

## TEXAS HISTORICAL COMMISSION

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### AGENDA FINANCE & GOVERNMENT RELATIONS COMMITTEE

Videoconference meeting

October 27, 2020

11:45 a.m.

(or upon adjournment of the Communications committee, whichever occurs later)

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Pursuant to the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act due to the Coronavirus (COVID-19), the October 27, 2020 meeting of the Finance & Government Relations Committee will be held by videoconference as authorized under Texas Government Code section 551.127. Zoom meeting access link (registration required): <http://bit.ly/octcommittees> or audio only access via telephone at 1-346-248-7799; Webinar ID: 999 5778 8643

Agenda and meeting materials will be available at [www.thc.texas.gov/teleconferences](http://www.thc.texas.gov/teleconferences) after October 19, 2020. The members may discuss and/or take action on any of the items listed in the agenda.

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1. Call to Order – *Chairman Crain*
  - A. Committee member introductions
  - B. Establish quorum
  - C. Recognize and/or excuse absences
2. Consider approval of the June 16, 2020 Finance and Government Relations Committee meeting minutes
3. Consider acceptance of donation of 12 Longhorn cattle from the Grassfed Livestock Alliance, LLC valued at \$12,000 (Ft. Griffin SHS) (item 6.8)– *Miller*
4. Consider approval of contract amendments (Item 6.9) – *Miller*
  - A. Dean Howell, Inc. – \$15,610 for Carrington-Covert House porch and window rehabilitation project
  - B. Dean Howell, Inc. – \$20,925 for El Rose window rehabilitation project
  - C. McConnell & Jones, LLP. – \$25,748 and contract extension to 10/31/2021 for internal audit services
  - D. La Terra Studio – Contract extension to 8/1/2024 (Eisenhower Birthplace SHS)
5. Financial dashboard review – *Biddle*
6. Legislative Report – *Aldredge*
7. Adjournment

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact Esther Brickley at (512) 463-5768 at least four (4) business days prior to the meeting so that appropriate arrangements can be made.

## TEXAS HISTORICAL COMMISSION

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### Minutes FINANCE & GOVERNMENT RELATIONS COMMITTEE Teleconference Meeting June 16, 2020 4 p.m.

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*Note: For the full text of action items, please contact the Texas Historical Commission at P.O. Box 12276, Austin, TX 78711 or call 512.463.6100.*

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#### **1. Call to Order**

The meeting of the Texas Historical Commission (THC) Finance and Government Relations Committee was called to order by Chairman John Crain at 4:08 p.m. on June 16, 2020. He announced the meeting had been posted to the Texas Register as a teleconference pursuant to the Governor's executive order to avoid gatherings of more than ten and the Governor's March 16, 2020 suspension of certain provisions due to the Coronavirus (COVID-19) and as authorized under Texas Government Code section 551.125. He noted the agenda and meeting materials were available on the THC website and a copy of the audio recording would be available upon request.

#### **A. Committee member introductions**

Committee members present included:

Committee Chair John Crain	Commissioner Garrett Donnelly
Chairman John Nau	Commissioner Renee Dutia
Commissioner David Gravelle	Commissioner Daisy White
Commissioner Catherine McKnight	

#### **B. Establish quorum**

Committee Chairman Crain reported a quorum was present and declared the meeting open.

#### **C. Recognize and/or excuse absences**

There were no absences.

#### **2. Consider approval of the May 11, 2020 Finance and Government Relations Committee meeting minutes**

Committee Chairman John Crain called for a motion to approve the minutes from the May 11, 2020 committee meeting. Cha moved, Commissioner Garrett Donnelly seconded, and the committee voted unanimously to approve the minutes of the May 11, 2020 Finance and Government Relations committee meeting.

