



**AGENDA
HOUSTON-GALVESTON AREA
COUNCIL
BOARD OF DIRECTORS MEETING
February 18, 2020 10:00 AM
3555 Timmons Lane, 2nd Floor
Conference Room B
Houston, TX 77027**

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. 2020 H-GAC OFFICER OATH OF OFFICE
4. PUBLIC COMMENT
5. DECLARE CONFLICTS OF INTEREST

ACTION

6. CONSENT AGENDA

Items listed are of a routine nature and may be acted on in a single motion unless requested otherwise by a member of the Board.

- a. H-GAC BOARD MEETING MINUTES - JANUARY 21, 2020
Request approval of minutes of the January 21, 2020 Board Meeting. (Staff Contact: Rick Guerrero)
- b. HGACBUY - SWEEPING EQUIPMENT
Request authorization of contracts with respondents for sweeping equipment. (Staff contact: Ronnie Barnes)
- c. HGACBUY - VIDEO SURVEILLANCE, ACCESS CONTROL AND SECURITY FENCING SYSTEMS
Request authorization to negotiate contracts with each respondent listed for Video Surveillance, Access Control and Security Fencing Systems. (Staff Contact: Ronnie Barnes)
- d. ANGLETON LIVABLE CENTERS STUDY
Request authorization to contract with firms in order ranked to conduct Livable Centers Study for Angleton for an amount not to exceed \$194,000. (Staff Contact: Jeff Taebel)
- e. CLEAN VEHICLES HEAVY DUTY DIESEL REPLACEMENT ASSISTANCE
Request authorization of agreement for acquisition of one vehicle; amount not to exceed \$114,646. (Staff Contact: Alan Clark)
- f. NON-INJURY FREEWAY CRASH QUICK CLEARANCE PILOT PROJECT
Request authorization to enter into an interlocal agreement with the City of Houston in the amount of \$210,000 for a Pilot Project of quick clearance of non-injury freeway crashes. (Staff Contact: Alan Clark)

- g. METRO AIR QUALITY ACTION PROGRAM
Request authorization to enter into an interlocal agreement with the Metropolitan Transit Authority of Harris County for up to \$477,000 to fund marketing and a 20% fare subsidy for local bus and rail for the Base Reduction Encouraging Action To Help the Environment pilot program. (Staff Contact: Alan Clark)
 - h. WORKFORCE SYSTEM CONTRACT AMENDMENT
Request authorization to amend agreement with Ingenuix Corporation in total not to exceed \$68,990. (Staff Contact: Mike Temple)
 - i. AGENCY EMPLOYEE DEVELOPMENT TRAINING
Request authorization to negotiate contracts with firms for Agency Employee Development Training in an amount not to exceed \$50,000. (Staff Contact: Nancy Haussler)
 - j. ADDITIONAL OFFICE SPACE - EIGHTH FLOOR
Request authorization to negotiate an agreement with Landlord, DAR 3555 LLC, in accordance with the terms outlined above. (Staff Contact: Nancy Haussler)
 - k. 2019 INVESTMENT REPORT
Request approval of the Investment Report for the twelve months ended December 31, 2019. (Staff Contact: Nancy Haussler)
 - l. 2020 INVESTMENT POLICY
Request approval of H-GAC's Investment Policy. (Staff Contact: Nancy Haussler)
7. FINANCE AND BUDGET COMMITTEE
Report on activities and Committee recommendations.
- a. MONTHLY FINANCIAL REPORT - JANUARY 2020
Request approval of monthly financial report ending January 31, 2020. (Staff Contact: Nancy Haussler)
8. COMMUNICATIONS
- a. 2020 CENSUS OUTREACH - HOUSTON ENDOWMENT
Request ratification of agreement with the Houston Endowment in the amount of \$50,000 for six months to implement a Census outreach campaign in hard to count areas. (Staff Contact: Meagan Coughlin)
9. AUDIT COMMITTEE
- a. INTERNAL AUDIT 2019 REPORT
Request acceptance of the Internal Audit Annual Report for fiscal year ending 2019. (Staff Contact: Charles Hill)
 - b. INTERNAL AUDIT 2020 PLAN
Request approval of Internal Audit Plan for fiscal year 2020. (Staff Contact: Charles Hill)
10. COMMUNITY AND ENVIRONMENTAL PLANNING
- a. CEDAR BAYOU ALLIANCE MEMORANDUM OF UNDERSTANDING
Request approval to enter into a Memorandum of Understanding with Chambers

County, Liberty County, Harris County, Harris County Flood Control District, City of Baytown and City of Mont Belvieu to form the Cedar Bayou Alliance. (Staff Contact: Jeff Taebel)

11. RESOLUTION HONORING RETIRING BOARD MEMBER

a. RESOLUTION HONORING RETIRING BOARD MEMBER

Request approval of resolution honoring the service to H-GAC and the region of Galveston County Judge Mark Henry. (Staff Contact: Chuck Wemple)

INFORMATION

12. EXECUTIVE DIRECTOR'S REPORT

a. H-GAC SPOTLIGHT - CRIMINAL JUSTICE

No action requested. For information only. (Staff Contact: Breann Stewart)

b. 2019 END OF YEAR REPORT

Presentation of 2019 End of Year Report. (Staff Contact: Chuck Wemple)

c. CURRENT AND UPCOMING H-GAC ACTIVITIES

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

13. ADJOURNMENT

In compliance with the Americans with Disabilities Act, H-GAC will provide for reasonable accommodations for persons attending H-GAC functions. Requests should be received by H-GAC 24 hours prior to the function.

H-GAC BOARD MEETING MINUTES - JANUARY 21, 2020

Background

The H-GAC Board of Directors convenes on the third Tuesday of each month at 10:00 a.m. Meeting minutes are prepared following each Board meeting to summarize any action taken and document the attendance of Board members.

Current Situation

A summary of the January 21 meeting of the H-GAC Board of Directors is attached and recommended for approval.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of minutes of the January 21, 2020 Board Meeting. (Staff Contact: Rick Guerrero)

ATTACHMENTS:

- ▢ BOARD MEETING MINUTES - JANUARY 21 2020 MS Word

MEETING MINUTES

H-GAC BOARD OF DIRECTORS

January 21, 2020

ATTENDANCE ROSTER

The following members of the Board of Directors (Board) of the Houston-Galveston Area Council (H-GAC) attended all or a portion of the January 21, 2020 Board meeting:

Austin County Judge Tim Lapham
 Brazoria County Commissioner Stacy Adams
 Chambers County Commissioner Gary Nelson
 Colorado County Judge Ty Prause
 Fort Bend County Commissioner Andy Meyers
 Galveston County Commissioner Ken Clark
 Harris County Commissioner Adrian Garcia
 Liberty County Judge Jay Knight
 Waller County Judge Trey Duhon
 Wharton County Judge Phillip Spenrath

City of Conroe Councilman Jody Czajkoski
 City of Deer Park Councilman William
 “Bill” Patterson
 City of Friendswood Councilmember Sally
 Branson
 City of Galveston Council Member Craig
 Brown
 City of La Porte Council Member Chuck
 Engelken, Jr.

City of Lake Jackson Councilmember Ralph
 “Buster” Buell
 City of League City Mayor Pat Hallisey
 City of Missouri City Council Member Dr.
 Cheryl Sterling
 City of Pearland Mayor Tom Reid
 City of Sugar Land Mayor Joe Zimmerman
 City of Texas City Commissioner Phil
 Roberts, Jr.

Home Rule Cities (Less than 25,000):
 City of Seabrook Mayor Pro Tem Natalie
 Picha
 City of Stafford Council Member Cecil
 Willis (Alternate)

General Law Cities:
 City of Kemah Council Member Teresa
 Vasquez-Evans (Alternate)
 City of Waller Councilmember Nancy
 Arnold

The following Board members were not marked in attendance at the January 21, 2020 Board meeting:

Harris County Judge Lina Hidalgo
 Matagorda County Judge Nate McDonald
 Montgomery County Commissioner Charlie
 Riley
 Walker County Commissioner Jimmy Henry

City of Baytown Council Member Charles
 Johnson
 City of Houston Council Member Greg Travis

City of Houston Vice Mayor Pro Tem Jerry
 Davis
 City of Huntsville Mayor Andy Brauninger
 City of Pasadena Councilmember Cary Bass
 City of Rosenberg Mayor William Benton

Independent School Districts:
 Huntsville ISD Trustee Rissie Owens

CALL TO ORDER

The Board Chair, Brazoria County Commissioner Stacy Adams, called the Board meeting to order at 10:01 a.m. on Tuesday, January 21, 2020 in Conference Room B at 3555 Timmons Lane, Houston, TX 77027, and stated a quorum was met.

1. INVOCATION

Chair Adams gave the invocation.

2. PLEDGES OF ALLEGIANCE

Wharton County Judge Phillip Spenrath led Board members and the audience in reciting the Pledges of Allegiance to the flags of the United States and the State of Texas.

3. PUBLIC COMMENT

Chair Adams explained that it is the custom at this time in the meeting to welcome any comments by the public and recognized Rick Guerrero, Director of Intergovernmental Affairs, who introduced Melissa Allala from the U.S. Census Bureau. Ms. Allala introduced herself as Sr. Partnership Specialist for U.S. Census and reported the Census will begin March 1st for self-responders through July 31st. She stated this year's Census will be available online, by mail, phone call or renumeration. Ms. Allala referred to the U.S. Constitution which states that a confidential population count must be done every ten years. She explained the importance of an accurate count for every city and county because it ties to state funds received. She encouraged everyone to share this with their constituents and to encourage them to participate.

4. DECLARE CONFLICTS OF INTEREST

Chair Adams called for any Board member who could benefit in any way from an item before the Board to declare their personal conflict of interest either at this moment or not vote.

There were no conflicts of interest declared at this point.

5. CONSENT AGENDA

Chair Adams called for the Consent Agenda. City of Sugar Land Mayor Joe Zimmerman moved to approve the consent agenda, and City of Waller Councilmember Nancy Arnold seconded the motion. Chair Adams called for any discussion or comments; hearing none, Chair Adams then called for a vote which resulted in unanimous approval by all members present.

The following items were acted on by approval of the consent agenda:

- a. **H-GAC Board of Directors Minutes December 17, 2019**—approved minutes from the December 17, 2019 Board Meeting.
- b. **HGACBuy – Community Planning Services**—authorized the negotiation of contracts for Community Planning Services.
- c. **FY2020-FY2021 Law Enforcement Training**—authorized to contract with recommended providers for law enforcement training programs; amount not to exceed \$700,000.

- d. **Diesel Emission Grants – Funding Agreement with the United States Environmental Protection Agency and H-E-B Grocery Company**—authorized to enter into funding agreement with the United States Environmental Protection Agency and to contract with H-E-B Grocery Company for vehicle replacements and electric charging stations; total amount not to exceed \$778,726.
- e. **Regional Incident Management-Funding Agreement with Texas Department of Transportation**—authorized to enter into an Advance Funding Agreement with the Texas Department of Transportation in the amount of \$8,000,000, to continue funding the Gulf Coast Regional Tow and Go Program for two years.
- f. **Commuter and Transit Services Pilot Project – City of Conroe**—authorized to increase the total amount for the Commuter and Transit Pilot Program agreement with City of Conroe by \$476,066 for three years of Park and Ride service; total amount not to exceed \$2,317,026.

6. **FINANCE AND BUDGET COMMITTEE**

a. **Monthly Financial Report - December 2019**

Chair Adams recognized Judge Phillip Spenrath, Chair of the H-GAC Finance and Budget Committee who reported that the Committee met and made quorum. Judge Spenrath requested approval of the monthly financial report ending December 31, 2019 and asked Ms. Nancy Haussler to present this report. Ms. Haussler stated she is presenting the preliminary report for the year end which does not reflect final numbers but she does not feel there will be much change. She stated the Enterprise fund, which is the cooperative purchasing program, the Gulf Coast Regional 9-1-1 program funds and the interest income are higher than anticipated. Ms. Haussler explained the 9-1-1 funds received at year end will be used to improve and expand the 9-1-1 program and the interest income funds are part of a general fund available to H-GAC on the Board's administrative authority to decide where those funds will be spent. She stated primarily these funds are used to match current H-GAC grants.

Ms. Haussler recommended the report for approval. Commissioner Ken Clark with Galveston County asked Ms. Haussler to explain why there is 176% increase in the federal grants. Ms. Haussler explained that the increase was due to an H-GAC program that expected to start in 2020 but started in 2019.

Chair Adams asked for any other questions; hearing none he requested a motion to approve the report as presented. Judge Spenrath made a motion to approve and Mayor Joe Zimmerman seconded the motion. The vote resulted in unanimous approval by all members present.

7. **AUDIT COMMITTEE**

a. **Independent Audit Services**

Chair Adams stated the request is for approval of the Executive Director to execute the contract for audit services with BKD CPAs and Advisors for an amount not to exceed \$99,000 per

year for fiscal years 2019 – 2021, with an option of one-year extensions for 2022 and 2023. He introduced Chuck Wemple to answer any questions and stated it did go through the Finance and Budget Committee. Chuck gave a brief recap stating the Audit Committee met and completed the procurement previously of three firms which were ranked, and negotiated a contract with BKD at a price comparable with what had been paid in the past at \$99,000.

There being no questions, Liberty County Judge Jay Knight made the motion to approve and Colorado County Judge Ty Prause seconded. The vote resulted in unanimous approval by all members present.

8. COMMUNITY AND ENVIRONMENTAL PLANNING

a. Regional Housing Plan

Chair Adams recognized Director of Community & Environmental Planning Jeff Taebel who requested the Board's acceptance of the Regional Housing Plan. Jeff explained that this is a high-level short-range plan covering 12 of the 13 counties in the H-GAC region based entirely on local input. He explained the goal is to identify the shared challenges and opportunities local governments are facing in providing the types of housing stock that will serve their needs in the future, and for H-GAC, a guide for some potential future programs to support the counties in those efforts. Jeff showed bullet points on Page 3 of the housing plan that are being proposed, as well as more details and highlights of local programs and charts with timetables which are planned to be implemented. He stated this year there are plans to work with the City of Houston and Harris County to incorporate the planning efforts they have underway in the housing area to make it an entire 13 county plan for next year. Jeff stated the online housing tool will be expanded this year, along with a new effort being kicked off using local case studies with jurisdictions on housing issues they are facing in hopes that will be a guide for best practices. He reported there will be a call for proposals in 2020 with a focus on the housing and transportation connection. Jeff announced H-GAC will hold its first Regional Housing Summit, a day-long workshop with speakers and interactive sessions to be used as a pure exchange network for people working in all aspects of the housing industry to come together in person or online. He stated technical assistance will be provided throughout the year on housing issues.

Chair Adams asked for questions and Harris County Commissioner Adrian Garcia asked how to get people engaged early on. He asked if there will be an effective community engagement or public education attached with this effort. Jeff stated that the goal was to first get a reading from the people in the field and leadership to define the issues and opportunities through the listening sessions done in Harris County and stated there is a broader campaign planned. He reported having seen successful public awareness raising campaigns from other regions and will become a future year aspect for this project. Jeff also mentioned a successful project by the Wharton Independent School District where they developed housing for teachers and populations who serve the community where there wasn't any housing provided by the market. Commissioner Garcia asked about the funding source for this. Chuck Wemple explained there are issues with the mix of housing in different parts of the region, especially on affordability for teachers and first-time home buyers, getting in the way of some of the economic development opportunities. He stated that based on the listening sessions from the local leaders and learning the issues, the efforts are tailored toward voluntary solutions for those communities. He explained that this is funded

through local funds and is not within H-GAC's discretion to fund and is not tied to state or federal grants.

Chair Adams asked for any other questions and hearing none, Commissioner Adrian Garcia made a motion to approve and Chambers County Commissioner Gary Nelson seconded the motion. The resulting unanimous vote was for approval.

9. RESOLUTION

Chair Adams asked Jeff Taebel to remain at the podium and stated the request is to adopt a resolution recognizing January as Parks and Natural Areas Month in support of Parks and Natural Areas Awards program. Jeff stated this is the 14th Annual Parks and Natural Areas Awards, provided by H-GAC who has honored over 200 successful local parks projects. He reported there were 18 projects submitted from five counties this year, categorized in one of the three categories of planning of parks, implemented projects over \$500,000, and implemented projects under \$500,000. Jeff listed all the winners and presented a map of their locations. He announced an awards ceremony honoring the winners to be held on February 14th with Council Member Arnold as the emcee and all Board members are invited, with more information on that coming soon.

City of League City Mayor Pat Hallisey made the motion to approve and City of Friendswood Councilmember Sally Branson seconded the motion. The resulting unanimous vote by all members was for approval.

10. HUMAN SERVICES

a. Citizen's Advisory Committee By-Law Amendments

Chair Adams stated the request is for adoption of the Area Agency on Aging's advisory committee's amended by-laws. He recognized Mike Temple who explained what the Advisory Committee does and that its development of the Aging and Disability Resource Center has expanded the ability to deliver service to older and/or disabled individuals. He explained that as a part of taking on that task, it became necessary to amend the by-laws of the committee.

Chair Adams asked for questions on the by-laws and hearing none, Mayor Joe Zimmerman made the motion to approve and Commissioner Adrian Garcia seconded the motion. The resulting unanimous vote by all members present was for approval.

11. H-GAC ADVISORY COMMITTEE APPOINTMENTS

a. H-GAC 2020 Advisory Committee Appointments

Chair Adams reported that Board members will have an opportunity to sign up to serve on eight agency committees and encouraged them to do so. He recognized this item is the Advisory Committee which is different from the Board committees.

Hearing no additions to this committee, Mayor Joe Zimmerman made the motion to approve and Waller County Judge Trey Duhon seconded the motion. The resulting unanimous vote by all members present was for approval.

12. EXECUTIVE DIRECTOR'S REPORT

a. H-GAC Spotlight – Web Mapping and Data Tools

Chuck Wemple announced this spotlight for newcomers to the Board to give them an idea of all that H-GAC does so that when an action item is brought before the Board, they will have heard about these programs, as well as giving team members a chance to present their program. He recognized Dr. Pramod Sambidi who reported many resources have come together to develop these tools which provide a convenient and easy-to-use format for public and private entities for management and decision-making. He showed detailed interactive charts on the H-GAC.com website which are sorted by key concepts such as census, environment and regional commute flow which shows where people live and work, stating this information is very useful in transportation planning. He showed a Demographics Snapshot tool showing population in households by race, age, language, education and income, by county, ISD, congressional district, zip code and vehicle ownership. Dr. Sambidi highlighted an application called the Regional Growth Forecast which helps understand how the region is growing, where the growth is happening and some of the transportation projects, including the future job growth along those projects. He highlighted the Regional Crash Data which shows data from TxDOT crash reporting over the last five years. This data provides detailed information about the crash severity, time of the crash, location, type and possible causes. Dr. Sambidi stated his team would be happy to travel throughout the region to give a more in-depth presentation or training on how to best utilize these tools.

b. Current and Upcoming H-GAC Activities

Chair Adams recognized Chuck Wemple for the current and upcoming H-GAC activities. Chuck announced the H-GAC Annual Meeting will be Friday, January 24, 2020 at 6:00 p.m. and will be at the Briar Club. Ballots will be counted and new officers will be announced. He invited all members to RSVP if they haven't already. Chuck also reported new opportunities for exploring rapid technical assistance which is identifying needs in the region, getting quick answers and technical assistance utilizing the H-GAC programs and talking about grants and loans. He gave examples in Harris County, Montgomery County at Tamina and Daisetta in Liberty County. He talked about the Census and ways to get out the count with promotional campaigns and working with jurisdictions to enhance what they are doing. Chuck reported the internal audit plan for 2020 will be brought to the Board next month, as well as the results for 2019.

