

EXHIBIT A



BUDA BOND OVERSIGHT COMMITTEE (BBOC)

Adopted by the Buda City Council on January 18, 2022.

ARTICLE ONE PURPOSE

The purpose of the ad hoc Buda Bond Oversight Committee (BBOC) is to advise and provide guidance to the City Council and city staff to ensure that the 2021 General Obligation bonds approved by the Buda voters on November 2, 2021, are implemented timely, efficiently, transparently, fairly, and with quality and equity.

ARTICLE TWO MEMBERSHIP

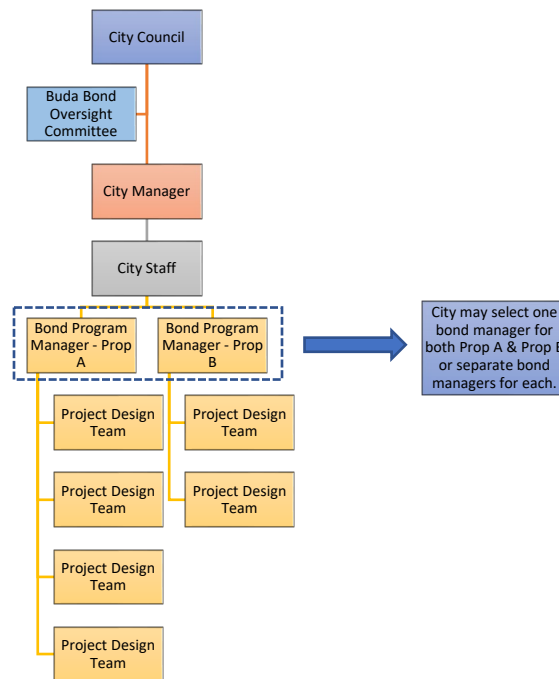
- A. Committee members serve at the discretion and pleasure of the City Council and may be removed at any time with or without cause.
- B. Qualifications – Committee members shall reside within the incorporated city limits of the City of Buda.
- C. Appointments – The Committee shall consist of seventeen (17) members appointed by the City Council.
- D. Terms – Members shall serve a term of three (3) years. Members may be reappointed by the City Council. There is no limit on the number of terms a resident may serve on the committee.
- E. Vacancies – If a seat becomes vacant through resignation, the City Councilmember responsible for that individual’s appointment shall appoint a qualified replacement to fulfill the term.
- F. A Committee Member who is absent for three consecutive meetings of the committee will result in automatic resignation from the committee. This does not apply to an absence due to a medical reason of the committee member or member of the household, childcare for a newly born or newly adopted child, death of a family member, a scheduled vacation, business travel, school, or from an unexpected factor beyond the control of the committee member. A committee member should notify the City Manager or his or her designee in advance of an expected absence.
- G. Ex officio non-voting members - The City Manager, or his or her designee, will serve in a non-voting advisory role to the committee and may assign other staff members as needed to serve in a non-voting advisory role to the committee. The City Council may appoint other ex officio members to the Committee.
- H. Conflicts of interest - A committee member having any potential conflict of interest on any decision or determination before the committee shall disclose to each of the other members the nature of his potential conflict and shall abstain from voting on such decision or determination.

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In the event that the committee member recognizes a conflict or clear potential for conflict of interest, he or she shall recuse him or herself from discussion and action on the topic involving such conflict. The disclosure shall be recorded in the minutes.

ARTICLE THREE COMMITTEE STRUCTURE

- A. The Buda Bond Oversight Committee is a city ad hoc committee that serves at the discretion of the City Council. The City Council may terminate or extend the ad hoc committee at will.
- B. The committee shall have a chairperson and a vice-chairperson elected from its membership to serve for a one-year term. Officers shall be elected annually by the Committee during the first meeting of the calendar year. The chairperson shall preside over the meetings and shall have the right to vote on all items. The vice-chair shall fulfill the duties of the chairperson when the chairperson is not available for any reason. If a vacancy in the committee leadership occurs, the committee shall select a member to fill the vacancy for the remainder of the year.



ARTICLE FOUR RESPONSIBILITIES

The Buda Bond Oversight Committee is to advise and provide guidance to the City of Buda to ensure that the 2021 General Obligation bonds approved by the Buda voters on November 2, 2021, are implemented timely, efficiently, transparently, fairly, and with quality and equity. To that end, the BBOC is charged with:

