City of Hutto

Agenda

Economic Development Corporation (EDC) Board Meeting
and
Community Development Corporation (CDC) Board Meeting
Monday, August 16, 2021 at 6:30 PM
City Council Chambers

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

1. **CALL SESSION TO ORDER**
2. **ROLL CALL**

    2.1. Mike Arismendez, Chair
    Don Carlson, Vice Chair
    Shawn Lucas, Treasurer
    Victor Henry, Secretary
    Marqueta Grant, Board Member
    Mike Snyder, Board Member
    Randal Clark, Board Member

3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**

    Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the Community Development Corporation on agenda issues and on non-agenda issues (i.e., Corporation policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4913 during business hours. Each person providing public comment will be limited to 3 minutes. (Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits governing bodies from fully discussion, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the Corporation Staff for action may be placed on the agenda of a future meeting.)

5. **CONSENT AGENDA**

    5.1. Consideration and possible action on approval of the July 13, 2021 Hutto Economic Development Corporation and the Hutto Community Development Corporation Type B Board of Directors' meeting minutes.

    5.2. Update on monthly financials.

6. **AGENDA ITEMS**

    6.1. Presentation, discussion and possible action regarding the adoption of Corporate Policies and Procedures for the day-to-day operation of the corporations.

6.2. Discussion and possible action on the forming of subcommittees or advisory groups for focused purposes (e.g., Texas State Technical College Task Force, Business Advisory Committee, etc.).

6.3. Discussion and possible action to reimburse the City of Hutto for all outstanding expenditures paid by the City on behalf of the EDC.

6.4. Discussion and possible action to authorize the use of EFT payments for corporate payments.

7. EXECUTIVE SESSION

7.1. Pursuant to sections 551.071 and 551.087 of the Texas Government Code, receive legal advice and deliberations regarding Economic Development negotiations with OVIVO Inc. and Project Darwin.

8. ACTION RELATIVE TO EXECUTIVE SESSION

8.1. Discussion and possible action to authorize the Executive Director to expend up to $250,000 from the city council approved budgeted project fund for necessary appraisal, engineering and feasibility work to conduct due diligence related to project Darwin.

9. AGENDA ITEMS

9.1. Discussion and possible action on approving an Economic Development Performance Agreement and related expenditures between the Hutto Community Development Corporation and OVIVO, INC. in connection with the creation of a manufacturing facility and numerous jobs in the City of Hutto, Texas.

10. ADJOURNMENT

11. CERTIFICATION

Holly Nagy

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

The Board reserves the right to recess the open session of the meeting and reconvene in Executive Session at any time between the meeting's opening and adjournment by majority vote on any item on the agenda for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding gifts and donations pursuant to Chapter 551.073 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the Board's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the item discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

City of Hutto

MINUTES

Economic Development Corporation (EDC) Board Meeting
and
Community Development Corporation (CDC) Board Meeting
Tuesday, July 13, 2021 at 6:30 PM
City Council Chambers

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

1. **CALL SESSION TO ORDER** 6:30 PM

2. **ROLL CALL**

   2.1. Mike Arismendez, Chair
   Shawn Lucas, Secretary/Treasurer
   Victor Henry, Board Member
   Randal Clark, Board Member

   Absent:
   Don Carlson, Vice Chair
   Marqueta Grant, Board Member
   Mike Snyder, Board member

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENT**

5. **CONSENT AGENDA**

   5.1. Consideration and possible action on approval of the April 5, 2021 Hutto Economic Development Corporation and the Hutto Community Development Corporation Type B Board of Directors' meeting minutes.

   5.2. Consideration and possible action on approval of the June 7, 2021 Hutto Economic Development Corporation and the Hutto Community Development Corporation Type B Board of Directors' meeting minutes. (Holly Nagy)

   5.3. Consideration and possible action to approve Opportunity Austin Membership Dues.

   Board member Lucas made a motion to approve the Consent Agenda as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6. **AGENDA ITEMS**

   6.1. Welcome Director Randal Clark, appointed to the Board of Directors for the Hutto Economic Development Corporation and the Hutto Community Development Corporation by the Hutto City Council, effective June 17, 2021.

   Chairman Arismendez moved item 8.4 up. There were no objections.

8.4 Presentation, discussion and possible action regarding the availability of incentives or establishing a project for Ovivo Inc.'s potential relocation to Hutto, Texas.

Stefan Bauer from Ovivo gave his presentation.

6.2. Update on monthly financials and discussion and possible action to reimburse the City of Hutto for all outstanding expenditures paid by the City on behalf of the EDC.

Angie Rios, CFO was present for the discussion. Ms. Rios asked that this item be tabled until more detailed information was brought forward from the City.

6.3. Discussion and possible action on the Fiscal Year 2022 Economic Development Corporation and Community Development Corporations' Budget.

Board member Clark made a motion to approve Item 6.3 as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6.4. Discussion of and possible action regarding amendments to the Bylaws of both corporations to prevent any Hutto City Council member concurrently serving on the Board of Directors for the corporations from also serving as an officer to either corporations or have signatory authority for either corporation.

Board member Lucas made a motion to approve the amendments to the Bylaws as presented. Board member Clark seconded the motion. The motion passed. (4:0)

6.5. Presentation, discussion and possible action on March Servicing Invoice, June Servicing Invoice, June Wire Report and final payment to BCL of Texas under the terminated Professional Services agreement.

Board member Lucas made a motion to approve Item 6.5 as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6.6. Presentation, discussion and possible action regarding a replacement third-party administrator for the Small Business / Disaster Relief Loan program.

This item has been tabled until the August 16, 2021 Board of Directors meeting.

6.7. Presentation, discussion and possible action on adopting a resolution approving the establishment of a Project using Type B sales tax funds related to certain infrastructure improvement projects and authorizing the Chairman to execute a Funding Agreement with the City of Hutto, Texas regarding the hiring of the independent contractor Freese and Nichols for an expanded Downtown Plan related to this Project.

Board member Lucas made a motion to approve Item 6.7 as presented. Board member Clark seconded the motion. The motion passed. (4:0)

6.8. Presentation, discussion and possible action regarding the adoption of Corporate Policies and Procedures for the day-to-day operation of the corporations.

This item has been tabled until the August 16, 2021 Board of Directors meeting.

6.9. Discussion and possible action on the forming of subcommittees or advisory groups for focused purposes (e.g., Texas State Technical College Task Force, Business Advisory Committee, etc.).

No action taken.

6.10. Discussion and possible action to reimburse the City of Hutto for all outstanding expenditures paid by the City on behalf of the EDC.

Duplicate item. This was addressed in Item 6.2.

6.11. Discussion and possible action to pay JHL Company of Austin, Texas for Economic Development Marketing Audit and Strategy.

Board member Lucas made a motion to approve Item 6.11 as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6.12. Presentation of proposed 2021-2022 marketing plan.

Stacy Schmitt made a presentation. Board member Lucas made a motion to accept the proposed 2021-2022 marketing plan. Board member Clark seconded the motion. The motion passed. (4:0)

6.13. Discussion and possible action adopting a resolution regarding remaining balance of its allowed promotional expenses from the current fiscal year, and wishes to preserve and set aside that balance for future promotional expenditures.

Board member Randal Clark made a motion to approve Item 6.13 as presented. Board member Lucas seconded the motion. The motion passed. (4:0)

6.14. Consideration and possible action on selecting a Secretary of both corporations.

Board member Lucas made a motion to appoint Victor Henry as the secretary to both boards. Board member Clark seconded the motion. The motion passed. (4:0)

6.15. Discussion and possible action on Resolution No. R-2021-112 establishing customary meeting dates and times for both corporations.

Board member Lucas made a motion to approve Item 6.15 as presented. Chairman Arismendez seconded the motion. The motion passed. (4:0)

Board meetings will be the third Monday of the month beginning at 6:30 PM.

7. EXECUTIVE SESSION - Entered: 8:51 PM

7.1. Pursuant to Section 551.071 to deliberate, seek the advice of its General Counsel regarding corporate operations involving corporate policies and procedures, subcommittees for focused purposes, reimbursement to the City of Hutto and possible amendment to the Bylaws for both corporations.

7.2. Pursuant to Sections 551.071 and 551.087 to deliberate and seek the advice of its General Counsel regarding economic development incentive negotiations involving updates on all projects, an administrator for the Small Business / Disaster Relief Loan Program, and funding regarding the Downtown Plan project.

7.3. Pursuant to Section 551.071 and 551.074, to deliberate and seek the advice of its General Counsel regarding the duties of the Executive Director.

