not held regularly and the location and times vary. All work session agendas are posted in compliance with the TOMA 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.

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 is sufficient if it is posted for at least one hour 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.
- 4) A person who is designated or authorized to post notice of a meeting by a governmental body shall post the notice stating the governmental body's reason for the emergency or urgent public necessity.
- 5) 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 one hour 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 one hour 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 one-hour notice only for emergency meetings or for adding emergency items to the agenda, a governmental body adding a nonemergency item 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 Comments

The City Council encourages and solicits public input on all matters both in and out of City Council meetings. Members of the public wishing to make general announcements, address a topic that is not included on the agenda, or address specific agenda items must do so under the “Public Comments” agenda item at the beginning of the meeting

At each regular meeting, the Council will set aside time at the beginning of a meeting to afford the public an opportunity to speak to the City Council regarding matters of concern or interest to the public regarding City affairs. This time may be extended, or additional time may be permitted for public comment at other points during the meeting. Members of the public wishing to address the city council speak in-person or by telephone must fill out the required sign-in form. The required sign-in form will be provided at the meeting location and online. Sign-in forms provided at the meeting location must be turned in to the City Secretary prior to the meeting being convened and online forms must be completed at least fifteen (15) minutes before the meeting.

Public comment about non-agenda items. Members of the public signing up to speak about non-agenda items shall, when recognized by the presiding officer, have three (3) minutes to speak regarding non-agenda items. Comments on non-agenda items shall not be used by citizens as an additional comment period for agenda items. The presiding

officer shall not be obligated to recognize a speaker for a second comment regarding non-agenda items.

Public comment about agenda items. Members of the public signing up to speak about agenda items shall, when recognized by the presiding officer, have three (3) minutes to speak regarding agenda items, regardless of the number of agenda items. Each member of the public who desires to address the City Council regarding an item on an agenda item shall have the option to address the council at the beginning of the meeting or during the City Council's consideration of the item. Speakers may express their opinions or viewpoints on an issue but are not permitted to participate in the debate on an issue. The time limit for public comments about agenda items may be extended to answer questions from members of the City Council.

Members of the public wishing to read a letter from another member of the public will be allowed only three (3) minutes to read the letter and address their own comments.

Members of the public addressing the Council through a translator or needing additional time due to a disability shall be allowed six (6) minutes. The City Secretary is the designated timekeeper.

Any person, including persons in the audience, who acts in an inappropriate or disruptive manner may be asked to leave the City Council chambers or may be removed as allowed by law

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.

Once public comment has been received, the City Council may proceed to other business.

The audience and the viewers are reminded that the comments of the speakers reflect the speaker's positions or opinions.

Council member's responses to any comment made by a speaker during public comment are restricted by law. The Council and its members are prohibited from discussing or acting upon any matter that was not listed under the action item portion of the agenda and not included on the posted notice, other than to provide statements of fact or to request that an item be put on a future agenda for discussion and/or possible action. A lack of a response from Council members does not indicate agreement or approval of the comments.

However, the City Manager, City Attorney and City staff are not prohibited by law or City policy from responding as is deemed appropriate to comments made in the public comment portion of this meeting.

The Mayor or person chairing the City Council meeting may read this policy prior to

the commencement of the Public Comments portion of the meeting.

f) City Council Comments

City Council Comments shall be limited to items of community interest as defined by TOMA and requests to place subjects on the agenda for a future meeting. The City Council may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This subsection does not apply to public criticism that is otherwise prohibited by law.

g) 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. Each speaker will have three minutes to speak. The Mayor will close the public hearing when public comment has concluded.

h) Video and Streaming of Meetings

City Council meetings held at 500 West Live Oak St., except for some work sessions and those meetings or portions of meetings conducted in Executive Session, are web streamed live, made available on the local CommunityAccess Channel and archived on the City's website. Videos and audio are archived on the City's website for up to five 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.

i) 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 other meetings as approved by the Mayor) 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 or arrangements made to provide the proclamation to the representative.

j) Executive Session

Where possible, documents to be discussed in Executive Session will be made available to City Council members before the meeting at which the Executive Session is held. Executive Sessions will be audio recorded as allowed by the TOMA.

k) Texas Open Meetings Act

Every meeting of the City Council and Boards, Commissions, Committee, EDC, LGC, or TIRZ must be conducted in accordance with Chapter 551 of the Government Code, commonly referred to as the Texas Open Meetings Act (“TOMA”). City Task Forces are exempt from this requirement. 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 body must take at least one hour of training in the TOMA. 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 TOMA.

l) Format of Meetings

The City Council, City Boards, Commissions, Committee, EDC, LGC, TIRZ or Task Force will follow Robert’s Rules of Order in conducting public meetings. The presiding officer will use the following guidelines when addressing each agenda item.

