

NOTICE IS HEREBY GIVEN that the Board of Emergency Services Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a regular meeting at 7:00 p.m. on Monday, February 22, 2021. On March 16, 2020, in accordance with Texas Government Code § 418.016, Governor Abbott suspended various provisions of the Open Meetings Act that require government officials and members of the public to be physically present at a specified meeting location due to the COVID-19 virus. Pursuant to that suspension, members of the public will not be allowed to attend this regular meeting in person.

The public may view this regular meeting while in progress online at the following web address:

<https://us02web.zoom.us/j/81501837394?pwd=Yy9WbzJkOHI0hTnMwSTdDaW5kWHpzUT09>

An electronic copy of the agenda and its published contents can be found at:

<http://www.oakhillfire.org/esddocs/Meetings/ESD Board Package 20210222.pdf>

Please note that members of the public who wish to communicate to the Commissioners during the "Public Comments" item (#3) on the agenda may do so by selecting the "Raise Hand" icon on their screen and standby for acknowledgement.

The subject of and matters to be considered at said meeting include, among other business, the following:

1. Call to order.
2. Proof of quorum.
3. **Comments from the Public:** Receive comments from visitors and a response once acknowledged.
4. Review and approve the minutes of the January 25, 2021 regular meeting of the District.
5. Review and approval of the Treasurers' monthly report for January 2021.
6. Approve payments over \$2,000 from January 21 to February 18, 2021.
7. Reaffirm the Investment Policies and Management Practices of TCESD#3 adopted on February 25, 2019.
8. Review Sales Tax Statistics
9. Review of Chief's Monthly Status Reports
 1. Significant incident runs;
 2. Statistics;
 3. Special Project Updates
10. Other Business:
 1. Report on any ESDCC activities. Announcement of the next ESDCC meeting dates.
 2. Commissioner Announcements (no action will be taken on any such announcements).
11. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
12. Adjourn.

By: _____ Herb Holloway, Business Manager

NOTE: The Board of Emergency Services Commissioners reserves the right to adjourn into Closed Meeting at any time during the course of this meeting to discuss any of the agenda items listed above as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), and 551.076 (Deliberations about Security Devices) or other applicable law. Each person, organization or group wishing to address the Board will be allowed a maximum of three (3) minutes to speak on items on the agenda or other business of the District. The speaker will give his/her name, address, organizational affiliation, if any, and indicate the subject he/she intends to address. The Board welcomes citizen comment on any issue, but the Open Meetings Act prohibits any board action on issues not posted on the agenda. The District reserves the right to terminate any presentation by a speaker if it is disruptive of the good conduct of the meeting, or is in violation of law.

The undersigned affirms and states that he posted or caused to be posted a true and correct copy of the foregoing notice at a place convenient to the public at the Travis County ESD3 Administrative Office, 4111 Barton Creek Boulevard, Travis County, Texas, a location within said Travis County Emergency Services District Number 3 at _____ M. on February 19, 2021

By: _____ Herb Holloway, Business Manager

Minutes of Travis County Emergency Services District #3

January 25, 2021

Attached to and incorporated into these minutes is a copy of the official agenda for the January 21, 2021 meeting. The meeting was held electronically via a ZOOM connection and not in person, due to the COVID pandemic.

Under Agenda Items 1 & 2: Commissioner President Edd New called the Travis County Emergency Services District #3 (TCESD# 3, the District) Board of Commissioners' regular meeting to order at 7:00 p.m. via a ZOOM connection. A quorum was established with Commissioners Carroll Knight, John Villanacci, David Detwiler and Matt Escobedo present.

Fire department personnel present at the meeting included: Chief Wittig, Business Manager Holloway, Battalion Chief Robert Hartigan and acting Station 302 Crew.

Under Agenda Item 3: There were no Visitors comments.

Under Agenda Item 4: Commissioner Escobedo moved to approve the December 28, 2020 regular meeting minutes. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 5: The December Treasurers monthly reports were reviewed. Commissioner Villanacci moved to approve. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 6: Checks and distributions over \$2,000 were reviewed for the period of December 21st to January 21, 2021. Commissioner Knight moved to approve. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 7: The Commissioners reviewed the Sales Tax Status Report for December.

Under Agenda Item 8: Chief Wittig presented the Monthly Status Report for December.

Under Agenda Item 9: The ESDCC meeting was held January 23rd. The main focus of the conversation was having to do with TCESD's expansions, due to fast moving urban sprawl.

Under Agenda Item 10: It was announced that the next REGULAR Board meetings of TCESD#3 would be held February 22, March 22 and April 26, 2021 at Station 302.

Under Agenda Item 11: Meeting was adjourned at 8:11 p.m.

