



**CITY OF HUTTO, TEXAS
REGULAR CITY COUNCIL MEETING
THURSDAY, SEPTEMBER 6, 2018 AT 7:00 PM
CITY HALL - CITY COUNCIL CHAMBERS
401 WEST FRONT STREET**

CITY COUNCIL

Doug Gaul, Mayor
Tom Hines, Place 2, Mayor Pro-tem
Scott Rose, Place 1
Nathan Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

AGENDA

1. **CALL SESSION TO ORDER**

2. **ROLL CALL**

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE**

5. **PROCLAMATIONS:**

5A. Proclamation declaring October 2, 2018, as 'National Night Out' in the City of Hutto in recognition of the community activities that will be held in the City.

6. **CITY COUNCIL COMMENTS**

6A. General Comments from City Council

7. **PUBLIC COMMENT**

Any citizen wishing to speak during public comment regarding an item on or off the agenda may do so after completing the required registration card. In accordance with the Texas Attorney General's Opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the City Council. No formal action, discussion, deliberation, or comment will be made by the City Council. Each person providing public comment will be limited to 3 minutes.

7A. Remarks from visitors. *(Three-minute time limit)*

8. **CONSENT AGENDA ITEMS:**

All items listed on the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Council member in which event, the item will be removed from the consent agenda and considered as a regular agenda item.

- 8A. Consideration and possible action approving the minutes of the August 9, 2018 Special Called City Council Meeting, August 16, 2018 Regular City Council Meeting, August 23, 2018 Special Called City Council Meeting, and Amended Minutes for the May 17, 2018 Regular City Council Meeting. (Lisa Brown)
- 8B. Consideration and possible action on a resolution approving the proposed City of Hutto and Williamson County Interlocal Agreement on Subdivision Platting in the Extraterritorial Jurisdiction. (Ashley Lumpkin)
- 8C. Consideration and possible action on the second and final reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC) Chapter 2 Section 10.202: Definitions, Chapter 3 Sections 10.304.9: Temporary Uses and 10.310: Temporary Uses, and Chapter 4 Section 10.403.5: Setback encroachments and exceptions. (Ashby Grundman)
- 8D. Consideration and possible action on a resolution authorizing the City Manager to enter into a purchase agreement for a pavement striper. (Anthony Host)
- 8E. Consideration and possible action on a resolution authorizing the City Manager to delay the project and terminate contracts for the design and construction of the Limmer Loop Sidewalk as part of the Transportation Alternatives Program. (Matt Rector)

REGULAR AGENDA ITEMS

9. ORDINANCES:

- 9A. Consideration and possible action on the first reading of an ordinance approving a Specific Use Permit for 6081 FM 1660 North, to allow a car wash in the B-2 (General Commercial) zoning district. (Ashley Lumpkin)
- 9B. Consideration and possible action on the first reading of an ordinance concerning the first amendment to the Fiscal Year 2018 Budget of the Hutto Economic Development Corporation - Type A. (James Bryson)
- 9C. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the first amendment to the Fiscal Year 2018 Budget of the Hutto Economic Development Corporation - Type B. (James Bryson)
- 9D. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation - Type A Fiscal Year 2018-19 Budget. (James Bryson)

- 9E. Consideration of a public hearing and possible action on the first reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation - Type B Fiscal Year 2018-19 Budget. (James Bryson and Daniel Thornton)
- 9F. Consideration of and possible action on the second reading of an ordinance of the City of Hutto, Texas amending the fiscal year 2017-2018 budget to beginning fund balances to audited amounts, organizational restructure, merit distributions and other miscellaneous adjustments. (James Bryson)
- 9G. Consideration of a public hearing and possible action on the first reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2018. (James Bryson)
- 9H. Consideration of a public hearing and possible action on the first reading of an ordinance ratifying an Ad Valorem tax increase for the 2018-19 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2018. (James Bryson)
- 9I. Consideration of a public hearing regarding the proposed Fiscal Year 2018-19 Budget and possible action on the first reading of an ordinance making appropriations for the support of the City of Hutto for Fiscal Year October 1, 2018 through September 30, 2019, and adopting the annual budget of the City of Hutto for the Fiscal Year 2018-19. (James Bryson)
- 9J. Consideration of a public hearing and possible action regarding an ordinance of the City Council of the City of Hutto, Texas accepting and approving a service and assessment plan and assessment roll for Hutto Co-Op Public Improvement District; making a finding of special benefit to the property in the master improvement area of the district; levying special assessments against property within the district and establishing a lien on such property; providing for the method of assessment and the payment of the special assessments in accordance with Chapter 372, Texas Local Government Code, as amended, providing penalties and interest on delinquent assessments, providing for severability, and providing an effective date. (City Attorney)

- 9K. Consideration of a public hearing and possible action regarding an ordinance relating to development of the Co-Op District in the City of Hutto, Texas including dedicating a portion of ad valorem taxes collected on property located within Reinvestment Zone No. 1, City of Hutto, Texas; approving a loan agreement in connection with financing of projects within the Reinvestment Zone No. 1; authorizing the city manager to enter into a Public Improvement District administrative services agreement for Reinvestment Zone No. 1; approving the City of Hutto Economic Development Corporation Type B dedication of a portion of sales tax collected by the corporation to the Reinvestment Zone no. 1; approving a financing plan for the tax increment Reinvestment Zone No. 1 for the Co-Op District; and authorizing the city manager to enter into certain agreements relating to the Reinvestment Zone No. 1 and to approve amendments to those agreements.(City Attorney)

10. **RESOLUTIONS:**

- 10A. Consideration and possible action on a resolution approving the proposed Hutto Annexation Policy and Program Plan 2018-2020. (Ashley Lumpkin)
- 10B. Consideration and possible action regarding authorization of the formation of a special purpose corporation to assist the City with development and financing of improvements to benefit citizens of the City and approval of the bylaws related to the corporation. (City Attorney)

11. **OTHER BUSINESS:**

- 11A. Discussion on and consideration of a Boards, Commissions and Committee Handbook. (Lisa Brown)
- 11B. Consideration and possible action regarding appointments of new members to the Boards and Commissions. (Lisa Brown)

12. **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].

- 12A. Executive Session, as authorized by Texas Government Code Section 551.071, consultation with attorney on the proposed mediation settlement agreement regarding the CCN.
- 12B. Executive Session, as authorized by Texas Government Code, Section 551.087, Deliberations regarding Economic Development pertaining to Project Music Play.

12C. Executive Session, as authorized by Texas Government Code Section 551.087, deliberations regarding Economic Development, as it relates to Project Butterfly.

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

13A. Consideration and possible action on the proposed mediation settlement agreement on the CCN.

13B. Consideration and possible action relating to Project Butterfly.

14. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the September 6, 2018 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on August 31, 2018 at _____.

Original Agenda Signed

Lisa L. Brown, City Secretary

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



OFFICIAL PROCLAMATION

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on October 2, 2018 entitled “National Night Out”; and

WHEREAS, the “35th Annual National Night Out” provides a unique opportunity for the City of Hutto to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, the citizens of Hutto play a vital role in assisting the Hutto Police Department through joint crime, drug and violence prevention efforts in the City of Hutto and is supporting “National Night Out 2018” locally; and

WHEREAS, it is essential that all citizens of Hutto be aware of the importance of crime prevention programs and the impact their participation can have on reducing crime, drugs, and violence in Hutto; and

WHEREAS, police-community partnerships, neighborhood safety, awareness, and cooperation are important themes of the “National Night Out” program;

NOW THEREFORE, I, DOUG GAUL, Mayor of the City of Hutto do hereby call upon all citizens of Hutto to join the Hutto Police Department and the National Association of Town Watch in supporting the “35th Annual National Night Out” on October 2nd, 2018;

FURTHER, LET IT BE RESOLVED THAT, I, MAYOR DOUG GAUL, do hereby proclaim Tuesday, October 2nd, 2018 as “National Night Out” in Hutto.

PROCLAIMED this 6th day of September, 2018

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor



**CITY COUNCIL
SPECIAL CALLED MEETING MINUTES
AUGUST 9, 2018**

The Hutto City Council met in a special called session on Thursday, August 9, 2018, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council present were Mayor Doug Gaul, Councilmember Scott Rose, Councilmember Nathan Killough, Councilmember Tim Jordan, Councilmember Patti Turner and Councilmember Terri Grimm.

Members of staff that were present were Odis Jones, City Manager; Byron Frankland, Chief of Police; Matt Rector, Executive Director of Public Works and Engineering; Eliska Padilla, Executive Director of Communications; Scott Stromsness, Executive Director of Community Services; and Lynn Trumbul, Senior Assistant City Secretary.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Todd Corporon – 5350 CR 124, Georgetown, TX 78626 – He stated that he is the Vice President of the baseball/softball leagues. He noted the lack of space and fields to hold baseball and softball games within the City of Hutto. He further stated that he was approached to host tournaments, but had to decline due to the lack of space and current conditions of the fields.

Stacey Henderson – 2000 CR 129, Taylor, TX 76574 – Stated that she has four sons currently enrolled in baseball programs within Hutto. She expressed the need for more ball fields to host tournaments and bring revenue into the City of Hutto. They have had to put a cap on baseball registration due to lack of fields, which means certain kids are being sent away.

Brandy Makovy – 110 Gainer Drive, Hutto TX 7863 – She has two sons in the baseball association since 2009. Stated that Hutto does not have fields capable of hosting tournaments. She emphasized the need for more fields so that the association does not have to run kids away or force them to travel for tournaments.

Daniel Thornton – 111 Hyltin Street, Hutto TX 7863 – He stressed the need for better facilities for ball practices and tournaments. He noted that many of the children playing in tournaments in neighboring cities like Round Rock and Georgetown, are actually Hutto residents.

5A. Discussion and possible action on the Proposed Bond Election and the process for public input.

Mayor Gaul began the discussion by stating that he called the meeting to give Council the opportunity to request any additional information or clarification with regard to the upcoming bond election.

Scott Rose stated that he needs time. He noted that he needs several weeks to digest all of the information. He would like to hear from more residents as he uneducated in sports and fields.

Terri Grimm stated that we have not had a second reading on this agenda item. She noted that the discussion should take place at the following meeting with all members of Council present.

Nate Killough added that the discussion needed to be held during a regular meeting so that more members of the public would be available to attend and hear the discussion and the public comments. He expressed frustration that the Mayor insisted on calling this special meeting. He also noted that there needs to be better communication in the future.

Mayor Gaul asked the Council if \$50 million would be enough for the improvements to the fields. He asked the Council if we need to increase the amount of the bond to \$75 million.

Terri Grimm noted that she and Tim Jordan had a previous discussion regarding the necessity for improvements to the fields and the revenue that could be generated.

Nate Killough agreed with Terri Grimm's comment, and noted that he believed one Saturday could generate at least \$10,000.00 in entry fees.

Terri Grimm stated that the City does not need to put an additional \$25 million on the taxpayers right now. She also noted that \$50 million may also be too much to put on the taxpayers right now, but that she is not familiar with the planning for the fields.

Tim Jordan stated that proposition needs an accurate figure with regard to cost.

Scott Rose noted that the City did not need a "Taj Mahal," but rather needs a more basic ballfield to start.

Terri Grimm insisted on transparency with the voters, and would like to show the voters that the Council will do the right thing with the bond.

Patti Turner asked if the funds needed to be divided, with half going to a new recreational center for the City.

Nate Killough asked how the bond would also would pay for a recreational center.

Terri Grimm spoke to project expansion.

City Manager, Odis Jones, stated the City cold use a private partner to provide additional funds.

Terri Grimm shared her personal experience with the Council. She stated that she removed her daughter from the Hutto Youth Baseball/Softball Association team this year and moved her to a team in Round Rock due to the current conditions of the Hutto fields. Therefore, her family's money went to the City of Round Rock, instead of the City of Hutto.

Scott Rose noted that he needs additional information and additional support so that this can be a team effort.

Terri Grimm mentioned bringing in the other Boards and Commissions to get their input.

Mayor Gaul asked for additional information and to have the lawyers involved in this process.

Terri Grimm added that she wants additional information from the City Manager and needs to better understand the process for approval of the bond.

Nate Killough asked the Mayor what questions he currently has.

The Mayor again expressed his concern that \$50 million may not be enough for the bond, and stated the bond needed to be worded correctly.

Nate Killough spoke to the extra money that could be generated by revenue from the ball events and tournaments, and the payoff in dividends.

Scott Rose asked about what effects the bond would have on the community, and the need to research the demographics of the community, and what the residents can afford.

The City Manager noted that the bond would cost the average taxpayer approximately \$140.00 per year.

ADJOURNMENT

There being no further business to be heard, the meeting was adjourned at 7:38 p.m.

CITY OF HUTTO

Doug Gaul, Mayor

APPROVED:

Lynn Trumbul, Senior Assistant City Secretary



**AMENDED CITY COUNCIL REGULAR
MEETING MINUTES
MAY 17, 2018**

The Hutto City Council met in a regular session on Thursday, May 17, 2018, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council present were Mayor Doug Gaul, Mayor Pro-tem Tom Hines, Councilmember Scott Rose, Councilmember Nathan Killough, Councilmember Tim Jordan, Councilmember Patti Turner and Councilmember Terri Grimm.

Members of staff that were present were Odis Jones, City Manager; Mike Shaunessy, City Attorney; Helen Ramirez, Assistant City Manager; Byron Frankland, Chief of Police; Paul Hall, Assistant Chief of Police; Ashley Lumpkin, Executive Director of Development Services; Robert Sims, City Engineer; Jessica Bullock, Director of Economic Development; Anthony Emadi, CFO; Larry Foos, Director of Parks and Recreation; Anthony Host, Director of Construction; Lynn Trumbul, Assistant City Secretary, and Lisa Brown, City Secretary.

PLEDGE OF ALLEGIANCE

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

OTHER BUSINESS

5A. Consideration and possible action on the appointment of the Mayor Pro-tem position.

Motion: Councilmember Nathan Killough made a motion to re-appoint Tom Hines to the position of Mayor Pro-tem. Councilmember Terri Grimm seconded the motion.

Vote: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom
Councilmember Scott Rose
Councilmember Nathan Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Nays: None

Action: The motion passed with 7 ayes and 0 nays.

CONSENT AGENDA

6A. Consideration and possible action concerning the amended minutes for April 5, 2018 City Council Regular Meeting, April 30, 2018 City Council and Hutto ISD Board of Trustees Joint Meeting, May 3, 2018 City Council Regular Meeting; and May 3, 2018 City Council and Hutto Economic development Board Type B Special Called Joint Meeting.

6B. Consideration and possible action on a resolution approving the Texas Local Gov't Code Chapter 380 Agreement for Project Oscar.

6C. Consideration and possible action on a resolution authorizing the City Manager to enter into and Advanced Funding Agreement (AFA) with Texas Department of Transportation for the purposes of reconstruction of U.S. 79 as required for the Co-Op District.

Motion: Councilmember Tom Hines made a motion to approve Items 6A through 6C. Councilmember Nathan Killough seconded the motion.

Vote: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays.

CITY MANAGER COMMENTS

7A. Presentation regarding Project Oscar and the Co-Op District.

Judge William Gravell, Chairman of the Economic Development Corporation, introduced Matt Silvers addressed the City Council and citizens of Hutto to introduce the newest tenant of the Co-Op. Flix Brewhouse is a Williamson County based company that will be opening a location in the Co-Op District. The project will be approximately 39,000 square feet and will employ 150-200, with a guarantee to employ high school students from Hutto. It is expected and average of 6000-7000 patrons will visit daily.

Councilmember Nathan Killough stated adding Flix Brewhouse was a good step to help complete the circle to make Hutto supportive of itself.

Councilmember Terri Grimm stated that it was hard to stay quiet about the project.

City Manager Odis Jones stated the City Council put a lot of time and effort on this project.

Mayor Doug Gaul stated he was excited to have Flix Brewhouse in Hutto.

7B. Update on the YMCA foundation and activity.

Bryon Borchers presented an update of the activities of the YMCA. He reminded the City Council that the City entered into an MOU with the YMCA in 2007. By entering a partnership with the YMCA the cost to the City to build and maintain the facility is \$6.75M over 30 years as opposed to the \$41M it would have cost the City to build a gym. The citizens of Hutto love the YMCA; however, they are at capacity and need to come up with alternatives. Mr. Borchers assured the Council that the YMCA wants to continue the partnership with the City but the need to expand the facility.

Mr. Hines asked what the YMCA Board is looking for from the City from a partnership aspect. Mr. Borchers responded that if the City were to build a recreation center the YMCA would be amenable to running it.

7C. Presentation of April Financial Statements and April Investment Report.

Anthony Emadi reviewed the monthly financials with the Council. He indicated that the Fund balances are healthy and the budget is on track. Mr. Emadi advised the Council that the collection of sales tax is \$300K over projection - which is 15-16% over the estimate.

Motion: Councilman Nathan Killough made a motion to move Item 12A to be heard at that time. Councilmember Tim Jordan seconded the motion.

Vote: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays.

12A. Consideration and possible action concerning a resolution changing the name of the Old Hutto Football Stadium to Tevan Lee Nguyen, Sr. Stadium.

Larry Foos, Director of Parks and Recreation, presented a resolution to change the name of the Old Hutto Football Stadium to honor a citizen of Hutto who graduated from Hutto High School in

2007 where he played football. Cpl. Nguyen died in service to his country in Afghanistan. The renaming of the stadium to Tevan Lee Nguyen, Sr. Stadium honors his memory and sacrifice.

Motion: Councilmember Terri Grimm made a motion approve the resolution to rename the Old Hutto Football Stadium to the Tevan Lee Nguyen, Sr. Stadium. Councilmember Nathan Killough seconded the motion.

Vote: Ayes: Mayor Doug Gaul
 Mayor Pro-tem Tom Hines
 Councilmember Scott Rose
 Council Member Nate Killough
 Councilmember Tim Jordan
 Councilmember Patti Turner
 Councilmember Terri Grimm

Action: The motion passed 7 ayes, and 0 nays.

CITY COUNCIL COMMENTS

There were no comments from the Council.

PUBLIC COMMENTS

Steven R. Harris of 1106 Canoe Cove – Mr. Harris remarked that he is in favor of the proposed budget change. Mr. Harris stated that he is aware of the many hours Councilmembers spend away from their jobs and families. He believes the proposed compensation is reasonable.

Tom Brown of 108 Kerley Drive – Mr. Brown says he supports the proposed council compensation. He states 3.04 of the City Charter provides for it. Stated that the City Manager and Council have done more for Hutto in the last year and half than any of those before them. States the citizens voted on the measure four times in the past and passed on it four times.

Barbara Flanagan of 6002 Lone Star Court – Mrs. Flanagan states she is opposed to the proposed compensation. She believes that amount should be more modest and should be implemented in increments over time.

Bryan Lowe of 1409 Pearsall Lane – Stated he just wanted to thank the City Council for all the hard work they do for the City. He is excited about Flix Brewhouse coming to Hutto.

Michael Lambert of 1306 Creek Bend Cove – States that he has lived in Hutto for 18 years and when they recently purchased their dream home it was outside the flood plane, but is about to be moved into the flood plane. He wants to thank Councilmember Jordan for coming to his home to discuss the flooding issues. Wants to know what the City's plans are for the future with regard to flooding in the area. City Manager Odis Jones asked the City Engineer, Robert Sims, to meet with Mr. Lambert.

Lisa Rucker – withdrew her request to speak.

Mark Taylor of 1309 Creek Bend Cove – He wanted to thank Councilmember Jordan for coming out to talk with him regarding the flooding issue. States he is also in favor of the council compensation.

Raymond Fagan of 101 Lone Star – Wanted to thank the City Council for making the changes the citizens voted for. Says it's hard to work for free,

PUBLIC HEARINGS

- 10A. Open and conduct a public hearing regarding the proposed annexation of the Pollard Tracts, 65.925 acres, more or less, of land, out of the William Gatlin Survey. Abstract No. 271, located on CR 137.

Ashley Lumpkin, Executive Director of Development Services presented the item to the Council for consideration. This is step three of five in the voluntary annexation process.

Mayor Gaul opened the public hearing at 8:09 p.m. There being no public comments the hearing was closed at 8:10 p.m.

- 10B. Open and conduct a public hearing on the proposed zoning change for the property known as RSI PUD, 315.28 acres, more or less, of land, located between CR 119 (west boundary) and FM 1660 North (east boundary) and the Hutto-parke Subdivision (south boundary), from SF-1 single family residential) to Planned Unit Development (PUD) zoning district.

Ashley Lumpkin stated that although this item was noticed to be heard during this meeting she has requested a pause in the process in order to allow further negotiations with the developer.

City Manager Odis Jones advised the Council that the road that connects RM 1660 to Ed Schmidt will cost \$20M to complete; however, RSI is willing to pay for the improvements. There are statutory requirements needed for the PID that the developer has agreed to, but everything will not be ready until the June 7th meeting.

Mayor Doug Gaul opened the hearing at 8:13 p.m. There being no public comment the hearing was closed at 8:13 p.m.

ORDINANCES

- 11A. Consideration and possible action considering a first reading of an ordinance approving a Fiscal Year 2017-2018 Budget Amendment concerning changes in city Council Compensation and Fund Accounts.

Odis Jones, city Manager, addressed the public in attendance. Mr. Jones stated that contrary to rumor the City Council has never pressured him to bring this issue forward and he has had not discussion, prior to tonight, with any council member until the item was placed on the agenda for

this evening. States he was advised by the city attorney that the position of City Councilmember is not a voluntary position. It is the duty of the City Manager to recommend pay for the City Council and to include it in the budget. He cannot speak for previous city managers but the voters approved the measure by an overwhelming majority of 70 % when they voted on the Charter. He stated that the City Council spends anywhere from 100-120 hours a month on City business. In 2004 when the Charter was implemented Hutto had a population of 1200, today it is almost 30,000. Mr. Jones stated he asked his staff to define what is the skill set the citizens want for this position – its and administrative skill set, how much time, and amount of hours and they came up with a range of \$12-17 per hour. Part-time City employees in the Parks Dept. make \$13 an hour and part-time accounts payable clerks make less than that. Mr. Jones says the City Council and the City Manager did not make the determination that they be paid, it arose out of another issue. Whether anyone thinks this is a volunteer position our charter says differently. It is not the Council's position that they be paid.

Mike Shaunessy, City Attorney, stated that the word “shall” means it is mandatory, not discretionary, it is a legal obligation. Failure to include the compensation of the Council in the budget is a violation of the law. The Texas Supreme Court states that compensation must be reasonable for the position.

Anthony Emadi presented the amended budget – there are three parts: first is to true up the bond proceeds to the actual amount in the utility fund, second is to set up the PID accounts which the City will eventually receive a management fee for, third is the is the compensation for the Council. Once the expenditure is add in it increase from 20% of the budget to 21%, and represents .7% of the total budget for the General Fund. It is only .2% of the entire City Budget not related to Bond Funds. Using a basis of 90-100 hours \$1,200 breaks down to \$12-13.33 an hour for the Council, and \$1,500 breaks down to \$15-16.66 for the Mayor. The Mayor called for comments from the Council.

Councilmember Grimm stated that at this time last year before she was elected she thought councilmembers should not be paid, but she has since changed her mind. If you want to attract quality people you need to provide some compensation. She believes that no amount of money can take away the power of the citizens and their vote. This is the citizens' council. Open Record Requests – last year alone approximately \$300K was spent responding to open record requests. This is the taxpayers' money that is being spent to respond to those requests. Mrs. Grimm enumerated the various meeting she has had this week already and that does not include the amount of time she has spent preparing for the meeting. She encourages everyone to read every page in the council package and clock the time. She then asks that they clock the time spend doing research on those subjects. She chastised those people on social media for complaining about this issue and others when all they have to do is reach out to any council member to voice their concerns. She believes the Council should be paid, but she proposes an alternate amount of \$750 for Council and \$900 for the Mayor. She also agrees that a committee of 7 citizens should be formed to re-visit this issue again in a year. If the Council passes the ordinance as it is she hopes that the Councilmembers become more involved in the Boards and Commission.

Councilmember Nathan Killough states that not one of the council signed up to receive a salary as a member of the City Council. He says that twice yesterday he was cussed out over this issue,

and again this morning while filling his truck up with diesel. He pointed out that one of the individuals responsible for riling up the social media crowd has themselves been responsible for the expenditure of \$6K in taxpayers' money in responding to open record request. That same individual has a relative that has filed a lawsuit against the City. With respect to the amount of work the Council does, Mr. Killlough stated for those who feel \$1200 or \$1500 is too much then he encourages you to have him come pick you up on any Wednesday and Thursday so you can see what goes into preparing for a Council meeting.

Motion: Councilmember Tom Hines made a motion to accept the ordinance as presented. Councilmember Tim Jordan seconded the motion.

Mike Shaunessy reminded the Council that Councilwoman Grimm made a motion to amend the ordinance.

Motion: Councilmember Terri Grimm made a motion to amend the ordinance to pay the Council \$700 and the Mayor \$900 per month. Councilmember Patti Turner seconded the motion.

Vote:

Ayes:	Councilmember Terri Grimm Councilmember Patti Turner
Nays:	Mayor Doug Gaul Mayor Pro-tem Hines Councilmember Scott Rose Councilmember Nathan Killough Councilmember Tim Jordan

Action: The amended motion failed with 2 ayes and 5 nays.

Motion: Councilmember Tom Hines made a motion to accept the ordinance as presented. Councilmember Tim Jordan seconded the motion.

Vote:

Ayes:	Mayor Doug Gaul Mayor Pro-tem Tom Hines Councilmember Scott Rose Councilmember Tim Jordan
Nays:	Council Member Nate Killough Councilmember Patti Turner Councilmember Terri Grimm

Action: The motion passed 4 ayes, and 3 nay.

- 11B. Consideration of a public hearing and possible action on the adoption of an ordinance approving the Land Use Assumption and 10 Year Impact Fee Capital Improvement Plan and setting a public hearing for impact fees for June 21, 2018.

*Helen Ramirez, Assistant City ~~Attorney~~ **Manager**, advised the Council that the hearing has been changed from June 21, 2018 to July 5, 2018. This is a part of the Mobility Plan that will help improve the traffic circulation, pedestrian traffic and bicycle traffic.*

Odis Jones also advised the Council that this shifts the burden of the cost of development and infrastructure to the developer and away from the citizens. The development community prefers this process. This will ensure that future developments set aside funds for the improvement of the roads in and around the new areas.

Carl Springer discusses the development of a plan how the City will grow over the next 20 years and what roads and infrastructure will be needed. The assumptions will be reviewed again in five years.

The 10-year Impact Fee CIP

<i>Location</i>	<i>Number of Projects</i>	<i>Total Project Cost in Service Areas</i>
<i>North of US 79</i>	<i>35</i>	<i>\$60.1 million</i>
<i>South of US 79</i>	<i>30</i>	<i>\$65.3 million</i>
<i>All Service Areas</i>	<i>65</i>	<i>\$125.4 million</i>

Matt Garrett outlined the steps that will need to be followed to adopt the impact fees.

Mayor Gaul asked if new roads can be added later. -Mr. Jones advised him the issue would need to go back to the Planning and Zoning commission for a recommendation.

Mayor Gaul opened a public hearing at 9:04 p.m. There being no public comments the hearing was closed at 9:04 p.m.

Motion: Councilmember Tim Jordan made a motion to approve the adoption of an ordinance to approve the Land Use Assumption and 10 Year Impact Fee Capital Improvement Plan and set a public hearing for July 5, 2018. Councilmember Tom Hines seconded the motion.

Vote: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Nays: None

Action: The motion passed 7 ayes, and 0 nays.

11C. Consideration and possible action on the second reading of an ordinance approving the right-of-way vacation of Short Street, a 50-Foot Right-of-Way, approximately (0.4099 acre) 17,796 square feet in area, located adjacent to the Co-Op District development site on US 79 West.

Helen Ramirez presented the ordinance for the second reading. Feedback from TxDot is that Short Street must be closed.

Bob Wunch, developer of the Co-Op stated that Wag-a-Bag has agreed to an alternate entrance.

Motion: Councilmember Tim Jordan made a motion approve the ordinance to vacate Short Street. Councilmember Terri Grimm seconded the motion.

Vote: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Nays: None

Action: The motion passed 7 ayes, and 0 nays.

12B. Consideration and possible action authorizing the City Manager to negotiate and execute a Development Agreement with MK Developments.

Mitchell Kalogridis of MK Developments made a presentation to the Council of the proposed Master Plan for the 57 acres project adjacent to the Co-Op District named "The Landing." The project will include multi-family living, senior living, single family homes retail, park space and a bio filtration water feature.

Odis Jones, stated he has reviewed some of the information with the Council. This project would be a PID where the City stays in a non-recourse position where a third party issues the debt and the City issues an assessment.

Councilmember Killough remarked that this is one of his favorite projects, it is very unique.

Motion: Councilmember Nathan Killough made a motion to authorize the City Manager to negotiate and execute a Development Agreement with MK Developments. Councilmember Tim Jordan seconded the motion.

Vote: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Nays: None

Action: The motion passed 7 ayes, and 0 nays

EXECUTIVE SESSION

13A. Executive Session, as authorized by Texas Government Code, Section 551.071, consultation with an attorney regarding Economic Development Corporation Bylaws, Chamber of Commerce, D.R. Horton, and board member activity.

The Council recessed at 9:54 p.m. to an Executive Session. The meeting was reconvened at 11:10 p.m.

ACTION RELATIVE TO EXECUTIVE SESSION

14A. Consideration and possible action regarding Economic Development Corporation Bylaws, Chamber of Commerce, D.R. Horton, and board member activity.

Motion: Councilmember Tom Hines made a motion to appoint Councilmember Terri Grimm to the Boards and Commission former Councilmember Lucio Valdez was previously appointed to. Councilmember Scott Rose seconded the motion.

Vote: Ayes: Mayor Doug Gaul
Mayor Pro-tem Tom Hines
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm

Nays: None

Action: The motion passed 7 ayes, and 0 nays.

Motion: Councilmember Nathan Killough made a motion to authorize the City Manager to negotiate and execute a development agreement with D.R. Horton regarding the Lakeside Lift Station and Gibney tract development.

Vote: **Ayes:** Mayor Doug Gaul
 Mayor Pro-tem Tom Hines
 Councilmember Scott Rose
 Council Member Nate Killough
 Councilmember Tim Jordan
 Councilmember Patti Turner
 Councilmember Terri Grimm

Nays: None

Action: The motion passed 7 ayes, and 0 nays.

ADJOURNMENT

There being no further business the meeting was adjourned at 11:12 p.m.

CITY OF HUTTO

Doug Gaul, Mayor

APPROVED:

Lisa L. Brown, City Secretary



**CITY COUNCIL SPECIAL CALLED
MEETING MINUTES
AUGUST 23, 2018**

The Hutto City Council met in a regular session on Thursday, August 23, 2018, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council present were Mayor Doug Gaul, Councilmember Scott Rose, Mayor Pro-tem Tom Hines, Councilmember Patti Turner and Councilmember Terri Grimm, Councilmember Nathan Killough and Councilmember Tim Jordan were absent.

Members of staff that were present were Odis Jones, City Manager; Byron Frankland, Chief of Police; Eliska Padilla, Executive Director of Communications; James Bryson, Director of Finance; Ashley Lumpkin, Executive Director Business Development, Jessica Bullock, Director of Economic Development; Scot Stromsness, Executive Director of Community Services and Lisa Brown, City Secretary.

PUBLIC COMMENT

There were no public comments.

PUBLIC HEARINGS

- 4A. Open and conduct a public hearing to hear testimony regarding the proposed ad valorem tax rate.

The Mayor opened the public hearing at 7:00 p.m., there being no public comment, the public hearing was closed at 7:00 p.m.

- 4B. Open and conduct a first public hearing to hear testimony regarding the proposed Fiscal Year 2018-19 Budget.

A public hearing was opened at 7:01 pm, there being no public comment, the hearing was closed at 7:01pm.

ADJOURNMENT

There being no further business to be heard, the meeting was adjourned at 7:01 p.m.

CITY OF HUTTO

Doug Gaul, Mayor

APPROVED:

Lisa L. Brown, City Secretary



**CITY COUNCIL
MEETING MINUTES
AUGUST 16, 2018**

The Hutto City Council met in a regular session on Thursday, August 16, 2018, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

Members of the City Council present were Mayor Doug Gaul, Councilmember Scott Rose, Councilmember Nathan Killough, Councilmember Tim Jordan, Councilmember Patti Turner and Councilmember Terri Grimm, Mayor Pro-tem Tom Hines was absent.

Members of staff that were present were Odis Jones, City Manager; Bill Bingham, City Attorney; Morgan Johnson, City Attorney; Byron Frankland, Chief of Police; Matt Rector, Executive Director of Public Works and Engineering; Eliska Padilla, Executive Director of Communications; Edena Atmore, Chief Financial Officer; James Bryson, Director of Finance; Ashley Lumpkin, Executive Director Business Development, Ashby Grundman, Director of City Planning; Jessica Bullock, Director of Economic Development; Reena O'Brien, Director of Communications; Scot Stromsness, Executive Director of Community Services and Lisa Brown, City Secretary.

INVOCATION

The invocation was given by Pastor Don Dye, Round Rock Police Chaplin and Pastor at The Fellowship Church.

PLEDGE OF ALLEGIANCE

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

CITY COUNCIL COMMENTS

Councilmember Nathan Killough presented certificates of appreciation to Hayden Logiudice and Brantley O'Connor for their selfless service to the community when they helped citizens push their cars out of the mud during KOKEFEST on August 11, 2018.

PUBLIC COMMENT

Leslie DeHart - 109 Tonkawa Ridge – President of Youth Soccer; over the last 13 years their group has grown from 100 to 1000 kids and they are out of room. They are the only organization that does not use any public fields. In favor of the bond package.

Jimmy Slingsby - 902 Mitchell Drive – Current President of Hutto Youth Baseball Association; supports the bond to build a complex.

Randy Lee - 105 E Dorcet Cove – Coaches baseball and softball; Hutto loses elite players to Taylor and Round Rock because we do not have the fields.

Natalie Walters -412 Bubbling Brook – her husband has lived here since 1997 and they have children that participate in sports. The concession stand is falling apart and is an embarrassment.

Brandy MaKovy – 110 Garnet Dr. - Because the fields are insufficient Hutto is losing revenue to other cities and kids that go play in other cities.

Natalie Walters – 412 Bubbling Brook – Remarked on the deterioration of the current facility and the need for new fields, restrooms and a concession stand.

Todd Corporon - 5350 CR 124, Georgetown – Losing our kids to who leave to play in other cities. Hutto is limited to the number of teams they can have because we do not have the field space. Hutto has had several teams that have participated in the World Series. When asked if we could host a regional tournament he had to decline because we do not have adequate fields.

Jamie Copeland - 204 Dana Drive – all the surrounding cities have facilities and quadruple the field space that Hutto does.

Stacy Henderson - 2000 CR 129 –Mother of 4 boys and she hopes that they will be able to play on fields in Hutto. Does not want to have to take her children to play in another city.

Daniel Thornton 111 Hyltin – has 4 children that have gone through sports here and he is here tonight because the sports complex is right for the city.

Kevin Weiss - 322 Swenson Drive – this community is on the same path as Pflugerville was a few years ago. More and more people are moving to Hutto and we need to look to the future.

CITY MANAGER COMMENTS

7A. Presentation announcing the company for Project Manufacture.

Brad Chew and Blain Ogea announced the relocation of Paradigm Metals, Inc. from Pflugerville to Hutto. The company will be moving into a 100,000 sq. ft. facility at Innovation Business Park in June 2019. Paradigm has seen their revenue increase on average 30% every year for the past 10 years. The company will be working in conjunction with Texas State Technical College to employee students from their various programs.

Councilmember Scott Rose remarked that it is amazing we are building a live, work and play community. He is impressed with the quality of work Paradigm produces. He is happy to welcome them to Hutto.

Councilmember Terri Grimm wanted to know what type of noise pollution their site will produce. Brad Chew stated that there would be none other than what you might hear from the HVAC units on top of the building. Additionally, the Paradigm building will be on the side furthest away from the residential community.

Odis Jones, City Manager stated that Titan Development has done an amazing job promoting and marketing the business park.

7B. Presentation of the City Financials for the Month of July as well as investment reports as required by the fiscal and budgetary policy.

James Bryson, Director of Finance reviewed the monthly financials including revenue, investments and debt.

CONSENT AGENDA

- 8A. Consideration and possible action approving the minutes of the August 2, 2018 Regular City Council Meeting.
- 8B. Consideration and possible action on a resolution authorizing the City Manager to execute a contract with Alterman, Inc. for the construction of two emergency generators at the Shiloh Well Field.
- 8C. Consideration and possible action on a resolution authorizing the City Manager to enter into a non-exclusive, annually renewable contract for the purchase of water meters.
- 8D. Consideration and possible action on a resolution approving the proposed Hutto Square Commercial Block U Lots 1-3 Preliminary Plat, 2.849 acres, more or less, of land, one commercial lot, located on Exchange Boulevard.
- 8E. Consideration and possible action on a resolution approving the proposed North Town Commons Lots 6-13 Block A Revised Preliminary Plat, 9.78 acres, more or less, of land, four commercial lots, located on Limmer Loop east of FM 1660 North.
- 8F. Consideration and possible action on a resolution approving the proposed North Town Commons Lots 6-13 Block A Final Plat, 8.74 acres, more or less, of land, 3 commercial lots, located on Limmer Loop east of FM 1660 North.
- 8G. Consideration and possible action on a resolution approving the proposed Star Ranch Section 7 Revision #2 Preliminary Plat, 131.2593 acres, more or less, of land, located within Hutto's extraterritorial jurisdiction west of SH-130 and Gattis School Road.

- 8H. Consideration and possible action on a resolution approving the proposed Star Ranch Section Commercial Block A Lot 2 Final Plat, 4.750 acres, more or less, of land, one residential lot, located within Hutto's extraterritorial jurisdiction on Muirfield Bend Drive.

Motion: Councilmember Grimm made a motion to approve Items 8A – 8H from the Consent Agenda. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
 Councilmember Scott Rose
 Council Member Nate Killough
 Councilmember Tim Jordan
 Councilmember Patti Turner
 Councilmember Terri Grimm
 Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

REGULAR AGENDA ITEMS

RESOLUTIONS

- 9A. Consideration and possible action on a resolution approving the City Manager's expenditure of funds for pumps and related equipment for the City of Hutto water system without competitive bidding due to the urgent need to maintain the water system to supply water to the citizens of Hutto.

Mr. Jones remarked that emergency repairs had to be made to the system. The repairs will take between 2 to 3 weeks to complete.

Motion: Councilmember Killough made a motion to approve the expenditure of funds for pumps and related equipment for the City of Hutto water system without competitive bidding due to the urgent need to maintain the water system to supply water to the citizens of Hutto. Councilmember Turner seconded the motion.

Vote: Ayes Mayor Doug Gaul
 Councilmember Scott Rose
 Council Member Nate Killough
 Councilmember Tim Jordan
 Councilmember Patti Turner
 Councilmember Terri Grimm
 Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

- 9B. Consideration and possible action on a resolution regarding appointments of new members to the Boards and Commissions.

Motion: Councilmember Grimm made a motion to reappoint Maureen Rooker to the Building & Standards Commission with a term ending June 30, 2019. Councilmember Killough seconded the motion.

Vote:

Ayes	Mayor Doug Gaul Councilmember Scott Rose Council Member Nate Killough Councilmember Tim Jordan Councilmember Patti Turner Councilmember Terri Grimm
Absent	Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

ORDINANCES

- 10A. Consideration of a public hearing and possible action on the first reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC) Chapter 2 Section 10.202: Definitions, Chapter 3 Sections 10.304.9: Temporary Uses and 10.310: Temporary Uses, and Chapter 4 Section 10.403.5: Setback encroachments and exceptions.

Ashby Grundman presented an ordinance that seeks to move the rules and regulations pertaining to mobile food vendors into the UDC.

A public hearing was opened at 8:11 p.m., and with no persons signed up to speak, the hearing was closed at 8:11 p.m.

For clarification the mobile food vendors would seek a special use permit.

Motion: Councilmember Rose made a motion to accept the first reading of the ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC) Chapter 2 Section 10.202: Definitions, Chapter 3 Sections 10.304.9: Temporary Uses and 10.310: Temporary Uses, and Chapter 4 Section 10.403.5: Setback encroachments and exceptions. Councilmember Killough seconded the motion.

Vote:

Ayes	Mayor Doug Gaul Councilmember Scott Rose Council Member Nate Killough Councilmember Tim Jordan Councilmember Patti Turner Councilmember Terri Grimm
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Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

Councilmember Grimm requested the Mayor call for a five minute recess.

The Council recessed at 8:10 and reconvened at 8:15 p.m.

