TEXAS HISTORICAL COMMISSION

AGENDA
FINANCE & GOVERNMENT RELATIONS COMMITTEE

Videoconference meeting
February 2, 2021
11:15 a.m.
(or upon adjournment of the Community Heritage Development committee, whichever occurs later)

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 February 2, 2021 meeting of the Executive Committee will be held by videoconference as authorized under Texas Government Code section 551.127. Zoom meeting access link (registration required): http://bit.ly/feb2021committees or audio only access via telephone at 1-346-248-7799; Webinar ID 918 0036 1390.
Agenda and meeting materials will be available at www.thc.texas.gov/videoconferences after January 27, 2021. 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 October 27, 2020 Finance and Government Relations Committee meeting minutes

3. Consider approval of contract amendment: – *Miller*
   A. Broaddus Construction (808-19-191815) – Contract extension through September 15, 2022 for facility construction services at the Levi Jordan Plantation State Historic Site (Item 6.6 A)

   B. Dean Howell, Inc., for restoration and renovation services at the Carrington-Covert House (item 6.6 B)

4. Consider acceptance of donations – Pest control services from Ace Pest Control, valued at $1,440 for calendar year 2021(Charles and Mary Ann Goodnight Ranch SHS) (Item 6.8) – *Miller*

5. Financial dashboard review – *Miller*

6. Legislative Report – *Aldredge*

7. Adjournment

MINUTES

TEXAS HISTORICAL COMMISSION

MINUTES
FINANCE & GOVERNMENT RELATIONS COMMITTEE

Videoconference meeting
October 27, 2020
12:22 p.m.

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

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 12:22 p.m. on October 27, 2020. He announced the meeting had been posted to the Texas Register as a videoconference 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 551.127.

A. Committee member introductions

Committee members present included:
Committee Chair John Crain
Commissioner Garrett Donnelly
Commissioner Renee Dutia
Commissioner David Gravelle
Commissioner Daisy White

B. Establish quorum

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

C. Recognize and/or excuse absences

Members absent: Chairman John Nau and Commissioner Catherine McKnight
Commissioner Daisy White moved, Commissioner Garrett Donnelly seconded, and the committee voted unanimously to excuse Chairman John Nau and Commissioner Catherine McKnight.

2. Consider approval of the June 16, 2020 Finance and Government Relations Committee meeting minutes

Commissioner Daisy White moved to approve the minutes from the June 16, 2020 committee meeting. Commissioner David Gravelle seconded, and the committee voted unanimously to approve the minutes of the June 16, 2020 Finance and Government Relations committee meeting.

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)

Alvin Miller, Deputy Executive Director of Administration reported 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. Joseph Bell, Deputy Executive Director of Historic Sites stated a Will Craddock from Fort Griffin SHS would provide a detailed report and presentation of the donation during the Historic Sites Committee.
Commissioner David Gravelle moved send forward to the commission 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**.** Commissioner Daisy White seconded and the committee voted unanimously.

4. Consider approval of contract amendments (Item 6.9)

A. Dean Howell, Inc. – $15,610 for Carrington-Covert House porch and window rehabilitation project

Alvin Miller, Deputy Executive Director of Administration reported this amendment is needed to perform additional work that was discovered during the rehabilitation of the building.

John Crain moved to send forward to the commission 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**.** Commissioner Daisy White seconded, and the committee voted unanimously.

B. Dean Howell, Inc. – $20,925 for El Rose window rehabilitation project

Alvin Miller, Deputy Executive Director of Administration reported after assessment of the project, while performing restoration, the need to perform additional work was discovered.

Commissioner Garrett Donnelly moved to send forward to the commission 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**.** Commissioner David Gravelle seconded, and the committee voted unanimously.

C. McConnell & Jones, LLP. – $25,748 and contract extension to 10/31/2021 for internal audit services

Alvin Miller, Deputy Executive Director of Administration reported 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 year.

Commissioner Daisy White moved to send forward to the commission 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. Commissioner David Gravelle seconded, and the committee voted unanimously.

