



**CITY OF HUTTO, TEXAS  
REGULAR CITY COUNCIL MEETING  
THURSDAY, MARCH 17, 2016 AT 7:00 PM  
CITY HALL - CITY COUNCIL CHAMBERS  
401 WEST FRONT STREET**

**CITY COUNCIL**

Debbie Holland, Mayor  
Anne Cano, Place 1  
Tom Hines, Place 2  
Ronnie Quintanilla-Perez, Place 3  
Michael J. Smith, Place 4, Mayor Pro-tem  
Lucio Valdez, Place 5  
Max V. Yeste, Place 6

**AGENDA**

1. **CALL SESSION TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **PUBLIC COMMENT**
  - 5A. Remarks from visitors. (*Three-minute time limit*)
6. **PRESENTATION:**
  - 6A. Presentation regarding the 2014-15 Comprehensive Annual Financial Report and audit.
7. **CONSENT AGENDA ITEMS:**

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

  - 7A. Consideration and possible action on a resolution concerning the subdivision approval extension request for the Star Ranch Phase 2 Section 1 Final Plat, 10.56 acres, more or less, of land, 24 single family lots, located at Muirfield Bend Drive at Muirfield Bend Cove within Hutto's extraterritorial jurisdiction.

- 7B. Consideration and possible action on a resolution concerning the acceptance of the streets, sidewalks, wastewater and drainage improvements of Riverwalk Phase 3, Section 1 subdivision.
- 7C. Consideration and possible action on the meeting minutes for the March 3, 2016 City Council regular session.

**REGULAR AGENDA ITEMS**

**8. RESOLUTION:**

- 8A. Consideration and possible action on a resolution concerning the re-adoption of the 401a Plan Administrative Services Agreement with the ICMA Retirement Corporation (ICMA-RC).

**9. WORK SESSION:**

A work session is conducted for information or educational purposes. No action is taken by the Council on items listed. It is the policy of the City Council that public comment will not be allowed for work session items.

- 9A. Work session regarding the results of the Employee Engagement Survey.
- 9B. Discussion regarding the City of Hutto logo.

**10. ADJOURNMENT**

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

**CERTIFICATION**

I certify that this notice of the March 17, 2016 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Friday, the 11th day of March 2016 at 3:30pm.



Seth Gipson, City Secretary

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

**CITY OF HUTTO  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 6A. **AGENDA DATE:** March 17, 2016

**PRESENTED BY:** Melanie Hudson, Finance Director

**ITEM:** Presentation regarding the 2014-15 Comprehensive Annual Financial Report and audit.

**STRATEGIC GUIDE POLICY:** Fiscal and Budgetary

**ITEM BACKGROUND:**

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

Stephen Niemeier (Partner with BGF&N) will present the audit results as well as answer any questions.

**BUDGETARY AND FINANCIAL SUMMARY:**

The audited financial statements are for the fiscal year ending September 30, 2015.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

The Fiscal and Budgetary Council Committee met on March 15 with the auditors to review the results and discuss some of the findings in depth.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

The City's audit firm and staff will present information regarding audit findings.

**SUPPORTING MATERIAL:**

There are no supporting documents.

**CITY OF HUTTO  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 7A. **AGENDA DATE:** March 17, 2016

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

**ITEM:** Consideration and possible action on a resolution concerning the subdivision approval extension request for the Star Ranch Phase 2 Section 1 Final Plat, 10.56 acres, more or less, of land, 24 single family lots, located at Muirfield Bend Drive at Muirfield Bend Cove within Hutto's extraterritorial jurisdiction.

**STRATEGIC GUIDE POLICY:** Growth Guidance

**ITEM BACKGROUND:**

To avoid expiration, the applicant requests a one year extension request for this final plat. Construction is expected to be completed within the next few weeks. The current expiration date is March 19, 2016.

**BUDGETARY AND FINANCIAL SUMMARY:**

Not applicable.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Staff recommends that the Council approve the resolution.

**SUPPORTING MATERIAL:**

1. Resolution - Star Ranch Phase 2 Section 1 Final Plat Approval Extension Request
2. Exhibit A - Star Ranch Phase 2 Section 1 Final Plat Extension Request Letter
3. Exhibit B - Star Ranch Phase 2 Section 1 Final Plat Extension Request - Approved Plat

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE SUBDIVISION APPROVAL EXTENSION FOR THE FINAL PLAT KNOWN AS “STAR RANCH PHASE 2 SECTION 1 FINAL PLAT”; IN THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS.**

**WHEREAS**, the City of Hutto Unified Development Code Section 10.204.2 states that unless recorded, fiscal surety has been posted, and/or an extension has been granted, final plat approval expires one (1) year from the date of City Council approval, and;

**WHEREAS**, an applicant may request, in writing, an extension of final plat approval prior to the end of the one (1) year period, and the City Council may grant an extension not to exceed one (1) year, and;

**WHEREAS**, the City Council granted final plat approval of said plat on March 19, 2015, with Resolution No. R-15-03-19-8B, and;

**WHEREAS**, the Development Services Department has reviewed the subdivision approval extension request for compliance with City regulations, and;

**WHEREAS**, if the subdivision approval extension request is approved by City Council, the expiration date of said extension will be effective on the date of adoption and will expire twelve (12) months from that date.