Galveston County Commissioner Ken Clark stated a greater Census effort should be done with a more aggressive, organized effort on a regional basis, possibly through the State of Texas. He suggested the Board take a more proactive role, using the example of the State of California budgeting \$200M for their Census campaign. He feels strongly about the importance of a complete count because it ties to our future funding. There was much discussion regarding how each county of the region can organize a steering committee and the possibility of tying into an H-GAC plan.

13. ADJOURNMENT

Chair Adams announced this will be his last meeting as Chair and Chuck Wemple and Board members thanked him for his service. Chair Adams stated since there was no further business to be considered by the Board, the meeting was adjourned at 10:48 a.m.

HGACBUY - SWEEPING EQUIPMENT

Background

HGACBuy received and opened ten bids for Sweeping Equipment on December 5, 2019. The following companies submitted bids:

| | |
|--|----------------------|
| Bortek Industries, Inc. * | Mechanicsburg, PA |
| Bucher Municipal North America | Mooreville, NC |
| Global Environmental Products, Inc. * | San Bernadino, CA |
| Nescon, LLC * | Mesa, AZ |
| Nilfisk, Inc., dba Clarke, Also, Advance, Nilfisk, US Products, Hydramaster, Cyclone, Viper, and Nilfisk CFM | Brooklyn Park, MN |
| Schwarze Industries, Inc.HGACBUY - | Huntsville, AL |
| Stewart-Amos Equipment, Co. * | Harrisburg, PA |
| Tymco, Inc. | Waco, TX |
| Utility Truck Equipment Co., LLC | Hewitt, TX |
| Waterblasting, LLC | Stuart, FL |

* Part of a joint bid

Current Situation

This contract is a continuation of an existing contract in our portfolio. All bid responses have been evaluated by H-GAC staff. Ten (10) bids are being recommended for award. Request authorization of contracts with the lowest responsible bidders providing best value for product items as summarized in the Award Recommendation Table and, as may be applicable, to extend contract assignments to other authorized entities during the contract period. If an awarded bidder fails to execute a contract within forty-five days, fails to maintain required licenses, or is determined to be ineligible, authorization is requested to contract with the next lowest responsible bidder.

Funding Source

Participating local government purchasers

Budgeted

N/A

Action Requested

Request authorization of contracts with respondents for sweeping equipment. (Staff contact: Ronnie Barnes)

ATTACHMENTS:

Page 2 of 5

▢ SW04-20 Award Recommendation Table

Cover Memo

SW04-20 Award Recommendation Table

| Manufacturer | Product Code | Bidders |
|---|-----------------------|--|
| A: Street Sweepers, Custom Purpose-Built Chassis Designs | | |
| Bucher Municipal | SW0420A01 – SW0420A03 | Bucher Municipal North America |
| Dulevo Sweepers | SW0420A04 – SW0420A07 | Bortek Industries, Inc.; Guthrie Heli-Arc, Inc., dba Guthrie Sales & Service; Hardline Equipment, LLC; Nixon-Egil Equipment Co.; Pannell Industries, Inc.; Southern Sweepers & Scrubbers, Inc.; TCH Enterprises, Inc. |
| Global Environmental | SW0420A11 – SW0420A19 | Global Environmental Products, Inc.; Associated Supply Co., Inc., dba ASCO, ASCO Equipment and/or ASCO Rentals; AZ Wastewater Industries, Inc., dba AWI; Berry Companies, Inc., dba Berry Tractor and Equipment; Bortek Industries, Inc.; Cyncon Equipment, Inc.; Elliot Equipment, Co.; Equipment Company of the Rockies, LLC; Guzzino Leasing & Rental Co., Inc., dba UTEC; Jet-Vac Equipment Co., LLC; Koenig & Sons Equipment, Inc.; Lee Truck Equipment, Inc., dba Casper's Truck Equipment; MSC Equipment, Inc.; Reliability Point, LLC; Rose Holding, Inc., dba Rose Equipment, LLC; Suffolk County Brake Service, Inc.; The Safety Co., LLC, dba MTech; WSF, LLC, dba Western Systems & Fabrication; Terry Equipment, Inc. |
| B: Street Sweepers, Commercial Chassis-Mounted Designs | | |
| Bucher Municipal | SW0420B01 – SW0420B05 | Bucher Municipal North America |

| | | |
|--|------------------------|--|
| Global Environmental | SW0420B21 – SW0420B22 | Global Environmental Products, Inc.; Associated Supply Co., Inc., dba ASCO, ASCO Equipment and/or ASCO Rentals; AZ Wastewater Industries, Inc., dba AWI; Berry Companies, Inc., dba Berry Tractor and Equipment; Bortek Industries, Inc.; Cyncon Equipment, Inc.; Elliot Equipment, Co.; Equipment Company of the Rockies, LLC; Guzzino Leasing & Rental Co., Inc., dba UTEC; Jet-Vac Equipment Co., LLC; Koenig & Sons Equipment, Inc.; Lee Truck Equipment, Inc., dba Casper's Truck Equipment; MSC Equipment, Inc.; Reliability Point, LLC; Rose Holding, Inc., dba Rose Equipment, LLC; Suffolk County Brake Service, Inc.; The Safety Co., LLC, dba MTech; WSF, LLC, dba Western Systems & Fabrication; Terry Equipment, Inc. |
| Nescon / XBroom | SW0420B23 | Nescon, LLC |
| Schwarze | SW0420B27 – SW0420B37 | Schwarze Industries, Inc. |
| Stewart-Amos | SW0420B38 – SW0420B47 | Stewart-Amos Equipment, Co.; Texas Municipal Equipment, LLC |
| Tymco | SW0420B48 – SW0420B54 | Tymco, Inc. |
| C: Airport Runway Sweeper Designs | | |
| Bucher Municipal | SW0420C01 – SW0420C02 | Bucher Municipal North America |
| Schwarze | SW0420C04 | Schwarze Industries, Inc. |
| Tymco | SW0420C05 | Tymco, Inc. |
| D: Commercial / Industrial Sweepers and Scrubbers - Walk-Behind Designs | | |
| Advance | SW0420D01 – SW04-20D12 | Nilfisk, Inc. |
| Clarke | SW0420D13 – SW04-20D25 | Nilfisk, Inc. |
| E: Commercial / Industrial Sweepers and Scrubbers - Riding Designs | | |
| Advance | SW0420E01 – SW0420E17 | Nilfisk, Inc. |
| Clarke | SW0420E18 – SW0420E20 | Nilfisk, Inc. |
| F: Miscellaneous: Parking Lot/Garages, Walkway, Light Street, and Other Sweeper Designs | | |
| Dulevo Sweepers | SW0420F07 | Bortek Industries, Inc.; Guthrie Heli-Arc, Inc., dba Guthrie Sales & Service; Hardline Equipment, LLC; Nixon-Egil Equipment Co.; Pannell Industries, Inc.; Southern Sweepers & Scrubbers, Inc.; TCH Enterprises, Inc. |

| | | |
|------------------|-----------------------|---|
| Hog Technologies | SW0420F08 – SW0420F14 | Waterblasting, LLC, dba Hog Technologies and Waterblasting Technologies, Inc. |
| Madvac | SW0420F15 – SW0420F22 | Utility Truck Equipment Co., LLC |
| Schwarze | SW0420F24 – SW0420F25 | Schwarze Industries, Inc. |

HGACBUY - VIDEO SURVEILLANCE, ACCESS CONTROL AND SECURITY FENCING SYSTEMS

Background

H-GACBuy received and opened six competitive proposals for Video Surveillance, Access Control and Security Fencing Systems on December 17, 2019. The following companies submitted proposals:

| | |
|---|--------------------|
| Shrink Stoppers, LLC dba ASAP Security Services | Houston, TX |
| Cintel LLC | Peachtree City, GA |
| Digi Security Systems, LLC | Moore, OK |
| Lighthouse Video Surveillance, LLC | Houston, TX |
| Motorola Solutions | Chicago, IL |
| Netronix Integration, Inc. | Round Rock, TX |

Current Situation

This contract is a continuation of an existing contract in our portfolio. All proposals have been evaluated by H-GAC staff. Four proposals are being recommended for award. ASAP Security Services did not meet the minimum scoring threshold and Motorola Solutions was deemed non-responsive due to required documents not being provided. Request authorization to negotiate contracts with each respondent listed in the Contract Award Recommendation Table, and as may be applicable, to extend contract assignments to other authorized entities during the contract period.

Funding Source

Participating local government purchases

Budgeted

N/A

Action Requested

Request authorization to negotiate contracts with each respondent listed for Video Surveillance, Access Control and Security Fencing Systems. (Staff Contact: Ronnie Barnes)

ATTACHMENTS:

▯ SE05-20 Award Recommendation Table

Cover Memo

SE05-20 Award Recommendation Table

| Proposal | Product Category |
|------------------------------------|--|
| Cintel LLC | A. Video Surveillance Equipment E. IP-Based Video Surveillance Equipment and Managed Software F. Portable Remote Location or Special Event Surveillance Systems |
| Digi Security Systems, LLC | A. Video Surveillance Equipment B. Controlled Building Access Equipment C. Security Fencing and Related Equipment D. Wireless Duress/ Panic Alarm and Instant Notification Equipment E. IP-Based Video Surveillance Equipment and Managed Software F. Portable Remote Location or Special Even Surveillance Systems |
| Lighthouse Video Surveillance, LLC | A. Video Surveillance Equipment B. Controlled Building Access Equipment E. IP-Based Video Surveillance Equipment and Managed Software |
| Netronix Integration, Inc. | A. Video Surveillance Equipment B. Controlled Building Access Equipment C. Security Fencing and Related Equipment D. Wireless Duress/ Panic Alarm and Instant Notification Equipment E. IP-Based Video Surveillance Equipment and Managed Software |

ANGLETON LIVABLE CENTERS STUDY

Background

Establishing “Livable Centers” is one of the implementation strategies of H-GAC’s 2045 Regional Transportation Plan. The aim of this strategy is to create more walkable, mixed-use places that reduce reliance on single-vehicle occupancy. A total of twenty-nine have been completed in our region.

Current Situation

The next Livable Centers study ready to begin is for the Angleton Livable Centers study. The overall goal of the study is to create a Livable Centers plan that will lead to a healthy, sustainable, context-sensitive, multi-modal environment and address the needs of residents, property owners, business owners and visitors for shopping, dining, recreation, entertainment, learning, wellness and more. A committee of representatives from H-GAC, TxDOT, and the City of Angleton evaluated proposals submitted by firms on December 13, 2019. Based on the committee’s scoring and evaluation of the proposals and interviews, the recommendation and ranking are shown below:

- Freese and Nichols
- Walter P. Moore
- TJKM Transportation

Funding Source

Federal and Local

Budgeted

Yes

Action Requested

Request authorization to contract with firms in order ranked to conduct Livable Centers Study for Angleton for an amount not to exceed \$194,000. (Staff Contact: Jeff Taebel)

CLEAN VEHICLES HEAVY DUTY DIESEL REPLACEMENT ASSISTANCE

Background

The Clean Vehicles and Heavy-Duty Diesel Replacement Assistance Programs are designed to offset the added cost of replacing or retrofitting older, high-emission, diesel and gasoline engines with cleaner, low emission engines. The primary goal of the program is to reduce nitrogen oxides (NO_x), a critical component in the formation of ground-level ozone.

Award amounts are based on the projected emissions that could be reduced by the project, factoring in usage patterns, engine specifications, and the fuel/technology types.

Current Situation

Staff recommendations shown in the attached table are based on the project's maximum potential emissions reduction. Actual awards are subject to available state and federal funding and will be revised to reflect the specific replacement engine's emissions characteristics when the actual replacement engines have been identified by the contractors.

H-GAC has one proposal that meets emission and cost-effectiveness criteria. H-GAC staff recommends contracting with this entity to replace one vehicle for a total amount not to exceed \$114,646 as shown in the attached table.

Funding Source

Federal - Environmental Protection Agency

Budgeted

Yes

Action Requested

Request authorization of agreement for acquisition of one vehicle; amount not to exceed \$114,646.
(Staff Contact: Alan Clark)

ATTACHMENTS:

- ▯ Clean Vehicles And Heavy Duty Diesel Replacement Assistance-Agreements

Cover Memo

Table 1 Clean Vehicles, Heavy Duty Diesel Replacement Program

| Applicant | Vehicles Replaced | Total Project Amount | TxDOT Amount | EPA Amount | Contractor Amount | Total NO_x Emission Reductions Received (tons/year) |
|-----------------------------|--------------------------|-----------------------------|---------------------|--------------------|--------------------------|--|
| Goose Creek Logistics, L.P. | 1 | \$114,646.35 | | \$56,823.16 | \$57,823.19 | 0.41 |
| | | | | | | |
| TOTAL | 1 | \$114,646.35 | | \$56,823.16 | \$57,823.19 | 0.41 |

GRAND TOTAL \$114,646.35

(over)

NON-INJURY FREEWAY CRASH QUICK CLEARANCE PILOT PROJECT

Background

The Houston-Galveston Area Council is working with local governments to implement innovative incident management tools to reduce congestion and enhance safety on freeways in the H-GAC region. Currently, the Tow and Go™ program quickly removes stalled vehicles from area freeways to a nearby safe location at no cost to the motorist. Since its launch last May, over 50,000 no cost tows have been provided. The purpose of this pilot project is to measure the benefits of removing non-injury crashes from freeways using Houston Police Officers located at Houston TranStar.

In 2019, the Texas Department of Transportation Crash Record Information System recorded over 13,000 crashes on the Houston Freeway System. Of that 13,000 crashes recorded in 2019 the Houston Police Department estimates that 75% of the crashes are non-injury. However, a Houston Police Department officer must be dispatched to each crash scene. Frequently, Houston Fire Department arrives first and must remain at the crash scene providing traffic control until Houston Police Department arrives at the scene even though the crash is a non-injury crash.

This pilot program will support additional City of Houston officers at Houston TranStar to use the Houston TranStar Freeway cameras and city-issued cell phones to observe a crash scene. Houston Fire Department will use city-issued cell phones to collect required information from the crash scene in order to remove crashes from the freeway quicker. The Police officer at Houston TranStar will give authorization remotely to clear the crash from the freeway. The results should be less time spent on the freeway at crash scenes, thus freeing up resources and minimizing first responders' exposure to traffic. The other benefit should be less congestion because crashes are cleared from the freeway sooner, thus reducing secondary crashes.

Current Situation

The H-GAC is requesting authorization to enter into an interlocal agreement with the City of Houston to reimburse the City for the Pilot Program. The Texas Department of Transportation has authorized the expenditure of these funds and the funds are budgeted in the Transportation Improvement Program.

Funding Source

Federal - Surface Transportation Block Grant funds

Budgeted

Yes

Action Requested

Request authorization to enter into an interlocal agreement with the City of Houston in the amount of \$210,000 for a Pilot Project of quick clearance of non-injury freeway crashes. (Staff Contact: Alan Clark)

METRO AIR QUALITY ACTION PROGRAM

Background

The Houston-Galveston Area Council is seeking a partnership with the Metropolitan Transit Authority of Harris County to increase transit ridership during months with historically high ozone levels. A one month pilot program discounting local bus and rail fares by 20% has been proposed for May of this year. The goal of the proposed pilot, known as BREATHE (Base Reduction Encouraging Action To Help the Environment), is to trigger ridership increases and improved air quality during the month of May 2020. If this pilot program is successful, H-GAC would explore implementing a similar initiative with other regional transit agencies in late summer/early fall.

Current Situation

The H-GAC is requesting to collaborate with the Metropolitan Transit Authority of Harris County by providing marketing support and a 20% transit subsidy for local bus and rail fares. The Metropolitan Transit Authority of Harris County will cover other operational expenses for the program and any fare discounts exceeding current estimates of \$277,000. The pilot program will also provide an additional \$200,000 for advertising this event.

Funding Source

Federal – Congestion Mitigation and Air Quality Funds

Budgeted

Yes

Action Requested

Request authorization to enter into an interlocal agreement with the Metropolitan Transit Authority of Harris County for up to \$477,000 to fund marketing and a 20% fare subsidy for local bus and rail for the Base Reduction Encouraging Action To Help the Environment pilot program. (Staff Contact: Alan Clark)

WORKFORCE SYSTEM CONTRACT AMENDMENT

Background

H-GAC contracts with Ingenuix for software-as-a-service to host the Gulf Coast Workforce Board and Workforce Solutions' website content management system. The Ingenuix platform allows staff to create and manage content for www.wrksolutions.com.

Current Situation

We are building out an online application for Workforce Solutions financial aid that will allow us to serve more people who need our financial assistance to get a job, keep a job, or get a better job. As a part of that build out, we must expand our use of the Ingenuix platform and its services to ensure the online application integrates with our systems and provides the best possible result for customers applying for financial aid.

We are requesting an additional \$21,290 for the Ingenuix Content Management System & Software/Service license to implement the Workforce Solutions financial aid online application. Additional funds would increase the total agreement to \$68,990 for the period October 1, 2019 through September 30, 2020.

Funding Source

Texas Workforce Commission

Budgeted

Yes

Action Requested

Request authorization to amend agreement with Ingenuix Corporation in total not to exceed \$68,990. (Staff Contact: Mike Temple)

AGENCY EMPLOYEE DEVELOPMENT TRAINING

Background

H-GAC management has been working to develop and implement an agency-wide training program to provide thoughtful and meaningful development of the entire staff at H-GAC. The goal is to begin the implementation of the program beginning this year and continuing into the future by developing and incorporating relevant training topics to meet the changing needs of the agency. Examples of topics include: training requirements for managers; leadership training; technical program training; communication skills; personnel management; conflict resolution, etc.

Current Situation

H-GAC released a Request for Proposals on January 8, 2020 soliciting qualified firms or individuals to provide on-site and/or web-based instructor-led employee development training services. H-GAC staff evaluated seven proposals submitted by firms on January 21, 2020.

Based on the committee's scoring and evaluation of the proposals, all seven proposals are being considered for award. H-GAC would like to award multiple contracts based on proposer offerings as listed in alphabetical order in the recommendation list below:

Award Recommendation List

1. CPS HR Consulting
2. Elevate USA, Inc.
3. Insight Strategies, Inc.
4. MicroAssist
5. New Horizons
6. Pryor Learning Solutions
7. Robinson Associates

Budgeted

Yes

Action Requested

Request authorization to negotiate contracts with firms for Agency Employee Development Training in an amount not to exceed \$50,000. (Staff Contact: Nancy Haussler)

ADDITIONAL OFFICE SPACE - EIGHTH FLOOR

Background

H-GAC currently leases approximately 70,777 square feet of office space at 3555 Timmons Lane at an annualized cost over the lease term of \$25.40 per rentable square foot. The lease is scheduled to end on January 31, 2025. The last lease was negotiated in September 2017. That lease negotiation allowed H-GAC to expand office space to accommodate a request from the Texas Workforce Commission to co-locate some TWC staff for better coordination of services with H-GAC. H-GAC acquired an additional 5,578 square feet on the seventh floor which it subleases to TWC. This sublease is co-terminus with H-GAC's lease. H-GAC also extended the lease to end in January 2025 and building ownership allowed for tenant improvement of approximately \$20 per rentable square foot.