#### **3. Consider acceptance of donation of Live Oak tree/bronze plaque, Washington on the Brazos SHS (item 6.7)**

Alvin Miller, Deputy Executive Director of Administration reported The Texas Mayflower Society would like to donate and plant a 200 gallon Live Oak (*Quercus Virfiniana*) tree with bronze plaque to Washington-on-the-Brazos State Historic Site on October 17, 2020 in commemoration of the 400<sup>th</sup> anniversary of the 1620 arrival of the Mayflower and the many descendants who were founding members of both the Republic and State of Texas. A bronze plaque will be placed in recognition of the donation. Commissioner John Crain moved to approve acceptance of the donations to the Texas Historical Commission of the 200-gallon Live Oak tree from the Texas Mayflower Society and the Dick Dowling Statute from the City of Houston. Commissioner Daisy White seconded and the committee voted unanimously in favor of the motion.

#### **4. Consider approval of contract amendments (item 6.8)**

##### **A. White Hawk Engineering & Design, LLC – 1-year renewal extension for professional services at the Eisenhower Birthplace SHS**

Alvin Miller, Deputy Executive Director of Administration reported an amendment to the agreement between THC and White Hawk Engineering was needed to extend the contract for surveying work and liaison services to the City of Denison in conjunction with the City's offer to transfer ownership of the city streets located within the historic site to the THC. Recent staffing changes within the city delayed the project requirements and timeline. A contract extension was required to complete the services and allow for completion of required transactions with the City of Denison. Commissioner Garrett Donnelly moved to approve the amendment of contract 808-18-1821 with White Hawk Engineering to extend the contract term to July 31, 2021 for professional services at the Eisenhower Birthplace State Historic Site. Commissioner Daisy White seconded and the committee voted unanimously in favor of the motion.

##### **B. B-Sign dba Eagle Sign and Design – 1-year renewal extension for historical marker fabrication services**

Alvin Miller, Deputy Executive Director of Administration reported the contract with B-Sign dba Eagle Sign and Design was for historical marker fabrication services for the Texas Historical Commission. The initial term of the contract ends September 30, 2020. THC has the option to renew for four additional years, in one-year increments. Commissioner John Crain moved to approve the amendment of contract 808-19-01750 with B-Sign dba Eagle Sign and Design to renew the contract for one year. Commissioner Daisy White seconded and the committee voted unanimously in favor of the motion.

#### **5. Consider approval of the THC Annual Operating Budget FY 2021 (item 12.2)**

Alvin Miller, Deputy Executive Director of Administration reported the 86<sup>th</sup> Legislature appropriated THC approximately \$25.5 million for fiscal years 2021. He noted the appropriations include approximately \$22.8 million of General Revenue and staff had prepared the operating budget in their meeting packets. Chairman John Nau moved to approve the Texas Historical Commission Fiscal Year 2021 Operating Budget. Commissioner David Gravelle seconded, and the committee voted unanimously in favor of the motion.

#### **6. Financial dashboard review**

Alvin Miller, Deputy Executive Director of Administration reported the dashboard for the quarter was showing that the agency was at 51 percent of the expended budget. He noted the purchasing department was working with Historic Sites on bid requests for several projects and once those had been awarded, expenditures would change, and the budget percentages would go up for the next quarter.

#### **7. Legislative Report**

Vaughn Aldredge, Government Relations Specialist stated that, due to the COVID situation, the legislative activity had been slow and noted that he did not have anything to report at that time. Aldredge stated he would be preparing for the legislative session in January 2021 and making sure they were aware of vital agency information.

#### **8. Adjournment**

The committee adjourned at 4:24 p.m.

## Quarterly Report

Staff Services Division  
June - September 2020

### PURCHASING

The purchasing section processed 1,507 requisitions for FY 2020.

### ACCOUNTS PAYABLE

Accounts payable processed 7,525 travel, payroll, and payment transaction vouchers totaling \$15,959,469 during FY 2020.

For FY 2020, \$524,430 of procurement card expenditures have been processed.

Accounts payable staff researched and submitted expenditure detail to an external auditor as part of the agency overpayment audit for FYs 2016 – 2019. The audit will conclude on November 30, 2020.

