



City of Hutto

Agenda

Economic Development Corporation (EDC) Board Meeting and Community Development Corporation (CDC) Board Meeting Monday, December 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

2. ROLL CALL

- 2.1. Mike Arismendez, Chairman
Don Carlson, Vice Chairman
Victor Henry, Secretary
Shawn Lucas, Treasurer
Mike Snyder, Board Member
Randal Clark, Board Member
Cheney Gamboa, 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 November 8, 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. Consideration and possible action on establishing a travel policy for Board members.
- 6.2. Conduct a Public Hearing on a possible land use assessment project and consideration and possible action to appropriate and approve the expenditure of \$180,000 in FY-2021-2022 to fund the City's creation of a new comprehensive land

use plan unfunded or approved in FY2020-2021 budgets or funding projects. (Angie Rios, City of Hutto CFO)

- 6.3. Consideration and possible approving Resolution No. R-2021-186 of the Board of Directors of the Hutto Economic Development Corporation Type B approving and authorizing the Chair to complete any and all documentation necessary to allow Hutto CFO Angie Rios to be added to the Corporation's bank accounts as an authorized representative of the Corporation, including BancorpSouth accounts, to allow Ms. Rios to carry out and process Board approved financial transactions of the Corporation and to remove any other persons on the account(s) which are not presently on the Board, other than Ms. Rios.
- 6.4. Consideration and possible action to approve Board member training.
- 6.5. Consideration and possible action on a sponsorship at the Hutto Chamber of Commerce Gala on January 15, 2022.

7. EXECUTIVE SESSION

- 7.1. The Board will recess the open meeting portion of this meeting and will convene in executive session in accordance with Texas Government Code Chapter 551, and pursuant to Section 551.087 (economic development negotiations), Section 551.072 (Real Property sale or purchase negotiations) and Section 551.071 (Legal Advice) on Project Drako, Project Acropolis, Project Darwin, Project Catch Wave and legal claims against BCL and the Small Business Loan Program.

8. ACTION RELATIVE TO EXECUTIVE SESSION

- 8.1. Consideration and possible action to appropriate in to legal services and approve the expenditure of up to \$75,000 in FY-2021-2022 to fund the Board's pursuit of claims and recovery of government owned information being withheld by BCL of Austin in connection with the suspended Small Business Loan Program.

9. ADJOURNMENT

10. 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 Holly.Nagy@huttotx.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 Monday, November 8, 2021 at 6:30 PM City Council Chambers

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1. CALL SESSION TO ORDER 6:30 PM

2. ROLL CALL

- 2.1. Mike Arismendez, Chairman
Don Carlson, Vice Chairman
Victor Henry, Secretary
Shawn Lucas, Treasurer
Mike Snyder, Board Member
Randal Clark, Board Member
Cheney Gamboa, Board Member

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT - None

5. CONSENT AGENDA

- 5.1. Consideration and possible action on approval of the October 11, 2021, Hutto Economic Development Corporation and the Hutto Community Development Corporation Type B Board of Directors' meeting minutes.

Boardmember Lucas made a motion to approve Item 5.1 as presented.
Boardmember Clark seconded the motion. The motion passed unanimously.
(7:0)

- 5.2. Consideration and possible action on Resolution No. R-2021-166 adding Angie Rios, CFO as an Authorized Representative to the EDC TexPool Account.

Boardmember Clark made a motion to amend agenda item 5.2 to restate to add Angie Rios to remove former board members and to appoint current chair, Vice Chair and Treasurer to the account for the TexPool account. Boardmember Lucas seconded the motion. The motion passed unanimously. (7:0)

- 5.3. Consideration and possible action on Resolution No. R-2021-167 adding Angie Rios, CFO as an Authorized Representative to the EDC Bancorp Account.

Boardmember Lucas made a motion to approve Item 5.3 as presented.
Boardmember Carlson seconded the motion. The motion passed unanimously. (7:0)

- 5.4. Update on monthly financials.

6. AGENDA ITEMS

- 6.1. Consideration and possible action on establishing a travel policy for Board members.

Draft will be brought back at the next meeting.

- 6.2. Consideration and possible action on a request for funding from the City of Hutto for the Holidays in Hutto event.

Boardmember Carlson made a motion to accept the request of \$50,000 from marketing budget. Boardmember Clark seconded the motion. The motion passed unanimously. (7:0)

- 6.3. Consideration and possible action on updates of appointed task forces and appointment of new task forces.

Discussion ensued on current task forces.

Marketing task force: Boardmembers Gamboa, Lucas, Snyder
Chamber task force: Chairman Arismendez, Boardmember Henry,
Boardmember Clark

- 6.4. Consideration and possible action on solicitation of a real estate attorney.

Discussion ensued.