Current Situation

H-GAC is experiencing growth in several programs. The Human Services department, which administers both the Workforce and Aging programs, has expanded their service delivery in both programs. Aging added the Aging and Disability Resource Center with new funding from Health and Human Services. Workforce programs continue to expand, particularly in at-risk youth programs. Our Transportation program also needs to add personnel to meet the challenges in our contract agreements with the Texas Department of Transportation. In response to input from H-GAC membership, the Community and Environmental program is branching out into new initiatives in housing and water quality programs to develop regional approaches to these areas of concern. The result of these expansions and others throughout the organization is that H-GAC is facing a critical need for space expansion and renovation.

H-GAC, through negotiation with the landlord, DAR 3555 LLC, has identified approximately 12,000 rentable square feet on the eighth floor at 3555 Timmons Lane that would accommodate our forecasted growth. H-GAC engaged a broker, Newmark Knight Frank, to perform a market analysis and negotiate terms that could be advantageous to H-GAC. The broker recommended a renegotiation of H-GAC's current lease with a two-year extension and an expansion of 12,000 feet on the eighth floor. The following are the details of H-GAC's current lease and proposed lease:

| | Current Lease | Amendment | Final Proposed Lease |
|------------------------------|--|---|----------------------|
| Total square feet | 70,077 | + 12,000 | 82,077 |
| Rent per square foot ** | \$25.25 | \$28.50 | \$25.73 (blended) |
| Lease term | 12/14/2017-1/31/2025 | extend two years | 4/1/2020-1/31/2027 |
| Tenant improvement allowance | \$1,415,540 \$20.20 per square foot | \$1,240,770 \$45 per square foot (new space) \$10 per square foot (current space) | \$2,656,310*** |

** Rent escalation of \$0.50 per square foot annually.

*** H-GAC spent \$170,000 of tenant improvement allowance in 2018 on seventh floor renovation.

Page 2 of 2

Funding Source

Allocated to Grants

Budgeted

Yes

Action Requested

Request authorization to negotiate an agreement with Landlord, DAR 3555 LLC, in accordance with the terms outlined above. (Staff Contact: Nancy Haussler)

2019 INVESTMENT REPORT

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of the Investment Report for the twelve months ended December 31, 2019. (Staff Contact: Nancy Haussler)

ATTACHMENTS:

- ▢ Investment Report - Ended December 31, 2019 Cover Memo

**Houston Galveston Area Council
Investment Report
For the Twelve Months Ended December 31, 2019**

| | Book Value | Market Value | Percent of Portfolio | |
|--|------------------------|------------------------|----------------------|-------------------------|
| Beginning Balance 12/31/2018 | | | | \$ 23,259,359.66 |
| Certificate of Deposit (Maturity 6/11/2020) Yield 1.11% Chase Bank | 1,038,977.56 | 1,039,567.07 | 12.32% | |
| Certificate of Deposit (Maturity 5/10/2020) Yield 1.09% Chase Bank | 3,088,876.58 | 3,093,396.50 | 36.67% | |
| Federal Home Loan Bank Discount Note (Maturity 7/31/20) Yield 1.90% BOA | 4,258,197.86 | 4,302,045.18 | 51.00% | |
| Balance as of December 31, 2019 | <u>\$ 8,386,052.00</u> | <u>\$ 8,435,008.75</u> | <u>100.00%</u> | <u>\$ 8,435,008.75</u> |
| Total Investment Income Y-T-D | <u>\$ 170,427.76</u> | | | |

The above securities are in compliance with PFIA and the investment objectives stated within the H-GAC Investment Policy.


Jean Mahood
Investment Officer


Nancy Haussler
Chief Financial Officer

2020 INVESTMENT POLICY

Background

H-GAC is required to maintain an investment policy that is consistent with the Public Funds Investment Act. The policy must identify that the goal of public investment is (1) a protection of principal and (2) an increase on earnings through allowable investments. The policy is subject to revision as the law changes and the investment landscape changes.

Current Situation

The Public Funds Investment Act requires that we annually submit our written policy to our governing body for approval. This policy is being submitted to assure compliance with the act.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of H-GAC's Investment Policy. (Staff Contact: Nancy Haussler)

ATTACHMENTS:

▯ INVESTMENT POLICY 2020

Cover Memo

2020 INVESTMENT POLICY

INVESTMENT OF FUNDS

I. OBJECTIVES

- Understand suitability of investments to the financial requirements of H-GAC.
- Preservation and safety of principal.
- Financial security and liquidity of H-GAC funds.
- Ability to liquidate investments before their maturity should the need arise.
- Diversification of the investment portfolio.
- Maximize interest yield of funds through methods allowed under Federal and State law.

II. RESPONSIBILITY

Planning the investment program is the joint responsibility of the Controller, the Executive Director, and the Investment Officer. The investment program shall be reviewed and approved by the Budget and Finance Committee and Board of Directors prior to its institution. Any policy changes require similar approval.

An investment officer must be designated and approved by the Budget and Finance Committee and the Board of Directors. The investment officer will be responsible for effectively supervising and managing the assets of the investment fund.

H-GAC investments shall be made with judgement and care under circumstances then prevailing that persons of prudence, discretion, and intelligence exercise 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.

III. AUTHORIZED INVESTMENTS

The following are authorized investments for H-GAC funds:

1. Obligations of the United States or its agencies and instrumentalities.
2. Direct obligations of the State of Texas or its agencies.
3. Other obligations, the principal of the interest on which are unconditionally guaranteed or insured by the State of Texas or the United States.

4. General obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.
5. Certificates of Deposit issued by State and National banks domiciled in the State of Texas the payment of which is insured in full by the Federal Deposit Insurance Corporation.
6. Fully collateralized direct Repurchase Agreements with a defined termination date purchased pursuant to a master contractual agreement which specified the rights and obligations of both parties and which requires that securities involved in the transaction be held in a safekeeping account subject to the control and custody of H-GAC.
7. No Load Money Market Mutual Funds and No-Load Mutual Funds. To be an allowable investment, money market funds must adhere to a 90-day weighted average maturity. No-load mutual funds with a weighted average maturity of up to 2 years are allowable if they are registered with the Securities and Exchange Commission, invest exclusively in obligations authorized by the Public Funds Investment Act, adhere to the requirements set forth for investment pools and are continuously rated by at least one nationally recognized investment rating firm at not less than AAA or its equivalent. A government may invest no more than 15% of its operating funds (excluding bond proceeds, reserves, and debt service funds) in this type of mutual fund.
8. Time deposits in the Council's depositories.
9. Investment pools created to function as money market funds must mark-to-market daily and maintain a market value ratio between .995 and 1.005. These pools must be continuously rated no lower than AAA, AAA-m or an equivalent rating by at least one nationally recognized rating agency.
10. Banker's Acceptances 1) 270 days or fewer, 2) Liquidated in full at maturity, 3) Eligible Federal Reserve Bank collateral, 4) U.S. Bank rated not less than A-1 or P-1.
11. Any combination of the foregoing.

Any law passed by the Texas State legislature changing the scope of legal investments available to a Council of Governments shall be considered included as part of this Investment Policy.

H-GAC monitors investments upon each maturity and compares interest rates offered from various brokers and the state of Texas to assure that rates are competitive for the market. Such comparisons are reviewed by the investment officer and the CFO before investments are made. The comparison analysis is retained for review.

IV. MATURITY OF INVESTMENTS

The Council measures interest rate risk using the weighted average maturity method based on the fund in which the Council makes investments.

For pooled funds, the portfolio is measured using the dollar-weighted average maturity allowed based on the stated maturity date for the portfolio as a whole. (2256.005c)

Portfolio maturities will be structured to meet the liquidity needs of H-GAC first and then to achieve the highest prudent return of interest. When H-GAC has funds that will not be needed to meet current-year obligations, maturity restraints will be imposed based upon H-GAC's investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by H-GAC is five years unless specific authority is given to exceed this limit.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. Any proposed investments in securities exceeding five years maturity must be disclosed to and approved by the Budget and Finance Committee and the Board of Directors including any appropriate time restrictions. The settlement of all transactions, except investment pool funds and mutual funds, is on a delivery versus a payment basis.

V. COLLATERALIZATION REQUIREMENTS

H-GAC's depository accounts must be collateralized. The H-GAC Budget and Finance Committee and the Board of Directors shall select the form of securities pledge contract or surety bond used to secure H-GAC funds. Additional, substitution, or withdrawal of collateral for H-GAC funds shall be subject to approval of H-GAC's Board of Directors.

The Investment Officer is authorized to accept from depositories of H-GAC funds, as security for deposits, the following kinds of securities: Direct obligations of the United States of America backed by its full faith and credit; evidence of indebtedness guaranteed by Federal Intermediate Credit Banks, Federal Land Banks, Banks for Cooperative, Federal Farm Credit System, Federal Home Loan Banks, Federal National Mortgage Association; any general or special obligations (approved by the Attorney General of Texas) issued by a State of Texas public agency payable from taxes, revenues, either or both, provided all of such obligations are rated A or better by a generally recognized national bond-rating agency.

At all times, such securities shall have a market value of not less than 100% of the amount of the deposits secured thereby, adjusted by the insurance coverage provided those deposits by the Federal Deposit Insurance Corporation.

VI. WRITTEN CERTIFICATION FROM INVESTMENT FIRMS

H-GAC may conduct business with any broker licensed to do business in the State of Texas and authorized to negotiate transactions on the national stock exchange. Qualified brokers will be approved by H-GAC's Budget and Finance Committee and Board of Directors to conduct investment transactions on behalf of the Council. Any business organization which seeks to sell an authorized investment to H-GAC must provide a written instrument certifying that they have received and thoroughly reviewed H-GAC's investment policy and have implemented reasonable procedures and controls in an effort to preclude imprudent or noncompliant investment activities arising from investment transactions.

The governing body of an entity subject to this subchapter or the designated investment committee of the entity shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity.

VII. PROHIBITED TRANSACTIONS

The Investment Officer is prohibited from:

1. shorting securities;
2. selling calls on securities owned by H-GAC;
3. entering into reverse repurchase agreements;
4. trading in options or futures contracts;
5. purchasing mortgage-backed derivatives known as principal only (PO's), interest only (IO's) and inverse floaters;
6. purchasing or selling securities from dealers or public depositories other than those approved by the Budget and Finance Committee;
7. making any other investment transaction on behalf of H-GAC that is prohibited by law or that has not been authorized by the Budget and Finance Committee.

VIII. REPORTING REQUIREMENTS

The investment officer is responsible for preparing and submitting quarterly written reports of investment transactions and performance to the Budget and Finance Committee and the Executive Director as described in the Public Funds Investment Act. The report must:

1. Describe in detail the investment position of H-GAC on the date of the report;
2. Be prepared and signed by the investment officer;
3. 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;

4. State the maturity date of each directly held separate asset that has a maturity date;
5. Contain a summary statement of each pooled fund group that states the:
 - a. beginning and ending market values for the reporting period, and
 - b. additions and changes to the market value during the period;
6. State the compliance of the investment portfolio of H-GAC as it relates to:
 - a. the investment strategy expressed in H-GAC's investment policy, and
 - b. relevant provisions of Government Code Section 2256.023;
7. State the percentage of the total portfolio which each type of investment represents.

In conjunction with H-GAC's annual financial audit, a compliance audit shall be performed for management controls on investment and adherence to the H-GAC's investment policies.

If the investment officer has a personal business relationship with an entity or is within the second degree by affinity or consanguinity to an individual seeking to sell an investment to H-GAC, the investment officer must file a statement disclosing that personal business interest, or relationship, with the Texas Ethics Commission, the Budget and Finance Committee, and the Board of Directors.

In addition, investment pools must provide investment officers with a disclosure instrument which contains specific and detailed information. Investment pools must provide investment officers with transaction confirmations and a detailed monthly report.

IX. CONTINUING EDUCATION

It is H-GAC's policy to provide training required by the Public Funds Investment Act and periodic training in investments for the investment officer through courses and seminars offered by professional organizations and associations in order to insure the quality, capability, and currency of the investment officer in making investment decisions. The investment officer must attend at least one training session relating to the officer's responsibilities within 12 months of assuming duties.

X. NOTIFICATION OF INVESTMENT CHANGES

It shall be the duty of the investment officer to notify the Budget and Finance Committee of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether they are authorized by this policy or not.

MONTHLY FINANCIAL REPORT - JANUARY 2020

ATTACHMENTS:

- ▢ Monthly Financial Report - January 2020
- Cover Memo

HOUSTON-GALVESTON AREA COUNCIL
FINANCIAL STATUS REPORT
For the One Month Ended January 2020

Page 2 of 3

| | | Budget | | Actual | Variance | |
|---|--|---------------------|-----------|---------------------|---------------------|----------|
| | | Year to date | | Year to date | Dollar | % |
| Combined Revenues and Expenditures | | | | | | |
| | Revenues | \$ 30,108,098 | \$ | 18,277,595 | \$ (11,830,503) | -39% |
| | Expenditures | (29,691,712) | | (18,331,768) | 11,359,944 | -38% |
| | Change in Combined Fund Balance | \$ 416,385 | \$ | (54,173) | \$ (470,559) | |

| | | | | | | |
|--|--|-------------------|-----------|-----------------|---------------------|--|
| Change in Fund Balance by Fund Type | | | | | | |
| | Change in fund balance - General Fund | \$ 53,809 | \$ | 117,849 | \$ 64,040 | |
| | Change in fund balance - Gulf Coast Regional 911 | 207,428 | | 52,256 | (155,172) | |
| | Change in fund balance - Enterprise Fund | 469,167 | | (224,278) | (693,445) | |
| | Total Change in Fund Balances | \$ 730,403 | \$ | (54,173) | \$ (784,576) | |

Variance Analysis

The presentation of the change in fund balance by fund type is intended to highlight the effects of revenue and expenditure transactions by fund. The General Fund (GF) consists of those funds not associated with grant programs or enterprise activities. The Special Revenue Fund (SRF) consists of those funds that are restricted for a specific purpose. HGAC's grant programs are in this fund. The Enterprise Fund is used to track activities of the Cooperative Purchasing program and the Energy Purchasing Corporation. The variances of specific revenues and expenditures are explained on the second page of this report.

*** The Cooperative Purchasing program has contributed (\$223,042) a decrease toward the Enterprise fund balance YTD, and the Energy Purchasing Corporation is reflecting a (\$1,236) a decrease to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL
FINANCIAL STATUS REPORT
For the One Month Ended January 2020**

Page 3 of 3

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Dollar | % |
|--|-----------------------|----------------------|----------------------|------------------------|-------------|
| Revenues | | | | | |
| General and Enterprise Fund | | | | | |
| Membership dues | \$ 395,538 | \$ 395,538 | \$ 160,361 | \$ (235,177) | -59% |
| HGAC Energy Purchasing Corporation | 130,000 | 10,833 | 7,109 | (3,725) | -34% |
| Cooperative Purchasing fees (a) | 5,500,000 | 458,333 | 84,510 | (373,823) | -82% |
| Gulf Coast Regional 911 fees | 2,489,131 | 207,428 | 297,077 | 89,649 | 43% |
| Interest Income | 175,000 | 14,583 | 10,805 | (3,778) | -26% |
| Other (b) | 3,283,164 | 273,597 | 173,743 | (99,854) | -36% |
| Total General and Enterprise Fund revenues | \$ 11,972,833 | \$ 1,360,313 | \$ 733,605 | \$ (626,708) | -46% |
| Special Revenue Fund | | | | | |
| Federal Grant (c) | \$ 3,556,065 | \$ 296,339 | \$ 29,121 | \$ (267,218) | -90% |
| State Grants © | 341,417,355 | 28,451,446 | 17,514,869 | (10,936,577) | -38% |
| Total Special Revenue Fund revenues | \$ 344,973,420 | \$ 28,747,785 | \$ 17,543,990 | \$ (11,203,795) | -39% |
| Total Revenues | \$ 356,946,253 | \$ 30,108,098 | \$ 18,277,595 | \$ (11,830,503) | -39% |
| Expenditures | | | | | |
| Personnel | \$ 26,242,846 | \$ 2,186,904 | \$ 2,100,481 | \$ (86,423) | -4% |
| Pass-through funds - grant (c) | 316,491,931 | 26,374,328 | 15,666,734 | (10,707,594) | -41% |
| Consultant and contract services | 5,303,469 | 441,956 | 155,182 | (286,774) | -65% |
| Lease of office space | 2,126,396 | 177,200 | 3,145 | (174,055) | -98% |
| Equipment (d) | 1,872,750 | 156,063 | 4,906 | (151,157) | -97% |
| Travel | 555,697 | 46,308 | 7,172 | (39,136) | -85% |
| Other expense | 3,707,457 | 308,955 | 394,148 | 85,193 | 28% |
| Total Expenditures | \$ 356,300,546 | \$ 29,691,712 | \$ 18,331,768 | \$ (11,359,944) | -38% |
| Excess of Revenues over(under) Expenditures | \$ 645,707 | \$ 416,385 | \$ (54,173) | \$ (470,559) | |

Variances:

- a) It is the first month of the year. Consequently, much of the financial activity for the month dealt with December transactions. This was true of Cooperative Purchasing transactions as well. We continue to see high demand for the products under contract in the Coop program.
- b) The 9-1-1 revenue appears high. This is largely due to activity on the grant received from CSEC in December and January. Fee revenue in the program remains relatively stable.
- c) Both Federal and State grant revenue as well as Pass-through fund expenditures are lagging behind because of the timing of the flow of billings and the earing of revenues from our contractors. There is usually a 30-60 day lag for both revenues and expenses in grant programs.
- d) Equipment expenses will increase as the year progresses.

2020 CENSUS OUTREACH - HOUSTON ENDOWMENT

Background

The upcoming U.S. Census will require counting an increasingly diverse and growing population in the Houston-Galveston region. As a long-standing partner of the U.S. Census, the Houston-Galveston Area Council is aligned with many collaborative efforts to assist our local governments in educating residents about the importance of responding to the 2020 Census. Examples include coordinating the Local Update of Census Addresses program, cross-collaborating our programs like the Area Agency on Aging and Workforce Solutions for outreach, and meeting with our local U.S. Census representative.

Current Situation

The Houston-Galveston Area Council applied for a grant with the Houston Endowment to conduct an outreach campaign in our region. Our strategy will focus on the hard to reach populations outlined on the U.S. Census' Hard to Count map. We will collaborate with each of our 13 counties through targeted partnerships and a supporting outreach campaign, with an emphasis on the hardest to reach populations. The outreach campaign will include radio advertisements, social media efforts, grassroots outreach, digital advertising, a direct mail campaign, and partnerships with our Workforce Solutions team and with our counties and cities.