### FINANCIAL REPORTING

These financial reports have been prepared and submitted since June 1:

- Monthly Set-Aside Report
- 941 Quarterly Tax Returns
- Monthly Bond Fund Reports
- Monthly Operating Budgets
- Monthly Sales Tax Returns
- Quarterly Performance Measures
- Quarterly Binding Encumbrance Report
- Quarterly Full Time Equivalent (FTE) Report
- Base Reconciliation (Legislative Budget Board)
- Legislative Appropriations Request

### HUB

The THC percentages for FY 2020 through August 31 are:

Category	THC	THC Goal
Heavy Construction	17.2%	40.0%
Building Construction	3.6%	2.5%
Special Trade	5.1%	16.8%
Professional Service	42.0%	47.1%
Other Service	10.7%	8.6%
Commodity Purchasing	13.0%	18.8%

We continue to make good-faith efforts by reaching out to HUB vendors for projects through agency-sponsored forums and other agency forums, as well as soliciting on the Electronic State Business Daily and utilizing the Centralized Master Bidders List for all formal bids and proposals.

“Doing Business Texas Style” Virtual HUB Expo and Spot Bid Fair, August 3–4.

### BUDGET

THC budget staff reviewed budgets for 1,839 requisitions during FY 2020. The Legislative Appropriations request was submitted on September 18, 2020, and consisted of the agency’s base request, exceptional items, capital budget items, estimated revenue schedules, federal funds reporting schedules, and miscellaneous other financial schedules required in the submission.

TEXAS HISTORICAL COMMISSION

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Item 6.8  
Texas Historical Commission  
Quarterly Meeting  
October 28, 2020

**Approval of Donations  
First Quarter of SFY 2021 (Sep 2020 – Nov 2020)**

**Background**

This is a standing item to accept donations made directly to the agency as well as transfers from the Friends of the Texas Historical Commission

**Suggested Motion**

Move to approve acceptance of the donation to the Texas Historical Commission of the twelve longhorn cattle from the Grassfed Livestock Alliance, LLC, as well as any other donations to the Commission, and reimbursements and gifts-in-kind from the Friends of the Texas Historical Commission.

**Agency Donations**

<b><u>Donor</u></b>	<b><u>Division/Project</u></b>	<b><u>Amount</u></b>
Twelve longhorn cattle from the Grassfed Livestock Alliance, LLC	HSD/Fort Griffin SHS	\$12,000

**Friends of THC Reimbursements**

<b><u>Purpose</u></b>	<b><u>Division/Project</u></b>	<b><u>Amount</u></b>
No reimbursements to report this quarter		

**Friends of THC Gifts-in-Kind**

<b><u>Item</u></b>	<b><u>Division/Project</u></b>	<b><u>Amount</u></b>
No gifts-in-kind to report this quarter		

# TEXAS HISTORICAL COMMISSION

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**Item 6.9A**  
Texas Historical Commission  
Quarterly Meeting  
October 28, 2020

## **Consider approval of contract amendment with Dean Howell, Inc., for restoration and renovation services at the Carrington-Covert House**

### **Background**

Government Code §2155.088 requires the governing board of a state agency to approve by vote in an open meeting any material change to a contract for goods or services, regardless of the dollar amount of the contract. The government code defines a material change as an extension of the completion date of a contract for six or more months or a change in the amount of the contract by at least ten percent.

During Fiscal Year 2020, THC executed a construction contract with Dean Howell, Inc., to provide restoration and rehabilitation services at the Carrington-Covert House for a porch and window rehabilitation project. The current contract amount is \$224,500. After assessment of the project, while performing restoration, the need to perform additional work was discovered. The rehabilitation of this building requires additional labor and materials to complete. An amendment to the contract between THC and Dean Howell, Inc., is requested to increase the contract for this restoration project.