7. EXECUTIVE SESSION- Entered: 8:01 PM

The Board will recess its open session and reconvene into executive session, as provided and allowed by the below sections of Texas Government Code Chapter 551, permitting executive session deliberation on the following topics:

- 7.1. Section 551.071 (Legal Advice), to deliberate and seek legal advice from its attorneys regarding the Small Business Loan Project, related project loan servicing and anticipated litigation with Business & Community Lenders of Texas (BCL).
- 7.2. Section 551.087 (Economic Development) and 551.072 (Real Property) and 551.071 (Legal Advice) to deliberate regarding economic development negotiations related to Project Darwin, Project Acropolis, Megasite project prospects, prospects and projects obtained through collaboration with the State's Texas Economic Development Office's Pipeline program.

8. ACTION RELATIVE TO EXECUTIVE SESSION Reconvened: 8:56 PM

- 8.1. Discussion and possible action based on deliberation had, and legal advice received during Item 7.1 in executive session (above). No action taken.
- 8.2. Discussion and possible action based on deliberation had involving economic development and real property, and legal advice received during Item 7.2 in executive session (above). No action taken.

9. AGENDA ITEMS

- 9.1. Consideration and possible action to suspend the Small Business and Disaster Relief Loan project, maintaining only existing loans.

Boardmember Carlson made a motion to suspend Small Business and Disaster Relief Loan project, maintaining only existing loans. Boardmember Clark seconded the motion. The motion passed unanimously. (7:0)

- 9.2. Consideration and possible action to authorize General Counsel, after November 26, 2021, to pursue a Rule 202 proceeding to investigate claims against Business & Community Lenders (BCL) of Texas-Austin, if other efforts in the interim to recover the necessary documents and information sought which relate to their administration of the Small Business and Disaster Relief Loan project have failed.

Boardmember Lucas made a motion to approve Item 9.2 as presented. Boardmember Clark seconded the motion. The motion passed unanimously. (7:0)

10. ADJOURNMENT 8:59 PM

Mike Arismendez, Chair

ATTEST:

Victor Henry, Secretary



City of Hutto, TX

Balance Sheet

Account Summary

As Of 11/30/2021

Account	Name	Balance
Fund: 35 - Economic Development Corporation		
Assets		
35-1000	Claim on Cash	0.00
35-1035	EDC Checking - FSB	212,281.90
35-1079	TexPool - EDC Operating	2,896,547.47
35-1221	Sales Tax Receivable	759,606.75
35-1231	Accounts Receivable	0.00
35-1270	Loan Funds at BCL	4,166.67
35-1275	Business Loans	99,374.84
Total Assets:		3,971,977.63
		3,971,977.63
Liability		
35-2001	Accounts Payable	123.00
35-2250	Due to City of Hutto	314,506.08
35-2251	Due to City of Hutto TIRZ	0.00
Total Liability:		314,629.08
Equity		
35-3001	Fund Balance	3,238,786.49
Total Beginning Equity:		3,238,786.49
Total Revenue		782,927.16
Total Expense		364,365.10
Revenues Over/Under Expenses		418,562.06
Total Equity and Current Surplus (Deficit):		3,657,348.55
Total Liabilities, Equity and Current Surplus (Deficit):		3,971,977.63



City of Hutto, TX

Income Statement

Account Summary

For Fiscal: 2021-2022 Period Ending: 11/30/2021

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 35 - Economic Development Corporation						
Revenue						
35-5005	Sales Tax	0.00	2,283,273.00	142,190.52	759,606.75	1,523,666.25
35-5041	Interest Earned	0.00	1,250.00	192.91	192.91	1,057.09
35-5099	Other Revenue	0.00	23,128.00	0.00	23,127.50	0.50
Revenue Total:		0.00	2,307,651.00	142,383.43	782,927.16	1,524,723.84
Expense						
35-500-008-6401	Attorney Svcs	0.00	100,000.00	0.00	5,288.02	94,711.98
35-500-008-6405	Professional Svcs	0.00	215,000.00	11,923.08	31,923.08	183,076.92
35-500-008-6416	Marketing Services	0.00	100,000.00	0.00	9,900.00	90,100.00
35-500-008-6417	Business Program Administration	0.00	12,000.00	14,671.00	14,671.00	-2,671.00
35-500-008-6441	Audit Svcs	0.00	5,000.00	0.00	0.00	5,000.00
35-500-008-6502	Training & Development	0.00	15,000.00	0.00	0.00	15,000.00
35-500-008-6504	Postage	0.00	250.00	0.00	0.00	250.00
35-500-008-6507	Membership Dues & Subscriptions	0.00	5,000.00	2,583.00	2,583.00	2,417.00
35-500-008-6550	Business Incentives	0.00	917,500.00	0.00	300,000.00	617,500.00
35-500-008-6555	Small Business Incentive Program	0.00	225,000.00	0.00	0.00	225,000.00
35-500-008-6556	Performance Grants	0.00	500,000.00	0.00	0.00	500,000.00
35-500-008-6801	EDC Debt Principal Pmt	0.00	190,000.00	0.00	0.00	190,000.00
35-500-008-6802	EDC Debt Interest pmt	0.00	359,336.00	0.00	0.00	359,336.00
Expense Total:		0.00	2,644,086.00	29,177.08	364,365.10	2,279,720.90
Fund: 35 - Economic Development Corporation Surplus (Deficit):		0.00	-336,435.00	113,206.35	418,562.06	
Total Surplus (Deficit):		0.00	-336,435.00	113,206.35	418,562.06	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
35 - Economic Development	0.00	-336,435.00	113,206.35	418,562.06	-754,997.06
Total Surplus (Deficit):	0.00	-336,435.00	113,206.35	418,562.06	