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

that the Hutto City Council hereby approves the resolution to authorize the Mayor of Hutto to grant the subdivision approval extension request for the final plat known as “Star Ranch Phase 2 Section 1 Final Plat”, a copy of same being attached hereto as “Exhibit A” and incorporated herein for all purposes.

**RESOLVED** on this the **17th** day of the month **March, 2016.**

**CITY OF HUTTO, TEXAS**

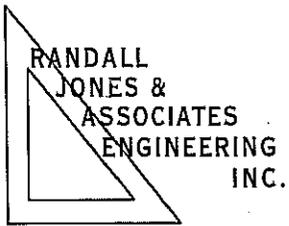
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Debbie Holland, Mayor

**ATTEST:**

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Seth Gipson, City Secretary



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1212 EAST BRAKER LANE • AUSTIN, TEXAS 78753

March 1, 2016

City of Hutto Community Development  
210 U.S. 79 East, Ste. 103  
Hutto, TX 78634

RE: Star Ranch Phase 2 Section 1 – Final Plat Extension Request  
RJE Job# 1986

To Whom It May Concern,

Your expiration date for the referenced final plat approval is March 19, 2016. Construction is expected to be completed within the next few weeks. Therefore, please accept our request, on behalf of the owner, for a one-year extension on the final plat approval for the above referenced project. Thank you for your consideration in this matter. Please do not hesitate to contact this office if you have any questions or comments.

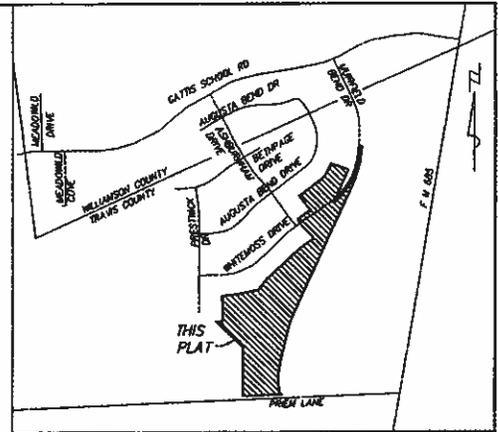
Very truly yours,

R. Brent Jones, P.E.

T: fpxk

PLAT OF  
STAR RANCH PHASE 2 SECTION 1  
TRAVIS COUNTY, TEXAS

RECEIVED  
FEB 25 2015  
BY: \_\_\_\_\_



LOCATION MAP  
NOT TO SCALE

TRAVIS COUNTY  
CONSUMER PROTECTION NOTICE FOR HOME BUYERS

IF YOU ARE BUYING A LOT OR HOME, YOU SHOULD DETERMINE WHETHER IT IS INSIDE OR OUTSIDE THE CITY LIMITS. DEPENDING ON STATE LAW AND OTHER FACTORS, LAND OUTSIDE THE CITY LIMITS MAY BE SUBJECT TO FEWER LOCAL GOVERNMENT CONTROLS OVER THE DEVELOPMENT AND USE OF LAND THAN INSIDE THE CITY LIMITS. BECAUSE OF THIS, LOCAL GOVERNMENT MAY NOT BE ABLE TO RESTRICT THE NATURE OR EXTENT OF DEVELOPMENT NEAR THE LOT OR HOME NOR PROHIBIT NEARBY LAND USES THAT ARE INCOMPATIBLE WITH A RESIDENTIAL NEIGHBORHOOD. THIS CAN AFFECT THE VALUE OF YOUR PROPERTY. TRAVIS COUNTY REQUIRES THIS NOTICE TO BE PLACED ON SUBDIVISION PLATS. IT IS NOT A STATEMENT OR REPRESENTATION OF THE OWNER OF THE PROPERTY, THE SUBDIVIDER, OR THEIR REPRESENTATIVES

DATE: JANUARY 21, 2015

RANDALL JONES & ASSOCIATES ENGINEERING, INC.  
1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
(512) 836-4793 FAX: (512) 836-4817 F-9784

RJ SURVEYING & ASSOCIATES, INC.  
1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
(512) 836-4793 FAX: (512) 836-4817



PLAT OF  
**STAR RANCH PHASE 2 SECTION 1**  
 TRAVIS COUNTY, TEXAS

GENERAL NOTES:

- NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUITO AND TRAVIS COUNTY.
- A 10' P.U.E. IS DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
- A 10' P.U.E. ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES IS HEREBY DEDICATED.
- A 5' PUE SHALL BE DEDICATED ON EACH SIDE OF ALL SIDE LOT LINES.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
- STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN CONFORMANCE WITH THE UDC REQUIREMENTS.
- SIDEWALKS SHALL BE CONSTRUCTED ON BOTH SIDES OF ALL STREETS WITHIN AND BOUNDING THIS SUBDIVISION.
- ELECTRIC PROVIDER FOR THIS DEVELOPMENT IS: ONCOR.
- THERE ARE NO AREAS WITHIN THE BOUNDARIES OF THIS SUBDIVISION IN THE 100 YEAR FLOODPLAIN AS DEFINED BY FIRM MAP No. 4845300140H, EFFECTIVE DATE SEPTEMBER 26, 2008.
- WATER AND WASTEWATER WILL BE PROVIDED BY WILLIAMSON COUNTY WATER, SEWER, IRRIGATION AND DRAINAGE DISTRICT NUMBER 3. (WCWSSD No. 3).
- IN ORDER TO PROMOTE DRAINAGE AWAY FROM THE STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE-FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
- THE MAXIMUM IMPERVIOUS COVERAGE PER RESIDENTIAL LOT IS 3,500 SQUARE FEET WITH THE EXCEPTION OF LOTS 13 AND 25, BLOCK A, WHERE 11,000 SQUARE FEET OF IMPERVIOUS COVERAGE WILL BE ALLOWED.
- THE MAXIMUM IMPERVIOUS COVERAGE PER NON-RESIDENTIAL LOT IS 86K.
- WCWSSD No. 3 WILL BE RESPONSIBLE FOR MAINTENANCE OF ALL DRAINAGE EASEMENTS.
- LOTS 20 AND 26, BLOCK A ARE RESTRICTED TO NON-RESIDENTIAL USES.
- LOT 20, BLOCK A WILL BE OWNED AND MAINTAINED BY THE WCWSSD No. 3.
- THE PROPERTY OWNER AND/OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY TRAVIS COUNTY AND WCWSSD No. 3 FOR INSPECTION OR MAINTENANCE OF SAID EASEMENTS.
- A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO SITE DEVELOPMENT.

OWNER'S CERTIFICATION

THE STATE OF TEXAS  
 KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF TRAVIS

THAT TACK DEVELOPMENT, LTD., BEING THE OWNER OF A TRACT OF LAND OUT OF THE JAMES NEBLEY SURVEY, ABSTRACT No. 591, DESCRIBED AS 65.00 ACRES IN A SPECIAL WARRANTY DEED GRANTED TO TACK DEVELOPMENT, L.T.D., RECORDED UNDER DOCUMENT No. 2002060116 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS;

AND THAT SR INVESTMENTS, LTD., BEING THE OWNER OF A TRACT OF LAND OUT OF THE JAMES NEBLEY SURVEY, ABSTRACT No. 591, DESCRIBED AS 16.0520 ACRES IN A SPECIAL WARRANTY DEED GRANTED TO SR INVESTMENTS, LTD. RECORDED UNDER DOCUMENT No. 2002047945 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS;

AND THAT BRUSHY CREEK, LTD., BEING THE OWNER OF A TRACT OF LAND OUT OF THE JAMES NEBLEY SURVEY, ABSTRACT No. 591, DESCRIBED AS 293.52 ACRES IN A SPECIAL WARRANTY DEED GRANTED TO BRUSHY CREEK, L.T.D., RECORDED UNDER VOLUME 12886, PAGE 625 IN THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS;

PURSUANT TO THE PARTIAL PLAT CANCELLATION RECORDED IN DOCUMENT No. \_\_\_\_\_ DOES HEREBY SUBDIVIDE, IN ACCORDANCE WITH CHAPTERS 212 AND 232 OF THE TEXAS LOCAL GOVERNMENT CODE, 10.56 ACRES TO BE KNOWN AS "STAR RANCH PHASE 2 SECTION 1" IN ACCORDANCE WITH THE MAP OR PLAT ATTACHED HERETO, AND DOES HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

BY: TACK DEVELOPMENT, LTD.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BY: SR INVESTMENTS, LTD.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BY: BRUSHY CREEK, LTD.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ACKNOWLEDGMENT:

STATE OF TEXAS  
 COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

SEAL

NOTARY PUBLIC, STATE OF TEXAS

ACKNOWLEDGMENT:

STATE OF TEXAS  
 COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

SEAL

NOTARY PUBLIC, STATE OF TEXAS

ACKNOWLEDGMENT:

STATE OF TEXAS  
 COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

SEAL

NOTARY PUBLIC, STATE OF TEXAS

THIS SUBDIVISION PLAT IS LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HUITO, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

APPROVAL  
 CITY OF HUITO

THIS PLAT WAS APPROVED FOR RECORDING BY THE CITY COUNCIL ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

MAYOR, CITY OF HUITO DATE  
 DEBBIE HOLLAND

CITY SECRETARY DATE  
 CHRISTINE MARTINEZ

COMMISSIONERS COURT

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH IS THE RESPONSIBILITY OF THE OWNER AND / OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING UPON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR THE SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION.

THE STATE OF TEXAS  
 COUNTY OF TRAVIS

I, DANA DEBEAUVOR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ A. D., THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF THE SAID COURT.