<b>Vendor/Contract Number</b>	<b>Date Executed</b>	<b>Original Contract</b>	<b>Proposed Amendment</b>
Dean Howell, Inc. Contract #808-20-201301	07/17/2020	Original amount: \$208,300  Current Amount: \$224,500  Amendment: \$15,610	Amendment requested: Increases the contract to address additional work required for the porch and window rehabilitation project at the Carrington-Covert House.

### **Suggested Motion**

Move to approve the amendment of contract 808-20-201301 with Dean Howell, Inc., to increase the amount by \$15,610 for rehabilitation of the porch and windows at the Carrington-Covert House.

**TEXAS HISTORICAL COMMISSION**

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**Item 6.9B**  
Texas Historical Commission  
Quarterly Meeting  
October 28, 2020

**Consider approval of contract amendment with Dean Howell, Inc., for renovation of the El Rose Apartment Building windows**

**Background**

Government Code §2155.088 requires the governing board of a state agency to approve by vote in an open meeting any material change to a contract for goods or services, regardless of the dollar amount of the contract. The government code defines a material change as an extension of the completion date of a contract for six or more months or a change in the amount of the contract by at least ten percent.

During Fiscal Year 2020, THC executed a construction contract with Dean Howell, Inc., to provide rehabilitation services at the El Rose Apartments Building for a window rehabilitation project. The current contract amount is \$100,445. After assessment of the project, while performing restoration, the need to perform additional work was discovered. The rehabilitation of windows requires additional labor and materials to complete. An amendment to the contract between THC and Dean Howell, Inc., is requested to increase the contract for this window rehabilitation project.

<b>Vendor/Contract Number</b>	<b>Date Executed</b>	<b>Original Contract</b>	<b>Proposed Amendment</b>
Dean Howell, Inc. Contract #808-20-201324	07/08/2020	Original amount: \$91,400  Current Amount: \$100,445  Amendment: \$20,925	Amendment requested: Increases the contract to address additional work required for the window rehabilitation project at the El Rose Apartments Building.

**Suggested Motion**

Move to approve the amendment of contract 808-20-201324 with Dean Howell, Inc., to increase the amount by \$20,925 for rehabilitation of the windows at the El Rose Apartments Building.

**TEXAS HISTORICAL COMMISSION**

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**Item 6.9C**  
Texas Historical Commission  
Quarterly Meeting  
October 28, 2020

**Consider approval to amend contract with McConnell & Jones, LLP  
for internal audit services**

**Background**

Government Code §2155.088 requires the governing board of a state agency to approve by vote in an open meeting any material change to a contract for goods or services, regardless of the dollar amount of the contract. The government code defines a material change as an extension of the completion date of a contract for six or more months or a change in the amount of the contract by at least ten percent.

The contract with McConnell and Jones, LLP is for internal audit services for the Texas Historical Commission. The renewal term of the contract ends October 31, 2020. THC has the option to renew for one additional years.

<b>Vendor/Contract Number</b>	<b>Date Executed</b>	<b>Original Contract</b>	<b>Proposed Amendment</b>
McConnell & Jones, LLP. Contract #808-18-0633	11/28/2017	Original amount: \$102,992  Current Amount: \$87,658  Amendment: \$25,748  Extend and renew the contract through October 31, 2021	Amendment requested: Renew and increase the contract by \$25,748 to \$113,406 and extend the contract by one year.

**Suggested Motion**

Move to approve the amendment of contract 808-18-0633 with McConnell & Jones, LLP to renew the contract for one year and increase the contract amount by \$25,748.



# TEXAS HISTORICAL COMMISSION

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**Item 6.9D**  
Texas Historical Commission  
Quarterly Meeting  
October 28, 2020

## **Consider approval of contract amendment with La Terra Studio for professional Services for the Eisenhower Birthplace State Historic Site**

### **Background**

Government Code §2155.088 requires the governing board of a state agency to approve by vote in an open meeting any material change to a contract for goods or services, regardless of the dollar amount of the contract. The government code defines a material change as an extension of the completion date of a contract for six or more months or a change in the amount of the contract by at least ten percent.