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Checking - FSB, Period Ending 11/30/2021

RECONCILIATION REPORT

Reconciled on: 12/10/2021

Reconciled by: Christina Bishop

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

Summary

USD

Statement beginning balance	217,206.63
Service charge	-15.00
Checks and payments cleared (3)	-216,995.98
Deposits and other credits cleared (4)	251,041.67
Statement ending balance	251,237.32

Uncleared transactions as of 11/30/2021	-38,955.42
Register balance as of 11/30/2021	212,281.90
Cleared transactions after 11/30/2021	0.00
Uncleared transactions after 11/30/2021	-82,701.97
Register balance as of 12/10/2021	129,579.93

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/23/2021	Check	6983	JHL	-2,012.50
10/08/2021	Check	6985	JHL	-2,450.00
10/11/2021	Check	6987	City of Hutto	-212,533.48
Total				-216,995.98

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/18/2021	Check	6990	City of Hutto	0.00
10/22/2021	Check	6989	Michael Ray Krueger	0.00
11/30/2021	Journal	192		1,041.67
11/30/2021	Journal	192		250,000.00
Total				251,041.67

BATA

P0048


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E0/3

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

3-211

STATEMENT DATE

11/30/21

ACCOUNT NUMBER

INFOLINE 1-888-797-7711

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

PREVIOUS BALANCE	217,206.63	AVERAGE BALANCE	
+ 3 CREDITS	251,041.67		193,010
- 3 DEBITS	216,995.98	YTD INTEREST PAID	
- SERVICE CHARGES	15.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	251,237.32		

DAYS IN PERIOD

30

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

DEPOSITS AND OTHER CREDITS

DATE.....AMOUNT.TRANSACTION DESCRIPTION.....CHK NO/ATM CD

11/23 1,041.67 DEPOSIT

11/26 200,000.00 HUTTO EDC

STATE ST BOS

11/29 50,000.00 449: TXPOOL

INVESTMENT PPD

CHECKS

DATE..CHECK NO.....AMOUNT DATE..CHECK NO.....AMOUNT

11/01 6983 2,012.50 11/23 6987* 212,533.48

11/01 6985* 2,450.00

OTHER DEBITS

DATE.....AMOUNT.TRANSACTION DESCRIPTION.....CHK NO/ATM CD

11/26 15.00 WIRE FEE

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

DATE.....BALANCE DATE.....BALANCE DATE.....BALANCE

10/31 217206.63 11/23 1252.32 11/29 251237.32

11/01 212744.13 11/26 201237.32

HUTTO ECONOMIC DEVELOPMENT CORPORATION

Check Detail
November 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking - FSB						
11/08/2021	Check	6993	EDSuite			-14,656.00
				Inv# 3116 Website 50%		14,656.00
11/26/2021	Check		SVCCHRG	Service Charge	R	-15.00
						15.00

CITY OF HUTTO
Sales Tax Revenue Tracking - FY 2020-21
 Gross Receipts (100%) Includes EDC Portion

Received Month	FY Accrual Month	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-2019	2019-2020	FY 2020-2021	2021-22		HEDC	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Actual	GL 2004	
December	October	199,018	180,535	200,560	224,166	253,148	277,071	369,429	474,540.93	\$ 506,956.04	\$ 614,452.11	587,594.31		146,898.58	Estimate
January	November	215,151	227,614	242,855	270,768	319,943	350,533	359,361	357,339.68	\$ 490,708.23	\$ 708,121.25	568,762.06		142,190.52	Estimate
February	December	156,682	189,806	197,678	224,496	262,807	275,993	454,681	501,980.52	\$ 628,416.51	\$ 803,617.57	728,374.72		-	
March	January	148,263	182,189	184,293	208,071	251,671	318,914	345,985	413,621.31	\$ 499,327.62	\$ 633,444.02	578,752.49		-	
April	February	221,948	222,761	263,069	278,373	325,954	376,762	341,629	457,895.95	\$ 465,973.71	\$ 526,666.04	540,093.18		-	
May	March	163,924	184,169	171,996	211,318	240,129	342,423	519,952	464,344.36	\$ 625,087.68	\$ 916,583.66	724,516.40		-	
June	April	156,181	175,584	180,871	201,446	247,293	326,004	418,009	465,712.35	\$ 635,365.46	\$ 770,825.18	736,429.00		-	
July	May	250,437	252,109	272,544	316,882	356,069	436,641	398,817	492,082.90	\$ 669,240.51	\$ 771,258.97	775,692.34		-	
August	June	187,043	215,821	241,769	273,195	275,157	320,400	379,982	568,882.97	\$ 744,000.08	\$ 884,912.65	862,343.44		-	
September	July	184,982	189,126	216,412	248,786	264,304	359,171	416,196	477,730.72	\$ 652,155.07	\$ 859,528.79	755,889.22		-	
October	August	240,912	277,847	271,848	341,712	353,526	420,207	398,188	475,877.63	\$ 628,781.38	\$ 795,008.63	728,797.63		-	
November	September	199,290	213,156	229,467	276,364	290,809	385,022	468,620	562,669.45	\$ 677,062.41	\$ 1,087,061.94	784,758.42		-	
Total		2,323,831	2,510,716	2,673,362	3,075,578	3,440,810	4,189,140	4,870,848	5,712,679	7,223,075	9,371,481	8,372,003	-	289,089	