WITNESS MY HAND AND SEAL OF THE OFFICE OF THE COUNTY CLERK, OF SAID COUNTY, THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ A. D.

DANA DEBEAUVOR, COUNTY CLERK  
 TRAVIS COUNTY, TEXAS

DEPUTY

I, DANA DEBEAUVOR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ A. D., AT \_\_\_\_ O'CLOCK \_\_\_\_ M AND DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ A.D., AT \_\_\_\_ O'CLOCK \_\_\_\_ M., OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_ OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ A. D.

DANA DEBEAUVOR, COUNTY CLERK  
 TRAVIS COUNTY, TEXAS

DEPUTY

DATE: JANUARY 21, 2015

**RANDALL JONES & ASSOCIATES ENGINEERING, INC.**  
 1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
 (512) 836-4793 FAX: (512) 836-4817 F-9784

**RJ SURVEYING & ASSOCIATES, INC.**  
 1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
 (512) 836-4793 FAX: (512) 836-4817

**RECEIVED**  
 FEB 25 2015

BY: \_\_\_\_\_

NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) PANEL NO. 4845300140H, EFFECTIVE DATE SEPTEMBER 26, 2008, FOR TRAVIS COUNTY, TEXAS.

I, R. BRENT JONES, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

*R.B. Jones* 2/24/15  
 R. BRENT JONES  
 LICENSED PROFESSIONAL ENGINEER No. 92671  
 STATE OF TEXAS



STATE OF TEXAS  
 COUNTY OF TRAVIS

THAT I, J. KENNETH WEIGAND, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND AND THAT ALL CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION CODE OF THE CITY OF PFLUGERVILLE, TEXAS AND THAT ALL KNOWN EASEMENTS WITHIN THE BOUNDARY OF THE PLAT ARE SHOWN HEREOF.

*J.K. Weigand* 2/24/2015  
 J. KENNETH WEIGAND  
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5741  
 STATE OF TEXAS



**CITY OF HUTTO  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:**

7B.

**AGENDA DATE:** March 17, 2016

**PRESENTED BY:**

Helen Ramirez, Development Services  
Director

**ITEM:**

Consideration and possible action on a resolution concerning the acceptance of the streets, sidewalks, wastewater and drainage improvements of Riverwalk Phase 3, Section 1 subdivision.

**STRATEGIC GUIDE POLICY:** Infrastructure

**ITEM BACKGROUND:**

The infrastructure improvements for the Riverwalk Phase 3 Section 1 subdivision have been constructed and ready to be accepted by the City Council. A final inspection was conducted by the City's Construction Inspector of all streets, sidewalk, wastewater and drainage improvements. The water service for this subdivision is owned and operated by Manville WSC. The City has received written confirmation from Manville WSC that they have inspected and accepted the water for operations and maintenance. All items inspected by the City of Hutto have been constructed according to engineering plans and City codes and standards. The contractor has submitted a maintenance bond to cover materials and workmanship for two years.

**BUDGETARY AND FINANCIAL SUMMARY:**

The total value of the streets, sidewalks, wastewater and drainage improvements is \$1,592,453.50. The value of water improvements is not included as it is owned, operated and maintained by Manville WSC. Erosion control/restoration costs are not included in the value as they are not permanent assets.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Staff recommends that the Council approve the resolution.

**SUPPORTING MATERIAL:**

1. Resolution - Riverwalk P3-S1 Acceptance
2. Riverwalk P3-S1 Construction Summary
3. Riverwalk P3-S1 Site Map

**RESOLUTION NO.**

**WHEREAS**, the infrastructure improvements for the Riverwalk Phase 3, Section 1 residential subdivision have been constructed and are ready for acceptance; and

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

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

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

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS**, hereby accepts the infrastructure improvements for the Riverwalk Phase 3, Section 1 residential subdivision.

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

**RESOLVED** on this the **17th** day of the month **March, 2016**.

**CITY OF HUTTO, TEXAS**

\_\_\_\_\_  
Debbie Holland, Mayor

**ATTEST:**

\_\_\_\_\_  
Seth Gipson, City Secretary



## CONSTRUCTION SUMMARY FOR STREETS & SIDEWALKS

STREET PAVING							
STREET NAME	Address from	Address to	Pavement Design (Thickness) Asphalt / Base	Pavement Width (FT) (foc-foc)	L (FT)	PRIVATE	ETJ
Nueces River Road	304	502	2" / 15"	30	605	—	—
Denton Drive	100	136	2" / 15"	30	1035	—	—
Navidad River Drive	100	132	2" / 15"	30	885	—	—
Liard River Road	505	703	2" / 15"	30	616	—	—

SIDEWALKS / SIDEWALK RAMPS						
STREET NAME	Address from	Address to	W (FT)	L (FT)	SIDES <sub>1</sub>	CURB RAMP <sub>2</sub>
Nueces River Road	304	502	5	15	W	4
Denton Drive	100	136	5	15	S	4
Navidad River Drive	100	132	5	30	N & S	4
Liard River Road	505	703	5	18	E	4