10B. Consideration and possible action on the second reading of an ordinance calling a bond election for November 6, 2018, making provisions for conducting an election and resolving other matters related to such election.

Hasan Mack, City Attorney, presented the ordinance to the Council. He informed the Council that the changes they requested after the first reading have been incorporated. The only addition would be the list of voting locations that was received from Williamson County, however, that list is subject to change.

Councilmember Grimm remarked for the citizens that she wanted to make it clear that Proposition C of the bond package is not just for a sports complex but includes upgrades for all city parks and will include things such as splash pads, swing sets and shade structures among other items.

Councilmember Killough stated that the parks portion of the bond package is for more than just baseball and football fields, it also includes a Recreation Center and the means to alleviate the drainage issues in Fritz Park.

Councilmember Rose stated that this bond package will make a big difference with regard to traffic flow on FM 1660 North. There are a lot of things in the bond package that will focus on the quality of life in Hutto. He appreciates all the support from the citizens this evening.

Councilmember Grimm wanted to reiterate to the citizens present and watching online that the concept plan of the sports complex floating around, it is just that, a concept and nothing has been finalized. She believes we need these ball fields, and yes, it will be a money generator for the City, but it is so much more.

Councilmember Turner remarked that the sports complex is important for our community as a whole. It's disappointing that we are turning away children that want to play sports here in Hutto.

Councilmember Rose stated that it is amazing that we have a lot of people who don't live in Hutto any more, but are still here and active in the community. We are still a small town with small town values.

Motion: Councilmember Jordan made a motion to accept the ordinance calling a bond election for November 6, 2018, making provisions for conducting an election and resolving other matters related to such election. Councilmember Grimm seconded the motion.

Vote: Ayes Mayor Doug Gaul
 Councilmember Scott Rose
 Council Member Nate Killough
 Councilmember Tim Jordan
 Councilmember Patti Turner
 Councilmember Terri Grimm
 Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

10C. Consideration and possible action on an ordinance of the City of Hutto, Texas amending the fiscal year 2017-2018 budget beginning fund balances to audited amounts, organizational restructure, merit distributions and other miscellaneous adjustments.

James Bryson, Director of Finance, presented a third amendment to the budget for the year to balance the books before the end of the year.

Motion: Councilmember Killough made a motion to accept the ordinance amending the budget for the FY 2017-18. Councilmember Turner seconded the motion.

Vote: Ayes Mayor Doug Gaul
 Councilmember Scott Rose
 Council Member Nate Killough
 Councilmember Tim Jordan
 Councilmember Patti Turner
 Councilmember Terri Grimm
 Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

10D. Consideration of a public hearing and possible action regarding an ordinance of the City Council of the City of Hutto, Texas accepting and approving a service and assessment plan and assessment roll for Hutto Co-Pp Public Improvement District; making a finding of special benefit to the property in the master improvement are of the district; levying special assessments against property within the district and establishing a lien on such property; providing for a method of assessment and the payment of the special assessments in accordance with Chapter 372, Texas Local Government Code, as amended, providing penalties and interest on delinquent assessments, providing for severability, and providing and effective date.

Bob Wunch provided an update on the construction of the new City Hall, Southside Market and Flix Brewhouse. They have also negotiated with Williamson County to purchase the building on Exchange Blvd. and will close on the purchase in September.

Walter Kulakowski reviewed the PID structure and the assessment for Council.

A public hearing was opened at 8:34pm, there being no public comment the hearing was closed at 8:34pm.

Motion: Councilmember Killough made a motion to accept the ordinance amending the budget for the FY 2017-18. Councilmember Rose seconded the motion.

Vote: Ayes Mayor Doug Gaul
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner
Councilmember Terri Grimm
Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

10E. Consideration of a public hearing and possible action regarding an ordinance relating to development of the Co-Op District in the city of Hutto, Texas, including dedicating a portion of ad valorem taxes collected on property located within Reinvestment Zone No. 1, City of Hutto, Texas; approving the City of Hutto Economic Development Corporation Type B dedication of a portion of sales tax collected by the Corporation to the Reinvestment Zone No. 1; approving an installment contract in connection with financing of projects within the Reinvestment Zone No. 1; approving a Public Improvement District administrative services agreement for Reinvestment Zone No. 1; and authorizing the city manager to enter into certain agreements relating to Reinvestment Zone No. 1 and to approve amendments to those agreements.

Mr. Jones requested the Council to approve the ordinance but with a modification that removes approving a Public Improvement District administrative services agreement for Reinvestment Zone No.1 to be replaced with an authorization for the city manager to enter into an agreement hire an administrator for the PID.

A public hearing was opened at 8:47 pm, there being no public comment the hearing was closed at 8:47pm.

Jessica Bullock provided the council with an overview of the ordinance.

Motion: Councilmember Jordan made a motion to accept the ordinance with the amendment to authorize the city manager to enter into an agreement to hire a PID administrator. Councilmember Killough seconded the motion.

Vote: Ayes Mayor Doug Gaul
Councilmember Scott Rose
Council Member Nate Killough
Councilmember Tim Jordan
Councilmember Patti Turner

Councilmember Terri Grimm
Absent Mayor Pro-tem Tom Hines

Action: The motion passed 6 ayes, and 0 nays

EXECUTIVE SESSION

11A. Executive Session, as authorized by Texas Government Code, Section 551.087, deliberations regarding Economic Development negotiations, related to the Co-Op and other Public Improvement Districts.

Council recessed into Executive Session at 8:51pm and reconvened at 9:13pm.

ACTION RELATIVE TO EXECUTIVE SESSION:

13A. possible action related to the Co-Op and other Public Improvement Districts.

No action was taken in Executive Session.

ADJOURNMENT

There being no further business to be heard, the meeting was adjourned at 9:13 p.m.

CITY OF HUTTO

Doug Gaul, Mayor

APPROVED:

Lisa L. Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

8B.

AGENDA DATE: September 06, 2018

PRESENTED BY:

Ashley Lumpkin, AICP, Executive
Director of Business and Development
Services

ITEM:

Consideration and possible action on a resolution approving the proposed City of Hutto and Williamson County Interlocal Agreement on Subdivision Platting in the Extraterritorial Jurisdiction. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

City staff and Williamson County staff recently held a meeting to clarify some confusion over what entity or entities review plats in Hutto's ETJ. The existing agreement states that Williamson County shall have exclusive review over ETJ plats that will not be tying into a certified public wastewater system and/or will not soon be annexed by the City of Hutto. However, this agreement was put into place during a time of less intense development activity. Hutto is now in a position to advocate for additional oversight in all ETJ developments and platting authority, as well as retaining review authority in Hutto's CCN jurisdiction.

The document attached includes the red-lines to track the proposed language as well as show the proposed deletions. The major change is that Hutto staff will take the lead on the plat review and provide a courtesy copy to Williamson County for their review and response. Currently, if the property proposed on-site sewage facilities, Williamson County is taking the lead on the review. However, staff has noticed several plats approved proposing OSSF within Hutto's wastewater CCN, without Hutto review or input. These amendments will provide Hutto the ability to review all plats within the ETJ – similar to other jurisdictions in Williamson County.

If approved, the amended HB 1445 will still have to be approved through Williamson County Commissioner's Court, but this is a first step to securing review authority in Hutto's ETJ.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approving the amendments and forwarding the resolution to Williamson County Commissioner Court.

SUPPORTING MATERIAL:

1. [Proposed HB1445 Agreement - clean copy](#)
2. [Proposed HB1445 Agreement](#)

**CITY OF HUTTO AND WILLIAMSON COUNTY
INTERLOCAL AGREEMENT ON SUBDIVISION PLATTING
IN THE EXTRATERRITORIAL JURISDICTION**

This Agreement is made and entered into by and between the City of Hutto ("the City"), and Williamson County ("the County") in accordance with the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Local Government Code and House Bill 1445, enacted by the Texas Legislature during the 77th Legislative Session.

RECITALS

WHEREAS, the Interlocal Cooperation Act allows local government to contract with one another to perform governmental functions and services; and

WHEREAS, the City and the County mutually desire to be subject to the provisions of the Texas Government Code, Chapter 791, the Interlocal Cooperation Act, specifically 791.011 regarding contracts to perform governmental functions and services; and

WHEREAS, H.B.1445 requires the City and the County to enter into a written agreement that identifies the governmental entity authorized to regulate subdivision plats and approve related permits in the extraterritorial jurisdiction ("ETJ") of City; and

WHEREAS, H.B. 1445 allows the City and the County to agree that the City may be granted exclusive jurisdiction to regulate the subdivision plats and approve related permits in the ETJ and may regulate subdivision under Chapter A of Chapter 212 of the Texas Local Government Code and other statutes applicable to municipalities; and

WHEREAS, counties and municipalities have different statutory authorities, fiscal resources, and constituencies, their respective interests in and policies governing infrastructure and development can differ as well; and

WHEREAS, both the City and the County desire that the City be granted such exclusive jurisdiction to regulate subdivision plats and approve related permits in the City's ETJ, all of which is provided for in the Interlocal Cooperation Act and H.B. 1445.

NOW, THEREFORE, the Parties agree as follows:

I. Geographic Scope and Limitations

This agreement shall apply to the unincorporated land located in Williamson County, Texas and inside the City's ETJ area, as now existing or hereafter expanded or diminished as allowed by law.

A. City's ETJ Regulation Area. Pursuant to this Agreement, the City shall have the authority to regulate:

a) A subdivision located in the City's statutory ETJ as

currently existing and depicted on the attached Exhibit A Map, or hereafter expanded or diminished as allowed by law;

b) A subdivision wholly located in the City's Voluntary ETJ as depicted on said map; and

c) A subdivision partially located in the City's voluntary ETJ as depicted on said Map, provided that the majority of that subdivision land is located in the City's voluntary ETJ – unless regulation of that subdivision has been otherwise required by the agreements.

B. County's ETJ Regulation Authority. Pursuant to this Agreement, the City shall have the authority to regulate:

a) A subdivision located outside of the City's Voluntary ETJ unless regulation of that subdivision has been otherwise required by this Agreement.

C. City Obligations. The City shall perform the following obligations unless otherwise required by the Agreement:

a) For the subdivision described in paragraph A, the required contents of a subdivision plat application and related plat (whether a preliminary or final plat) shall be established pursuant to lawful compliance with all applicable federal and state law, and City ordinances and regulations, included by not limited to compliance with Chapter 212 of the Texas Local Government Code, as amended.

b) For the subdivision described in Paragraph A, all required document for a subdivision plat application and related plat approval shall be filed with the City of review and City action.

c) The City shall perform a thorough review for approval of a subdivision plat application and related plat filed with the City using applicable federal and state law, and local regulations; however, notwithstanding anything to the contrary stated in this Agreement, the Parties agree as follows:

(1) The City shall require developer compliance with the City's public road, drainage, and other public infrastructure development standards and requirements for a subdivision located in an area described in Paragraph A.

(2) The City shall require developer compliance with the County's public road, drainage and other public infrastructure development standards and requirements for a subdivision located in an area

described in Paragraph B.

(3) The City shall allow the Williamson County Engineer or designee to perform construction inspections of the public road, drainage, or other public infrastructure required and constructed in a subdivision located in any are described in Paragraph I in order to ensure developer compliance with all applicable design and construction standards and to form the basis for a recommendation to the Williamson County Commissioners Court regarding whether said infrastructure should, or should not, be accepted for public maintenance.

Additional County and City Coordination. Regardless of which entity is designated to review a subdivision, any issues related to existing streets, streets proposed in the County Roadway Plan, drainage, flood plain, utilities or easements, etc., that are otherwise in the purview of the non-reviewing Party shall be referred to the other Party for comment. A copy of all preliminary and final plats under review by one Party shall be forwarded to the office of the other Party for their files.

II. Application and Review Process.

- A. The City shall provide the County a copy of all proposed subdivision plats in the City's ETJ, and the County shall be included in the plat review process, The City shall give due consideration to any comments by the County, although this review process shall not be construed as limiting the City's nor enhancing the County's authority to approve subdivision plats in the City's ETJ under this agreement. Upon approval, the City shall forward a copy of the final plat to the County.
- B. The City is not granted jurisdiction to enforce the regulation pertaining to on-site sewage facilities (Texas Healthy & Safety Code ch. 344; and 3 Tex. Admin. Code ch. 285) unless the City is authorized to do so pursuant to 30 Tex. Admin. Code 285. 10. In subdivisions implementing individual onsite sewage facilities (septic tanks or approved alternative systems) and where the City cannot provide wastewater services that would then preclude annexation of the area, the County shall provide the review, approval, and related permits. However, such lots must meet at least the minimum criteria for on site sewage facilities such as lot size, area outside of a flood plain, etc., as per County regulations.

- C. The City and County acknowledge and agree that all construction plans, including but not limited to all roadway, utility, and drainage plans, shall be prepared in conformance with the City's ordinance and standards. While the parties agree that the City has primary authority to review and approve all construction plans in its ETJ, the City shall provide all construction plans for subdivisions located within its ETJ to the County for their additional review and approval. The City and County are allowed to coordinate in the performance of construction inspections, as applicable, for all subdivision related improvements. Prior to acceptance by the County of any subdivision related improvements, the County shall obtain written approval from the City that the subdivision was constructed in compliance with all appropriate City ordinances and standards.
- D. The City of Hutto may charge appropriate fees as authorized by law related to the subdivision platting and permitting process, and shall retain those fees. The City and County agree that prior to approval of a subdivision plat by the City, the City shall obtain acceptable fiscal arrangements for any subdivision improvements.

III, Action by Approving Authority.

- A. Approval or denial of or other action on an application shall be determined by the Commissioners Court, Planning and Zoning Commission, City Council, or other official or entity vested with the legal responsibility and authority to make that decision ("Approving Authority"). Each Party retains full statutory and regulatory authority to make final decisions within its jurisdiction related to the areas not covered under Chapter 242 such as the FEMA Flood Plain Management Program and the Individual Onsite Sewage Facilities Program (septic systems).
- B. For purposes of §12.002, Property Code, and other law applicable to the approval and filing of subdivision plats, a subdivision plat covered by this Agreement shall be considered approved as provided by law only if it complies with all applicable regulations established by the City and with all applicable regulations established by the County, and it bears the appropriate indicia from each Party either that:

IV. Geographic Scope.

This Agreement applies only in the ETJ of the City. The City shall notify the County of any proposed change in its full purpose corporate limits or ETJ or CCN boundary, to the extent the proposed change affects Williamson County. The City shall also notify the County as soon as possible of any change within Williamson County of its full purpose corporate limits or ETJ or CCN boundary, whether resulting from annexation, disannexation, and legislation, judgment of a district or other trial-level court, or any

other means.

V. Miscellaneous.

A. Severability.

Any clause, sentence, provision, paragraph, or article of this Agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof shall be confined to the clause, sentence, provision, paragraph, or article so held to be invalid, illegal, or ineffective.

B. No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the Parties hereto, any benefits, rights, or remedies beyond any such benefits, rights, or remedies that may be created by Chapter 242, Local Government Code.

C. Duration and Termination.

This Agreement takes effect upon the complete execution of the Agreement by the Parties. Any party may terminate this Agreement with one hundred eighty days (180) days written notice, provided both Parties have first executed a replacement agreement in compliance with §242.001, Local Government Code.

D. Preservation of Powers.

Nothing in this Agreement is intended or shall be construed to limit the power or authority under applicable laws of a Party to adopt, modify, or enforce subdivision regulations in the ETJ, or to limit the power or authority of the Parties make additional agreements under applicable laws as the Parties believe may be necessary or desirable to protect the public health, safety, and welfare.

Approved by the City Council for the CITY OF HUTTO, Texas, in its meeting held on the _____ day of _____, 2018, and executed by its authorized

representatives.

CITY OF HUTTO

By: _____
Doug Gaul, Mayor

ATTEST:

By: _____
Lisa L. Brown, City Secretary Date

APPROVED by the Commissioners' Court for WILLIAMSON COUNTY, Texas, in its meeting held on the _____ day of _____, 2018, and executed by its authorized representative.

WILLIAMSON COUNTY

By: _____
County Judge,

ATTEST:

By: _____
Nancy Rister, County Clerk Date

**CITY OF HUTTO AND WILLIAMSON COUNTY
INTERLOCAL AGREEMENT ON SUBDIVISION PLATTING
IN THE EXTRATERRITORIAL JURISDICTION**

This Agreement is made and entered into by and between the City of Hutto ("the City"), and Williamson County ("the County") in accordance with the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Local Government Code and House Bill 1445, enacted by the Texas Legislature during the 77th Legislative Session.

RECITALS

WHEREAS, the Interlocal Cooperation Act allows local government to contract with one another to perform governmental functions and services; and

WHEREAS, the City and the County mutually desire to be subject to the provisions of the Texas Government Code, Chapter 791, the Interlocal Cooperation Act, specifically 791.011 regarding contracts to perform governmental functions and services; and

WHEREAS, H.B.1445 requires the City and the County to enter into a written agreement that identifies the governmental entity authorized to regulate subdivision plats and approve related permits in the extraterritorial jurisdiction ("ETJ") of City; and

WHEREAS, H.B. 1445 allows the City and the County to agree that the City may be granted exclusive jurisdiction to regulate the subdivision plats and approve related permits in the ETJ and may regulate subdivision under Chapter A of Chapter 212 of the Texas Local Government Code and other statutes applicable to municipalities; and

WHEREAS, counties and municipalities have different statutory authorities, fiscal resources, and constituencies, their respective interests in and policies governing infrastructure and development can differ as well; and

WHEREAS, both the City and the County desire that the City be granted such exclusive jurisdiction to regulate subdivision plats and approve related permits in the City's ETJ, all of which is provided for in the Interlocal Cooperation Act and H.B. 1445.

NOW, THEREFORE, the Parties agree as follows:

~~I. City Granted Exclusive Jurisdiction of Subdivisions Utilizing Public Wastewater Systems. Geographic Scope and Limitations~~

~~This agreement shall apply to the unincorporated land located in Williamson County, Texas and inside the City's ETJ area, as now existing or hereafter expanded or diminished as allowed by law.~~

~~City's ETJ Regulation Area. Pursuant to this Agreement, the City shall~~

have the authority to regulate:

A.

a) In areas within the City's ETJ, that will be connected to a certified public wastewater^[HR1] system are covered by its wastewater CGN the City shall be granted exclusive jurisdiction to regulate all subdivision plats and approve all related permits in this area of the City's ETJ, and may regulate subdivisions under Subchapter A of Chapter 212 of the Texas Local Government Code and other statutes applicable to municipalities, and County shall no longer exercise any of these functions in this area of the City's ETJs provided that the City annexes proposed subdivisions that fall under this agreement prior to, or in conjunction with, the recording of the final plat. A subdivision located in the City's statutory ETJ as currently existing and depicted on the attached Exhibit A Map, or hereafter expanded or diminished as allowed by law;

b) A subdivision wholly located in the City's Voluntary ETJ as depicted on said map; and

c) A subdivision partially located in the City's voluntary ETJ as depicted on said Map, provided that the majority of that subdivision land is located in the City's voluntary ETJ – unless regulation of that subdivision has been otherwise required by the agreements.

B. County's ETJ Regulation Authority. Pursuant to this Agreement, the City shall have the authority to regulate:

a) A subdivision located outside of the City's Voluntary ETJ unless regulation of that subdivision has been otherwise required by this Agreement.

C. City Obligations. The City shall perform the following obligations unless otherwise required by the Agreement:

a) For the subdivision described in paragraph A, the required contents of a subdivision plat application and related plat (whether a preliminary or final plat) shall be established pursuant to lawful compliance with all applicable federal and state law, and City ordinances and regulations, included by not limited to compliance with Chapter 212 of the Texas Local Government Code, as amended.

b) For the subdivision described in Paragraph A, all required document for a subdivision plat application and

related plat approval shall be filed with the City of review and City action.

c) The City shall perform a thorough review for approval of a subdivision plat application and related plat filed with the City using applicable federal and state law, and local regulations; however, notwithstanding anything to the contrary stated in this Agreement, the Parties agree as follows:

(1) The City shall require developer compliance with the City's public road, drainage, and other public infrastructure development standards and requirements for a subdivision located in an area described in Paragraph A.

(2) The City shall require developer compliance with the County's public road, drainage and other public infrastructure development standards and requirements for a subdivision located in an area described in Paragraph B.

(3) The City shall allow the Williamson County Engineer or designee to perform construction inspections of the public road, drainage, or other public infrastructure required and constructed in a subdivision located in any are described in Paragraph I in order to ensure developer compliance with all applicable design and construction standards and to form the basis for a recommendation to the Williamson County Commissioners Court regarding whether said infrastructure should, or should not, be accepted for public maintenance.

~~B.~~

~~C. County granted exclusive authority in subdivisions utilizing individual onsite sewage systems (*septic tanks). In subdivisions implementing individual onsite sewage facilities (septic tanks or approved alternative systems) and where the City cannot provide wastewater services that would then preclude annexation of the area, the County shall provide the review, approval, and related permits. However, such lots must meet at least the minimum criteria for on-site sewage facilities such as lot size, area outside of a flood plain, etc., as per County regulations, as amended.~~

~~*Septic tank--A watertight covered receptacle constructed to receive, store, and treat sewage by: separating solids from the liquid; digesting organic matter under anaerobic conditions; storing the digested solids through a period of detention; and allowing the clarified liquid to be disposed of by a method approved by the Approving Authority.~~

~~*On-site sewage system - a septic tank or approved alternative system used only for disposal of sewage produced on the legal tract where the system is located.~~

Additional County and City Coordination. Regardless of which entity is designated to review a subdivision, any issues related to existing streets, streets proposed in the County Roadway Plan, drainage, ~~f~~Flood ~~p~~Plain, utilities or easements, etc., that are otherwise in the purview of the non-reviewing Party ~~shall~~will be referred to the other Party for comment. A copy of all preliminary and final plats under review by one Party shall be forwarded to the office of the other Party for their files.

II. Application and Review Process.

~~A. The City shall provide the County a copy of all proposed subdivision plats in the City's ETJ, and the County shall be included in the plat review process. The City shall give due consideration to any comments by the County, although this review process shall not be construed as limiting the City's nor enhancing the County's authority to approve subdivision plats in the City's ETJ under this agreement. Upon approval, the City shall forward a copy of the final plat to the County. Parties agree that an applicant for a Concept, Preliminary Plan or Final Plat of land fully or partly in the ETJ of the City of Hutto, that will be connected to a certified public wastewater system shall file an application, pay fees, and receive a response indicating approval or denial with the City at the City of Hutto Development Services Hutto Municipal Annex Building, Community Development Department, 401-A W. Front Street, Hutto, Texas.~~

~~A.~~

~~B. The Parties agree that an applicant for a Concept, Preliminary Plan or Final Plat of land fully or partly in the ETJ of the City of Hutto, that will implement individual onsite sewage facilities (septic systems), shall file an application, pay fees, and receive a response or denial with Williamson County at the Road and Bridge Office, 3151 S.E. Inner Loop, Ste. B, Georgetown, Texas. City is not granted jurisdiction to enforce the regulation pertaining to on-site sewage facilities (Texas Healthy & Safety Code ch. 344; and 3 Tex. Admin. Code ch. 285) unless the City is authorized to do so pursuant to 30 Tex. Admin. Code 285. 10. In subdivisions implementing individual onsite sewage facilities (septic tanks or approved~~

alternative systems) and where the City cannot provide wastewater services that would then preclude annexation of the area, the County shall provide the review, approval, and related permits. However, such lots must meet at least the minimum criteria for on site sewage facilities such as lot size, area outside of a flood plain, etc., as per County regulations.

C. The City and County acknowledge and agree that all construction plans, including but not limited to all roadway, utility, and drainage plans, shall be prepared in conformance with the City's ordinance and standards. While the parties agree that the City has primary authority to review and approve all construction plans in its ETJ, the City shall provide all construction plans for subdivisions located within its ETJ to the County for their additional review and approval. The City and County are allowed to coordinate in the performance of construction inspections, as applicable, for all subdivision related improvements. Prior to acceptance by the County of any subdivision related improvements, the County shall obtain written approval from the City that the subdivision was constructed in compliance with all appropriate City ordinances and standards.

B-D. The City of Hutto may charge appropriate fees as authorized by law related to the subdivision platting and permitting process, and shall retain those fees. The City and County agree that prior to approval of a subdivision plat by the City, the City shall obtain acceptable fiscal arrangements for any subdivision improvements.

III, Action by Approving Authority.

- A. Approval or denial of or other action on an application shall be determined by the Commissioners Court, Planning and Zoning Commission, City Council, or other official or entity vested with the legal responsibility and authority to make that decision ("Approving Authority"). Each Party retains full statutory and regulatory authority to make final decisions within its jurisdiction related to the areas not covered under Chapter 242 such as the FEMA Flood Plain Management Program and the Individual Onsite Sewage Facilities Program (septic systems).
- B. For purposes of §12.002, Property Code, and other law applicable to the approval and filing of subdivision plats, a subdivision plat covered by this Agreement shall be considered approved as provided by law only if it complies with all applicable regulations established by the City and with all applicable regulations established by the County, and it bears the appropriate indicia from each Party either that:

IV. Geographic Scope.

This Agreement applies only in the ETJ of the City. The City shall notify the County of any proposed change in its full purpose corporate limits or ETJ or CCN boundary, to the extent the proposed change affects Williamson County. The City shall also notify the County as soon as possible of any change within Williamson County of its full purpose corporate limits or ETJ or CCN boundary, whether resulting from annexation, disannexation, and legislation, judgment of a district or other trial-level court, or any other means.

V. Miscellaneous.

A. Severability.

Any clause, sentence, provision, paragraph, or article of this Agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof shall be confined to the clause, sentence, provision, paragraph, or article so held to be invalid, illegal, or ineffective.

B. No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the Parties hereto, any benefits, rights, or remedies beyond any such benefits, rights, or remedies that may be created by Chapter 242, Local Government Code.

C. Duration and Termination.

This Agreement takes effect upon the complete execution of the Agreement by the Parties. Any party may terminate this Agreement with one hundred eighty days (180) days written notice, provided both Parties have first executed a replacement agreement in compliance with §242.001, Local Government Code.

D. Preservation of Powers.

Nothing in this Agreement is intended or shall be construed to limit the power or

authority under applicable laws of a Party to adopt, modify, or enforce subdivision regulations in the ETJ, or to limit the power or authority of the Parties make additional agreements under applicable laws as the Parties believe may be necessary or desirable to protect the public health, safety, and welfare.

Approved by the City Council for the CITY OF HUTTO, Texas, in its meeting held on the _____ day of _____, 201~~8~~¹, and executed by its authorized representatives.

CITY OF HUTTO

By: _____
~~Debbie Holland~~Doug Gaul, Mayor

ATTEST:

By: _____
~~Christine Martinez~~Lisa L. Brown, City Secretary Date

APPROVED by the Commissioners' Court for WILLIAMSON COUNTY, Texas, in its meeting held on the _____ day of _____, 201~~8~~¹, and executed by its authorized representative.

WILLIAMSON COUNTY

By: _____
County Judge, ~~John C. Doerfler~~

ATTEST:

By: _____
Nancy Rister, County Clerk_[HR2] Date

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

8C.

AGENDA DATE: September 06, 2018

PRESENTED BY:

Ashby Grundman, Planning Director,
Business & Development Services

ITEM:

Consideration and possible action on the second and final reading of an ordinance amending the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC) Chapter 2 Section 10.202: Definitions, Chapter 3 Sections 10.304.9: Temporary Uses and 10.310: Temporary Uses, and Chapter 4 Section 10.403.5: Setback encroachments and exceptions. (Ashby Grundman)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

The following is a City initiated amendment of the Code of Ordinances (2018 edition), Chapter 16, Article 6.02 Unified Development Code (UDC), Chapter 2, Section 10.202, 10.304.9: Mobile Food Vendors to add this use and appropriate restrictions to the UDC. This is also a proposed amendment to Chapter 4, Section 10.403.5: Setback Encroachments and Exceptions to allow aerial encroachments at the discretion of the Building Official.

There is no current regulation in the UDC for Mobile Food Vendors, this falls under the Code of Ordinances. The proposed UDC amendment provides for the regulation of Mobile Food Vendors/Food Trucks. It will define Mobile Food Vendor and set forth the criteria necessary to obtain a permit. The ordinance allows Mobile Food Vendors to operate in commercial districts, and sets conditions for the operation in the Old Town Districts.

The second portion relates to aerial encroachments into easements. Currently the UDC does not allow aerial encroachments into any easements. The proposed amendment allows the Building Official to have the final say on whether or not an aerial encroachment will be allowed. Typically what we will see from this is a roof overhang or something similar.

Per Texas Local Government Code Section 211.006 a notice was run in the Taylor Daily Press.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Planning and Zoning Commission recommended approval to City Council on August 7, 2018. The motion was unanimous.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends that the Council approve the second reading of the ordinance.

SUPPORTING MATERIAL:

1. [Ordinance - Unified Development Code \(UDC\) Amendment \(18\)](#)

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE CODE OF ORDINANCES (2014 EDITION), CHAPTER 16, ARTICLE 16.02 UNIFIED DEVELOPMENT CODE (UDC) CHAPTER 2, SECTION 10.202: DEFINITIONS, CHAPTER 3, SECTION 10.304.9: TEMPORARY USES, 10.310: TEMPORARY USES, AND CHAPTER 4, SECTION 10.403.5: SETBACK ENCROACHMENTS AND EXCEPTIONS; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an amendment has been presented to the City Council of the City of Hutto, Texas to amend the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Unified Development Code (UDC), incorporating amendments into Chapter 2, Section 10.202, Chapter 3, Section 10.304.9 and 10.310, and Chapter 4, Section 10.403.5, and;

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed amendment on the 7th day of August, 2018, and;

WHEREAS, on the 16th day of August, 2018, after proper notification, the City Council held a public hearing on the proposed amendment, and;

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

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

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

SECTION I.

1.

That the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Hutto Unified Development Code (UDC), Chapter 2, Section 10.202 is hereby amended to include the following:

Mobile Food Vendor: a vendor who operates or sells food for human consumption from a cart, trailer or kitchen mounted chassis, with an engine for propulsion, or that remains connected to a vehicle with an engine for propulsion or while disconnected from an engine for propulsion.

2.

That the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Hutto Unified Development Code (UDC), Chapter 3, Section 10.304.9 is hereby amended to include the following:

Temporary uses	Zoning district										Transect zones (for FBC Form Based Code and OT Old Town zoning districts)										
	SF-R	SF-1	SF-2	MF	MH	B-1	B-2	LI	I	REC	T-1	T-2	T-3	T-4	T-5	OT-3	OT-4R	OT-4T	OT-5H	OT-5C	SD-A
Mobile Food Vendor	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	C	C	C	C	C	P

3.

That the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Hutto Unified Development Code (UDC), Chapter 3, Section 10.310 is hereby amended to include the following:

10.310.5 Mobile food vendors

10.310.5.1 Definition

Mobile Food Vendors: a vendor who operates or sells food for human consumption from a cart, trailer or kitchen mounted on a chassis, with an engine for propulsion, or that remains connected to a vehicle with an engine for propulsion or disconnected from an engine for propulsion.

10.310.5.2 Permitted locations

- Mobile food vendors are permitted by right in the B-1, B-2, LI, I, REC districts.
- Mobile food vendors are permitted by right in the T-1, T-2, T-3, T-4, T-5 and SD-A transect zones.
- Mobile food vendors are permitted by right with conditions in the OT-3, OT-4R, OT-5H and OT-5C transect zones.

10.310.5.3 Conditions

- A person shall only vend when the vehicle is lawfully stopped.
- A person shall only vend from the side of the vehicle away from moving traffic.
- A person shall not vend to a person standing in the roadway.
- A person shall not stop on the left side of a one-way street.
- A person shall not stop in a congested area where vending might impede or inconvenience the public.
- A person shall not vend in a street adjacent to a public school.
- A person shall not stop the vehicle for purposes of vending within one hundred (100 feet) of a street intersection.
- No mobile street vendor shall be in operation, doing business, or going from place to place before 7:00 a.m., or after 8:00 p.m., unless authorized during a special event.
- It shall be unlawful for a mobile food vendor to sell or attempt to sell food:
 - By means of an outcry, sound, speaker, or amplifier, or any instrument or device which can be heard from a distance greater than 300 feet.
 - In any manner that distracts drivers, such as by displaying fluttering, undulating, rotating, spinning, or waving devices, whether or not such devices are for sale,
 - Within 1,000 feet of a hospital, college, elementary school, middle school or high school,
 - Inside the boundaries of the historic overlay district without minor modification approval by the planning and zoning commission.
 - In such a way that pedestrian or motor vehicle traffic is obstructed.
 - In such a way that obstructs traffic signals or regulatory signs.
 - Having signage that is not in compliance with section 10.410 of the UDC.
 - In such a place or in a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay,

constitute a hazard to traffic, life or property, or obstruct adequate access to city vehicles, including emergency and sanitation vehicles.

- Any mobile food vendor that wishes to locate within the historic overlay district, shall locate on the properties directly abutting the east side of Short Street, north of Farley Street and South of West Pecan Street. Otherwise, minor modification approval by the planning and zoning commission must be obtained for locating elsewhere in Old Town Hutto. This section does not apply to special events and small market events. Motor vehicles in the designated vendor zone that sell food items shall be designed and intended for vending. Ordinary vehicles, vans, and pick-up trucks shall not be permitted for food vending operations. The International Property Maintenance Code, federal, state and county codes, and all other applicable codes and ordinances adopted by the city shall apply to the designated vendor zone regarding structures and properties.

4.

That the Code of Ordinances (2014 Edition), Chapter 16, Article 16.02 Hutto Unified Development Code (UDC), Chapter 4, Section 10.403.5 is hereby amended as follows:

10.403.5 Setback encroachments and exceptions

Encroachments across property lines, or into the public right-of-way, ~~or into utility, drainage, access, conservation or riparian easements~~ are prohibited. Aerial encroachments into utility, drainage, access, conservation or riparian easements are allowed at the discretion of the Chief Building Official.

SECTION II. Publication Clause

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

SECTION III. Severability Clause

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

SECTION IV. Repealing Clause

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

SECTION V. Open Meeting Clause

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

SECTION VI. Effective Date

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

READ and **APPROVED** on first reading on this the **16th** day of **August, 2018** at a meeting of the Hutto, Texas City Council; there being a quorum present.

READ, PASSED and **ADOPTED** on second reading of ordinance this **6th** day of **September, 2018** at a meeting of the Hutto, Texas City Council; there being a quorum present.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

Attest:

Lisa L. Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 8D. **AGENDA DATE:** September 06, 2018

PRESENTED BY: Anthony Host, Director of Public Works

ITEM:

Consideration and possible action on a resolution authorizing the City Manager to enter into a purchase agreement for a pavement striper.
(Anthony Host)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

With the City of Hutto's expansive growth, the City wishes to purchase a pavement striper from Centerline Supply, Inc. Centerline Supply, Inc. is part of the Buy Board Cooperative Purchasing group. Local government code 271 Subchapter F allows for the use of a cooperative purchasing program, specifically 271.102 (c), states, "A local government that purchases good and service under this subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of goods and service." Therefore, competitive bidding statutes have been met.

BUDGETARY AND FINANCIAL SUMMARY:

2017 Certificates of Obligation Bond funds will be used for the purchases under this agreement, not to exceed \$65,000.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends passing of the Resolution and subsequent purchasing agreement.

SUPPORTING MATERIAL:

1. [Resolution](#)

RESOLUTION NO. R-18-09-06-

A RESOLUTION APPROVING THE CITY MANAGER TO EXECUTE a purchase agreement with Centerline Supply, Inc. for the purchase of a pavement striper.

WHEREAS, the City requires a striper for completion of projects, and;

WHEREAS, the City requires compliance with statutory bid requirements, and;

WHEREAS, Centerline Supply, Inc. is a member of Buy Board Cooperative Purchasing which meets competitive bidding statutes,

WHEREAS, the City wishes to engage Centerline Supply, Inc. to acquire a pavement striper;

WHEREAS, the City will use funding from the 2017 Certificates of Obligation for the acquisition of this equipment;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS: THE HUTTO CITY COUNCIL HERBY AUTHORIZES THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH CENTERLINE SUPPLY, INC. TO ACQUIRE A PAVEMENT STRIPER NOT TO EXCEED \$65,000.

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.

_____.

CONSIDERED and RESOLVED by the City Council of the City of Hutto on this the _____ day of _____, 2018.

THE CITY OF HUTTO, TEXAS

Doug Gaul,
Mayor

ATTEST:

Lisa L. Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 8E. **AGENDA DATE:** September 06, 2018

PRESENTED BY: Matthew Rector, PE, CFM, Executive
Director of Engineering and Public
Works

ITEM: Consideration and possible action on a resolution authorizing the City Manager to delay the project and terminate contracts for the design and construction of the Limmer Loop Sidewalk as part of the Transportation Alternatives Program. (Matt Rector)

STRATEGIC GUIDE POLICY: Infrastructure & Growth

ITEM BACKGROUND:

The City of Hutto applied for and was awarded the grant in 2015.

The Advanced Funding Agreement was approved in 2016.

Design began in late 2016 and was completed in 2017.

Bids were received late 2017.

The construction contract was awarded in January 2018.

BUDGETARY AND FINANCIAL SUMMARY:

Design expenditures to date are \$138,092.25. Construction expenditures to date are \$228,646.74. The AFA allows for Federal reimbursement up to \$126,400 for design, 557,280 for construction, and \$102,552 for fees. The AFA also allows for State reimbursement up to \$58,369 for fees. Additional construction costs would be incurred to bring the project to a usable state prior to allowing the contractor to demobilize.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

None.

CITY ATTORNEY REVIEW:

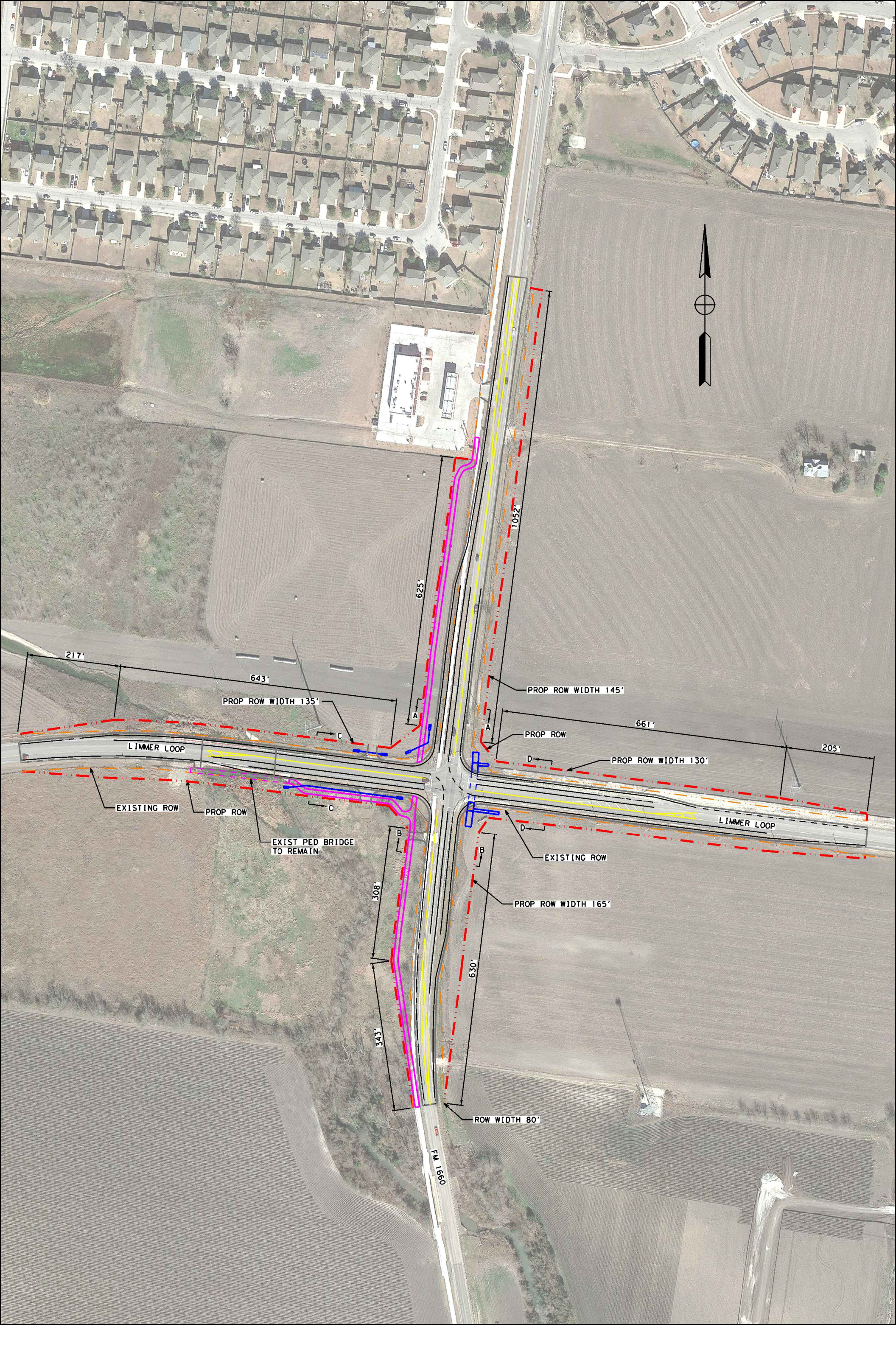
None.