AGENDA ITEM REPORT



To: EDC/CDC Board
Subject: Consideration and possible action on establishing a travel policy for Board members.
Meeting: Monday, December 13, 2021
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Employee travel policy
2. 2021.12.01 COH Employee Travel Policy conversion to HEDC Representative Travel Policy
2021.12.13 Redline
3. 2021.12.01 HEDC Representative Travel Policy 2021.12.13

TRAVEL

The City shall pay actual necessary transportation and living expenses for an employee or City official traveling on City business. It is the City's policy to pay for, or reimburse, all **reasonable and necessary** expenses incurred by an employee when the employee travels on City-related business in accordance with this policy. Travel reimbursement and per diem will be made in accordance with the current travel and relocation policy of the United States General Services Administration (GSA).

A. Transportation - The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. Air travel must be booked at the most discounted fare basis whenever possible. When authorized, an employee using a personal vehicle on City business shall be paid an amount per mile, equivalent to the current rate paid by the State to its employees, or shall be paid the equivalent of a coach airline fare, whichever results in the lower cost to the City. Reimbursement for mileage will be determined based on the distance from the employee's home or office, whichever is closer to the travel destination. Employees shall submit a map demonstrating travel distance in order to receive reimbursement for mileage.

In instances of approved private vehicle use, reimbursement will also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon written approval of the City Manager (or designee).

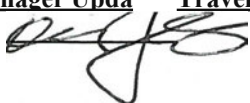
When employees travel on the same dates with the same itinerary, they must coordinate travel. When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage, unless authorized in writing by the City Manager.

B. Travel Approval and Cash Advances - All travel and cash advances must be approved in advance by the employee's Department Director (or designee), unless otherwise stated in this policy. Requests for travel advances should be submitted in writing to the Finance Department at least 10 calendar days prior to departure.

C. Lodging - Lodging is allowed only for multi-day events where the travel status would exceed 12 hours.

Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the City. An itemized hotel receipt must be provided including an itemization for any room service charges to be paid/ reimbursed by the City.

D. Meal Allowance - Expenses for meals shall either be reimbursed at actual cost as supported by receipts or by per diem allowance. If an employee is requesting to be reimbursed for actual costs, a detailed receipt (a credit card receipt listing the total amount due is not considered a detailed receipt) must accompany the request for reimbursement. In lieu of



itemized receipts for meals, a base per diem allowance is authorized. Employees may reference www.gsa.gov/perdiem to determine per diem rates based on the area of travel. If your seminar or training event includes the provision for a meal, the appropriate deduction will be made from your per diem or allowable reimbursement.

Meals may be reimbursed using the actual expense method if meals are procured at a prearranged place where a meeting, conference or training session is held or if approved by the City Manager.

Meal and lodging per diem will only be paid to employees whose travel status exceeds 12 hours in a given day. Only $\frac{3}{4}$ of meal per diem will be paid on the first and last day of travel.

E. Non-Allowable Expenses - Expenses or charges for the following will normally not be reimbursed and must be paid for by the employee:

1. In-hotel pay television and movies;
2. Dry cleaning and laundry;
3. Health club and spas;
4. Expenses of a spouse or any person not on City business;
5. Alcoholic beverages;
6. Personal long-distance telephone calls;
7. Excess baggage charge for personal belongings; and
8. Other items of a personal nature.

F. Request for Reimbursement and Return of Unexpended Funds - Upon return to the City, the employee may submit a reimbursement for parking and other authorized charges. A detailed receipt must accompany the request for reimbursement. Any receipts for charges applied to the city procurement card must be detailed and submitted to Finance.

Any advance funds received by an employee for travel purposes must be immediately reimbursed to the City if the trip is cancelled for any reason. The employee is also required to reimburse any allowance received for a meal which was provided by the seminar or training event. If a City P-Card is used to pay for meals, the employee shall reimburse any amount charged in excess of the allowable amount for that meal.

G. Travel to Training - The current mileage reimbursement will be paid to employees who must use their personal vehicles to travel to a training destination further than their designated work location or other City locations and/or facilities unless the employee receives a vehicle allowance. Reimbursement will be made only for the difference in miles from the normal work location to the further training location.

H. Expenses Not Covered in Policy - The City Manager's approval must be obtained prior to any expenditure of funds for items or changes which are not specifically addressed in the travel policy.