D. La Terra Studio – Contract extension to 8/1/2024 (Eisenhower Birthplace SHS)

Alvin Miller, Deputy Executive Director of Administration reported 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.

Commissioner John Crain moved to send forward to the commission 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. Commissioner Rene Dutia seconded, and the committee voted unanimously.

5. Financial dashboard review

Kenneth Biddle, Chief Financial Officer reported the agency has encumbered or expended 91 percent of the FY 2020 Operating Budget. Biddle stated he will present the FY 2021 budget at the next quarterly meeting, noting the any adjustments that will show any changes or monies that will move from FY 2020 to FY 2021 budgets. Biddle reported work on the FY 2020 Financial Report is taking place to show all finalized expenses from FY 2020 and show any balances that will move to FY 2021 and any lapses that the agency will incur with the 5 percent reduction.

6. Legislative Report

Vaughn Aldredge, Government Relations reported the legislative session is scheduled to begin January 12, 2021. Hearings will take place with members present and invited testimony will be virtual. Aldredge noted public comment will be in written form and submitted through a portal. He reported that once the election has taken place we will know more about who will be elected as the new Speaker of the House.

7. Adjournment

The committee adjourned at 12:46 p.m.

TEXAS HISTORICAL COMMISSION

Quarterly Report

Staff Services Division
September–December 2020

PURCHASING

The purchasing section processed 738 requisitions for FY 2021.

ACCOUNTS PAYABLE

Accounts payable processed 2,231 travel, payroll, and payment transaction vouchers totaling $6,734,969 during FY 2021.

For FY 2021, $116,924 of procurement card expenditures have been processed.

FINANCIAL REPORTING

These financial reports have been prepared and submitted since September 19:

- 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
- Annual Financial Report
- Annual Report of Nonfinancial Data

HUB

The THC percentages for FY 2021 through November 30 are:

Category	THC	THC Goal
Heavy Construction	0%	40.0%
Building Construction	4.3%	2.5%
Special Trade	1.5%	16.8%
Professional Service	55.6%	47.1%
Other Service	4.5%	8.6%
Commodity Purchasing	17.4%	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.

Houston Minority Supplier Development Council Business Expo and Spot Bid Fair, November 18–19.

Bexar County Business Virtual Conference; Small, Minority, Women and Veteran Owned Business Enterprise, December 9–11.

BUDGET

THC budget staff reviewed budgets for 595 requisitions during FY 2021.

THC budget, accounting, and procurement coordinated extensively with the Sunset Commission staff, providing expenditure, contract, and grant information as part of the Strategic Fiscal Review and Sunset Review of the Texas Holocaust and Genocide Commission.

Item 3

Item 6.6
Texas Historical Commission
Quarterly Meeting
February 2-3, 2021

Consider approval of contract amendment with Broaddus Construction for construction (design/build) services for the Levi Jordan Plantation 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 Broaddus Construction is needed to extend the contract for design/build construction services through March 1, 2022, to complete the construction of various facilities at the Levi Jordan Plantation State Historic Site. Initial design/build schedules, as provided by the contractor, were very ambitious, and the design phase of the project took longer than anticipated to complete. The notice to proceed for the construction phase of the project was issued on December 11, 2020, and additional time is needed to complete the construction phase of the project.

Vendor/Contract Number	Date Executed	Original Contract	Proposed Amendment
Broaddus Construction Contract # 808-19-191815	Contract start date: 2/12/2020 Current contract end date: 5/1/2021 (Substantial; Completion Date) Amended contract end date: 3/1/2022	Current amount: $2,400,000	Amendment requested: Extend the contract completion date, taking into consideration the extra time necessary to complete the design services.

Suggested Motion

Move to approve the amendment of contract 808-19-191815 with Broaddus Construction to extend the contract term to March 31, 2022 for design/build construction services at the Levi Jordan Plantation State Historic Site.

Item 6.6.B
Texas Historical Commission
Quarterly Meeting
February 02, 2021

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.