STAFF RECOMMENDATION:

Staff recommends delaying the project, terminating the contracts and holding the design for future use once the intersection of Limmer Loop and FM 1660 North is reconstructed.

SUPPORTING MATERIAL:

1. [Concept for FM 1660 @ Limmer Loop](#)
2. [Original AFA](#)
3. [Letter to TxDOT](#)
4. [Resolution](#)



PROP ROW WIDTH 135'

PROP ROW WIDTH 145'

PROP ROW WIDTH 130'

PROP ROW WIDTH 165'

ROW WIDTH 80'

LIMMER LOOP

LIMMER LOOP

EXISTING ROW

PROP ROW

EXIST PED BRIDGE TO REMAIN

EXISTING ROW

FM 1660

CSJ: 0914-05-189
District #: 14 AUS
Code Chart 64#: 20250
Project: Limmer Loop Sidewalk
Federal Highway Administration
CFDA Title: Highway Planning and
Construction
CFDA #: 20.205

STATE OF TEXAS §
COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT
FOR A TRANSPORTATION ALTERNATIVES PROGRAM PROJECT
MPO-Selected Off-System**

This Advance Funding Agreement for a Transportation Alternatives Project ("Agreement") is made between the State of Texas ("State"), acting through the Texas Department of Transportation, and City of Hutto ("Local Government"), acting through its duly authorized officials.

BACKGROUND

Local Government prepared and submitted to State or Metropolitan Planning Organization ("MPO") a nomination form for consideration under the Transportation Alternatives Program ("TAP") for the project, which is briefly described as installation of Pedestrian Safety Devices and associated sidewalk accessibility ("Project").

Federal law establishes federally funded programs for transportation improvements to implement its public purposes.

Federal law, 23 USC § 134 and 49 USC § 5303, requires that State and MPOs develop transportation plans and programs for urbanized areas of Texas.

Tex. Transp. Code §§ 201.103 and 222.052 establish that State shall design, construct, and operate a system of highways in cooperation with local governments.

Federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds.

The Texas Transportation Commission ("Commission") passed Minute Order Number 114335 ("MO") dated August 27, 2015 awarding funding for projects in the 2015 TAP Program Call of the Capital Area MPO, including Project.

The rules and procedures for TAP are established in 23 USC § 213, and 43 Tex. Admin. Code Subchapter 11.F.

The governing body of Local Government has approved entering into this Agreement by resolution or ordinance dated 5-19-16, which is attached to and made a part of this Agreement as Attachment A.

Therefore, State and Local Government agree as follows:

AGREEMENT

1. Period of Agreement and Performance

- 1.1. Period of Agreement. This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in effect until terminated as provided in Article 2.

1.2. Period of Performance.

1. The Performance Period for each phase of work begins on the date specified in the Federal Project Authorization Agreement ("FPAA") for that phase of work. Local Government may not begin work until issued the State Letter of Authority ("SLOA") for that phase of work.
2. The Performance Period for each phase of work ends on the date specified in the FPAA for that phase of work.

2. Termination of the Agreement

2.1. This Agreement may be terminated by any of the following conditions:

- a. By mutual written consent and agreement of all parties;
- b. By any party with 90 days written notice; or
- c. By either party, upon the failure of the other party to fulfill the obligations as set forth in this Agreement. Any cost incurred due to such breach of contract shall be paid by the breaching party.

2.2. If the potential termination of this Agreement is due to the failure of Local Government to fulfill its contractual obligations, State will notify Local Government that possible breach of contract has occurred. Local Government should make every effort to remedy the breach within a period mutually agreed upon by both parties.

2.3. If Local Government withdraws from Project after this Agreement is executed, Local Government shall be responsible for all direct and indirect Project costs as identified by the State's cost accounting system and with 2 CFR Part 200 recapture requirements.

2.4. A project may be eliminated from the program as outlined below. If Project is eliminated for any of these reasons, this Agreement will be appropriately terminated. A project may be eliminated from the program, and this Agreement terminated, if:

- a. Local Government fails to satisfy any requirements of the program rules cited in 43 Tex. Admin. Code Subchapter 11.F.
- b. The implementation of Project would involve significant deviation from the activities proposed in the nomination form and approved by the Texas Transportation Commission or MPO in consultation with State.
- c. Local Government withdraws from participation in Project.
- d. State determines that federal funding may be lost due to Project not being implemented and completed.
- e. Funds are not appropriated, in which case this Agreement shall be terminated immediately with no liability to either party. Payment under this Agreement beyond the current fiscal biennium is subject to availability of appropriated funds.
- f. The associated FPAA is not issued by the end of the third federal fiscal year following the federal fiscal year for which the funds are authorized. Federal fiscal years run October 1 through September 30.

- g. Local Government fails to attend progress meetings at least twice yearly, as scheduled by State.
- 2.5. State, at its sole discretion, may terminate this Agreement if State does not receive project invoice within 270 days of FPAA.

3. Amendments

This Agreement may be amended due to changes in the work, the amount of funding required to complete Project, or the responsibilities of the parties. Such amendment must be made through a mutually agreed upon, written amendment that is executed by the parties.

4. Scope of Work, Use of Project, and Project Location

- 4.1. The scope of work for Project (located as shown in Attachment B, Project Location Map) consists of: building a sidewalk that connects from the FM 1660 N Hike and Bike Trail to Cottonwood Creek Elementary School.
- 4.2. Any project changes proposed must be submitted in writing by Local Government to State. Changes may also require an amendment to this Agreement and the approval of the FHWA, State, MPO, or the Commission. Any changes undertaken without written approval and amendment of this Agreement may jeopardize not only the federal funding for the changes, but the federal funding of the entire Project.

5. Right of Way and Real Property Acquisition

- 5.1. Right of way and real property acquisition shall be the responsibility of Local Government. Title to right of way and other related real property must be acceptable to State before funds may be expended for the improvement of the right of way or real property. If Local Government is the owner of any part of Project site under this Agreement, Local Government shall permit State or its authorized representative access to occupy the site to perform all activities required to execute the work.
- 5.2. Local Government will comply with and assume the costs for compliance with all the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 USC § 4601 et seq., including those provisions relating to incidental expenses incurred by the property owners in conveying the real property to Local Government, and benefits applicable to the relocation of any displaced person as defined in 49 CFR § 24.2(g). Documentation to support such compliance must be maintained and made available to State and its representatives for review and inspection.
- 5.3. Local Government shall assume all costs and perform all work necessary to obtain needed evidence of title or right of use to the real property required for development of Project. Evidence of title or right of use shall be acquired in the name of (1) State, if the real property is to be made part of the State Highway System, and (2) Local Government, otherwise. The evidence of title or rights shall be acceptable to State, and be free and clear of all encroachments. Local Government shall secure and provide easements and any needed rights of entry over any other land needed to develop Project according to the approved Project plans. Local Government shall be responsible for securing any additional real property required for completion of Project.
- 5.4. Local Government shall prepare real property maps, property descriptions, and other data as needed to properly describe the real property and submit them to State for approval prior to Local Government acquiring the real property. Tracings of the maps shall be retained by Local Government for a permanent record.

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- 5.5. Local Government shall determine property values for each real property parcel to be purchased with federal funds using methods acceptable to State and shall submit to State a tabulation of the values so determined, signed by the appropriate Local Government representative. The tabulations must list the parcel numbers, ownership, acreage, and recommended compensation. The tabulation must be accompanied by an explanation to support the estimated values, together with a copy of the documentation and reports used in calculating each parcel's value. Expenses incurred by Local Government in performing this work may be eligible for reimbursement after Local Government has received written authorization by State to proceed with determination of real property values. State will review the data submitted and will base its reimbursement for parcel acquisitions on these in determining the fair market values.
- 5.6. For State-selected projects, Local Government shall not use eminent domain or condemnation to acquire real property for this TAP Project.
- 5.7. Reimbursement for real property costs will be made to Local Government for real property purchased in an amount not to exceed 80 percent of the cost of the real property purchased in accordance with the terms and provisions of this Agreement. Reimbursement will be in an amount not to exceed 80 percent of State's predetermined fair market value of each parcel, or the net cost thereof, whichever is less. In addition, reimbursement will be made to Local Government for necessary payments to appraisers for expenses incurred in order to assure good title.
- 5.8. Local Government and current property owner are responsible for any costs associated with the relocation of displaced persons and personal property as well as incidental expenses incurred in acquiring property to implement Project. State will not pay any of these costs.
- 5.9. If Project requires the use of real property to which Local Government will not hold title, a separate agreement between the owners of the real property and Local Government must be executed prior to execution of this Agreement. The separate agreement between Local Government and the current property owner must establish that Project will be dedicated for public use for a period of time not less than ten years after project completion and commensurate with the federal investment as outlined in 43 Tex. Admin. Code § 11.317. The separate agreement must define the responsibilities of the parties as to the use of the real property and operation and maintenance of Project after completion. The separate agreement must be approved by State prior to its execution and a copy of the executed separate agreement shall be provided to State.
- 5.10. Local Government shall execute individually or produce a legal document as necessary to provide for Project's continued use from the date of completion, and agrees to cause the same to be recorded in the land records of the appropriate jurisdiction.
- 5.11. Local governments receiving federal funds must comply with 23 CFR Part 710 and 49 CFR Part 24, and with the procedures provided in Chapter 6 of the State's Local Government Project Policy Manual. Local Government agrees to monitor Project to ensure: (1) continued use of the property for approved activities, and (2) the repayment of the Federal funds, as appropriate. Local Government agrees to the review of their Project accounts and site visits by State during the development of Project at any time. Upon Project completion, State will continue to perform periodic visits to confirm Project's continued use and upkeep.
- 5.12. Before the advertisement for bids, Local Government shall provide a certification to State that all real property has been acquired.

6. Utilities

Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable State laws, regulations, rules, policies, and procedures, including any cost to State of a delay resulting from Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. Unless specified in (1) the nomination form approved by State or MPO in consultation with State and (2) this agreement, Local Government will not be reimbursed with federal or state funds for the cost of required utility work. Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, Local Government shall provide, at State's request, a certification stating that Local Government has completed the adjustment of all utilities that must be adjusted before construction begins. Additional utility work may be required due to unknown conditions discovered during construction. These costs may be eligible for TAP participation if: (1) the activity is required to complete Project; (2) the cost is incidental to Project; and (3) TAP funding is available. Any change orders must be approved by State prior to incurring any cost for which reimbursement is sought.

7. Environmental Assessment and Mitigation

Development of Project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- 7.1. Local Government is responsible for the identification and assessment of any environmental problems associated with the development of Project.
- 7.2. Local Government is responsible for the cost of any environmental problem's mitigation and remediation. These costs will not be reimbursed or credited towards Local Government's financial share of Project unless specified in the nomination form and approved by State or MPO in consultation with State.
- 7.3. Local Government is responsible for providing any public meetings or public hearings required for development of the environmental assessment.
- 7.4. Before the advertisement for bids, Local Government shall provide to State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

8. Compliance with Texas Accessibility Standards and ADA

All parties to this Agreement shall ensure that the plans for and the construction of Project subject to this Agreement are in compliance with the Texas Accessibility Standards ("TAS") issued by the Texas Department of Licensing and Regulation, under Tex. Gov't Code § 469.052. The TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) ("ADA").

9. Architectural and Engineering Services

Architectural and engineering services for preliminary engineering will be provided by Local Government. In procuring professional services, the parties to this Agreement must comply with federal requirements cited in 23 CFR Part 172 if Project is federally funded and Local Government will be seeking reimbursement for these services; and with Tex. Gov't Code Subchapter 2254.A., in all cases. Professional services contracts for federally funded projects must conform to federal requirements. For State-selected projects, architectural and engineering services are not eligible for TAP reimbursement.

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- 9.1. The architectural contract documents shall be developed in accordance with the standards of the American Institute of Architects, the U.S. Secretary of the Interior's Standards for Historic Preservation Projects, Standards and Guidelines for Archeology and Historic Preservation, the National Register Bulletin Number 36: Guidelines for Evaluating and Registering Historical Archeological Sites and in consultation with the State Historic Preservation Officer, as applicable. The engineering plans shall be developed in accordance with State's applicable Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges and the two American Association of State Highway and Transportation Officials' ("AASHTO") publications, "A Policy on Geometric Design of Highways and Streets" and "Guide for the Development of Bicycle Facilities," as applicable. All contract procurement procedures and documents must adhere to the applicable requirements established in the Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges. The use of other systems of specifications shall be approved by State in writing in advance.
- 9.2. When architectural and engineering services are provided by or through Local Government, Local Government shall submit any plans it has completed to State for review and approval. Local Government may also submit the plans to State for review any time prior to completion. Local Government shall make the necessary revisions determined by State. Local Government will not let the construction contract until all required plans have received State approval.
- 9.3. When architectural and engineering services are provided by or through State, then the following applies:
State is responsible for the delivery and performance of any required architectural or preliminary engineering work. Local Government may review and comment on the work as required to accomplish Project purposes. State will cooperate with Local Government in accomplishing these Project purposes to the degree permitted by state and federal law.

10. Construction Responsibilities

- 10.1. Local Government shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. In order to ensure federal funding eligibility, projects must be authorized by State prior to advertising for construction.
- 10.2. All contract letting and award procedures must be approved by State prior to letting and award of the construction contract, whether the construction contract is awarded by State or by Local Government.
- 10.3. All contract change order review and approval procedures must be approved by State prior to start of construction.
- 10.4. Upon completion of Project, the party constructing Project will issue and sign a "Notification of Completion" acknowledging Project's construction completion.
- 10.5. For federally funded contracts, the parties to this Agreement will comply with federal construction requirements provided in 23 CFR Parts 633 and 635, and shall include the latest version of Form "FHWA-1273" in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR Subpart 635.B.
- 10.6. Any field changes, supplemental agreements, or revisions to the design plans that may occur after the construction contract is awarded will be mutually agreed to by State and Local Government prior to

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authorizing the contractor to perform the work. Prior to completion of Project, the party responsible for construction will notify the other party to this Agreement of the anticipated completion date. All parties will be afforded the opportunity to assist in the final review of the construction services performed by the contractor.

11. Project Maintenance

- 11.1.** Upon completion of Project, Local Government will be responsible for maintaining the completed facility for public use. The property shall be maintained and operated for the purpose for which it was approved and funded for a period of time commensurate with the federal investment or State rules, whichever is greater. Should Local Government at any time after Project completion decide it can no longer maintain and operate Project for its intended purpose, Local Government shall consult with State and the FHWA as to the disposal or alternate uses, consistent with Project's original intent. State may require Local Government to return the federal funds in accordance with 2 CFR Part 200 federal recapture requirements. Should Local Government consider conveying the property, State and FHWA must be notified prior to the sale, transfer, or disposal of any property that received federal funds. Written concurrence of approval for the transaction, detailing any required recapture, must be obtained from FHWA prior to the transaction. Advance notice from Local Government of their intended action must be submitted to State for an FHWA review a minimum of 90 days prior to any action being taken by Local Government. Local Government shall be held responsible for reimbursement of all federal funds used or a portion of those funds based on a pro-rata amount, considering the original percentage of federal funds provided and the time elapsed from Project completion date. This same percentage of reimbursement also applies to any amount of profit that may be derived from the conveyance of the property, as applicable.
- 11.2.** Any manufacturer warranties extended to Local Government as a result of Project shall remain in the name of Local Government. State shall not be responsible for honoring any warranties under this Agreement.
- 11.3.** Should Local Government derive any income from the development and operation of Project, a portion of the proceeds sufficient for the maintenance and upkeep of the property shall be set aside for future maintenance. A project income report shall be submitted to State on a quarterly basis. Monies set aside according to this provision shall be expended using accounting procedures and with the property management standards established in 2 CFR Part 200.
- 11.4.** Should any historic properties be included in or affected by this federally funded Project, the historic integrity of the property and any contributing features must continue to be preserved regardless of any approved changes that may occur throughout the life of Project.

12. Local Project Sources and Uses of Funds

- 12.1.** A Project Budget Estimate and Source of Funds is provided as Attachment C, showing the total estimated development cost of Project. This estimate shows the itemized cost of real property, utilities, environmental assessments, construction, and other construction related costs. To be eligible for reimbursement or as in-kind contribution, costs must have been included in the nomination form approved by the Texas Transportation Commission or MPO in consultation with State. State and the Federal Government will not reimburse Local Government for any work performed outside the Performance Period. After federal funds have been obligated, State will send to Local Government a copy of the formal documentation showing the obligation of funds including federal award information. Local

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Government is responsible for 100 percent of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.

- 12.2. If Local Government will perform any work under this Agreement for which reimbursement will be provided by or through State, Local Government must complete training in Local Government Procedures Qualification for the Texas Department of Transportation before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on Project successfully completes and receives a certificate for the course. Local Government shall provide the certificate of qualification to State. The individual who receives the training certificate may be an employee of Local Government or an employee of a firm that has been contracted by Local Government to perform oversight of Project. State in its discretion may deny reimbursement if Local Government has not designated a qualified individual to oversee Project.
- 12.3. The Project budget and source of funds estimate based on the budget provided in the nomination form is included as Attachment C. Attachment C shows the percentage and estimated dollar amounts to be contributed to Project by state and local sources, as well as the maximum amount in federal Transportation Alternative Program funds assigned by the Commission or MPO in consultation with State to Project. This Agreement may be amended from time to time as required to meet the funding commitments based on revisions to the Transportation Improvement Program, Federal Project Authorization and Agreement ("FPAA"), or other federal documents.
- 12.4. Local Government will be responsible for all non-federal participation costs associated with Project, including any overruns in excess of Project's estimated budget and any operating or maintenance expenses.
- 12.5. State will be responsible for securing the federal share of funding required for the development and construction of Project, in an amount not to exceed 80 percent of the actual cost of the work up to the amount of funds approved for Project by the Texas Transportation Commission or MPO in consultation with State. Federal funds will be reimbursed on a cost basis. Project costs incurred prior to issuance of the SLOA are not eligible for reimbursement.
- 12.6. Following execution of this Agreement, but prior to the performance of any plan review work by State, Local Government will pay to State the amount specified in Attachment C for plan review. At least 60 days prior to the date set for receipt of the construction bids, Local Government shall remit its remaining local match as specified in Attachment C for State's estimated construction oversight and construction cost.
- 12.7. In the event State determines that additional funding is required by Local Government at any time during Project, State will notify Local Government in writing. Local Government is responsible for the percentage of the authorized Project cost shown in Attachment C and 100 percent of any overruns above the federally authorized amount. Local Government will make payment to State within 30 days from receipt of State's written notification.
- 12.8. Whenever funds are paid by Local Government to State under this Agreement, Local Government will remit a warrant made payable to the "Texas Department of Transportation." The warrant will be deposited by State and managed by State. Funds may only be applied by State to Project.
- 12.9. Upon completion of Project, State will perform an audit of Project costs. Any funds due to Local Government, State, or the Federal Government will be promptly paid by the owing party. If after final Project accounting, any excess funds remain, those funds may be applied by State to Local Government's

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contractual obligations to State under another advance funding agreement with approval by appropriate personnel of Local Government.

- 12.10. In the event Project is not completed, State may seek reimbursement from Local Government of the expended federal funds. Local Government will remit the required funds to State within 60 days from receipt of State's notification.
- 12.11. If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than state or federal regulations, or if any other locally proposed changes, including but not limited to plats or re-plats, result in increased costs, then any increased costs associated with the ordinances or changes will be paid by Local Government. The cost of providing right of way acquired by State shall mean the total expenses in acquiring the property interests through negotiations, including, but not limited to, expenses related to relocation, removal, and adjustment of eligible utilities.
- 12.12. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the Agreement or indirectly through a contract or subcontract under the Agreement. Acceptance of funds directly under the Agreement or indirectly through a contract or subcontract under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- 12.13. State will not pay interest on any funds provided by Local Government.
- 12.14. State will not execute the contract for the construction of Project until the required funding has been made available by Local Government in accordance with this Agreement.
- 12.15. Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by State no more frequently than monthly, and no later than 90 days after costs are incurred. If Local Government submits invoices more than 90 days after the costs are incurred, and if federal funding is reduced as a result, State shall have no responsibility to reimburse Local Government for those costs.
- 12.16. If Local government is an Economically Disadvantaged County ("EDC") and if State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.

13. Notices

- 13.1. All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

Local Government	State
City of Hutto	Director of Contract Services
Mayor	Texas Department of Transportation
401 W. Front Street	125 E. 11 th Street
Hutto, Texas 78634	Austin, TX 78701-2483

13.2. All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

14. Legal Construction

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this Agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

15. Responsibilities of the Parties

Neither party is an agent, servant, or employee of the other party and each party is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

16. Ownership of Documents

Upon completion or termination of this Agreement, all documents prepared by State shall remain the property of State. All data prepared under this Agreement shall be made available to State without restriction or limitation on their further use. All documents produced or approved or otherwise created by Local Government shall be transmitted to State in the form of photocopy reproduction on a monthly basis as required by State. The originals shall remain the property of Local Government.

17. Document and Information Exchange

Local Government agrees to electronically deliver to State all general notes, specifications, contract provision requirements, and related documentation in a Microsoft Word or similar format. If requested by State, Local Government will use State's document template. Local Government shall also provide a detailed construction time estimate, including types of activities and month in which the activity will be completed, in the format required by State. This requirement applies whether Local Government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of State, Local Government shall submit any information required by State in the format directed by State.

18. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, Local Government shall furnish State with satisfactory proof of this compliance.

19. Sole Agreement

This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the Agreement's subject matter.

20. Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR Part 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to Project.

21. Procurement and Property Management Standards

The parties shall adhere to the procurement standards established in 2 CFR Part 200 and with the property management standard established in 2 CFR Part 200.

22. Inspection of Books and Records

The parties to this Agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this Agreement and shall make such materials available to State, Local Government, and, if federally funded, the FHWA, and the U.S. Office of the Inspector General, or their duly authorized representatives for review and inspection at its office during the Agreement period and for four years from the date of completion of work defined under this Agreement or until any impending litigation or claims are resolved. Additionally, State, Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

23. Civil Rights Compliance

Local Government shall comply with the regulations of the U. S. Department of Transportation ("DOT") as they relate to non-discrimination (49 CFR Part 21 and 23 CFR Part 200), and Executive Order 11246 titled "Equal Employment Opportunity," as amended by Executive Order 11375 and supplemented in the Department of Labor Regulations (41 CFR Part 60).

24. Disadvantaged Business Enterprise Program Requirements

- 24.1. The parties shall comply with the Disadvantaged Business Enterprise ("DBE") Program requirements established in 49 CFR Part 26.
- 24.2. Local Government shall adopt, in its totality, State's federally approved DBE program.
- 24.3. Local Government shall set an appropriate DBE goal consistent with State's DBE guidelines and in consideration of Local market, project size, and nature of the goods or services to be acquired. Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- 24.4. Local Government shall follow all other parts of State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address: http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf.
- 24.5. Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to Local Government of its failure to carry out its approved program, State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC § 3801 et seq.).

- 24.6.** Each contract Local Government signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

25. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this Agreement, Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this Agreement shall require any party to a contract, subcontract, or purchase order awarded under this Agreement to certify its eligibility to receive federal funds and, when requested by State, to furnish a copy of the certification.

26. Lobbying Certification

In executing this Agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- 26.1.** No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 26.2.** If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for Local Government shall complete and submit the federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 26.3.** The parties shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite imposed by 31 USC § 1352 for making or entering into this transaction. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

27. Insurance

- 27.1.** Should this Agreement authorize Local Government or its contractor to perform any work on State right of way, before beginning work, the entity performing the work shall provide State with a fully executed

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copy of State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and State may recover damages and all costs of completing the work.

- 27.2. For projects including buildings, Local Government agrees to insure the building according to Department specifications and further agrees to name the Federal Government as a "Loss Payee" should the building be destroyed.

28. Federal Funding Accountability and Transparency Act Requirements

- 28.1. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act ("FFATA") and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms:

<http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and

<http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.

- 28.2. Local Government agrees that it shall:

- a. Obtain and provide to State a System for Award Management ("SAM") number (Federal Acquisition Regulation ("FAR") Subpart 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is <https://www.sam.gov/portal/public/SAM/>
- b. Obtain and provide to State a Data Universal Numbering System ("DUNS") number, a unique nine-character number that allows the federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and
- c. Report the total compensation and names of its top five executives to State if:
 1. More than 80 percent of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 2. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

29. Single Audit Report

- 29.1. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR Part 200.
- 29.2. If threshold expenditures of \$750,000 or more are met during Local Government's fiscal year, Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at <http://www.txdot.gov/inside-txdot/office/audit/contact.html>.

If expenditures are less than the threshold during Local Government's fiscal year, Local Government must submit a statement to TxDOT's Audit Office as follows:

CSJ: 0914-05-189
District #: 14 AUS
Code Chart 64#: 20250
Project: Limmer Loop Sidewalk
Federal Highway Administration
CFDA Title: Highway Planning and
Construction
CFDA #: 20.205

We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY _____.

- 29.3. For each year Project remains open for federal funding expenditures, Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or Project has been formally closed out and no charges have been incurred within the current fiscal year.

30. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this agreement on the date stated opposite that party's signature.

City of Hutto

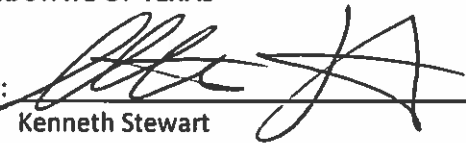
Date: 5-19-16

By: 
~~Debbie Holland~~ Doug Gaul
Mayor

R-16-05-19-8B

THE STATE OF TEXAS

Date: 06/13/16

By: 
Kenneth Stewart
Director of Contract Services
Texas Department of Transportation

CSJ: 0914-05-189
District #: 14 AUS
Code Chart 64#: 20250
Project: Limmer Loop Sidewalk
Federal Highway Administration
CFDA Title: Highway Planning and
Construction
CFDA #: 20.205

ATTACHMENT A
RESOLUTION OF LOCAL GOVERNMENT

RESOLUTION NO. R-16-05-19-8B

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE ADVANCED FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE CONSTRUCTION OF THE LIMMER LOOP SIDEWALK FROM FM 1660 N TO COTTONWOOD CREEK ELEMENTARY; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, the City of Hutto City Council authorized the submission of a Transportation Alternatives Program project for the construction of Limmer Loop sidewalk from FM 1660 N to Cottonwood Elementary, and;

WHEREAS, the City was awarded the grant on October 12, 2015, and;

WHEREAS, the City is required to execute an Advanced Funding Agreement with the Texas Department of Transportation for the use of the grant funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, hereby authorizes the Mayor to execute an Advanced Funding Agreement with the Texas Department of Transportation for construction of Limmer Loop sidewalk from FM 1660 N to Cottonwood Creek Elementary.

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

RESOLVED this 19th day of May, 2016.

CITY OF HUTTO, TEXAS



Doug Gaul, Mayor

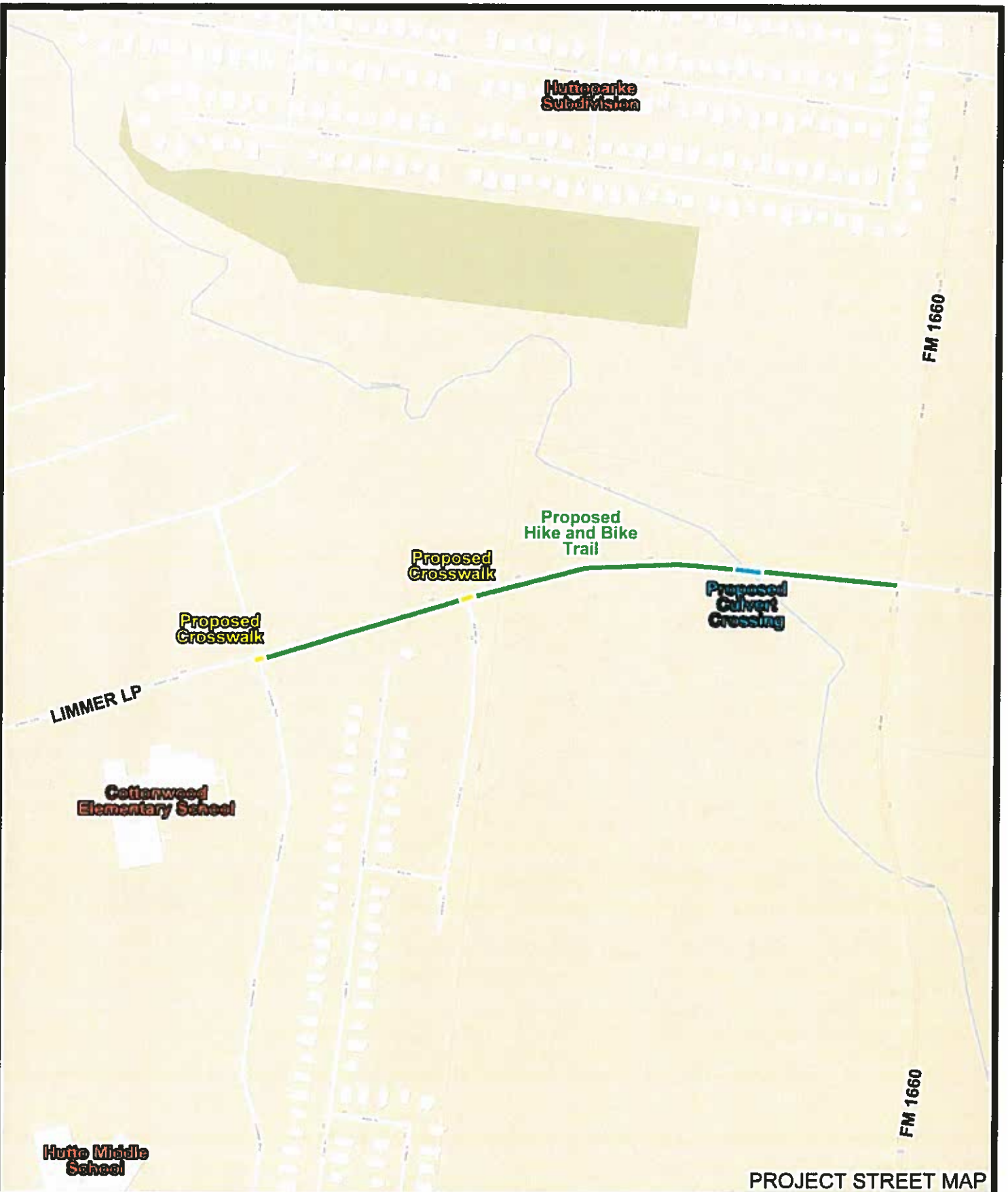
ATTEST:



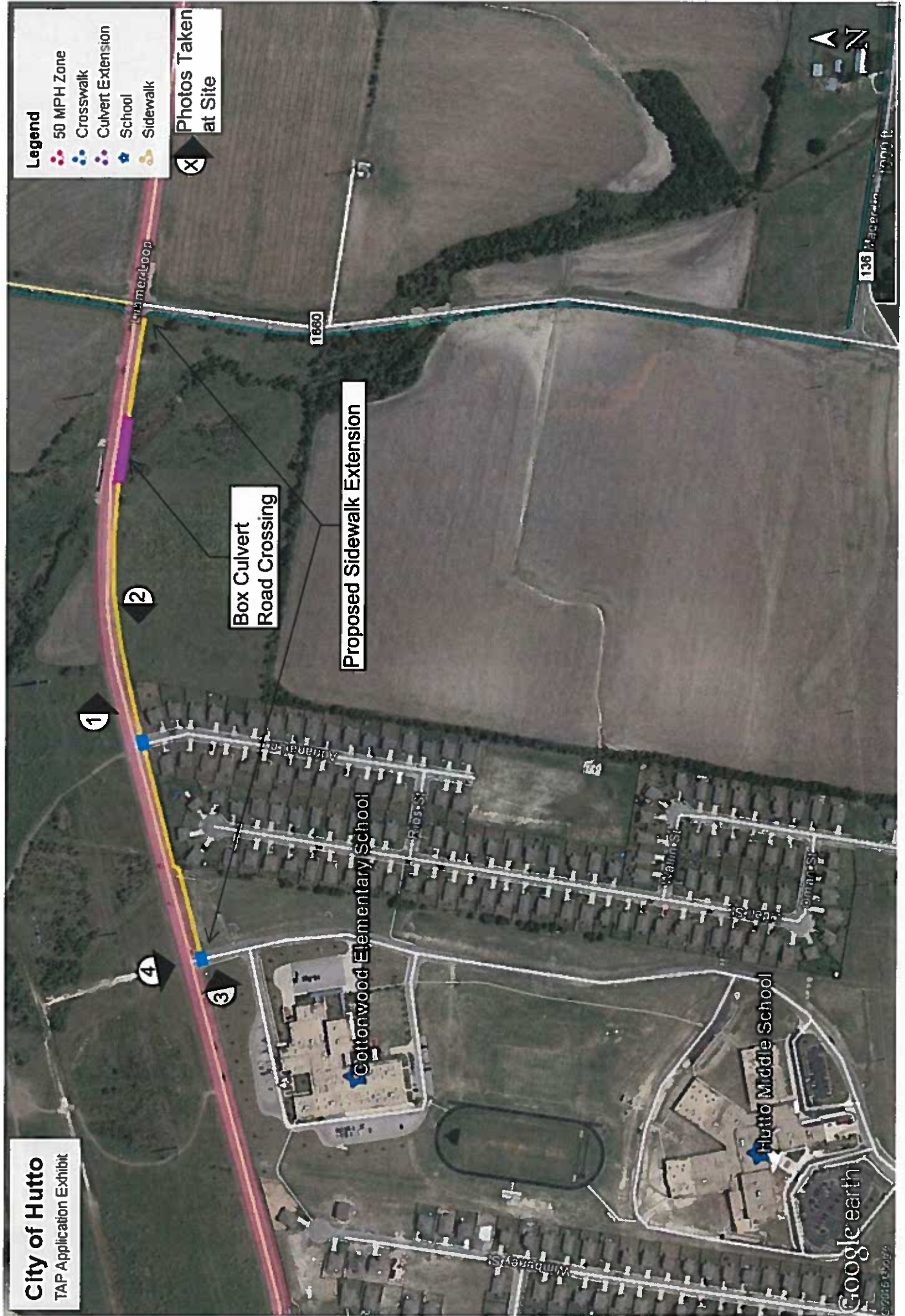
Seth Gipson, City Secretary

CSJ: 0914-05-189
District #: 14 AUS
Code Chart 64#: 20250
Project: Limmer Loop Sidewalk
Federal Highway Administration
CFDA Title: Highway Planning and
Construction
CFDA #: 20.205

ATTACHMENT B
PROJECT LOCATION MAP



HUTTO TAP PHOTO TOUR MAP



CAMPO Transportation Alternatives Program

City of Hutto Pre-application – 7/17/2015

Sidewalk on Southside of Limmer Loop

FM 1660 to Cottonwood Creek Elementary



Photo 1 – Looking east towards the Limmer Loop and FM 1660 Intersection (Please note the Box Culverts at Limmer Loop crossing over Cottonwood Creek)



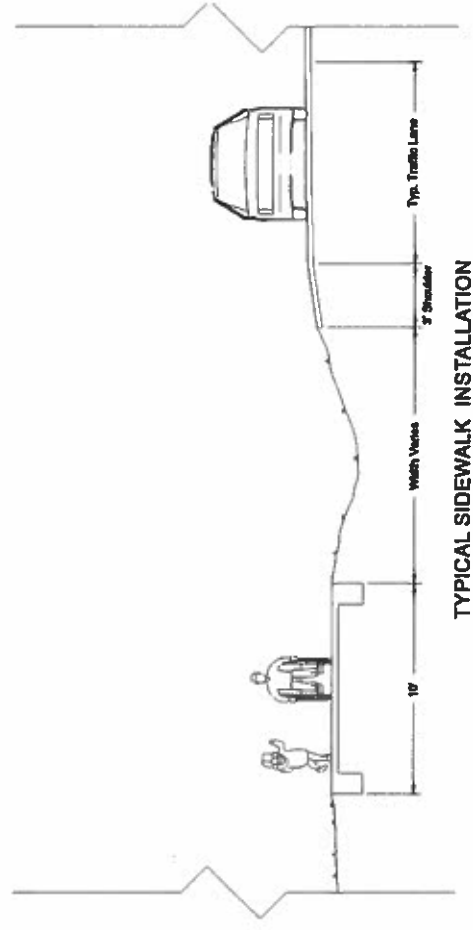
Photo 2 – Looking west on southside of Limmer Loop towards Cottonwood Creek Elementary (please note there are no school zone signs on Limmer Loop)



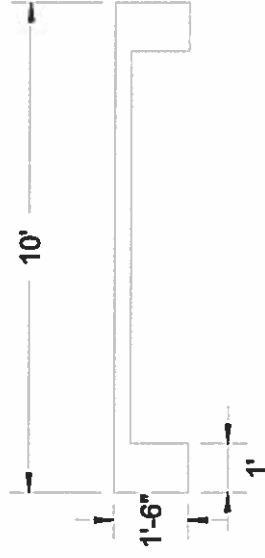
Photo 3 – Looking east on the southside of Limmer Loop just west of the Cottonwood Creek Elementary and Hutto Middle School driveway (end of proposed sidewalk project)



Photo 4 – Looking south on the northside of Limmer Loop at the Cottonwood Creek Elementary and Hutto Middle School driveway where proposed sidewalk would tie into school sidewalk



TYPICAL SIDEWALK INSTALLATION



TYPICAL SIDEWALK SECTION

HUTTO TAP PROJECT MAP



CSJ: 0914-05-189 Fed. # STP: {enter STP}
 Code Chart 64#: 20250
 Project: Limmer Loop Sidewalk
 FHWA CFDA #: 20.205
 Not Research and Development

ATTACHMENT C

PROJECT ESTIMATE AND SOURCE OF FUNDS

(State or LG) Performs PE Work or Hires Consultant / (State or LG) Lets Project to Construction

Work Performed by Local Government ("LG")							
Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation		State Participation		Local Government (LG) Participation	
		Includes additional percentage for TDC apportionment where applicable				Includes any EDC reduction where applicable	
		%	Cost	%	Cost	%	Cost
Planning/Maps/Education/Non-CST	\$0	0%	\$0	0%	\$0	0%	\$0
Preliminary Engineering	\$158,000	80%	\$126,400	0%	\$0	20%	\$31,600
Environmental Cost	\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way	\$0	0%	\$0	0%	\$0	0%	\$0
Utilities	\$0	0%	\$0	0%	\$0	0%	\$0
Construction	\$696,600	80%	\$557,280	0%	\$0	20%	\$139,320
In-kind donation Value (Add to Total Project Cost - 20% Maximum value)	\$0	0%	\$0	0%	\$0	0%	\$0
Work by LG Subtotal	\$854,600		\$683,680		\$0		\$170,920
Work Performed by the State (Local Participation paid up front by LG to TxDOT)							
Preliminary Engineering ¹	\$0	0%	\$0	0%	\$0	0%	\$0
Environmental Cost ¹	\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way ³	\$0	0%	\$0	0%	\$0	0%	\$0
Utilities ²	\$0	0%	\$0	0%	\$0	0%	\$0
Construction ²	\$0	0%	\$0	0%	\$0	0%	\$0
Work by State Subtotal	\$0		\$0		\$0		\$0

CSJ: 0914-05-189 Fed. # STP: {enter STP}
 Code Chart 64#: 20250
 Project: Limmer Loop Sidewalk
 FHWA CFDA #: 20.205
 Not Research and Development

Direct and Indirect State Costs Incurred for Review, Inspection, Administration & Oversight						
Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation Includes additional percentage for TDC apportionment where applicable		State Participation		Local Government (LG) Participation Includes any EDC reduction where applicable
		%	Cost	%	Cost	
Preliminary Engineering ¹	\$16,024	80%	\$12,819	0%	\$0	\$3,205
Environmental Cost ¹	\$16,024	80%	\$12,819	0%	\$0	\$3,205
Right of Way ¹	\$16,024	80%	\$12,819	0%	\$0	\$3,205
Utilities ¹	\$16,023	80%	\$12,819	0%	\$0	\$3,204
Construction ²	\$64,095	80%	\$51,276	0%	\$0	\$12,819
Direct State Costs Subtotal	\$128,190	80%	\$102,552	0%	\$0	\$25,638
Indirect State Cost	\$58,369		\$0		\$58,369	\$0
TOTAL PARTICIPATION	\$1,041,159		\$786,232		\$58,369	\$0
In-kind Contribution Credit Applied						\$0
TOTAL REMAINING PARTICIPATION AFTER IN-KIND CONTRIBUTION						\$196,558

The estimated total participation by Local Government is \$196,558, plus 100% of overruns.