I. Compliance - Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

J. Vehicle Allowance – At the discretion of the City Manager, certain employees may be eligible to receive a monthly vehicle allowance in lieu of receiving actual mileage reimbursement. (Revised on and approved by City Manager on Feb. 15, 2019)

K. Mileage Reimbursement – An employee (excluding any employee who receives a vehicle allowance) may request mileage reimbursement when the employee uses their personal vehicle for City business that is related to the performance of their regular job duties.

- Mileage will only be reimbursed for the actual miles driven by the employee in their personal vehicle.
- Travel from home to work and from work to home is not eligible for reimbursement.
- Mileage will be reimbursed based upon the Business Standard Mileage Rates established by the I.R.S.
- Mileage reimbursement must be submitted to the Finance Department within 60 days after the first qualifying reimbursement event occurs. Any mileage reimbursement submitted to the Finance Department after 60 days will be denied.
- Employees should use a City vehicle when possible.

L. FLSA “Hours Worked”—For purposes of computing the total number of hours worked by an employee during a single work week:

- Time spent commuting to and from work are not “hours worked.”
- Any time spent traveling during the employee’s normal work day is “hours worked.”
- When an employee is requested to travel from his or her normal workplace during a single business day, all of the time spent in travel and work on that day is counted as “hours worked” except for the lunch hour (unless work is actually performed at that time) and time spent in commuting to and from the normal workplace if the employee is required to begin and/or end the day trip at the normal workplace.
- When an employee makes an overnight trip for the City, time spent traveling to and from the airport or other means of public transportation as well as time spent as a passenger in traveling on an airplane, train, boat, bus, or automobile will not count as “hours worked” unless the time spent is during the employee’s normal work day.
- If an overnight trip requires the employee to travel on a Saturday or Sunday, hours spent in travel during what would be the employee’s normal working hours will be considered “hours worked.” For example, if an employee normally works from 8:00 a.m. to 5:00 p.m. Monday through Friday and is required to travel during those hours on a Saturday or Sunday in order to go to or return from an

overnight trip for the City, travel time during those hours will be counted as “hours worked” on the Saturday or Sunday.

- If an employee requests to be able to drive a personal vehicle instead of taking public transportation when requested to travel away from home, the City will count as “hours worked” the same amount of time that would have been counted as “hours worked” if the employee had taken the public transportation.
- If an employee makes an overnight trip to a destination for which there is no public transportation available, time spent driving to and from the destination that is outside of the employee’s normal work day will be counted as “hours worked.” Time spent traveling as a **passenger** in a personal automobile is not counted as “hours worked” unless the hours are within the normal work day.

HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE-A and TYPE-B TRAVEL POLICY

The ~~City~~EDC shall pay actual necessary transportation and living expenses for an ~~EDC~~ employee, ~~or CityEDC~~ official, ~~or designated representative (hereinafter referred to collectively as “Representative”)~~ traveling on ~~CityEDC~~ business. It is the ~~CityEDC~~'s policy to pay for, or reimburse, all **reasonable and necessary** expenses incurred by a ~~Representative~~ ~~n-employee~~ when the ~~employee~~Representative travels on ~~CityEDC~~-related business in accordance with this policy. Travel reimbursement and per diem (~~as applicable~~) will be made in accordance with the current travel and relocation policy of the United States General Services Administration (GSA).

A. Transportation - The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by ~~each department~~the Representative travelling or a designee. Air travel must be booked at the most discounted refundable fare basis whenever possible. When authorized, ~~an employee~~ Representative -using a personal vehicle on ~~CityEDC~~ business ~~will shall~~ be ~~paid-eligible for reimbursement for the use of a personal vehicle for corporate business in an amount per mile, equivalent to the current rate paid by the State to its employees, or shall be paid the equivalent of a coach airline fare, whichever results in the lower cost to the City then current IRS vehicle travel reimbursement rate.~~ Reimbursement for mileage will be determined based on ~~the geographic departure point and corresponding destination point for the trip..the distance from the employee's home or office, whichever is closer to the travel destination.~~ Employees Representatives ~~mustshall~~ submit an image of a “google map” trip mileage determination supporting the requested reimbursement amount ~~map demonstrating travel distance in order to be eligible for receive personal vehicle mileage reimbursements for mileage.~~

~~In the event a Representative incurs, in the course of carrying our corporate business, instances of approved private vehicle use, reimbursement will also be made for mileage toll expenses, -and parking expenses, fees. Receipts are required for toll and parking fees, as well as for, local car for hire expenses (i.e. taxi, -Lyft, Uber, vehicle rental, etc.) the Representative is further eligible eabs, limos, and other modes of transportation. The City for reimbursement upon presenting proof of payment. will pay for rental vehicles upon written approval of the City Manager (or designee). Careful consideration should be made regarding the selection of ground transportation. Depending on the destination and purpose for the travel, all alternative transportation options should be weighed to determine the most cost, time, and utility efficient choice. (i.e., vehicle travel from Austin to Dallas may cost more than a roundtrip flight; however, the time to travel to the airport, parking costs, time to clear security, time to wait for plane availability, time to depart, the inability to conduct business by phone or email during plane travel, all may support the use of more expenses ground transportation due to the associated limitations of air travel.).~~