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8. Review of Chief's Monthly Status Reports
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By: _____ Herb Holloway, Business Manager

Travis County ESD#3
Balance Sheet Prev Year Comparison
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
110 · WF ADVISORS - Cash Sweep	69,245.28	1,765,768.67	-1,696,523.39
100 WF Money Market 8960	3,043,431.53	4,157,395.22	-1,113,963.69
102 WF Checking Plus 8760	192,401.48	163,415.71	28,985.77
103 WF RESERVE Savings 7928	792,807.10	792,625.10	182.00
104 WF General CDs	1,470,007.00	0.00	1,470,007.00
105 WF RESERVE CDs	735,000.00	490,000.00	245,000.00
107 WF 2005 & 2013 Bond Debt	339,123.62	11,850.73	327,272.89
108 TexPool Investment 001	2,913,281.78	2,902,517.02	10,764.76
109 TexPool RESERVE 002	601,281.05	599,059.29	2,221.76
115 Petty Cash	145.00	145.00	0.00
Total Checking/Savings	10,156,723.84	10,882,776.74	-726,052.90
Accounts Receivable			
125 Accounts Receivable	33,581.20	36,127.86	-2,546.66
Total Accounts Receivable	33,581.20	36,127.86	-2,546.66
Other Current Assets			
Due from Gen. Fund to Debt Serv	-507.00	-507.00	0.00
123 · Sales Tax Receivable	664,368.40	622,987.43	41,380.97
1021 Texas Compt. Reserve Acct	7,612.80	6,336.48	1,276.32
120 A/R Property Taxes 1yr +	57,673.33	61,045.69	-3,372.36
121 Allowance for Doubtful A/Cs	-9,157.00	-9,157.00	0.00
131 · Prepaid Expenses	198,718.63	0.00	198,718.63
Total Other Current Assets	918,709.16	680,705.60	238,003.56
Total Current Assets	11,109,014.20	11,599,610.20	-490,596.00
Fixed Assets			
Land and Land Improvements	1,350,661.00	1,350,661.00	0.00
Fire Trucks and Vehicles	2,933,732.47	2,874,056.93	59,675.54
Office and Other Equipment	508,223.79	478,420.24	29,803.55
Buildings	6,176,520.97	6,095,079.56	81,441.41
Accumulated Depreciation	-4,631,428.31	-4,315,342.53	-316,085.78
Total Fixed Assets	6,337,709.92	6,482,875.20	-145,165.28
TOTAL ASSETS	17,446,724.12	18,082,485.40	-635,761.28

Travis County ESD#3
Balance Sheet Prev Year Comparison
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Accounts Payable - Audit	152,752.02	0.00	152,752.02
Due to Debt Serv. from Gen. Fun	-507.00	-507.00	0.00
200 Deferred Revenue - Prop Tax	51,889.03	51,889.03	0.00
260 Accrued salaries payable	156,518.78	0.00	156,518.78
Total Other Current Liabilities	360,652.83	51,382.03	309,270.80
Total Current Liabilities	360,652.83	51,382.03	309,270.80
Long Term Liabilities			
Accrued Vacation Payable	297,604.00	282,529.00	15,075.00
2013 Limited Bonds	1,130,000.00	1,435,000.00	-305,000.00
Total Long Term Liabilities	1,427,604.00	1,717,529.00	-289,925.00
Total Liabilities	1,788,256.83	1,768,911.03	19,345.80
Equity			
Investment in Fixed Assets	5,639,777.88	5,148,550.41	491,227.47
Fund Balance - Debt Serv. Fund	10,218.00	10,218.00	0.00
Fund Balance - Unassigned	4,177,599.39	4,139,590.78	38,008.61
Fund Balance - Assigned	5,914,759.11	4,989,018.49	925,740.62
Net Revenue	-83,887.09	2,026,196.69	-2,110,083.78
Total Equity	15,658,467.29	16,313,574.37	-655,107.08
TOTAL LIABILITIES & EQUITY	17,446,724.12	18,082,485.40	-635,761.28

TCESD # 3 Certificate of Deposit Details

RESERVE SAVINGS CD's

#		Bought	Mature
YRC1	\$245,000.00	11/30/20	5/31/21
9PY9	\$245,000.00	11/30/20	6/2/21
9QJ7	\$245,000.00	11/30/20	1 yr

\$735,000.00

Yearly Return

YRC1	1st Nat of Amer
9PY9	BankUnited
9QJ7	Cathay Bank

\$368

GENERAL SAVINGS CD's

#		Bought	Mature
MPK3	\$245,007.00	1.65%	2/7/22
AUM4	\$245,000.00	1.60%	8/9/21
MH64	\$245,000.00	1.65%	2/11/21
RNB6	\$245,000.00	1.55%	2/11/21
EAG8	\$245,000.00	1.70%	2/12/21
SKA8	\$245,000.00	1.60%	5/14/21