Total estimated payment by Local Government to State is \$25,638.

¹Local Government's first payment of \$12,819 is due to State within 30 days from execution of this contract.

²Local Government's second payment of \$12,819 is due to State within 60 days prior to the Construction contract being advertised for bids.

³If ROW is to be acquired by State, Local Government's share of property cost will be due prior to acquisition.

The eligible percent of required local match is stated in the nomination and must be 20% or greater, unless In-Kind, EDC adjustments or TDCs are applied.

This is an estimate, the final amount of Local Government participation will be based on actual costs.

Maximum federal TAP funds available for Project are \$786,232.



Mayor
Doug Gaul

Mayor Pro-tem
Tom Hines

Council Members
Scott Rose, Place 1
Tom Hines, Place 2
Nate Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

City Manager
Odis Jones

September 6, 2018

Director of Contract Services
Texas Department of
Transportation
125 E. 11th Street
Austin, TX 78701

Director,

This letter is to notify you, in accordance with Paragraph 2 of the Advanced Funding Agreement (AFA) for CSJ: 0914-05-189 that it is the intention of the City of Hutto to terminate this project. The signed and approved resolution from the City Council is attached to this letter verifying the City's intention.

Respectfully,

Doug Gaul
Mayor

RESOLUTION NO. R-

A RESOLUTION AUTHORIZING THE CITY MANAGER TO TERMINATE THE CONTRACT FOR THE CONSTRUCTION OF THE LIMMER LOOP SIDEWALK AS PART OF THE TRASPORTATION ALTERNATIVES PROGRAM.

WHEREAS, the City of Hutto applied for and was awarded a grant to construct a sidewalk from Cottonwood Creek Elementary to FM 1660 North, and;

WHEREAS, the City of Hutto awarded a construction contract to Greater Austin Development Company, LTD to construct the sidewalk, and;

WHEREAS, the cost to construct the sidewalk as originally awarded was \$1,221,975.15, and;

WHEREAS, the large percentage of the sidewalk would have to be removed when the intersection of Limmer Loop and FM 1660 N is expanded.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS THAT, the Hutto City Council hereby authorizes the City Manager to terminate the contract with Greater Austin Development Company, LTD paying them for services and materials delivered to date and refund the amounts owed back to the State of Texas and the Federal Government that were received by the City.

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.

CONSIDERED and RESOLVED by the City Council of the City of Hutto on this the _____ day of _____, 2018.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9A. **AGENDA DATE:** September 06, 2018

PRESENTED BY: Ashley Lumpkin, AICP, Executive
Director, Business & Development
Services

ITEM:

Consideration and possible action on the first reading of an ordinance approving a Specific Use Permit for 6081 FM 1660 North, to allow a car wash in the B-2 (General Commercial) zoning district. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

Property Owner: Tactical Nightmare LLC, Najib Wehbe

Current Land Use: Vacant

Proposed Land Use: Convenience Store with Car Wash

Future Land Use Designation: Commercial (Current); Commercial (Proposed Map)

Current Zoning: B-2 General Commercial

Surrounding Land Use and Zoning:

North: Vacant land; Hutto Development Agreements

South (Across Limmer Loop): Vacant land; Zoned PUD Planned Unit Agreement

East: Vacant land; Hutto Development Agreements

West (across FM 1660): Vacant land; B-2

Summary of Request

The property is approximately 2.59 acres of land, described as Lot 1, Block A of the Canutillo Corner Subdivision, located at 6081 FM 1660. It is located on the northeast corner of FM 1660 at Limmer Loop.

The applicant is requesting a specific use permit (SUP) for a car wash at a proposed convenience

store/gas station development in a B-2 (General Commercial) zoning district. Car washes are considered subject to specific use permit review in the B-2 district, as outlined in Unified Development Code (UDC) Section 10.304.6.

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

- The proposed use conforms to this code and is consistent with the comprehensive, neighborhood and other applicable land use and development plans.
 - The current Future Land Use Map identifies this area as Commercial. The requested use is in compliance.
- The proposed use is compatible with existing and permitted uses in the surrounding area and would not adversely affect property near the site.
 - The property will be required to come into compliance with current development standards.
- The site is a legal building lot.
 - The property is a legally platted and appropriate for development.

Details of building orientation are provided as conceptual. Site plan, building plans and landscaping will be reviewed for code compliance during the permitting process. After the last meeting, staff met with both TXDOT and the applicant to discuss the intersection and potential right-of-way dedications that may be necessary. Per the UDC, a specific use permit approval does not run with the land, and expires with the end of the approved use.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Planning and Zoning Commission recommended approval on July 17, 2018.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends that the Council approve the first reading of the ordinance. The Council may dispense with the second reading of the ordinance.

SUPPORTING MATERIAL:

1. [Ordinance - 6081 FM 1660 North](#)

ORDINANCE NO.

AN ORDINANCE GRANTING A SPECIFIC USE PERMIT TO ALLOW A CAR WASH ON 2.590 ACRES, MORE OR LESS, OF LAND, KNOWN AS 6081 FM 1660 NORTH, LOT 1, BLOCK A OF THE CANUTILLO CORNER SUBDIVISION, BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND INCORPORATED HEREIN; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, REPEALING CLAUSE, OPEN MEETING CLAUSE, PENALTY CLAUSE AND EFFECTIVE DATE.

WHEREAS, a request has been made to the City Council of the City of Hutto, Texas to grant a Specific Use Permit to allow a car wash on the property known as 6081 FM 1660 North, Lot 1, Block A of the Canutillo Corner Subdivision, described in Exhibit "A", being attached hereto and incorporated herein, and;

WHEREAS, on the 17th day of July, 2018, after proper notification, the Planning and Zoning Commission held a public hearing on the proposed Specific Use Permit request, and;

WHEREAS, the Planning and Zoning Commission recommended approval of the proposed Specific Use Permit request on the 17th day of July, 2018, and;

WHEREAS, on the 19th day of July, 2018, after proper notification, the City Council held a public hearing on the proposed Specific Use Permit request, and;

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

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A., Texas Local Government Code, and Article 14.02.002, Code of Ordinances (2007 Edition), City of Hutto, Texas concerning public notices, hearings, and other procedural matters has been fully complied with, Now therefore

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

SECTION I.

1.

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

10.203.18.3 Criteria

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

10.203.18.5 Conditions

- The Planning and Zoning Commission and/or City Council may impose conditions on a specific use permit.
- Specific use permit approval does not run with the land, and expires with the end of the approved use.

10.203.18.6 Amendments

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

10.204.2 Effective date and expiration

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

2.

This Specific Use Permit request is subject to the conditions as identified by the City Council and incorporated herein. No permits shall be issued unless all of the following requirements are satisfied:

- Any future development, other than the use specified for this request, on the lot is required to obtain City Council approval prior to permitting.

SECTION II. Publication Clause

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

SECTION III. Severability Clause

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

SECTION IV. Repealing Clause

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

SECTION V. Open Meeting Clause

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

SECTION VI. Effective Date

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

READ and **APPROVED** on first reading on this the **6th** day of **September, 2018** at a meeting of the Hutto, Texas City Council; there being a quorum present.

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

READ, PASSED and **ADOPTED** on first reading of ordinance this **6th** day of **September, 2018** at a meeting of the Hutto, Texas City Council; there being a quorum present.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

Attest:

Lisa L. Brown, City Secretary

Canutillo Corner (2.590 acres)

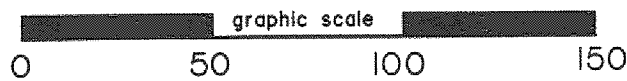


This map was produced for the sole purpose of aiding the City of Hutto in planning purposes and is not warranted for any other use. No warranty is made by creator or city regarding its accuracy or completeness.

CANUTILLO CORNER

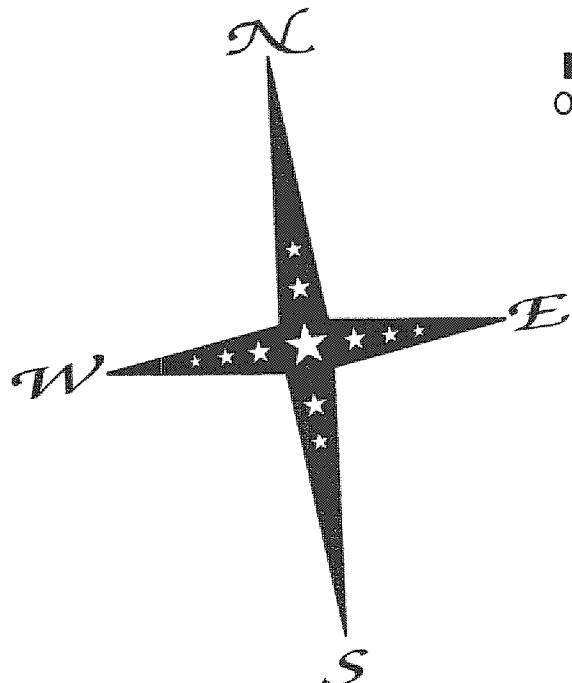
City of Hutto
Williamson County, Texas

SCALE: 1" = 50'

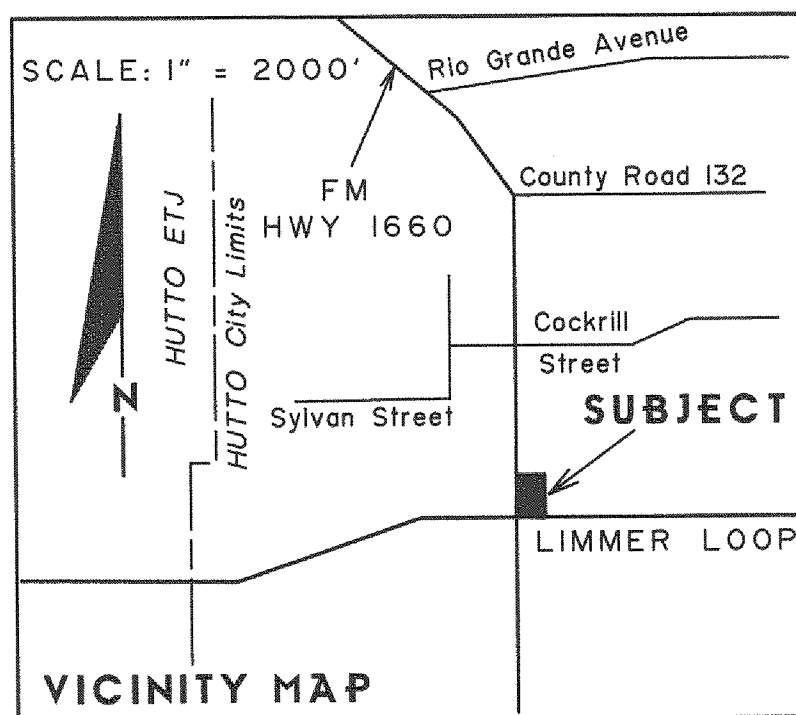


Legend

- ⊙ 1/2" Iron Rod Found
 - ⊕ 1/2" Capped Iron Rod Found
 - 1/2" Iron Rod Set with plastic cap imprinted with "Holt Carson, Inc."
- (Record Bearing and Distance)



KEITH ALAN OLANDER, et al
"Tract Two"
(59.945 Acres) remainder
Partition Deed
Document No. 2008002364



PLAT INFORMATION

AREA OF SUBDIVISION: 2.590 Acres

LINEAR FEET OF NEW STREETS: none

NUMBER OF BLOCKS: 1

NUMBER OF LOTS: 1

Total Area of Lots = 2.386 Acres

LOT Usage = Commercial

SURVEY:

Canutillo Colony Ditch Co. Survey
Abstract No. 693

REMAINDER OF
HUGH S. DAVENPORT SR. AND BILLIE B. DAVENPORT
VOLUME 1079 PAGE 938
WILLED TO
HUGH S. DAVENPORT JR.

F.M. HIGHWAY 1660 (80' R.O.W.)

This area is hereby dedicated
for additional right-of-way.

BEARING BASIS
N07°29'00"E 421.32'

N07°29'00"E 415.05'

LOT 1
BLOCK A
2.385 ACRES

S82°29'40"E 258.43'

15.00'

243.43'

425.25'

435.25'

S07°16'00"W

30' Oil Pipeline Easement per Doc. 2017003560

Electric Line Easement
and Right-of-Way
per Document No. 2011041560

calculated point
currently inaccessible
to set

N82°31'00"W

79.82'

N37°52'08"W

21.18'

N07°29'00"E 119.87'

144.79'

N13°43'25"W

70.66'

N07°29'00"E 119.87'

21.25'

N5°37'28"E

144.79'

N07°29'00"E 119.87'

21.25'

N5°37'28"E

144.79'

N07°29'00"E 119.87'

21.25'

N5°37'28"E

144.79'

N07°29'00"E 119.87'

21.25'

N5°37'28"E

144.79'

N07°29'00"E 119.87'

21.25'

N5°37'28"E

144.79'

N07°29'00"E 119.87'

21.25'

N5°37'28"E

144.79'

LOT 1
BLOCK A
NORTHTOWN COMMONS
BLOCK A, LOT 1
Cabinet G-G SLIDE 298

CANUTILLO COLONY DITCH CO. SURVEY
ABSTRACT NO. 693

KEITH ALAN OLANDER, et al
"Tract Two"
(59.945 Acres) remainder
Partition Deed
Document No. 2008002364

JOYCE COLLIN OLANDER, Testamentary Trustee
"Tract One" (40.000 Acres)
Document No. 2008029956

LIMMER LOOP (90' R.O.W.)

PROPERTY OWNERS:
Janet Lynn Olander Barnard
Karen Ann Olander
Keith Alan Olander
Timothy Edward Barnard
Brian Anthony Barnard
Elizabeth Barnard Davis

ENGINEER:
Mirza Tahir Baig
Professional StruCivil Engineers, Inc.
Registered Engineering Firm F-4951
1270 Research Boulevard Suite 390
Austin, Texas 78759
(512) 238-6422

SURVEYOR:
Holt Carson RPLS 5166
Holt Carson, Inc.
1904 Fortview Road
Austin, Texas 78704
Firm Registration 10050700
(512) 442-0990

989056

SHEET 1 of 2

CANUTILLO CORNER

City of Hutto
Williamson County, Texas

FIELD NOTE DESCRIPTION OF 2.590 ACRES OF LAND OUT OF THE CANUTILLO COLONY DITCH Co. SURVEY ABSTRACT No. 693 IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF THAT CERTAIN (59.945 ACRE) TRACT OF LAND DESCRIBED AS "TRACT TWO" IN DEED TO JOYCE COLLIN OLANDER AS TESTAMENTARY TRUSTEE AND RECORDED IN DOCUMENT No. 2008029956 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING FOR REFERENCE at a capped iron rod found (marked "SAM, Inc.") in the North right-of-way line of Limmer Loop for the Southeast corner of that certain (59.945 acre) tract of land described as "Tract Two" and for the Southwest corner of that certain (40.000 acre) tract of land described as "Tract One" in Deed to Joyce Collin Olander as Testamentary Trustee as recorded in Document No. 2008029956 of the Official Public Records of Williamson County, Texas.

THENCE with the North right-of-way line of Limmer Loop and with the South line of said Olander (59.945 acre) tract, N 82 deg. 43' 08" W 1601.16 ft. to a 1/2" iron rod set with a plastic cap imprinted with "Holt Carson, Inc." for the Southeast corner and PLACE OF BEGINNING of the herein described tract of land.

THENCE continuing with the North right-of-way line of Limmer Loop and with the South line of said Olander (59.945 acre) tract, the following two (2) courses:

- 1) N 82 deg. 43' 08" W 245.00 ft. to a capped iron rod found (marked "Capital Surveying")
- 2) N 37 deg. 52' 08" W 21.18 ft. to a calculated point of intersection in the East right-of-way line of F.M. Highway 1660 for the Southwest corner of said Olander (59.945 acre) tract and being the Southwest corner of this tract.

THENCE with the East right-of-way line of F.M. Highway 1660 and with the West line of said Olander (59.945 acre) tract, N 07 deg. 29' 00" E 421.32 ft. to a 1/2" iron rod set with a plastic cap imprinted with "Holt Carson, Inc." for the Northwest corner of this tract, and from which a capped iron rod found (marked "SAM, Inc.") in the East right-of-way line of F.M. Highway 1660 for the Northwest corner of said Olander (59.945 acre) tract bears N 07 deg. 29' 00" E 965.38 ft..

THENCE leaving the East right-of-way line of F.M. Highway 1660 and entering the interior of said Olander (59.945 acre) tract with the North line of this tract, S 82 deg. 29' 40" E 258.43 ft. to a 1/2" iron rod set with a plastic cap imprinted with "Holt Carson, Inc." for the Northeast corner of this tract.

THENCE continuing across the interior of said Olander (59.945 acre) tract with the East line of this tract, S 07 deg. 16' 00" W 435.25 ft. to the PLACE OF BEGINNING, containing 2.590 acres of land.

DEDICATION
STATE OF TEXAS
COUNTY OF WILLIAMSON
KNOW ALL MEN BY THESE PRESENTS THAT WE, JANET LYNN OLANDER BARNARD, KAREN ANN OLANDER, KEITH ALAN OLANDER, TIMOTHY EDWARD BARNARD, BRIAN ANTHONY BARNARD AND ELIZABETH BARNARD DAVIS, OWNERS OF ALL OF THAT CERTAIN (40.000 ACRE) TRACT OF LAND OUT OF THE CANUTILLO COLONY DITCH Co. SURVEY ABSTRACT No. 693 AND THE JOSIAS B. BEALE SURVEY ABSTRACT No. 97 IN WILLIAMSON COUNTY, TEXAS, AS CONVEYED TO US BY VIRTUE OF PARTITION DEED RECORDED IN DOCUMENT Nos. 2008002364 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO HEREBY SUBDIVIDE A 2.590 ACRE TRACT OF LAND AND DO HEREBY JOIN, APPROVE AND CONSENT TO ALL DEDICATIONS AND PLAT NOTE REQUIREMENTS SHOWN HEREON. WE DO HEREBY APPROVE THE RECORDATION OF THIS SUBDIVISION PLAT AND DEDICATE TO THE PUBLIC USE FOREVER ANY EASEMENTS AND ROADS THAT ARE SHOWN HEREON.
THIS SUBDIVISION IS TO BE KNOWN AS "CANUTILLO CORNER".

Keith Alan Olander
KEITH ALAN OLANDER
Individually and as Power of Attorney for
KAREN ANN OLANDER
TIMOTHY EDWARD BARNARD
BRIAN ANTHONY BARNARD
ELIZABETH BARNARD DAVIS

Janet Lynn Olander Barnard
JANET LYNN OLANDER BARNARD

ACKNOWLEDGEMENT
THE STATE OF GEORGIA
COUNTY OF Hutto

ACKNOWLEDGEMENT
THE STATE OF TEXAS
COUNTY OF Harris



BEFORE ME, THE UNDERSIGNED AUTHORITY, DID HEREBY APPEAR KEITH ALAN OLANDER, KNOWN TO ME TO BE THE PERSON WHOSE NAME SUBSCRIBED TO THE FOREGOING STATEMENT, AND HE ACKNOWLEDGED BEFORE ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS STATED THEREIN.

BEFORE ME, THE UNDERSIGNED AUTHORITY, DID HEREBY APPEAR JANET LYNN OLANDER BARNARD, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING STATEMENT, AND SHE ACKNOWLEDGED BEFORE ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS STATED THEREIN.

NOTARY PUBLIC: Ramona Dadda

NOTARY PUBLIC: Cheryl White

PRINTED NAME: Ramona Dadda

PRINTED NAME: Cheryl White

COMMISSION EXPIRES: March 13, 2018

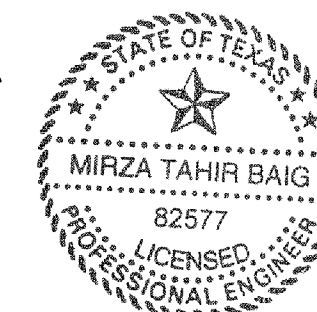
COMMISSION EXPIRES: 03/27/19

ENGINEER'S CERTIFICATION

NO PORTION OF THIS TRACT OF LAND IS WITHIN THE 100 YEAR FLOOD PLAIN AS SHOWN ON FLOOD INSURANCE RATE COMMUNITY PANEL No. 48491C 0520 E, DATED SEPTEMBER 26, 2008 FOR WILLIAMSON COUNTY, TEXAS. THIS TRACT IS NOT LOCATED IN THE EDWARDS AQUIFER RECHARGE ZONE.

Mirza Tahir Baig
MIRZA TAHIR BAIG
PROFESSIONAL ENGINEER No. 82577

7 November 2017
DATE

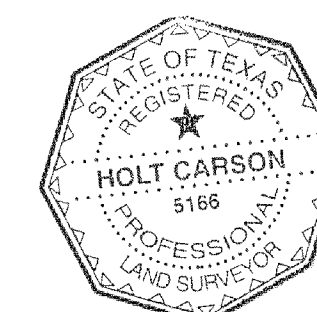


SURVEYOR'S CERTIFICATION

I, HOLT CARSON, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ON THE GROUND SURVEY OF THE LAND SHOWN HEREON AND THAT THE CORNER MONUMENTS SHOWN HEREON WERE PROPERLY PLACED UNDER MY SUPERVISION.

Holt Carson
HOLT CARSON
REGISTERED PROFESSIONAL LAND SURVEYOR No. 5166

10-22-2017
DATE



APPROVAL CITY OF HUTTO

THIS PLAT WAS APPROVED FOR RECORDING BY THE CITY COUNCIL ON THE 6TH DAY OF July 2017.

Ray Gavel
MAYOR CITY OF HUTTO

Joe
CITY SECRETARY

STANDARD PLAT NOTES:

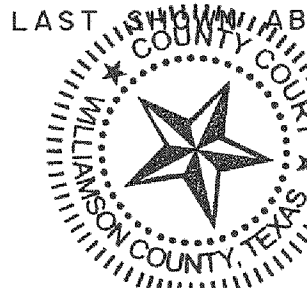
1. NO BUILDINGS, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE OR WASTEWATER EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
2. BUILDING SETBACKS SHALL CONFORM TO CITY CODES AND REGULATIONS.
3. A TEN (10) FOOT PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES.
4. A FIVE (5) FOOT PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
5. A FIVE (5) FOOT PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DEDICATED ON EACH SIDE OF ALL SIDE LOT LINES.
6. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
7. AN ARTERIAL FENCE SHALL BE CONSTRUCTED PER CITY CODES AND REGULATIONS.
8. STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN CONFORMANCE WITH CITY CODES AND REGULATIONS.
9. NO PORTION OF THIS TRACT OF LAND IS ENCROACHED BY THE ULTIMATE 1% ANNUAL CHANCE FLOODPLAIN.
10. NO PORTION OF THIS TRACT OF LAND IS ENCROACHED BY ANY SPECIAL FLOOD HAZARD AREAS INUNDATED BY THE 1% ANNUAL CHANCE FLOODPLAIN AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP) COMMUNITY PANEL No. 48491C 0520 E, EFFECTIVE DATE SEPTEMBER 26, 2008, FOR WILLIAMSON COUNTY, TEXAS.
11. ALL SUBDIVISION CONSTRUCTION SHALL CONFORM TO THE CITY OF HUTTO CODES AND REGULATIONS, CONSTRUCTION STANDARDS AND GENERALLY ACCEPTED ENGINEERING PRACTICES.
12. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
13. UTILITY PROVIDERS:
Water: Jonah Special Utility District
Wastewater: Jonah Special Utility District
Electric: Oncor
Gas: Atmos
Telephone: Spectrum

STATE OF TEXAS
COUNTY OF WILLIAMSON
KNOW ALL MEN BY THESE PRESENTS THAT I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE 27th DAY OF November 20 17 A.D. AT 2:00 O'CLOCK, P M. AND DULY RECORDED ON THE 27th DAY OF November 2017 A.D., AT 2:24 O'CLOCK, P M. IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN DOCUMENT No. 2017108840

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

BY: Connie Phelps
DEPUTY Connie Phelps



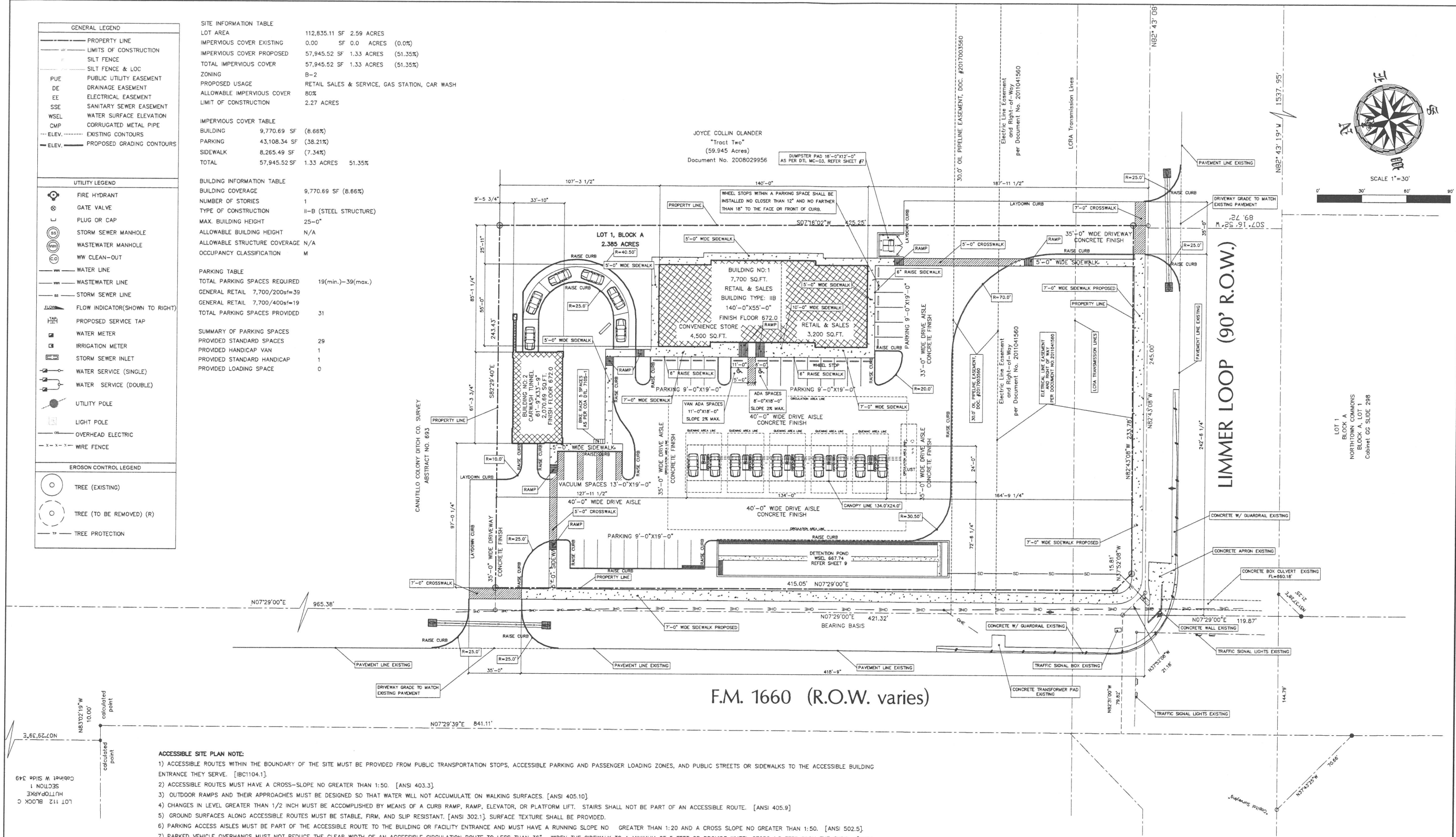
GENERAL LEGEND	
	PROPERTY LINE
	LIMITS OF CONSTRUCTION
	SILT FENCE
	SILT FENCE & LOC
	PUE PUBLIC UTILITY EASEMENT
	DE DRAINAGE EASEMENT
	EE ELECTRICAL EASEMENT
	SSE SANITARY SEWER EASEMENT
	WSEL WATER SURFACE ELEVATION
	CMP CORRUGATED METAL PIPE
	ELEV. EXISTING CONTOURS
	ELEV. PROPOSED GRADING CONTOURS
UTILITY LEGEND	
	FIRE HYDRANT
	GATE VALVE
	PLUG OR CAP
	SS STORM SEWER MANHOLE
	WW WASTEWATER MANHOLE
	WW CLEAN-OUT
	WM WATER LINE
	WWM WASTEWATER LINE
	SS STORM SEWER LINE
	FLOW INDICATOR (SHOWN TO RIGHT)
	PROPOSED SERVICE TAP
	WATER METER
	IRRIGATION METER
	SS STORM SEWER INLET
	WS WATER SERVICE (SINGLE)
	WS WATER SERVICE (DOUBLE)
	UTILITY POLE
	LIGHT POLE
	OHE OVERHEAD ELECTRIC
	WF WIRE FENCE
EROSION CONTROL LEGEND	
	TREE (EXISTING)
	TREE (TO BE REMOVED) (R)
	TP TREE PROTECTION

SITE INFORMATION TABLE			
LOT AREA	112,835.11 SF	2.59 ACRES	
IMPERVIOUS COVER EXISTING	0.00 SF	0.0 ACRES (0.0%)	
IMPERVIOUS COVER PROPOSED	57,945.52 SF	1.33 ACRES (51.35%)	
TOTAL IMPERVIOUS COVER	57,945.52 SF	1.33 ACRES (51.35%)	
ZONING	B-2		
PROPOSED USAGE	RETAIL SALES & SERVICE, GAS STATION, CAR WASH		
ALLOWABLE IMPERVIOUS COVER	80%		
LIMIT OF CONSTRUCTION	2.27 ACRES		
IMPERVIOUS COVER TABLE			
BUILDING	9,770.69 SF	(8.66%)	
PARKING	43,108.34 SF	(38.21%)	
SIDEWALK	8,265.49 SF	(7.34%)	
TOTAL	57,945.52 SF	1.33 ACRES 51.35%	

BUILDING INFORMATION TABLE			
BUILDING COVERAGE	9,770.69 SF (8.66%)		
NUMBER OF STORIES	1		
TYPE OF CONSTRUCTION	II-B (STEEL STRUCTURE)		
MAX. BUILDING HEIGHT	25'-0"		
ALLOWABLE BUILDING HEIGHT	N/A		
ALLOWABLE STRUCTURE COVERAGE	N/A		
OCCUPANCY CLASSIFICATION	M		

PARKING TABLE			
TOTAL PARKING SPACES REQUIRED	19 (min.)-39 (max.)		
GENERAL RETAIL 7,700/200sf=39			
GENERAL RETAIL 7,700/400sf=19			
TOTAL PARKING SPACES PROVIDED	31		

SUMMARY OF PARKING SPACES			
PROVIDED STANDARD SPACES	29		
PROVIDED HANDICAP VAN	1		
PROVIDED STANDARD HANDICAP	1		
PROVIDED LOADING SPACE	0		



F.M. 1660 (R.O.W. varies)

- ACCESSIBLE SITE PLAN NOTE:**
- 1) ACCESSIBLE ROUTES WITHIN THE BOUNDARY OF THE SITE MUST BE PROVIDED FROM PUBLIC TRANSPORTATION STOPS, ACCESSIBLE PARKING AND PASSENGER LOADING ZONES, AND PUBLIC STREETS OR SIDEWALKS TO THE ACCESSIBLE BUILDING ENTRANCE THEY SERVE. [IBC1104.1]
 - 2) ACCESSIBLE ROUTES MUST HAVE A CROSS-SLOPE NO GREATER THAN 1:50. [ANSI 403.3]
 - 3) OUTDOOR RAMPS AND THEIR APPROACHES MUST BE DESIGNED SO THAT WATER WILL NOT ACCUMULATE ON WALKING SURFACES. [ANSI 405.10]
 - 4) CHANGES IN LEVEL GREATER THAN 1/2 INCH MUST BE ACCOMPISHED BY MEANS OF A CURB RAMP, RAMP, ELEVATOR, OR PLATFORM LIFT. STAIRS SHALL NOT BE PART OF AN ACCESSIBLE ROUTE. [ANSI 405.9]
 - 5) GROUND SURFACES ALONG ACCESSIBLE ROUTES MUST BE STABLE, FIRM, AND SLIP RESISTANT. [ANSI 302.1] SURFACE TEXTURE SHALL BE PROVIDED.
 - 6) PARKING ACCESS AISLES MUST BE PART OF THE ACCESSIBLE ROUTE TO THE BUILDING OR FACILITY ENTRANCE AND MUST HAVE A RUNNING SLOPE NO GREATER THAN 1:20 AND A CROSS SLOPE NO GREATER THAN 1:50. [ANSI 502.5]
 - 7) PARKED VEHICLE OVERHANGS MUST NOT REDUCE THE CLEAR WIDTH OF AN ACCESSIBLE CIRCULATION ROUTE TO LESS THAN 36". WHEN THE SIDEWALK TO A MINIMUM OF 5 FEET OR PROVIDE WHEEL STOPS 1.5 FEET FROM THE CURB. [ANSI 403.5, TABLE 403.5]
 - 8) CURB RAMPS MUST BE PROVIDED WHEREVER AN ACCESSIBLE ROUTE CROSSES A CURB. [ANSI 406.1]
 - 9) IF A CURB RAMP IS LOCATED WHERE PEDESTRIANS MUST WALK ACROSS THE RAMP, IT MUST HAVE FLARED SIDES. IF THE LEVEL LANDING AT THE TOP OF THE RAMP IS LESS THAN 48" WIDE, THE SLOPE OF THE FLARE MAY NOT EXCEED 1:12; OTHERWISE, THE MAXIMUM SLOPE OF THE FLARE IS 1:10. CURB RAMPS WITH RETURNED CURBS MAY BE USED WHERE PEDESTRIANS WOULD NOT NORMALLY WALK ACROSS THE RAMP. [ANSI 406.3, FIG. 406.3, TCM FIG. 4-1, 4-5]
 - 10) CURB RAMPS AT MARKED CROSSINGS MUST BE WHOLLY CONTAINED WITHIN THE MARKINGS, EXCLUDING ANY FLARED SIDES. [ANSI 406.6]
 - 11) EVERY ACCESSIBLE PARKING SPACE MUST BE IDENTIFIED BY A SIGN, CENTERED AT THE HEAD OF THE PARKING SPACE. THE SIGN MUST INCLUDE THE INTERNATIONAL SYMBOL OF ACCESSIBILITY AND STATE RESERVED, OR EQUIVALENT LANGUAGE. CHARACTERS AND SYMBOLS ON SUCH SIGNS MUST BE LOCATED 60" MINIMUM ABOVE GROUND SO THAT THEY CANNOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE.
 - 13) APPROVAL OF THESE PLANS BY THE CITY OF HUTTO INDICATES COMPLIANCE WITH APPLICABLE CITY REGULATIONS ONLY. COMPLIANCE WITH ACCESSIBILITY STANDARDS SUCH AS THE 2010 STANDARDS FOR ACCESSIBLE DESIGN OR THE 2012 TEXAS ACCESSIBILITY STANDARDS WAS NOT VERIFIED. THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE ACCESSIBILITY STANDARDS.
 - 14) ALL SIDEWALK AND ACCESSIBLE ROUTE SHALL BE CONCRETE FINISH.



SCALE 1"=30'

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY MIRZA TAHR BAIG, P.E., #82577 ON 05/31/2018
FIRM REGISTRATION F-4951

PROFESSIONAL STRUCTURAL ENGINEERS, INC.
CONSULTING CIVIL AND STRUCTURAL ENGINEERS

12710 RESEARCH BLVD., SUITE 300, AUSTIN, TX 78759 | TEL: 512.238.6421 | FAX: 512.238.8065

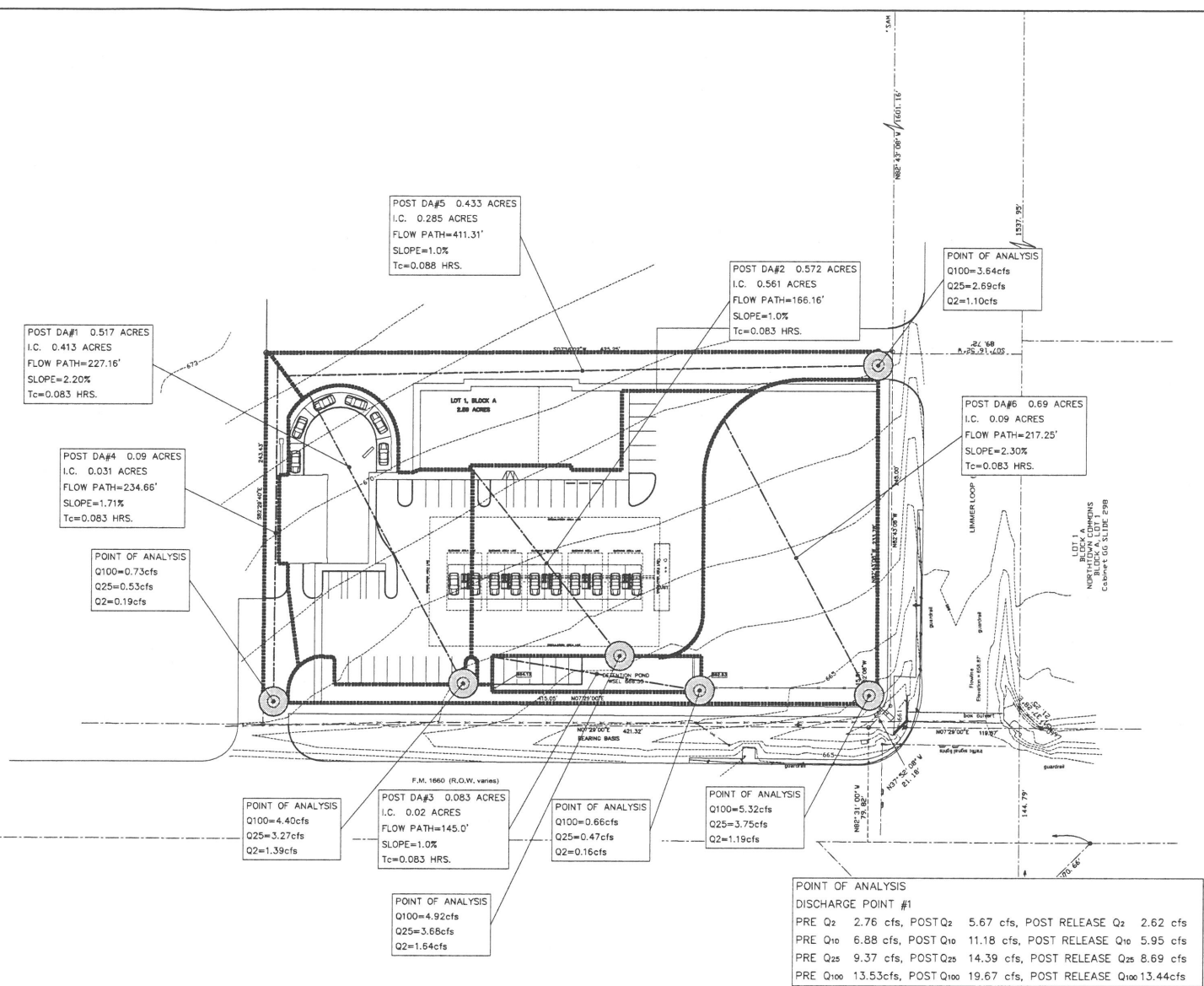
Rev.	Description	Date
0	ISSUED FOR APPROVAL	05/31/18
1		
2		
3		
4		
5		
6		

PROJECT:
FM 1660 GAS STATION
6081 FM 1660, HUTTO, TEXAS 78634

PROJECT:
30267

Sheet:
5
OF 20

Dimensional Site Plan



COMPOSITE OUTFLOW SUMMARY TABLE				DETENTION POND AREA & VOLUME			
ELEVATION	ORIFICE-1	WEIR-1	TOTAL Q	EVENTS	AREA	VOLUME	
ft	cfs	cfs	cfs	ELEVATION	ACRES	AC-FT	
662.50	0.0	0.0	0.0	PRE	662.50	0.00	0.00
663.00	0.07	0.0	0.07	CONTROL OPENINGS	662.87	0.039	0.005
663.50	0.10	0.0	0.10	2YRS.	663.25	0.079	0.027
664.00	0.12	0.0	0.12	10YRS.	664.00	0.079	0.086
664.50	0.15	0.0	0.15	25YRS.	665.00	0.079	0.165
665.00	0.16	0.0	0.16	100YRS.	666.00	0.079	0.243
665.50	0.18	0.35	0.53		667.00	0.079	0.322
666.00	0.19	1.00	1.19		668.00	0.079	0.401
666.50	0.21	1.84	2.04		668.50	0.079	0.440
667.00	0.22	2.83	3.05				
667.50	0.23	3.95	4.18				
668.00	0.24	5.19	5.44				
668.50	0.26	6.54	6.80				

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9B. **AGENDA DATE:** September 06, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration and possible action on the first reading of an ordinance concerning the first amendment to the Fiscal Year 2018 Budget of the Hutto Economic Development Corporation - Type A. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The proposed amendment will decrease the the FY 2017-18 Budget to zero due to the restructuring of the Type A corporation and creation of a Type B Corporation.