7.4. Pursuant to Section 551.071 and 551.074, to deliberate and seek the advice of its General Counsel regarding the duties of the Business Retention Specialist.

7.5. Pursuant to Sections 551.071 and 551.087 to deliberate and seek the advice of its General Counsel regarding economic development incentive negotiations involving updates on all projects, the potential Ovivo Inc. relocation project, an administrator for the Small Business / Disaster Relief Loan program, and funding regarding the Downtown Plan project.

8. ACTION RELATIVE TO EXECUTIVE SESSION- Reconvened: 10:19 PM

8.1. Discussion and possible action regarding corporate policies and procedures, subcommittees and amending the Bylaws for both corporations.

No action taken.

8.2. Discussion and possible action regarding the Small Business / Disaster Relief Loan program and a third-party administrator for the Program and final payment to BCL of Texas.

Board member Lucas made a motion to suspend that program until a new administrator can be identified and is hired. Board member Clark seconded the motion. The motion passed. (4:0)

8.3. Discussion and possible action regarding the duties of the Executive Director and Business Retention Specialist.

No action taken.

9. ADJOURNMENT- 10:27 PM.

ATTEST:

____
Mike Arismendez, Chairman

____
Holly Nagy, City Secretary

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Balance Sheet

As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking - FSB	49,858.16
Restricted for debt service	362,432.60
TexPool Operating Account	2,609,070.94
Total Bank Accounts	**$3,021,361.70**
Accounts Receivable	
11000 Accounts Receivable	0.00
Total Accounts Receivable	**$0.00**
Other Current Assets	
Employee Receivable	0.00
Other Assets	0.00
Sales Tax Receivable	0.00
Total Other Current Assets	**$0.00**
Total Current Assets	**$3,021,361.70**
Other Assets	
Land	0.00
Loan funds on hand at BCL	4,166.67
Loan Portfolio	104,583.19
Total Other Assets	**$108,749.86**
TOTAL ASSETS	**$3,130,111.56**

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Balance Sheet

As of July 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,644.65
Total Accounts Payable	**$1,644.65**
Credit Cards	
2500 Chase Credit Card	0.00
Wells Fargo	0.00
Total Credit Cards	**$0.00**
Other Current Liabilities	
2100 Payroll Liabilities	34.77
2101 941	0.00
Cigna-Basic Life & AD&D	[redacted]
Cigna-LTD	
Cigna-STD	
Disabliity	
Federal Taxes (941/944)	
Federal Unemployment (940)	
ICMA	
Life Insurance	
MetLife	
TMRS	
TX Unemployment Tax	
UHC	
Unum	
Vision Insurance	
Voluntary Life	
Total 2100 Payroll Liabilities	**24,858.59**
2110 Direct Deposit Liabilities	0.00
City of Hutto Payable	186,517.44
City of Hutto Tirz Fund 84	5,601.30
Direct Deposit Payable	0.00
Total Other Current Liabilities	**$216,977.33**
Total Current Liabilities	**$218,621.98**
Total Liabilities	**$218,621.98**
Equity	
3000 Opening Bal Equity	300,296.87
3900 Retained Earnings	1,394,625.36

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Balance Sheet

As of July 31, 2021

	TOTAL
Net Income	1,216,567.35
Total Equity	**$2,911,489.58**
TOTAL LIABILITIES AND EQUITY	**$3,130,111.56**

CDC Budget

	Adopted 2020-2021			
Revenues				0.83 % for year
Sales Tax	1,902,728		1,792,703	0.94
Interest	6,250		905	
Loan Program	72,500			
Other (Ag. Lease)	23,128		23,127	
	2,004,606		1,816,735	0.91
EXPENSES				
Personnel & Benefits	72,500	routine		
Administrative Costs	1,300	routine		
Business Program Admin Costs	18,000	routine		
Postage	250	routine		
Marketing	100,000	routine		
Professional Services				
Audit	5,000	routine		
Legal	75,000	routine		
Reimburse External Staffing	100,000	routine		
Training/Conferences	15,000	routine		
Membership Dues	5,000	routine		
INCENTIVE PROGRAMS				
Williamson County Higher Education Payment (TSTC)	125,000	routine		
AEND	25,000	routine		
JRS	25,000	routine		
Co-op Southside	12,500	routine		
Projects/Incentives	500,000	contingent		
Small Business Incentive Program	225,000	contingent		
Total Expenditures	1,304,550		570,213	0.44
Revenues over expenditures	700,056		1,216,522	
OTHER FINANCING SOURCES AND USES				
Bond Revenues				
Debt Service Payment	(544,865)	routine		
Total Other Financing Sources (Uses)	(544,865)			
Net Income	155,191			
Beginning Fund Balance	1,298,464			
Ending Fund Balance	1,453,654			

Routine: Budget appropriations & expenditures approved

Contingent: Budget appropriations approved only, expenditures subject to City Council approval upon project approval

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Profit and Loss

October 2020 - July 2021

	TOTAL
Income	
4B Sales Tax Allocation	1,762,703.16
Miscellaneous Income	23,127.00
Net Investment TexPool	950.29
Total Income	**$1,786,780.45**
GROSS PROFIT	**$1,786,780.45**
Expenses	
6560 Human Resources	
Professional Development & Dues	
Membership Dues	2,500.00
Total Professional Development & Dues	**2,500.00**
Total 6560 Human Resources	**2,500.00**
6800 Interest Paid	182,632.60
Administration	
Community Relations	0.00
Finance Costs	15.00
Office	132.40
Office Equipment	0.00
Computer Services	0.00
Total Office Equipment	**0.00**
Office Operations & Supplies	
Banking Fees	37.00
Total Office Operations & Supplies	**37.00**
Professional Services	41,566.00
Legal	71,630.90
Total Professional Services	**113,196.90**
Total Administration	**113,381.30**
Business Program Administrative Costs	9,000.00
Payroll Expenses	
Company Contributions	
Retirement	[redacted]
Total Company Contributions	**5,882.99**
Taxes	3,889.81
Wages	48,125.07
Total Payroll Expenses	**57,897.87**

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Profit and Loss

October 2020 - July 2021

	TOTAL
Programs	
Marketing & Materials	52,127.50
Advertising	17,500.00
Total Marketing & Materials	**69,627.50**
Total Programs	**69,627.50**
Projects	90,000.00
Admin Serv Agmt with City	12,500.00
AEND Incentive	25,000.00
Co-op Tirz	5,601.30
Incentives	791.96
Total Projects	**133,893.26**
Property Tax	1,206.73
Training/Conferences	-195.66
Travel	269.50
Total Expenses	**$570,213.10**
NET OPERATING INCOME	**$1,216,567.35**
Other Income	
Net Investment TexStar	0.00
Total Other Income	**$0.00**
Other Expenses	
Reconciliation Discrepancies-1	0.00
Total Other Expenses	**$0.00**
NET OTHER INCOME	**$0.00**
NET INCOME	**$1,216,567.35**

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Checking - FSB, Period Ending 07/31/2021

RECONCILIATION REPORT

Reconciled on: 08/10/2021

Reconciled by: James Bryson

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	85,637.17
Checks and payments cleared (5)	-6,006.44
Deposits and other credits cleared (0)	0.00
Statement ending balance	79,630.73
Uncleared transactions as of 07/31/2021	-29,772.57
Register balance as of 07/31/2021	49,858.16
Cleared transactions after 07/31/2021	0.00
Uncleared transactions after 07/31/2021	-21,039.93
Register balance as of 08/10/2021	28,818.23

Details

Checks and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2021	Payroll Check	DD	Cheri L. Bowman	[redacted]
07/08/2021	Tax Payment		IRS	-536.26
07/15/2021	Payroll Check	DD	Cheri L. Bowman	[redacted]
07/21/2021	Tax Payment		IRS	-536.26
07/30/2021	Payroll Check	DD	Cheri L. Bowman	[redacted]
Total				-6,006.44

Additional Information

Uncleared checks and payments as of 07/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/11/2017	Bill Payment	6530	Mario Perez	-49.42
10/04/2017	Bill Payment	6674	Patrick Keel	-1,800.00
07/13/2021	Check	6966	Russell Rodriguez Hyde Bullock...	-8,923.15
07/14/2021	Check	6967	BCL of Texas	-9,000.00
07/19/2021	Check	6968	JHL	-10,000.00
Total				-29,772.57

Uncleared deposits and other credits as of 07/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/11/2021	Check	6965	JHL	0.00
Total				0.00