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

## CONSTRUCTION SUMMARY FOR BRIDGES

BRIDGES / BRIDGE CLASS CULVERTS / DRAINAGE CULVERTS ACROSS ROW							
STREET NAME AND ADDRESS OR LOCATION	FEATURE CROSSED <sup>1</sup>	TYPE <sup>2</sup>	DESCRIPTION <sup>3</sup>	DECK		COST	PRIVATE ETJ
				W (FT) <sup>4</sup>	L (FT) <sup>5</sup>		

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

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

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

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

5 – Deck Length: Measured along the centerline of the roadway



## CONSTRUCTION SUMMARY FOR DRAINAGE

STORM DRAIN			MANHOLES			INLETS		
SIZE (IN)	MATERIAL TYPE	L (FT)	QTY	SIZE (Dia - FT)	MATERIAL TYPE	QTY	SIZE (L - FT)	TYPE <sub>1</sub>
18	RCP	487	7	5	Conc	22	10	Curb
21	RCP	288	1	6	Conc			
24	RCP	61						
30	RCP	723						
36	RCP	537						
2x4	RC Box	187						

JUNCTION BOXES			OUTFALL STRUCTURES		
QTY	SIZE (FT x FT x FT)	MATERIAL TYPE <sub>2</sub>	QTY	SIZE <sub>3</sub>	DESCRIPTION <sub>4</sub>
1	6x6x6	Precast	1	36"	Headwall with Dissipaters
1	7x7x6	Precast	1	4'x2'	Headwall with Dissipaters

CHANNEL			
LENGTH (FT)	BOTTOM WIDTH (FT)	SIDE SLOPE (FT/FT)	LINING MATERIAL TYPE

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

## CONSTRUCTION SUMMARY FOR WATER

VALVES INSTALLED			PIPE			FIRE HYDRANTS		
SIZE	DESCRIPTION	NO.	SIZE	TYPE	LENGTH	SIZE	TYPE	NO.
6"	Gate Valve	6	8"	PVC	2481	5-1/4"	Clow	6
8"	Gate Valve	4	12"	PVC	619			
12"	Gate Valve	6						
8"	Auto Flushing	2						
AIR RELEASE								
SIZE	TYPE	NO.						
			SERVICES INSTALLED					
			NO.	TYPE				
			5	SINGLE				
			40	DOUBLE				

REMARKS: Wet Connection (2)

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## CONSTRUCTION SUMMARY FOR WASTEWATER

PIPE			MANHOLES					
SIZE	TYPE	LENGTH	DEPTH	MAKE	STA. NO.	B.C.	EYE	STREET
8"	PVC	2985	9.62	Hanson Precast	6+05.15 WW-D	No	No	Nueces River Drive
			8.18	Hanson Precast	8+54.33 WW-D	No	No	Nueces River Drive
			9.01	Hanson Precast	8+98.01 WW-D	No	No	Nueces River Drive
			9.23	Hanson Precast	9+67.20 WW-D	No	No	Nueces River Drive
			9.20	Hanson Precast	10+36.39 WW-D	No	No	Nueces River Drive
			9.45	Hanson Precast	0+72.93 WW-E	No	No	Denton Drive
			8.74	Hanson Precast	1+07.84 WW-E	No	No	Denton Drive
			8.64	Hanson Precast	1+42.76 WW-E	No	No	Denton Drive
			11.61	Hanson Precast	4+34.75 WW-E	No	No	Denton Drive
			7.25	Hanson Precast	7+26.75 WW-E	No	No	Denton Drive
			7.80	Hanson Precast	2+54.10 WW-B	No	No	Denton Drive
			13.34	Hanson Precast	6+99.04 WW-A	No	No	Liard River Drive
			10.51	Hanson Precast	10+09.05 WW-A	No	No	Liard River Drive
			9.62	Hanson Precast	11+46.70 WW-A	No	No	Liard River Drive
			8.45	Hanson Precast	12+33.31 WW-A	No	Yes	Liard River Drive
			8.30	Hanson Precast	1+95.20 WW-C	No	No	Navidad River Drive
			8.88	Hanson Precast	3+07.49 WW-F	No	No	Navidad River Drive
			6.98	Hanson Precast	6+33.52 WW-F	No	No	Navidad River Drive
SERVICES INSTALLED								
NO.	TYPE - S / D		TYPE OF MANHOLE COATING: Spray Wall					
5	SINGLE							
40	DOUBLE							

# Riverwalk Phase 3 Section 1 Site Map



FRIO-RIVER-TRL

LEON RIVER  
LOOP

NUJEGES-RIVER-TRL

SABINE-RIVER-DR

LIARD-RIVER-RD

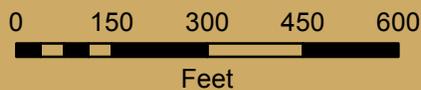
DENTON-DR

NAVIDAD-RIVER-DR

GR-197

## Legend

-  Hutto Parcels
-  Riverwalk Phase 3 Section 1
-  Roadways



**CITY OF HUTTO  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 7C. **AGENDA DATE:** March 17, 2016

**PRESENTED BY:** Seth Gipson, City Secretary

**ITEM:** Consideration and possible action on the meeting minutes for the March 3, 2016 City Council regular session.

**STRATEGIC GUIDE POLICY:** Leadership

**ITEM BACKGROUND:**

The City Council meeting minutes for the March 3, 2016 City Council regular session have been drafted for the City Council's review and consideration.