The City Council is asked to approve this amendment of the Hutto Economic Development Corporation to comply with Section 501.073 of the Texas Local government Code which states:

Sec. 501.073. SUPERVISION BY AUTHORIZING UNIT. (a) The corporation's authorizing unit will approval all programs and expenditures of a corporation and annually review any financial statements of the corporation.

BUDGETARY AND FINANCIAL SUMMARY:

The proposed amendment will reduce the budgeted expenditures for the Type A Board.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Hutto Economic Development Corporation Board approved the amendment at their August 27, 2018 Board Meeting.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance amending the FY 2017-18 Budget.

SUPPORTING MATERIAL:

1. [Type A Amended Budget](#)
2. [Type A Amended Budget](#)

HEDC Type A Budget 2018

Revenues: 0

Expenditures 0

Ending Fund Balance: 0

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE APPROPRIATIONS FOR THE SUPPORT OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE A FOR THE FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND OPEN MEETING CLAUSE.

WHEREAS, the Hutto Economic Development Corporation budget for the fiscal year October 1, 2017 through September 30, 2018, was duly presented to the City Council.

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

SECTION I.

That the appropriations for the fiscal year October 1, 2017 through September 30, 2018 for the support of the Hutto Economic Development Corporation be fixed and determined for said terms in accordance with the expenditures shown in the EDC's 2018 fiscal year budget, a summary of which is appended hereto as Exhibit A.

SECTION II.

That the budget, as shown in words and figures in **Exhibit A**, is hereby approved in all respects and adopted as the City's budget for the fiscal year October 1, 2017 through September 30, 2018.

SECTION III. Publication Clause

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

SECTION IV. Severability Clause

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

SECTION V. Repealing Clause

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

SECTION VI. Open Meeting Clause

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

SECTION VII.

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

READ and **APPROVED** on first reading on this the **6th** day of September **2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and **ADOPTED** on second and final reading this **20th** day of **September 2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9C. **AGENDA DATE:** September 06, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration of a public hearing and possible action on the first reading of an ordinance concerning the first amendment to the Fiscal Year 2018 Budget of the Hutto Economic Development Corporation - Type B. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The City Council is asked to approve this amendment of the Hutto Economic Development Corporation to comply with Section 501.073 of the Texas Local government Code which states:

Sec. 501.073. SUPERVISION BY AUTHORIZING UNIT. (a) The corporation's authorizing unit will approval all programs and expenditures of a corporation and annually review any financial statements of the corporation.

BUDGETARY AND FINANCIAL SUMMARY:

The proposed amendment will increase the budgeted expenditures incurred due to the bond issuance and various land purchases throughout the current year.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Hutto Economic Development Corporation Board approved the amendment at their July 24, 2017 Board Meeting.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance amending the FY 2017-18 Budget.

SUPPORTING MATERIAL:

1. [Amended Budget EDC](#)
2. [2018 EDC Budget](#)
3. [Amending budget Ordinance](#)

EDC Budget for FY 2019 and Forecast of FY 2020-2021

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY19-20</u>	<u>FY20-21</u>
Revenue				
Sales Tax	1,195,518	1,327,500	1,650,000	2,000,000
Interest & Other	41,061	4,000	4,000	4,000
	<u>1,236,579</u>	<u>1,331,500</u>	<u>1,654,000</u>	<u>2,004,000</u>
<u>EXPENSES</u>				
Payroll related	8,204	-	-	-
Community relations	1,032	-	-	-
Office related	28,819	-	-	-
Administrative Costs	864	1,000	1,000	1,000
Postage	124	250	250	250
Marketing	30,143	30,000	30,000	30,000
Professional Expenses		100,000	100,000	100,000
Audit	8,298			
Legal	235,212			
Appraisal Services	1,800			
Training/Conferences		15,000	15,000	15,000
Membership Dues	9,057	12,000	12,000	12,000
Other	1,517	2,000	2,000	2,000
Cost of Issuance	251,517	-	-	-
Megasite Land Purchase	8,877,963	-	-	-
HMJM Agreement	451,000	-	-	-
Williamson County Higher Education Payment	125,000	125,000	125,000	125,000
Coop District <i>(funds to be paid to PID Bonds)</i>				
Flix			25,000	25,000
Southside BBQ			16,000	16,000
Others			30,000	65,000
AEND	75,000	25,000	25,000	25,000
JRS		25,000	25,000	25,000
Amphitheater Payment	585,000	-	-	-
Projects/Incentives		337,000	337,000	337,000
Total Expenditures	<u>10,690,551</u>	<u>672,250</u>	<u>743,250</u>	<u>778,250</u>
Revenues over expenditures	(9,453,972)	659,250	910,750	1,225,750
<u>OTHER FINANCING SOURCES AND USES</u>				
Bond Revenues	9,155,000			
Debt Service Payment	-	(546,179)	(544,994)	(544,865)
Total Other Financing Sources (Uses)	<u>9,155,000</u>	<u>(546,179)</u>	<u>(544,994)</u>	<u>(544,865)</u>
Net Income	(298,972)	113,071	365,756	680,885
Beginning Fund Balance	928,749	629,777	742,848	1,108,604
Ending Fund Balance	629,777	742,848	1,108,604	1,789,489

ECONOMIC DEVELOPMENT CORPORATION FY2016-17 AMENDED BUDGET - TYPE A

TYPE A - FY17 AMENDED BUDGET

Revenue Accounts	FY 2017 Adopted	FY 2017 Projected Year-End
Beginning Fund Balance	\$ 636,417	\$ 636,417
REVENUES		
Sales Tax Revenue - 1/2%	\$ 932,904	\$ 932,904
Interest	\$ 1,400	\$ 1,400
TOTAL REVENUES	\$ 934,304	\$ 934,304
Total Personnel Costs	\$ 360,370	\$ 359,470
Total Operating Costs	\$ 113,000	\$ 104,100
Provisional Services Costs to Type B		\$ 50,000
Total Programs & Incentives	\$ 125,600	\$ 75,600
Total Promissory Notes	\$ 225,000	\$ 225,000
TOTAL EXPENSES	\$ 823,970	\$ 764,170
Net Income/Expense	\$ 110,334	\$ 170,134
Fund Balance	\$ 746,751	\$ 806,551

EXHIBIT "A"

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE APPROPRIATIONS FOR THE SUPPORT OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE B FOR THE FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND OPEN MEETING CLAUSE.

WHEREAS, the Hutto Economic Development Corporation budget for the fiscal year October 1, 2017 through September 30, 2018, was duly presented to the City Council.

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

SECTION I.

That the appropriations for the fiscal year October 1, 2017 through September 30, 2018 for the support of the Hutto Economic Development Corporation be fixed and determined for said terms in accordance with the expenditures shown in the EDC's 2018 fiscal year budget, a summary of which is appended hereto as Exhibit A.

SECTION II.

That the budget, as shown in words and figures in **Exhibit A**, is hereby approved in all respects and adopted as the City's budget for the fiscal year October 1, 2017 through September 30, 2018.

SECTION III. Publication Clause

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

SECTION IV. Severability Clause

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

SECTION V. Repealing Clause

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

SECTION VI. Open Meeting Clause

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

SECTION VII.

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

READ and APPROVED on first reading on this the 6th day of September **2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and ADOPTED on second and final reading this 23rd day of **September 2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9D. **AGENDA DATE:** September 06, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration of a public hearing and possible action on the first reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation - Type A Fiscal Year 2018-19 Budget. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The Hutto Economic Development Corporation - Type A by-laws require the Hutto Economic Development Corporation - Type A budget to be approved by City Council before the budget will become effective. The by-laws also require that the budget be adopted at least sixty (60) days prior to the beginning of the next fiscal year. The Hutto Economic Development Corporation - Type A fiscal year is the same as the City, which starts October 1 and ends September 30.

BUDGETARY AND FINANCIAL SUMMARY:

They Hutto Economic Development Corporation Type A By-Lays Section 1.3; Annual Corporate Budget. At least sixty (60) days prior to the commencement of each fiscal year of the Corporation, the Board shall adopt a proposed budget of anticipated revenues and proposed expenditures for the next ensuring fiscal year. The budget shall contain such classifications as shall be in such form as may be prescribed from time to time by the City Council. The budget shall not be effective until same has been approved by the City Council. The Corporation's fiscal year shall start on October 1 and end on September 30th of the following year and may be changed by action of the Board and approval of the City Council.

The City Council is asked to approve the budget of the Hutto Economic Development Corporation Type A to comply with Section 501.073 of the Texas Local Government Code which states:

Sec. 501.073. SUPERVISION BY AUTHORIZING UNIT. (a) The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Hutto Economic Development Corporation Board of Directors recommended approval of the proposed budget at their meeting on August 27, 2018.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance.

SUPPORTING MATERIAL:

1. [HEDC Type A Budget](#)
2. [HEDC Type A budget Ordinance](#)

HEDC Type A Budget 2019

Beginning Fund Balance: 0

Revenues: 0

Expenditures 0

Ending Fund Balance: 0

ORDINANCE NO. _____

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE A FOR THE FISCAL YEAR OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 AND ADOPTING THE ANNUAL BUDGET OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE A FOR THE 2018-19 FISCAL YEAR; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND OPEN MEETING CLAUSE.

WHEREAS, the Hutto Economic Development Corporation Type A budget for the fiscal year October 1, 2018 through September 30, 2019, was duly presented to the City Council.

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

SECTION I.

That the appropriations for the fiscal year October 1, 2018 through September 30, 2019 for the support of the Hutto Economic Development Corporation Type A be fixed and determined for said terms in accordance with the expenditures shown in the Hutto Economic Development Corporation Type A's 2019 fiscal year budget, a summary of which is appended hereto as Exhibit A.

SECTION II.

That the budget, as shown in words and figures in **Exhibit A**, is hereby approved in all respects and adopted as the City's budget for the fiscal year October 1, 2018 through September 30, 2019.

SECTION III. Publication Clause

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

SECTION IV. Severability Clause

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

SECTION V. Repealing Clause

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

SECTION VI. Open Meeting Clause

The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject hereof

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

SECTION VII.

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

READ and **APPROVED** the first reading of the ordinance on the **6th** day of **2018**. September,

READ, APPROVED, and ADOPTED on the second reading of the ordinance on the **20th** day of **September, 2018**.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

9E.

AGENDA DATE: September 06, 2018

PRESENTED BY:

James Bryson, Director of Finance and
Daniel Thornton, Vice-Chair of the
Economic Development Corporation

ITEM:

Consideration of a public hearing and possible action on the first reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation - Type B Fiscal Year 2018-19 Budget. (James Bryson and Daniel Thornton)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The Hutto Economic Development Corporation - Type B by-laws require the Hutto Economic Development Corporation - Type B budget to be approved by City Council before the budget will become effective. The by-laws also require that the budget be adopted at least sixty (60) days prior to the beginning of the next fiscal year. The Hutto Economic Development Corporation - Type B has the same fiscal year as the City and the Type A, which starts October 1 and ends September 30.

BUDGETARY AND FINANCIAL SUMMARY:

Currently the Hutto Economic Development Corporation - Type B receives .25 of the City's sales tax.

The City Council is asked to approve the budget of the Hutto Economic Development Corporation - Type B to comply with Section 501.073 of the Texas Local Government Code which states:

Sec. 501.073. SUPERVISION BY AUTHORIZING UNIT. (a) The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Hutto Economic Development Corporation Board of Directors recommended approval of the proposed budget at their meeting on August 27, 2018.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance.

SUPPORTING MATERIAL:

1. [EDC Budget Type B](#)
2. [Ordinance to adopt EDC type B budget](#)

EDC Budget for FY 2019 and Forecast of FY 2020-2021

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY19-20</u>	<u>FY20-21</u>
Revenue				
Sales Tax	1,195,518	1,327,500	1,650,000	2,000,000
Interest & Other	41,061	4,000	4,000	4,000
	<u>1,236,579</u>	<u>1,331,500</u>	<u>1,654,000</u>	<u>2,004,000</u>
<u>EXPENSES</u>				
Payroll related	8,204	-	-	-
Community relations	1,032	-	-	-
Office related	28,819	-	-	-
Administrative Costs	864	1,000	1,000	1,000
Postage	124	250	250	250
Marketing	30,143	30,000	30,000	30,000
Professional Expenses		100,000	100,000	100,000
Audit	8,298			
Legal	235,212			
Appraisal Services	1,800			
Training/Conferences		15,000	15,000	15,000
Membership Dues	9,057	12,000	12,000	12,000
Other	1,517	2,000	2,000	2,000
Cost of Issuance	251,517	-	-	-
Megasite Land Purchase	8,877,963	-	-	-
HMJM Agreement	451,000	-	-	-
Williamson County Higher Education Payment	125,000	125,000	125,000	125,000
Coop District <i>(funds to be paid to PID Bonds)</i>				
Flix			25,000	25,000
Southside BBQ			16,000	16,000
Others			30,000	65,000
AEND	75,000	25,000	25,000	25,000
JRS		25,000	25,000	25,000
Amphitheater Payment	585,000	-	-	-
Projects/Incentives		337,000	337,000	337,000
Total Expenditures	<u>10,690,551</u>	<u>672,250</u>	<u>743,250</u>	<u>778,250</u>
Revenues over expenditures	(9,453,972)	659,250	910,750	1,225,750
<u>OTHER FINANCING SOURCES AND USES</u>				
Bond Revenues	9,155,000			
Debt Service Payment	-	(546,179)	(544,994)	(544,865)
Total Other Financing Sources (Uses)	<u>9,155,000</u>	<u>(546,179)</u>	<u>(544,994)</u>	<u>(544,865)</u>
Net Income	(298,972)	113,071	365,756	680,885
Beginning Fund Balance	928,749	629,777	742,848	1,108,604
Ending Fund Balance	629,777	742,848	1,108,604	1,789,489

ORDINANCE NO.

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE B FOR THE FISCAL YEAR OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 AND ADOPTING THE ANNUAL BUDGET OF THE HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE A FOR THE 2018-19 FISCAL YEAR; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND OPEN MEETING CLAUSE.

WHEREAS, the Hutto Economic Development Corporation Type B budget for the fiscal year October 1, 2018 through September 30, 2019, was duly presented to the City Council.

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

SECTION I.

That the appropriations for the fiscal year October 1, 2018 through September 30, 2019 for the support of the Hutto Economic Development Corporation Type B be fixed and determined for said terms in accordance with the expenditures shown in the Hutto Economic Development Corporation Type B's 2019 fiscal year budget, a summary of which is appended hereto as Exhibit A.

SECTION II.

That the budget, as shown in words and figures in **Exhibit A**, is hereby approved in all respects and adopted as the City's budget for the fiscal year October 1, 2018 through September 30, 2019.

SECTION III. Publication Clause

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

SECTION IV. Severability Clause

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

SECTION V. Repealing Clause

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

SECTION VI. Open Meeting Clause

The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject hereof

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

SECTION VII.

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

READ and **APPROVED** on first reading on this the **6th** day of September **2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and **ADOPTED** on second and final reading this **20th** day of **September 2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

ECONOMIC DEVELOPMENT CORPORATION FY2017-18 BUDGET - TYPE A

TYPE A - FY18 BUDGET

Revenue Accounts	FY 2018 Proposed
Beginning Fund Balance	\$ 746,751
REVENUES	
Sales Tax Revenue - 5%	\$ 516,586
Interest	\$ 267
TOTAL REVENUES	\$ 516,853

Provisional Service Costs to Type B	\$ 284,024
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Total Promissory Notes	\$ 225,000
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TOTAL EXPENSES	\$ 509,024
Net Income/Expense	\$ 7,829
Fund Balance	\$524,682

Assumptions

FY2018 estimates a 5.0% sales tax increase

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10B. **AGENDA DATE:** September 07, 2017

PRESENTED BY: Michel Sorrell, Chief Financial Officer

ITEM:

Consideration and possible action on the second and final reading of an ordinance concerning the adoption of the Hutto Economic Development Corporation - Type A Fiscal Year 2017-18 Budget

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The Hutto Economic Development Corporation - Type A by-laws require the Hutto Economic Development Corporation - Type A budget to be approved by City Council before the budget will become effective. The by-laws also require that the budget be adopted at least sixty (60) days prior to the beginning of the next fiscal year. The Hutto Economic Development Corporation - Type A fiscal year is the same as the City, which starts October 1 and ends September 30.

BUDGETARY AND FINANCIAL SUMMARY:

The State Comptroller's office remits the 1/2 cent Type A economic development sales tax to the City. The funds are then transferred to the Hutto Economic Development Corporation - Type A account monthly.

The FY 2017-18 Budget totals \$509,024. This budget contains \$225,000 in expenditures for promissory notes to the college and to the City. Also included, are \$284,024 in provisional service costs to the Hutto Economic Development Corporation - Type B for transition costs during setup and in preparation for the sales tax election in November 2017.

The City Council is asked to approve the budget of the Hutto Economic Development Corporation Type A to comply with Section 501.073 of the Texas Local Government Code which states:

Sec. 501.073. SUPERVISION BY AUTHORIZING UNIT. (a) The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Hutto Economic Development Corporation Board of Directors recommended approval of the proposed budget at their meeting on July 24, 2017.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance.

SUPPORTING MATERIAL:

1. [Ordinance - Adopting HEDC Type A FY 2017-18 Budget](#)
2. [HEDC Type A FY 2017-18 Budget](#)

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9F. **AGENDA DATE:** September 06, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration of and possible action on the second reading of an ordinance of the City of Hutto, Texas amending the fiscal year 2017-2018 budget to beginning fund balances to audited amounts, organizational restructure, merit distributions and other miscellaneous adjustments. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

Developing a Budget is based on forecasting and experience and initially not all information may be available or known. Over the course of the budget year, information comes in that clarifies or realigns forecast information or sheds light on new items that may affect the operating budget. The projected year-end adjustment to the Fiscal Year 2017-2018 budget recognizes and incorporates new and updated information and material changes in operations.

This represents the third amendment of the FY 2017-2018 Budget. The provided information shows the amended budgets, projected year-end totals, increases and decreases, and net change in fund reserves.

BUDGETARY AND FINANCIAL SUMMARY:

As the fiscal year approaches, it is essential to amend the budget to properly appropriate funds necessary to provide municipal services at a quality level.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not Applicable

CITY ATTORNEY REVIEW:

Not Applicable

STAFF RECOMMENDATION:

Staff recommends the Council approve the first reading of the ordinance.

SUPPORTING MATERIAL:

1. [Ordinance - Budget Amendment 3](#)
2. [Budget Amendment 3](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS AMENDING THE FISCAL YEAR 2017-18 BUDGET TO BEGINNING FUND BALANCES TO AUDITED AMOUNTS, ORGANIZATIONAL RESTRUCTURE, MERIT DISTRIBUTIONS AND OTHER MISCELLANEOUS ADJUSTMENTS.

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

SECTION 1: That the appropriations for the fiscal year beginning October 1, 2017, and ending September 30, 2018, for the support of the general government of the City of Hutto, Texas, be amended for said term in accordance with the change in expenditures shown in the attached Exhibit A.

SECTION 2: That the amendment, as shown in words and figures in Exhibit A, is hereby approved in all aspects and adopted as an amendment to the City budget for the fiscal year October 1, 2017, and ending September 30, 2018.

SECTION 3: The City Secretary of the City of Hutto is hereby authorized and directed to publish the caption of this ordinance in the manner and for the length of time prescribed by law and the *City Charter*.

SECTION 4: It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If a court of competent jurisdiction to be invalid shall adjudge any provision of this Ordinance, the invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 5: All ordinances or parts of ordinances and sections of the City Code of Ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6: This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't. Code* and the *City Charter*.

SECTION 7: It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter. 551, Tex. Gov't. Code*.

READ and APPROVED on first reading on this the 16th day of August 2018, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and ADOPTED on second and final reading this 6th day of September 2018, at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

**Budget Amendment #3
FY 2017-2018**

		Projected	Increase	Net Change in
	Amended	Year-End	(Decrease)	Fund Reserves
	Budget Total	Total	(Decrease)	Increase (Decrease)
General Fund				
Revenues	13,163,947	13,302,231	138,284	
Expenditures	13,837,875	14,293,790	455,915	(991,559)
General Debt Service Fund				
Revenues	1,651,793	1,858,064	206,271	
Expenditures	2,023,893	2,076,721	52,828	(218,657)
General Capital Replacement Fund				
Revenues	72,500	15,000	(57,500)	
Expenditures	72,500	2,621	(69,879)	12,379
Court Funds				
Revenues	12,600	15,000	2,400	
Expenditures	49,440	25,000	(24,440)	(10,000)
Special Events Fund				
Revenues	-	-	-	-
Expenditures	-	-	-	-
Hotel Tax Fund				
Revenues	250,000	225,000	(25,000)	
Expenditures	350,000	385,665	35,665	(160,665)
ATS Red Light Camera Fund				
Revenues	-	5,499	5,499	
Expenditures	5,000	5,634	634	(135)
PEG Capital Fees				
Revenues	32,500	32,500	-	
Expenditures	26,200	26,200	-	6,300
Public Improvement Districts				
Revenues	200,000	232,843	32,843	
Expenditures	200,000	200,000	-	32,843
Park Improvement Fund				
Revenues	-	-	-	
Expenditures	-	-	-	
	Amended	Projected	Increase	Net Change in
	Budget Total	Year-End	(Decrease)	Fund Reserves
		Total	(Decrease)	Increase (Decrease)
Utility Fund				
Revenues	74,429,092	80,897,352	6,468,260	
Expenditures	76,014,088	76,314,088	300,000	4,583,264
Utility Debt Service Fund				
Revenues	6,605,645	6,617,623	11,978	
Expenditures	6,617,623	6,617,623	-	0
Impact Fees Fund				
Revenues	1,200,000	1,280,008	80,008	
Expenditures	1,200,000	1,200,000	-	80,008
Utility Capital Replacement Fund				
Revenues	50,000	50,000	-	
Expenditures	-	-	-	50,000
Capital Improvements Project				
Revenues	17,593,050	17,593,050	-	
Expenditures	22,055,714	22,055,714	-	(4,462,664)
Streets & Drainage Fund				
Revenues	3,000,000	3,218,773	218,773	
Expenditures	2,498,411	2,548,411	50,000	670,362
Solid Waste Fund				
Revenues	1,305,000	1,305,000	-	
Expenditures	1,367,500	1,300,500	(67,000)	4,500
All Fund Totals				
Revenues	119,566,126	126,647,942		
Expenditures	126,318,243	127,051,967		
Change in Fund Balance	(6,752,117)	(404,025)		

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

9G.

AGENDA DATE: September 06, 2018

PRESENTED BY:

James Bryson, Director of Finance

ITEM:

Consideration of a public hearing and possible action on the first reading of an ordinance levying Ad Valorem taxes for the use and support of the municipal government for the City of Hutto for the Tax Year 2018. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The impact of the tax rate was discussed as part of the budget presentations. The proposed tax rate of \$0.515171 is the same as the current rate of \$0.515171. The proposed tax rate is also lower than the rollback rate of \$0.548980. The proposed tax rate is 5.2% higher than the effective rate of \$0.4765410. The City Council hosted two public hearings on the proposed ad valorem rate.

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

Maintenance and Operations of the general government (General Fund), a rate of \$0389299 on each \$100 valuation of property; debt service on bonds sold for the support of general government, a rate of \$0.128715 on each \$100 valuation of property.

The State requires certain language be used in the motion to adopt the tax rate. The motion to adopt the recommended tax rate is as follows:

'I move that the property tax rate be increased by the adoption of the tax rate of \$0.515171, which maintains the current tax rate.'

BUDGETARY AND FINANCIAL SUMMARY:

The budget for the General Fund and Interest and Sinking Fund (Debt Service) are funded in part based on the above stated rates.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends the Council approve the first reading of the Ordinance.

SUPPORTING MATERIAL:

1. [Tax Levy Ordinance](#)

ORDINANCE NO.

AN ORDINANCE LEVYING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF HUTTO FOR THE TAX YEAR 2018; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSE; AND, PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; AND PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND REPEALING CLAUSE.

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

SECTION I.

That there is hereby levied and there shall be collected for the use and support of the Municipal Government of the City of Hutto, upon all property, real personal and mixed, within the corporate limits of said City subject to taxation a tax of \$0.515171 on each \$100.00 valuation of property, said tax being levied and apportioned to the specific purpose herein set forth.

1. For the Maintenance and Operations of the general government (General Fund), a rate of \$0.3892996 on each \$100.00 valuation of property and
2. For debt service on bond sold for the support of general government, a rate of \$0.1258715 on each \$100.00 valuation of property.

SECTION II.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 11.9% AND WILL LOWER TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 BY APPROXIMATELY \$27.18.

SECTION III.

That the Taxes levied under this ordinance shall be due October 1, 2018, and if not paid on or before January 31, 2019, shall become delinquent.

SECTION IV.

All Taxes shall become a lien upon the property against which assessed, and the City Tax Assessor and Collector of the City of Hutto is hereby authorized and empowered to enforce the collection of such Taxes according to the Constitution and Laws of the State of Texas and ordinances of the City of Hutto and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the General Fund of the City of Hutto. All delinquent taxes shall bear interest from the date of delinquency at the rate as prescribed by State Law.

SECTION V. Publication Clause

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

SECTION VI. Severability Clause

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

SECTION VII. Repealing Clause

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

SECTION VIII. Open Meeting Clause

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

SECTION IX.

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

READ and **APPROVED** on **first reading** on this the **6th** day of **September, 2018**, at a regular called meeting of the City Council of the City of Hutto, there being a quorum present, by a record vote:

AYES:

NAYS:

READ, APPROVED and **ADOPTED** on **second reading** this **20th** day of **September, 2018** at a regular meeting of the City Council of the City of Hutto, there being a quorum present, by a record vote and approved by the Mayor on the date set out above.

AYES:

NAYS:

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

LISA Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9H. **AGENDA DATE:** September 06, 2018

PRESENTED BY: James Bryson)

ITEM:

Consideration of a public hearing and possible action on the first reading of an ordinance ratifying an Ad Valorem tax increase for the 2018-19 Fiscal Year for the use and support of the municipal government for the City of Hutto for the Tax Year 2018. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

House Bill 3195 was adopted by the Texas Legislature during the 2007 legislative session. It requires a separate vote of the governing body to ratify the property tax increase in addition to and separate from the vote to adopt the budget or vote to set the tax rate required by Chapter 27, Tax Code, or other law.

If the proposed rate of \$0.515171 is adopted, this budget will rate more total property taxes than last year's budget by \$1,014,9959, or 11.93%, and of that amount \$309,734 is tax revenue to be raised from new property added to the tax roll this year.

BUDGETARY AND FINANCIAL SUMMARY:

The budget for the General Fund and Interest and Sinking Fund (Debt Service) are funded in part by the ad valorem tax.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends the Council approve the first reading of the Ordinance.

SUPPORTING MATERIAL:

1. [Tax ratification Ordinance](#)

ORDINANCE NO.

AN ORDINANCE RATIFYING A PROPERTY TAX INCREASE FOR THE FISCAL YEAR 2019 FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF HUTTO; AND PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND REPEALING CLAUSE.

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

SECTION I.

That this budget will raise more total property taxes than last year's budget by \$1,014,959 or 11.9%, and of that amount \$309,734 is tax revenue to be raised from new property added to the tax roll this year based on an ad valorem rate of \$0.515171 on each \$100.00 valuation of property.

SECTION II.

That the 2018 taxable value on the 2018 certified appraisal roll totals \$1,848,642,234 compared to \$1,651,628,160 in 2017.

SECTION III.

That the proposed Fiscal Year 2019 Budget and tax levy shall be adopted in separate ordinances and will become effective October 1, 2018, and end September 30, 2019.

SECTION IV. Publication Clause

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

SECTION V. Severability Clause

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

SECTION VI. Repealing Clause

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

SECTION VII. Open Meeting Clause

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

SECTION VIII.

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

READ and **APPROVED** the **first reading** on the **6th** day of **September 2018**, at a special called meeting of the City Council of the City of Hutto, there being a quorum present, by **1** "Ayes" and Q "Nays".

READ, APPROVED and **ADOPTED** on the **second reading** this **20th** day of **September 2018**, at a regular meeting of the City Council of the City of Hutto, there being a quorum present, by **1** "Ayes" and Q "Nays", and approved by the Mayor on the date set out above.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 9I. **AGENDA DATE:** September 06, 2018

PRESENTED BY: James Bryson, Director of Finance

ITEM:

Consideration of a public hearing regarding the proposed Fiscal Year 2018-19 Budget and possible action on the first reading of an ordinance making appropriations for the support of the City of Hutto for Fiscal Year October 1, 2018 through September 30, 2019, and adopting the annual budget of the City of Hutto for the Fiscal Year 2018-19. (James Bryson)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

Section 102.006 of the Local Government Code requires that 'The governing body of a municipality shall hold a public hearing on the proposed budget.'

BUDGETARY AND FINANCIAL SUMMARY:

A copy of the FY 2018-19 proposed budget was filed with the City Secretary on August 2nd, 2018, and was placed on the City's website (www.HuttoTX.gov). The public hearing notice was included in the Taylor Daily Press on August ____t. The notice was also included on the City's website.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not applicable.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends opening and conducting the public hearing for the proposed FY 2018-19 Budget.

SUPPORTING MATERIAL:

1. [Budget](#)
2. [Budget Ordinance](#)



PUBLIC HEARING NOTICE

PUBLIC HEARINGS ON PROPOSED FISCAL YEAR 2018-19 BUDGET

As per the requirements of Chapter 102 of the Texas Local Government Code and Section 8.05 of the City Charter of the City of Hutto, notice is hereby given that the Hutto City Council will conduct a public hearing on the proposed 2018-19 Budget.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,014,959, which is a 11.9 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$309,734."

The First meeting will be held on the 6st of September 2018 and the Second meeting will be held on the 13th of September 2018 both beginning at 7:00 pm at the Hutto City Council Chambers, 401 W. Front St. Hutto, Williamson County, Texas 78634.

A copy of materials related to this item will be available in the Hutto City Hall building located at 401 W. Front St. Hutto, Texas between the hours of 8:00 am and 5:00 pm Monday through Friday. The proposed budget can also be found on the City's website (www.HuttoTX.gov). For further information

contact Edena Atmore, Chief Financial Officer, at 512-759-4053.



PROPOSED
City of Hutto Budget
2018-2019



ANNUAL BUDGET FOR FISCAL YEAR

October 1, 2018 through September 30, 2019

MAYOR

Doug Gaul

MAYOR PRO TEM

Tom Hines

COUNCIL MEMBERS

Scott Rose, Place 1
Nathan Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

CITY MANAGER

Odis Jones

ASSISTANT CITY MANAGER

Helen Ramirez

STAFF

City Secretary	Lisa Brown
Chief of Police	Byron Frankland
Executive Director of Communication, Marketing & PIO	Eliska Padilla
Executive Director of Community Services	Scot Stromsness
Executive Director of Development Services	Ashley Lumpkin
Executive Director of Public Works & Engineering	Matt Rector
Executive Director of Human Resources	Allison Hosgood

CITY ATTORNEY

McGinnis Lochridge



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Hutto
Texas

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morill

Executive Director

The City of Hutto has been awarded the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) since Fiscal Year 2007.

The award is given for budgets that meet specific criteria as a policy document, financial plan, operations guide and a communications device.

The Proposed Fiscal Year 2018-2019 Budget has been created according to the guidelines set forth by the Government Finance Officers Association.

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Mayor
Doug Gaul

Mayor Pro-tem
Tom Hines

Council Members
Scott Rose, Place 1
Tom Hines, Place 2
Nate Killough, Place 3
Tim Jordan, Place 4
Patti Turner, Place 5
Terri Grimm, Place 6

City Manager
Odis Jones

Mayor and City Council,

It is my honor to present the 2018-19 budget for your consideration. The 2018-19 budget is carefully crafted to enable a strategic and thoughtful response to the growing needs of the Hutto community. The 2018-19 budget continues to follow Hutto's conservative financial approach, while balancing the focus on economic development, an aging infrastructure, and the desire to grow and expand programs and services.

Hutto has turned the corner in its growth and development. The decisions we make today regarding our strategic plan – creating a well-balanced and diversified economy, public safety, fiscal responsibility, quality of life and services, and infrastructure and growth – will no doubt shape the future of Hutto for generations to come. The Strategic Plan adopted by Council and the proposed budget and business plans are formulated to enable City staff to work toward planning and driving positive results for each strategic goal, and to set the City of Hutto on a course for continued prosperity.

The City is experiencing phenomenal growth. Hutto is in the midst of the largest economic boom in its 105-year history. The City has added more than 2,150 homes within the last six years, and expects to add more than 400 in 2018 alone. These 400 homes will add approximately 1,200 new residents who need services. This remarkable residential expansion is not expected to slow, as new subdivisions continue to develop. While such growth results in numerous positive results, it also brings about challenges to our roadways with regards to congestion as well as other added demands on the City infrastructure. For example, there are more people in need of services from public safety, library, parks and recreation and animal control services. New subdivisions brought about by development are increasing the workload of Development Services and Public Works who are responsible for the upkeep of City infrastructure. Support service staff is also being stretched with increased projects, heightened financial complexity and transparency to manage.

As the City continues to grow and expand its infrastructure, it is imperative that a long-term plan, including strategies and funding sources, be developed. The City Council accomplished this by adopting a new Strategic Plan in May 2017, and revised the plan in March 2018. With the exception of Farley Street and East Street, which were updated in

2018, much of the infrastructure in Hutto's historic Downtown has not been updated, while infrastructure in subdivisions that have developed in the last 10-15 years are also now in need of maintenance.

As the community continues to grow, the City must keep a steady pace to increase staffing levels needed to serve the expanding population. The City of Hutto had 102.50 FTEs, or "full-time equivalents," at the beginning of the year, which resulted in Hutto holding a staffing ratio of 3.69 staff per 1,000 residents. This is the lowest staffing ratio among all of Hutto's benchmark cities, with the average ratio being 7.14 per 1,000 residents. To keep up with the growing needs of the community, the City has been adding staff and resources to support programs and services in the community, as well as to maintain the City's investment in its infrastructure. During the 2017-18 budget year, the number of FTEs rose to 135.75, and with a population of approximately 27,833, the staffing ratio is now 4.85 staff per 1,000 residents. The proposed 2018-19 budget continues to add employees for a total addition of 12 FTEs, which includes two police officers, a warrant officer, a building inspector, two recreation programmers, an administrative assistant for police, a criminal investigation sergeant, an additional janitorial staff member, a building maintenance supervisor, and two streets and drainage technicians. These, of course, will be added throughout the year to ensure appropriate timing of cash flows is met. Following next fiscal year, we should not see any immediate need for additional staff outside of continued normal growth.

City	Population Estimate as of 7/1/2017	Full Time Equivalents (FTE) Beginning of FY 2018	FTE Ratio per 1,000 Citizens
Average			7.14
Hutto	27,833	135.75	4.85
Belton	21,734	171.5	7.97
Cedar Park	75,704	484.50	6.39
Cibolo**	29,249	137.275	4.73
Georgetown	70,685	690	9.76
Kyle***	43,480	228	5.24
Leander***	49,234	252.25	5.42
Little Elm***	46,548	266.7	6.73
Pflugerville***	63,359	372.5	5.88
Round Rock	123,678	956	7.72
Seguin	28,983	373	12.87
Taylor***	16,982	149	8.77

* Population estimates below referenced from the Texas State Library and Archives Commission; the last population estimate was for 2010-2017, with one to be conducted soon.

* FTEs taken from annual FY18 budgets for each respective city, or from FY17 annual report.

** Similar to Hutto in regard to having only water/wastewater, sewer, and drainage funds for utility funds.

*** Similar to Hutto in regard to having the same utility funds; however, they may include other employee functions such as fire, etc.

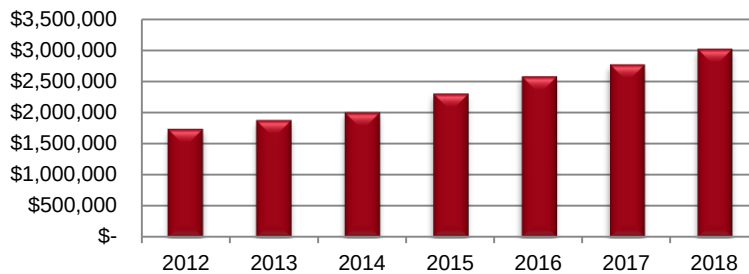
Economic Outlook

Hutto is poised for a prosperous future. Hutto's location at the intersection of US Highway 79 and Texas State Highway 130 makes Hutto a convenient location with easy accessibility. Because of this, Hutto also benefits from growth that is occurring regionally. The Innovation Business Park, Hutto Park at Brushy Creek purchase and development, The Landing Development and the Co-Op Entertainment District in Hutto are all expected

to have a positive impact on Hutto businesses. Job growth in the Austin-Hutto MSA has gained strength month-over-month, and unemployment is a low 2.9% as of May 2018.

The economic indicators in Hutto point toward a vibrant local economy. As mentioned previously, residential growth has been phenomenal, and commercial growth is occurring at its fastest rate in history. The opening of the new HEB Plus! and the

SALES TAX GROWTH



surrounding retail in the Star Ranch area, continue to provide a tremendous boost to Hutto's sales tax revenue and spur further economic growth in the area. Other development projects include Innovation Business Park, the Co-Op Entertainment District, The Landing, The Crossings at

Carmel Creek and NewQuest - Townwest Commons. Each offer great opportunities for future retail and commercial growth.

Sales tax collections continue to climb and new records are reached each year. As of June 2018, collections were 19% over the prior year. Sales tax collections are conservatively projected to rise 10.6% in the 2018-19 budget year. The development of future housing and retail will continue to drive sales tax growth, which has consistently climbed over the last two years at a 21% average growth.

Home values are also experiencing steady increases in appraised values, which are confirmed by strong sales numbers and low inventory. Average home values in Hutto have steadily risen from \$164,745 in 2015 to \$183,267 in 2016, \$215,813 in 2017, and are currently \$243,853 (per www.movoto.com).

Budget Priorities

The City Council began working on a new Strategic Plan in the first quarter of 2017. Both the City Council and City staff participated in several retreats, as well as meetings with Boards and Commissions, and informal and formal public meetings gathering insight and feedback from stakeholders for the purpose of developing the new Strategic Plan & Execution Guide, which was then updated in March 2018. The Proposed 2018-19 Budget aligns with the Strategic Plan & Execution Guide. The Vision Statement, Values, Strategic Focus Areas, and Objectives from the Strategic Plan & Execution Guide are shown below.

VALUES

RESPONSIBLE

We expect those acting on behalf of the City to consistently demonstrate responsibility. Being responsible entails possessing a trustworthiness to do what is in the best interest of the community and the City organization, and being accountable for our own individual actions.

SAFE

We expect those acting on behalf of the City to consistently have a high regard for the safety of all individuals, including our residents, visitors, volunteers, employees, and their property. The value of safety includes actions taken to promote the safety of the public (e.g. police services, fire services, emergency medical services, etc.), as well as the design of our infrastructure, operational policies, and the working conditions provided to our employees. Recognizing that some elements of the work of the City of Hutto come with a level of inherent danger, our goal is to mitigate that danger to every possible extent.

AUTHENTIC

We expect those acting on behalf of the organization to conduct themselves with authenticity. Hutto is a unique community with a distinct history, culture, and character, and authenticity entails being genuine in both words and deeds toward every individual and to the community as a whole.

PROGRESSIVE

We expect those acting on behalf of the City to seek creative solutions to problems. Being progressive entails making use of new or different methods, opportunities, and ideas with the intention of advancing the practice or outcome further and faster than it would under the status quo.