\$1,470,007.00

Yearly Return

MPK3	Goldman Sachs
AUM4	BMW Bank
MH64	Mizuho Bank
RNB6	TCF Bank
EAG8	Morgan Stanley
SKA8	Pinnacle Bank

\$24,255

Total Debt Repayment Schedule

	Date	Firetrucks and Tower			Series 2003			Series 2005			Series 2013			TOTAL			YEARLY
		Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	
	3/1/2013				\$ 3,011	\$ 3,011	\$ -	\$ 4,100	\$ 4,100	\$ -	\$ 9,960	\$ 9,960	\$ -	\$ 17,072	\$ 17,072		
Firetrucks	3/2/2013	75,858	15,124	90,983									75,858	15,124	90,983		
Fire Tower	7/17/2013	24,672	15,244	39,917									24,672	15,244	39,917		
	9/1/2013				165,000	3,011	168,011	65,000	4,100	69,100	50,000	38,975	88,975	280,000	46,086	326,086	\$ 474,058
	3/1/2014								2,800	2,800		38,475	38,475		41,275	41,275	
Fire Tower	7/17/2014	25,477	14,440	39,917									25,477	14,440	39,917		
Firetrucks	3/2/2014	79,385	11,597	90,983				70,000	2,800	72,800	195,000	38,475	233,475	265,000	41,275	306,275	478,450
	9/1/2014								1,400	1,400		36,525	36,525		37,925	37,925	
	3/1/2015																
Firetrucks	3/2/2015	83,077	7,905	90,983									83,077	7,905	90,983		
Fire Tower	7/17/2015	26,307	13,610	39,917				70,000	1,400	71,400	200,000	36,525	236,525	270,000	37,925	307,925	476,750
	9/1/2015																
	3/1/2016																
Firetrucks	3/2/2016	86,940	4,042	90,983									86,940	4,042	90,983		
Fire Tower	6/1/2016	391,799	11,353	403,152									391,799	11,353	403,152		
	9/1/2016																
	3/1/2017																
	9/1/2017																
	3/1/2018																
	9/1/2018																
	3/1/2019																
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	3/1/2023																
	9/1/2023																
	3/1/2024																
	9/1/2024																
	3/1/2025																
	9/1/2025																
TOTAL		793,515	93,315	886,835	\$ 165,000	\$ 6,023	\$ 171,023	\$ 205,000	\$ 16,600	\$ 221,600	\$ 3,030,000	\$ 565,235	\$ 4,193,515	\$ 681,173	\$ 4,874,693	\$ 4,874,693	

Travis County ESD#3
Revenue & Expense Prev Year Comparison
January 2021

	Jan 21	Jan 20	\$ Change
Revenue and Expense			
Revenue			
407 INTEREST	1,028.83	6,208.39	-5,179.56
410 PROPERTY TAX	1,408,370.58	1,091,910.74	316,459.84
415 SALES TAX ALLOCATION	355,420.59	290,302.04	65,118.55
435 FACILITY RENTAL	0.00	250.00	-250.00
470 FIRE ACADEMY FEES	20,750.00	13,674.90	7,075.10
471 EMT SCHOOL FEES	0.00	-1,554.46	1,554.46
485 MISCELLANEOUS	27,913.04	0.00	27,913.04
490 WORKERS' COMP RECEIPTS	0.00	5,240.24	-5,240.24
493 REIMBURSEMENTS	11,112.21	0.00	11,112.21
Total Revenue	1,824,595.25	1,406,031.85	418,563.40
Expense			
500 COST OF REVENUE ACQUISITION	8,108.41	6,806.04	1,302.37
600 EMERGENCY RESPONSE	7,033.93	11,043.08	-4,009.15
630 CONTINUED EDUCATION	4,488.84	13,743.12	-9,254.28
640 HUMAN RESOURCES	322,230.25	427,941.33	-105,711.08
650 ADMINISTRATION	20,358.41	12,567.44	7,790.97
Total Expense	362,219.84	472,101.01	-109,881.17
Net Revenue	1,462,375.41	933,930.84	528,444.57

Travis County ESD#3
Revenue & Expense Prev Year Comparison
October 2020 through January 2021