Following notification of the grant award, equal to the Executive Director's signature authority, and subsequent deadlines imposed by the Endowment, the Executive Director entered into the agreement in consultation with the Chair, Vice Chair and Chair Elect. The agreement is now being presented to the Board for ratification.

Funding Source

Houston Endowment

Budgeted

N/A

Action Requested

Request ratification of agreement with the Houston Endowment in the amount of \$50,000 for six months to implement a Census outreach campaign in hard to count areas. (Staff Contact: Meagan Coughlin)

INTERNAL AUDIT 2019 REPORT

Background

The Internal Audit Charter requires the Internal Audit department to prepare an annual plan to be approved by the Executive Director, the Audit Committee, and the Board of Directors. In addition, the charter also requires the Internal Audit department to prepare an annual report of its activities. The H-GAC Internal Audit department consists of four auditing professionals with plans to add an audit staff member in the current fiscal year.

Current Situation

The Director of Internal Audit has prepared the Internal Audit Annual Report for fiscal year ending 2019. The annual report is a summary of the scope of internal audit activities for fiscal year 2019. The Executive Director has reviewed the annual report. The staff submitted the report to the H-GAC Audit Committee for review, discussion and approval in February 2020. The report is attached.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request acceptance of the Internal Audit Annual Report for fiscal year ending 2019. (Staff Contact: Charles Hill)

ATTACHMENTS:

▢ 2019 Audit Report

Cover Memo



Houston-Galveston Area Council

February 6, 2020

Chuck Wemple
Executive Director
Houston-Galveston Area Council
3555 Timmons Lane
Houston, Texas 77027

RE: INTERNAL AUDIT ANNUAL REPORT FOR 2019

Dear Mr. Wemple:

Attached is the Internal Audit Annual Report for fiscal year 2019. This report contains the results of activities for the internal audit function at H-GAC. A comparison of the planned projects and allocated hours versus actual hours charged to specific project categories is included in this report.

The internal audit staff seeks to add value to H-GAC operations by fulfilling their responsibilities. The Executive Director should submit this report to the H-GAC Audit Committee and Board of Directors for review and comments. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

A handwritten signature in blue ink that reads "Charles D. Hill".

Charles Hill, CIA, CPA, CGMA
Director, Internal Audit

cc: Audit Committee Members
Nancy Haussler, H-GAC Chief Financial Officer

Attachment



Houston-Galveston Area Council

**INTERNAL AUDIT
ANNUAL REPORT
For Fiscal Year Ending 2019**

January 2020

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT ANNUAL REPORT
For Fiscal Year Ending 2019**

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EXECUTIVE SUMMARY

INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2019

The Director of Internal Audit prepared this report covering the scope of activities and projects for fiscal year 2019. The Internal Audit department is responsible for reviewing and evaluating the controls at H-GAC and monitoring contractors/subrecipients. The following is a breakdown of the actual staff hours versus budget hours for various categories of projects for the year.

| <i>Category</i> | <i>Planned Hours</i> | <i>Actual Hours</i> | <i>Difference</i> |
|-----------------------|----------------------|---------------------|-------------------|
| Regular Audits | 1,300 | 347 | -953 |
| Program Reviews | 900 | 1,057 | +157 |
| Follow-up Audits | 120 | 0 | -120 |
| Contractor Monitoring | 2,850 | 2,288 | -562 |
| Special Projects | 700 | 998 | +298 |
| Administrative Time | 1,500 | 1,865 | +365 |
| Leave Time | 950 | 1,011 | +61 |
| <i>Totals</i> | <i>8,320</i> | <i>7,566</i> | |

The following is a breakdown of the types of projects, the number of reports, as well as a summary of work products for the past three years.

| <i>Item</i> | <i>2019</i> | <i>2018</i> | <i>2017</i> |
|--------------------------|-------------|-------------|-------------|
| Regular Audits/Reviews | 7 | 4 | 6 |
| Regular Audit Reports | 4 | 1 | 2 |
| Follow-up Audits/Reports | 0 | 3 | 0 |
| Special Projects | 7 | 5 | 8 |
| Special Project Reports | 2 | 3 | 2 |
| Site Visits | 15 | 24 | 21 |
| Site Visit Reports | 12 | 24 | 19 |
| Desk Review Letters | 37 | 45 | 51 |
| Pre-Award Review Memos | 2 | 7 | 12 |

Additional comments and clarifications include the following.

- The staff started or completed seven audits and issued four reports.
- Other projects did not allow the completion of any follow-up audits. We will complete these scheduled follow-up projects in 2020.
- Two extended site visit projects and staff turnover caused a decrease in the number of site visits completed by staff.
- Staff used more hours in program reviews and special projects due to specific requests from management for reviews (e.g. Workforce Process Review).
- Pre-Award reviews cover one department (i.e. Transportation) and requested by program staff, which may explain the decreasing number. In the future, Pre-Award reviews will be agency-wide and initiated by Internal Audit.
- Fewer subrecipients/contractors needed desk review letters this year, which probably indicates some close-outs of funding for some programs.

INTERNAL AUDIT ANNUAL REPORT For Fiscal Year Ending 2019

PURPOSE

This report was prepared by the Director of Internal Audit at the Houston-Galveston Area Council (H-GAC) to summarize the activities and work completed for the department. The reporting period is from January to December 2019. The completion of this report and its submission to the H-GAC Board of Directors (the Board) is consistent with the H-GAC internal audit charter. The Institute of Internal Auditors Code of Ethics defines internal auditing as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

BACKGROUND

The Internal Audit Department at H-GAC has the responsibility to review and evaluate the controls at the agency. In addition, the internal audit staff has responsibility for contractor/subrecipient monitoring. Our staff performs desk reviews of contractors audited annual financial reports, site visits, and on a sample basis CPA firm working papers reviews. All other assignments completed by the department are considered special projects.

The H-GAC Board approved a revised charter in 2015 to reflect current guidelines for the professional practice of internal auditing. The Internal Audit function at H-GAC consists of a director and three audit professionals. The operations of the department conform to standards for the International Practice of Internal Auditing as required by the Institute of Internal Auditors. A consultant selected by the H-GAC Executive Director completed an external quality assurance review of Internal Audit in 2018. The external quality assurance report contained four recommendations. Internal Audit implemented three of the recommendations and plans to complete the final recommendation in the first quarter of the new year.

RESULTS OF AUDIT ACTIVITY

The internal audit director completed an internal audit plan for fiscal year 2019. The plan served as a guide to allocate audit resources in an efficient and effective manner to cover key areas of the agency. The following is a summary of department activity and/or work products for the past three years.

INTERNAL AUDIT ANNUAL REPORT
For Fiscal Year Ending 2019

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| <i>Item</i> | <i>2019</i> | <i>2018</i> | <i>2017</i> |
|--------------------------|-------------|-------------|-------------|
| Regular Audits/ Reviews | 7 | 4 | 6 |
| Audit / Review Reports | 4 | 1 | 2 |
| Follow-up Audits/Reports | 0 | 3 | 0 |
| Special Projects | 7 | 5 | 8 |
| Special Project Reports | 2 | 3 | 2 |
| Site Visits | 15 | 24 | 21 |
| Site Visit Reports | 12 | 24 | 19 |
| Desk Review Letters | 37 | 45 | 51 |
| Pre-Award Review Memos | 2 | 7 | 12 |

The Internal Audit Department allocated hours in the 2019 plan based on four staff members at 2,080 hours each for the year (i.e. 8,320 hours). The hours were divided into seven categories – regular audits, program reviews, follow-up audits, contractor monitoring, special projects, administrative time, and leave time. There was some turnover of staff during the year causing the overall hours to be less than planned hours for projects. The following table compares planned hours for these categories with actual hours used in 2019 to complete various projects.

| <i>Category</i> | <i>Planned Hours</i> | <i>Actual Hours</i> | <i>Difference</i> |
|-----------------------|----------------------|---------------------|-------------------|
| Regular Audits | 1,300 | 347 | -953 |
| Program Reviews | 900 | 1,057 | +157 |
| Follow-up Audits | 120 | 0 | -120 |
| Contractor Monitoring | 2,850 | 2,288 | -562 |
| Special Projects | 700 | 998 | +298 |
| Administrative Time | 1,500 | 1,865 | +365 |
| Leave Time | 950 | 1,011 | +61 |
| Totals | 8,320 | 7,566 | |

Additional comments and clarifications of the trends and variances in actual staff hours listed in the two tables above include the following.

- The staff started or completed seven audits and issued four reports.
- Work on other projects did not allow staff to complete any follow-up audits. We will complete these and other follow-up projects in 2020.
- Two extended site visit projects and staff turnover caused a decrease in the number of site visits completed by staff.
- Staff used more hours in program reviews and special projects due to specific requests from management for reviews (e.g. Workforce Process Review).
- Pre-Award reviews cover one department (i.e. Transportation) and requested by program staff, which may explain the decreasing number. In the future, Pre-Award reviews will be agency-wide and initiated by Internal Audit.
- Fewer subrecipients/contractors needed desk review letters this year, which probably indicates some close-outs of funding for some programs.

**INTERNAL AUDIT ANNUAL REPORT
For Fiscal Year Ending 2019**

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PROJECTS COMPLETED

The internal audit department completed many and various projects during the year. In Appendix A, it compares planned projects from the 2019 audit plan with actual projects completed for the period. Staff started one regular audit and it will be completed in 2020. Three program review reports and one site visit review report comprise the four reports issued for the year. Appendix B contains the audit recommendations for regular audits, reviews, and follow-up reports issued during the year. Appendix D lists site visit report recommendations including the site visit review report.

The contractor and subrecipient monitoring projects consisted of desk reviews, site visits, and pre-award reviews. The desk reviews are detailed technical reviews of contractors' most recent annual financial reporting packages to determine compliance with state and federal reporting requirements. Internal Audit issues the management acceptance letters for these contractor/subrecipient reports. There were 37 desk reviews completed for 2019. Appendix C contains the list of subrecipients receiving desk review letters from the H-GAC Internal Audit department.

Contractor monitoring reports are usually issued after site visits are made to contractors by internal audit staff. There were 15 site visits made in 2019. The main purpose of these site visits was to review the adequacy of controls as well as contract compliance. Two site visits this year required extended time to complete due to issues needing clarification from the contractor. The program staff has the responsibility of ensuring contractors take appropriate corrective actions on recommendations made by Internal Audit. Most findings in the site visit reports did not represent material weaknesses or problems that could not be corrected in a timely manner. One site visit report covering a review of a major contractor in terms of H-GAC funding represented material findings.

Pre-award reviews were completed for pending contracts in the H-GAC Transportation Department. These reviews consisted of basically reviewing cost data and background information for proposed contracts to ensure compliance with state and federal guidelines, as well as consistency with other H-GAC contracts. There were two (2) pre-award reviews performed in 2019 (see Appendix E). The category of special projects made up the remainder of projects completed by the Internal Audit staff.



Charles Hill, CIA, CPA, CGMA
Director, Internal Audit

Report Date: 1/31/20
Report Issue Date: 2/6/20

APPENDIXES

APPENDIX A

Planned Projects versus Actual Projects for 2019

| <i>Project Titles</i> | <i>Budget Hours</i> | <i>Actual Hours</i> | <i>Comments</i> |
|--------------------------------------|---------------------|---------------------|--------------------------------|
| <i>Regular Audits:</i> | | | |
| Workforce Contract Audit | 300 | 347 | Will issue in 2020 |
| Career Offices Audit | 400 | 0 | Rescheduled |
| Human Resources Audit | 300 | 0 | Rescheduled |
| Payroll & Personnel Audit | 300 | 0 | Rescheduled |
| <i>Program Reviews:</i> | | | |
| Cybersecurity Review | 250 | 70 | In Process, Will issue in 2020 |
| Risk Management Review | 250 | 30 | Will complete in 2020 |
| Information Security Review | 200 | 348 | Report issued |
| External Audit/Monitoring Review | 200 | 40 | Report issued |
| Workforce Process Review | 0 | 254 | Report issued |
| GLO Contract Review | 0 | 115 | Will issue report in 2020 |
| BakerRipley Site Visit Review | 0 | 200 | Report issued |
| <i>Follow-up Audits:</i> | | | |
| Transportation Contracts Follow-up | 40 | 0 | Will complete in 2020 |
| Information Security Follow-up | 40 | 0 | Will complete in 2020 |
| Workforce Contracts Follow-up | 40 | 0 | Will complete in 2020 |
| <i>Contractor Monitoring:</i> | | | |
| Pre-Award Reviews | 200 | 68 | |
| Desk Reviews | 1,200 | 686 | |
| Contractor/Consultant Site Visits | 1,300 | 1,498 | |
| Contractor Database | 150 | 36 | |
| <i>Special Projects:</i> | | | |
| Internal Audit Reporting | 80 | 383 | |
| Staff Advisory | 120 | 176 | |
| Other Projects | 500 | 439 | |
| <i>Administrative Time</i> | 1,500 | 1,865 | |
| <i>Leave Time</i> | 950 | 1,011 | |
| <i>Total Audit Hours</i> | 8,320 | 7,566 | |

APPENDIX B

Summary of Audit Report Recommendations for 2019

| <i>Report Title</i> | <i>Report Date</i> | <i>Recommendations</i> | <i>Status</i> |
|--|---------------------------|---|---|
| Information Security Review | 3/29/19 | <ol style="list-style-type: none"> 1. Align information security policies with specific standards/frameworks to comply with funding agencies requirements related to information security. 2. Develop, update or strengthen IT policies for information security operations and technology management by addressing specific items noted above. | <p><i>Implemented</i></p> <p><i>Implemented</i></p> |
| Workforce Services/Finance Process Review | 4/24/19 | <ol style="list-style-type: none"> 1. Use digital procedures to improve operations and save staff time in completing tasks. 2. Implement standard procedures along with digital forms and checklists for contract managers. 3. Require and digitally document supervisory review and approval of specific program operations and/or reporting. 4. Use SharePoint as much as possible to improve current efficiency in operations. | <p><i>Implemented</i></p> <p><i>Implemented</i></p> <p><i>Implemented</i></p> <p><i>Implemented</i></p> |
| External Monitoring and Auditing Follow-up | 5/6/19 | <ol style="list-style-type: none"> 1. Ensure all monitoring reports have management responses and/or corrective action taken in a timely manner. | <i>Adequate Corrective Actions</i> |

APPENDIX C

Summary of Desk Reviews for 2019

| <i>Contractor:</i> | <i>Accepted Without Need for Follow-up</i> | <i>Accepted With Follow- up On Some Items</i> |
|---|---|--|
| Actions Inc. of Brazoria County | X | |
| Baker Ripley | X | |
| Brazosport College | X | |
| Brazosport ISD | X | |
| Catholic Charities of the Archdiocese of the Gulf Coast | X | |
| City of Baytown | X | |
| City of Houston | X | |
| City of Sugar Land | X | |
| City of Texas City | X | |
| Collaborative for Children | X | |
| College of the Mainland | X | |
| Colorado Valley Transit, Inc. | X | |
| Danbury ISD | X | |
| Dynamic Educational Systems, Inc. | X | |
| Education Service Center Region VI | X | |
| Employment & Training Center | X | |
| Fort Bend County | X | |
| Fort Bend Senior Citizens | X | |
| Galveston County | X | |
| Galveston County Health District | X | |
| Gulf Coast Center | X | |
| Harris County | X | |
| Harris County Dept. of Education | X | |
| Houston Community College | X | |
| Houston ISD | X | |
| Interfaith Ministries of Greater Houston | X | |
| Interfaith of The Woodlands | X | |
| Lone Star College System | X | |
| Magnolia ISD | X | |
| Montgomery County Committee on Aging | X | |
| Montgomery County Hospital District | X | |
| Rescare Workforce Services | X | |
| San Jacinto Community College | X | |
| Santa Fe ISD | X | |
| Senior Citizens Project of Chambers County | X | |
| SER Jobs for Progress | X | |
| Wharton County Junior College | X | |

APPENDIX D

Summary of Site Visit Report Recommendations for 2019

| <i>Report Title</i> | <i>Report Date</i> | <i>Recommendations</i> | <i>Implemented</i> | <i>In Process of Implementation</i> |
|---------------------|--------------------|---|--------------------|-------------------------------------|
| BakerRipley | 10/9/19 | <ol style="list-style-type: none"> 1. Ensure that future contracts with H-GAC specifically list the state assurances that are applicable to the contractor including regulations and/or laws on nepotism and conflicts of interest situations. 2. Ensure that each member of the Board of Directors and Executive Team completes and submits a conflict of interest disclosure form to comply with H-GAC contractual requirements. 3. Communicate in writing, actions taken to prevent any conflict of interest. 4. Revise Policy to include Board of Directors approval for large procurement instruments. 5. Use the required TWC Form (7100) for construction and other capital expenditures (leasehold improvements/build outs); and request written guidance, as necessary, from H-GAC related to construction for leasehold improvements (build-outs) to comply with contractual requirements. | X | <p>X</p> <p>X</p> <p>X</p> <p>X</p> |
| Wood Fuel | 5/15/19 | <i>No findings noted by auditor.</i> | | |

APPENDIX D

Summary of Site Visit Report Recommendations for 2019

| Report Title | Report Date | Recommendations | Implemented | In Process of Implementation |
|---------------------------|--------------------|---|--------------------|-------------------------------------|
| Building Product Plus | 5/16/19 | <i>No findings noted by auditor.</i> | | |
| Silver Eagle Distributors | 6/3/19 | <i>No findings noted by auditor.</i> | | |
| Hotchkiss Disposal | 6/12/19 | 1. Ensure that Drug-free workplace policies are posted in a common area and viewable by all company employees. | X | |
| Humble ISD | 6/13/19 | 1. Obtain written approval from H-GAC for the current Project Manager and in the future report any significant changes and/or events affecting contract vehicles. | X | |
| Goose Creek ISD | 6/19/19 | <i>No findings noted by auditor.</i> | | |
| Waste Corp (WCA) | 6/25/19 | 1. Ensure that quarterly reports submitted to H-GAC contain accurate information. | X | |
| Magnolia ISD | 6/27/19 | 1. Ensure that contract vehicles are operated within the nonattainment region per the contractual agreement. | | X |
| Brazosport ISD | 7/5/19 | 1. Ensure that contract vehicles are operated within the nonattainment region per the contractual agreement. 2. Obtain required documentation and report accidents and damage of contract vehicles to H-GAC. | X | X |

APPENDIX D

Summary of Site Visit Report Recommendations for 2019

| <i>Report Title</i> | <i>Report Date</i> | <i>Recommendations</i> | <i>Implemented</i> | <i>In Process of Implementation</i> |
|---------------------|--------------------|---|--------------------|---|
| Jesse Hopkins | 8/21/19 | <ol style="list-style-type: none"> 1. Ensure that contract vehicles are operated within the nonattainment region per the contractual agreement. 2. Ensure that quarterly reports submitted to H-GAC contain accurate information. | | <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> |
| Freedom Fuel | 10/16/19 | <i>No findings noted by auditor.</i> | | |
| Nation Waste | 10/30/19 | <ol style="list-style-type: none"> 1. Ensure that quarterly reports submitted to H-GAC contain accurate information. | | X |

APPENDIX E

Pre-Award Contract Reviews for 2019

| <i>Contractor:</i> | <i>Scope of Contract</i> | <i>Report Date</i> | <i>Amount</i> |
|-----------------------------|---|---------------------------|----------------------|
| Cambridge Systematics, Inc. | ABM Transit Mode Choice and Highway Assignment Validation | 2/21/19 | \$500,000 |
| Etched Communication | Regional Safety Campaign (1st year funding) | 2/25/19 | \$698,045 |

INTERNAL AUDIT 2020 PLAN

Background

The H-GAC Internal Audit Charter requires the Director of Internal Audit to prepare an annual plan to be approved by the Executive Director, the Audit Committee, and the Board of Directors. In addition, the charter also requires the Internal Audit department to prepare an annual report of its activities. The H-GAC Internal Audit department consists of four auditing professionals with plans to add an audit staff member in the current fiscal year.