Vision Statement

Hutto, Texas is a family-friendly community that provides superior public safety, outstanding fiscal responsibility, a diversified economy, and an exceptional quality of life.

STRATEGIC FOCUS AREAS

Strategic Focus Areas directly support the Vision and Values. These are the broad areas upon which the City is placing an intense focus. Below are the five Strategic Focus Areas of the City of Hutto.



OBJECTIVES

Objectives within this plan are defined as the primary areas in which the City is intending to noticeably make changes in the relative short term with the purpose of advancing its Vision. Objectives are more specific and direct than Strategic Focus Areas, but in most cases, are not discreet, achievable goals in and of themselves. Objectives are designed in such a way that if the organization makes significant progress toward meeting them, it will have made significant progress toward achieving the Vision as well.

Generate a strategic path forward for enhancing the public safety apparatus, including police, fire, and emergency medical services.	Create an aggressive, progressive economic development strategy for the community.	Create an "open for business" culture throughout the organization.	
Maintain a positive and inspired workforce	Enhance mobility within the City	Implement a quality city-wide customer service program.	Enhance the overall governance of the community.
Construct and maintain infrastructure at the desired levels of service.	Ensure responsible fiscal stewardship through transparency and reporting.	Maintain an environment and quality of life that encompasses a safe, friendly, and entertaining atmosphere for all ages.	

FY 2018-19 BUDGET CALENDAR

DATE	DESCRIPTION
July 12, 2018	Special City Council Work Session (Thursday) – Budget Overview, Council's Budget Goals & Objectives, Tax Rate Scenarios, FY 18 Year-End Budget and Proposed FY 19 Budget; Review of Outside Agency Funding Applications
July 25, 2018	Deadline for Williamson County Appraisal District to Certify Tax Roll
August 2, 2018	City Council Meeting – Budget Presentation with CIP (Overview), Record Vote on Tax Publication
August 23, 2018	Special City Council Meeting – 1 st Public Hearing on Setting of Tax Rate, 1 st Budget Public Hearing (pending Council approval)
Sept. 6, 2018	1 st Reading of Ordinance approving Ad Valorem Taxes; 1 st reading of Ordinance approving the budget
Sept. 13, 2018	Special Called – 2 nd Public Hearing on Setting of Tax Rate (if necessary), 2 nd Budget Public Hearing (pending Council approval)
Sept. 20, 2018	2 nd Reading of Ordinance approving Ad Valorem Taxes; 2 nd reading of Ordinance approving the budget.
Oct. 1, 2018	Budget New Year Begins

Budget Process

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

The City of Hutto annually budgets operating revenues and expenditures by two types of funds: Governmental Funds and Proprietary Funds. The City uses a total of 14 separately and independently budgeted funds to carry out the day-to-day operations of the

City. A fund is generally defined as a fiscal and accounting entity that has its own self-balancing set of accounts recording cash and other financial resources, as well as any liabilities or residual equities or balances. Normally, funds are segregated for the purpose of carrying out specific activities or meeting certain objectives in accordance with special regulations, restrictions or limitations.

Governmental Funds are used for tax-supported general government activities and include the General Fund, General Debt Service Fund, Special Revenue Funds, General Capital Projects Fund, and the newly created Streets, Drainage and Grounds Maintenance Fund. Proprietary funds (funds that operate more like a business enterprise) include the Utility Fund, Impact Fee Fund, and Utility Debt Service Fund.



Gather Information

The City Council is consulted throughout the year, and their response and feedback are considered during budget review and analysis of budget requests. The Council annually adopts budget priorities. Following Council elections, the City Council holds a retreat to discuss the budget priorities and strategic issues important to Hutto's future. The budget priorities are incorporated where possible in the adopted budget. The budget priorities for the upcoming fiscal year are addressed in the opening pages of this document and in the Budget Transmittal Letter section, as well as in the updated Strategic Plan and Execution Guide adopted in May 2017 and updated in March 2018.

Update Strategic Plans

Each year, staff reviews and updates strategic plans used to properly plan for the City's growth. The City Council adopted a new Strategic Plan and Execution Guide in May 2017 and updated the guide in March 2018. This document connects short-term initiatives with long-term strategic priorities identified by the City Council. Adjustments are made as needed based on service demands and assessments. Future budget requests are guided by goals and priorities identified in the strategic plans. Costs for capital improvements are updated with the help of the City Engineer. Fiscal forecast projections and estimates are updated based on trend analysis, expected growth due to residential and commercial expansion, and other anticipated factors.

Revenue Projections

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

Budget Development

The budget is prepared to promote fiscal responsibility and to ensure superb service delivery to Hutto citizens. In preparing the budget, departments review existing programs, make cuts where appropriate, and calculate the resources needed to provide the current or base level service in the next fiscal year. These base budgets do not include any new programs, but costs may fluctuate from year-to-year due to inflation and other market conditions. After establishing base budget requests, departments factor in budget enhancements to the budget requests based on the budget priorities adopted by the City Council. Budget enhancements are costs related to new or expanded programs, including new personnel, supplies, and equipment.

During the budget development stage, the City Manager and Finance Department work with department and division managers to analyze requests, provide advice, and lend assistance. Program goals, objectives, and measures are evaluated during the budget development to determine the effectiveness and efficiency of program activities to determine appropriate levels of funding. Staff work sessions are held to discuss goals and performance indicators, as are one-on-one consultations for the development of cost estimates. As the City encourages a participatory style of leadership, input is gathered from each employee, the leadership team, and appropriate employee committees during the budget development process.

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

Budget Workshops and Public Hearings

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

Budget Adoption and Maintenance

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

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

General Fund

The General Fund is the largest fund for the City and accounts for the general service and operations. The General Fund is where services such as police, planning, public works, parks and recreation, and administration are budgeted. A majority of the City's employee salaries are funded out of the General Fund.

	2016-17	2017-18	Proposed 2018-19	Change
O&M Rate	.429335	.416482	.3892996	-6.53%
Debt Rate	.091108	.098689	.1258715	27.54%
Total Tax Rate	.520443	.515171	.515171	0.0%

The General Fund revenue budget totals \$15.3 million, which is an increase over the prior year's amended budget of \$12.9 million. Expenses are also increased to \$15.6 million in 2018-19 over the prior year's amended budget of \$13.0 million. The General Fund budget is based on the ad valorem rate of \$0.515171 per \$100 of valuation, which is less than the rollback tax rate, the maximum ad valorem rate of \$0.548980, because the City Manager is proposing a budget that is fiscally conservative.

If the City were to decide to use the rollback tax rate, the highest rate that the City may propose without an election petition, it could produce approximately an additional \$625,000 of revenue. However, the City Manager is proposing that the current tax rate level remain the same, as this rate will continue to produce additional revenue to cover the new debt service requirements; hence, the increase in the I & S, or debt portion of the ad valorem tax rate, and an increase in operational revenues by approximately \$330,000. Additional commercial and multi-use development, along with residential growth, is planned for the City, and this will continue to grow and diversify the tax base, eventually easing the burden on Hutto residents.

General Fund personnel enhancements for 2018-19 include: two additional patrol police officers; a warrant officer to serve as a bailiff and to track warrants; a building inspector to keep up with the increased activity and construction; two program recreation coordinators to help service the parks and new programs that will occur; one administrative assistant for police; one sergeant for the criminal investigation division; and a 3% merit, which aligns with the Council-adopted Strategic Plan.

General Fund equipment and other enhancements for 2018-19 include information technology and software upgrades, increases for new equipment, radio replacements, parks and recreation programs, facilities, and equipment, and vehicle and police equipment additions.

Utility Fund

The Utility Fund is the second major operating fund for the City. It accounts for the City's water and wastewater system. The Utility Fund budgeted operational revenues total \$12 million. A utility rate study was conducted in 2017, and wastewater rates were increased by 25% in fiscal year 2017-18. The effective date for the rate increase was March 1, 2018. The rate increase was essential for maintaining Utility Fund reserve requirements, investing in new infrastructure to allow expansion of the tax base, and meeting debt service obligations for recent utility projects such as the new Hutto South Wastewater Treatment Plant. Additionally, there is a one-time transfer in of \$1.5 million in impact fees that will be utilized to service the debt payments.

The Utility Fund budgeted operational expenses are proposed to total \$5 million, with an additional \$7,308,666 to be spent on debt service requirements through a transfer out to the Debt Service Fund. A majority of expenses in the Utility Fund are allocated for payroll and maintenance costs. The City contracts operation and maintenance of the wastewater treatment plants with the Brazos River Authority. The cost of wastewater treatment has increased steadily with population growth, and as the new two million gallon per day South Wastewater Treatment Plant has become operational.

Utility Fund equipment and other enhancements for 2018-19 include water and wastewater facility maintenance, equipment purchases such as meter inventory and vehicle replacements.

Streets, Drainage and Grounds Maintenance Fund

The Streets, Drainage and Grounds Maintenance Fund is a newly formed fund in fiscal year 2018, which provides major drainage preventative maintenance and roadway improvements. The fund should elevate the quality of Hutto's streets and drainage, and create long-term savings for the City through the systemic use of preventative maintenance. The fund began through the use of certificate of obligation bond monies that were issued in the beginning of fiscal year 2017-2018. In addition, a \$4 drainage fee was implemented in 2018 to help fund manpower and purchase the resources needed to improve the roadways in the City. The fund will also utilize the remaining bond monies from the prior year in the current budgeted year to continue operations, with eventual impact fees and other revenues covering any additional needed funding until the drainage fee is able to self sustain this fund.

The Streets, Drainage and Grounds Maintenance Fund budgeted expenses total \$1.84 million, which is a decrease of \$492,820 from the prior year. Additional personnel, materials, and equipment are included in this budget, as the fund will be considered a full-scale construction fund, but large, one-time equipment purchases have been removed.

Streets, Drainage and Grounds Maintenance Fund personnel enhancements for 2018-19 budget include two additional street technicians as well as material needed to complete infrastructure projects. Streets and drainage projects require a particular skill set specific to those who possess specialized training and experience.

Streets, Drainage and Grounds Maintenance Fund equipment and other enhancements for 2018-19 include a water truck.

Capital Projects

The 2018-19 capital projects budget for the General Capital Improvements Fund includes \$3.8 million for capital projects and the Utility Fund includes \$6.5 million for capital projects. The projects, and their respective funding sources, are included in the table below.

Fund	Project	Cost	Funding Sources
General CIP	Current City Hall reconstruction for Police	\$200,000	2017 Bonds
	Co-Op Improvements	\$3,125,000	2017 Bonds
	CR 119 Extension Payment	\$250,000	Cash
	TAP Limmer Loop Sidewalk Project w/ TxDOT	\$295,950	Grant
Subtotal		\$3,870,950	
Utility Fund CIP	Shiloh Tank	\$675,000	2017 Bonds
	Generators for Water Tanks	\$250,000	2017 Bonds
	Creekside/Cottonwood Drainage Improvements	\$50,000	2017 Bonds
	Permit Capacity Increase	\$200,000	2017 Bonds
	Relocation of FM 1660 Utilities	\$450,000	Cash
	Tank Rehabs	\$1,100,000	2017 Bonds
	Lakeside Lift Station Abandonment	\$500,000	2017 Bonds
	Carmel Crossings Wastewater Interceptor	\$181,851	Cash
	Innovation Business Park Water Line	\$1,500,000	2017 Bonds
	Innovation Business Park Wastewater	\$1,500,000	2017 Bonds
	In point Meters	\$25,000	
	Water Tank Maintenance	\$101,000	
Subtotal		\$6,532,851	
Grand Total		\$10,403,801	

Internal Service Fund

The Internal Service Fund is a fund to account for any activity that services other funds in the government. The Internal Service Fund will account for the new fleet manager and for building maintenance and janitorial staff. The amounts will be allocated to each department at year-end based on either number of vehicles or square footage.

The Internal Service Fund budget is \$285,152 for fiscal year 2018-19. The enhancements for the budget propose adding one janitorial staff member and one building maintenance supervisor.

Conclusion

This budget document establishes the direction and focus for the upcoming year as it connects resources to the priorities identified by the City Council and the newly adopted Strategic Plan.

Fiscal year 2018-19 will be a tight budget year as we continue to experience growth. It is the City Manager's responsibility to fulfill and complete the objectives identified in this budget, which identifies resources and strategies that are in place to ensure the success of the organization, not just for the current fiscal year, but also for subsequent years.

Lastly, I would like to thank the City Council and the City staff for their consideration of the proposed 2018-19 annual budget.

Sincerely,

Odis Jones
City Manager

2018-19 BUDGET OVERVIEW



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2018-19 Budget Overview



Budget Overview

The proposed 2018-19 budget for the City totals \$24,662,067 in operating expenses, approximately \$10,403,801 for capital projects, and \$9,641,023 for debt services associated with past and ongoing capital projects. Operating revenues total \$33,580,153. The ongoing operating expenses, in addition to the associated debt service payments and cash funded capital projects, exceed the proposed ongoing revenues for the City in the current fiscal year, making the proposed 2018-19 budget a year in which the city will utilize \$1,426,738 out of the fund balance for the operating expenses. However, we will continue to be in compliance with our reserve balance requirement according to the City Charter. This scenario is to be expected during years of growth while the City prepares itself by spending excess reserves hiring necessary staff, while expanding the infrastructure needed to drive economic growth.

Below is a summary of projected revenues and expenses:

Revenues

- Operational revenues: \$33,580,153 (including grant revenues to be received)
- Bond proceeds from bonds issued in prior years to be used on CIP: \$9,100,000
- Streets and Drainage Fund: \$600,000
- Fund Balance Contribution: \$1,426,738

Total: \$44,706,891

Expenses

- Operational expenses: \$24,662,067
- Capital projects: \$10,403,801
- Debt service payment: \$9,641,023

Total: \$44,706,891

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GENERAL FUND SUMMARY



GENERAL FUND SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET
Revenues							
Property Taxes	6,283,376	6,824,740	6,824,740	6,824,740	7,161,491	-	7,161,491
Sales Taxes	3,284,784	3,097,198	3,297,198	4,372,538	4,838,905	-	4,838,905
Franchise Fees	850,686	834,655	834,655	917,120	981,768	-	981,768
Building & Development	991,050	908,575	949,075	1,810,428	1,656,685	-	1,656,685
Fines	290,260	347,163	347,163	285,036	312,977	-	312,977
Interlocal	219,261	-	-	-	-	-	-
Charges for Services	221,206	272,850	275,850	207,758	236,223	-	236,223
Other	310,381	361,250	450,266	145,099	148,329	-	148,329
Total Revenues	12,451,004	12,646,431	12,978,946	14,562,718	15,336,378	-	15,336,378
Expenses							
City Administration	2,338,515	2,215,618	2,635,575	2,338,367	3,037,166	55,000	3,092,166
Communications	1,225,187	992,256	1,648,298	1,686,592	1,767,052	-	1,767,052
Financial Services	1,067,331	1,648,022	1,064,195	1,089,378	1,400,839	80,400	1,481,239
Business & Development Services	898,718	1,827,100	1,370,728	1,117,883	1,289,781	55,000	1,344,781
Engineering & Public Works	2,118,603	818,849	723,811	433,226	854,419	12,000	866,419
Community Services	508,240	-	928,629	755,486	1,625,646	141,753	1,767,399
Police	3,888,264	4,898,942	4,713,359	4,581,749	5,056,842	246,576	5,303,418
Non-Departmental	(17,660)	-	-	-	-	-	-
Total Expenditures	12,027,199	12,400,787	13,084,595	12,002,681	15,031,746	590,729	15,622,475
Other Financing Sources							
Transfers In	458,728	435,000	185,000	185,000	318,000	-	318,000
Transfers Out	(86,421)	(680,000)	(220,000)	(1,483,958)	(761,876)	-	(761,876)
Total Other Financing Sources (Uses)	372,307	(245,000)	(35,000)	(1,298,958)	(443,876)	-	(443,876)
Net Change In Fund Balance	796,113	645	(140,648)	1,261,079	(139,244)	(590,729)	(729,973)
Beginning Fund Balance	3,946,535	4,432,936	4,742,648	4,432,936	5,694,015	-	5,694,015
Ending Fund Balance	4,742,648	4,433,581	4,602,000	5,694,015	5,554,772	-	4,964,043
Contingency Reserves	3,006,800	3,126,097	3,271,149	3,000,670	3,006,349	-	3,124,495
Unreserved Ending Fund Balance	1,735,848	1,829,276	1,330,851	2,693,345	2,548,422	-	1,839,548
Reserves	25%	20%	20%	20%	20%	-	20%

Fund Description

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

Revenues

The General Fund revenues are budgeted to total \$15,336,378, an increase of 11.5% from prior 2017-18 projected year-end actuals. Property taxes make up a significant portion of the revenues, followed by sales tax. A diverse revenue base is essential for maintaining a sound financial system. Increased commercial and residential development is slated for the upcoming year and beyond. This new development will reduce the City's reliability on residential property tax revenue as more sales tax is collected and the tax base continues to diversify.

Property Tax

Property Tax is based on the ad valorem tax rate of \$0.515171 per \$100 of valuation. The split between the two portions of the tax rate is increasing, with the interest and sinking portion growing, as the City issued debt in 2017-18 (Operations and Maintenance - \$0.3892996 + Interest and Sinking - \$0.1258715), but will still allow the City to continue its existing services and programs, while adding additional staff. The effective tax rate, which is the rate required to levy the same amount of taxes on the same properties as the year before, is \$0.4755410 per \$100 valuation. Home values have also experienced steady increases in appraised values, which are confirmed by strong sales numbers and low inventory. Average home values in Hutto have steadily risen from \$164,745 in 2015 to \$183,267 in 2016, \$191,695 in 2017, and are currently \$207,816 (as per Williamson Central Appraisal District (WCAD), an increase of 8.4% over the prior year. Property tax makes up the largest percentage of General Fund revenues at 46%. A total of \$7,161,491 is budgeted for collection, which is a 4.93% increase over the 2017-18 projected year-end actuals.

Sales Tax

Sales tax is the second largest revenue source for the General Fund, accounting for 31% of revenues. Sales tax is budgeted at 4,838,905, a 10.6% increase over the prior 2017-18 projected year-end actuals. Sales tax collections have remained strong as a result of continued residential growth and new commercial growth.

Franchise Fees

Franchise fees are fees collected for private utilities such as electricity, gas, and telecommunications located in the public right-of-way, totaled \$981,768. This fee is generally based on a percentage of a company's gross revenues collected within the City's limits. Due to customer growth, franchise fees are expected to increase 17.6% over prior 2017-18 projected year-end actuals.

Development Fees

Development fees are budgeted to total \$1,656,685. Development fees account for 8% of revenues. 2018-19 revenue increased over the prior 2017-18 amended budget due to

significant permits and inspections anticipated with projects such as Innovation Business Park, the Co-Op Entertainment District, The Landing, The Crossings at Carmel Creek and NewQuest - Townwest Commons.

General Fines

General fines are budgeted to total \$236,223. General fines are collected through municipal court. Citations are issued by the police department and settlement of those citations is completed through the court.

Transfers In

Transfers in are transfers from different funds into the General Fund. During the 2018-19 fiscal budget year, there will be one transfer in the amount of \$318,000 from the General Capital Replacement Fund.

Parks Revenue

Parks revenue is budgeted to increase slightly due to more growth in winter, spring and summer camps, as well as increased participation in indoor league sports such as basketball. Parks revenue includes payments for Gin Building rentals, Saul House use, pavilion rentals, recreational programming and library fees.

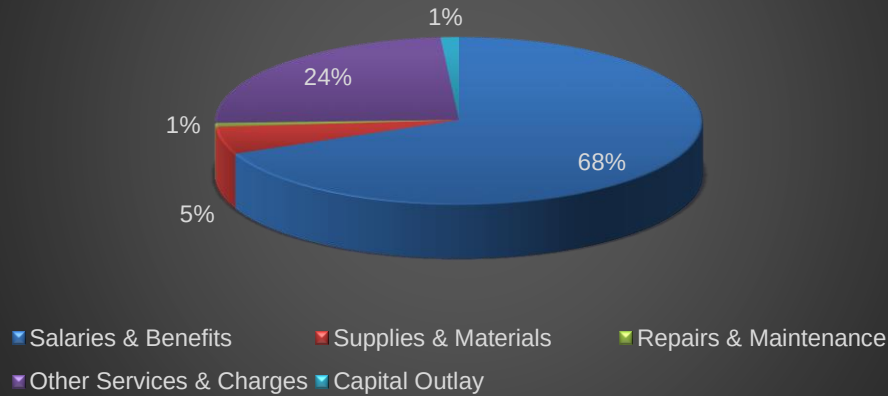
Other Revenue

Other revenue includes interest, miscellaneous fees and taxes, donations, grants and other minor revenue sources. Other revenue is budgeted to total \$148,329 in 2018-19.

Expenses

General Fund expenses include costs related to general government operations such as administration, police, planning and development, library services, parks and recreation and streets and drainage (which is now contained in a separate fund paid for with a bond issuance). General Fund expenses, outside of transfers, total \$15,622,475 which is an increase of 20% over the projected year-end 2017-18 actuals. Police, making up a majority of City employees, comprise the largest percentage of General Fund expenses at 32%, with a total budget of approximately \$5 million. Administration and quality of life services make up the next largest percentages at 20% and 12%, respectively.

General Fund 2018-19 Budget Expenditures



Salaries and benefits make up a majority of General Fund expenses at 68% of the budget. All Hutto employees, (with the exception of utility and streets and drainage employees), are paid from the General Fund. This category includes salaries, insurance, and retirement expenses.

Enhancements include new or expanded programs or services, equipment and personnel.

Budget Variances

This section explains differences between the 2017-18 projected year-end actuals and the 2018-19 budget. Expenses are broken down into five categories:

	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCEMENT	2018-19 BUDGET	%CHANGE PROJECTED
Salaries & Benefits	7,989,952	10,312,879	410,396	10,723,275	34.3%
Supplies & Materials	693,933	865,528	-	865,528	24.7%
Repairs & Maintenance	109,696	106,200	-	106,200	-3.2%
Other Svs & Charges	2,836,586	3,376,207	55,000	3,431,207	21.0%
Capital Outlay	372,515	370,932	125,333	496,265	46.3%
Total	12,002,682	15,031,746	590,729	15,622,475	30.6%
Transfers out	1,483,958	761,876	-	761,876	54.6%

Salaries & Benefits

Salaries & Benefits will increase approximately \$2.7 million over the 2017-18 projected year-end actuals. The largest portion of the increase can be attributed to those who were hired in the prior year now earning a full year salary plus benefits. However, there are several newly created positions in the General Fund as detailed below.

Newly created positions for 2018-19 include two police officers, increased to meet staffing requirements and provide more efficiency within the Hutto Police Department. The total for new patrol positions, plus TMRS and benefits, totals \$106,416. An administrative assistant has also been added to increase efficiency. This position will be stationed at the front desk, giving citizens access to the department after hours when police are out on patrol. The

position will cost \$31,200, plus TMRS and benefits. Total enhancements for this category are \$137,616.

A criminal investigation sergeant has also been budgeted at a salary of \$66,660, including associated TMRS and other benefits. This will help to fill out the division, and provide the resources needed for the department to function adequately.

A building inspector is also budgeted in 2018-19 at a cost of \$55,000, plus benefits, TMRS, and a City vehicle to facilitate a growing need in the community. With all the new growth the City is experiencing, our current building inspector is at capacity. The addition of another building inspector will also increase the City's inspection revenue. The expansion of the City into newly annexed territory brings an increased need for inspections, which in turn will fill City coffers.

There is also a warrant officer position included in the 2018-19 budget at \$60,000, plus TMRS and benefits. The warrant officer will also serve as the bailiff at the City Hall. Additionally, the warrant officer should generate revenue as they track down warrants (of which there is close to \$1 million outstanding). This position is one that will be continually assessed with regard to revenue generation, and, should it not prove to be financially fruitful, it will be evaluated for removal, with replacement by a police officer to serve as bailiff.

An additional two recreational programmer positions are budgeted for 2018-19 at the cost of \$70,720, plus TMRS and benefits. These two new positions are to support the strategic focus of the City as there is a transition to quality of life services and parks. These two individuals will help to coordinate recreational programs and other such activities at the parks.

Supplies & Materials

Supplies & Materials will increase by 24.7%, or \$171,595, over the prior year 2017-18 projected year-end actuals. This increase is due to the growth of the City and the increasing need for certain supplies and materials such as new computers.

Repairs & Maintenance

Repairs & Maintenance costs will see a decrease of 3.2% over 2017-18 projected year-end actuals as a new ISF was created to handle building repair and maintenance costs. Overall building and repair maintenance costs for the City will increase due to construction of new buildings; however, the increase is small given new additions will require less in repairs than some aging buildings. As such, on a City-wide basis, the repair and maintenance expenses will stay relatively flat.

Other Services & Charges

Other Services & Charges make up the second largest expense of the General Fund. Fiscal year 2018-19 will reflect an increase of 21% over 2017-18 projected year-end actuals. Increases are expected in this category due to increases in the overall needs of the City, such as more personnel, and an ever-increasing demand on infrastructure, to include more information technology. Additionally, more contracted services will be needed as the City continues to grow, and until such services can be brought in-house. Also included in this category is the City Council stipend that was added this year, which will see a full year in 2018-19.

Capital Outlay

Capital Outlay costs see an increase of 33.2% or approximately \$123,750 over 2017-18 projected year-end actuals. A majority of the capital outlay costs are a result of the lease/purchase of six new police vehicles, as well as an additional vehicle to be leased for the building inspector. The police vehicles will be for new patrol and CID. New leases are in addition to the existing ones.

Transfers Out

Transfers Out consist of transfers to the Debt Service Fund in the amount of \$12,837, to the Streets & Drainage Fund in the amount of \$38,863, to the General Capital Replacement Fund in the amount of \$20,000, Internal Service Fund in the amount of \$142,576, General Capital Improvement Fund in the amount \$477,600 and to the Utility Fund in the amount of \$70,000 for completion of projects. Totaling in the amount of \$761,876 in transfers out.

Department Enhancements – General Fund

As part of the budget process, departments submit not only a base budget, but they include enhancement requests that are in addition to their base budget. These enhancements include personnel, equipment, projects and programs. The following is a list of enhancements by department, a brief description, and departmental justification for the enhancement.

City-Wide

Description: All employee increase 3% in merit/market pay.

Justification: To remain competitive with benchmark cities and to pay for performance, which is in alignment with the newly adopted Strategic Plan.

Municipal Court

Description: Warrant Officer

Justification: A warrant officer is needed to collect on outstanding warrants, as well as to serve as bailiff at the future City Hall. In order to be conservative, no revenue was budgeted; however, with expected collection on outstanding warrants, this position is anticipated to pay for itself. Additionally, this position includes increases for all associated expenses (e.g. clothing, fuel, mileage, etc.).

Building Inspection

Description: Building Inspector

Justification: With the tremendous growth of the City, our single building inspector has reached capacity. Furthermore, the City is anticipating that additional duties related to taking on certain inspections within the extraterritorial jurisdiction enhances justification for the need of an additional building inspector. This position will generate sufficient revenue to offset the costs of the position.

Engineering

Description: Two Vehicles (leased)

Justification: As the Engineering Department has expanded there is a greater need for more vehicles. Some individuals will relinquish their vehicle stipend and received a City vehicle instead.

Parks & Recreation

Description: Two Lift Mowers

Justification: As the parks are expanding and new grounds are being acquired, it logically follows that more equipment will be needed for maintenance. As such, two lift mowers are being proposed.

Description: Two Recreation Programmers

Justification: The City is expanding, and to enhance the quality of life, we propose hiring two more recreation programmers in order to organize new programs and recreational activities for the City.

Public Safety

Description: Administrative Assistant

Justification: We propose this position to be stationed at the front desk, giving citizens access to the department after hours when police are out on patrol.

Description: Two Additional Police Officers

Justification: To address the growing needs of the City and to stay ahead of increasing criminal activity as a result of said growth. Included with this enhancement are the associated costs (e.g. fuel and mileage, uniforms, capital lease for the police vehicle, etc.).

Description: Increased Training Budget

Justification: To address the needs of the increasing number of police officers, and to ensure they are adequately trained to handle all emergency needs.

Description: Radio Replacement

Justification: This enhancement will replace 10 existing XTL5000 radios as the second part of a multi-phase replacement schedule to ensure radios remain P25 and GATRS compliant (Williamson County and FED requirements). Current life-cycle of radio support ends 2019.

Description: Three (3) Replacement & New Vehicles

Justification: Lease a total of three vehicles to be provided to the additional new Patrol Officers, and the Criminal Investigations Sergeant.

GENERAL DEBT SERVICE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Property Taxes	1,336,787	1,614,814	1,614,814	1,614,814	2,329,857
Interest & Other	37,592	36,979	36,979	6,879	2,500
Total Revenues	1,374,379	1,651,793	1,651,793	1,621,693	2,332,357
Expenditures					
Debt Service					
Principal Reduction	715,536	884,250	884,250	884,250	1,136,341
Interest	539,054	1,137,143	1,137,143	1,137,143	1,193,516
Paying Agent Fees	-	1,750	1,750	1,750	2,500
Total Debt Service	1,254,590	2,023,143	2,023,143	2,023,143	2,332,357
Transfers In	-	-	-	377,155	12,837
Net Change In Fund Balance	119,789	(371,350)	(371,350)	(24,295)	12,837
Beginning Fund Balance	98,869	218,658	218,658	218,658	194,363
Ending Fund Balance	218,658	(152,693)	(152,692)	194,363	207,200

Fund Description

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

Revenues

Revenues are comprised of property tax collections based on the interest and sinking portion of the City's tax rate. The Fiscal Year 2018-19 interest and sinking (I&S) portion of the tax rate will be \$.1258715 per \$100 valuation. This rate will generate \$2,329,857 in property tax revenue, and is an increase over the 2017-18 revenues due to an increase in taxable property and the issuance of additional debt of \$25 million. The interest and sinking tax rate is calculated based on annual debt service requirements.

Expenses

Expenditures include principal and interest payments for the bond obligations. Debt service payments will increase in coming years as a result of bonds issued in prior years. This increase is due to the need for debt issuance in order to provide infrastructure for a rapidly growing community.

Budget Variances

Revenues exceed expenses for this fund as a result of the City using additional revenue to maintain one-twelfth of debt service in the fund balance per requirements. Increases in future taxable values (as well as increases to the City's I & S rate, when necessary) will offset debt service payments in subsequent years.

GENERAL CAPITAL REPLACEMENT FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Sale Of Assets	19,106	2,500	2,500	-	-
Interest & Other	-	-	-	-	-
Total Revenues	19,106	2,500	2,500	-	-
Expenditures					
YMCA Building Repair & Maintenance	1,071	70,000	70,000	2,621	20,000
Machinery & Equipment	-	-	-	-	-
Total Expenditures	1,071	70,000	70,000	2,621	20,000
Transfers					
Transfers In	64,166	70,000	70,000	20,000	20,000
Transfers Out	-	-	-	-	(318,000)
Total Transfers	64,166	70,000	70,000	20,000	(298,000)
Net Change In Fund Balance	82,201	2,500	2,500	17,379	-
Beginning Fund Balance	398,997	481,198	483,698	481,198	498,577
Ending Fund Balance	481,198	483,698	483,698	498,577	180,577

Fund Description

The Capital Replacement Fund sets aside funds to replace aging equipment and worn capital assets, including vehicles and equipment. Proceeds from the sale of capital assets are deposited in this fund for the replacement of future capital assets. A portion of an asset's value is set aside each year to build up the cost of replacing the asset. The amount reserved for replacement is based on the asset's cost and useful lifespan.

Revenues

Revenues represent transfers in from the General Fund. Pursuant to our contract with the YMCA, the City of Hutto is required to set aside \$20,000 for YMCA Building Repair and Maintenance.

Expenses

The only allocated expenses are related to the YMCA Building Repair and Maintenance. The remaining fund balance, outside of the \$20,000 building repair and maintenance fund, is being transferred back to the General Fund to help meet fund balance and debt service requirements.

Budget Variances

As revenues for the City increase, the fund balance will continue to grow over the next couple of years, and monies will begin to be set aside once again.

GENERAL CAPITAL IMPROVEMENTS FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Interest & Other	272	300	300	80,556	300
Bond Interest	44,970	3,000	3,000	-	3,000
Contributions	-	-	-	-	-
Grants	-	1,479,750	1,479,750	1,256,692	147,975
Parkland Fees	-	-	-	-	-
Bond Proceeds	3,490,871	12,515,215	15,500,000	15,500,000	-
Total Revenues	3,536,113	13,998,265	16,983,050	16,837,248	151,275
Expenditures					
<i>Administration</i>					
City Manager's Office	5,500	-	-	-	-
Current City Hall Reconstruction for Police					200,000
Co-Op Improvements	241,514	5,300,000	7,300,000	3,981,500	3,125,000
<i>Public Works</i>					
Fencing	5,000	-	700	700	-
FM 685 (Chris Kelley Blvd)	37,620	-	-	-	-
FM 1660 N Sidewalks	1,521,116	-	8,306	8,306	-
Public Works Parking	-	142,350	142,350	-	-
East St. Reconstruction	403,982	1,030,215	1,034,800	1,034,800	-
Pavement Management	-	-	709,515	709,515	-
Limmer Loop Improvements	100,000	100,000	100,000	100,000	-
Railroad Quiet Zones	-	-	-	-	-
Tap Limmer Loop Sidewalks	228,399	1,479,750	1,480,800	1,196,312	295,950
CR 119 (Ed Schmidt) Extension	-	500,000	500,000	500,000	250,000
Innovation Business Park	714,478	4,225,000	3,398,401	3,394,043	-
Drainage Master Plan	-	150,000	150,000	148,163	-
<i>Parks</i>					
Fritz Park Improvements	2,829,236	110,000	143,183	194,092	-
Fritz Park & Creekside Park TPW Grant	-	-	-	-	-
Pollard Park	174,143	1,809,325	3,902,509	5,031,962	-
<i>Other Services & Charges</i>					
Land	-	-	-	-	-
Animal Shelter Expansion	-	214,000	263,523	-	-
Bond Issuance Costs	74,174	75,000	171,696	171,696	-
Other Expenses	-	275,000	275,000	-	-
Debt Services					
Total - Capital Improvements	6,335,161	15,410,640	19,580,781	16,471,089	3,870,950
Transfers					
Transfers In	39,917	610,000	610,000	610,000	477,600
Transfers Out	-	-	-	-	(1,020,000)
Total Transfers	39,917	610,000	610,000	610,000	542,400
Net Change In Fund Balance	(2,759,131)	(802,375)	(1,987,731)	976,160	(4,262,075)
Beginning Fund Balance	6,045,046	3,285,915	3,285,915	3,285,915	4,262,075
Ending Fund Balance	3,285,915	2,483,540	1,298,183	4,262,075	0

Fund Description

The General CIP Fund is a minor governmental fund used by the City to account for the City's general capital improvement projects, including streets, facilities, and park improvement projects. Projects are funded through a combination of transfers in from the General Fund, interest and bonds.

Revenues

Total Revenues are \$151,275, which includes grants in the amount of \$147,975 funding the TAP Limmer Loop project. Other revenues include interest and bond interest of \$3,300.

Expenses

Ongoing expenses total \$3,870,950 and include current City Hall reconstruction for police, Co-Op Improvements, CR II9 extension payment and TAP Limmer Loop sidewalk project with TxDOT.

Budget Variances

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

STREETS & DRAINAGE CONSTRUCTION FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE MENT	2018-19 BUDGET
Revenues							
Bond Proceeds	-	3,000,000	3,000,000	3,000,000	600,000	-	600,000
Late Fees	-	-	-	6,000	7,000	-	7,000
Drainage Fee	-	-	-	196,000	336,000	-	336,000
Total Revenues	-	3,000,000	3,000,000	3,202,000	943,000	-	943,000
Total Expenditures		2,567,661	2,567,661	2,329,665	1,732,358	104,487	1,836,845
Other Financing Sources (Uses)	-	-	-	-	-	-	38,863
Transfers In							
Total Other Financing Sources							
Net Change In Fund Balance	-	432,339	432,339	872,335	(789,358)	(104,487)	(854,982)
Beginning Fund Balance	-	-	-	-	872,335	-	872,335
Ending Fund Balance	-	432,339	432,339	872,335	82,977	(104,487)	17,353

Fund Description

The Streets, Drainage and Grounds Construction Fund was a newly created fund for the 2017-18 budget. The Streets, Drainage and Grounds Construction Fund is a minor governmental fund used by the City to account for the City's capital improvement of streets, drainage, and park improvements. This fund and related projects are funded through bonds. Each year, the City Council determines which streets will be reconditioned.

Revenues

This is a new fund created to address streets, drainage, and park issues that are considered more than simple maintenance. Revenues will come from bond proceeds issued for road improvements, as well as a \$4 drainage fee charged to all sewer customers for drainage improvements.

Expenses

Expenses include personnel and materials needed to fund the repair for streets and drainage areas. The specialized type of work required for the construction and maintenance of streets and drainage requires someone with expertise in the field and special supplies that are costly.

Budget Variances

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

Department Enhancements – Streets & Drainage

Description: Two Additional Street Maintenance Technicians

Justification: Additional personnel will be needed to address the needs of the growing City.

Description: Leasing of a Water Truck

Justification: The water truck will be needed (as it is currently being contracted out), as it would be a cost savings to acquire one for the City.

SOLID WASTE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Solid Waste Franchise	34,051	25,000	25,000	30,000	32,500
Late Fees	25,984	30,000	30,000	26,964	30,000
Solid Waste User Fees	1,299,944	1,250,000	1,250,000	1,339,939	1,380,138
Miscellaneous Income	6,950	-	-	-	-
Total Revenues	1,366,929	1,305,000	1,305,000	1,396,904	1,442,638
Expenditures					
Waste Management	1,220,140	1,270,000	1,270,000	1,287,651	1,326,281
Bad Debt	-	7,500	7,500	2,000	7,500
Other Expenses	-	-	-	-	-
Capital Leases	-	-	-	-	-
Total Expenditures	1,220,140	1,277,500	1,277,500	1,289,651	1,333,781
Transfers					
Transfers In					
Transfers Out	(82,500)	(90,000)	(90,000)	(90,000)	(445,000)
Total Transfers	(82,500)	(90,000)	(90,000)	(90,000)	(445,000)
Net Change in Fund Balance	64,289	(62,500)	(62,500)	17,252	(335,843)
Beginning Fund Balance	255,547	319,836	319,836	319,836	337,089
Ending Fund Balance	319,836	257,336	257,336	337,089	1,246

Fund Description

The Solid Waste Fund was created to account for the City's solid waste services. All expenses associated with the City's garbage and recycling services are included in the fund.

Revenues

Revenues for the fund include the new rates, per the negotiated contract for curbside and recycling services. In addition, the City charges a franchise fee to refuse collection companies that offer commercial services to businesses in Hutto. All commercial services were taken over by Al Clawson Disposal, Inc. as of July 2017.

Expenses

In December 2015 the City entered into a contract with Al Clawson Disposal, Inc. to be the sole provider for residential and commercial garbage services. By shifting services to a single provider, the City is able to reduce costs for residential and most commercial customers. The contract helps the City reach its strategic goal of 100% recycling.

Budget Variances

\$445,000 is budgeted in 2018-2019 in transfers out to help pay for the utility debt service payment.