When possible, Representatives ~~employees who~~ travel on the same dates with the same itinerary, ~~should they must~~ coordinate travel. ~~Independent travel resulting in additional expense to the Corporation may be denied reimbursement if good cause is not shown when seeking reimbursement. When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage, unless authorized in writing by the City Manager.~~

B. Travel Approval and Per Diem Payments~~Cash Advances~~—All ~~t~~Travel and per diem payments for corporate travel ~~and cash advances mustshould be~~ ~~be~~ approved in advance by the Board of Directors; however, ~~employee's Department Director (or designee), unless otherwise stated in this policy.~~—In the event of travel necessary to continue negotiations with a previously identified prospect, or travel not reasonably foreseen, travel may be approved by the Chair and Vice Chair for the Executive Director, and Board member travel must be approved by majority vote of the Board. Requests for ~~travel advance~~per diems payments should be submitted in writing to the ~~City's~~ Finance Department with proof of approval, at least 10 calendar days prior to

departure. Requests for per diem payments made for approved travel with less than 10 calendar days prior to departure may be denied by the City's Finance Department but will be processed after 10 calendar days and may be paid to the employee at that time.

C. Lodging — Reasonable and necessary expenses for over-night lodging is eligible for reimbursement. Only over-night lodging found to be reasonable by the Board will be reimbursed. Lodging is allowed only for multi-day events where the travel status would exceed 12 hours.

Expenses for lodging are to be at the single room rate per Representative, unless an Representative employee is approved in advance for double occupancy. Extra charges for room service, alcohol, and other un-necessary expenditures are not eligible for reimbursement.

D. Itemized hotel receipts must be provided including an itemization for any room service charges to be paid/for any expense in which reimbursement is requested for a determination to be made by the Board that the expense is reasonable and necessary (a credit card receipt listing the total amount due is not considered a detailed receipt). ~~and by the City.~~

Meal Allowance — Expenses for meals shall either be reimbursed at actual cost as supported by receipts or by per diem allowance. If an employee is requesting to be reimbursed for actual costs, a detailed receipt (a credit card receipt listing the total amount due is not considered a detailed receipt) must accompany the request for reimbursement. In lieu of

~~itemized receipts for meals~~ Out of Pocket expense alternative: ~~A,~~ a base per diem allowance is authorized. ~~Representatives Employees~~ may reference www.gsa.gov/perdiem to determine per diem rates based on the area of travel. ~~If your seminar or training event includes the provision for a meal, the appropriate deduction will be made from your per diem or allowable reimbursement.~~

~~Meals may be reimbursed using the actual expense method if meals are procured at a prearranged place where a meeting, conference or training session is held or if approved by the City Manager.~~

Meal and lodging per diem will only be paid to ~~employees~~ Representatives whose travel status exceeds 12 hours ~~in a given~~ in each day. Only $\frac{3}{4}$ of meal per diem will be paid on the first and last day of travel.

D. Non-Allowable Expenses - Expenses or charges for the following will normally not be reimbursed and must be paid for by the employee:

1. In-hotel pay television and movies;
2. Dry cleaning and laundry;
3. Health club and spas;
4. Expenses of a spouse or any person not on CityEDC business;
5. Alcoholic beverages;
6. Personal long-distance telephone calls;
7. Excess baggage charge for personal belongings; and
8. Other items of a personal nature.

E. Request for Reimbursement and Return of Unexpended Funds - Upon return ~~to the City,~~ the Representative ~~employee~~ may submit a reimbursement for parking and other authorized charges. A detailed receipt must accompany the request for reimbursement. Representatives must deliver requests for reimbursement to the Chair or Vice-Chair, for Board consideration. ~~Any receipts for charges applied to the city procurement card must be detailed and submitted to Finance.~~

~~A. —~~

Any ~~advance funds~~ per diem payments received by an ~~employee~~ Representative for travel purposes must be immediately reimbursed to the CityEDC if the trip is cancelled for any reason. The ~~employee~~ Representative is also required to reimburse any allowance received for a meal which was provided by the seminar or training event. If a CityEDC P-Card is used to pay for meals, the ~~employee~~ Representative shall reimburse any amount charged in excess of the allowable amount for that meal.

F. Travel to Training - The current mileage reimbursement will be paid to ~~employee~~ Representatives who must use their personal vehicles to travel to a training destination

further than their designated work location or other CityEDC locations and/or facilities unless the employeeRepresentative receives a vehicle allowance. Reimbursement will be made only for the difference in miles from the normal work location to the further training location.

G. Expenses Not Covered in Policy - The City Manager's Board approval must be obtained, normally prior to any expenditure of funds, for items or charges which are not specifically addressed in this travel policy.

H. Compliance - Abuse of this policy, including recklessly falsifying expense reports or submitting false claims, will result in disciplinary and all legal action necessary to protect and recover the corporate's public funds. Any employee's employment may further be, up to and including termination of employment for any single violation.