Uncleared checks and payments after 07/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/04/2021	Tax Payment		IRS	-536.26
08/04/2021	Check	6969	Russell Rodriguez Hyde Bullock...	-8,859.03
08/06/2021	Check	6970	JHL	-10,000.00
08/13/2021	Payroll Check	DD	Cheri L. Bowman	[redacted]
Total				[redacted]

P0047

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HUTTO ECONOMIC DEVELOPMENT
CORPORATION TYPE B DBA
HUTTO COMMUNITY DEVELOPMENT
CORPARATION
500 W LIVE OAK ST
HUTTO TX 78634-3179

3-4606

STATEMENT DATE
07/31/21
ACCOUNT NUMBER
[redacted]

INFOLINE 1-888-797-7711

* * * * * * * * * * CHECKING ACCOUNT SUMMARY * * * * * * * * * * *

PREVIOUS BALANCE	85,637.17	AVERAGE BALANCE	
+ 0 CREDITS	.00		82,379
- 5 DEBITS	6,006.44	YTD INTEREST PAID	
- SERVICE CHARGES	.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	79,630.73		

DAYS IN PERIOD 31

* * * * * * * * * * CHECKING ACCOUNT TRANSACTIONS * * * * * * * * * *

OTHER DEBITS

DATE	AMOUNT	TRANSACTION DESCRIPTION	CHK NO/ATM CD
07/01	[redacted]	PAYROLL [redacted] [redacted] PAYROLL CCD	
07/08	536.26	IRS [redacted] [redacted] USATAXPYMT CCD	
07/15	[redacted]	PAYROLL [redacted] [redacted] PAYROLL CCD	
07/21	536.26	IRS [redacted] [redacted] USATAXPYMT CCD	
07/30	[redacted]	PAYROLL [redacted] [redacted] PAYROLL CCD	

* * * * * * * * * * * DAILY BALANCE SUMMARY * * * * * * * * * * *

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06/30	85637.17	07/08	83456.27	07/21	81275.37
07/01	83992.53	07/15	81811.63	07/30	79630.73

BOK FINANCIAL® 5956 Sherry Lane, Suite 1201, Dallas, TX 75225
Services provided by BOKF, NA

Corporate Trust Account Invoice Summary

Name of Issue:

Hutto Economic Development Corporation Type B, Sales Tax Revenue Bonds, Taxable Series 2018

Hutto Economic Development Corporation Type I
City Manager
401 West Front Street
Hutto TX 78643

Ref. Number : [redacted]

For questions contact: Tony Hongnoi 972-892-9968

DUE DATE 8/1/2021

Principal Outstanding	$8,910,000.00
Debt Service	
Principal Due	$180,000.00
Interest Due	$182,432.60
Total Debt Service Due :	$362,432.60
Semi Annual Paying Agent Fee :	**$200.00**
TOTAL AMOUNT DUE:	**$362,632.60**

Wire payments must be received 1 business day prior to Due Date
Check & ACH Payments must be received 5 business days prior to the Due Date

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IF REMITTING CHECK PAYMENT, PLEASE RETURN THE BOTTOM SECTION AND RETAIN TOP PORTION FOR YOUR RECORDS.

DUE DATE 8/1/2021

Name of Issue:

Hutto Economic Development Corporation Type B, Sales Tax Revenue Bonds, Taxable Series 2018

Reference Number:	[redacted]
Net Amount Due:	**$362,632.60**
Current Debt Service:	$362,432.60
Paying Agent Fee:	$200.00
Amount Enclosed:	

Please use BOK Financial's Standing Debt Service Payment Instructions for the payment. If you need a copy, please reach out to either Tony Hongnoi (thongnoi@bokf.com/972-892-9968) or Nicholas Deskin (ndeskin@bokf.com/214-987-8833).

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002

TEXPOOL AN INVESTMENT SERVICE FOR PUBLIC FUNDS

TEXAS TRUST

HUTTO EDC
OPERATING ACCOUNT
ATTN TIMOTHY JORDAN
PO BOX 1016
HUTTO TX 78634-1016

Participant Statement

Statement Period 07/01/2021 - 07/31/2021

Customer Service 1-866-TEX-POOL
Location ID [redacted]
Investor ID

TexPool Update

Simplify your payment process with the Vendor Payment Instructions Form. Contact TexPool Participant Services to learn more.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	$2,778,643.91	$192,814.74	$0.00	$44.88	$2,971,503.53	$2,797,306.30
Total Dollar Value	**$2,778,643.91**	**$192,814.74**	**$0.00**	**$44.88**	**$2,971,503.53**	

Portfolio Value

Pool Name	Pool/Account	Market Value (07/01/2021)	Share Price (07/31/2021)	Shares Owned (07/31/2021)	Market Value (07/31/2021)
Texas Local Government Investment Pool	[redacted]	$2,778,643.91	$1.00	2,971,503.530	$2,971,503.53
Total Dollar Value		**$2,778,643.91**			**$2,971,503.53**

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	[redacted]	$44.88	$370.79
Total		**$44.88**	**$370.79**

Transaction Detail

Texas Local Government Investment Pool Participant: HUTTO EDC

Pool/Account: [redacted]

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
07/01/2021	07/01/2021	BEGINNING BALANCE	$2,778,643.91	$1.00		2,778,643.910
07/29/2021	07/29/2021	TRANSFER DEPOSIT	$192,814.74	$1.00	192,814.740	2,971,458.650
07/30/2021	07/30/2021	MONTHLY POSTING	$44.88	$1.00	44.880	2,971,503.530
Account Value as of 07/31/2021			**$2,971,503.53**	**$1.00**		**2,971,503.530**

Hutto EDC Quarterly Report

Economic Recovery Loan Activity

Loan Servicing/Recaptured April-June 2021

NOTE: All loan customers are current and paying as agreed.

Hutto Economic Recovery Loan Portfolio

All Loans Zero percent; 3 month deferment; 27 month amortization

Three Month Report (April, May, June 2021)

Borrower	Date Funded	Loan Amount	Previous Balance (As of 03/31/2021)	April 15, 2021 Payment	May 17, 2021 Payment	June 15, 2021 Payment	Total ACH this Quarter	Remaining Balance
The Hutto Smiths	4/13/2020	$25,000.00	$16,666.64	$ 1,041.67	$ 1,041.67	$ 1,041.67	$ 3,125.01	$13,541.63
CBA Brushy Creek, LLC*	4/13/2020	$25,000.00	Paid in full	$ -	$ -	$ -	$ -	$ -
JL3 Construction Services, LLC	4/13/2020	$25,000.00	$16,666.64	$ 1,041.67	$ 1,041.67	$ 1,041.67	$ 3,125.01	$13,541.63
Hippo Learning Station	4/13/2020	$25,000.00	$16,666.64	$ 1,041.67	$ 1,041.67	$ 1,041.67	$ 3,125.01	$13,541.63
Tiger Rock Martial Arts, Hutto	4/13/2020	$25,000.00	$16,666.64	$ 1,041.67	$ 1,041.67	$ 1,041.67	$ 3,125.01	$13,541.63
Miss Natural Beauty Supply	4/13/2020	$20,000.00	$13,333.36	$ 833.33	$ 833.33	$ 833.33	$ 2,499.99	$10,833.37
Orange Fitness, LLC	10/1/2020	$25,000.00	$22,916.66	$ 1,041.67	$ 1,041.67	$ 1,041.67	$ 3,125.01	$19,791.65
D & C Pallets	10/1/2020	$25,000.00	$22,916.66	$ 1,041.67	$ 1,041.67	$ 1,041.67	$ 3,125.01	$19,791.65
7 Active ER Loans (1 Loan Paid in Full*)	Totals	$195,000.00	$125,833.24	$ 7,083.35	$ 7,083.35	$ 7,083.35	**$ 21,250.05**	$104,583.19

Allocation Historical Summary

Results

City of Hutto
Authority Code: [redacted]

Select a year

2021	
January	708,121.25
February	803,617.57
March	633,444.02
April	526,666.04
May	916,583.66
June	770,825.18
July	771,258.97
August	.
September	.
October	.
November	.
December	.
TOTAL	5,130,516.69

+ 1,920,295.90

7,050,812.59 /4=

1,762,703.15

Allocation Historical Summary

Results

City of Hutto
Authority Code: [redacted]

Select a year ▾

2020	
January	490,708.23
February	628,416.51
March	499,327.62
April	465,973.71
May	625,087.68
June	635,365.46
July	669,240.51
August	744,000.08
September	652,155.07
October	628,781.38 *
November	677,062.41 *
December	614,452.11 *
TOTAL	7,330,570.77

1,920,295.90

AGENDA ITEM REPORT

To: EDC/CDC Board
Subject: Presentation, discussion and possible action regarding the adoption of Corporate Policies and Procedures for the day-to-day operation of the corporations.
Meeting: Monday, August 16, 2021
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Draft Corporate Policies 052021

HUTTO ECONOMIC DEVELOPMENT CORPORATION and
HUTTO COMMUNITY DEVELOPMENT CORPORATION

CORPORATE POLICIES AND PROCEDURES

The Hutto Economic Development Corporation and Hutto Community Development Corporation's Corporate Policies and Procedures are designed to be a working document that guides the HEDC and HCDC Board of Directors, the Executive Director and staff as they represent the corporations both during official Board actions and during area and corporate functions.