UTILITY FUND



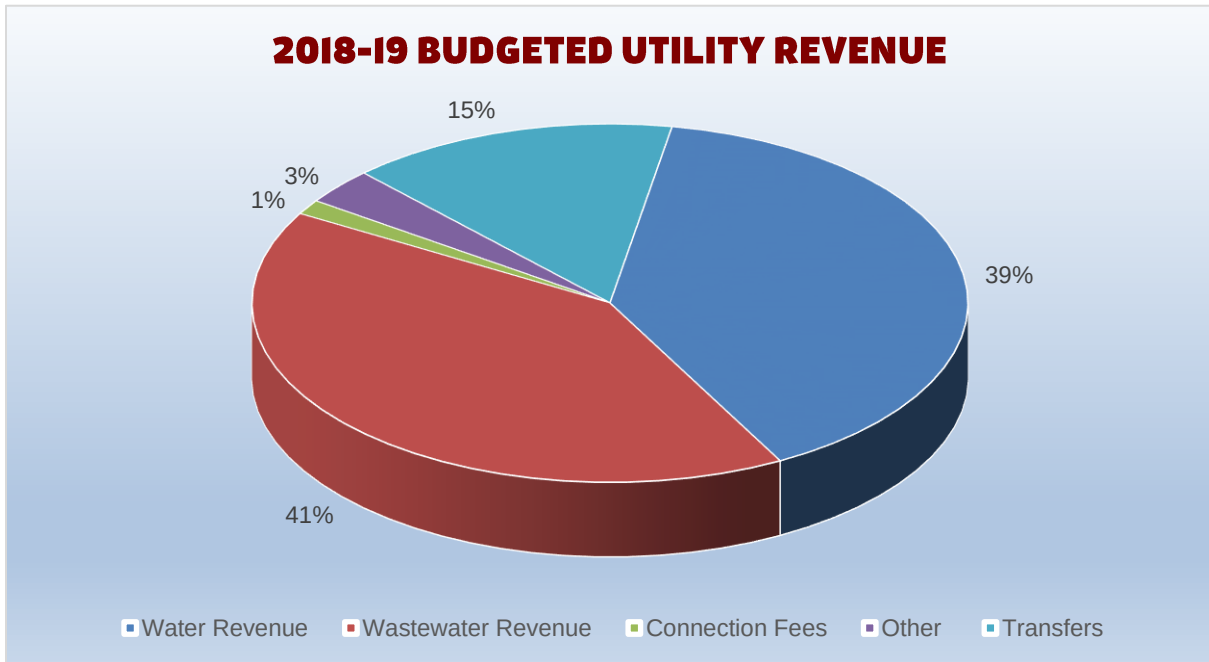
UTILITY FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET
Revenues							
Water	4,695,863	4,482,500	4,482,500	4,637,664	5,163,260	-	5,163,260
Wastewater	3,805,506	4,655,000	4,655,000	4,619,154	5,406,276	-	5,406,276
Connection Fees	114,137	175,000	175,000	125,563	175,461	-	175,461
Water Development Proceeds					850,000		850,000
Other	250,013	454,750	354,750	488,758	428,117	-	428,117
Total Revenues	8,865,519	17,140,590	73,229,092	79,773,459	12,023,114	-	12,023,114
Expenditures							
Public Works							
Water Services	5,060,703	2,114,661	2,079,122	2,251,792	1,713,608		1,713,608
Wastewater Services	3,575,756	2,344,476	2,344,476	2,367,552	2,402,787		2,402,787
Total Public Works	8,636,459	4,459,137	4,423,597	4,619,343	4,116,395		4,116,395
General Services							
Utility Billing	541,789	870,447	870,447	752,665	973,990		973,990
Total General Services	541,789	870,447	870,447	752,665	973,990		973,990
Utility Fund CIP							
Water Capital Outlay System							
Front St. Waterline	201,976	1,186,640	1,186,640	1,206,129	-	-	-
Co-Op Water Line Improvements	-	300,000	300,000	300,000	-	-	-
Innovation Business Park Water Line	-	470,000	470,000	470,000	-	-	-
East Street Water Line	-	67,753	67,753	-	-	-	-
Tank Rehab	-	-	-	1,400,000	1,100,000	-	1,100,000
Hot Purchase Wastewater Capital Outlay System	-	-	55,389,831	61,847,147	975,000	-	975,000
Lakeside Estates Abandoned Lift Station	-	500,000	500,000	-	500,000	-	500,000
Endpoint Meters						25,000	25,000
Avery Lake WW Interceptor	46,400	5,576,221	511,200	511,700	-	-	-
Hutto south WWTP – Permit Cap	3,308,147	-	-	-	200,000		200,000
Carmel Crossings	181,851	181,851	181,851	181,851	181,851	-	181,851
WW North of Limmer Loop	-	3,000,000	3,000,000	-	3,000,000	-	3,000,000
Co-Op WW Improvements	-	400,000	400,000	400,000	-	-	-
FM I660 Relocation of Utilities	-	-	-	-	450,000		450,000
Innovation Business Park WW	-	430,000	430,000	430,000	-	-	-
Water Tank Maintenance						101,000	101,000
Total UF CIP	3,738,374	12,112,465	62,437,275	66,746,326	6,406,851	126,000	6,532,851
NON-DEPARTMENTAL	32,599	54,238	689,672	1,159,125	69,738		69,738
Total Expenses	12,949,221	17,496,287	70,620,991	73,277,460	11,566,974	126,000	11,692,974

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BASE	2018-19 ENHANCE	2018-19 BUDGET
Transfers							
Transfers In	885,982	1,200,000	1,200,000	2,086,803	3,739,800	-	3,739,800
Transfers Out	(229,167)	(4,099,822)	(4,099,822)	(6,603,145)	(4,149,822)	(3,208,844)	(7,501,242)
Total Transfers (Expenses)	656,815	(2,899,822)	(2,899,822)	(4,516,342)	(410,022)	(3,208,844)	(3,761,442)
Net Change in Working Capital	(3,822,194)	(255,519)	(291,721)	1,979,657	46,118	(3,334,844)	(3,431,302)
Beginning Working Capital	7,627,681	3,805,487	3,805,487	3,805,487	5,785,144		5,785,144
Contingency Reserves	2,993,781	3,174,466	3,165,581	2,302,473	2,246,369		2,338,595
Ending Available Working Capital	811,706	375,502	348,184P	3,482,671	3,584,893		15,247

Fund Description

The Utility Fund accounts for the City's Water and Wastewater Enterprise. It functions as a proprietary fund, which operates more like a business. The budget for the Utility Fund, however, uses a modified accrual basis of accounting. Reserves for the Utility Fund are maintained at 20% of the operating budget per the Fiscal and Budgetary Policy.



Revenues

Utility operational revenues total \$12.0 million, which is 13% above the 2017-18 projected year-end actuals. The increase is a result of customer growth due to new home, business, and commercial construction, as well as a 25% increase in the wastewater rates that was implemented March 1, 2018. The current housing boom will add new water and wastewater customers to the City's utility system, though a portion of new homes will be serviced by Jonah SUD as they are outside of the City's water service area. The new Innovation Business Park and Co-Op Entertainment District will also increase the consumption of both water and wastewater, adding another revenue component. The number of accounts is expected to grow at approximately 11% for both water and wastewater during the next year.

Water Revenues

Water revenues make up the 2nd largest majority of the Utility Fund operating revenue, totaling \$5,163,260. Water revenue is revenue collection for the provision of water to utility customers. This is an increase of 11% over the 2017-18 projected year-end actuals and is due to anticipated customer growth and average use.

Wastewater Revenues

Wastewater revenues are the largest share of the Utility Fund revenue and are budgeted to total \$5,406,276, a 17.0% increase over 2017-18 projected year-end actuals. The City implemented a rate increase of 25% in March 2018. The City has more wastewater connections than water connections because water may be provided by Jonah SUD depending on the service location. The City also acts as a wholesale wastewater provider to customers located in Jonah's service area north of Limmer Loop.

Impact Fees

Impact Fees (shown as "Transfers In") help cover the impact of new growth on the utility system. Impact fees are collected in the Impact Fee Fund and are transferred to the Utility Fund to help offset debt service payments. Impact fees help shift the financial burden of constructing

infrastructure for new growth from existing customers to the new growth that is prompting the infrastructure improvements. Collections are expected to total \$1,504,800 based on new construction trends, anticipated growth, and the utility rate model.

Connection Fees

Connection fees represent the cost of connecting new customers to the City's utility system. The fee is calculated based on the cost of the meter and the end point, in addition to time and equipment needed to set the meter. Connection fees are conservatively budgeted to increase over the 2017-18 projected year-end actuals. Connection fees are only collected when the City of Hutto provides service to the home. Water connection fees would not be collected for homes that are constructed in the Jonah SUD service areas.

Other Revenue

Other revenue is made up of interest, miscellaneous income, and account administrative and late fees. The City had received \$100,000 annually from the Hutto Economic Development Corporation from an agreement that led to the extension of water and wastewater utilities along the eastern SH 130 corridor; however, this agreement of payment was cancelled in 2017-2018. Additionally, no future bonds are expected for the Utility Fund.

The number of City water customers has grown an average of 4.58% over the past five years. The number of total accounts is expected to grow by 6% in the 2018-19 budget year as a result of the new commercial and residential customers. The City continues to provide wholesale wastewater service to approximately 1,030 wastewater customers north of Limmer Loop. This number continues to grow as both the Hutto Highlands and Hutto Park subdivisions continue to expand and grow.

Expenses

Utility Fund expenses are the costs associated with the provision of water and wastewater services to Hutto customers. The Utility Fund includes eleven full-time water and wastewater employees whose salary and benefit costs are evenly split between the two divisions, as well as two meter technicians, five customer service personnel, a general services manager. The 2018-19 Utility Fund operating budget totals \$5,090,385. When including the capital improvement budget of \$6,532,851, to the Utility Fund, expenses subtotal \$11,623,236 plus non-departmental expenses of \$69,738 for total expenses of \$11,692,974. There is an additional transfer out of \$7,501,242, which is offset by a transfer in of \$3,739,800 from the Impact Fee Fund, Park Fund and Solid Waste Fees. This number will fluctuate based on the growth of the City.

Water services, totaling \$1.7 million, and wastewater services, totaling \$2.4 million, make up the largest portion of operating expenses because of water supply agreements. The 2018-19 water service budget will decrease over 20% from the 2017-18 projected year-end actuals due to the cancellation of the Manville water contract, while the wastewater service budget will increase 3.8% due to overall growth.

Enhancements include in point meters and water tank maintenance. All enhancements included in the Utility Fund are for increased productivity and investment in infrastructure.

Budget Variances

The enhancements for the in point meters and water tank maintenance are the difference between the FY 2018-19 Budget and the 2017-18 projected year-end actuals amounts. Additionally, the City currently purchases treated water from the City of Taylor and Manville, with the Manville contract ending at the end of fiscal year 2017-18.

Transfers Out

There is a total transfer out of \$7,501,242 of which includes \$7,308,666 for utility debt service, \$50,000 to the Utility Capital Replacement Fund and 142,576 for internal service fund.

Utility Fund Enhancements

Description: In Point Meters
Justification: Replacement of meters and new meters to keep up with the population growth.

Description: Water Tank Maintenance
Justification: Maintenance required for compliance with TCEQ regulations.

UTILITY DEBT SERVICE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Interest & Other	6,628	2,500	2,500	2,065	2,500
Total Revenues	6,628	2,500	2,500	2,065	2,500
Expenditures					
Debt Service					
Principal Reduction	2,204,050	2,446,350	2,446,350	2,430,750	2,600,934
Interest	1,657,881	1,768,651	1,768,651	1,756,887	4,702,732
Paying Agent Fees	1,796	5,000	5,000	5,000	5,000
Total Debt Service	3,863,727	4,220,001	4,220,002	4,192,637	7,308,666
Transfers					
Transfer In	3,863,727	4,192,637	6,616,164	6,616,164	7,308,666
Transfers Out	-	-	-	-	-
Total Transfers	3,863,727	4,192,637	6,616,164	6,616,164	7,308,666
Net Change In Fund Balance	6,628	(24,863)	(24,863)	2,065	2,500
Beginning Fund Balance	50,000	56,628	56,628	56,628	58,693
Ending Fund Balance	56,628	31,764	31,764	58,693	61,193

Fund Description

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

Revenues

Revenues are transferred in from the Utility Fund totaling \$7,308,666, which is an increase from the 2017-2018 budget. A portion of the debt service is paid using impact fees that are received from eligible capital projects. The majority of the Debt service requirements are paid using water and wastewater user fees and other collected revenue.

Expenses

Debt service payments are generally made in February and August of each year. Expenses include principal reduction of \$2,600,934 and interest of \$4,702,732 on existing obligation. The increase in overall expenses for the proposed budget year 2018-2019 over 2017-18 is due to the increase in payments for the 2017 bonds that were issued to purchase the Heart of Texas Water System.

Budget Variances

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

UTILITY CAPITAL REPLACEMENT FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Sale of Assets	-	-	-	-	-
Interest & Other	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures					
Vehicles	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Transfers					
Transfer In	50,000	50,000	50,000	50,000	50,000
Transfers Out	-	-	-	-	-
Total Transfers	50,000	50,000	50,000	50,000	50,000
Net Change In Fund Balance	50,000	50,000	50,000	50,000	50,000
Beginning Fund Balance	250,000	300,000	300,000	300,000	350,000
Ending Fund Balance	300,000	350,000	350,000	350,000	400,000

Fund Description

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

Revenues

Revenues represent transfers in from the Utility Fund. A transfer of \$50,000 from the Utility Fund to the Utility Capital Replacement Fund is budgeted for 2018-19.

Expenses

Expenses will include replacement equipment and machinery used by the City's utility system. The City plans to build up the fund balance to be used to replace aging and worn capital assets.

Budget Variances

This fund is expected to increase over the next few years as the City sets aside funds to replace aging assets.

IMPACT FEES FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Water Impact Fees	285,340	635,391	635,391	551,654	782,496
Wastewater Impact Fees	600,642	564,609	564,609	648,349	722,304
Total Revenues	885,982	1,200,000	1,200,000	1,200,003	1,504,800
Transfers					
Transfers In	-	-	-	-	-
Transfers Out	(885,982)	(1,200,00)	(1,200,000)	(1,200,003)	(1,504,800)
Total Transfers	(885,982)	(1,200,00)	(1,200,000)	(1,200,003)	(1,504,800)
Net Change In Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-

Fund Description

The Impact Fees Fund is used to manage the collection and use of impact fees for the City's water and wastewater capital improvement projects. The City began collecting impact fees in the fall of 2006. The Impact Fee Study was last conducted in 2013. The City transfers collected impact fees to the Utility Fund to help pay for debt service related to capital projects. Any fund balance left at the end of the year is due to the timing of collections.

Revenues

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

For lots platted prior to Feb. 2013:

Water - \$3,625 per service unit equivalent

Wastewater - \$2,128 per service unit equivalent

For lots platted after Feb. 2013:

Water - \$4,363 per service unit equivalent

Wastewater - \$1,068 per service unit equivalent

Expenses

Eligible impact fee collections will be transferred to the Utility Fund to support eligible debt service payments.

COURT FEES FUND

	2016-17 ACTUAL	2016-17 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Court Technology Fees	7,212	7,000	7,000	6,530	7,000
Court Security Fees	5,386	5,100	5,100	3,013	5,100
Court Training Fees	308	500	500	357	500
Total Revenues	12,905	12,600	12,600	9,901	12,600
Expenditures					
Court Technology	3,689	16,190	16,190	11,773	13,000
Court Security	6,498	31,250	31,250	8,594	19,750
Court Training	-	2,000	2,000	-	500
Total Expenditures	10,187	49,440	49,440	20,367	33,250
Net Change In Fund Balance	2,531	(36,843)	(36,843)	(10,466)	(20,647)
Beginning Fund Balance	34,295	37,013	37,013	37,013	26,547
Ending Fund Balance	36,826	170	170	26,547	5,900

Fund Description

The Court Fees Special Revenue Fund tracks fees that are allowed to be collected on certain Class C misdemeanors in municipal court. These fees must only be used for specific purposes outlined in the law, including court security, court technology, and court training.

Revenues

Court fees are special municipal court revenues collected in accordance with state law to enhance court security, technology, and training. A total of \$12,600 has been budgeted for 2018-19.

Expenses

The special revenues may only be used for expenses related to Court technology, security, and training. The budget reflects using the full balance of each of the funds each year to give the staff the flexibility to use the funds as needed. Court Security Fund was used in 2014 to implement a Warrant Officer program with great success. This program was designed to raise fine collections and reduce the cost of outside resources. The City is also obtaining a warrant officer for 2018-19 (to be included in the municipal court budget) to help collect warrant that are have been outstanding.

HOTEL TAX FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-2018 PROJECTED	2018-19 BUDGET
Revenues					
Hotel Occupancy Tax	286,540	250,000	250,000	199,887	250,000
Miscellaneous Income	-	-	-	-	-
Total Revenues	286,540	250,000	250,000	199,987	250,000
Expenditures					
Historical Restoration & Museums	-	-	-	-	-
Convention & Visitor's Bureau (10-15%)	3,145	5,000	5,000	5,000	5,000
Promotion of the Arts (>15%)	188,415	163,000	37,500	37,500	-
Sporting Event Promotion	-	-	212,500	212,500	-
Sports Facility Rehabilitation	-	-	-	-	-
Signage	-	-	-	-	-
Total Expenditures	191,560	168,000	255,000	255,000	5,000
Transfers					
Transfers In	-	-	-	-	-
Transfers Out	(78,240)	(95,000)	(95,000)	(95,000)	(250,000)
Total Transfers	(78,240)	(95,000)	(95,000)	(95,000)	(250,000)
Net Change In Fund Balance	7,914	(13,000)	(100,000)	(150,113)	(5,000)
Beginning Fund Balance	209,945	217,859	217,859	217,859	67,746
Ending Fund Balance	217,859	204,859	117,859	67,746	62,746

Fund Description

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

- Convention and Visitor's Bureau functions - 15%
- Promotion of the Arts - 15%
- Historical Restoration and Museums - No limit
- Sporting Event Promotion - No limit
- Enhancement of Existing Sports Facilities - No limit
- Signage (directional signage for tourists) - No limit

Revenues

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

Expenses

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

For FY 2019 \$5,000 will be spent on Convention and Visitor's Bureau programs, the same as was spent in the prior year budget. The fund supports expenses incurred on a webpage for Hutto on www.TourTexas.com, which allows the City to receive visitor leads and mail brochures when requested. The Economic & Convention Department utilizes the additional funding for printing brochures, online banner ads on Tour Texas, as well as other placed ads (such as in the Houston House & Home), to market events such as Christmas Fair/Old Town Christmas Weekend and the Home & Garden Show. In the 2017-18 projected year-end budget and 2018-19 budget (through a transfer to a Special Events Special Revenue Fund), the City has committed \$250,000 to promote the KOKEFEST. The first festival was held in August 2017 and brought more than 7,000 attendees to the City. The City and KOKE FM committed to a seven-year agreement to continue the festival, and it will proceed for six more years. The first year the event was held at the Co-Op, and beginning in 2018 it will continue at the newly acquired park property on Brushy Creek, which will house a new amphitheater for subsequent KOKEFEST events.

PEG FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
PEG Capital Fees	35,282	32,500	32,500	36,500	37,595
Total Revenues	35,282	32,892	32,500	36,500	37,595
Expenditures					
Technology Equipment & Supplies	342	1,200	1,200	500	1,000
Professional Services	-	25,000	25,000	20,000	25,000
Total Expenditures	342	26,200	26,200	20,500	26,000
Net Change In Fund Balance	34,940	6,300	6,300	16,000	11,595
Beginning Fund Balance	46,849	81,790	81,790	81,790	97,790
Ending Fund Balance	81,790	88,090	88,090	97,790	109,385

Fund Description

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

Revenues

The City of Hutto, through a state franchise agreement, receives franchise fees equal to 1% of gross cable provider revenues to support certain expenses in providing a public access channel. The estimated 2018-19 revenue of \$37,595 is a conservative estimate in growth based on historical revenue. The City is currently conducting a franchise fee revenue audit in conjunction with Lloyd Gosselink, the City's Joint Advisory Committee Attorney, and approximately 30 other cities.

Expenses

Use of PEG revenues is regulated by state law. In short, the franchise fee may be used to pay capital costs associated with operating a public access channel.

RED LIGHT CAMERA FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
RED LIGHT CAMERAS	41,871	-	-	-	-
Total Revenues	41,871	-	-	-	-
Expenditures					
Attorney Services	530	5,000	5,000	2,278	4,000
Pay to ATS	17,324	-	-	5,491	6,000
Remittance to State	-	-	-	-	-
Total Expenditures	17,854	5,000	5,000	7,769	10,000
Transfers Out	(59,996)	(5,000)	(5,000)	-	-
Net Change In Fund Balance	(35,978)	(5,000)	(5,000)	(7,767)	(10,000)
Beginning Fund Balance	131,925	95,947	95,947	95,947	88,180
Ending Fund Balance	95,947	90,947	90,947	88,180	78,180

Fund Description

The Red Light Camera Fund tracked revenues and expenses associated with the City's former red light cameras. The City no longer uses the red light cameras due to ongoing statewide litigation and questions regarding the legality of red light cameras.

Revenues

The City of Hutto is no longer receiving revenue since this program has been discontinued.

Expenses

There are still some attorney service fees coming through this fund for defending the red light camera lawsuits.

INTERNAL SERVICE FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Expenditures					
Fleet Services					
Salaries and benefits	-	-	-	-	100,773
Supplies and materials	-	-	-	-	6,550
Other Service Charges	-	-	-	-	750
Facility Maintenance					
Salaries and Wages	-	-	-	-	111,429
Supplies and Materials	-	-	-	-	15,650
Repairs and Maintenance	-	-	-	-	50,000
Total Expenditures		-	-	-	285,152
Transfer In					285,152
Net Change In Fund Balance	-	-	-	-	(285,152)
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-

Fund Description

The Internal Service Fund is being created in 2018-19 and is the fund used to account for fleet and building maintenance. These costs are then allocated to the other departments at year end based on vehicles used and on square footage used by each department.

Revenues

No revenues are associated with this fund as it is an internal service fund that will have its expenses allocated at year end.

Expenses

Expenses consist of janitorial staff, a fleet manager, and associated supplies and materials required to appropriately track the fleet of vehicles and care for the buildings.

SPECIAL EVENTS FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Event Revenue	-	-	-	-	250,000
Total Revenues	-	-	-	-	250,000
Expenditures					
KokeFest	-	-	-	-	250,000
Amphitheater Management Agreement	-	-	-	-	250,000
Total Expenditures	-	-	-	-	500,000
Other Financing Sources					
Transfers In	-	-	-	-	250,000
Total Other Financing Sources	-	-	-	-	250,000
Net Change In Fund Balance					
Net Change In Fund Balance	-	-	-	-	-
Beginning Fund Balance					
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance					
Ending Fund Balance	-	-	-	-	-

Fund Description

The Special Events Fund is a special revenue fund used to account for the large events that are to be revenue generators at the new amphitheater that is being constructed at the new park at Brushy Creek. These events should be able to self-sustain themselves, and, as such, a new fund was used to track each in order to determine profitability with regard to cash flows for each of the events.

Revenues

Revenues will consist of ticket sales, parking fees, fees charged to vendors and others to sell goods at the events, as well as all other types of revenue associated with events such as concerts. Additionally, the Hotel Occupancy Tax Funds will be transferred over in the amount of \$250,000 to fund the KOKEFest each year.

Expenses

Expenses will be comprised of the necessary costs of concerts and events, including talent acquisition, staging needs, staffing, policing, etc.

PARK IMPROVEMENT FUND

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 PROJECTED	2018-19 BUDGET
Revenues					
Interest	916	-	-	1,200	1,200
Parkland Fees	242,672	-	-	192,723	200,000
Total Revenues	243,588	-	-	193,923	201,200
Expenditures					
Park Improvements	-	-	-	-	-
Total Expenditures	-	-	-	-	
Other Financing Sources					
Transfers Out	-	-	-	-	(700,000)
Total Other Financing Sources	-	-	-	-	(700,000)
Net Change In Fund Balance	243,588	-	-	193,923	498,800
Beginning Fund Balance	72,204	315,792	315,792	315,792	509,715
Ending Fund Balance	315,792	315,792	-	509,715	10,915

Fund Description

The Park Improvement Fund is used to account for funds received and expended for purchase of land, improvements, and construction of parks and recreational facilities.

Revenues

Revenues will consist of parkland fees received for use of the parks by large organizations.

Expenses

Expenses will be comprised of the necessary costs associated with purchase of the land, improvements, and construction of parks and recreational facilities.

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ENHANCEMENTS



ENHANCEMENTS

The 2018-19 budget includes \$1.28 million for personnel, equipment, and merit increases. During the budget process, departments turn in a base budget for the fiscal year, along with enhancement requests. Enhancements are considered items that would be above and beyond a base, or flat budget. Enhancement requests can be in the form of additional personnel, new programs or projects, new equipment, and new vehicles. Enhancements are reviewed and vetted by City management, the Finance Department, and department heads to determine if requested increases are in the best interest of the City. General Fund enhancements total \$590,729. Internal Service Fund enhancements include \$91,184 in personnel. Utility Fund enhancements total \$126,000. Streets, Drainage and Grounds Maintenance Fund enhancements total \$104,487.

FUND	DEPARTMENT	DESCRIPTION	COST	NOTES
General Fund	Police Department	Administrative Assistant	\$31,200	New Administrative Assistant
	Police Department	2 New Patrol Officers	\$106,416	New Patrol Officers
	Police Department	3 New Patrol Vehicles	\$42,300	New Patrol Vehicles to accommodate the New Patrol Officers
	Police Department	Criminal Investigator Sergeant	\$66,660	New Criminal Investigator Sergeant
	Economic & Convention	Budget Line Item for Special Events	\$55,000	Red, Whites & Brews- \$25,000; Downtown Christmas Fair \$15,000; Spring-a-Palooza \$10,000; Santa Claus Crawl \$5,000
	Municipal Court	Warrant Officer	\$60,000	New Warrant Officer
	Inspection & Code	Building Inspector	\$55,000	New Building Inspector
	All Departments	3% Merit/Market Increase		
	Finance	Increase Staff Accountant Salary	\$10,000	To accommodate Staff Accountant additional duties
	Finance	Increase Full time Accounting Technician Salary	\$10,400	To accommodate the demand in Accounts Payable
	Public Works/Engineering	2 New Vehicles for Engineering	\$12,000	
	Parks & Recreation	2 Recreation Programmers	\$70,720	New 2 Recreation Programmers
	Parks & Recreation	F150 Ford Truck	\$7,200	
	Parks & Recreation	F250 Ford Truck	\$9,600	
	Parks & Recreation	2-11ft Mowers	\$46,233	
	Parks & Recreation	Trailers for the Mowers	\$8,000	
Subtotal			\$590,729	

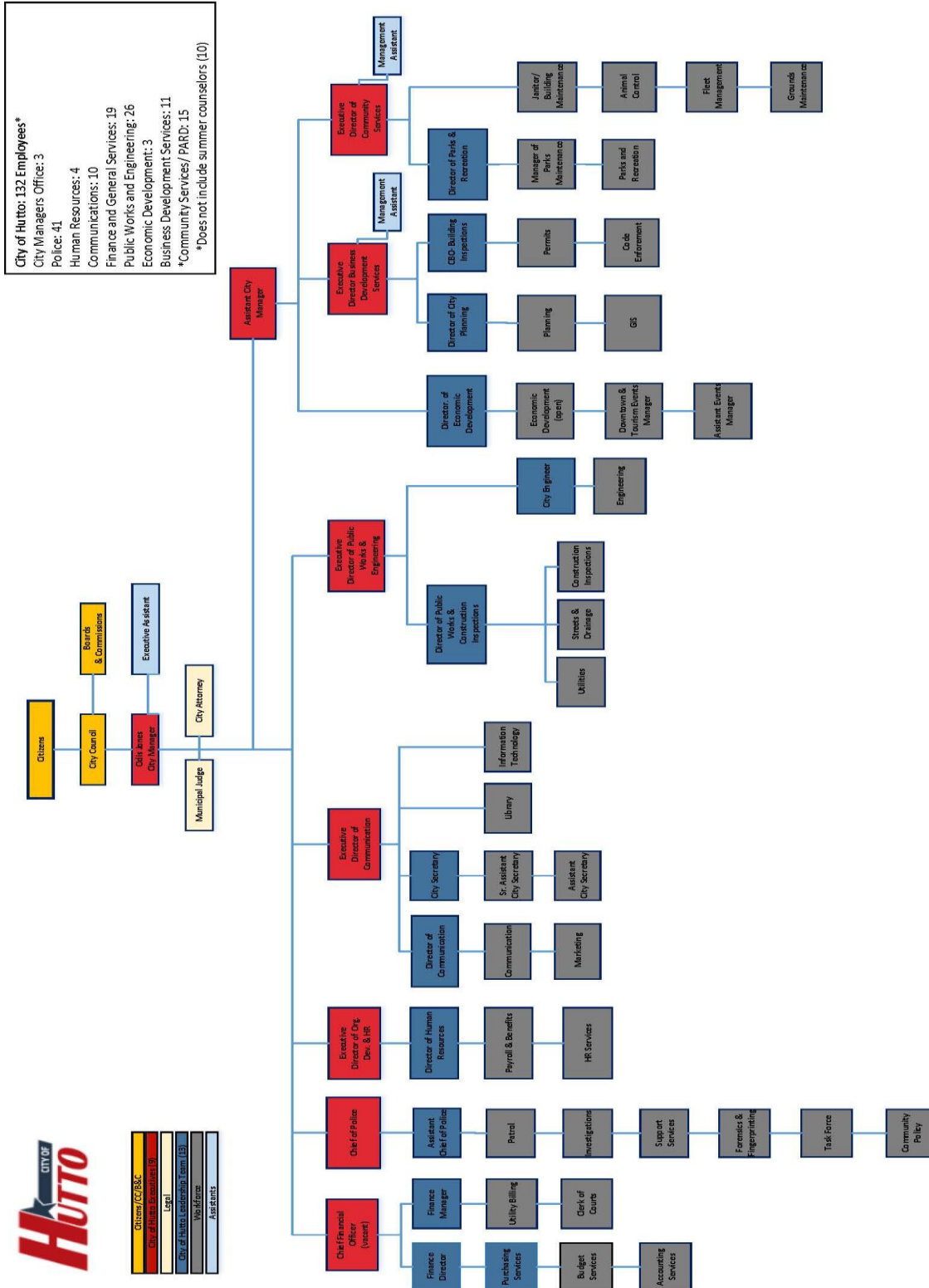
FUND	DEPARTMENT	DESCRIPTION	COST	NOTES
Internal Service Fund	Facility Maintenance	Building Maintenance Manager	\$50,000	New Building Maintenance Manager
	Facility Maintenance	Janitorial Staff	\$41,184	New Janitorial Staff
Subtotal			\$91,184	
Utility Fund	Utility Billing	End point Meters	\$25,000	
	Water	Water Tank Maintenance	\$101,000	
Subtotal			\$126,000	
Streets & Drainage	Streets & Drainage	2 Streets and Drainage Technicians	\$83,199	2 Streets and Drainage Technicians
	Streets & Drainage	Water Truck	\$21,288	New Water Truck \$1,774 monthly payment
Subtotal			\$104,487	
Total			\$912,400	

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ORGANIZATIONAL CHART FOR THE CITY



ORGANIZATIONAL CHART FOR THE CITY



FISCAL & BUDGETARY POLICY



FISCAL AND BUDGETARY POLICY

Amended February 1, 2018

OVERVIEW AND STATEMENT OF PURPOSE

The City of Hutto has an important responsibility to its citizens and customers to carefully account for public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public.

The broad purpose of the Fiscal and Budgetary Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs. The City's financial management, as directed by this Policy, is based upon the foundation of integrity, prudent stewardship, planning, accountability and full disclosure.

Policy scope generally spans areas of financial planning, operating and capital budgeting, revenue management, expenditure control, asset management, pay philosophy, accounting and financial reporting, debt management, and reserves. This is done in order to:

- A. Demonstrate to the citizens of Hutto, the City's bond holders, other creditors and the bond rating agencies that the City is committed to a strong fiscal operation;
- B. Provide a common vision for financial goals and strategies for current and future policy-makers and staff;
- C. Fairly present and fully disclose the financial position of the City in conformity to Generally Accepted Accounting Principles (GAAP); and
- D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code, bond covenants and other legal mandates.

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

FINANCIAL PLAN

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. Multi-year budgeting provides a means to identify the impact of implementing new programs and projects on future budgets. The Financial Plan is the City's long range operations and capital plan. The plan includes all of the operating departments of the General Fund and Utility Fund as well as the capital improvement funds of the City. The plan is reviewed and updated annually.

- A. **Capital Improvements Program** – The Capital Improvements Plan (CIP) outlines the major utility infrastructure, streets and drainage, facilities, parks, and other improvements needed to serve the citizens, maintain existing infrastructure and facilities, meet growth related needs and comply with state and federal regulations.
 - I. **Preparation** – The City Engineer, with the support of the Finance Department, coordinates the annual update and adoption of the multi-year CIP as a part of the annual budget process. In accordance with the City Charter (Charter, section 12.03), the CIP will be delivered to the Planning and Zoning Commission, so that P&Z recommendations may be included and presented to City Council. The CIP includes all costs associated with the design, rights of way, acquisition and construction of a project, as well as the estimated operating and maintenance costs, which impacts future operating budgets. The following guidelines will be utilized in developing the CIP:

- Needed capital improvements and major maintenance projects are identified through life cycle system models, repair and maintenance records, and growth demands.
 - A team approach will be used to prioritize CIP projects, whereby City staff from all operational areas provide input and ideas relating to each project and its effect on operations.
 - Citizen involvement and participation will be solicited in formulating the capital budget through website solicitation.
 - City Master Plans
2. Financing Programs – Where applicable, impact fees, assessments, pro-rata charges or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners. Factors related to the issuance of debt will include the following: a.) legal constraints on debt capacity and financing alternatives, b.) essentiality of the proposed capital improvement and the economic cost of delay, c.) willingness and financial ability to pay for the capital improvement, d.) determination of the ability to fund through a pay-as-you-go system, e.) assess current interest rate environment for borrowing and investment, as well as other market conditions, and reserve requirements, f.) financial condition of the City, g.) the types, availability and stability of revenues to be pledged for repayment of the debt, h.) type of debt to be issued, and i.) the nature and asset life of the capital projects.
 3. Control – All capital project expenditures must be appropriated in the capital budget. The Chief Financial Officer or City Manager must certify the availability of resources before any right of way easement is negotiated or before any capital project contract is presented to the Council for approval.
 4. Reporting – Periodic financial reports will be prepared to enable the Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the budget as authorized. Capital project status reports will be provided to Council on a quarterly basis.
- B. Operations Plan – The plan will include estimated operating expenses, the cost of new programs being contemplated, and staffing needs for the multi-year period.
 - C. Revenues and Financing Plan – The Finance Department will develop conservative, multi-year revenue forecasts based upon current and known future revenue streams. The Plan will illustrate the impact of the Capital and Operations Plan on the property tax rate, utility rates and other fees. Sensitivity analyses may be used in order to react to low-medium-high growth environments that would allow for more aggressive investment in infrastructure and conversely time to react to economic slowdown.
 - D. Performance Measures – Department Directors will develop program performance measures to evaluate the impact of new programs and growth on the departments. Existing programs will also be evaluated as a part of the multi-year planning process and annual budget process to determine whether certain programs should continue to be funded. ICMA Insights program participation will be utilized to establish, track, and compare performance measures.

ANNUAL OPERATING BUDGET

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The "operating budget" is the City's annual financial operating plan. The annual budget includes all of the operating departments of the general fund, proprietary funds, debt service funds, special revenue funds, and capital improvement funds of the City.

- A. Planning – The budget process will include City Council participation in the identification of major policy issues. The budget process will be a part of an overall strategic planning process for the City. The process will also allow for citizen input.
- B. Preparation – The Charter (Section 8.02) requires "On or before the 15th day of August each fiscal year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message." The budget shall be adopted not later than the last day of the last month of the fiscal year.
 - I. Proposed Budget – A proposed budget shall be prepared by the City Manager and delivered to the City Council per the City Charter.
 - a. In accordance with the Charter (Section 8.04), the budget shall provide a complete financial plan for the ensuing fiscal year, in a form the City Manager or Council deems desirable, and the budget shall include goals and objectives, a capital budget, enterprise funds and appropriations.
 - b. In accordance with the Charter (Section 8.05), the City will publish in a newspaper of general circulation in the City and on the City website a general summary of the budget, as well as the times and places that the budget is available for public inspection, no less than two weeks after the publication.
 - c. A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council, which must be at least 30 days prior to the vote.
 2. Adoption – City Council will hold a public hearing, and subsequently adopt by Ordinance the final budget. The budget will be effective for the fiscal year beginning October 1st.
 3. Standards for Publication – The City will utilize the criteria outlined in the Government Finance Officers Association (GFOA) Distinguished Budget Program for the presentation of the budget document. The budget document will be submitted annually to the GFOA for evaluation and consideration for the Distinguished Budget Presentation Award.
 4. Budget Calendar – The timeline for budget adoption is guided by City Charter and state Truth in Taxation laws. The deadline for the chief appraiser to certify rolls to taxing units is July 25. After certification, City Council must discuss the tax rate, and if the maximum rate they will consider adopting will exceed the rollback rate or effective tax rate, they must take a record vote and schedule a public hearing. If required, Notice of Public Hearing on Tax Increase must be published at least 7 days before the first public hearing. If required, the second public hearing must be no earlier than 3 days after the first public hearing, and is also when the meeting to adopt tax rate will be scheduled and announced (must be 3-14 days from this date). Notice of Tax Revenue Increase must be published before the meeting to adopt tax rate (at least seven days, if available).

The meeting to adopt tax rate must be held 3-14 days after the second public hearing, and the tax rate must be adopted before September 30.

- C. Revenue Estimates – In order to maintain a stable level of services, the City shall use a conservative, objective and analytical approach when preparing revenue estimates. The process shall include the analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year, which could otherwise result in mid-year service reductions.
- D. Balanced Budget – The goal of the City is to balance the operating budget with current revenues, whereby, current revenues match and fund on-going expenditures/expenses. Excess balances in the operating funds from previous years may be used for non-recurring expenditures/expenses or for capital expenditures.
- E. Reporting – Summary financial reports will be provided to the City Council monthly and presented to City Council during a regular City Council meeting quarterly, at a minimum. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status.
- F. Control and Accountability – Each Department Director, appointed by the City Manager, will be responsible for the administration of his/her departmental budget. This includes accomplishing the Goals and Objectives adopted as part of the budget and monitoring each department budget for compliance with spending limitations. Department Directors may request a transfer of funds within a department budget. All transfers of appropriation or budget amendments require either City Council or City Manager approval as outlined in Section V.C. Further expenditure control guidance is located in Section V of this policy.
- G. Budget Amendments – The *Charter (Section 8.07)* provides a method to amend appropriations. The City Council may authorize:
 - 1. Supplemental Appropriations – If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval.
 - 2. Emergency Appropriations – To meet public emergency affecting life, health, property, or the public peace, or to avoid a material cost or public expense, the City Council may adopt an emergency appropriation.
 - 3. Reduction of Appropriations – If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.
- H. Contingency Appropriations – The budget may include contingency appropriations within designated operating department budgets. These funds are used to offset anticipated but amount unknown expenditures, unexpected maintenance or other unanticipated expenses that might occur during the year, including insurance deductibles, unexpected legal expenses, and equipment repairs.
- I. Outside Agency Funding – The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of Hutto. The amount of funding received by each agency depends upon Council direction and the availability

of funds. The City Council may fund up to 0.75% of the estimated General Fund revenues during the budget process.

- I. Funding Process – All agencies shall have a standardized process for application, review, monitoring, and reporting. All agencies are required to submit applications for funding to the City during the budget process. Applications will include the following:
 - a. Information about the organization including organization's purpose, charter, board of directors, etc.
 - b. Copy of organization's financial policies.
 - c. Copy of prior year's tax filing demonstrating non-profit status.
 - d. Copy of prior year's audit or financial review for organizations whose operating budget exceeds \$100,000 annually.
 - e. Agencies will need to provide a list and description of what the funding from the prior year was used for and program measures that indicate the increased success of the program due to the funding.
2. Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations which shall include:
 - a. Funding will typically be used for specific programs, rather than for general operating costs, and demonstrates the program's sustainability beyond a three-year funding period.
 - b. The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
 - c. Other items may be addressed by the City Council as specified in each organization's Outside Agency Funding Agreement.
3. The Williamson County Crisis Center (Hope Alliance), Williamson County Children's Advocacy Center, Emergency Service District (ESD) #3, and the Williamson County and Cities Health District will be considered a budgeted line-item. All other outside agencies and organizations will go through the Outside Agency Funding process.
4. The City Council will review requests from other agencies and award based upon available funding. Applications will be evaluated on the following criteria:
 - a. Number of Hutto citizens served by the organization;
 - b. Type of service provided and whether other organizations in the community provide the service;
 - c. Availability of other funding sources for the organization;
 - d. Demonstration of ability to adhere to the guidelines outlined by this policy;
 - e. The City Council prefers to allocate funding based upon the following guideline:
 - Education – 10%
 - Quality of Life – 30%
 - Social Services – 60%
 - Public Health and Safety – The City Council may provide additional funding above the designated 0.75% to support governmental organizations that provide public health and

safety services to the Hutto Community. Examples include membership in the Williamson County and Cities Health District and financial support for Williamson County Emergency Services District #3.

All funded agencies shall be required to submit quarterly reports with performance data unless otherwise specified.

- J. Periodic Program Reviews – The City Manager and Department Directors will periodically review programs for efficiency and effectiveness. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards or be subject to reduction or elimination.
- K. Budget Contingency Plan – This policy is intended to establish general guidelines for managing revenue shortfalls resulting from factors such as local and economic downturns that affect the City's revenue streams.
 - I. Immediate Action – Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:
 - a. Freeze all new hire and vacant positions except those deemed to be a necessity.
 - b. Review all planned capital expenditures.
 - c. Delay all "non-essential" spending or equipment replacement purchases.
 - 2. Further Action – If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to balance the variance. The City Manager may ask Department Directors for recommendations on reductions of service levels in order to reduce expenditures to balance the budget. Any resulting service level reductions, including workforce reductions, will be addressed by the City Council.