Current Situation

The Director of Internal Audit has prepared the Internal Audit Annual Plan for 2020. The Executive Director has reviewed the annual plan. The audit plan for fiscal year 2020 allocates staff hours to various anticipated projects. The department's plan also has these projects in the categories of subrecipient monitoring of H-GAC contractors, regular internal audits, program reviews, follow-up audits, and various special projects. The report is attached.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of Internal Audit Plan for fiscal year 2020. (Staff Contact: Charles Hill)

ATTACHMENTS:

▢ 2020 Audit Plan

Cover Memo



Houston-Galveston Area Council

February 6, 2020

Chuck Wemple
Executive Director
Houston-Galveston Area Council
3555 Timmons Lane
Houston, Texas 77027

RE: INTERNAL AUDIT PLANNING FOR 2020

Dear Mr. Wemple:

Attached is the Internal Audit Planning for fiscal year 2020. Some projects from the previous plan will be completed in the first quarter of the current year. We created the list of projects using a risk-based audit methodology and also input from senior management and board members. This report contains the mission and responsibilities, core values, department goals and planned activities for the internal audit function at H-GAC.

A schedule of projects for the fiscal year as well as related staff hours to complete each activity are included in the plan. This information should be presented to the H-GAC Audit Committee for review, comments, and approval. If there are any questions about this report, contact me at (713) 993-4517.

Sincerely,

A handwritten signature in blue ink that reads "Charles D. Hill".

Charles Hill, CIA, CPA, CGMA
Director, Internal Audit

cc: Audit Committee Members
Nancy Haussler, H-GAC Chief Financial Officer

Attachment

HOUSTON GALVESTON AREA COUNCIL INTERNAL AUDIT PLANNING – FISCAL YEAR 2020

PURPOSE

The purpose of this document is to discuss the responsibilities, goals, scheduled projects, and the operational plans for the internal audit function at H-GAC for fiscal year 2020. The Director of Internal Audit is responsible for implementing an approved comprehensive plan for internal auditing, subrecipient and contractor monitoring. In addition, periodically reporting of internal audit activities are made to the Executive Director and members of the H-GAC Audit Committee.

MISSION AND RESPONSIBILITIES

The Internal Audit department will examine and evaluate the activities of the agency to assist managers and supervisors in the effective discharge of their responsibilities and improve the operations. To this end, the Internal Audit department will also furnish management staff with analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed. In addition, the department also has responsibility for the monitoring of contractors for compliance with contract and program requirements as well as federal regulations. The H-GAC Board of Directors are informed of internal audit activity and subrecipient monitoring through its Audit Committee.

BACKGROUND

The internal audit charter was updated and approved by the Board in October 2014. An internal audit planning methodology was approved by the H-GAC Board of Directors in December 2015. The department and its operations conform to the standards for the International Professional Practice of Internal Auditing as issued by the Institute of Internal Auditors.

The Internal Audit department consists of a staff including a director and four audit professionals. One position is vacant with the expectation of adding a new staff member by the end of the first quarter of the fiscal year (i.e. March 2020). The Executive Director has given more special projects and greater internal audit involvement in agency operations such as training of agency staff, process improvements, and quality assurance in program monitoring. The Director of Internal Audit has also worked on improving internal audit processes and electronic documentation to increase effectiveness and add value.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLANNING – FISCAL YEAR 2020

The department expects to perform quality and relevant professional work for the various organizational units and functions of H-GAC. The staff has the experience, expertise, and commitment to adding value to H-GAC operations. The staff participates in professional organizations such as Institute of Internal Auditors, Texas Society of CPAs, and Association of Fraud Examiners. The staff annually completes continuing professional education courses to maintain a high level of competency and informed professional judgment. The following individuals work in the H-GAC Internal Audit department.

- **Charles Hill** – has worked for H-GAC since 1998 as a Manager and recently as **Director**. He has over thirty years' experience as a Chief Internal Auditor for a governmental unit. Before joining H-GAC, Charles worked as Director of Internal Audit at Grambling State University, and earlier as the Director of Audits for the Texas Higher Education Coordinating Board. Charles has a BBA degree in accounting from the University of Houston. He has professional licensures as a Texas Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and a Chartered Global Management Accountant (CGMA). In addition, Charles is an ordained Christian minister and has a Master of Divinity from the Houston Graduate School of Theology and a Doctor of Ministry from the Assemblies of God Theological Seminary.
- **Antonio Herrador** – has worked for H-GAC since September 2018 as **Senior Auditor**. Antonio has over twenty years' experience as an audit professional. His previous work experience includes internal auditor, fraud examiner, and compliance manager at Houston ISD. He worked in the private sector for an international manufacturer of sport fishing equipment completing audit and compliance projects in the US and Latin America. Antonio holds professional credentials as a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certification in Risk Management Assurance (CRMA), and Enrolled Agent (EA) with the Internal Revenue Service. He has a B.S. degree in business and management information systems as well as an MBA degree from Oklahoma City University.
- **Jonathan Morris** – joined H-GAC in November 2019 as an **Auditor**. Jonathan has over five years' experience as an auditing and financial professional. He worked over three years in the Texas State Auditor's Office in Austin, Texas. His other experience includes working in an accounting department and as a financial analyst for private companies. Jonathan has a B.A. degree in Political Science as well as an MBA from Texas State University.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLANNING – FISCAL YEAR 2020

- **Althea Edwards** – started work at H-GAC in 2006 as an Administrative Assistant. She transferred to the Internal Audit department in 2013 as an **Audit Specialist**. She has over twenty years' experience as an administrative professional including six years in internal auditing. Her previous work experience includes employment at Houston Metro and the Houston Housing Authority. Althea has a B.S. degree in business management from LeTourneau University.

CORE VALUES

The Internal Audit staff maintains a level of professionalism that conforms with International Standards for the Professional Practice of Internal Auditing. The core values represent the principles and expectations of behavior and conduct practiced by H-GAC Internal Audit staff. The following are our core values and are consistent with the Institute of Internal Auditors (IIA) Code of Ethics for internal auditors.

Integrity – internal audit work shall be performed with honesty, diligence, and responsibility; and observe all laws and make disclosures expected by the law and the profession.

Objectivity – internal audit staff shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment; shall not accept anything that may impair or be presumed to impair their professional judgment; and shall disclose all material facts known to them in reporting activities under review.

Confidentiality – internal audit staff shall be prudent in the use and protection of information acquired in the course of their duties; and shall not use information for any personal gain or in any manner that would be contrary to the law or the ethics of H-GAC.

Competency – internal audit staff shall engage only in those services for which they have the necessary knowledge, skills, and experience; and shall continually improve their proficiency and the effectiveness and quality of their services.

HOUSTON-GALVESTON AREA COUNCIL INTERNAL AUDIT PLANNING – FISCAL YEAR 2020

GOALS FOR 2020

The Internal Audit department has established goals for the current fiscal year. These goals are designed to build on the activities of the department from past years as well as continue to add value to operations. The goals of the Internal Audit department for fiscal year 2020 are as follows:

- 1) Complete audit assignments listed in the annual plan;
- 2) Complete the implementation of electronic workpapers;
- 3) Provide advisory and consulting services as needed to H-GAC staff;
- 4) Complete site visits and contract monitoring on selected contractors;
- 5) Revise and reformat written internal audit policies and procedures; and
- 6) Provide training to H-GAC staff on audit related topics and techniques.

OPERATIONAL PLAN

The activities and staff hours of the Internal Audit department cover seven categories: (1) regular audits, (2) program/unit reviews, (3) follow-up audits, (4) subrecipient/contractor monitoring, (5) special projects, (6) administrative time, and (7) leave time. Subrecipient/contractor monitoring includes pre-award reviews, desk reviews, site visits, and contractor evaluations. Follow-up audits will be limited to determining whether audit areas have complied with prior audit recommendations.

Regular audits include operational, financial-related, compliance, and program audits. Reviews will include narrow scope assignments, making suggestions as well as recommendations. Any other project that is not a regular audit, unit review, follow-up audit, or subrecipient/contractor monitoring assignment becomes a special project. In most cases, all audit reports include responses to the recommendations from the directors/managers of the audited areas.

Contractor monitoring reports from site visits will not include responses from auditees. The program staff as part of their contract management responsibilities will request responses from contractors for site visit report recommendations. The audit department issues pre-award and advisory reports (if appropriate) in a memorandum format. Directors/Managers can also make requests for internal audit to advise or examine specific areas, contracts, or transactions to improve procedures or safeguard assets.

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT PLANNING – FISCAL YEAR 2020**

The total staff hours for the fiscal year are 10,400 and these hours are allocated into seven categories. The total hours include four staff members for the entire year; a new position for 75% of the year and a shared administrative assistant for 25% of the year. A detailed list of the planned projects and scheduled completion dates for the fiscal year are in the next section of this report. Some of the hours for the 2020 plan have been used by staff in completing assignments from the previous year. The following is an allocation of the hours into the specific categories.

| <u>Audit Projects</u> | <u>Fiscal Year 2020</u> |
|------------------------------|------------------------------------|
| <i>Regular Audits</i> | <i>1,750</i> |
| <i>Program Reviews</i> | <i>1,400</i> |
| <i>Follow-up Audits</i> | <i>300</i> |
| <i>Contractor Monitoring</i> | <i>2,600</i> |
| <i>Special Projects</i> | <i>1,750</i> |
| <i>Administrative Time</i> | <i>1,600</i> |
| <i>Leave Time</i> | <i>1,000</i> |
| <i>Total Hours</i> | <i>10,400</i> |

The administrative time includes meetings at H-GAC, supervision of audit staff, reading professional publications, continuing professional education (CPE) courses, and clerical support. Leave time includes holiday, vacation, and sick time. An Annual Internal Audit report will be prepared after the completion of the year that will compare the actual results with this plan. This report will be submitted to the H-GAC Executive Director and members of the H-GAC Audit Committee. The following page is a detailed schedule of planned projects for fiscal year 2020. The total hours and categories of projects agree with the hours listed above.

**HOUSTON-GALVESTON AREA COUNCIL
INTERNAL AUDIT PLANNING – FISCAL YEAR 2020**

SCHEDULE OF PROJECTS FOR FISCAL YEAR 2020

| <u>Title of Project</u> | <u>Budget Hours</u> | <u>Completion Dates</u> | <u>Deliverables</u> |
|---|--------------------------------|------------------------------------|----------------------------|
| <i>Regular Audits:</i> | | | |
| Workforce Contracts Audit | 250 | Feb. 2020 | Audit Report |
| Environmental Planning Audit | 400 | July 2020 | Audit Report |
| Transportation Consultants Audit | 350 | Aug. 2020 | Audit Report |
| Aging Services Audit | 400 | Sept. 2020 | Audit Report |
| Consultant Contracts Audit | 350 | Oct. 2020 | Audit Report |
| <i>Program Reviews:</i> | | | |
| Cybersecurity Review | 250 | Mar. 2020 | Audit Report |
| Risk Management Review | 250 | June 2020 | Audit Report |
| Public Services Travel Review | 150 | Feb. 2020 | Audit Report |
| Air Quality Review | 250 | April 2020 | Audit Report |
| 9-1-1 Services Review | 250 | July 2020 | Audit Report |
| Adult Literacy Review | 250 | Sept. 2020 | Audit Report |
| <i>Follow-up Audits</i> | 300 | Dec.2020 | Reports (5) |
| <i>Subrecipient/Contractor Monitoring:</i> | | | |
| Pre-Award Reviews | 350 | Ongoing | 10 -15 Memos |
| Desk Reviews | 1,000 | Ongoing | 35 - 40 Letters |
| Contractor/Consultant Site Visits | 1,200 | Dec. 2020 | 30 Reports |
| Contractor Database | 200 | Dec.2020 | Update File |
| <i>Special Projects:</i> | | | |
| Internal Audit Reporting | 350 | Ongoing | 2 - 3 Reports |
| Staff Advisory | 350 | Ongoing | N/A |
| Other Projects (to be assigned) | 900 | Ongoing | Reports |
| <i>Administrative Time:</i> | | | |
| Administrative Support Staff | 600 | Ongoing | |
| CPE Course/Staff Development | 250 | Nov. 2020 | |
| Audit/Technical Research | 300 | Ongoing | |
| Supervision of Staff | 250 | Ongoing | |
| H-GAC Functions | 200 | Ongoing | |
| <i>Leave Time</i> | <u>1,000</u> | Ongoing | |
| <i>Total Audit Hours</i> | <u>10,400</u> | | |

CEDAR BAYOU ALLIANCE MEMORANDUM OF UNDERSTANDING

Background

The Cedar Bayou Watershed, located in Harris, Liberty, and Chambers counties, experienced major flooding during Hurricane Harvey and other recent storm events. In mid-2018, Chambers County Judge Sylvia appointed H-GAC to facilitate the Cedar Bayou Initiative, a consortium of local government and private sector partners, as a means to coordinate flood management planning and other resiliency needs in the watershed.

Current Situation

As a result of the outgrowth of this effort, H-GAC along with Chambers, Liberty, and Harris Counties, the Harris County Flood Control District, and the cities of Mont Belvieu and Baytown, are pursuing a Memorandum of Understanding to form the Cedar Bayou Alliance. This partnership will serve as the basis for pursuing funding for multi-jurisdictional flood mitigation projects in the watershed, and other ongoing collaboration including providing input for the upcoming statewide flood planning initiative. H-GAC's primary role would be coordinating and supporting the Alliance's efforts.

The agreement does not legally or fiscally bind H-GAC or the other partner governments, nor does it enjoin them from pursuing their own grant-funded projects, but will demonstrate a commitment of multi-jurisdictional coordination that will enhance competitiveness for various grant funding sources.

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval to enter into a Memorandum of Understanding with Chambers County, Liberty County, Harris County, Harris County Flood Control District, City of Baytown and City of Mont Belvieu to form the Cedar Bayou Alliance. (Staff Contact: Jeff Taebel)

ATTACHMENTS:

- ▢ Memorandum of Understanding
- ▢ Cedar Bayou Watershed Map

Cover Memo
Cover Memo

CEDAR BAYOU ALLIANCE
MEMORANDUM OF UNDERSTANDING
BETWEEN
CHAMBERS COUNTY, TEXAS
HARRIS COUNTY, TEXAS
LIBERTY COUNTY, TEXAS
CITY OF BAYTOWN, TEXAS
CITY OF MONT BELVIEU, TEXAS
HARRIS COUNTY FLOOD CONTROL DISTRICT
HOUSTON-GALVESTON AREA COUNCIL
FOR
IMPLEMENTING MULTI-JURISDICTIONAL FLOOD MITIGATION PROJECTS IN
THE CEDAR BAYOU WATERSHED

I. PARTIES AND PURPOSE

Hurricane Harvey caused widespread flooding and extensive damage to residential and commercial property throughout the Cedar Bayou Watershed. The Cedar Bayou Watershed (“Watershed”) spans multiple local jurisdictions and no single local government entity is responsible for planning and implementing regional flood mitigation projects throughout the Watershed.

The Bipartisan Budget Act of 2018 allocated funds to multiple federal agencies for various flood risk reduction activities to be distributed to state and local governments. In Texas, these funds are now managed by several state agencies including the Texas General Land Office (“GLO”) and Texas Division of Emergency Management (“TDEM”).

The 2019 Texas Legislature passed Senate Bill 7 and 8 and the voters of Texas passed Proposition 8, creating a \$793 million flood infrastructure fund to assist in the financing of a state wide flood plan consisting of drainage, flood mitigation, and flood control projects, to be administered by the Texas Water Development Board and GLO. There are other federal, state, and private sector resources dedicated to flood mitigation not mentioned herein.

This Memorandum of Understanding (“MOU”) documents the intentions of Chambers County, Harris County, Liberty County, the City of Baytown, the City of Mont Belvieu, Harris County Flood Control District, and the Houston-Galveston Area Council (“Parties” or individually a “Party”) to cooperate as described herein to better address interjurisdictional flood mitigation efforts in the Watershed.

II. PROGRAM DESCRIPTION

The Parties will collaborate in the identification, development, and submittal of funding applications for multi-jurisdictional planning and infrastructure projects to mitigate the impacts of flooding in the Watershed. Funding sources to be pursued include but are not limited to:

- Federal Community Development Block Grant-Mitigation funds.
- Texas Flood Infrastructure funds.
- Federal Emergency Management Agency Flood Mitigation Assistance or Hazard Mitigation Grants.
- U.S. Army Corps of Engineers Continuing Authority Program grants.
- Other funding opportunities through multi-jurisdictional and/or public-private partnerships.

This MOU does not prohibit or otherwise enjoin any of the Parties from developing and submitting funding applications for their own jurisdictions.

III. PROGRAM SUPPORT

Parties to the MOU will provide staff support for project identification and selection. Potential projects shall be presented to the Alliance for consideration. For projects to progress to the application stage as Alliance projects, the Alliance must vote and approve the projects with a super majority (5) of the voting members. The following individuals will serve as the Single Point of Contact authorized to represent each Party in deliberations and voting regarding project identification and selection.

Chambers County, Cory Taylor, County Engineer

Harris County, Daphne Lemelle, Deputy Director, Harris County Community Services Department

Liberty County, David Douglas, Engineering Director

City of Baytown, Frank Simoneaux, P.E., Public Works Director

City of Mont Belvieu, Ricardo Villagrand, P.E., Community Development Director / City Engineer

Harris County Flood Control District, Russ Poppe, P.E., Executive Director

Houston-Galveston Area Council, Jeff Taebel, Director of Community and Environmental Planning

The Parties listed on the Alliance joint applications will provide additional staff support and resources, as necessary, to develop funding applications.