The HEDC and HCDC Board of Directors are committed to promoting an inclusive business environment and community in the City of Hutto, Texas. The HEDC and HCDC Boards will not discriminate based on race, ethnicity, color, gender, faith, physical handicap, political affiliation or sexual orientation.

Policies & Procedures approved _________, 2021

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Chapter 1: Purpose

Chapter 2: Board Organization

CHAPTER 1: PURPOSE

1.1 Purpose

The Board of Directors (the "Board"), as the governing bodies of both the Hutto Economic Development Corporation ("HEDC") and Hutto Community Development Corporation ("HEDC"), are entrusted with the authority to establish policies and procedures for the governance of HEDC and HCDC. These corporate policies and procedures (the "Policies") establish the parameters and guidelines for the Chairman of the Board, Board Members, the Executive Director and staff to conduct business.

The purposes of the HEDC & HCDC Policies are to:

1.1.1 Proactively inform Board Members, the Executive Director and staff of the HEDC & HCDC's intent goal and aspirations;

1.1.2 Promote consistency of Board action;

1.1.1 Clarify Board Members' and the Executive Director's roles.

1.2 Corporate Policies & Procedures are not Staff Policies

HEDC & HCDC make an important distinction between the Board's Policies and staff policies. Board Policies establish the broad parameters within which the Board and Executive Director will operate.

Personnel policies are an example of staff policy developed by the Executive Director in conjunction with the Board. The Executive Director develops the personnel policies appropriate for staff and has them reviewed by legal counsel for the HEDC & HCDC. The Executive Director then informs the Board that personnel policies are in place. The Board is not directly involved with developing personnel policies other than to ensure that the Executive Director has carried out that project.

Once the Board officially adopts the new Policies, the Policies shall be the standard for dealing with the subject matter covered by the Policies. If an issue comes before the Board that is not in line with existing Policies, the issue will be out of order and will be considered only in terms of a policy change.

1.3 Policy Decisions Require a Majority Vote of the Board

All Policy decisions will be made by majority vote of the Board and only at an official Board meeting.

1.4 Source of Policies

Policies may be recommended to the Board by the public, the Executive Director, individual Board Members or the Chairman. Any Policy recommendation shall be submitted in writing to the Chairman. All proposed policies will be researched to ensure that they are legal, and, when added, do not contradict already established Policy or the Bylaws of either the HEDC or HCDC. If approved by the Board, the adopted policies will be written, coded, dated at time of approval, and included in all copies of the Board policy manual.

1.5 Consideration for all Policies

All policies proposed to the Board should be tested. Is the proposed policy:

- Necessary for the efficient operation of the corporations?
- Consistent with the City of Hutto's Economic Development Policy?
- Within the scope of Board authority?
- Consistent with local, state and federal law?
- Compatible with other policies of the Board?
- Practical?
- Enforceable?

1.6 Accountability for Carrying out Policies

The Executive Director will be accountable to the Board for carrying out these Policies, ensuring all Policies are effectively explained to employees and making every reasonable effort to see that they are understood, accepted, and complied with. If the Executive Director position is vacant, then the Chairman of the Board will be accountable for carrying out these policies until a new Executive Director is in place.

1.7 Distribution of Policy Manual

The Board Policy manual will be available on-line for the general public to view.

1.8 Amendment or Suspension of Policy

All Policies will be annually reviewed by the Board for accuracy and appropriateness, and recommendations will be made to the Board for amendment, addition, or elimination. Except as otherwise provided by law, any Policy of the Board maybe suspended, repealed, amended, or waived by a majority vote of the Board.

CHAPTER 2: BOARD ORGANIZATION

2.1 Establishment of the Organization

The EDC and CDC are economic development corporations which were established as Type A and Type B corporations, respectively, under Texas Local Government Code Chapters 501-505 (the "Act"). The Act allows a municipality to create nonprofit development corporations that promote the creation of new and expanded industry and manufacturing activity within the municipality and its vicinity.

2.2 Authority of the Board of Directors

Each member of the Board, together with the other members of the Board, is legally and morally responsible for all activities of the corporations. All members of the HEDC and HCDC Boards share in a joint and collective authority which exists and can only be exercised when the group is in session in a properly noticed and legally compliant meeting.

2.3 Authority of the City Council of the City of Hutto

The HEDC and HCDC are separate legal entities from the City of Hutto, Texas. However, pursuant to §501.062 of the Act, all Board Members are appointed by the Hutto City Council and may be removed by the City Council. The Hutto City Council is the governing body of the corporations' authorizing unit and must also approve the Bylaws and certain Projects the corporations undertake.

2.4 Board Member Commitment

Serving as a Board Member of the HEDC and HCDC involves a special commitment. Board Members are expected to be:

- faithful to the City's Economic Development Policy and goals;
- be knowledgeable and stay up to date on the Board's responsibilities, such as required disclosures as well as corporate finances , Bylaws and policies;
- prepare for, attend and actively participate in Board meetings and workshops;
- concentrate on the business of the organization while attending board meetings and functions;
- serve on committees, assume special assignments and perform duties as assigned by the Chairman; and,
- maintain a professional relationship with fellow Board Members.

2.5 Director Training

The Board is required by the Act at least once in each 24-month period, to take training provided by a statewide organization representing economic development corporations. Legal counsel for the Corporations will provide open meeting and public information act training as needed.

2.6 Soliciting or Receiving Gifts

Board Members of the HEDC and HCDC Boards must never offer, give, solicit, or receive any form of bribe or kickback through their connection to the HEDC and HCDC. Board Members must never solicit a personal gift of any kind from anyone who does business with the HEDC and HCDC. This restriction applies to both actual and proposed projects involving the corporations.

2.7 Board Member Conflicts of Interest

2.7.1 Board Members have a duty to subordinate personal interests to the welfare of the corporations and those they serve. Conflicting interests can be financial, personal relationship, status or power.

2.7.2 Board Members are prohibited from receiving gifts, fees, loans, or favors from applicants for HEDC or HCDC programs, contractors, consultants, or financial agencies, which might obligate or induce a Board Member to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the corporations in mind.

2.7.3 Board Members are prohibited from knowingly disclosing information about the HEDC or HCDC to those who do not have a need to know or whose interest may be adverse to the corporations, either inside or outside of the corporations. Nor may any Board Member use information obtained from the corporations to the detriment of either corporation.

2.7.4 Board Members may not have a financial interest in any property which the HEDC or HCDC purchases, or a direct or indirect interest in a supplier, contractor, consultant, applicant or other entity with which the corporations do business.

2.7.5 Since it is impossible to write a policy that covers all potential conflicts of interest, Board Members are expected to be alert for and avoid any situation which could be construed as or have the appearance of a conflict of interest.

2.7.6 Any possible conflict of interest on the part of any Board Member should be disclosed to the Chairman who then will bring it to the attention of the rest of the Board and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

2.7.7 Any Board Member having a conflict of interest or possible conflict of interest should not take part in any deliberation, vote, or use their personal influence on the matter, and should not be counted as part of a quorum for that portion of the Board meeting. The minutes of the meeting should reflect that a disclosure of a potential conflict of interest was made, the abstention of the Board Member from discussion as well as voting, and the quorum situation noted.

2.7.8 These restrictions should not be construed as preventing the Board Member from briefly stating their position in the matter, nor from answering pertinent questions from other Board Members, since their knowledge could be of assistance to the Board's deliberations.

2.7.9 All Board Members are required to complete the "Personal Financial Disclosure" form required by City of Hutto Ordinance No. O-19-12-15-11D on or before April 30th of each calendar year. These statements shall be reviewed by the Board annually and given to each new Board Member for signature during orientation or training. This statement is included in the Forms Section of these policies.

2.8 Legal Obligations of Board Members

The HEDC and HCDC Boards are both responsible and liable for the corporations. The HEDC and HCDC Boards and the law require every Board Member to follow the rule of the reasonably prudent person and the principle of good faith in their roles as Board Members.