An amendment to the agreement between THC and Dean Howell, Inc. is needed to install lintels at each window opening of the Carrington-Covert House before the fabricated windows can be installed. During removal of the first few windows, it was discovered the openings have no lintel to support the masonry. The contract completion date also needs to be extended to meet the additional time needed to install the lintels and complete the window installation.

Vendor/Contract Number	Date Executed	Original Contract	Proposed Amendment
Dean Howell, Inc. Contract #808-20-201301	Contract start date: 07/17/2020 Current contract end date: 2/16/2021 Amended contract end date: 5/15/2021	Original amount: $208,300 Current Amount: $240,110 Amendment: $17,400	Amendment requested: Increase the contract to install lintels at Carrington-Covert House window openings and to extend the contract completion date.

Suggested Motion

Move to approve the amendment of contract 808-20-201301 with Dean Howell, Inc., to increase the amount by $17,400 for lintel installation at Carrington-Covert House window openings and to extend the contract completion date to May 15, 2021.

Item 4

Item 6.8
Texas Historical Commission
Quarterly Meeting
February 3, 2021

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 of services to the Texas Historical Commission for calendar year 2021 pest control services from Ace Pest Control 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

Donor	Division/Project	Amount
Pest control services from Ace Pest Control (Jan – Dec 2021)	HSD/Charles and Mary Ann Goodnight Ranch	$1,440

Friends of THC Reimbursements

Purpose	Division/Project	Amount
No reimbursements to report this quarter		

Friends of THC Gifts-in-Kind

Item	Division/Project	Amount
No gifts-in-kind to report this quarter		

Item 5

TEXAS HISTORICAL COMMISSION - FINANCIAL DASHBOARD

FISCAL YEAR 2021

Year to date as of November 30, 2020

The information contained in this report is for State Fiscal Year 2021 which began on September 1, 2020. This report contains the revenues and expenditures that were processed during the first quarter of fiscal year 2021 through November 30, 2020.

AGENCY FUNDING - FY 2021

	Estimated Appropriations and Revenue	Actual Appropriations and Revenue	% Budget Received	Explanations
Sources of funding				
General Revenue	$ 10,753,003.00	$ 10,753,003.00	**100%**	
General Revenue (UB)	10,042,584.85	10,042,584.85	**100%**	Unexpended General Revenue from FY 2020. Star of the Republic Museum ($7,600,000), Texas Holocaust and Genocide Commission ($149,307.91), Caddo Mounds Visitors Center ($2,011,235), THC operations ($282,041.94).
Sporting Goods Sales Tax	12,033,000.00	3,008,250.00	**25%**	Tax revenue transferred from Comptroller on the first of each month.
Sporting Goods Sales Tax (UB)	707,645.03	707,645.03	**100%**	Unexpended Sporting Goods Sales Tax from FY 2020.
Gate Fees Appropriated	601,850.00	143,919.00	**24%**	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. Actual revenue includes $26,000 received for easements at the San Jacinto Battleground State Historic Site.
Preservation Trust Fund	248,625.00	248,625.00	**100%**	
Federal Funds	1,123,986.00	-	**0%**	THC has not drawn federal funds for FY 2021. THC anticipates requesting 1st quarter draws in January 2021.
Federal Funds - National Park Services	1,184,159.00	-	**0%**	Current budgeted amounts include amounts for salaries, benefits, other operating expenses and grants. THC will request reimbursement for first quarter expenditures in January 2021.
Economic Stabilization Fund (UB)	4,069,197.55	4,069,197.55	**100%**	Courthouse Grants ($2,590,945.89), HSD Deferred Maintenance ($1,473,788.22), Capitol Complex Deferred Maintenance ($2,600), Levi Jordan Plantation SHS ($1,863.44).
Appropriated Receipts				
Markers & Cemeteries	366,363.00	360.00	**0%**	Cost Recovery program - Fees from marker sponsors pay for marker costs.
Tax Credit Review Fees	97,000.00	106,852.00	**110%**	The THC is appropriated $97,000 of tax credit review fee revenues.
Main Street Dues	80,000.00	2,065.00	**3%**	
Gift Shop Sales	151,318.00	38,157.00	**25%**	
Cattle Sales & Grazing Lease	14,200.00	12,846.83	**90%**	
Employee Housing	20,170.00	7,462.40	**37%**	
Specialty License Plates	2,900.00	2,900.00	**100%**	
All Other Appropriated Receipts	28,500.00	29,440.43	**103%**	Donations, Surplus Property, Copies total $940.43; UB of $28,500 received from the United States Navy for release of covenant at Chase Field to be use for historical website content development.
Interagency Contracts				
TxDOT Section 106 Contract	232,393.85	-	**0%**	
Total Funding	**$ 41,756,895.28**	**$ 29,173,308.09**		