	Oct '20 - Jan 21	Oct '19 - Jan 20	\$ Change
Revenue and Expense			
Revenue			
407 INTEREST	3,313.55	26,317.75	-23,004.20
410 PROPERTY TAX	2,017,643.74	2,288,941.02	-271,297.28
415 SALES TAX ALLOCATION	1,377,864.19	1,276,536.85	101,327.34
435 FACILITY RENTAL	0.00	33,810.00	-33,810.00
450 BILLING	906.92	90.50	816.42
470 FIRE ACADEMY FEES	52,047.37	67,624.90	-15,577.53
471 EMT SCHOOL FEES	4,151.10	8,670.54	-4,519.44
480 DONATIONS	3,000.00	3,040.00	-40.00
485 MISCELLANEOUS	27,913.04	0.00	27,913.04
490 WORKERS' COMP RECEIPTS	6,388.00	5,861.14	526.86
493 REIMBURSEMENTS	11,112.21	0.00	11,112.21
Total Revenue	3,504,340.12	3,710,892.70	-206,552.58
Expense			
500 COST OF REVENUE ACQUISITION	45,774.17	32,560.78	13,213.39
600 EMERGENCY RESPONSE	1,525,221.12	99,050.25	1,426,170.87
630 CONTINUED EDUCATION	22,692.44	38,030.94	-15,338.50
640 HUMAN RESOURCES	1,539,222.82	1,357,467.88	181,754.94
650 ADMINISTRATION	450,891.06	154,099.23	296,791.83
670 PREVENTION/PUBLIC EDUCATION	4,425.60	3,486.93	938.67
Total Expense	3,588,227.21	1,684,696.01	1,903,531.20
Net Revenue	-83,887.09	2,026,196.69	-2,110,083.78

Travis County ESD#3
Revenue & Expense Budget vs. Actual
October 2020 through January 2021

	Oct '20 - Jan 21	Budget	\$ Over Budget
Revenue and Expense			
Revenue			
407 INTEREST	3,313.55	26,664.00	-23,350.45
410 PROPERTY TAX	2,017,643.74	2,360,631.56	-342,987.82
415 SALES TAX ALLOCATION	1,377,864.19	1,033,016.00	344,848.19
435 FACILITY RENTAL	0.00	37,500.00	-37,500.00
450 BILLING	906.92	0.00	906.92
470 FIRE ACADEMY FEES	52,047.37	66,521.00	-14,473.63
471 EMT SCHOOL FEES	4,151.10	0.00	4,151.10
480 DONATIONS	3,000.00	1,000.00	2,000.00
485 MISCELLANEOUS	27,913.04	0.00	27,913.04
487 VENDING MACHINES	0.00	0.00	0.00
490 WORKERS' COMP RECEIPTS	6,388.00	0.00	6,388.00
493 REIMBURSEMENTS	11,112.21	0.00	11,112.21
Total Revenue	3,504,340.12	3,525,332.56	-20,992.44
Expense			
500 COST OF REVENUE ACQUISITION	45,774.17	29,490.04	16,284.13
600 EMERGENCY RESPONSE	1,525,221.12	1,514,611.20	10,609.92
630 CONTINUED EDUCATION	22,692.44	98,246.00	-75,553.56
640 HUMAN RESOURCES	1,539,222.82	1,457,524.00	81,698.82
650 ADMINISTRATION	450,891.06	641,487.17	-190,596.11
670 PREVENTION/PUBLIC EDUCATION	4,425.60	0.00	4,425.60
685 MACKEY FIELD	0.00	0.00	0.00
Total Expense	3,588,227.21	3,741,358.41	-153,131.20
Net Revenue	-83,887.09	-216,025.85	132,138.76

Travis County ESD#3
Profit & Loss
 October 2020 through January 2021

Oct '20 - Jan 21

Revenue and Expense

Revenue

407 INTEREST	3,313.55
410 PROPERTY TAX	
4101 Prop Tax Current	2,013,631.65
4102 Prop Tax Prior	4,012.09
Total 410 PROPERTY TAX	2,017,643.74
415 SALES TAX ALLOCATION	1,377,864.19
450 BILLING	906.92
470 FIRE ACADEMY FEES	52,047.37
471 EMT SCHOOL FEES	
4735 · EMT Academy 24	4,151.10
Total 471 EMT SCHOOL FEES	4,151.10
480 DONATIONS	
General Donations	3,000.00
Total 480 DONATIONS	3,000.00
485 MISCELLANEOUS	27,913.04
490 WORKERS' COMP RECEIPTS	6,388.00
493 REIMBURSEMENTS	
4934 TIFMAS	11,112.21
Total 493 REIMBURSEMENTS	11,112.21
Total Revenue	3,504,340.12

Expense

500 COST OF REVENUE ACQUISITION	
501 Prop Tax Coll & Val fees	14,216.88
502 Sales Tax Collection Costs	24,395.78
500 COST OF REVENUE ACQUISITION - Other	7,161.51
Total 500 COST OF REVENUE ACQUISITION	45,774.17
600 EMERGENCY RESPONSE	
601 Apparatus	1,412,212.52
602 Pagers	48.00
603 Dispatch & Communications	33,868.42
604 Fuel	4,890.75
605 SCBA Maintenance	3,473.68
606 Vehicle Maint & Repairs	10,386.21
608 Vehicle Supplies	40,788.37
609 Uniforms & Protective Gear	4,037.08
611 Supplies - EMS	3,836.09
613 Auto Insurance	11,680.00
Total 600 EMERGENCY RESPONSE	1,525,221.12