IV. ADMINISTRATIVE AND FISCAL AGENT

The administrative and fiscal agent for funding applications submitted under this MOU will be determined by the majority of the voting members at the time the project is approved by the Parties, subject to the acceptance of the nomination by the Party selected. If the Party the Alliance votes to be the administrative and fiscal agent declines to assume the role, the Parties will vote again. Responsibilities of the lead agency will include:

- Submitting funding applications and serving as the primary grantee
- Procuring consultants, contractors, and/or designating subgrantees to conduct planning and project implementation in accordance with grant requirements.
- Requiring all contractors, vendors and subgrantees to adhere to all applicable state and federal laws and regulations and to conduct all necessary monitoring to ensure such compliance.
- Serving as the fiscal agent, responsible for accounting, payments and maintaining administrative and fiscal records for required retention periods and making them available for monitoring or audits.
- It is understood that the lead agency, and any subgrantees listed on applications, may need to receive further approvals from their respective governing bodies before applying for and accepting grants. The Parties acknowledge that additional interlocal agreements that further define the Parties' roles and responsibilities for each joint application, including but not limited to, funding shares, ownership of liabilities, and long-term operation and maintenance of the completed project may be necessary.
- The Party serving as the administrative and fiscal agent shall ensure that its roles and responsibilities are clear to the granting agencies.

V. TERM AND TERMINATION

The term of this MOU shall be five years from the date of final execution. Any Party may terminate its participation in this MOU with or without cause upon thirty days written notice to the other Parties.

VI. EXECUTION; MULTIPLE COUNTERPARTS

The Parties have executed and delivered this MOU on the date set forth next to their respective signatures below, but the MOU is effective as of the date of the last signature. This MOU may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this MOU.

Signature Date The Honorable Jimmy Sylvia, Chambers County Judge

Signature Date The Honorable Jay Knight, Liberty County Judge

Signature Date The Honorable Lina Hidalgo, Harris County Judge

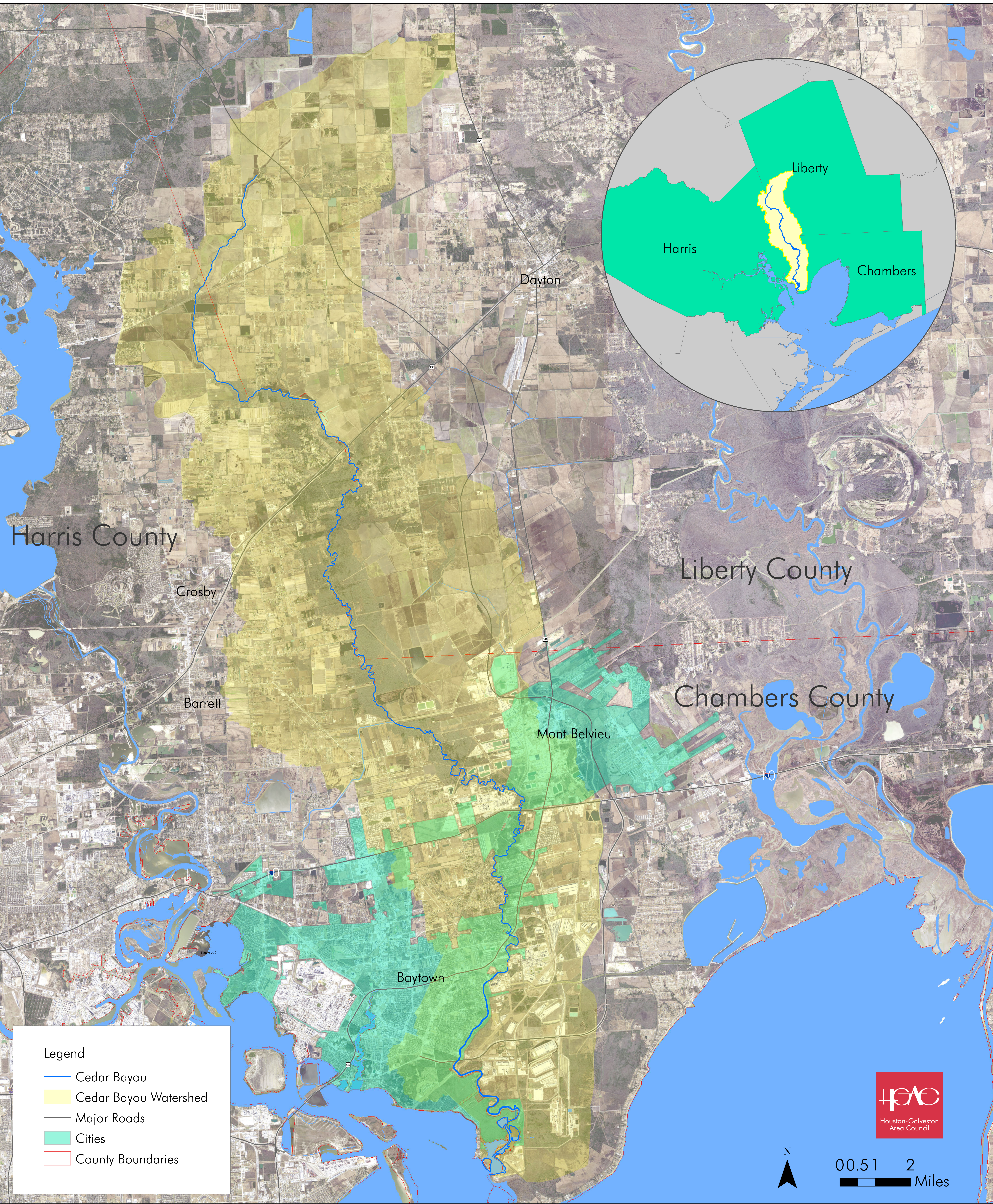
Signature Date The Honorable Brandon Capetillo, Mayor, City of Baytown

Signature Date The Honorable Nick Dixon, Mayor, City of Mont Belvieu

Signature Date Russ Poppe, P.E., Executive Director, Harris County Flood Control District

Signature Date Chuck Wemple, Executive Director, Houston-Galveston Area Council

The Cedar Bayou Watershed



RESOLUTION HONORING RETIRING BOARD MEMBER

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Request approval of resolution honoring the service to H-GAC and the region of Galveston County Judge Mark Henry. (Staff Contact: Chuck Wemple)

H-GAC SPOTLIGHT - CRIMINAL JUSTICE

Background

The Houston-Galveston Area Council Criminal Justice Program assists local governments and non-profit entities with the development of programs designed to address particular crime-related community problems. The criminal justice program serves applicants in the region by assisting with community planning, providing technical assistance and prioritizing grant applications for The Governor's Public Safety Office, Criminal Justice Division.

Current Situation

For more information about this program, please contact Breann Stewart at Breann.Stewart@h-gac.com or 832-681-2515.

Funding Source

N/A

Budgeted

N/A

Action Requested

No action requested. For information only. (Staff Contact: Breann Stewart)

2019 END OF YEAR REPORT

Funding Source

N/A

Budgeted

N/A

Action Requested

Presentation of 2019 End of Year Report. (Staff Contact: Chuck Wemple)

ATTACHMENTS:

▢ End of Year - 2019

Cover Memo



End of Year Report 2019

As of December 31, 2019



End of Year Report – 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|-------------------------------|
| Program: Aging | | | |
| Project: Program Management | | | |
| Ensure Area Agency on Aging meets or exceeds Federal and State performance measures. | Ensured Area Agency on Aging met or exceeded Federal and State performance measures. | Achieved | Older Americans Act Title III |
| Manage contracting for area agency on aging network and review contract performance. | Managed contracting for area agency on aging network and reviewed contract performance. | Achieved | Older Americans Act Title III |
| Provide health, safety, program, and fiscal compliance monitoring of community-based nutrition service providers. | Provided health, safety, program, and fiscal compliance monitoring of community-based nutrition service providers | Achieved | Older Americans Act Title III |
| Conduct quality assurance testing of service delivery monthly. | Conducted quality assurance testing of service delivery monthly | Achieved | Older Americans Act Title III |
| Meet regularly with community partners. | Met regularly with community partners. | Achieved | Older Americans Act Title III |
| Provide outreach and advocacy for older persons and their family caregivers. | Provided outreach and advocacy for older persons and their family caregivers. | Achieved | Older Americans Act Title III |
| Project: Congregate Meals | | | |
| Deliver 230,000 congregate meals to at least 3,000 individuals. | Delivered 229,873 congregate meals to at least 3,212 individuals. | Achieved | Older Americans Act Title III |
| Project: Home Delivered Meals | | | |
| Deliver 329,560 meals to at least 2,300 homebound older individuals. | Delivered 320,644 meals to at least 2,243 homebound older individuals. | Achieved | Older Americans Act Title III |
| Project: Social Services Transportation | | | |
| Provide 110,000 medical and errand trips for 850 clients. | Provided 116,188 medical and errand trips for 1,047 clients. | Exceeded | Older Americans Act Title III |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|-----------------|--|
| Program: Aging | | | |
| Project: Direct Services | | | |
| Recruit, train, and maintain at least 38 volunteer Ombudsmen. | The Ombudsman Program has 37 Certified Volunteer Ombudsmen. | Achieved | Older Americans Act Title III |
| Visit 1,700 nursing homes and assisted living facilities by certified Ombudsmen. | We have made 2,016 facility visits. | Exceeded | Older Americans Act Title III |
| Resolve or partially resolve at least 85% of nursing facility complaints received. | We maintain a 94% complaint resolution. | Exceeded | Older Americans Act Title III |
| Relieve caregivers by providing 18,900 hours of respite care. | Relieved caregivers by providing 23,986 hours of respite care. Consumer driven service. There was a greater need for respite care service this year. | Exceeded | Older Americans Act Title III |
| Provide 1,600 program participants with health education and awareness classes targeting older individuals and/or caregivers. | 1,682 program participants have been provided health education and awareness classes. | Achieved | Older Americans Act Title III |
| Provide 14,000 hours of personal assistance services. | Provided 11,799 hours of personal assistance services. Consumer driven service. There was less demand for this service this year. | Did not Achieve | Older Americans Act Title III |
| Project: Aging and Disability Resource Center | | | |
| Educate 6,000 individuals and caregivers with public benefit information. | Educated 11,546 individuals and caregivers with public benefit information through health fairs, presentations, and enrollment events. | Exceeded | Aging and Disability Resource Center |
| Enroll 1,000 older individuals and individuals with disabilities with Medicare. | Assisted 1,649 older individuals and individuals with disabilities with Medicare enrollment. | Exceeded | Health Insurance Counseling and Advocacy Program Medicare Improvements for Patients and Providers Act Title III |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|-------------------------------|
| Provide 3,000 older individuals and their families access to services and information, referral and service assistance. | Provided 5,448 older individuals and their families access to services and information, referral, and service assistance | Exceeded | Older Americans Act Title III |
| Program: Community and Environmental Planning | | | |
| Project: Solid Waste Implementation | | | |
| Conduct advanced storm debris training, September 2019. | Held 3 meetings/webinars (5/15, 7/30 and 8/16) with 172 attendees. The topics ranged from debris management preparedness, wildfire and other debris generating incidents and disaster debris management planning. Developed <i>Disaster Debris and Its Effect on Landfills</i> report. The report was presented on at the debris management workshop as well as a meeting of the Solid Waste Management Committee. | Achieved | TCEQ |
| Conduct outreach and education efforts relating to reducing recycling contamination in rural areas, November 2019. | Held rural recycling center workshop on 7/25 with 14 attendees. Conducted technical assistance/site visits to 11 recycling centers. Produced and distributed Earth 911 magnets to help with outreach. Additionally, a recycling workshop was held on 5/16. During the workshop three of the six speakers focused on either education and outreach or recycling issues in rural areas. A total of 40 people were in attendance and the presentations were posted to the agency website. | Achieved | TCEQ |
| | | | |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|--|
| Program: Community and Environmental Planning | | | |
| Coordinate permanent placement of pharmaceutical drop boxes in underserved areas, December 2019. | Placed 18 drop off boxes within the following entities: Anahuac, Mont Belvieu, Winnie, Cleveland, Dayton, Liberty, Magnolia, Conroe, Oak Ridge North, Sealy, Bellville, Hempstead, Prairie View, Waller, Huntsville, Jones Creek, Eagle Lake, and Wharton. The program was highlighted at a workshop on challenging waste streams held on 11/21 at which 32 people were in attendance. | Achieved | TCEQ |
| Project: Regional Water Quality Programs | | | |
| Provide water quality monitoring support and coordination at 300+ locations throughout the region, ongoing. | Conducted water quality monitoring and provided coordination and support at over 300 locations throughout the Region | Achieved | TCEQ |
| Continue to update wastewater treatment plant and On-Site Sewage Facilities (OSSF) databases, ongoing. | Updated Wastewater Treatment plant and On-site sewage facility databases for entire region. OSSF database contains information on over 92,000 permitted systems | Achieved | TCEQ |
| Repair or replace failing on-site sewage facilities (OSSF) for low income residents, ongoing. | Repaired 13 On-site sewage facilities and replaced 23 on-site sewage facilities for low income residents using more than \$300,000 in Supplemental Environmental Project funds | Achieved | TCEQ, Harris County District Attorney's Office |
| Complete final report for Water Quality Management Planning Activities, August 2019. | Completed final report for water quality management planning activities in August, 2019 | Achieved | TCEQ |
| Project: Watershed Protection Planning and Implementation | | | |
| Coordinate Trash Bash activities at 15 locations throughout the region, March 2019. | Coordinated and successfully held Trash Bash at 15 locations throughout the region. Over 4,000 volunteers participated. Event won the Gulf Guardian Award this year. | Achieved | Galveston Bay Estuary Program, Texas Conservation Fund |
| | | | |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|----------|-------------|
| Program: Community and Environmental Planning | | | |
| Conduct meetings with stakeholders in the San Jacinto-Brazos and Brazos-Colorado Coastal Basin to discuss appropriate implementation strategies for reducing bacteria in select watersheds, August 2019. | Held 6 stakeholder meetings in the San Jacinto Brazos Basin and 5 stakeholder meetings in the Brazos-Colorado Coastal Basin. Stakeholders worked on developing implementation strategies for reducing bacteria in area waterways. | Achieved | TCEQ |
| Complete Watershed Characterization for the Big Creek Watershed, August 2019. | Completed watershed characterization for Big Creek Watershed. Held one on one and public stakeholder meetings to receive input on characterization. Partnered on two outreach events in the watershed. | Achieved | TCEQ |
| Work with stakeholders in six coastal communities to develop and utilize outreach tools to reduce nonpoint sources of pollution. | Held several one on one and public meetings and workshops with six coastal communities to help them develop and utilize outreach tools to reduce non-point sources of pollution in their communities. Developed website where all materials are available for use. | Achieved | TCEQ |
| Continue Bacteria Implementation Group (BIG) coordination, submit annual report of implementation activities to BIG and TCEQ, October 2019. | Continued Bacteria Implementation Group coordination. Held Spring Steering Committee meeting and several workgroup meetings. Fall meeting was held in October to finalize Annual Report. | Achieved | TCEQ |
| Conduct modeling and work with stakeholders to begin development of a Watershed Protection Plan for Cypress Creek, ongoing. | Conducted modeling and held one on one stakeholder meetings and first rounds (3) of public meetings to formalize stakeholder group. Workgroup meetings began in November. Next workgroup meeting will be held in February. | Achieved | TCEQ |
| Project: Economic Development | | | |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|---|
| Develop a report of strategies, best practices, and innovations in broadband expansion, August 2019. | <p>Completed report on broadband expansion in August 2019. In late 2019, the Gulf Coast Economic Development District (GCEDD) was engaged in broadband assessments in Liberty, Walker, and Wharton counties. Once these studies are completed, the results will be folded into the regional broadband report.</p> <p>As part of 10/22 rural downtown revitalization summit, a special session on broadband was included.</p> | Achieved | Economic Development Administration (EDA) |
| Program: Community and Environmental Planning | | | |
| Complete a regional Hurricane Harvey long-term recovery and resilience needs assessment, November 2019. | The GCEDD provided a regional needs assessment and technical assistance to thirteen successful federal projects seeking Hurricane Harvey recovery funding. The GCEDD was crucial in securing \$38,650,000 and leveraged and additional \$11,650,000 in federal recovery funding. | Achieved | EDA |
| Develop a report on Opportunity Zones, December 2019. | Developed Opportunity Zone report and held Opportunity Zone workshop. Workshop held on August 12 th with 69 attendees. | Achieved | EDA |
| Project: Community Planning | | | |
| Hold rural downtown revitalization summit, October 2019. | The summit was held on October 22 with 57 attendees. Attendees learned about best practices supporting downtown revitalization, including protecting community character, staying competitive, implementation tools, and tying it all together. | Achieved | Local |
| | | | |
| | | | |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|-------------|
| Program: Community and Environmental Planning | | | |
| Conduct planning workshop for cities and counties, November 2019. | The workshop was held on November 1 with 60 attendees. This year's workshop focused on Building Equity Into Planning. | Achieved | Local |
| Develop regional flood policy recommendations to better coordinate initiatives and practices in the region, December 2019. | The Regional Flood Management Committee developed a draft model Regional Floodplain Ordinance to examine possible standardization across the region, and is involved in an ongoing discussion of best practices for intergovernmental coordination on multijurisdictional projects. | Achieved | Local |
| Develop regional housing plan for 12 counties, December 2019. | Completed high-level regional housing plan for 12 counties (Board approval received on January 21, 2020). | Achieved | Local |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|-------------|
| Program: Community and Environmental Planning | | | |
| Project: Livable Centers | | | |
| Conduct training workshop/technical assistance for local governments on implementing Livable Centers strategies, September 2019. | Approximately 50 people in attendance with 7 presenters consisting of private developers, housing experts, and included a housing corporation, CDC's, and Community Land Trusts. The focus of the workshop was housing for livable centers. Participants also left with a housing interactive toolbox. Assisted City of Texas City with half-day site evaluation for future mixed-use development within portion of City of Texas City Livable Centers study, and coordinated assistance from local developer for proforma development in August 2019. | Achieved | TxDOT |
| Complete Livable Centers 10-year implementation report, October 2019. | The report is completed and posted online and available by searching "Livable Centers" at www.h-gac.com . An executive summary was also created and is online. Tools development are in response to findings identified through the 10-year report findings. The Program Tracker developed to better track study recommendations gained international attention and resulted in the Livable Centers invitation to present at the Impact>Mobility USA conference in San Diego. A Houston-Galveston delegation of 10 local partners attended and consisted of past Livable Centers representatives from rural, suburban and rural study areas. | Achieved | TxDOT |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|----------------|
| Complete two (2) Livable Centers studies in conjunction with local project sponsors, December 2019. | The City of Fulshear Livable Centers Study and the International Management District Livable Centers Study have been completed. Developed interactive tools to assist local partner implementation and are available online by searching, “Livable Centers tools” at www.h-gac.com . The Livable Centers Planning Tool maps all study recommendations in an interactive, searchable format with a goal of connecting public and private investments to specific projects. | Achieved | TxDOT |
| Project: Socioeconomic Modeling | | | |
| Release the updated forecast of population, jobs and land use, annually. | The 2018 annual regional growth forecast of population, employment and land use was released in May 2019. The 2018 Regional High Growth Forecast Scenario was released in October 2019. | Achieved | TxDOT |
| Provide analytical support to Transportation Department and staff of other H-GAC programs on long-range planning and special projects. | Analytical support has been provided to the long-range planning and transit planning transportation programs, to economic development, sustainable development, and water resources programs. The Eco-Logical Base Map and Application were published in December 2019. Significant progress has been made on the Resiliency and Durability Pilot Study. | Achieved | TxDOT and TCEQ |
| Provide data and technical assistance to local governments, public, private and non-profit organizations, and academic institutions on socioeconomic data issues. | Information support was provided to local governments and to consultants working for local governments. Socioeconomic data from the United States Census, United States Bureau of Labor Statistics, and other sources was made available for viewing and downloading on the H-GAC website. | Achieved | TxDOT |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|--|---------------|--------------------|
| Maintain and update databases and online web mapping applications with socioeconomic and land use data from Federal, State, and local sources. | | Databases were updated in a timely manner. The staff updated and developed new interactive mapping applications for accessing socioeconomic data. The new applications include Commute Flow Map, Regional Mobility Report, Regional Crash data, Regional Occupational Snapshot, Current County Data Viewer, and Job-to-Job Flows Explorer. | Achieved | TxDOT |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|----------------------------------|
| Program: Data Services | | | |
| | | | |
| Project: Geographic Data Workgroup | | | |
| Facilitate, coordinate, and sponsor monthly Geographic Data Workgroup meetings at H-GAC. | Coordinated and hosted 10 Geographic Data Workgroup monthly meetings for over 80 member agencies in the Houston-Galveston Area Council area region. | Achieved | GIS Data Sales |
| Facilitate the quarterly Houston Area Arc Users Group meetings at H-GAC. | Hosted quarterly meetings for the Houston Area Arc Users Group for GIS professionals in the H-GAC region. | Achieved | GIS Data Sales |
| Cooperative purchase of regional Business and Household Database. | Coordinated cooperative purchase of 2019 Business and Household Database for fourteen (14) cost-share partners | Achieved | Interagency Cooperative Purchase |
| Begin procurement process for cooperative purchase of the 2020 regional aerial imagery. | Coordinated cooperative acquisition for the 2020 regional aerial imagery. The Interagency Cooperative Purchase program open in September and closed in November with 38 cost-share participants. | Achieved | Interagency Cooperative Purchase |
| Continue to improve and update STAR*Map regional centerline network for the 13-county region. | Daily updates and improvements to the STAR*Map regional centerline and address point datasets using various data sources. | Achieved | Maintenance Subscribers |
| Support for GIS Day and GIS Expo events. | Facilitated the 2019 Houston Regional GIS Expo for GIS professionals and collected funding in March. Facilitated the 2019 Houston Area GIS Day for regional high school students with funds raised in November. | Achieved | GIS Data Sales |
| | | | |
| Project: Workforce IT Support | | | |
| Provide technical and Wide Area Network support for over 900 users in twenty-eight (28) Workforce Solutions career offices in the H-GAC region. | Monitored WAN operation and attended to issues that arose by submitting trouble tickets with the network provider and replacing networking equipment as needed. | Achieved | Texas Workforce Commission (TWC) |
| Facilitate data circuit adds, moves, and or changes for the Workforce Solutions career offices. | Worked with the contractors to order, install, configure, and connect new WAN circuits for office moves and new office builds. Completed work on 3 new locations. | Achieved | TWC |
| Maintain and update Workforce Solutions network account database, e-mail and web services. | Monitored Workforce Security emails and attended to requests for new accounts, deactivation, edits, and managed LISO web database. | Achieved | TWC |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|----------|-------------|
| Program: Data Services | | | |
| Maintain and provide Office 365 technical support including e-mail, SharePoint, OneDrive, and extranet services for over 900 Workforce Solutions centers employees. | Provided technical assistance to issues related to Office 365 services and worked with Workforce staff to implement system policies. | Achieved | TWC |
| Host and maintain Childcare Financial Assistance program's web application and database. | Performed routine maintenance and backup of ChildCare vendor portal. Worked with consultant to gain remote access on an as needed basis for edits, fixes, etc. | Achieved | TWC |
| Project: Geographic Information System (GIS) Administration | | | |
| Provide GIS support, guidance, and capabilities to H-GAC GIS users. This includes developing innovative and industry best practices using our GIS software that can enable more efficient workflows and processes. | Upgraded ArcGIS Desktop, ArcGIS Server, and ArcSDE platforms all to the most current version 10.6.1. with IT support. Provided guidance throughout the year to internal GIS users when requested. | Achieved | GIS Support |
| Continue to offer the public GIS data through digital download and online map services. | Continued the hosting of 150+ GIS datasets available to the public for free download with several of the same datasets available to the public via online map services. | Achieved | GIS Support |
| Continue to maintain the enterprise Global SDE database to ensure H-GAC GIS users have access to current data. | Continued adding to and updating the existing GIS data in the Global SDE for internal GIS user access. 2019 saw 20+ datasets added for internal use. | Achieved | GIS Support |
| Continue to expand usage of ArcGIS Online site to H-GAC users that can benefit from web-based map and story map capabilities. | Expanded the use of ArcGIS Online to individual users in departments with and without existing GIS capabilities; includes custom GIS application production for several H-GAC projects within other departments. | Achieved | GIS Support |
| Work with H-GAC departments that have not traditionally used GIS to put data into a geographic format that allows for a geographic perspective. | Worked with staff from Human Services and Public Services to import tabular data and represent it spatially on interactive web-maps or GIS applications in ArcGIS Online. | Achieved | GIS Support |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|-----------------------|
| Program: Data Services | | | |
| Provide and coordinate on-site and online GIS training opportunities for both GIS and non-GIS users at H-GAC as well as the public GIS community in the region. | Facilitated nine (9) GIS training courses at H-GAC for internal and external users to learn new and improve current skills using GIS software. | Achieved | GIS Support |
| Project: Information Technology Network Support | | | |
| Develop strategic plans for agency's information technologies to support various programs need and to keep up with industry standards and trends. | Continued to follow industry trends and standards and evaluate whether they are applicable to H-GAC's environment. | Achieved | Allocated Grant Funds |
| Maintain agency's network infrastructure, telecommunication services and enterprise data management. | Perform ongoing routine maintenance, upgrades, patches, and fixes for the agency's systems. Also provide and ensure proper backup of agency data and network resiliency. | Achieved | Allocated Grant Funds |
| Maintain agency's server and desktop computing environment. | Upgrading desktops and server running Microsoft operating system that is approaching end of life support. | Achieved | Allocated Grant Funds |
| Provide applications support and helpdesk services. | Responded to staff's requests and inquiries about issues they may have with software, new software purchases, and any hardware issues they've encountered. | Achieved | Allocated Grant Funds |
| Maintain and support agency accounting system, email services, document management system, and a host of databases. | Provided support, maintenance, and backup of critical agency systems and services. | Achieved | Allocated Grant Funds |
| Maintain and support a host of applications and web services for both internal and external users. | Provided support and maintenance of web servers and GIS applications consumed by our partners and region. | Achieved | Allocated Grant Funds |
| Continue to maintain, update, and improve agency business contingency and disaster recovery plan. | Reviewed agency network infrastructure to identify potential weak areas and improve on resiliency. | Achieved | Allocated Grant Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|-----------------------|
| Program: Data Services | | | |
| Project: Website and SharePoint Support | | | |
| Update and maintain agency websites, Intranet and disaster recovery website in terms of currency and operability. | Performed routine update of agency websites to ensure currency and operability. Conducted an audit of the content on the H-GAC website and began implementing improvements including the consolidation of content, removal of unused content, and implementation of web standards/best practices. | Achieved | Allocated Grant Funds |
| Continuous template and functionality improvements on the H-GAC website. | Implemented significant content organization improvements to the H-GAC website. Began a project to implement an improved Content Management System (CMS) for the H-GAC and HGACBuy websites. | Achieved | Allocated Grant Funds |
| Provide technical support and training to agency staff to update and edit the website contents. | Provided ongoing support for agency's growing website services. | Achieved | Allocated Grant Funds |
| Provide data and analysis of website information to identify trends and make data driven decisions. | Provided End of Year report for H-GAC and H-GACBuy website. Provided various groups with reports on the performance of their web content. | Achieved | Allocated Grant Funds |
| Provide support and create feature improvements for SharePoint sites throughout the agency. | Worked with departments and groups to optimize their SharePoint department sites, restructure as needed, and continue to develop an information retention policy to help reduce unnecessary information. | Achieved | Allocated Grant Funds |
| Create and maintain Intranet and Extranets for departments and program staff for collaborating and conducting business with outside agencies. | Worked with various programs to setup 12 extranet sites to facilitate collaboration with external partners and vendors. | Achieved | Allocated Grant Funds |
| Plan, manage, and deliver various web projects departments throughout the agency. | Completed applications for Benefits Enrollment, Solicitation Scoring, various award applications, and Solid Waste Grant applications scoring. | Achieved | Allocated Grant Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|-----------------------|
| Program: Data Services | | | |
| Provide support for the agency's Contract management system, Agiloft, and the e-signature solution, DocuSign. The process helped H-GAC attain its goal in being a more paperless agency. | Worked with contract creators, approvers, and administrators to resolve any technical issues with Agiloft and DocuSign. | Achieved | Allocated Grant Funds |
| Project: 9-1-1 Emergency Communications District | | | |
| Maintain answering point equipment in all eight counties to provide display of location and phone number information from wireline, wireless Phase II, and Voice over Internet Protocol (VoIP) calls. | Preventative maintenance and support on answering point equipment is performed monthly at all 23 Public Safety Answering Points (PSAP) in the eight county region. | Achieved | 9-1-1 Service Fee |
| Maintain and provide technical assistance Mapped Automatic Location Identification (ALI) data. | Maintenance and technical assistance of Mapped ALI Location Identification (ALI) data is performed daily | Achieved | 9-1-1 Service Fee |
| Conduct regional telecommunication device for the deaf (TDD) and telecommunicators training classes. | Completed training of 36 telecommunicators. | Achieved | 9-1-1 Service Fee |
| Maintain, support, and enhance 9-1-1 mapping for eight (8) rural counties databases. | Maintenance and support of 9-1-1 mapping is performed daily. | Achieved | 9-1-1 Service Fee |
| Standardize 9-1-1 data for eight (8) rural counties in compliance with the National Emergency Number Association (NENA) data standards for Next Generation 9-1-1 GIS data. | Standardization of 9-1-1 data to meet National Emergency Number Association (NENA) data standards for Next Generation 9-1-1 is maintained daily. | Achieved | 9-1-1 Service Fee |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|-------------------|
| Program: Data Services | | | |
| Provide GIS data updates to each of the 23 Public Safety Answering Points (PSAPs) using replication to distribute the updates. Continue data replication workflow for base map data distribution to each dispatch call center and county coordinators and receive updates for 9-1-1 GIS geospatial data. | Data replication and GIS updates to the PSAPs are performed monthly. | Achieved | 9-1-1 Service Fee |
| Conduct field tests for Wireless Network Performance for all 23 PSAPs to ensure proper 9-1-1 call routing and maintenance of regional cell tower data. | Maintenance of regional cell tower data is performed daily and field tests for Wireless Network Performance at 23 PSAPs are conducted to ensure accuracy of 9-1-1 call routing. | Achieved | 9-1-1 Service Fee |
| Update and maintain 9-1-1 geospatial digital base maps for the regional enhanced 9-1-1 system the ability to accurately map wireless and landline emergency calls. | Updates to 9-1-1 maps are performed monthly. | Achieved | 9-1-1 Service Fee |
| Provide ongoing technical support and training to rural county 9-1-1 addressing coordinators for all GIS software applications. | Technical support to county 9-1-1 addressing coordinators for all GIS software applications is provided daily and site visits for training are conducted quarterly. | Achieved | 9-1-1 Service Fee |
| Maintain and update rural county base maps with new roads and address information. | Maintenance and update of county base maps with new roads and address information is performed daily. | Achieved | 9-1-1 Service Fee |
| Expand ArcGIS Server platform to support H-GAC 9-1-1 web-based data development processes. | Project is in progress. Geo-Comm continues to work on resolution of errors in Geo-Lynx software. | Delayed | 9-1-1 Service Fee |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|--------------|-------------|
| Program: Human Services | | | |
| Project: Gulf Coast Workforce Board/Workforce Solutions | | | |
| Support Workforce Board's planning and oversight activities. | Updated strategic plan with annual performance targets and provides regular oversight reports on workforce system operations. | Achieved | TWC |
| Ensure workforce system meets or exceeds Workforce Board, Federal and State performance measures. | Met 23 of the 26 Workforce Board and federal/state performance measures. Working with contractors to improve service delivery and enhance service delivery to meet performance. | Not Achieved | TWC |
| Complete required State and Federal plans to ensure flow of funds. | State and federal plans submitted as required. | Achieved | TWC |
| Manage contracting for workforce system operations and review contract performance. | Managed, monitored, and evaluated aspects of each contractor's operations. These functions continue throughout the year. | Achieved | TWC |
| Create at least 3,300 new jobs through partnering with economic development. | Created 1,534 new jobs through partnering with economic development | Not Achieved | TWC |
| Ensure at least 76% customers enter employment. | 77.7% of customers entered employment. | Achieved | TWC |
| Ensure at least 37% of all customers increase their earnings by 20% after service. | 31.3% customers increased their earnings after service. This is an increase from prior year performance. We continue to build toward the Workforce Board's goal of 37%. | Not Achieved | TWC |
| Provide financial aid to help more than 25,000 customers get a job, keep a job or get a better job. | Provided financial aid to 46,870 customers. | Exceeded | TWC |
| Provide service as requested for more than 20,184 customers. | Provided adult education services to 21,709 customers. | Exceeded | TWC |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|--|
| Program: Public Services | | | |
| Project: Regional Law Enforcement Training | | | |
| Provide 85,000 contact hours of training. | Conducted 124,720 contact training hours. | Exceeded | Law Enforcement Training (LET) Grant |
| Conduct two Basic Peace Officer Certification classes and 130 in-service courses. | Conducted three Basic Peace Officer Courses and 462 in-service courses. | Exceeded | LET Grant |
| Provide coordination of Advanced Law Enforcement Rapid Response Training (ALERRT) equipment and training within the H-GAC region. | Conducted 22 Level 1 ALERRT classes. | Achieved | LET Grant |
| Project: Criminal Justice Planning | | | |
| Develop priority funding lists for four criminal justice funding initiatives. | Created FY 2020 priority funding lists for the following Requests For Applications: 1. Direct Victim Services - 72 projects 2. Violence Against Women - 12 projects 3. Juvenile Justice - 26 projects 4. Criminal Justice - 41 project Priority hearings were conducted on March and April 2019. Completed priority lists were submitted to Board on May 21, 2019. | Achieved | Criminal Justice Division (CJD) Interlocal Agreement |
| Prepare FY 2020 Regional Criminal Justice Plan. | Community planning meetings for twelve counties began in October 2019. | Achieved | CJD Interlocal Agreement |
| Conduct eight H-GAC application workshops on criminal justice grant funding. | Conducted ten FY20 grant application workshops and one webinar in January 2019. | Achieved | CJD Interlocal Agreement |
| Provide technical assistance to grant applications and grantees. | Provided 225 hours of technical assistance to grant applicants and grantees. | Achieved | CJD Interlocal Agreement |
| Develop strategic plan for the H-GAC region. | Completed Criminal Justice Strategic Plan on June 28, 2019. | Achieved | CJD Interlocal Agreement |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|--------------|--|
| Program: Public Services | | | |
| Project: Juvenile Regional Mental Health Services | | | |
| Provide 475 hours of individual counseling for Juvenile Probation Departments in the region. | Currently provided 350 hours of individual counseling for Juvenile Probation Departments in the region. | Not Achieved | Juvenile Grant |
| Provide 250 hours of group counseling for Juvenile Probation Departments in the region. | Currently provided 300 hours of group counseling for Juvenile Probation Departments in the region. | Exceeded | Juvenile Grant |
| Provide 150 mental health evaluations for Juvenile Probation Departments in the region. | Currently provided 190 hours of group counseling for Juvenile Probation Departments in the region. | Exceeded | Juvenile Grant |
| Project: Elder Justice Program | | | |
| Provide 1,000 hours of specialized trainings in elder abuse to advocates, first responders, prosecutors, health care, and allied professionals from across the H-GAC region. | Completed a total of 1,005 hours of specialized trainings in elder abuse to advocates, first responders, prosecutors, health care, and allied professionals from across the H-GAC region. | Achieved | Victims of Crime Assistance (VOCA) Grant |
| Provide 24 community outreach sessions aimed at both potential clients/families, professionals, and non-profit/partner agencies. | Met and exceeded target number. Developed new community outreach presentation—and a new service delivery model—for financial exploitation including identity theft. | Exceeded | VOCA Grant |
| Build network of public, private, and non-profit partners who will carry out a coordinated community response to elder abuse in Fort Bend, Galveston, and Montgomery counties. | Established continual process of forging partnerships with victim-services provider networks, with medical and legal providers, and with law enforcement and criminal justice agencies in target counties and region-wide. Big Win: Now receiving case referrals directly from Adult Protective Services. | Achieved | VOCA Grant |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|---------------------------------|
| Program: Public Services | | | |
| Form Multi-Disciplinary Teams (MDTs) in Fort Bend, Galveston, and Montgomery counties to review complex cases of elder abuse and to coordinate services. | Of necessity, engaging in perpetual process of educating and recruiting community leaders and champions with greatest successes in Montgomery and Fort Bend counties. Conducted ground-breaking trainings in Multi-Disciplinary Team (MDT) operations in each of the three target counties. | Achieved | VOCA Grant |
| Provide support and technical assistance to victim-services and criminal justice agencies across the H-GAC region in handling elder abuse cases. | Provided 130 hours of technical assistance in handling of elder abuse cases to victim-services and criminal justice agencies across the region. | Achieved | VOCA Grant |
| Project: Cooperative Purchasing | | | |
| Reduce number of non-performing vendor contracts by 20%. | All new Bids/RFPs include past performance criteria in the evaluation. This will aid in reducing the number of non-performing vendor contracts. | Achieved | Local government purchasers |
| Have number of orders processed through the program to exceed 3,200. | January 1- December 31 orders processed 3,321. | Achieved | Local government purchasers |
| Estimate annual purchasing volume in 2019 for all categories to exceed \$1 Billion. | January 1 – December 31 sales processed \$ 1,061,521,434.62. | Achieved | Local government purchasers |
| Host Inaugural HGACBuy Conference and Exhibition - Fall 2019. | Held HGACBuy conference dates Oct. 1-2 NRG. | Achieved | Participating vendors/attendees |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|--------------|---------------------------------------|
| Program: Public Services | | | |
| Project: H-GAC Energy Corporation | | | |
| Conduct energy purchasing for local governments. | Provided HGACEnergy member governments with historical load data and projections on future annual load data. Conducted strategic planning and made recommendations on market and contracting opportunities. Resolved account, billing and sales tax issues. Assisted contracted members with adding and deleting meters on existing accounts and service locations. Solicited pricing from Retail Electric Providers on a weekly basis with various contract terms on behalf of members. Completed renewal agreements as requested by members. | Achieved | Energy Corporation Fees |
| Estimate annual volume of 292,000,000 kWh of electricity through H-GAC Energy Corporation contracts. | YTD volume – 258,706,667 kWh's | Not Achieved | Energy Corporation Fees |
| Conduct research and ascertain additional energy related products to offer through HGACEnergy. | Coordinating with Houston-Galveston Area Council staff as well as researching outside sources towards this goal. Identified solar panels as a possible offering and Request for Proposals issued. | Achieved | Energy Corporation Fees |
| Project: Emergency Preparedness Program | | | |
| Assist with the updates and maintenance of local emergency management plans. | Continue to provide support to local emergency management programs by socializing regional catastrophic plans. Monitored monthly Texas Division of Emergency Management Plan reports and informed agencies of deficiencies and offered support in achieving compliance. In addition, informed Texas Division of Emergency Management Plans Unit of reporting errors. | Achieved | State Homeland Security Program Grant |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|--|----------|---|
| Program: Public Services | | | |
| Monitor State homeland security and emergency preparedness funding programs. | Continue to provide support to the Office of the Governor in disseminating and promoting homeland security funding opportunities (State Homeland Security Program Grant and Nonprofit Security Grant Program). | Achieved | Office of the Governor Interlocal Agreement |
| Coordinate and update regional catastrophic plans. | Participated in Regional Catastrophic Preparedness Initiative planning projects and serve on the Houston Urban Area Security Initiative work groups. | Achieved | State Homeland Security Program Grant |
| Assist with regional training and exercises. | Assisted with regional exercise when requested. Assisted with 3 workshops and evaluated 4 tabletop exercises. | Achieved | State Homeland Security Program Grant |
| Assist with the close out of previous grant year funding. | Submitted reallocation plans for FY 2017 and FY 2018 State Homeland Security Program grant funds. | Achieved | Office of the Governor Interlocal Agreement |
| Monitor and maintain Regional Gulf Coast State Mutual Aid Agreement. | Continued to update the regional database of Mutual Aid signatories as needed. | Achieved | State Homeland Security Program Grant |
| With the H-GAC jurisdictions, update the Regional Interoperable Communication Gap Analysis, Regional Interoperable Communications Plan, and Strategic Plan. | Consultant procured and contract signed. Project Champions have been identified and Phase 1 of the project is on track to be completed by May 2020. | Achieved | State Homeland Security Program Grant |
| Provide grant application workshops and technical assistance to grant applicants and grantees. | Prioritized FY 2019 SHSP grants and conducted grant application workshops. | Achieved | Office of the Governor Interlocal Agreement |
| Develop priority funding list for State Homeland Security Program (SHSP) grant. | Held FY 2019 SHSP Priority Hearing and submitted priority list to the Office of the Governor. | Achieved | Office of the Governor Interlocal Agreement |
| Assist Transportation Department with regional evacuation planning. | Held in-person visits with regional emergency management agencies to orient/reorient to the Regional Evacuation Viewer and to verify evacuation control points. | Achieved | Texas Department of Transportation Planning Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|---|
| Program: Public Services | | | |
| Assist Communications Department with content creation for the 'Together Against the Weather' campaign. | Assisted with outreach presentations (brown bag lunch, 104.1 KRBE radio interview) and developed content for Together Against the Weather newsletter articles. | Achieved | Texas Department of Transportation Planning Funds |
| Project: Small Business Loans | | | |
| Submit two to four projects for small business financing consideration. | Two projects were submitted and approved by the Small Business Administration. | Achieved | US Small Business Administration |
| Build relationships with lending institutions and financial organizations. | Developed relationships with several lending institutions through one on one relationship development and regional banker's events. | Achieved | US Small Business Administration |
| Collaborate with partners and stakeholders to provide financial literacy education for youth in rural counties. | Working with the Office of the Comptroller of the Currency, FDIC, the Dallas Federal Reserve and banking institutions to explore opportunities to leverage bank Credit Recovery Act funds to allocate to financial literacy initiatives in rural communities. | Achieved | US Small Business Administration |
| Reestablish community enhancement grant program. | Developed the process and procedures for administering the Community Enhancement Grant program. Designed an online application to ensure an improved user experience. Will release grant opportunities in 2020. | Achieved | US Small Business Administration |
| Establish partnership with our regional public workforce system. | Developed a relationship with the employer service division of Workforce Solutions. Provided customized collateral for business consultants to use while outreaching employers. Will also participate in Workforce Solutions sponsored seminars and events. | Achieved | US Small Business Administration |
| Expand our online presence through new website and social media platforms. | Substantially increased online presence and activity through regular social media posts and activity. | Achieved | US Small Business Administration |
| Develop H-GALDC process map, policies and procedures. | Revising existing policies and procedures and adding additional instructional guides and how to documents. | Achieved | US Small Business Administration |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|----------|----------------------------------|
| Program: Public Services | | | |
| Clearly define staff roles, responsibilities, goals, and expectations. | Clearly defined staff roles, responsibilities, goals and expectations. | Achieved | US Small Business Administration |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|----------|---|
| Program: Transportation | | | |
| Project: Administration / Management | | | |
| Provide logistical and administrative support for monthly meetings of the MPO Policy Council and, as needed, related technical committees and work groups. | Administration continues to offer these supports for the MPO working with transportation staff to meet committee goals. | Achieved | Texas Department of Transportation Planning Funds |
| Maintain the 2020-2021 Unified Planning Work Program to reflect revised Policy Council planning priorities and local, State, or Federal funding decisions. | Administration continues to maintain the UPWP on a daily basis supporting Transportation staff with planning needs and training. Completed the 2020-2021 UPWP with approval from the TPC and submission to TxDOT. | Achieved | Texas Department of Transportation Planning Funds |
| Develop the 2021-2022 UPWP, and receive approval from the Texas Department of Transportation to continue the MPO's transportation planning activities. | Administration will develop the 2021-2022 UPWP when the renewal is due in 2021. Until that time the UPWP is maintained on a daily basis. | Achieved | Texas Department of Transportation Planning Funds |
| Maintain Federal certification of the planning process including the Annual Performance & Expenditure Report (APER), the Disadvantaged Business Enterprise goal development, and the annual self-certification assurances. | Administration is always monitoring the UPWP and completing the APER. A DBE program is currently in development according to CFR standards. | Achieved | Texas Department of Transportation Planning Funds |
| Maintain Federal Title VI and Environmental Justice certifications. | Developed Environmental Justice Plan, and maintained Federal Title VI and Environmental Justice certifications. | Achieved | Texas Department of Transportation Planning Funds |
| Develop, update and present public information materials in a variety of formats, including emails, letters, brochures, websites, newsletters, videos, public service announcements and meetings with community and business groups. | The MPO developed, updated, and presented public information in a variety of formats such as websites, emails, newsletters, news releases, videos, legal notices, social media to announce public meetings and public comment periods. | Achieved | Texas Department of Transportation Planning Funds |
| Provide briefings, and when requested, testimony for local, state, and federal officials and other interest groups. | This is done monthly through the TAC and TPC and at any time deemed necessary. | Achieved | Texas Department of Transportation Planning Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|---|
| Program: Transportation | | | |
| Conduct public outreach and public involvement initiatives to support Metropolitan Planning Organization (MPO) Programs. | The MPO conducted public outreach and public involvement initiatives that supported transportation planning program, projects, and plans. | Achieved | Texas Department of Transportation Planning Funds |
| Project: Data Development and Maintenance | | | |
| Assist TXDOT in the data Household Survey Data development to support the newly developed Activity Based model (ABM) for H-GAC's regional and sub-regional forecasts. Conduct various Surveys traffic data collections and surveys in support of the newly developed ABM model. | H-GAC Modeling Group continues to work with TXDOT Planning Division in the Planning of the Household Survey scheduled for Fall 2021 or Spring of 2021. Many conference calls of all concerned partners such as H-GAC continues to be held for the planning of the forthcoming State Traffic Surveys which will eventually support H-GAC's regional Activity Based Modeling (ABM), and sub-regional forecasts. Continues to take lead in the planning phases of the various traffic data collections and surveys such as the Origin-Destination On-board Transit, Airport, Commercial, Bike and other passive data collection scheduled between 2020/2021. | Achieved | Texas Department of Transportation Planning Funds |
| Development, support and assistance in the freeway traffic and count collection in the region. | Staff continues to work with the consultant, CJ Hench, Inc in the collection of new growth area major roads and the freeway traffic count data collection in the region for use for the validation of the Activity-Based Model currently under development. Traffic count data are continuously uploaded to a web-based host (ms2soft) for online access. | Achieved | Texas Department of Transportation Planning Funds |
| Develop regional travel forecast for inputs into air quality analysis in the Houston region and the METRO service area. | Staff continues to support the conformity analysis through travel demand modeling and forecasts that produces inputs into the air quality analysis in the Houston and METRO service areas. | Achieved | Texas Department of Transportation Planning Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|---|
| Program: Transportation | | | |
| Provide and support travel demand forecast and analysis for the production of conformity calculations to the current SIPs for the RTP and TIP in accordance with Federal regulations when needed. | Staff continues to develop GIS networks of roadway projects proposed for the Regional transportation Plan (RTP), the Transportation Improvement Program (TIP) and subarea studies, conduct the 4-steps travel demand modeling analysis and forecasting for various proposed scenarios and horizon year and create output files that are used as inputs into the emission calculations in accordance with Federal regulations. | Achieved | Texas Department of Transportation Planning Funds |
| Continue technical support and assistance in the implementation of Cube Voyager model set in the region. | Staff continues to use Cube Voyager as H-GAC's regional and sub-regional modeling platform. Continues to provide modeling supports to other H-GAC's Transportation Groups and H-GAC's member agencies in the region in support for the RTP, TIP and other sub-regional and corridor studies. | Achieved | Texas Department of Transportation Planning Funds |
| Provide support and assistance in the development of tour-based regional truck model. | Staff continues to work with Cambridge Systematic Consultants in the validation of the Tour-Base-Modeling to the 2017 base year. This project continues to be ongoing due to unavailability of counts data needed for the validation by the consultants, CJ Hench, Inc. | Achieved | Texas Department of Transportation Planning Funds |
| Expand user and reporting capabilities of existing web-based traffic count and roadway project viewers. | Staff continues to advance the capabilities of the existing web-based traffic count and roadway projects viewers through some advance trainings and programs. Staff created a website for Employee Workplace Origin & Destination Tracker. | Achieved | Texas Department of Transportation Planning Funds |
| Provide GIS technical support for the development, maintenance, and indexing of map coverage and databases on MPO servers. | Staff continues to use the GIS to support the development of the RTP, TIP and other sub-regional and corridor studies roadway projects into formats that serve as inputs into the H-GAC's Cube Voyager modeling platform. | Achieved | Texas Department of Transportation Planning Funds |