**BUDGETARY AND FINANCIAL SUMMARY:**

Not applicable.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Staff recommends approval of the City Council meeting minutes for the March 3, 2016 City Council regular session.

**SUPPORTING MATERIAL:**

1. Draft - March 3, 2016 City Council Meeting Minutes



**CITY COUNCIL  
MEETING MINUTES  
MARCH 3, 2016**

*The Hutto City Council met in a regular session on Thursday, March 3, 2016, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.*

**CALL SESSION TO ORDER**

*Mayor Holland called the session to order at 7:01p.m.*

**ROLL CALL**

*Members of the City Council that were present were Mayor Debbie Holland, Mayor Pro-tem Michael J. Smith, Councilmember Anne Cano, Councilmember Tom Hines, Councilmember Ronnie Quintanilla-Perez, Councilmember Lucio Valdez, and Councilmember Max V. Yeste.*

*Members of staff that were present were Karen Daly, City Manager, Micah Grau, Assistant City Manager, Charlie Crossfield, City Attorney, Helen Ramirez, Development Services Director, Earl Morrison, Chief of Police, Randy Barker, General Services Director, Mike Hemker, Parks and Recreation Direction, and Seth Gipson, City Secretary.*

**INVOCATION**

*The invocation was given by Deacon Lewis with Little Ebenezer Baptist Church.*

**PLEDGE OF ALLEGIANCE**

*Mayor Holland led the Pledge of Allegiance.*

**PROCLAMATION**

5A. Proclamation declaring March 5, 2016, as Arbor Day in Hutto, Texas.

*Mayor Debbie Holland read and presented the following proclamation to Kelly Gaydos, Parks Advisory Board Vice Chair, Mike Hemker, Parks and Recreation Director, and Anthony Valchar, Parks Supervisor.*

*Official Proclamation*

*Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and*

*Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska and is now observed throughout the nation and the world; and*

*Whereas, trees can reduce the erosion of our precious topsoil by wind and water, can cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide a habitat for wildlife; and*

*Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, increased property values, enhance the economic vitality of business areas, beautify our community, and are a source of joy and spiritual renewal.*

*Now, Therefore, I, Debbie Holland, Mayor of the City of Hutto do hereby proclaim Saturday, March 5, 2016, as:*

*“ARBOR DAY”*

*in the City of Hutto as we celebrate by expanding the tree canopy through planting new trees in Fritz Park and educating citizens to increase and support efforts that protect and replenish our trees and woodland areas, which increase the well-being of current and future generations in Hutto.*

*Proclaimed this the 3rd day of March, 2016.*

*Anthony Valchar spoke briefly about the upcoming Arbor Day events in Frtiz Park.*

PUBLIC COMMENT

6A. Remarks from visitors

*There were no remarks from the visitors present.*

WORK SESSION

*Members of the Library Advisory Board present were Camille Baptiste, Chair, Ray Gavit, Vice Chair, Melissa Marek, Board member, Tara Chappell, Board member, and Ramon Mancilla, Board member.*

7A. Work session regarding the annual update of the Library Advisory Board.

*Randy Barker, General Services Director introduced Camille Baptiste, Library Advisory Board Chair.*

*Ms. Baptiste provided a brief overview of the evolution of the library services and programs as well as emphasized successes and upcoming plans and goals. During the presentation, Ms. Baptiste provided circulation statistics and survey responses from recent patrons.*

*Paula Waak, Library Manager, described the future reading garden and the community involvement that made this project possible.*

*Mayor Debbie Holland and Councilmember Ronnie Quintanilla-Perez thanked the board for all of their hard work and outreach.*

#### CONSENT AGENDA ITEMS:

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

- 8A. Consideration and possible action on a resolution concerning the proposed Star Ranch Gattis School Rd/SH 130 Subdivision Final Plat, 29.99 acres, more or less, of land, 3 commercial lots, located within Hutto's extraterritorial jurisdiction at Gattis School Road (south boundary) and SH-130 (west boundary).
- 8B. Consideration and possible action on the meeting minutes for the January 30, 2016 Joint City Council and Hutto Economic Development Corporation Board of Directors Work Session, February 2, 2016 Joint City Council and Hutto ISD Board of Directors Work Session, February 4, 2016 Regular City Council Meeting, February 18, 2016 Regular City Council Meeting, and the February 20, 2016 Joint City Council and Planning and Zoning Commission Work Session.

*MOTION: Councilmember Anne Cano moved to approve items 8A-8B on the consent agenda as presented. Councilmember Tom Hines seconded the motion. The motion carried with 7 ayes and 0 nays.*

#### RESOLUTIONS

- 9A. Consideration and possible action on a resolution concerning a fee waiver for the rental of the City of Hutto Gin facility for a fundraiser benefiting the family of Chuck Murphy.