- 1) Announce the item. The presiding officer should clearly announce the item number and read the entire item as listed on the agenda.
- 2) Receive a Report. The staff or Council Member who was responsible for adding the item to the agenda should provide background information or a report so the governmental body has a clear understanding of the item.
- 3) Receive Citizen Input. If any citizens have signed-up to speak on the item, they should be given an opportunity to speak. They may speak either before or after the staff report is given.
- 4) Allow Discussion. The presiding officer invites members of the Council, Board, Commission, Committee, EDC, LGC, or TIRZ to discuss the item or ask any questions of staff. Each Member will speak in turn until all members of the governing body have had a chance to speak, unless otherwise allowed-for under Robert’s Rules of Order. The presiding officer will rotate which member speaks first from item to item.
- 5) Make Motions. Once all members have had an opportunity to speak, the presiding officer will accept any motions and allow for discussions on the motion, following the same procedure as above. The presiding officer will repeat the

motion (with any amendments) and call for a vote.

- 6) Voting. The vote will be recorded by the City Secretary and will be announced by the presiding officer.
- 7) The City Attorney (or another person designated by the City Council) shall serve as parliamentarian for City Council meetings and shall ensure Robert's Rules of Order are followed.

m) Use of Digital Media During the Meeting

The City Council is prohibited from using text messages, e-mail, social media posts or other means of electronic messaging during a public meeting except in cases where they are being notified of something of a personal nature, or are being forwarded information by city staff regarding an item under consideration. The use of such messaging could constitute a violation of the TOMA.

n) Violations of Protocols

Any Council Member may be disciplined for violation of this Protocol Policy, or if a Council Member acts in a manner that causes embarrassment or disgrace to the City of Hutto.

For discipline to be considered, an item shall be placed on a City Council agenda by at least two members of City Council for discussion in Executive Session unless the Council Member requests the item to be heard in Open Session.

Such action may only take place after an Executive Session is held to discuss the offense. The offending member shall be present at the Executive Session to answer any questions asked by members of the City Council or make other statements as he or she may desire. If the offending member refuses to attend the Executive Session, the remaining members of the City Council may proceed in their absence, unless the Council Member requests the item to be heard in Open Session.

After discussion in executive session, the City Council may choose to discipline the offending member as follows, and if required by law, shall be made publicly in open session in accordance with TOMA:

- 1) No Action. The City Council chooses to take no action.
- 2) Private Censure. The City Council may choose to, leave their comments to the offending member left in the confines of Executive Session.
- 3) Assignments. Temporary removal from Committee or Liaison assignments for a specified period of time by supermajority vote.
- 4) Public Censure. The City Council may choose to publicly censure the offending member through a resolution passed by a supermajority vote and entered into the public record.

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 on or before August 15 of each fiscal year. 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 training opportunities for council members offered by various organizations such as the Texas Municipal League and the National League of Cities. During the budget process, City Council Members are asked to submit a training plan for the upcoming year. The City Manager's Office 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 shall 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. (<https://www.ethics.state.tx.us/data/forms/coh/coh.pdf>).

An "Appointment of a Campaign Treasurer by a Candidate Form" (Form CTA) must be filed with City Secretary before accepting contributions or making expenditures (<https://www.ethics.state.tx.us/data/forms/coh/cta.pdf>). It is recommended that this form be filed at the time the candidate application is filed. A candidate that does not intend to accept more than \$940 (or other amount designated by the Texas Ethics Commission) in political contributions or make more than \$940 (or other amount designated by the Texas Ethics Commission) in political expenditures should sign page 2 of the form declaring "Modified Reporting" thereby eliminating the election reporting requirements, January 15 and July 15.

More information regarding campaign financial disclosures can be found at www.ethics.state.tx.us/resources/cf/

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 these Council protocols, 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.
- 3) Each person required to file a financial disclosure statement shall do so on the PFS-LOCAL form designated by the Texas Ethics Commission, supplied by the City Secretary.
- 4) The City Secretary shall maintain all financial disclosure statements required to be filed herein as public records and retain them for the period required by the Texas State Library and Archives Commission retention schedule GR1050-33, after which

statements shall be destroyed.

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.

5 Communications

a) Correspondence To/From Council

The City Secretary receives and processes the City Council's incoming mail. All mail to the mayor and council members is reviewed and placed in the mailboxes located in the Council Executive Conference Room. 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, in accordance with the TOMA.

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 be 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, council members along with board, commission, Committee, EDC, LGC, TIRZ or Task Force 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, board or City. In addition, unless authorized by state law, you should carefully check to ensure that no other council members or board or commission members have responded on the same discussion thread to avoid a possible violation of the TOMA.

In general, responses should be referred to and handled by the City's Public Information Officer ("PIO"). 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 released, 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 Secretary's Office

will request an opinion from the Attorney General's Office, within the deadlines provided by the Texas Public Information Act.