2.8.1 The rule of the reasonably prudent person means the Board Member will not:

2.8.1.1 mismanage the HEDC or HCDC by deviating from fundamental management principles, such as planning carefully for the future of the corporations, regularly reviewing the financial status of the corporations, and monitoring compliance with Board Policies;

2.8.1.2 fail to govern by utilizing all control systems to govern the corporations; or,

2.8.1.3 be involved in self-dealing that provides personal gain to any Board Member.

2.8.2 The principle of good faith means that Board Members shall:

2.8.2.1 attend all Board and committee meetings to be a part of Board actions;

2.8.2.2 read and understand the corporations' Policies and Bylaws;

2.8.2.3 pay attention to corporate affairs and keep informed about organization activities;

2.8.2.4 ensure that HEDC and HCDC are in compliance with legal requirements; and,

2.8.2.5 avoid self-dealing.

2.9 Ethical Obligations of Board Members

All current and incoming Board Members will be given a copy of the Code of Ethics Pledge and Confidentiality Agreement to be signed and returned annually. Board Members will be expected to adhere to the provisions of that code. Individuals who refuse to sign these agreements will not be seated or will be removed from the Board.

2.10 Legal Requirements of Board Members

2.10.1 All Board Members will be expected to recognize and accept their legal position as governing agents of the HEDC and HCDC. A Board Member occupies the role of a fiduciary with regard to those served. A fiduciary is a person who holds something in trust for another. If Board Members violate their trust or fiduciary duties, they may be subject to legal consequences. The duties and responsibilities of Board Membership attach automatically when Board Members accept the office to which they are appointed.

2.10.2 There is a certain amount of liability involved with being a Board Member. The Board shall annually discuss liability issues and discuss other means on minimizing risk to the Corporation.

2.11 Maintaining Ethical Credibility

2.11.1 The conduct of the Board has a direct impact on public and constituent perceptions about the HEDC and HCDC. Board Members shall maintain an appearance of high credibility in adhering to legal, ethical and Policy requirements.

2.11.2 Board Members will be active and encourage all other Board Members to be active by attending meetings, reviewing materials distributed before Board meetings, questioning during meetings, voting on all issues, monitoring progress and maintaining active committees.

2.11.3 Board Members shall vote against proposed actions if they feel there is insufficient information on which to conclude a project promotes the economic development policy of the City of Hutto, Texas.

2.11.4 Board Members will formally adopt any rules, regulations, policies and budgets necessary for the smooth operation of the corporations.

2.11.5 Rules and regulations will be available for Board Members.

2.11.6 Board Members shall review fiscal records and controls at regular intervals.

2.11.7 Board Members shall ensure that standard budget forms and annual report forms are prepared and filed as required by law.

2.11.8 Members of the Board must never make political donations on behalf of the corporations or as a Board Member of either corporation.

2.11.9 Any Board Member who believes that a fellow Board Member has acted unethically should first review the current Board ethics policy. Board Members should not file or encourage the filing of ethics complaints that are frivolous and are intended to intimidate or harm the respondent rather than protect the HEDC and HCDC.

2.11.10 If a Board Member believes and ethical complaint against a fellow Board Member is in order, the ethics complaint shall be filed with the corporations' legal counsel who will investigate allegations contained in the complaint and introduce the complaint and findings to the Board at the next Board meeting.

2.12 Maintenance of all HEDC & HCDC Documents

2.12.1 The Executive Director of the corporations is responsible for the security of all major HEDC and HCDC organizational legal documents, such as the articles of incorporation, real estate titles, building blueprints, and network administrator accounts/passwords. Any other historical or archived documents will be maintained by the Executive Director.

2.12.2 All HEDC and HCDC Board documents, including but not limited to, Bylaws, Policies and Board minutes, will be available to Board Members, the Executive Director and staff in a secure digital format.

2.12.3 All signature cards and authorizations shall be updated annually or when changes in the Board necessitate earlier.

2.12.4 This policy provides for the systematic review and retention of documents received or created by HEDC or HCDC in connection with the transaction of corporate business. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate operations by promoting efficiency. The Executive Director shall monitor document management to ensure compliance with document retention rules.

The HEDC and HCDC follow the document retention policies outlined below. Documents that are not listed but are substantially similar to those listed in this schedule, shall be retained for the similar appropriate length of time according to the rules promulgated by the Texas State Library regarding document retention for the following:

- Budgets
- Audit Reports
- Contracts
- Legal Correspondence and documents
- Mortgage and note agreements
- Articles of incorporation
- Meeting minutes
- Board policies / resolutions
- Bylaws
- Disbursement Journal

2.13 Nomination and Election of Corporate Officers

2.13.1 It is the policy of the HEDC and HCDC to nominate and elect corporate officers who:

2.13.1.1 believe in the cause and mission of the HEDC and HCDC;

2.13.1.2 will commit completely to the Board Member responsibility for the HEDC and HCDC;

2.13.1.3 will participate actively as part as part of the HEDC and HCDC team; and

2.13.1.4 Are community leaders and will advocate in the community for HEDC and HCDC.

2.13.2 Annual terms of office and election procedures are set forth in the corporations' Bylaws.

2.13.3 Each elected officer must annually affirm their appointment to an office and their commitment to continue in that role.

2.14 Meeting Attendance Required

2.14.1 It is the policy of the HEDC and HCDC Boards that Board Members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the Board is required to make.

2.14.2 A Board Member planning to be absent from a Board meeting should contact the Chairman, the Executive Director or staff know so that a quorum may be assured for every meeting.

2.15 Reimbursement of Expenses Subject to Board Review and Approval

2.15.1 Board Members may be reimbursed for expenses actually incurred carrying out their duties as a Board Member when a Request for Reimbursement form is submitted to the Executive Director and will be reviewed and approved or not approved by the Board as a whole.

2.15.2 Mileage will be reimbursed as set by the Internal Revenue Service in its standard mileage rate for a given year, if approved by the Board as a reimbursable expense.

2.15.3 Receipts must be submitted with any lodging or incidental expense reimbursement request for the Board to review and consider.

2.15.4 All expenses charged to HEDC or HCDC credit cards must be accompanied by receipts returned to the HEDC and HCDC office at the end of the billing cycle. If a Board Member fails to turn in receipts by the end of the second billing cycle, the Chairman has the option of requiring permanent forfeiture of credit card and expense reimbursement privileges.

2.15.4 The HEDC and HCDC will not reimburse Board Members for purchases of alcohol. Board Members, the Executive Director and staff may consume alcohol at any HEDC and HCDC related event at their own expense.

2.15.6 Some expenses may be deemed unreasonable and unnecessary or extravagant. Such charges will be deemed personal and not reimbursable without compelling cause. The Board as a whole may determine unreasonable expenses.

No expenses will be authorized by HEDC or HCDC for expenses for friends, relatives or families accompanying a Board Member on HEDC or HCDC business, nor for any non-related business travel or extension of stay beyond completion of the intended HEDC and/or HCDC business.

2.16 Board Legal Counsel

Only the Chairman, Executive Director or their designee may contact legal counsel on behalf of the Board. Costs billed to HEDC and/or the HCDC and associated with individual Board Members contacting legal counsel, auditors, or other professional consultants without specific authority from the Board of Directors will be billed to the Board Member personally making the unauthorized contact.

2.17 Board Members' Communications to the Public or Media

2.17.1 Individual Board Members may not speak to the public or the media on behalf of the HEDC or HCDC unless authorized by the Board to do so.

2.17.2 When speaking about the HEDC or HCDC or about Board action, Board Members should be careful to define when their remarks represent personal opinion and when their remarks represent official Board positions. Board Members must be aware that they are always seen as Board Members even when they designate comments as personal.

2.17.3 The Chairman or designee will be responsible for publicizing the agenda and summary of Board Meetings.

2.17.4 No unofficial broadcasting, recording or publishing of any correspondence or discussions at any gathering of the HEDC and HCDC Boards shall be permitted.

2.17.5 No material or information disclosed in closed or executive session of the Board will be released to any unauthorized person.

2.18 Authority of Board Members

2.18.1 Board Members have authority only when acting as a body in regular, special and emergency meetings of the Board.

2.18.2 The Board will not be bound in any way by any statement or action by any individual Board Member except when such statement or action is in pursuance of an adopted Board resolution or special instructions by the Board, or under specified delegation of responsibility.

2.19 Political and Legislative Activity

To ensure that the HEDC and HCDC support legislative issues which further the basic interests of those they serve, and oppose legislative issues detrimental to their missions, the following guidelines are established:

2.19.1 HEDC and HCDC shall support or oppose federal, state or local legislative issues if and as the Board determines necessary and advisable. The HEDC and HCDC shall not directly endorse or oppose any candidate or party.