Travis County ESD#3
Profit & Loss
 October 2020 through January 2021

Oct '20 - Jan 21

630 CONTINUED EDUCATION	
631 Training - EMS	2,389.05
632 Training - Fire & Rescue	1,966.43
633 Seminars & Conferences	80.00
634 Fire Academy	10,937.09
635 EMT Certification School	
635 / 11 EMT-B Cert	1,852.25
635 EMT Certification School - Other	5,467.62
Total 635 EMT Certification School	7,319.87
Total 630 CONTINUED EDUCATION	22,692.44
640 HUMAN RESOURCES	
641 Benefits & Payroll Tax	369,000.43
642 Payroll	1,166,532.02
643 Volunteer & Emp Recognition	96.69
644 Certifications	3,593.68
Total 640 HUMAN RESOURCES	1,539,222.82
650 ADMINISTRATION	
668 · Building Expansion-Improvement	353,377.71
651 Building Maint.	23,302.53
652 Office Supplies	775.61
653 Station Supplies	3,295.47
654 Bank Fees	882.49
655 Dues & Subscriptions	619.98
656 Information Technology	15,436.38
657 Postage & Handling	449.57
658 Property & Liability Insura	19,476.00
659 Professional Services	1,145.00
660 Public Notices/Articles	528.00
661 Telephone	1,855.99
662 Utilities	18,522.78
666 Contract Services	11,223.55
Total 650 ADMINISTRATION	450,891.06
670 PREVENTION/PUBLIC EDUCATION	
672 Public Education	4,425.60
Total 670 PREVENTION/PUBLIC EDUCATION	4,425.60
Total Expense	3,588,227.21
Net Revenue	-83,887.09

**TRAVIS COUNTY ESD #3
PROPERTY TAX REVENUE COLLECTION COMPARISON**

	FISCAL YEAR ENDING				Compared to prior year	
	2020		2021		Month \$	
	For all prior to 2019 taxes	For Prior 2020	For all prior to 2019 taxes	For Current 2020-2021		
OCT	537	6414	327	1733	-\$4,681	-73%
NOV	2709	120590	209	34489	-\$86,101	-71%
DEC	802	1187649	2414	1050426	-\$137,223	-12%
JAN	1342	1195296	1835	1309780	\$114,484	10%
FEB	504	200800			-\$200,800	-100%
MAR	677	29057			-\$29,057	-100%
APR	326	9006			-\$9,006	-100%
MAY	-8	15274			-\$15,274	-100%
JUN	71	10158			-\$10,158	-100%
JUL	16	10912			-\$10,912	-100%
AUG	26	496			-\$496	-100%
SEPT	229	3243			-\$3,243	-100%
YEAR	7231	2788895	4785	2396428	\$ (392,467)	
	\$	2,796,126		\$ 2,401,213		
			2020-21 Tax Levy	\$2,905,974		

NET CERTIFIED TAXABLE PROPERTY VALUE UPDATES FROM TCAD

Rec'd	FISCAL YEAR ENDING				Inc/(Dec) from	
	2020		2021		Prior Year \$	Prior Year %
	2018	2019	2019	2020		
OCT	\$3,279,301,616	\$3,511,059,678	\$3,504,957,784	\$3,677,674,279	\$172,716,495	5%
NOV	\$3,279,301,616	\$3,511,059,678	\$3,504,932,084	\$3,642,730,490	\$137,798,406	4%
DEC	\$3,278,868,431	\$3,510,265,810	\$3,504,709,909	\$3,642,227,358	\$137,517,449	4%
JAN	\$3,278,868,431	\$3,508,671,588	\$3,504,707,210	\$3,640,341,318	\$135,634,108	4%
FEB	\$3,278,868,431	\$3,507,888,430			\$0	0%
MAR	\$3,507,006,601	\$3,617,849,388			\$0	0%
APR	\$3,278,814,181	\$3,506,665,640			\$0	0%
MAY	\$3,278,814,181	\$3,506,354,376			\$0	0%
JUN	\$3,278,202,948	\$3,506,162,885			\$0	0%
JUL	\$3,278,166,368	\$3,505,364,687			\$0	0%
AUG	\$3,278,236,478	\$3,505,423,273			\$0	0%
SEPT	\$3,504,957,784	\$3,677,674,279			\$0	0%