REVENUE MANAGEMENT

- A. Optimum Characteristics – The City will strive for the following optimum characteristics in its revenue system:
 - 1. Revenue Adequacy – The City should require there be a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
 - 2. Realistic and Conservative Estimates – Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.
 - 3. Administration – The benefits of a revenue source should exceed the cost of levying and collecting that revenue. Where appropriate, the City will use the administrative processes of State, Federal or County collection agencies in order to reduce administrative costs.
 - 4. Diversification and Stability – A diversified revenue system with a stable source of income shall be maintained. This will help avoid instabilities in two particular revenue sources due to factors such as fluctuations in the economy and variations in the weather.

B. Other Considerations – The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-Recurring Revenues – One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues shall be used only for non-recurring expenditures and not for budget balancing purposes.
2. Property Tax Revenues – All real and business personal property located within the City will be estimated at a collection rate of 98% of the taxable value for any given year based on the current appraisal supplied by the Williamson County Appraisal District.
3. Investment Income – Earnings from investments will be distributed to the funds in accordance with the equity balance of the fund from which the monies were provided to be invested.
4. User-Based Fees and Service Charges – For services associated with a user fee or charge, the direct or indirect costs of that service will be offset by a fee where possible. The City will review fees and charges no less than once every year to ensure that fees provide adequate coverage for the cost of services. The City Council will determine how much of the cost of a service should be recovered by fees and charges.
5. Utility Fund Rates – The City will review and adopt utility rates as needed to generate revenues required to fully cover operating expenses, meet the legal requirements of all applicable bond covenants and provide for an adequate level of working capital.

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

6. Administrative Cost Recovery – Administrative costs shall be charged to all funds for services of general overhead, such as administration, finance, customer billing, legal and other costs as appropriate. These charges will be determined through an indirect cost allocation following accepted practices and procedures.
7. Revenue Monitoring – Revenues as they are received will be regularly compared to budgeted revenues, variances will be investigated and if material will be included in the quarterly report to the City Council.

C. Funding Alternatives

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

2. Leases - The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.
3. Impact Fees - The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every year. All fees collected will fund projects identified within the Fee study and as required by state laws.
- D. Liabilities and Receivables - Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts Receivable procedures will target collection for a maximum of 30 days of service. Receivables aging past 120 days will be sent to a collection agency. The Chief Financial Officer is authorized to write-off non-collectible accounts that are delinquent for more than 180 days, provided proper delinquency procedures have been followed, and include this information in the annual report to the City Council.

EXPENDITURE POLICIES

- A. Appropriations - The point of budget control is at the department level budget for all funds. The Department Directors shall manage budgets to ensure that appropriations are not exceeded. Budgets are approved by the Council within a departmental or program budget category (personnel costs, supplies, maintenance, operations/maintenance and capital).
- B. Central Control - No recognized or significant salary or capital budgetary savings in any Department shall be spent by the Department Head without prior authorization from the City Manager. This control will realize budget savings each year that will be available to be transferred by the City Manager, without further Council action.
- C. Budget Transfers - The *Charter (Section 8.06)* provides that the City Manager may transfer balances within departments and programs. A Department Director may request a transfer between line items or categories of items through the City Manager. Finance will make the adjustment upon approval from the City Manager.
- D. Purchasing - All City purchases of goods or services will be made in accordance with the City's current Purchasing Policy and with State law. In accordance with Texas Local Government Code, Subchapter B, Sections 252.021 and 252.043, the City shall make award to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality. Council may delegate authority to a designated representative in determining the appropriate method of purchase. State law requires any purchase of goods or materials over \$50,000 be formally bid or procured through an approved cooperative. The City's Purchasing Policy follows State Law by requiring multiple quotes for most purchases over \$3,000. The City's Purchasing Policy requires all contracts greater than \$50,000 annually be approved by the City Council. The following shows a summary of approval requirements for purchases.
 - I. Local Preference - In accordance with Chapter 271.9051 of the Local Government Code, the City Council may choose to award a competitive bid of \$100,000 or less to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received from the lowest bidder whose business is not within the City limits. The

determination that the local bidder offers the City the best combination of contract price and additional local economic development opportunities will be made in writing.

2. Interlocal Cooperation in Delivery of Services – In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the cost of services, to share facilities and to develop joint programs to improve service to its citizens.
 3. Conflict of Interest – The City will comply with all conflict of interest requirements as mandated by the Texas Government Code and Local Government Code.
- E. Prompt Payment – All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City will take advantage of all purchase discounts, when possible.

PAY PHILOSOPHY

The City's goal as an employer is to attract and retain quality employees who provide exemplary public service to our community in an effective and efficient manner.

- A. Adequate Staffing – Staffing levels will be adequate for the operations and programs of the City to be conducted efficiently and effectively. In order to provide continuing services to a growing population, as well as add new services, staffing levels will be evaluated by the City Manager regularly to determine workloads. Workload allocation alternatives, such as contract labor and contracted services, will be explored before adding additional staff.
- B. Market Adjustments – The City shall utilize salary survey data, as well as data from other benchmark cities, as a reference for making market-based adjustments. Market based adjustments are based upon the job duties and job descriptions of the position, not on performance of the employee within the position. City Council identified benchmark cities based on parameters such as population, proximity to Hutto, growth rate, and tax base. The cities selected are: Belton, Cedar Park, Cibolo, Georgetown, Kyle, Leander, Little Elm, Pflugerville, Round Rock, Schertz, Seguin and Taylor.
- C. Merit Adjustments – The City utilizes a merit based pay and step pay plan as a part of the overall compensation system. Council may fund merit increases annually during the budget process to aid in retaining and rewarding quality employees for productivity and job performance. These merit based adjustments are recommended by the employee's immediate supervisor and reviewed by both the Department Director and the City Manager. Employees may receive a merit increase upon approval of the City Manager based upon performance or when other situations warrant this type of increase, such as a reclassification due to additional job duties.

CAPITAL MAINTENANCE AND REPLACEMENT

The City shall maintain a Capital Replacement Fund to provide financial resources to replace aging fleet and equipment. Only fleet and equipment included on the City's Fixed Assets inventory will be included on the replacement schedule. Funding will be set aside each year through the annual budget process to fund the future replacement of fleet and equipment.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- A. Accounting – The City is responsible for the recording and reporting of its financial affairs, both internally and externally. The City's Chief Financial Officer is responsible for establishing the structure for the City's Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position.
- B. Audit of Accounts – In accordance with the *Charter Section 8.14*, an independent audit of the City accounts will be performed every year. The auditor is retained by and is accountable directly to the City Council.
- C. External Reporting – Upon completion and acceptance of the annual audit by the City's auditors, the City shall prepare a written Comprehensive Annual Financial Report (CAFR) which shall be presented to the City Council within 180 calendar days of the City's fiscal year end. The CAFR shall be prepared in accordance with GAAP and shall be presented annually to the GFOA for evaluation and consideration for the Certificate of Achievement in Financial Reporting. If City staffing limitations preclude such timely reporting, the Chief Financial Officer will inform the City Council of the delay and the reasons therefore.

RISK AND ASSET MANAGEMENT

- A. Risk Management – The City will utilize programs to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of loss through the safety program and the employee health program will be employed.
- B. Investments – The City Council has formally approved a separate Investment Policy for the City of Hutto that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City.
- C. Cash Management – The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City's depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.

DEBT MANAGEMENT

The City of Hutto recognizes the primary purpose of capital facilities is to support provision of services and mobility to its residents. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements. In meeting demand for additional services, the City will strive to balance the needs between debt financing and "pay as you go" methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City's long-range financial condition.

The City will issue debt only for the purpose of acquiring or constructing capital assets, including equipment, for the general benefit of its citizens and to allow it to fulfill its various purposes as a city.

- A. Usage of Debt – Long-term debt financing will be considered for multi-year capital improvements of which future citizens will benefit. Alternatives for financing will be explored prior to debt issuance and include, but not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- Leases
- Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

B. Types of Debt –

- I. General Obligation Bonds (GO's) – General obligation bonds must be authorized by a vote of the citizens of Hutto. They are used only to fund capital assets of the general government and will not to be used to fund operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds. Conditions for issuance of general obligation debt include:

- When the project will have a significant impact on the tax rate;
- When the project may be discretionary or nonessential even though it is routine in nature; or
- When the project falls outside the normal bounds of projects the City has typically done.

2. Certificates of Obligation, Contract Obligations (CO's) – Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have minimal impact on future effective property tax rates;
- When the projects to be funded are within the normal bounds of City capital requirements, such as for roads, parks, various infrastructure and City facilities; and
- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issue; or
- When the project or capital item is determined to be nondiscretionary or essential to the City.

Certificates of obligation will be used with prudent care and judgment by the City Council. Every effort will be made to ensure public participation in decisions relating to debt financing.

3. Self-supporting General Obligation Debt – Refers to general obligation debt including CO's issued for a specific purpose and repaid through dedicated revenues other than ad valorem taxes. The annual debt requirements are not included in the property tax calculation. The Utility Fund issues this type of debt.
4. Internal Borrowing between City funds – The City can authorize use of existing long-term reserves as "loans" between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within ten (10) years. The loan will be considered an investment of working capital reserves by the lending fund.
5. Short-term Borrowing – The City may authorize the issuance of Public Property Finance Contractual Obligations (PPFCOs) or Limited Tax Notes (Notes) which are short-term obligations for the acquisition of personal public property, such as equipment. PPFCOs and Notes are payable from either ad valorem taxes or another dedicated revenue stream. Each issuance will be assessed to ensure cost effectiveness and the repayment schedule will not exceed the useful life of the asset. Multiple equipment acquisitions can and should be grouped in a single PPFCO or Note issue in order to develop economies of scale. Notes are limited to a 7 year term.
6. Revenue Bonds – Revenue bonds may be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The average life of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than twenty (20) years.
- C. Method of Sale – The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated sale. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor and Chief Financial Officer in the selection of the underwriter or direct purchaser.
- D. Disclosure – Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the Preliminary Official Statements. The City will take responsibility for the accuracy of all financial information released.
- E. Federal Requirements – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. Debt Structuring – The City will issue bonds with maturity not to exceed the useful life of the asset acquired. The structure should approximate overall level debt service and tax rate or revenue source stability unless operational matters dictate otherwise. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long term debt instruments.
- G. Debt Coverage Ratio – Refers to the number of times the current combined debt service requirements or payments would be covered by the current operating

revenues net of on-going operating expenses of the City's Utility. The City will maintain a minimum debt service coverage ratio of 1.0 times for these utilities as a whole.

- H. Reimbursement Resolutions – The City may utilize reimbursement resolutions for debt financings as a tool to manage its debt issues, due to arbitrage requirements and project timing. In so doing, the City uses its capital reserve "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City.

FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

The City of Hutto will maintain budgeted minimum reserves in the ending working capital/fund balances to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency, allow stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

- A. Operating Reserves – In accordance with the Charter Section 8.04, the City is mandated to maintain a 10% reserve. Per the Fiscal and Budgetary Policy, the City will maintain emergency reserves at a minimum of 20% of net budgeted operating expenditures. Net budgeted operating expenditure is defined as total budgeted expenditures less interfund transfers and charges, general debt service (tax supported), direct cost for purchased power and payments from third party grant monies.
 - 1. General Fund – The unobligated fund balance in the General Fund should equal at least 20%.
 - 2. Utility Fund – Working capital reserves in these funds should be 20%.

Reserve requirements will be calculated as part of the annual budget process and any additional required funds to be added to the reserve balances will be appropriated within the budget. Funds in excess of the minimum reserves may be expended for City purposes at the will of the City Council once it has been determined that use of the excess will not endanger reserve requirements in future years.

- B. Capital Project Funds – Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be expended totally, with any unexpected excess to be transferred to the Debt Service fund to service project-related debt service.
- C. Debt Service Funds for Ad Valorem Tax Obligations – This fund holds receipts from ad valorem property taxes levied to pay debt service on outstanding ad valorem tax obligations. Due to the nature of the source of funds, monies held within this fund are stable. Balances are maintained in this fund to ensure that debt service payments may be made in a timely manner and to comply with ordinances authorizing such outstanding debt obligations.
- D. Investment of Reserve Funds – The reserve funds will be invested in accordance with the City's investment policy.
- E. Sales Tax Excess – Due to the volatile nature of sales tax revenue, collections over and above the estimated sales tax revenue amount should be used to fund non-

recurring expenses, such as (but not limited to) equipment purchases, capital improvement projects or transfers to the capital replacement fund.

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HUTTO BOARDS & COMMISSIONS



HUTTO BOARDS & COMMISSIONS

Hutto Economic Development Corporation. Voters approved the creation of the 4A Hutto Economic Development Board in May 1996. The 4B Hutto Economic Development Board was then created in July 2017 and makes recommendations to the City Council on the use of a voter approved 1/2 cent 4B Sales Tax to support economic development. All corporate powers are under the authority of the Board of Directors. The Board is appointed by the Council and consists of seven (7) persons for a term of three (3) years. Board members must reside in Williamson County.

Historic Preservation Commission. The Historic Preservation Commission makes recommendations to the Council in regard to designation of historic sites or districts within the City. The seven (7) members Board is appointed by the City Council for staggered terms of three (3) years. A member of City staff shall serve as liaison to the Commission and act as the Local Preservation Officer.

Parks Advisory Board. The Parks Advisory Board makes recommendations to the Council in regard to park and recreational developments. The seven (7) member board is appointed by the City Council to terms of three (3) years at staggered intervals.

Library Advisory Board. The Library Advisory Board makes recommendations to the City Council in regard to the City's Library planning, development and operations, and assist in preparing grants. Members are appointed by the City Council. The Board consists of seven (7) members appointed to staggered terms of three (3) years.

Planning & Zoning Commission. The Planning and Zoning Commission makes recommendations to the Council in regard to zoning changes as well as the growth and development of the City. The Commission also annually makes recommendations to the City Council regarding the City's Five Year Capital Improvements Plan. The seven (7) member Commission serves for a term of three (3) years.

Zoning Board of Adjustments. The Board hears and decides appeals in regards to complaints made towards a City Administrative Officer, Department or Board. The Board also acts on applications submitted for variance or special exception to City zoning regulations. The seven (7) members are appointed by the Council and serve a term of three (3) years.

Hutto Ethics Commission. The Hutto Ethics Commission was created in 2007 to render advice and opinions on potential conflicts of interest or violations at the request of a City official. The Commission consists of seven (7) members appointed by the City Council to staggered terms of three (3) years.

Building and Standards Commission. The Hutto Building and Standards Commission was created in 2015 to hear appeals and render decisions upon rulings by the building official when requests for modification or a variance has been made and denied, and determine cases concerning alleged violations of ordinances. The Commission also serves as the fire code board of appeals. The seven (7) members are appointed for three (3) year staggered terms by the City Council.

GLOSSARY



GLOSSARY

This document contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader, a budget glossary follows:

ACCRUAL BASIS. The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

ACCRUED EXPENSES. Expenses incurred but not due until a later date.

AD VALOREM TAXES. (Current) All property, real personal, mixed tangible, intangible, annexations, additions, and improvements to property located within the taxing units jurisdiction that are subject to taxation on January 1 of the current fiscal year. Following the final passage of the appropriations ordinance, the City Council sets the tax rate and levy for the current fiscal year beginning October 1 and continuing through the following September 30.

AD VALOREM TAXES. (Delinquent) All taxes are due on receipt of bill and are delinquent if not paid before February 1st of the fiscal year in which it is imposed.

AD VALOREM TAXES. (Penalty and Interest) A delinquent tax incurs a penalty of six (6%) percent of the amount of the tax for the first calendar month it is delinquent, plus one (1%) percent for each additional month of portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION. A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Williamson County Appraisal District.)

ASSET. Resources owned or held which have monetary value.

AUDIT. A comprehensive review of the manner in which the government's resources were actually utilized. A certified public accountant issues an opinion over the presentation of financial statements, tests the controls over the safekeeping of assets and makes recommendations for improvements where necessary.

BASE BUDGET. The on-going expense for personnel, operating services and the replacement of supplies and equipment to maintain service levels. The base budget does not include new programs or projects, which are approved on an individual basis.

BOND. A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects (such as buildings, streets, and water and sewer improvements).

BUDGET. A financial plan of projected resources and proposed expenditures for a given period.

BUDGET CALENDAR. The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

BUDGET CATEGORY. A group of expenses related by function. The City uses five budget categories including: Salaries and Benefits, Supplies and Materials, Repair and Maintenance, Other Services and Charges, and Capital Outlay.

BUDGET CONTINGENCY PLAN. The Fiscal and Budgetary Policy outlines operating procedures for managing revenue shortfalls resulting from factors such as local and economic downturns.

BUDGETED FUNDS. Funds that are planned for certain uses but have not been formally or legally authorized by the legislative body. The budget document that is submitted for Council approval is composed of budgeted funds.

CAPITAL EXPENDITURES. Outflows of spend-able resources for the acquisitions of long-term assets.

CAPITAL IMPROVEMENTS PLAN. A five year planning document that outlines the capital projects within the next five years and includes information regarding funding, project description and scheduling, and status. The City Council annually adopts a CIP as part of the budget process.

CAPITAL OUTLAYS. Expenditures that result in the acquisition of or addition to fixed assets.

CASH BASIS. A basis of accounting under which transactions are recognized only when cash changes "hands".

CERTIFICATE OF CONVENIENCE AND NECESSITY (CCN). The jurisdictional boundary of the City's water and/or wastewater service area.

CERTIFICATES OF OBLIGATION. See definition of bond.

CHARRETTE. A facilitated planning retreat process that brings together multiple parties to create initial ideas and designs for projects.

CONTINGENCY. A budgetary appropriation reserve set aside for emergencies or unforeseen expenditures not budgeted.

CONTINGENCY RESERVES. A portion of the budgeted ending fund balance or working capital that is not available for appropriation. The intent of the reserves is to provide flexibility, should actual revenues fall short of budgeted revenues and to provide adequate resources to implement budgeted expenditures without regard to the actual cash flow of the fund.

COST ACCOUNTING. That method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operations or to complete a unit of work or a specific job.

CURRENT TAXES. Taxes that are levied and due within the current year.

DEBT SERVICES. Principal and interest obligations for bonds and other debt instruments according to a pre-determined payment schedule.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DELINQUENT TAXES. Taxes that remain unpaid on and after the date on which a penalty for non-payment is assessed.

DEPARTMENT. An administrative segment of the City consisting of multiple divisions that is organized by function and service provided.

DEPRECIATION. The process of estimating and recording the lost usefulness, expired useful life or diminution of service from fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation, or the reserve cost, in order to replace the item at the end of its useful life.

DIVISION. A separately budgeted segment of a department.

EFFECTIVE TAX RATE. The effective tax rate is the tax rate required to produce the same amount of taxes for the current year as the previous year. The rate is calculated by subtracting taxes on property lost this year from the prior year's taxes total. This number is divided by the current value of property taxed in the prior year. Multiplying this number by 100 will produce the effective tax rate.

ENCUMBRANCES. Commitments related to unperformed (executory) contracts for goods or services.

ENHANCEMENTS. Newly requested budgeted amounts that will result in a new or expanded level of service over the previous year.

ETJ. The Extra-Territorial Jurisdiction is the contiguous area just beyond the City limits where a City may apply its development standards and regulations. A City's ETJ is determined by population.

ESD#3. Williamson County Emergency Services District #3 provide fire protection services to the Hutto area. The entity is independent of the City and levies a maximum ad valorem tax of \$0.1 per \$100 of property valuation. The organization is also referred to as "Hutto Fire and Rescue." The City has an interlocal agreement with the organization for services provided to the Hutto citizens

EXPENDITURE. This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended when goods or services are received.

EXPENSES. Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

FISCAL YEAR. The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Hutto has specified October 1 to September 30 as its fiscal year.

FIXED ASSETS. Assets of a long-term character which are intended to continue to be held or used, such as land, building, and improvements other than buildings, machinery and equipment.

FRANCHISE FEE. This is a charge paid by businesses for the use of City streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or other like franchise taxes, inspections fees, and/or charges of every kind except Ad Valorem and special assessment taxes for public improvements.

FULL-TIME EQUIVALENT. The numeric breakdown of City positions. A regular full-time employee (40 hours per week) equals one (1.0) full-time equivalent. Part-time positions are calculated as 0.5 full-time equivalents, and seasonal staff positions are considered 0.25 full-time equivalents.

FUND. An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public

accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

FUND BALANCE. Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds.

GENERAL FUND. The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS. Bonds that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards of and guidelines to financial accounting and reporting. These principles: govern the form and content of the basic financial statements of an entity; encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time; include not only broad guidelines of general application, but also detailed practices and procedures; and, provide a standard by which to measure financial presentations.

GOVERNMENTAL FUNDS. Funds, within a governmental accounting system, that support general tax supported governmental activities.

GRANTS. Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

GROWTH GUIDANCE PLAN. The Growth Guidance Plan includes a statement of strategic priorities/policies adopted by the City Council that are intended to guide the growth and development of the City until 2030.

HOTEL/MOTEL TAX. Pursuant to State law, a tax is levied upon the cost of occupancy of any room or space furnished by any hotel/motel. The current rate of taxation is 13% (7% of which is paid to the City and budgeted for limited uses and 6% of which is collected by the State).

IMPACT FEES. Fees assessed to developers to help defray a portion of the costs that naturally result from increased development. By Texas law, these fees must be used for capital acquisition or debt service relating to capital projects.

INTERFUND TRANSFERS. Amounts transferred from one fund to another.

INTERNAL SERVICE FUND. A fund to account for any service that services other funds in the government.

INVESTMENTS. Securities and real estate held for the generation of revenue in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

LEVY. (Verb) To impose taxes, special assessments or special charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or special charges imposed by a government.

LONG-TERM DEBT. Debt with a maturity of more than one year after the date of issuance.

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under this basis, revenues are recognized when they become both

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

OPERATING BUDGET. A plan of current year expenditures and the proposed means of financial acquisition, spending, and service delivery activities of government are controlled.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers.

ORDINANCE. A formal legislative enactment by the governing board of a municipality. If an ordinance is not in conflict with any higher form of law, such as a state statute of constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter is less formal and has a lower legal "status". Ordinarily, statutes or characters will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures such as these required for imposition of taxes, special assessments and service charges, universally require ordinances.

PERFORMANCE MEASURES. Performance measures are specific quantitative and qualitative indicators that report on the progress of activities and goals. Measures include inputs (the resources required to complete objectives), outputs (the number of units produced), efficiency measures (the number of units produced per input), and outcome measures (the end result of the objective).

PROGRAM DESCRIPTION. A description of the nature of service delivery provided at a particular level of funding.

PROGRAM GOALS. Goals identify the end result the department/division desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

PROPERTY TAX. Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

PROPRIETARY FUND. Funds, within a governmental accounting system, that operate like business entities. These funds are characterized as either enterprise or internal service funds.

RESERVE. A portion of fund restricted for a specific purpose and is, therefore, not available or recommended for general appropriation.

RETAINED EARNINGS. An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

REVENUE BONDS. Bonds for which principal and interest are payable exclusively from earnings from an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

REVENUES. (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement I, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than revenues. (2) Increases in

proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement I, operating transfers in are classified separately from revenues.

SALES TAX. A general "sales tax" is levied on all persons and businesses selling merchandise in the City limits on a retail basis. The current sales tax rate for the City is 8.25% (with only 1.5% rebated to the City from the State).

SERVICE CHARGES. Service charges are allocated to all Enterprise Fund activities (e.g., water/sewer) for indirect management and administrative support provided by General Fund departments.

SURPLUS. The excess of the assets or resources of a fund over its liabilities or obligations.

TAXES. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the public. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments (neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges).

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ). The Texas Commission on Environmental Quality monitors the City's utility system for safety and compliance with state law.

TEA 2I. The Transportation Equity Act 2I provided grant funding to the City for the Cottonwood Trail Phase II project.

TEXAS WATER DEVELOPMENT BOARD (TWDB). The City of Hutto is seeking low-interest funding for the Brushy Creek Wastewater Interceptor capital project from the Texas Water Development Board's Clean Water Program.

UNENCUMBERED BALANCE. The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

WORKLOAD MEASURES. Workload measures reflect major activities of the division/department in terms of quantity of work accomplished. They should be able to be tracked with a reasonable amount of time and effort.

UNIFIED DEVELOPMENT CODE (UDC). The Unified Development Code is a comprehensive document that outlines all development related codes and ordinances for the City.

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ACRONYMS & ABBREVIATIONS



ACRONYMS & ABBREVIATIONS

APA	American Planning Association	KHB	Keep Hutto Beautiful Commission
AP	Accounts Payable	LCRA	Lower Colorado Rivera Authority
AR	Accounts Receivable	LS	Lift Station
ARRA	American Recovery and Reinvestment Act	MGD	Million gallons per day
AWWA	American Water Works Association	MOU	Memorandum of Understanding
BRA	Brazos River Authority	O&M	Operations and Maintenance
CAFR	Comprehensive Annual Financial Report	ODP	Organizational Development Plan
CAMPO	Capitol Area Metropolitan Planning Organization	P&Z	Planning and Zoning Commission
CAPCOG	Capitol Area Council of Governments	PAFR	Popular Annual Financial Report
CCN	Certificate of Convenience and Necessity (water and wastewater)	PO	Purchase Order
CDBG	Community Development Block Grant	PY	Prior Fiscal Year
CIP	Capital Improvements Plan	RFP	Request for Proposal
CMO	City Manager's Office Division	RFQ	Request for Qualifications
CO BOND	Certificates of Obligation Bond	SCADA	Supervisory Control and Data Acquisition
COLA	Cost of Living Adjustment	SECO	State Energy Conservation Office
CTLS	Central Texas Library System	TCEQ	Texas Commission on Environmental Quality
CWSRF	Clean Water State Revolving Fund	TEA 21	The Transportation Equity Act for the 21 st Century
EECBG	Energy Efficiency & Conservation Block Grant	TIF/TRZ	Tax Increment Financing or Tax Re-investment Zone
EIS	Executive Information Systems	TLETS	Texas Law Enforcement Telecommunication System
ESD#3	Emergency Services District Number 3	TML	Texas Municipal League
ETR	The Effective Tax Rate	TMLIRP	Texas Municipal League Intergovernmental Risk Pool
ETJ	The Extra-Territorial Jurisdiction	TMRS	Texas Municipal Retirement System
EWCHEC	East Williamson County Higher Education Center	TSLA	Texas State Library Association
FTE	Full-time Equivalent	TWC	Texas Workforce Commission
FY	Fiscal Year	TWDB	Texas Water Development Board
GO BOND	General Obligation Bond	TXDOT	Texas Department of Transportation
GAAP	Generally Accepted Accounting Principles	UB	Utility Billing
GASB	Governmental Accounting Standards Board	UCR	Uniform Crime Report
GFOA	Government Finance Officers Association	UDC	Unified Development Code
GGP	Growth Guidance Plan	WCCAC	Williamson County Children's Advocacy Center
GIS	Geographic Information System	WCCHD	Williamson County and Cities Health District
GPD	Gallons per day	WILCO	Williamson County
GPS	Global Positioning System	WWTP	Wastewater Treatment Plant
HISD	Hutto Independent School District	YAC	Youth Advisory Commission
HOT	Heart of Texas Water Supply		
HPC	Historic Preservation Commission		
HR	Human Resources		
I&S	Interest and Sinking		
ICMA	International City Managers Association		
IT	Information Technology		
ISF	Internal Service Fund		
Jonah SUD	Jonah Service Utility District		



ORDINANCE NO. _____

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF HUTTO FOR THE FISCAL YEAR OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF HUTTO FOR THE 2019 FISCAL YEAR; PROVIDING FOR A PUBLICATION CLAUSE, SEVERABILITY CLAUSE, AND OPEN MEETING CLAUSE.

WHEREAS, the budget for the fiscal year October 1, 2018 through September 30, 2019, was duly presented to the City Council and a public hearing was ordered by the City Council and a public notice of said hearing was caused to be given by the City Council and said public hearing was held according to said notice.

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

SECTION I.

That the appropriations for the fiscal year October 1, 2017 through September 30, 2018 for the support of the general government of the City of Hutto be fixed and determined for said terms in accordance with the expenditures shown in the City's 2018 fiscal year budget, a summary of which is appended hereto as Exhibit A.

SECTION II.

That the budget, as shown in words and figures in Exhibit A, is hereby approved in all respects and adopted as the City's budget for the fiscal year October 1, 2018 through September 30, 2019.

SECTION III.

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

SECTION IV. Publication Clause

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

SECTION V. Severability Clause

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

SECTION VI. Repealing Clause

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

SECTION VII. Open Meeting Clause

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

SECTION VIII.

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

READ and **APPROVED** the first reading on the **6th** day of **September, 2018** at a regular called meeting of the City Council of the City of Hutto, there being a quorum present.

READ, APPROVED and **ADOPTED** on the second reading this **20st** day of **September, 2018** at a regular meeting of the City Council of the City of Hutto, there being a quorum present.

CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa Brown, City Secretary

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

9J.

AGENDA DATE: September 06, 2018

PRESENTED BY:

City Attorney

ITEM:

Consideration of a public hearing and possible action regarding an ordinance of the City Council of the City of Hutto, Texas accepting and approving a service and assessment plan and assessment roll for Hutto Co-Op Public Improvement District; making a finding of special benefit to the property in the master improvement area of the district; levying special assessments against property within the district and establishing a lien on such property; providing for the method of assessment and the payment of the special assessments in accordance with Chapter 372, Texas Local Government Code, as amended, providing penalties and interest on delinquent assessments, providing for severability, and providing an effective date. (City Attorney)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

The ordinance is a revision from the ordinance adopted by the City Council on August 16, 2018 under Agenda Item 10.D. The revision is necessary due to changes in the structure of the financing proposed by the developer of the Co-Op project.

BUDGETARY AND FINANCIAL SUMMARY:

The attached Ordinance includes accepting and approving a service and assessment plan and assessment roll for Hutto Co-Op Public Improvement District; making a finding of special benefit to the property in the master improvement area of the district and levying special assessments against property within the district and establishing a lien on such property; providing for the method of assessment and the payment of the special assessments in accordance with Chapter 372, Texas Local Government Code, as amended, providing penalties and interest on delinquent assessments, providing for severability, and providing an effective date.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not Applicable.

CITY ATTORNEY REVIEW:

City Attorney has reviewed all documentation.

STAFF RECOMMENDATION:

Staff recommends approval.

SUPPORTING MATERIAL:

There are no supporting documents.

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.:

9K.

AGENDA DATE: September 06, 2018

PRESENTED BY:

City Attorney

ITEM:

Consideration of a public hearing and possible action regarding an ordinance relating to development of the Co-Op District in the City of Hutto, Texas including dedicating a portion of ad valorem taxes collected on property located within Reinvestment Zone No. 1, City of Hutto, Texas; approving a loan agreement in connection with financing of projects within the Reinvestment Zone No. 1; authorizing the city manager to enter into a Public Improvement District administrative services agreement for Reinvestment Zone No. 1; approving the City of Hutto Economic Development Corporation Type B dedication of a portion of sales tax collected by the corporation to the Reinvestment Zone no. 1; approving a financing plan for the tax increment Reinvestment Zone No. 1 for the Co-Op District; and authorizing the city manager to enter into certain agreements relating to the Reinvestment Zone No. 1 and to approve amendments to those agreements.(City Attorney)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The ordinance presented for adoption under this item is substantially the same ordinance as adopted by the City Council under Agenda Item 10.E on the Council's August 16, 2018 agenda. The ordinance is presented for public hearing, reconsideration and adoption due to the overall change in the financing structure for the Co-Op development.

BUDGETARY AND FINANCIAL SUMMARY:

This ordinance includes dedicating a portion of ad valorem taxes collected on property located within Reinvestment Zone No. 1, City of Hutto, Texas; approving a Loan Agreement in connection with financing of projects within the Reinvestment Zone No. 1; authorizing the City Manager to enter into a Public Improvement District administrative services agreement for Reinvestment Zone No. 1; approving the City of Hutto Economic Development Corporation Type B dedication of a portion of sales tax collected by the corporation to the reinvestment zone no. 1; and approving a financing plan for the tax increment Reinvestment Zone No. 1 for the Co-Op District.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Tax Increment Reinvestment Zone Number One Board considered and approved the Tax Increment Reinvestment Zone Number One Project and Finance Plan at their August 30, 2018 meeting.

The City of Hutto Economic Development Corporation Type B considered and approved the dedication of a portion of sales tax collected by the Corporation to the Reinvestment Zone Number One at their June 4, 2018 meeting.

CITY ATTORNEY REVIEW:

City Attorney has reviewed all documents.

STAFF RECOMMENDATION:

Staff recommends approval.

SUPPORTING MATERIAL:

There are no supporting documents.

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10A. **AGENDA DATE:** September 06, 2018

PRESENTED BY: Ashley Lumpkin, AICP, Executive
Director of Business and Development
Services

ITEM: Consideration and possible action on a resolution approving the proposed Hutto Annexation Policy and Program Plan 2018-2020. (Ashley Lumpkin)

STRATEGIC GUIDE POLICY: Well Balanced & Diversified Economy

ITEM BACKGROUND:

Annexation is the process of adding land within the extra-territorial jurisdiction to the corporate city limits. It allows the annexed areas to receive municipal service such as police service, water service and sewer service. Annexation also extends city regulations, voting privileges and taxing authority to the newly annexed properties. Annexation also helps ensure those in the region benefitting from the city's facilities and services share in the tax burden associated with the costs of constructing and maintaining those facilities and services.

Because Hutto is a home rule City with a population of more than 5,000 people, Hutto has the authority to annex property contiguous to and within one mile of the current city limits following the requirements of Chapter 43 of the Texas Local Government Code and the City Charter. Currently,

Annexation is an important tool for economic development and ensuring implementation of the Comprehensive Plan. The purpose of the proposed Annexation Policy is to provide guidelines when considering future annexations.

BUDGETARY AND FINANCIAL SUMMARY:

Not applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

The Planning and Zoning Commission recommended approval to City Council on September 4, 2018.

CITY ATTORNEY REVIEW:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the resolution.

SUPPORTING MATERIAL:

1. [Resolution - Hutto Annexation Policy and Program Plan 2018-2020](#)

RESOLUTION NO.

A RESOLUTION APPROVING THE MUNICIPAL ANNEXATION PLAN FOR THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.

WHEREAS, Chapter 43 of the Local Government Code of the State of Texas provides that each municipality shall adopt a municipal annexation plan to include land the city plans to annex three years from the date of inclusion in said plan; and,

WHEREAS, Chapter 43 of the Local Government Code provides several exceptions that authorize cities to annex land without placing the land in an annexation plan; and,

WHEREAS, annexation contemplated by the City of Hutto is within one or more of the provided exceptions; and,

WHEREAS, annexation by the City of Hutto shall be in accordance with the provisions of this plan as adopted or as it may be hereafter amended, Now therefore,

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

that the Hutto City Council does not intend to annex territory that is required to be in an annexation plan in order to be annexed; and the Hutto City Council reserves the right to amend the annexation plan in the future to add territory for annexation; and this annexation plan, a copy of same being attached hereto as "Exhibit A" is incorporated herein for all purposes.

CONSIDERED and RESOLVED on this the **6th** day of the month **September, 2018**.

THE CITY OF HUTTO, TEXAS

Doug Gaul, Mayor

ATTEST:

Lisa L. Brown, City Secretary

City of Hutto Annexation Plan 2018-2020

Annexation is process of incorporating land into the City limits. Cities annex property to provide growing areas municipal services and exercise additional development regulations to protect public health and safety. In addition, to extending municipal services and regulations, annexation provides voting privileges and taxing authority to the newly annexed land. Annexation also helps ensure those in the region benefitting from the city's facilities and services share in the tax burden associated with the costs of constructing and maintaining those facilities and services.

1. Purpose and Intent

The City of Hutto seeks to annex property within its extraterritorial jurisdiction for the following purposes:

- Promote orderly growth and facilitate long-range planning efforts for providing municipal services, land use regulations, development standards, property maintenance standards, and construction codes and inspections.
- Diversify and expand the economic base of the City of Hutto while creating opportunities for growth by annexation property for commercial and industrial development.

2. To achieve these purposes, the City has formulated the following annexation plan to further:

- i. Provide the City Council with specific guidance for making annexation decisions.
- ii. Prioritize areas of potential commercial and industrial growth in a proactive manner.
- iii. Provide a means for meaningful public engagement in preparing an annexation prioritization list as part of an annual update to City Council.

Currently, the City has no plans for annexation of any property, except those areas that are exempt from the annexation plan requirements of the Local Government Code. The City of Hutto will only annex areas that are identified in this municipal annexation plan or are exempt from the provisions of Section 43.052.

The City will consider full-purpose annexation of any area within its extraterritorial jurisdiction if the area meets the following condition:

- a. The property must be in extraterritorial jurisdiction of the City of Hutto, **SAVE AND EXCEPT** for property owned by the City of Hutto; and

The area must also meet two or more of the following conditions:

- b. The City anticipates development activity of an urban nature in the area;
or

- c. Areas annexed by petition of more than 50 percent of the real property owners in the area proposed for annexation or by vote or petition of the qualified voters or real property owners; or
- d. The area has been identified on the Future Land Use Map as being within a Growth Area and requires municipal services to develop; or
- e. The potential development of an area may pose an adverse impact to the city, either fiscally or environmentally, due to the City's inability to enforce land use and development controls; or
- f. The City is able to provide municipal services upon annexation in accordance with State law, without negatively impacting service provisions within the city; or
- g. The area contains fewer than 100 separate tracts of land on which one or more residential dwellings are located on each tract; or
- h. An area annexed under Section 43.016, 43.028 or 43.031 of the Local Government Code; or
- i. The property is subject to an industrial district contract under Section 42.044, or strategic partnership agreement under Section 43.0751 of the Local Government Code of the State of Texas.

In accordance with Sections 43.056 and 43.065 of the Texas Local Government Code, the Business and Development Services Department shall prepare a service plan after the City Council establishes the annexation timetable and shall make the plan available to the public for review and comment in advance of required public hearings. The City shall adopt the service plan by ordinance at the time the City annexes the area for full purposes.

Following adoption of this municipal annexation plan by the City of Hutto, and so long as the City of Hutto maintains an internet website, the City of Hutto will post and maintain on its website:

- This municipal annexation plan.
- Any amendments to include an area in this municipal annexation plan until the date the area is annexed.
- Any amendments to remove an area from this municipal annexation plan until the date the area is again eligible for inclusion in the plan.

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 10B. **AGENDA DATE:** September 06, 2018

PRESENTED BY: City Attorney

ITEM: Consideration and possible action regarding authorization of the formation of a special purpose corporation to assist the City with development and financing of improvements to benefit citizens of the City and approval of the bylaws related to the corporation. (City Attorney)

STRATEGIC GUIDE POLICY: Fiscal Responsibility

ITEM BACKGROUND:

The proposed financing by the developer of the Co-Op development makes use of a special purpose corporation to approve bonds and other financing matters in connection with the Co-Op development. Neither the City nor the special-purpose corporation will incur liability in connection with the financing. The corporation could also be of assistance to the City in future development projects. The corporation is authorized under Section 431 of the Texas Transportation Code. The certificate of formation for the corporation and the proposed bylaws of the corporation are submitted to the City Council for approval.

BUDGETARY AND FINANCIAL SUMMARY:

Not Applicable.

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not Applicable.

CITY ATTORNEY REVIEW:

Reviewed by City Attorney.

STAFF RECOMMENDATION:

Staff recommends approval.

SUPPORTING MATERIAL:

There are no supporting documents.

CITY OF HUTTO CITY COUNCIL AGENDA

AGENDA ITEM NO.: 11B. **AGENDA DATE:** September 06, 2018

PRESENTED BY: Lisa Brown, City Secretary

ITEM: Consideration and possible action regarding appointments of new members to the Boards and Commissions. (Lisa Brown)

STRATEGIC GUIDE POLICY: Quality of Life & Services

ITEM BACKGROUND:

City of Hutto boards and commissions are due for appointments to fill vacancies. Applications are received all year round for citizens who are interested in serving on their city boards and commissions. Board members are appointed for 3 year terms, depending on the specific board they serve.

BUDGETARY AND FINANCIAL SUMMARY:

Not Applicable

RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:

Not Applicable

CITY ATTORNEY REVIEW:

Not Applicable

STAFF RECOMMENDATION:

Staff recommends appointing new members to fill vacancies in order to meet quorum requirements at regular scheduled meetings.

SUPPORTING MATERIAL:

There are no supporting documents.