2.19.2 Employees and Board Members shall not engage, directly or indirectly in partisan activities as representatives of the HEDC or HCDC, and neither corporation's funds may be used for that purpose.

2.19.3 Board Members and employees are free, as individuals, to participate in political activity as long as they do not utilize the HEDC's or HCDC's funds, time or identities.

2.19.4 Board Members and the Executive Director should be aware that, because of their positions, they should exercise discretion at all times to not convey the impression that the HEDC or HCDC is endorsing a political candidate.

2.19.5 The HEDC and HCDC Boards are responsible for setting any legislative goals for the corporations.

2.20 Board Members as Advocates for the HEDC & HCDC

2.20.1 Board Members are potentially the most powerful advocates for the HEDC and HCDC projects and services and are expected to take an active role in promoting the corporations. Advocacy opportunities for Board Members include appearances at local events, legislative advocacy and public relations.

2.20.2 The Executive Director will regularly bring opportunities for Board Member advocacy and local events to the Board.

2.20.3 The Executive Director will ensure that each Board Member has a supply of brochures and other marketing material about HEDC and HCDC projects and inform a Board Members about other materials available for advocacy activities.

2.21 Board Members Management of Staff and Public Concerns

2.21.1 The HEDC and HCDC Boards recognize the importance of getting feedback from those they serve. Therefore, the corporations will regularly survey members of the community for feedback about HEDC and HCDC projects.

2.21.2 The Executive Director or designee will be responsible for conducting surveys. Results of public surveys will be reported to the Boards. Information gathered will be used to develop the long-range plans of the corporations.

CHAPTER 3: BOARD APPROVED CORPORATE POLICIES

3.1 Harassment Policy

This policy only pertains to harassment involving a Board Member, Executive Director or HEDC / HCDC staff as alleged victim, an alleged perpetrator, or a witness of alleged harassment. HEDC and HCDC are firmly committed to an environment free of all forms of harassment. Harassment not only violates HEDC / HCDC policy and, in certain instances, might also violate local, state and federal laws. It is neither permitted nor condoned.

Prohibited Conduct

3.1.1 All types of harassment are prohibited, including, but not limited to, sexual harassment. Harassment at any HEDC / HCDC associated event or meeting is prohibited.

Sanctions

3.1.2 Sanctions against Board Members or Executive Director may include, but are not limited to, oral warnings, written warnings, removal from the HEDC / HCDC Boards, and/or legal action.

Complaint Procedure

3.1.3 Any Board Member, Executive Director or staff who believes they have been or is being subjected to any form of harassment is encouraged to directly inform the offending person that the conduct is unwelcome and must stop. If the person who believes they have been harassed is uncomfortable approaching the offending person, the information is unsuccessful, or the conduct continues, they will report the matter to the Executive Director or the Chairman. Any third party who knows of or suspects the occurrence of harassment is encouraged to report the matter as set out above. Nothing in this policy will require the person alleging harassment to present the matter to the person who is the subject of the complaint.

Investigation

3.1.4 The Executive Director and Chairman may confer with legal counsel to initiate an investigation. If an investigation occurs the affected individual will be notified of the outcome at the conclusion of the investigation. The Board will be notified of the outcome of the investigation.

Protection and Retaliation

3.1.5 Retaliation for any good faith report of harassment should immediately follow the same reporting procedure as that set forth above for reporting harassment. Confirmed acts of retaliation will be treated in the same manner as confirmed harassment.

Confidentiality

3.1.6 To the fullest extent practical, all reports and any associated information relating to the investigation of harassment will be kept confidential. All Board Members and the Executive Director who receive information concerning alleged or actual harassment will keep such information strictly confidential and only discuss such information when appropriate.

3.2 Training

Any curriculum materials paid for by the HEDC or HCDC will remain property of the corporations and not the individual who attended the training providing the curriculum.

3.3 Collecting on Delinquent Loans

The Executive Director shall be responsible for reviewing delinquency reports on all loan programs funded by the HEDC and HCDC and bring to the Board's attention any businesses having difficulty repaying their loans.

3.4 Process for Persons Other than HEDC and HCDC Staff to File a Complaint

3.4.1 From time-to-time situations may occur that create legitimate complaints on the part of the public or those served by the HEDC and HCDC. Complaints must be aired so that all sides of the issue may be heard and a rational procedure/solution found.

3.4.2 Anyone having a complaint is encouraged to file a complaint by following the formal process listed below.

STEP 1 - The formal process begins with the person sending to the HEDC or HCDC their contact information and the nature of complaint. A staff member will evaluate the concern and respond.

STEP 2 - If the complainant is not satisfied with the staff member's response or if the staff member feels they are unable to resolve the complaint, then they may present the complaint to the Executive Director (in writing). The Executive Director shall respond to the complainant within seven (7) business days.

STEP 3 - If the complainant is not satisfied with the response of the Executive Director, the complainant may submit a copy of the complaint to the HEDC and HCDC Chairman and the Executive Director within ten (10) business days of receiving the Executive Director's response.

STEP 4 - Within twenty (20) business days of the Chairman's and Executive Director's receipt of the complaint, the Board may gather additional pertinent information and may conduct a hearing. A response will be provided in written format to the complainant. This decision is final.

No Retaliation

3.4.3 No person, who in good faith reports a concern shall suffer harassment, retaliation, or adverse employment consequence. An employee or Board Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including loss of their position or termination of employment as applicable. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the corporations prior to seeking resolution outside the corporations.

Reporting Violations

3.4.4 In keeping with the policy of maintaining the highest standards of conduct and ethics, HEDC and HCDC will investigate any suspected fraudulent or dishonest use or misuse of the corporations' resources or property by staff, the Executive Director, Board Members, consultants or volunteers. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the next level of responsibility within the corporations. If, for any reason, a person finds it difficult to report their concern to the next level of responsibility, the person may report the concerns to the Board Chairman, or if the Board Chairman is related to the complaint, the Vice-Chairman. If the complainant wishes to remain anonymous, the complainant may submit the complaint in writing to the Board's legal counsel. Reports of violations or suspected violations will be investigated, kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Acting in Good Faith

3.4.5 Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense which may result in termination or loss of position.

3.5 Removal of a Member of the Board

The Hutto City Council has the right to remove a Board Member with or without cause at any time.

3.6 Executive Director Vacancy

In the absence of an Executive Director, the Chairman shall have all of the duties of the Executive Director in the day-to-day operations of the corporations until a new Executive Director is hired and in place.

3.8 Chairman vacancy

In the event of a vacancy in the office of Chairman occurring through death, resignation, or otherwise, the Vice-Chairman shall fill the vacancy for the remainder of the term. The remaining Board Members will elect a new Vice-Chairman at the meeting following the event causing the vacancy.

CHAPTER 4: EXECUTIVE DIRECTOR

4.1 HEDC & HCDC Executive Director

The Executive Director is designated as the authority to operate the HEDC and HCDC's day-to-day business in accordance with Bylaws and Board policies as established by the Board of Directors as a Development Corporation under the laws of the State of Texas.

4.2 Authority of the Executive Director

The Executive Director is legally and ethically responsible to ensure all activities of the HEDC and HCDC operate in accordance with the Board Policies. The Executive Director will base all decisions on the expressed intent of the Board of Directors acting by majority vote.

4.3 Executive Director Commitment

Service as Executive Director of the HEDC and HCDC involves a special commitment to increase the corporations' visibility and involvement in the City of Hutto community. To meet this commitment, the Executive Director is expected to:

- support all Board Members in area events;
- attend all Board Meetings;
- assume special assignments as requested;
- oversee the business of the HEDC and HCDC;
- support the Board and committee meetings;
- ensure adherence to the City of Hutto Economic Development Policy;
- maintain the integrity and current status of data systems, documents, and procedures for conducting daily operations of the corporations; and,
- attend meetings and coordinate with City of Hutto staff as necessary to further the goals and projects of the HEDC and HCDC.

4.4 Professional Growth

The Executive Director will be required to attend training and professional growth to meet statutory requirements and stay current in Economic Development trends as required by statute, agreed upon by the Board of Directors and shall be included in yearly evaluations.

4.5 Fiduciary Responsibility

4.5.1 The Executive Director is not authorized to provide additional monies or gifts to employees without prior approval of the Board (i.e., bonuses, loans, etc.).

4.5.2 All contracts, agreements and project payments that are not included as a line item in the annual budget of the corporations will be reviewed by the Executive Director and presented to the Board for Approval.