2018-2019 Tax Levy on 6,028 Parcels is \$3,281,236,467 at a tax rate of .0975
 2019-2020 Tax Levy on 6,025 Parcels is \$3,504,957,784 at a tax rate of .0800
 2020-2021 Tax Levy on 6,069 Parcels is \$3,677,674,279 at a tax rate of .0790

Checks over \$2,000 for the period of January 21st to February 18, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1/26/2021	draft	Paychex	Employee 457 Contribution	\$12,675.74
1/26/2021	draft	Paychex	Employer 401 Matching	\$15,862.95
1/26/2021	draft	Paychex	Net Payroll	\$78,402.23
1/26/2021	draft	Paychex	Employment Taxes	\$29,490.22
1/27/2021	draft	COSTCO - VISA Card	numerous charges	\$16,938.10
2/9/2021	transfer	Wells Fargo Money Market	To transfer funds for additional January costs	\$350,000.00
2/11/2021	draft	Paychex	Employee 457 Contribution	\$12,116.48
2/11/2021	draft	Paychex	Employer 401 Matching	\$15,019.61
2/11/2021	draft	Paychex	Net Payroll	\$73,963.78
2/11/2021	draft	Paychex	Employment Taxes	\$27,719.44
2/18/2021	16977	Braskey Products LLC	Training Door at Tower	\$12,000.00
2/18/2021	16978	Braun and Butler	Draw #4	\$139,986.30
2/18/2021	16979	Lance Fire Truck Repair	Repairs	\$14,163.55
2/18/2021	16980	Municipal Emergency	SCBA Repairs	\$10,950.77
2/18/2021	16981	Spencer-Pierce	Architectural Verification	\$2,000.00
2/18/2021	16982	Texas Association of Counties	Health Insurance	\$38,695.06
2/18/2021	16983	The Hartford	Accident Insurance	\$4,159.39
2/18/2021	16984	VFIS of Texas	Insurance on New Stuphen Quint	\$3,716.00

RESOLUTION ADOPTING INVESTMENT POLICIES, STRATEGIES,
GUIDELINES AND MANAGEMENT PRACTICES FOR
TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

WHEREAS, Travis County Emergency Services District No. 3 (the 'District') is a political subdivision of the State of Texas, created and operating under Chapter 775, Texas Health & Safety Code (the 'Code'); and

WHEREAS, Section 2256.005 of the Texas Government Code, the Public Funds Investment Act, requires the District to adopt an Investment Policy and investment strategies for each of the funds under its control;

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF EMERGENCY SERVICES COMMISSIONERS OF TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3, THAT THE FOLLOWING INVESTMENT POLICIES, STRATEGIES, GUIDELINES AND MANAGEMENT PRACTICES ARE ADOPTED:

ARTICLE I
DEFINITIONS

1.01 Board. 'Board' means the Board of Emergency Services Commissioners of the District.

1.02 Commissioner. 'Commissioner' means a person appointed to serve on the Board of the District.

1.03 District. 'District' means Travis County Emergency Services District No. 3.

1.04 Investment Officer. 'Investment Officer' means a person designated by the Board to handle District investments.

ARTICLE II
INVESTMENT POLICY

2.01 Purpose. This Investment Policy is adopted in order to comply with the Public Funds Investment Act and to set forth: the general policies governing investment of District funds; the specific investment strategies applicable to each particular fund of the District; the guidelines for investment of District funds, including the types of investments authorized for District funds; and the investment management policies of the District.

2.02 Scope. This investment policy applies to all transactions involving the investment of assets of the District.

2.03 Policy. It is the policy of the District to invest all available funds in compliance with applicable legal requirement and the guidelines stated in this Policy and the District's Investment Strategy set forth in Article III. Investments will be made under the provisions of state and federal law and the restrictions in any District bond resolutions. Effective cash management is recognized as a foundation of this Policy. Notwithstanding the foregoing, investment of District funds is limited to the types of investments set forth in section 4.02.

2.04 Investment Objectives. The District's investment portfolio will be planned and managed to take advantage of investment interest as a source of income from all operating and capital funds. In addition, the portfolio will be managed in accordance with the covenants of District bond resolutions, including covenants with respect to the arbitrage regulations under the U.S. Internal Revenue Code, and will give consideration to the following objectives:

A. **Safety of capital:** The primary objective of the District is to ensure the preservation and safety of principal.

B. **Liquidity:** The District will maintain sufficient liquidity to ensure adequate and timely availability of funds necessary to pay obligations as they become due.

C. **Return on investment:** The District will seek to optimize return on investments within the constraints of safety and liquidity.