An amendment to the agreement between THC and La Terra Studio is needed to extend the contract to allow time for necessary fundraising activities for completion of renovation activities at the Eisenhower Birthplace State Historic Site.

<b>Vendor/Contract Number</b>	<b>Date Executed</b>	<b>Original Contract</b>	<b>Proposed Amendment</b>
La Terra Studio, Contract #808-15-0355	Contract start date: 12/2/2016  Current contract end date: 1/1/2021  Amended contract end date: 8/1/2024	Current amount: \$97,000.00	Amendment requested: Extend the contract term to allow for completion of contracted services as funds become available.

### **Suggested Motion**

Move to approve the amendment of contract 808-15-0355 with La Terra Studio to extend the contract term for professional services at the Eisenhower Birthplace State Historic Site to August 1, 2024.

# TEXAS HISTORICAL COMMISSION - FINANCIAL DASHBOARD

## FISCAL YEAR 2020

Year to date as of August 31, 2020

The information contained in this report is for State Fiscal Year 2020 which began on September 1, 2019. This report contains the revenues and expenditures that were processed during fiscal year 2020 and includes all transactions in the fourth quarter through August 31, 2020.

### AGENCY FUNDING - FY 2020

Sources of funding	Estimated Appropriations and Revenue	Actual Appropriations and Revenue	% Budget Received	Explanations
General Revenue	\$ 23,595,781.00	\$ 23,595,781.00	100%	
General Revenue (UB)	271,037.00	271,037.00	100%	Funds unexpended from FY 2018/19 - Courthouse Grants (\$271,037)
Sporting Goods Sales Tax	11,914,000.00	11,914,000.00	100%	Tax revenue transferred from Comptroller on the first of each month.
Gate Fees Appropriated	393,632.96	393,632.96	100%	GAA Gate Fees Appropriated for the 86th Legislative Session were \$326,850, and additional fees as estimated during House Bill 1422, 86th Legislative Session were \$275,000 for new sites. THC estimates that revenues associated with new sites included gift shop sales, and both gate fees and gift shop were adjusted to reflect estimated sales for FY 2020. Historic Sites were closed in April 2020 due to COVID-19, resulting in lower than anticipated revenues for FY 2020.
Preservation Trust Fund	854,403.00	854,403.00	100%	Includes revenues from FY 2019 for funds received as a result of the release of easement covenant at the Amarillo Helium Plant and Ft. Crockett Barracks.
Preservation Trust Fund (Refund)	22,650.00	22,650.00	100%	Grant reimbursement from Atlanta Schools.
Federal Funds	1,123,986.00	926,736.12	82%	THC received draws for the first 3 quarters for FY 2020. The 4th quarter draw will occur in October 2020.
Federal Funds - National Park Services	10,028,362.60	342,631.02	3%	Current budgeted amounts include amounts for salaries, benefits, other operating expenses and grants. THC received reimbursements for quarters 1-3. The 4th quarter draw is expected in October 2020. Funds not expended in 2020 will be used from 2021 - 2023 for pass through grants and reimbursement for HSD projects.
Federal Funds - Route 66 Preservation Program	5,172.00	-		THC received a cost-share grant award for the Road Segment National Register Nomination in Wheeler County.
Economic Stabilization Fund (UB)	33,496,103.50	33,496,103.50	100%	Mission Dolores Capital Project (\$500,592), Courthouse Grants (\$959,662), Supplemental Appropriations from the 86th Legislative Session (\$32,035,850).
<b>Appropriated Receipts</b>				
Markers & Cemeteries	143,042.00	143,042.00	100%	Cost Recovery program - Fees from marker sponsors pay for marker costs. New marker vendor contract began January 2020.
Tax Credit Review Fees	97,000.00	617,622.40	637%	THC is only appropriated \$97,000 of fees collected.
Main Street Dues	91,925.00	91,925.00	100%	
Gift Shop Sales	200,928.64	200,928.64	100%	THC gate fee estimated revenues associated with new sites included gift shop sales, and both gate fees and gift shop were adjusted to reflect estimated sales for FY 2020. Historic Sites were closed in April 2020 due to COVID-19, resulting in lower revenues than originally estimated.
Cattle Sales & Grazing Lease	76,247.70	76,247.70	100%	
Nimitz Museum Operating Transfer	34,928.90	34,928.90	100%	Monthly revenues received from the Admiral Nimitz Foundation for operating revenues at the Museum.
Employee Housing	27,564.16	27,564.16	100%	
Specialty License Plates	7,847.46	7,847.46	100%	\$3,048 remaining from FY 2018/19 license plate revenue.
All Other Appropriated Receipts	36,297.90	36,297.90	100%	Donations, Surplus Property, Copies total \$7,797.90; UB of \$28,500 received from the United States Navy for release of covenant at Chase Field to be use for historical website content development.
<b>Interagency Contracts</b>				
TxDOT Section 106 Contract	204,183.00	141,475.34	69%	
<b>Bond Funding</b>				
Courthouse Grants (UB)	161,745.00	-	0%	Total bond funds from recapture, awarded.
Historic Sites Capital Projects	2,043,821.73	97,058.46	5%	The unexpended balances of \$1,265,397.73 and interest of \$778,424 is being used to fund the visitor center at the Levi Jordan Plantation, currently obligated in FY 2020.
<b>Total Funding</b>	<b>\$ 84,830,659.55</b>	<b>\$ 73,291,912.56</b>		