If an Attorney General's opinion is requested, and the opinion subsequently holds that the information is public, and the City official has not released it, Section 552.324(b), Gov't Code, requires that a suit by a governmental body be brought no later than the 30th calendar day after the governmental body receives the decision it seeks to challenge. The City shall not appeal an Attorney General ruling without first receiving consent of the City Council.

The City of Hutto has designated the City Manager as the PIO in regard to the Public Information Act. Therefore, all requests made under the Public Information Act shall be directed to the City Manager.

Requests by Councilmembers in their official capacity

An official of the City who, in an official capacity, requests information held by the City does not act as a member of the public in doing so. Thus, the exceptions requiring public disclosure under the Act do not control the right of access of an official of the City to information maintained by the City. Accordingly, information may be released to City officials requesting the information in their official capacity in compliance with the following policy:

- 1) Requests for information from a city official must be submitted to the City Secretary and the City Manager in writing.
- 2) The City Secretary shall promptly provide notice of the request to the remaining members of the Council.
- 3) As soon as possible, but no later than ten (10) business days from the receipt of the request, the City Secretary will respond to the request from the city official with either copies of the requested information, notice that the information is available for inspection, or notice that the request will be added to the next council agenda for consideration and direction.
- 4) Information provided in response to a request by a member of the Council will be made available to all members of the Council, unless they waive their right to receive the specific material.
- 5) Members of the Council will not be charged for information sought in their official capacity.
- 6) Information that is protected by confidentiality laws and/or common law privacy laws that has no relationship to the transaction of official business, such as individuals' dates of birth, social security numbers and personal financial information, will be redacted prior to release.
- 7) The City Secretary will mark all information provided in response to a request from a member of the Council as "Confidential – For Official Eyes Only."

For more information regarding the Public Information Act, please refer to the City of Hutto Public Information Policy – Ordinance No. 2020-022.

e) Communication with City Staff

The City Council or its members shall deal with City officers and City employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the City Council nor its members shall give orders to any such officer or employee, either publicly or privately, except as otherwise provided in this Charter.

1) Information requests

A) The Mayor and Council Members may request information from City staff, especially while following-up to Council's directives and concerns expressed by constituents, so long as such inquiries are not attempts to "deal with" or to "give orders" to City staff and, therefore, are consistent with the Charter.

1) These requests may relate to securing information or determining the status of work assigned in response to Council directives.

2) Such requests shall not be considered "management directives," but, simply, legitimate information requests allowed by the Charter.

3) City staff members shall inform the City Manager of any such contacts.

4) If the City Manager or City staff members have questions about the propriety of providing information requested, they shall direct their concerns to the Mayor and Council for their decision, rather than decline to provide it.

2) Communication with City Staff

A) The City Manager shall assist the Mayor and Council Members in developing and implementing methods for facilitating communication and interaction with City staff members, especially department directors.

1) This may include scheduling presentations by department directors and their staffs to the Mayor and Council.

2) Such presentations shall be duly posted and may be scheduled before regular Council business meetings.

3) Department presentations may be combined with staff reports, constituent requests, and queries about the status of projects and responses to Council directives.

B. The Mayor and Council Members may interact freely and communicate with City staff members at town hall meetings, budget hearings, workshops, and committee meetings.

C. City staff members shall make every effort to facilitate cooperative efforts with the Mayor and Council Members to meet the needs of constituents.

6 General Policies and Documents

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

City-issued Smart Phones

The City implemented electronic distribution of agendas, reports, budget documents, etc. In order to access and use such documents, a City-issued electronic smart phone will be provided for each Council member. City-issued electronic smartphones are for official City business only; personal use is prohibited.

The City does not pay for any accessories for any of the smart phones, 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 entire Council 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..

b) Political Activity

Council members have the right to endorse candidates for all Council seats or other elected offices. However, to mention endorsements during Council meetings or at other official city meetings may violate Texas election laws

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) Council Liaison Duties

The City Council may choose to designate a City Council member or Mayor as a liaison between the Council and a Board, Commission or Task Force. Appointments are made by vote of the Council.

Council Liaison duties and expectations for the board, commission or task force to which they are assigned:

- a. Liaisons should attend the meetings of the board, commission or task force whenever possible, but have no voting authority. Interactions should be limited to an advisory role.
- b. Liaisons are encouraged to become subject matter experts in the area to which they are assigned, becoming a resource to the other members of Council.
- c. The Liaison may also meet with the chair as well as the staff members assigned to support the board, commission or task force. These meetings should focus on helping to coordinate the work, get items on City Council agendas, or otherwise be their advocate to the rest of Council.
- d. Liaisons should take the opportunity at the beginning of each City Council meeting to report on activities of their assigned board, commission or task force that would be beneficial for the other members of Council to know about.