*Micah Grau, Assistant City Manager, gave the staff presentation. A group of citizens approached the City to request the use of the Gin to hold a Celebration of Life event for Chuck Murphy. Murphy, a resident and member of the City's Planning and Zoning Commission, passed away earlier this year. The group plans to host the event on May 7, 2016. The group has requested that the City waive rental and deposit fees for the use of the facility. The renter will still need to comply with all City guidelines for renting and cleaning the facility.*

*The City has waived rental fees for Park facilities in the past for non-profits and for other groups holding fundraisers. However, this is the first time the City has been approached about waiving fees at the Gin.*

MOTION: Councilmember Tom Hines moved to approve the resolution concerning a fee waiver for the rental of the City of Hutto Gin facility for a Celebration of Life event remembering Chuck Murphy. Mayor Pro-tem Michael Smith seconded the motion. The motion carried with 7 ayes and 0 nays.

Councilmember Ronnie Quintanilla-Perez thanked the Murphy Family for all of Mr. Murphy's contributions to the City of Hutto through his service on the Planning and Zoning Commission, Chamber of Commerce, and miscellaneous organizations and events.

## WORK SESSION

### 10A. Work session on the Williamson County Emergency Services District #3 and the proposed sales tax election.

Micah Grau, Assistant City Manager, made the staff presentation. On October 21, 2015, the Williamson County ESD#3 Board approved a resolution calling for a special election on the issue of the adoption of a local sales and use tax by the District pursuant to Chapter 775 of the Health & Safety Code. The election would be for the full 2% of local sales tax that is allowed by state law. The election will occur on the uniform election date of May 7, 2016.

As the City annexes commercial developments into its jurisdiction in the future, all local sales tax generated at the location would go to the ESD#3, should the election pass. This could adversely impact the City's ability to provide services in the future and impact the City's ability to incentivize any future development through a traditional Chapter 380 Sales Tax agreement.

Mr. Grau emphasized the importance of Sales Tax and a city having a diversified financial portfolio. He included a summary of the City's current tax structure and the Future Land Use Map, which displayed that the majority of the city's planned commercial area is still located outside the city limits.

Mr. Grau continued on by outlining the following four options for the City Council's consideration.

- Option 1 – Pursue Sales Tax Sharing Agreement
- Option 2 – Annexation of priority properties – Challenges, next steps, etc.
- Option 3 – Inform citizens of the impacts of the election
- Option 4 - City evaluate providing Fire Services in the future

With each option, Mr. Grau described a potential framework for execution.

Discussion ensued concerning the presented options and other related topics which include the City-ESD Task Force Meetings, impacts to the Hutto EDC and future Economic Development Agreements, fire service delivery options and operational costs, and fire services in the Extraterritorial Jurisdiction.

*It was the consensus of the City Council to investigate and pursue the following options that were presented.*

- *Option 1 – Pursue Sales Tax Sharing Agreement*
- *Option 3 – Inform citizens of the impacts of the election*
- *Option 4 - City evaluate providing Fire Services in the future*

#### EXECUTIVE SESSION

11A. Executive Session as authorized by Section 551.072, Government Code, related to the acquisition of real property: 208 East St. Hutto, Texas.

*The City Council recessed into executive session at 8:27pm and reconvened into regular session at 8:42pm.*

#### ACTION RELATIVE TO EXECUTIVE SESSION

12A. Consideration and possible action on a resolution concerning a real estate contract to acquire real property located at 208 East St. Hutto, Texas.

*MOTION: Mayor Pro-tem Michael Smith moved to authorize the City Manager to finalize the real estate contract to acquire real property located at 208 East St. Hutto, Texas. Councilmember Anne Cano seconded the motion. The motion carried with 7 ayes and 0 nays.*

#### ADJOURNMENT

*There being no further business, the meeting was adjourned at 8:43pm.*

CITY OF HUTTO, TEXAS

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Debbie Holland, Mayor

ATTEST:

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Seth Gipson, City Secretary

**CITY OF HUTTO  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 8A. **AGENDA DATE:** March 17, 2016

**PRESENTED BY:** Amy McGlothlin, Human Resources  
Director

**ITEM:** Consideration and possible action on a resolution concerning the re-adoption of the 401a Plan Administrative Services Agreement with the ICMA Retirement Corporation (ICMA-RC).

**STRATEGIC GUIDE POLICY:** Organizational Development

**ITEM BACKGROUND:**  
**History of the 401a Plan:**

Any employee who was actively employed by the City of Hutto on January 23, 2014 and participated in the Texas Municipal Retirement System as of January 23, 2014, voted in an individual choice referendum election on April 23, 2014 to determine if they would continue to participate in Social Security or if they would opt out of Social Security participation. The individual choice referendum was conducted in accordance with the provisions set forth by the State of Texas' State Social Security Administrator. Any employees hired on or after January 24, 2014 must participate in Social Security.