**TEXAS HISTORICAL COMMISSION - FINANCIAL DASHBOARD**  
**FISCAL YEAR 2020**  
Year to date as of August 31, 2020

BUDGET AND EXPENDITURES BY DIVISION - FY 2020							
Division	Total Budgeted	Total Expended	% Budget Expended	Target	Total Obligations	Remaining Budget %	Explanation
Administration	\$ 2,282,458.00	\$ 2,018,518.53	88.4%	90.0%	\$ 36,171.37	10.0%	Administration includes \$128,040 for implementation of CAPPs HR/Payroll. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021
Archeology	1,383,000.00	1,284,309.49	92.9%	90.0%	16,714.98	5.9%	
Architecture	11,382,307.79	1,356,806.05	11.9%	12.0%	9,265,733.12	6.7%	Total obligations include \$8,373,401 for the National Park Service Hurricane Harvey Emergency Historic Preservation Fund grants and \$550,000 for the Historic Resources Survey project. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021
Community Heritage Development	1,789,221.00	1,386,344.06	77.5%	90.0%	202,130.49	11.2%	
Courthouse	26,994,332.77	592,774.48	2.2%	2.5%	23,401,558.29	11.1%	Round XI Funding Cycle for the Courthouse Preservation Program will be announced in July 2020. Unexpended funds will carry forward to FY 2021
Historic Sites	34,276,850.95	14,728,886.14	43.0%	50.0%	16,924,200.42	7.7%	Unencumbered budget remaining includes \$8Million for the Star of the Republic Museum (RFP posted 5/26/2020), \$1.6 Million for deferred maintenance, \$661 K for the Levi Jordan Visitor Center Complex, \$2.1 Million for Caddo Mounds visitor center (RFP posted 5/18/2020) and exhibits design and \$586 K for debt service. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021.
History Programs	4,845,436.04	4,405,438.41	90.9%	90.0%	113,439.03	6.7%	Budget includes \$666,014 related to the Texas Holocaust and Genocide Commission. Total expenditures include \$1,500,000 for the Gibson-Grant Historic Cabin Restorator Project pass through, \$480,000 for the publication of the Texas State Almanac Contract, and \$100,000 for the St. Andrews Cemetery renovation. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021.
Preservation Trust Fund	877,053.00	63,300.08	7.2%	10.0%	313,752.92	57.0%	Unexpended funds related to the Amarillo Helium Plant easement and grant will carry forward to FY 2021.
Texas Heritage Trails	1,000,000.00	822,211.09	82.2%	90.0%	55,977.50	12.2%	Total obligations and expenditures include \$815,000 for grants to the Texas Heritage Trails Regions. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021.
<b>Total Budget and Expenditures</b>	<b>\$ 84,830,659.55</b>	<b>\$ 26,658,588.33</b>	<b>31.4%</b>	<b>34.7%</b>	<b>\$ 50,329,678.12</b>	<b>9.2%</b>	