2.05 Standard of Care. The District will seek to ensure that all persons involved in the investment process act responsibly in the preservation of District capital. District investments will be made with the exercise of judgment and care, under circumstances then prevailing, which persons of prudence discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2.06 Representatives and Authorized Instruments. Purchases and sales of District investments will be initiated by an Investment Officer only who is designated by resolution of the Board. The Board may, by resolution, authorize an Investment Officer to invest and re-invest funds of the District in accordance with this Policy and the Investment Strategy. District funds will be invested only in those types of investments authorized under District bond resolutions, The Texas Public Funds Investment Act, as amended, the Texas Health & Safety Code, and other applicable state law.

2.07 Collateralization. Funds held at a bank or trust company that are not invested will be collateralized by collateral securities set forth in the Texas Public Funds Collateral Act, as amended, to the extent not covered by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loan Insurance Corporation (FSLIC), or their successors.

2.08 Review. Compliance of the District investments with this Policy will be regularly monitored. This Policy and investment performance and security will be reviewed and evaluated at least annually by the Board, or more frequently upon the request of any Commissioner.

ARTICLE III
INVESTMENT STRATEGY

3.01 **Purpose.** The purpose of this Article is to describe the investment objectives for each separate fund of the District and to provide investment strategies to obtain the objectives in order to ensure that investments in a particular fund are suitable for and meet the objectives of the fund.

3.02 **Operating Funds.** The investment objectives for the operating fund are: preserving the safety of the principal; ensuring the funds are available as needed to pay the District's monthly operating expenses, as estimated by the annual operating budget adopted by the Board; and, ensuring that the investments can be readily liquidated in the event there are unexpected additional costs. A fund balance equal to 3 months of expenses must be kept extremely liquid for normal uses. Any balance in excess of 3 months of expenses will be kept in investments that may be liquidated easily if the need arises, but in no case may any investment mature later than 60 days after the day of purchase, unless the Board authorizes an investment with a longer maturity.

3.03 **Debt Service Fund.** The investment objectives for the debt service fund are: the safety of the principal; ensuring that funds are available as necessary to meet the debt service needs of the District; ensuring compliance with the District's bond resolutions and, subject to compliance with the objectives of 2.04 and the satisfaction of the requirements of all bond resolutions, obtaining a maximum yield. Since the District knows the amount of its debt service and when it becomes due, investments for this account will be structured to meet debt service needs. When safety of principal and liquidity to match debt service are assured, yield may be considered. For funds needed for the District's next debt service payment, the investment must mature no later than the date the debt service payment is due. For funds in reserve, the investment must mature no later than 12 months after the date of purchase. Because of the large amount of District funds that may exist in this account, diversification of investment will be considered.

3.04 **Capital Projects and Purchases Fund.** The investment objective of the capital projects and purchases fund are: preserving the safety of the principal; ensuring that funds are available as needed to meet the construction needs of the District; when principal is protected and there is adequate liquidity, obtaining the maximum yield on investments. Investments of funds needed for planned capital projects or purchases with a known commence or purchase date must mature no later than the date the funds will be needed to pay for the project or purchase, as determined by the Board. Investments of funds that are not designated for specific projects or purchases must mature no later than 12 months after the date of purchase, unless the Board authorizes an investment with a longer maturity.

ARTICLE IV
INVESTMENT GUIDELINES

4.01 **Purpose.** The purpose of this article is to set forth the types of Authorized Investments in which the District's funds may be invested and the manner in which certain investments may be made.

4.02 Authorized Investments.

A. The District may invest its funds in the following types of investments, which are authorized for the investment of funds of local government under the Public Funds Investment Act.

1. Obligations of, or Guaranteed by, the United States. The District is authorized to invest funds in obligations of, or guaranteed by, the United States or one of its agencies or instrumentalities.

2. Certificates of Deposit. The District is authorized to invest in funds in certificates of deposit in accordance with Section 2256.010 of the Texas Government Code. Principal and accrued interest may not exceed FDIC limits or the collateral pledged as security for the District's investments as set forth in Section 4.03. This includes obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

3. TexPool Investment Pools. The District is authorized to invest its funds in the TexPool and TexPool Prime investment pools operated by the State of Texas. The maximum dollar-weighted maturity for either pool based on the stated maturity date for the portfolio may not exceed 90 days.

B. The District is authorized to invest in the following types of investments to the extent authorized by Chapter 2256, Government Code, only upon the Board's adoption of a separate resolution authorizing an investment: obligations of, or guaranteed by, government entities other than the United States or one of its agencies or instrumentalities, repurchase agreements, bankers' acceptances, commercial paper, and mutual funds.

4.03 Security of Funds/Collateral Policy.

A. It is the policy of the District that all funds must be insured by the FDIC or FSLIC or by collateral pledged to the extent of the fair market value of any amount not insured. The District recognizes that FDIC insurance is available up to a maximum of \$250,000 only (including accrued interest) for Time or Savings deposit, \$250,000 for Demand deposits, and \$250,000 for Interest and Sinking Fund deposits, and that the amount of funds on deposit at any one financial institution (including branch banks located within the same county) will be totaled to determine the maximum amount of insurance coverage.

