The Hutto City Council met in a work session on Saturday, July 15, 2017, in the Crosswalk Church Sanctuary, 8650 County Road 110, Round Rock, Texas 78665.

CALL SESSION TO ORDER

Mayor Gaul called the session to order at 9:02 a.m.

ROLL CALL

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

Members of staff that were present were Odis Jones, City Manager, Danielle Singh, Assistant City Manager, Mike Shaunessey, City Attorney, Helen Ramirez, Executive Director Business/Development Services, Byron Frankland, Chief of Police, Michel Sorrell, Chief Financial Officer, Shawna Willis, Human Resources Director, Eliska Smith, Executive Director of Communications and Marketing, Scot Stroomsness, Executive Director of Public Works and Engineering, Brionne McDonald, Executive Assistant to the City Manager, and Seth Gipson, City Secretary.

INVOCATION

The invocation was given by Pastor Steve Cochran.

Jason Gray, with JD Gray Group, welcomed everyone and opened the work session.

WORK SESSION

4A.  Team Building: Strengths Finder and Council Member Initiatives.

Shawna Willis, Human Resources Director, led the City Council through a discussion of Strengths Finder and the main purpose of building up strengths to overcome weaknesses. Mrs. Willis highlighted how the City Council's strengths compare to the leadership team as well as the return on investment when organizations remove the silos and have a diversified team to use different strengths to create efficiencies.

Following Strengths Finder, Jason Gray led the City Council through a discussion on their top priorities and initiatives and how they relate to the five Strategic Focus Areas outlined the Strategic Plan and Execution Guide.
4B. Discussion concerning the City Charter Overview and Changes.

Seth Gipson, City Secretary, outlined each of the changes in the City Charter that were approved by the voters in the May 6, 2017 Charter Amendment Election.

The City Council recessed at 10:30 a.m.

The City Council reconvened at 10:41 a.m.

4C. Discussion Concerning City Council Protocols and Relations.

Jason Gray led the discussion concerning City Council Protocols and Relations.

Discussion ensued concerning the flow of information between the City Council and staff regarding projects and tasks in a way that is consistent and efficient.

Odis Jones, City Manager, requested a list of topics and issues form the City Council, so that staff can compile information and address any questions.

4D. Discussion concerning Boards and Commissions Protocol.

Seth Gipson, City Secretary, outlined the current appointment and protocol process that is used for boards and commissions.

The City Council discussed modifying the appointment process, communication avenues between the City Council and Board and Commission Members, training, office terms in order to make the process more efficient and increase communication between the City Council and each board and commission.

4E. Discussion concerning Council Meeting Structure.

Danielle Singh, Assistant City Manager, led the discussion concerning the City Council meeting structure that included meeting logistics, how work session items can be utilized, the format and purpose of the consent agenda, and changes to the coversheet to include the in strategic focus areas.

The City Council recessed at 2:55 p.m.

The City Council reconvened at 3:00 p.m.

4F. Discussion concerning and Economic Development Policy Executive Strategy.

This item was not addressed.
4G. **Discussion concerning a Communications Plan.**

Eliska Smith, Executive Director of Communications and Marketing, made the staff presentation. Ms. Smith’s outlined the staff’s responsibilities related to media relations, marketing, and public relations. Throughout the discussion Ms. Smith highlighted best practices and helpful tools that can be or are being utilized to better communicate the City’s message.

Ms. Smith continued on by outlining the Communications Plan and each of the six following objectives and how they will be met:

- **Support the City’s identified goals and directives, policies, and actions of the City Council.**
- **Foster the City Image, Branding, and Reputation; ensuring the City is professional and competent in all interactions to earn a positive, trustworthy reputation.**
- **Guide internal communication, keeping employees in the loop so they can provide excellent customer service as well as be our strongest brand ambassadors.**
- **Proactively engage in communication with all external stakeholders.**
- **Proactively maintain positive media relationships.**
- **Prepare for and manage crisis communication to be implemented for situations or events that threaten the integrity or reputation of the City, infrastructure or physical safety of its citizens.**

4H. **Discussion concerning Strategic Guide Updates.**

There were no updates discussed.

**ADJOURMENT**

There being no further business, the meeting was adjourned at 4:05 p.m.

CITY OF HUTTO, TEXAS

[Signature]
Doug Gaul, Mayor

**ATTEST:**

Seth Gipson, City Secretary