  

BUDGET AND EXPENDITURES BY CATEGORY - FY 2020							
THC Budget Categories	Total Budgeted	Total Expended	% Budget Expended	Target	Total Obligations	Remaining Budget %	Explanation
Salaries and Wages	\$ 15,492,035.42	\$ 14,922,326.12	96.3%	100.0%	-	3.7%	Remaining budget is part of 5% agency reduction applied to salaries in FY 2020.
Other Personnel Costs	696,841.13	696,841.04	100.0%	100.0%	-	0.0%	Expenditures include one time lump sum terminations for accrued vacation of employees leaving state service.
Travel In-State	385,860.00	196,615.40	51.0%	85.0%	-	49.0%	Travel budget was impacted by COVID-19. Funds in excess of 5% reduction allocation will carry forward to FY 2021
Travel Out-of-State	59,576.00	42,101.98	70.7%	85.0%	-	29.3%	Travel budget was impacted by COVID-19. Funds in excess of 5% reduction allocation will carry forward to FY 2021
Fuel	102,798.00	85,933.82	83.6%	85.0%	249.31	16.2%	Unexpended funds will carry forward to FY 2021.
Contracted Services	653,459.23	350,984.75	53.7%	60.0%	103,950.85	30.4%	Unexpended funds will carry forward to FY 2021.
Printing and Reproduction	205,624.30	115,743.38	56.3%	75.0%	26,430.29	30.9%	Unexpended funds will carry forward to FY 2021.
Consumable Supplies	421,633.02	391,861.85	92.9%	100.0%	29,750.54	0.0%	Funds in 2020 were used to procure consumable supplies for historic sites and Austin headquarters for response to COVID-19. The agency currently has an application with the Federal Emergency Management Agency for reimbursement of COVID related expenditures. Any reimbursements will be deposited in FY 2021.
Utilities	1,082,162.64	984,630.72	91.0%	92.0%	19,151.25	7.2%	Typically lags goal due to the delay time between bill receipt and payment. Any unexpended balances will carry forward to FY 2021
Rent	422,067.23	354,036.42	83.9%	92.0%	10,196.89	13.7%	Rent consists of the building lease for the Curatorial Facility, exhibit booth rentals, copy machine and equipment rentals, and storage facility rentals. Unexpended funds will carry forward to FY 2021.
Other Expenditures	829,178.07	202,530.48	24.4%	40.0%	12,493.58	74.1%	Items in this category include memberships, registrations, website maintenance, miscellaneous fees, settlements, awards, books, reference materials, insurance premiums and deductibles, staff training services, delivery services, special projects and promotional items. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021.
Giftshop Merchandise	212,928.64	108,782.75	51.1%	80.0%	3,311.75	47.4%	Unexpended funds will carry forward to FY 2021.
Historical Markers	139,242.00	119,335.00	85.7%	90.0%	19,907.00	0.0%	Any unexpended balances will be deposited in the Historical Marker trust for procurement of historical markers and untold story markers in future fiscal years
Computers and Furniture	923,086.74	779,611.78	84.5%	90.0%	143,473.98	0.0%	Funds in 2020 were used to procure IT equipment for the agency response to COVID-19. The agency currently has an application with the Federal Emergency Management Agency for reimbursement of COVID related expenditures. Any reimbursements will be deposited in FY 2021.
Repairs and Maintenance	2,492,627.09	960,922.71	38.6%	60.0%	447,236.94	43.5%	Budget primarily consists of funding for deferred maintenance projects at Austin Capitol Complex buildings and Historic Sites. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021.
<b>Operating Total</b>	<b>24,119,119.51</b>	<b>20,312,258.20</b>	<b>84.2%</b>	<b>91.0%</b>	<b>816,152.38</b>	<b>12.4%</b>	
Professional Services	3,346,939.08	650,367.90	19.4%	21.0%	2,087,223.36	18.2%	Budget primarily consists of funding for Historic Sites projects (design at Levi Jordan, Caddo Mounds, and miscellaneous HSD projects for deferred maintenance and exhibits design). Other significant projects include the Division of Architecture Easement Monitoring project, the Historic Resources Surveys and Information Technology related projects. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021
Grants	39,365,805.00	2,971,136.72	7.5%	9.1%	32,284,254.45	10.4%	Grants include Texas Heritage Trails, Courthouse Preservation Program, Certified Local Governments, Preservation Trust Fund, and Hurricane Harvey Emergency Supplemental Preservation Fund programs. Unexpended funds will carry forward to FY 2021.
Capital	17,412,431.96	2,138,461.51	12.3%	15.0%	15,142,047.93	0.8%	Projects budgeted in this category include Capitol Complex and Historic Sites Deferred Maintenance Projects, the Caddo Mounds Visitor Center, the Levi Jordan Visitor Center Complex, Mission Dolores Exhibits, Nimitz Museum renovations, exhibit development at the Star of the Republic Museum, and agency vehicle replacement. Unexpended funds in excess of 5% reduction allocation will carry forward to FY 2021
Debt Service	586,364.00	586,364.00	100.0%	100.0%	-	0.0%	
<b>Capital, Grants, and Debt Service Total</b>	<b>60,711,540.04</b>	<b>6,346,330.13</b>	<b>10.5%</b>	<b>12.3%</b>	<b>49,513,525.74</b>	<b>8.0%</b>	
<b>Total Budget and Expenditures</b>	<b>\$ 84,830,659.55</b>	<b>\$ 26,658,588.33</b>	<b>31.4%</b>	<b>34.7%</b>	<b>\$ 50,329,678.12</b>	<b>9.2%</b>	