4.5.3 The Executive Director shall review and approve the monthly payroll prior to submission.

4.6 Executive Director Evaluation

The Executive Director will be evaluated annually:

4.6.1 The evaluation committee shall be comprised of the Chairman, the Vice-Chairman and the Secretary of the corporations;

4.6.2 Board Members will receive the evaluation form no later than two (2) weeks prior to the evaluation meeting with the Executive Director.

4.6.3 Board Members will submit their evaluation instrument no later than two weeks prior to the evaluation meeting with the Executive Director.

4.6.4 Board Members will submit their completed evaluation form to the Chairman no later than one week prior to the evaluation.

4.6.5 The evaluation committee will discuss the results of the completed evaluation forms with the Executive Director at the evaluation meeting.

4.6.6 The Chairman will provide a summary of the results to the full Board in closed session.

4.6.7 The Chairman, Vice Chairman and Secretary will review the evaluation form annually and revise as needed.

4.7 Soliciting or Receiving Gifts

The Executive Director must never solicit any sort of personal gift from any party that does business with the HEDC and/or HCDC. The Executive Director must never receive any form of bribe or kickback though their position at HEDC and HCDC. These restrictions apply to both actual and proposed business transactions with HEDC and HCDC.

4.8 Executive Director Conflict of Interest

4.8.1 The Executive Director has a duty to subordinate to the welfare of the HEDC and HCDC and those they serve. Conflicting personal interests can be financial, relationship, status or power.

4.8.2 The Executive Director is prohibited from receiving gifts, fees, loans or favors from applicants, consultants or financial agencies which obligate or induce the Executive Director to compromise responsibilities to negotiate, inspect or audit, consider or award contracts, with the best interests of the HEDC and HCDC in mind.

4.8.3 The Executive Director may not have a financial interest in any property the HEDC or HCDC purchases or a direct or indirect interest in any project the HEDC or HCDC undertakes.

4.8.4 The Executive Director is prohibited from knowingly disclosing information about the HEDC or HCDC to those who do not have a need to know or whose interests may be adverse to HEDC and/or HCDC, either inside or outside of HEDC and/or HCDC.

4.8.5 Any possible conflict of interest or the potential appearance of a conflict of interest should be disclosed to the Chairman and then the Board and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

4.9 Legal Obligations of the Executive Director

The HEDC, HCDC and the law require the Executive Director follow the rule of the reasonably prudent person and follow the rule of good faith.

4.9.1 The rule of the reasonably prudent person means the Executive Director will not:

4.9.1.1 Mismanage HEDC and HCDC by deviating from fundamental management principles, such as: planning carefully to meet all open meetings requirements for bringing matters before the Board, regularly reviewing the financial status of the corporations, and monitoring compliance with Board action and policies.

4.9.1.2 Fail to manage the day-to-day operations of the corporations.

4.9.1.3 Be involved with self-dealing that provides personal gain to the Executive Director or Board Members.

4.9.2 The principle of good faith means that the Executive Director will:

4.9.2.1 read, understand, and comply with the HEDC and HCDC's policies and Bylaws;

4.9.2.2 pay attention to HEDC and HCDC affairs and keep informed about their activities;

4.9.2.3 ensure that the HEDC and HCDC are in compliance with all legal requirements; and,

4.9.2.4 avoid self-dealing.

HEDC & HCDC CONFLICT OF INTEREST STATEMENT

I, _____________________________________, have read and am familiar with the Hutto Economic Development Corporation and Hutto Community Development Corporation's Board of Directors Policy regarding conflicts of interest, and I have checked the appropriate box opposite the applicable paragraph below.

□ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policies of this Board.

□ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policies of this Board, *except* such interest or action fully disclosed below:

____

____

____

____

Board Member Signature: ____

Printed Name: ____

Date: ____

HEDC and HCDC BOARD CODE OF ETHICS PLEDGE

As a member of the HEDC and HCDC Board of Directors, I will:

- listen carefully to my colleagues and those served by the HEDC and HCDC;
- respect the opinion of other Board Members;
- respect and support the majority decisions of the Board;
- recognize that all authority is vested in the Board when it meets in legal session and not with individual Board Members;
- keep well-informed of developments that are relevant to issues that may come before the Board;
- while attending Board meetings and functions, concentrate on the business of the organization;
- refrain from activities that distract from the business of the corporations;
- call to the attention of the Board any issues that I believe will have an adverse effect on the HEDC, HCDC or those they serve;
- refer constituent or staff complaints to the proper level on the chain of command;
- recognize that a Board Member's job is to ensure that the HEDC and HCDC are well managed, not to manage the corporations;
- vote to hire and retain the best possible Executive Director for the HEDC and HCDC;
- represent all members of the Hutto business community and not just certain groups the Board Member is interested in;
- consider myself a fiduciary of the HEDC and HCDC and do my best to ensure th corporations are well maintained, financially compliant and always operating in the best interests of the Hutto business community;
- always work to learn more about the Board Member's job and how to do it better; and,
- declare any conflict of interest or potential conflict of interest between my personal life and my position on the HEDC and HCDC Boards and avoid voting on issues that appear to be a conflict of interest.

As a member of the HEDC and HCDC Boards, I will not:

- be critical, in or outside of Board meetings, of other Board Members or their opinions;
- use HEDC or HCDC or any part of the corporations for my personal advantage or the personal advantage of my friends or relatives;
- discuss the confidential proceedings of the Board outside the Board meeting;
- promise prior to a meeting how I will vote on any issue in the meeting; or,
- interfere with duties of the Executive Director or undermine the Executive Director's authority.

Board Member Signature: ____

Printed Name: ____

Date: ____

HEDC AND HCDC BOARD MEMBER CONFIDENTIALITY AGREEMENT

As a requirement for service on the HEDC and HCDC Boards, all Board Members will be required to read and sign the following confidentiality agreement.

As a member of the HEDC and HCDC Boards, I acknowledge the importance of confidentiality with respect to the affairs of the corporations. In light of this acknowledgement, I agree to keep confidential, during and after my service on the Board, all confidential information acquired pertaining to HEDC and HCDC and any related activities in the course of my membership on the Boards.

I particularly recognize the sensitivity of information regarding capital decisions, real estate purchases or sales, and decisions regarding strategic plans that may impact the HEDC and HCDC's position relative to other organizations.

I agree that this confidentiality agreement includes, but is not limited to:

- information pertaining to personnel matters of the corporations including evaluation data, compensation, and grievances.
- issues related to the Boards' legal, ethical and regulatory responsibility for the oversight of statistical data, risk management information and litigation information, and reviews of attitude and opinions from those working for the corporations;
- unofficial broadcasting of any correspondence or discussions at any gathering of the Boards of Directors.
- individual Board Members speaking to the public or the media on behalf of the Boards unless authorized by the Boards to do so.

I understand that it is the Board Chairman's responsibility to address infractions of confidentiality by individual Board Members and to take action to remedy the problem. I also understand that if infractions of confidentiality by individual Board Members continue, it is the expectation the Board Chairman will ask for the resignation of the individual Board Member who has violated this confidentiality agreement.

I agree to resign my Board position if requested to do so by a majority vote of the Board Members for any infraction of this Board Member Confidentiality Agreement.

Board Member Signature: ____

Printed Name: ____

Date: ____

HEDC AND HCDC COMPLAINT FORM:

Date: ____

Person Filing Complaint: ____

Phone No.: ____

Where may you be reached (address)?