Employees who elected to opt out of Social Security chose to have their wages deducted and deposited into a 401(a) defined contribution plan. The deposit to the defined contribution plan is equal to the amount that would have been paid for Social Security. The City of Hutto, in lieu of contributions to Social Security on behalf of employees, makes deposits to the defined contribution plan at a one-to-one matching rate.

**Why is Re-Adoption Required?**

**Six-Year IRS Review Schedule**

The IRS has a six-year review schedule for the type of 401 plan documents ICMA-RC makes available. Following the IRS schedule, ICMA-RC submitted updated plan documents for review and approval in 2012 and received favorable opinion letters last year. The documents incorporate amendments for legislative and regulatory changes enacted since the prior restatement in 2006 and are effective as of 2012.

## **New Adoption Agreement Needed**

In the past, ICMA-RC has utilized a negative election adoption process in an effort to make the plan document adoption process as easy as possible. This time, per instructions from the IRS, **each plan sponsor using ICMA-RC documents will be required to execute a new adoption agreement by April 30, 2016.**

### **BUDGETARY AND FINANCIAL SUMMARY:**

There is no additional cost to re-adopt the 401a plan.

### **RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

The Fiscal and Budgetary Committee reviewed the re-adoption of the 401a plan on March 15, 2016.

### **CITY ATTORNEY REVIEW:**

Not applicable.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the resolution authorizing the City Manager to execute the re-adoption of the 401a plan.

### **SUPPORTING MATERIAL:**

1. Resolution

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the City of Hutto has employees rendering valuable services; and

WHEREAS, the establishment of a 401a defined contribution retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

WHEREAS, the Employer desires that its money purchase retirement plan be administered by ICMA-RC and that the funds held in such plan be invested in the VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW THEREFORE BE IT RESOLVED that the City of Hutto, as required by the Internal Revenue Services (IRS), hereby re-adopts the 401a defined contribution retirement plan (the "Plan") in the form of:

- The ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, pursuant to the specific provisions of the Adoption Agreement

The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

BE IT FURTHER RESOLVED:

1. that the City of Hutto hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the VantageTrust; and
2. that the City of Hutto's Human Resources Division shall be the coordinator for the Plan; shall receive reports notices, etc., from the ICMA Retirement Corporation or the VantageTrust; shall cast, on behalf of the Employer, any required votes under the VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and
3. that the City of Hutto hereby authorizes the City Manager to execute all necessary agreements with the ICMA Retirement Corporation incidental to the re-adoption and administration of the Plan.

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 17<sup>th</sup> day of March, 2016.

**CITY OF HUTTO, TEXAS**

By: \_\_\_\_\_

Debbie Holland, Mayor

ATTEST:

\_\_\_\_\_

Seth Gipson, City Secretary

**CITY OF HUTTO  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 9A. **AGENDA DATE:** March 17, 2016

**PRESENTED BY:** Amy McGlothlin, Human Resources  
Director

**ITEM:** Work session regarding the results of the Employee Engagement Survey.

**STRATEGIC GUIDE POLICY:** Organizational Development

**ITEM BACKGROUND:**

At the December 17, 2015 City Council meeting, a work session was held to identify a third party vendor to administer an employee engagement survey. The International City/County Management Association (ICMA), in partnership with the National Research Center (NRC), was selected.

Full-time employees were notified via email by Mayor Debbie Holland on February 2, 2016, about the survey being available to complete online. The survey was closed on February 11 due to all employee responses being recorded.

ICMA & NRC collected the responses from the survey and have provided reports containing an analysis of the survey data.

**BUDGETARY AND FINANCIAL SUMMARY:**

The total cost for the Employee Engagement Survey is \$7,020.00

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Not applicable.

**SUPPORTING MATERIAL:**

There are no supporting documents.

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 9B. **AGENDA DATE:** March 17, 2016

**PRESENTED BY:** Christina Kane-Gibson, Public  
Information Officer

**ITEM:** Discussion regarding the City of Hutto logo.

**STRATEGIC GUIDE POLICY:** Quality of Life

**ITEM BACKGROUND:**

In FY15, the City's Strategic Guide contained a strategy to develop a new brand for the City. The new logo represents a cumulative work from a team of employees that looked at bringing a fresh perspective to the City's corporate image. The team looked at many different options, colors and approaches before deciding on this contemporary layout. The new logo represents a clean and modern look that more accurately reflects the current city organization. It also has been designed so that it can be customized for each of the departments.

This logo is an exciting departure from the logo that has served the City for almost 10 years. The City has used the "subliminal hippo" logo since mid-2007. It was developed by the 2006 Class of the Hutto Citizen's University through a design charette.

**BUDGETARY AND FINANCIAL SUMMARY:**

The plan is to change/update the logo on our letterhead and website quickly and switch out the logo on other items as they need to be replaced or as budget allows.

**RELATED COUNCIL COMMITTEE OR ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Not applicable.

**SUPPORTING MATERIAL:**

There are no supporting documents.