I. Vehicle Allowance – At the discretion of the City Manager Board, certain employeeRepresentatives may be eligible to receive a monthly vehicle allowance in lieu of receiving actual mileage reimbursements. (Revised on and approved by City Manager on Feb. 15, 2019)

J. Mileage Reimbursement – An employeeRepresentative (excluding any employeeRepresentative who receives a vehicle allowance) may request mileage reimbursement when the employeeRepresentative uses their personal vehicle for CityEDC business that is related to the performance of their regular job duties.

- Mileage will only be reimbursed for the actual miles driven by the employeeRepresentative in their personal vehicle.
- Travel from home to work and from work to home is not eligible for reimbursement.
- Mileage will be reimbursed based upon the Business Standard Mileage Rates established by the I.R.S.
- Mileage reimbursement must be submitted to the Finance Department within 60 days after the first qualifying reimbursement event occurs. Any mileage reimbursement submitted to the Finance Department after 60 days will be denied.
-

K. Employees should use a City vehicle when possible.

FLSA "Hours Worked"—For purposes of computing the total number of hours worked by an employee during a single work week:

A. —Time spent commuting to and from work are not "hours worked."

B. —Any time spent traveling during the employee's normal work day is "hours worked."

C. —When an employee is requested to travel from his or her normal workplace during a single business day, all of the time spent in travel and work on that day is counted as "hours worked" except for the lunch hour (unless work is actually performed at that time) and time spent in commuting to and from the normal workplace if the employee is required to begin and/or end the day trip at the normal workplace.

D. —When an employee makes an overnight trip for the City, time spent traveling to and from the airport or other means of public transportation as well as time spent as a passenger in traveling on an airplane, train,

boat, bus, or automobile will not count as “hours worked” unless the time spent is during the employee’s normal work day.

E. — If an overnight trip requires the employee to travel on a Saturday or Sunday, hours spent in travel during what would be the employee’s normal working hours will be considered “hours worked.” For example, if an employee normally works from 8:00 a.m. to 5:00 p.m. Monday through Friday and is required to travel during those hours on a Saturday or Sunday in order to go to or return from an

~~overnight trip for the City, travel time during those hours will be counted as “hours worked” on the Saturday or Sunday.~~

~~F. — If an employee requests to be able to drive a personal vehicle instead of taking public transportation when requested to travel away from home, the City will count as “hours worked” the same amount of time that would have been counted as “hours worked” if the employee had taken the public transportation.~~

~~G. — If an employee makes an overnight trip to a destination for which there is no public transportation available, time spent driving to and from the destination that is outside of the employee’s normal work day will be counted as “hours worked.” Time spent traveling as a **passenger** in a personal automobile is not counted as “hours worked” unless the hours are within the normal work day.~~

HUTTO ECONOMIC DEVELOPMENT CORPORATION TYPE-A and TYPE-B TRAVEL POLICY

The EDC shall pay actual necessary transportation and living expenses for an EDC employee, EDC official, or designated representative (hereinafter referred to collectively as “Representative”) traveling on EDC business. It is the EDC's policy to pay for, or reimburse, all **reasonable and necessary** expenses incurred by a Representative when the Representative travels on EDC-related business in accordance with this policy. Travel reimbursement and per diem (as applicable) will be made in accordance with the current travel and relocation policy of the United States General Services Administration (GSA).

A. Transportation - The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by the Representative travelling or a designee. Air travel must be booked at the most discounted refundable fare basis whenever possible. When authorized, a Representative using a personal vehicle on EDC business will be eligible for reimbursement for the use of a personal vehicle for corporate business in an amount per mile, equivalent to the then current IRS vehicle travel reimbursement rate. Reimbursement for mileage will be determined based on the geographic departure point and corresponding destination point for the trip... Representatives must submit an image of a “google map” trip mileage determination supporting the requested reimbursement amount to be eligible for personal vehicle mileage reimbursements.

In the event a Representative incurs, in the course of carrying our corporate business, toll expenses, parking expenses, , local car for hire expenses (i.e. taxi, Lyft, Uber, vehicle rental, etc.) the Representative is further eligible for reimbursement upon presenting proof of payment. Careful consideration should be made regarding the selection of ground transportation. Depending on the destination and purpose for the travel, all alternative transportation options should be weighed to determine the most cost, time, and utility efficient choice. (i.e., vehicle travel from Austin to Dallas may cost more than a roundtrip flight; however, the time to travel to the airport, parking costs, time to clear security, time to wait for plane availability, time to depart, the inability to conduct business by phone or email during plane travel, all may support the use of more expensive ground transportation due to the associated limitations of air travel.).

When possible, Representatives who travel on the same dates with the same itinerary, should coordinate travel. Independent travel resulting in additional expense to the Corporation may be denied reimbursement if good cause is not shown when seeking reimbursement.