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- A. Provide input to the City Council on project scoping and priorities within the limits of project budgets;
- B. Monitor the progress, budgets, and schedules of bond capital projects;
- C. Review scopes of work and statements of qualifications for professional services related to the bond program;
- D. Review bidding and procurement methods to ensure a fair and competitive process that meets city policies and state laws;
- E. Make recommendations to the City of Buda regarding the use of any remaining, unexpended bond funds after all projects are completed (if applicable);
- F. Assist city staff in outreach and communication related to the bond projects including review of outreach and notification materials and coordination of town hall meetings;
- G. Evaluate opportunities to reduce project construction costs or ongoing maintenance requirements through sustainable materials and alternative delivery methods;
- H. Assist staff in pursuit of alternative funding opportunities including federal, state, local, and non-profit grants for the implementation of bond projects;
- I. Provide accountability and transparency to the tax payers on the use of bond proceeds; and
- J. Provide a written and oral report to the City Council at least twice per year on the following:
 - 1) Overall bond program status including budgets and schedules;
 - 2) Communication outreach strategies;
 - 3) Utilization of historically underutilized businesses (HUBs) related to design and construction; and
 - 4) Changes in design or construction.
- K. Any recommendations to City staff to carry out a task shall be directed by the City Manager.
- L. The Committee shall have no power to direct staff members, expend public funds, enter into contracts, or place any obligation or liability on the City.

ARTICLE FIVE MEETINGS

- A. This ad hoc committee is not required to adhere to the rules established by the Texas Open Meetings Act. The Committee will post agenda and minutes online and will strive to post meetings at least 72-hours in advance of the meeting. Meetings will be open and available for the public to attend as observers. The Committee may utilize online meeting platforms, as needed, to conduct the business of the Committee.
- B. The Committee shall meet at least quarterly at a time and place established by the committee. Special meetings may be called by the chairperson or the city manager or his or her designee.
- C. Quorum – a quorum shall consist of a majority of the members of the committee except that when a vacancy exists, a quorum shall consist of a majority of the remaining members.
- D. Special meetings of the committee may be called by:
 - 1) The Chairperson or interim Chairperson of the committee;
 - 2) The City Manager or his or her designee; or
 - 3) Three (3) committee members.

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E. Rules of Decorum

- 1) The motions and meeting procedures set forth herein are to guide the committee during meetings. Any errors and/or omissions by a committee member on a procedure during such meeting shall not expressly defined in this section or any procedures as set forth within the City Charter shall follow under the latest edition of Robert's Rules of Order.
- 2) The purposes of these rules are as follows:
 - a) To ensure that meetings of the city boards and commissions are conducted in a way that allows the business of the city to be effectively conducted.
 - b) To ensure that members of the public who attend meetings of the city council and of city boards and commissions can be heard in a fair, impartial, and respectful manner.
 - c) To ensure that meetings of the city boards and commissions are conducted in a way that is open to all viewpoints, yet free from abusive, distracting, or intimidating behavior.
 - d) To ensure that the rules governing decorum at meetings of the city boards and commissions are understood by persons attending the meetings.
- 3) Members of the public may address the city board or commission at the following times during a meeting:
 - a) During citizen comment period, if such a period is on the agenda for the meeting;
 - b) During a public hearing on an agenda item; or
 - c) At other times with the permission of the presiding officer.
- 4) Members of the public who wish to address a board or commission at any time during a meeting must complete a sign-in form prior to the meeting at the office of the staff liaison, for a board or commission meeting. Speakers must state their name and place of residence and must limit their remarks to the specified time limit on the agenda unless otherwise determined by the presiding officer. The allotted time will commence from the beginning of the speaker's remarks and will include any time spent in discussion between the speaker and board or commission members. Issues taking longer to communicate can be addressed outside the meeting to the city staff or to individual members of a board or commission or submitted in writing.
- 5) All comments and questions by members of the public at a meeting will be directed to the presiding officer.
- 6) During a citizen comment period, members of the public will be given an opportunity to speak, and they must observe the specified time-limit, unless otherwise determined by the presiding officer.
- 7) The presiding officer and members of boards and commissions will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
- 8) Members of the public shall not engage in any of the following in the meeting room during a board or commission meeting:
 - a) Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
 - b) Defamation, intimidation, personal affronts, profanity, or threats of violence.
 - c) Audible use of phones, pagers, radios, computers, or other electronic equipment notwithstanding the use during presentation purposes before a board or commission.

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- d) Booing, hissing, foot stomping, parading, singing or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
- 9) The rules in this section shall be enforced in the following manner:
 - a) The presiding officer will request that a person who is violating a rule cease the violation.
 - b) If the violation continues, the presiding officer will warn the person that he or she will be required to leave the meeting room if the violation continues.
 - c) If the violation continues, the presiding officer will order the person to leave the meeting room.
 - d) If the person does not leave the meeting room, the presiding officer may order any peace officer at the meeting to remove the person from the meeting room.
- 10) It is unlawful for any person to intentionally or knowingly resist removal from a meeting room by a peace officer under subsection I of this Article.

ARTICLE SIX RECORDS

All records of the committee are public records. All such records shall be in the custody of the City Clerk but available to the members in the due course of their proceedings. The City Manager or his or her designee shall be responsible for the care and custody of the records while in the committee's use. All secretarial duties of the committee shall be performed by City staff with the aid and assistance of the chairperson.