B. To the extent District funds are not insured by the FDIC or FSLIC, they must be secured in the manner provided by law for the security of funds by Chapter 2257 of the Government Code (the Public Funds Collateral Act). There must be pledged as collateral for such funds, to the extent of the market value of the funds, any of the following securities: (1) government securities or obligations issued by the State of Texas, its agencies or political subdivisions, and approved by the Attorney General of Texas payable from taxes or revenues, approved by the Investment Committee; or (2) direct obligations of the United States backed by the full faith and credit of the government; or (3) any other obligations or securities authorized to be collateral securing the funds of municipal utility districts under the laws of the State of Texas that are approved by the Investment committee.

C. A bank or trust company holding un-invested District funds must provide a summary of the funds held and the collateral securities pledged against the funds to the District on a monthly basis.

4.04 Loss of Required Rating. An investment under Section 4.02 that requires a minimum rating does not qualify as an Authorized Investment during the period that the investment does not have the minimum rating. The Investment Officer must take all prudent measures that are consistent with this Resolution to liquidate an investment that does not have minimum rating.

ARTICLE V INVESTMENT MANAGEMENT PRACTICES

5.01 Designation of Investment Officer. The District's Treasurer will serve as an Investment Officer for the District. By the resolution governing this document, the Investment Officer is responsible for the investment of its funds in accordance with the investment policy of the board and applicable law, which shall include the authority to deposit, withdraw, invest, transfer, and manage the District's funds.

5.02 Investment Training. The District's Treasurer and any other persons serving as Investment Officers of the District at the time this Resolution is adopted may attend at least one training session relating to their responsibilities under Chapter 2256 of the Government Code within 12 months of adoption of the Resolution. Any Investment Officer or Treasurer assuming the duties or taking office after the adoption of this resolution may attend a training session within 12 months after assuming the duties or taking the office.

5.03 Internal Management Reports. The Investment Officer must prepare a quarterly written report on the investment of funds for that quarter. The report must: describe in detail the investment position of the Board on the date of the report; state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested; state the maturity date of each separately invested asset that has a maturity date; state the account or fund for which the individual investment was acquired; contain a summary statement of each pooled fund group, if any, that complies with Chapter 2256, Government Code; state the compliance of the investment portfolio as it related to the investment strategy expressed in this Investment Policy and Chapter 2256, Government Code; and be signed by the Investment Officer. The report should be presented to the board within a reasonable time after the end of each quarter.

5.04 Investment Committee. An Investment Committee composed of the District's Investment Officer, a member of the Board other than the Treasurer, and any staff member so chosen by the Board or Investment Officer may be established by the Board. If established, the Investment Committee must meet quarterly to review the Investment Officer's report. When the Committee has approved the report, it should be presented to the Board at the next regular meeting.

5.05 Compliance Audit. The District, in conjunction with its annual financial audit, will perform a compliance audit of management controls on investments and adherence to this resolution.

5.06 Disclosure of Investment Policies.

A. An Investment Officer will provide a copy of this Resolution to any person seeking to sell the District an authorized investment. The registered principal of the business organization must execute a written acknowledgement in the form set forth in Exhibit 'A', to the effect that he has received and thoroughly reviewed the Investment Policy of the District and acknowledges that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of the investment transactions conducted between the District and the organization. An Investment Officer may not buy any securities from a person who has not delivered to the District a written acknowledgement in the form set forth in Exhibit 'A'.

B. Each Investment Officer must execute a written statement in the form set forth in Exhibit 'B' to the effect that the Investment Officer has reviewed this Investment Policy and has implemented procedures and controls to comply with the Investment Policy.

PASSED AND APPROVED this 25th day of February 2019,

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO.3



I. Edd New, President
Board of Commissioners

ATTEST:



Carroll D. Knight, Secretary/Treasurer
Board of Commissioners

EXHIBIT 'B'


INVESTMENT OFFICER'S
CERTIFICATE OF RECEIPT
AND
REVIEW OF INVESTMENT POLICY

THE STATE OF TEXAS

COUNTY OF TRAVIS

I, the undersigned, Carroll Knight, Investment Officer of Travis County Emergency Services District No. 3; do hereby certify that I have been presented a copy of the Resolution Adopting Investment Policies, Strategies, Guidelines, and Management Practices for Travis County Emergency Services District No. 3 (the 'Investment Policy'). I have thoroughly reviewed the Investment Policy and acknowledge that I have implemented procedures and controls to comply with the Investment Policy.

WITNESS MY HAND THIS 25th day of February, 2019


Printed Name: Carroll Knight

Title: Treasurer