B. Travel Approval and Per Diem Payments - Travel and per diem payments for corporate travel should be approved in advance by the Board of Directors; however, In the event of travel necessary to continue negotiations with a previously identified prospect, or travel not reasonably foreseen, travel may be approved by the Chair and Vice Chair for the Executive Director, and Board member travel must be approved by majority vote of the Board. Requests for per diem payments should be submitted in writing to the City’s Finance Department with proof of approval, at least 10 calendar days prior to departure. Requests for per diem payments made for approved travel with less than 10 calendar days prior to departure may be denied by the City’s Finance Department but will be processed after 10 calendar days and may be paid to the employee at that time.

C. Lodging – Reasonable and necessary expenses for over-night lodging is eligible for reimbursement. Only over-night lodging found to be reasonable by the Board will be reimbursed.

Expenses for lodging are to be at the single room rate per Representative, unless a Representative is approved in advance for double occupancy. Room Service, alcohol, and other un-necessary expenditures are not eligible for reimbursement.

D. Itemized receipts must be provided for any expense in which reimbursement is requested for a determination to be made by the Board that the expense is reasonable and necessary (a credit card receipt listing the total amount due is not considered a detailed receipt).

Out of Pocket expense alternative: A base per diem allowance is authorized. Representatives may reference www.gsa.gov/perdiem to determine per diem rates based on the area of travel.

Meal and lodging per diem will only be paid to Representatives whose travel status exceeds 12 hours in each day. Only $\frac{3}{4}$ of meal per diem will be paid on the first and last day of travel.

D. Non-Allowable Expenses - Expenses or charges for the following will normally not be reimbursed and must be paid for by the employee:

1. In-hotel pay television and movies;
2. Dry cleaning and laundry;
3. Health club and spas;
4. Expenses of a spouse or any person not on EDC business;
5. Alcoholic beverages;
6. Personal long-distance telephone calls;
7. Excess baggage charge for personal belongings; and
8. Other items of a personal nature.

E. Request for Reimbursement and Return of Unexpended Funds - Upon return the Representative may submit a reimbursement for parking and other authorized charges. A detailed receipt must accompany the request for reimbursement. Representatives must deliver requests for reimbursement to the Chair or Vice-Chair, for Board consideration.

Any per diem payments received by an Representative for travel purposes must be immediately reimbursed to the EDC if the trip is cancelled for any reason. The Representative is also required to reimburse any allowance received for a meal which was provided by the seminar or training event. If a EDC P-Card is used to pay for meals, the Representative shall reimburse any amount charged in excess of the allowable amount for that meal.

F. Travel to Training - The current mileage reimbursement will be paid to Representatives who must use their personal vehicles to travel to a training destination further than their designated work location or other EDC locations and/or facilities unless the Representative

receives a vehicle allowance. Reimbursement will be made only for the difference in miles from the normal work location to the further training location.

G. Expenses Not Covered in Policy - Board approval must be obtained, normally prior to any expenditure of funds, for items or charges which are not specifically addressed in this travel policy.

H. Compliance - Abuse of this policy, including recklessly falsifying expense reports or submitting false claims, will result in any and all legal action necessary to protect and recover the corporate's public funds. Any employee's employment may further be terminated for any single violation.

I. Vehicle Allowance – At the discretion of the Board, certain Representatives may be eligible to receive a monthly vehicle allowance in lieu of receiving actual mileage reimbursements.

J. Mileage Reimbursement – A Representative (excluding any Representative who receives a vehicle allowance) may request mileage reimbursement when the Representative uses their personal vehicle for EDC business that is related to the performance of their regular job duties.

- Mileage will only be reimbursed for the actual miles driven by the Representative in their personal vehicle.
- Travel from home to work and from work to home is not eligible for reimbursement.
- Mileage will be reimbursed based upon the Business Standard Mileage Rates established by the I.R.S.
- Mileage reimbursement must be submitted to the Finance Department within 60 days after the first qualifying reimbursement event occurs. Any mileage reimbursement submitted to the Finance Department after 60 days will be denied.

AGENDA ITEM REPORT



To: EDC/CDC Board
Subject: Conduct a Public Hearing on a possible land use assessment project and consideration and possible action to appropriate and approve the expenditure of \$180,000 in FY-2021-2022 to fund the City's creation of a new comprehensive land use plan unfunded or approved in FY2020-2021 budgets or funding projects. (Angie Rios, City of Hutto CFO)
Meeting: Monday, December 13, 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: Consideration and possible approving Resolution No. R-2021-186 of the Board of Directors of the Hutto Economic Development Corporation Type B approving and authorizing the Chair to complete any and all documentation necessary to allow Hutto CFO Angie Rios to be added to the Corporation's bank accounts as an authorized representative of the Corporation, including BancorpSouth accounts, to allow Ms. Rios to carry out and process Board approved financial transactions of the Corporation and to remove any other persons on the account(s) which are not presently on the Board, other than Ms. Rios.

Meeting: Monday, December 13, 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: Consideration and possible action to approve Board member training.
Meeting: Monday, December 13, 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: Consideration and possible action on a sponsorship at the Hutto Chamber of Commerce Gala on January 15, 2022.
Meeting: Monday, December 13, 2021
Department: City Secretary
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None