**PERSONNEL - FY20**

<b>Division</b>	<b>Budgeted FTEs</b>	<b>Actual FTEs</b>	<b>Over/ (Under)</b>	
Administration	19.7	17.5	(2.2)	
Archeology	17.6	16.4	(1.2)	
Architecture	15.4	14.7	(0.7)	
Community Heritage Development	19.3	16.3	(3.0)	
Courthouse	7.8	7.3	(0.5)	
Historic Sites	171.5	168.3	(3.2)	
History Programs	31.9	29.7	(2.2)	
Preservation Trust Fund	-	-	-	
<b>Total FTEs</b>	<b>283.2</b>	<b>270.2</b>	<b>(13.0)</b>	<b>283.2 FTEs authorized by 2020-21 General Appropriations bill.</b>
<b>Harvey, Irma, Maria</b>				
<b>Emergency Supplemental Historic Preservation Fund</b>	<b>Budgeted FTEs</b>	<b>Actual FTEs</b>		
Architecture National Park Service Grant	3.0	2.8		
Archeology National Park Service Grant	0.5	0.4		
Administration National Park Service Grant	1.0	1.0		
<b>Total FTEs</b>	<b>4.5</b>	<b>4.2</b>		<b>Additional FTEs authorized for Hurricane Harvey Grant from National Park Services</b>

**KEY DATES**

<b>Date</b>	<b>Report Name</b>	<b>Agency Report Recipient</b>
11/20/2020	Annual Financial Report	Comptroller of Public Accounts
12/31/2020	Annual Report of Non-Financial Data	Comptroller of Public Accounts