The Hutto City Council met in a regular session on Thursday, August 18, 2016, in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.

CALL SESSION TO ORDER

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

ROLL CALL

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

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

INVOCATION

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

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

5A. Remarks from visitors

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

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

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

6A.  Presentation on the 2016 Citizen Survey results

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

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

PUBLIC HEARINGS

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

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

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

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

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

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

CONSENT AGENDA ITEMS:

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

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

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

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

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

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

Nays: None
Abstain: None
Absent: None

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

ORDINANCES

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

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

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

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

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

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

**VOTE:**

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

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

**MOTION:** Mayor Pro-tem Michael Smith moved to dispense with the second reading of the ordinance concerning the zoning change for the property known as the Farley Tract, 7.0 acres, more or less, of land, out of the William Gatlin Survey, Abstract No. 271, located on CR 137 south of FM 1660 S., from B-2 (general commercial) to MF (multifamily) zoning district. Councilmember Tom Hines seconded the motion.

**VOTE:**

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

**ACTION:** The motion carried with 7 ayes and 0 nays.
Consideration and possible action on the first reading of an ordinance amending Chapter 2: Administration and Personnel; Article 2.03: Personnel; Section 2.03.002; Employee Policies and Procedures of the City of Hutto 2014 Code of Ordinances.

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

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

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

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

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

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

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

**VOTE:**

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

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

**ACTION:** The motion carried with 5 ayes and 2 nays.

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

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

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

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

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

Nays: None
Abstain: None
Absent: None

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

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

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

Nays: None  
Abstain: None  
Absent: None  

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

**RESOLUTIONS**

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

**MOTION:** Councilmember Tom Hines moved to table the resolution updating the 2035 Strategic Guide. Councilmember Lucio Valdez seconded the motion.

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

Nays: None  
Abstain: None  
Absent: None  

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

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

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

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

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

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

**VOTE:**

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

**Nays:**
- None

**Abstain:**
- None

**Absent:**
- None

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

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

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

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

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

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

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

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

**VOTE:**

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

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

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

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

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

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

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

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

Nays: None
Abstain: None
Absent: None

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

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

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

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

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

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

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

**VOTE:**

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

Nays: None  
Abstain: None  
Absent: None  

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

Council recessed for 5 minutes at 9:09pm.

**OTHER BUSINESS**

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

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

**VOTE:**

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

Nays: Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  

Abstain: None  
Absent: None  

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

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

Nays: Councilmember Tom Hines  
Councilmember Nathan Killough  
Councilmember Lucio Valdez  

Abstain: None  
Absent: None  

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

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

EXECUTIVE SESSION


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

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

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

WORK SESSION

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

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

Mr. Grau provided a brief overview of previous community legislative agendas.

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The priorities from the Council that they would like staff to research to bring back for further discussion:
  o Local Control
  o Revenue Caps

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

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

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

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

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

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

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

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

ACTION RELATIVE TO EXECUTIVE SESSION

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

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

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

Nays:
Abstain: None
Absent: None

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

ADJOURNMENT

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

CITY OF HUTTO, TEXAS

[Signature]
Doug Gaul, Mayor

ATTEST:

[Signature]
Seth Gipson, City Secretary