TEXAS HISTORICAL COMMISSION
real places telling real stories

TEXAS HISTORICAL COMMISSION - FINANCIAL DASHBOARD
FISCAL YEAR 2021
Year to date as of November 30, 2020

BUDGET AND EXPENDITURES BY DIVISION - FY 2021

Division	Total Budgeted	Total Expended	% Budget Expended	Target	Total Obligations	Remaining Budget %	Explanation
Administration	$ 2,183,538.67	$ 452,161.45	**20.7%**	**20.0%**	$ 1,341,405.49	**17.9%**	Administration includes $98,210 for implementation of CAPPS HR/Payroll.
Archeology	1,375,140.00	323,228.37	**23.5%**	**20.0%**	950,011.44	**7.4%**	
Architecture	2,254,885.00	284,109.75	**12.6%**	**3.0%**	1,774,681.68	**8.7%**	
Community Heritage Development	1,795,106.16	302,050.77	**16.8%**	**20.0%**	994,819.98	**27.8%**	
Courthouse	3,184,139.14	130,060.32	**4.1%**	**5.0%**	393,930.30	**83.5%**	
Historic Sites	26,487,907.30	2,734,359.31	**10.3%**	**12.0%**	18,118,829.22	**21.3%**	
History Programs	3,155,742.60	588,454.54	**18.6%**	**50.0%**	1,949,292.71	**19.6%**	Budget includes $815,320.91 ($149,307.91 UB) related to the Texas Holocaust and Genocide Commission.
Preservation Trust Fund	248,625.00	-	**0.0%**	**0.0%**	-	**100.0%**	Texas Preservation Trust Fund grants will not be awarded in 2021 due to 5% budget reductions.
Texas Heritage Trails	1,071,811.41	186,326.86	**17.4%**	**20.0%**	663,899.13	**20.7%**	Total obligations and expenditures include $815,000 for grants to the Texas Heritage Trails Regions.
Total Budget and Expenditures	**$ 41,756,895.28**	**$ 5,000,751.37**	**12.0%**	**15.0%**	**$ 26,186,869.95**	**25.3%**	