____

____

Explain nature of complaint:

____

____

____

Requested Remedy:

____

____

____

Response #1 (staff):

____

____

____

Response #2 (Executive Director):

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____

____

Response #3 (Board of Directors):

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AGENDA ITEM REPORT

To: EDC/CDC Board
Subject: Discussion and possible action on the forming of subcommittees or advisory groups for focused purposes (e.g., Texas State Technical College Task Force, Business Advisory Committee, etc.).
Meeting: Monday, August 16, 2021
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

To: EDC/CDC Board
Subject: Discussion and possible action to reimburse the City of Hutto for all outstanding expenditures paid by the City on behalf of the EDC.
Meeting: Monday, August 16, 2021
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Copy of EDC - City of Hutto Balance Worksheets

City of Hutto EDC Expense Reimbursement Reconciliation

FY 2021

Payroll		
January 2021 - May 2021 United Health	[redacted]	
December 2020 - May 2021 Life Insurance		
October 2020 - May 2021 MRF Contributions	7,046.50	
October 2020 - May 2021 Accident and Critical Illness	[redacted]	
457 Contribution		
Other Expenses		
FY 2021 Legal Fees	1,415.50	
FY 2020 Filing	1,000.00	
1099 Filing Supplies	21.79	
Zactax - 820 Consulting	2,500.00	
Director Interview Expenses	269.50	
EDC Quickbooks Subscription	193.61	
	18,233.30	A

Additions

Reclass In from 457 Payable (Only $50/800 recorded)	[redacted]	B
Reclass November critical illness	[redacted]	B
Reclass October - December Medical EPO	[redacted]	B
Reclass October - December Dental	[redacted]	B
Reclass October - December Vision	[redacted]	B
Reclass October, November, April Cigna	[redacted]	B

FY 2020

Payroll		
Tim Jordan		
MRF October 2019-July 2020	[redacted]	
Cheri Bowman		
MRF July 2020 - September 2020	[redacted]	
Other Expenses		
FY 2020 Legal Fees	15,321.44	
FY 2020 Audit Fees	3,600.00	
Zactax - 820 Consulting	2,500.00	
Miscellaenous Office Supplies	265.18	
EDC Quickbooks Subscription	993.48	
	44,368.55	A

Additions

FY 2018 - 2019

Payroll		
June - September 2019 Legal Fees	66,983.63	
Corporate Table at Relo Awards	2,500.00	
EDC Quickbooks Subscription	541.50	
	70,025.13	A

Additions

General Ledger Reconciliation through June 30th

Sum of A	132,626 98
Less B Additions to GL	2 550 30
	130,076 68

FY 2021

Dates	Invoice #	Vendor	Descriptions	Amount	
October 2020	9425	Bojorquez Law Firm	Hutto-Cottonwood DC General		1,415.50
					1,415.50

FY 2020

Dates	Invoice	Vendor	Descriptions	Amount	
11/29/2019	233299	20461 - McGinnis Lochridge and Kilgore, LLP	Memo to Jim Jordan Re EDC Board Members		99.29
12/16/2019	230119	20461 - McGinnis Lochridge and Kilgore, LLP	SB 943 memos, miscellaneous		2,257.50
12/16/2019	230120	20461 - McGinnis Lochridge and Kilgore, LLP	Telephone conferences with Tim Jordan		774.74
01/14/2020	234760	20461 - McGinnis Lochridge and Kilgore, LLP	Memo to Tim Jordan regarding Krueger purchase		294.00
04/30/2020	9016	20585 - Bojorquez Law Firm, PC	Conference with Jordan, Burrington, Project Liberty		1,554.50
06/15/2020	9191	20585 - Bojorquez Law Firm, PC	Revise CDC agenda, Project Liberty NDA, Partial Invoice Missing		3,560.08
08/04/2020	9144	20585 - Bojorquez Law Firm, PC	Draft admin services agreement with EDC, counsel on loan program		261.50
08/13/2020	9191	20585 - Bojorquez Law Firm, PC	Correspond w th J. Burrington, Electric Daisy, Misc		1,493.00
08/13/2020	9191	20585 - Bojorquez Law Firm, PC	Community Development Corporation Budget Amendments		258.00
09/21/2020	9276	20585 - Bojorquez Law Firm, PC	Conferences with Nagy and Snyder		141.50
09/21/2020	9276	20585 - Bojorquez Law Firm, PC	Conferences with Palumbo and Burrington, JRS Development		1,647.83
09/21/2020	9302	20585 - Bojorquez Law Firm, PC	Cottonwood DC Meetings, Conference Calls with Jim Brown		784.00
09/30/2020	9333	20585 - Bojorquez Law Firm, PC	Invoice Missing		408.50
09/30/2020	9333	20585 - Bojorquez Law Firm, PC	Invoice Missing		353.50
09/30/2020	9362	20585 - Bojorquez Law Firm, PC	Cottonwood DC General		1,433.50
					15,321.44

FY 2019

Dates	Invoice	Vendor	Descriptions	Amount	
06/30/2019		20461 - McGinnis Lochridge and Kilgore, LLP	Economic Development Matter No. 204979		980.00
10/30/2018	223385	20461 - McGinnis Lochridge and Kilgore, LLP	Radio station, meeting w th EDC board		7,420.49
10/30/2018		20461 - McGinnis Lochridge and Kilgore, LLP	Matter No. 204985 Retainer		121.78
12/21/2018	224835	20461 - McGinnis Lochridge and Kilgore, LLP	Radio station, review proposed changes to EDC corporation		7,192.50
01/14/2019	223481	20461 - McGinnis Lochridge and Kilgore, LLP	Radio station		15,386.00
01/14/2019	223848	20461 - McGinnis Lochridge and Kilgore, LLP	Radio station deal		126.51
01/28/2019	224836	20461 - McGinnis Lochridge and Kilgore, LLP	Meet w th city manager on mega site		64.35
01/31/2019	225605	20461 - McGinnis Lochridge and Kilgore, LLP	Memos on city council action of EDC, reorganization of EDC, work on development agreements		4,352.00
03/26/2019	226993	20461 - McGinnis Lochridge and Kilgore, LLP	Matter No. 204981 Admin. Hearings CCN Litigation		690.00
03/27/2019		20461 - McGinnis Lochridge and Kilgore, LLP	EDC meetings, assemble documents for auditors on megasite		2,126.00
04/05/2019	226287	20461 - McGinnis Lochridge and Kilgore, LLP	EDC Meetings, draft EDC coordinator contracts		5,795.00
05/30/2019		20461 - McGinnis Lochridge and Kilgore, LLP	Economic Development Matter No. 204979		1,519.00
08/30/2019	230925	20461 - McGinnis Lochridge and Kilgore, LLP	Bylaws for EDC		1,450.00
08/30/2019	230928	20461 - McGinnis Lochridge and Kilgore, LLP	Draft bylaws for EDC		3,132.00
09/30/2019	226287	20461 - McGinnis Lochridge and Kilgore, LLP	Paradigm Metals		10,427.00
09/30/2019	227761	20461 - McGinnis Lochridge and Kilgore, LLP	Settle land purchase claim, development representatives, misc		1,889.00
09/30/2019	226993	20461 - McGinnis Lochridge and Kilgore, LLP	Paradigm Fees		4,312.00
					66,983.63
					83,720.57

			Employee	Employer	Total	Monthly
Bowman, Cheri L	10/01/2020	09/16/2020 - 09/30/2020	[redacted]	[redacted]	[redacted]	
Bowman, Cheri L	09/15/2020	09/01/2020 - 09/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Bowman, Cheri L	09/01/2020	08/16/2020 - 08/31/2020	[redacted]	[redacted]	[redacted]	
Bowman, Cheri L	08/14/2020	08/01/2020 - 08/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Bowman, Cheri L	07/31/2020	07/16/2020 - 07/31/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	07/21/2020	07/16/2020 - 07/31/2020	[redacted]	[redacted]	[redacted]	
Bowman, Cheri L	07/15/2020	07/01/2020 - 07/15/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	07/15/2020	07/01/2020 - 07/15/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	07/15/2020	07/01/2020 - 07/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Bowman, Cheri L	07/01/2020	06/16/2020 - 06/30/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	07/01/2020	06/16/2020 - 06/30/2020	[redacted]	[redacted]	[redacted]	
Bowman, Cheri L	06/15/2020	06/01/2020 - 06/15/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	06/15/2020	06/01/2020 - 06/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	06/01/2020	05/16/2020 - 05/31/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	05/15/2020	05/01/2020 - 05/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	05/01/2020	04/16/2020 - 04/30/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	04/15/2020	04/01/2020 - 04/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	04/01/2020	03/16/2020 - 03/31/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	03/13/2020	03/01/2020 - 03/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	02/28/2020	02/16/2020 - 02/29/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	02/14/2020	02/01/2020 - 02/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	02/01/2020	01/16/2020 - 01/31/2020	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	01/15/2020	01/01/2020 - 01/15/2020	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	12/31/2019	12/16/2019 - 12/31/2019	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	12/13/2019	12/01/2019 - 12/15/2019	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	11/29/2019	11/16/2019 - 11/30/2019	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	11/15/2019	11/01/2019 - 11/15/2019	[redacted]	[redacted]	[redacted]	[redacted]
Jordan, Timothy D	11/01/2019	10/16/2019 - 10/31/2019	[redacted]	[redacted]	[redacted]	
Jordan, Timothy D	10/15/2019	10/01/2019 - 10/15/2019	[redacted]	[redacted]	[redacted]	[redacted]

AGENDA ITEM REPORT

To: EDC/CDC Board
Subject: Discussion and possible action to authorize the use of EFT payments for corporate payments.
Meeting: Monday, August 16, 2021
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None