BUDGET AND EXPENDITURES BY CATEGORY - FY 2021

THC Budget Categories	Total Budgeted	Total Expended	% Budget Expended	Target	Total Obligations	Remaining Budget %	Explanation
Salaries and Wages	$ 16,259,190.04	$ 3,786,327.86	**23.3%**	**25.0%**	$ 12,032,481.24	**2.7%**	Salary savings set aside for 5% agencywide budget reductions in FY 2021.
Other Personnel Costs	778,769.96	143,310.49	**18.4%**	**25.0%**	425,806.73	**26.9%**	Salary savings set aside for 5% agencywide budget reductions in FY 2021.
Travel In-State	358,139.53	4,875.92	**1.4%**	**25.0%**	-	**98.6%**	Travel is less than expected in FY 2021 due to COVID. The Commission held the first meeting virtually in FY 2021.
Travel Out-of-State	57,160.00	-	**0.0%**	**25.0%**	-	**100.0%**	Travel is less than expected in FY 2021 due to COVID.
Fuel	95,065.00	12,875.57	**13.5%**	**25.0%**	280.32	**86.2%**	Travel is less than expected in FY 2021. Agency vehicles, specifically Austin HQ vehicles have seen reduces usage in FY 2021.
Contracted Services	851,686.18	96,456.21	**11.3%**	**25.0%**	268,955.88	**57.1%**	Budget consists of miscellaneous services at historic sites for janitorial services and agency advertising services, website development, and other miscellaneous services not classified as professional services. Additional funding in this category is reserved for payment to the Admiral Nimitz Foundation to procure curatorial services in FY 2021.
Printing and Reproduction	152,647.00	43,111.11	**28.2%**	**20.0%**	50,776.12	**38.5%**	
Consumable Supplies	306,922.00	47,123.75	**15.4%**	**20.0%**	59,949.81	**65.1%**	
Utilities	1,040,190.00	139,225.73	**13.4%**	**22.0%**	41,422.85	**82.6%**	Typically lags goal due to the delay time between bill receipt and payment.
Rent	438,643.00	146,068.62	**33.3%**	**25.0%**	197,802.93	**21.6%**	
Other Expenditures	347,241.92	38,313.29	**11.0%**	**20.0%**	14,658.04	**84.7%**	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, and promotional items.
Giftshop Merchandise	227,912.00	18,826.85	**8.3%**	**15.0%**	41,607.31	**73.5%**	
Historical Markers	362,563.00	48,195.00	**13.3%**	**0.0%**	314,368.00	**0.0%**	
Computers and Furniture	886,389.47	158,792.12	**17.9%**	**25.0%**	308,985.53	**47.2%**	
Repairs and Maintenance	2,456,534.64	98,659.14	**4.0%**	**10.0%**	365,122.95	**81.1%**	Budget primarily consists of funding for deferred maintenance projects and miscellaneous repair and maintenance projects at Historic Sites
Operating Total	**24,619,053.74**	**4,782,161.66**	**19.4%**	**22.8%**	**14,122,217.71**	**23.2%**	
Professional Services	2,459,318.99	43,589.71	**1.8%**	**5.0%**	1,215,320.11	**48.8%**	Budget primarily consists of funding for Historic Sites projects Other significant projects include Hurricane Harvey funded projects for historic property surveys and development of the statewide emergency preservation plan.
Grants	3,857,470.89	175,000.00	**4.5%**	**5.0%**	640,000.00	**78.9%**	Grants include Texas Heritage Trails, Courthouse Preservation Program, Certified Local Governments, and Preservation Trust Fund programs.
Capital	10,270,151.66	-	**0.0%**	**3.4%**	10,209,332.13	**0.6%**	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, and exhibit development at the Star of the Republic Museum.
Debt Service	550,900.00	-	**0.0%**	**0.0%**	-	**100.0%**	
Capital, Grants, and Debt Service Total	**17,137,841.54**	**218,589.71**	**1.3%**	**3.9%**	**12,064,652.24**	**28.3%**	
Total Budget and Expenditures	**$ 41,756,895.28**	**$ 5,000,751.37**	**12.0%**	**15.0%**	**$ 26,186,869.95**	**25.3%**	

PERSONNEL - FY21

Division	Budgeted FTEs	Actual FTEs	Over/ (Under)	
Administration	19.7	18.3	(1.4)	
Archeology	17.6	17.6	-	
Architecture	15.4	14.8	(0.6)	
Community Heritage Development	19.3	17.1	(2.2)	
Courthouse	7.8	7.6	(0.2)	
Historic Sites	172.8	165.6	(7.2)	
History Programs	31.9	29.9	(2.0)	
Preservation Trust Fund	-	-	-	
Total FTEs	**284.5**	**270.9**	**(13.6)**	**284.5 FTEs authorized by 2020-21 General Appropriations bill.**

Harvey, Irma, Maria Emergency Supplemental Historic Preservation Fund		**Budgeted FTEs**	**Actual FTEs**		
Architecture	National Park Service Grant	3.0	2.8		
Archeology	National Park Service Grant	0.5	0.5		
Administration	National Park Service Grant	1.0	1.00		
Total FTEs		**4.5**	**4.3**		**Additional FTEs authorized for Hurricane Harvey Grant from National Park Services**

KEY DATES

Date	Report Name	Agency Report Recipient
N/A	N/A	N/A