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As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|---|
| Program: Transportation | | | |
| Support special studies and unusual model applications with technical support and review of any major model applications. | Staff continues to provide technical support in the studies of and analysis of the various special roadway studies at the regional, sub-regional (such as the Hardy Tollway extension study, various Thoroughfare county plans), and corridor levels. | Achieved | Texas Department of Transportation Planning Funds |
| Continue staff support for Texas Working Group air quality working group. | Staff continues to support the Texas air quality working group through meeting participation and research. | Achieved | Texas Department of Transportation Planning Funds |
| Continue staff training on the Cube software. | Staff continues to cross train each in the use of the new functionalities of the Cube Voyager and attend other software trainings used in travel demand and forecasting processes such as the AIMSUN and Dynasty studio. | Achieved | Texas Department of Transportation Planning Funds |
| Conduct economic impact analysis for major transportation projects using REMI software. | Staff using REMI TanSight software to estimate societal and economic impact for the High Capacity Transit (HCT) project. Evaluates HGAC's 2045 RTP with its regional impact in jobs and economic growth. | Achieved | Texas Department of Transportation Planning Funds |
| Project: Planning | | | |
| Implementation of the 2040 RTP and development of the 2045 RTP. | The MPO finalized the development of the 2045 RTP in May 2019. | Achieved | Texas Department of Transportation Planning Funds |
| Amendments to the 2019-2022 TIP and the 2040 RTP. | The MPO processed 2019-2022 TIP and RTP amendments as of August 2019. | Achieved | Texas Department of Transportation Planning Funds |
| Maintain the Regional ITS Architecture. | Three Operational Task Force meetings held. H-GAC Regional Architecture Website active. | Achieved | Texas Department of Transportation Planning Funds |
| Adopt an Operations Planning schedule of products based on the FHWA Capability Maturity Model. | Adopt an Operations Planning schedule of products into the regional Intelligent Transportation Systems templates. | Achieved | Texas Department of Transportation Planning Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|--|----------|---|
| Program: Transportation | | | |
| Continue implementation of the regional Incident Management program, including implementation of the Tow and Go program for stalled vehicles in Houston. | 19 SHRP2 Traffic Incident Management First Responders Training Classes held and one Train the Trainer Class held. 32,576 “No Cost” Tow and Go tows performed from January 1 st to December 31 st 2019. | Achieved | Surface Transportation Block Grant |
| Expansion of the Tow and Go program to Harris County. | Agreement signed with Harris County to expand the program in April 2019. Harris County is procuring Towing contractors and should start in Spring on 2020. | Achieved | Surface Transportation Block Grant |
| Implementation of a process to assist local governments with the requirements of the Federal environmental process/project development. | The MPO organized a workshop on October 1, 2019 to assist local governments with project development concerns. | Achieved | Texas Department of Transportation Planning Funds |
| Continue regional transit service planning and coordination in implementing recommendations from the Gulf Coast Regionally Coordinated Transportation Plan (RCTP). | RCTP Recommendations in process include enhancements to regional transit information including the Online Interactive Database, the regional trip planner using the Google Transit Platform, regional fare initiative, Transit Awareness Program, RCTP Gap-fillers such as the new Conroe Park and Ride service and METRO’s Neighborhood Circulators in areas without adequate transit services. | Achieved | Federal Transit Administration Planning Funds |
| Continue progress on Southeast Houston sub-regional plan. | Project is complete. Final deliverables received. | Achieved | Surface Transportation Program |
| Complete work on Ports-Area Mobility Study. | Final comments being addressed. Report completion by January 31, 2020. | Achieved | Surface Transportation Program |
| Initiate the update of the Regional Goods Movement Study. | Draft Scope of Work under development. | Achieved | Surface Transportation Program |
| Continue staff support of the Greater Houston Freight Committee. | Two Greater Houston Freight Committee (GHFC) meetings held in 2019. | Achieved | Texas Department of Transportation Planning Funds |
| Continue updates to data for regional thoroughfare network through collaborations with local governments. | Staff continued to collect thoroughfare network information from local governments and make updates to the regional thoroughfare network map. | Achieved | Texas Department of Transportation Planning Funds |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|--|
| Program: Transportation | | | |
| Continue to work with the State and local governments to improve responses to hurricane evacuation events. | Staff continue to collaborate with State and local governments to improve responses to hurricane evacuation events. Updated Zip Zone map, presented on Together Against Weather Campaign, and supported the State on the Emergency Management Plan. | Achieved | Texas Department of Transportation Planning Funds |
| Continue staff support of the Transportation Operations Task Force. | Four Operations Taskforce meetings were conducted. | Achieved | Texas Department of Transportation Planning Funds |
| Support the activities of the Transportation Safety Committee. | Staff have facilitated three Transportation Safety Committee meetings in 2019. | Achieved | Surface Transportation Program / Texas Department of Transportation Planning Funds |
| Perform safety analyses for local governments. | Staff conducted safety analyses for local governments as needed. | Achieved | Texas Department of Transportation Planning Funds |
| Launch a Regional Safety Campaign. | Campaign under development, expected to launch early 2020. | Achieved | Surface Transportation Program |
| Initiate safety intersection audits at high crash locations. | Selection criteria under development. RFP under development. | Achieved | Surface Transportation Program |
| Continue supporting Driving While Intoxicated (DWI) Enforcement activities. | Enforcement activities are underway. | Achieved | Texas Department of Transportation – Section 402 (State and Community Highway Safety Grants) |

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| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|---|
| Program: Transportation | | | |
| Provide technical review and comments on IH 45N and rail feasibility studies conducted by the State or other regional organizations and other alternatives analyses as needed, ongoing. | Staff reviewed comments received at the July 2019 Transportation Policy Council meeting. Staff conducted a field visit of impacted properties along segment two of the North Houston Highway Improvement Project (NHHIP). A quarterly update will be provided to the Transportation Policy Council on planning activities related to the NHHIP at the November 2019 meeting. No recent rail feasibility studies have been conducted. | Achieved | Texas Department of Transportation Planning Funds |
| Conduct planning to make connections from the proposed high-speed rail station to Houston downtown and other destinations. | Staff reviewed and provided comments on the draft environmental document of the high-speed rail. | Achieved | Texas Department of Transportation Planning Funds |
| Continue vulnerability assessment to support resiliency planning for transportation infrastructure. | First external working group meeting held in May 2019, first internal working group meeting held in July 2019; VAST indicator selection complete; final review of criticality complete. | Achieved | Federal Highway Administration (Office of Planning, Environment, and Realty Grants) |
| Continue development of Brazoria County's Thoroughfare Plan. | Two public meetings held October 2019. Five rounds of Steering Committee Meetings complete. First draft of report document complete. | Achieved | Surface Transportation Program |
| Continue Subregional Planning Studies initiated: Southeast Harris County, Montgomery County-Precinct 2, and Liberty County. | RFP evaluation process complete for all studies. Board approval of consultant selection complete. Draft scopes of work under review. Currently awaiting funding from TxDOT. | Achieved | Surface Transportation Program |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|---|---|----------|---|
| Program: Transportation | | | |
| Project: Air Quality Improvement | | | |
| Conduct Commute Solutions public relations and marketing activities. | The Travel Demand Management team continuously conducts ongoing Commute Solutions public relations and marketing activities through staff and consultant implementation. Examples include transportation fairs, community events, grassroots outreach, meetings with stakeholders, presentations to organizations, digital and print advertising. | Achieved | Congestion Mitigation and Air Quality Funds |
| Provide outreach support and assistance for METRO STAR Vanpool program. | The Travel Demand Management team met multiple times with the METRO STAR Vanpool program to discuss outreach support and assistance activities for Commute Solutions Month. The team also collaborates with METRO STAR for year-round promotional activities such as transportation fairs. | Achieved | Congestion Mitigation and Air Quality Funds |
| Develop coordinated approach to public outreach and education utilizing various TDM and community partners throughout the region. | The staff collaborates with transit agencies, management districts, transportation management organizations and others to conduct outreach activities to educate the public concerning commute alternatives, especially to coordinate campaigns for Bike Month, Earth Day, Commute Solutions Month, Telework Month etc. | Achieved | Congestion Mitigation and Air Quality Funds |
| Development of a comprehensive ridesharing platform to support the Commute Solutions program. | The staff has been working with the Texas Department of Transportation to coordinate development of a new rideshare platform for the region. | Achieved | Congestion Mitigation and Air Quality Funds |
| Administer the Drayage Program. | Staff continues to provide financial support for the purchase of Heavy Duty Vehicles. | Achieved | Environmental Protection Agency |
| Develop and disseminate the annual Air Quality Initiatives report. | Staff has completed this year's report. | Achieved | Texas Department of Transportation |
| Complete and submit annual update of PM2.5 Advance Path Forward Plan to EPA. | Staff completed work on the 2019 update of this report and submitted the final report, which was accepted by EPA. | Achieved | Environmental Protection Agency |

H-GAC End of Year Report - 2019

As of December 31, 2019

| PLANNED | ANALYSIS OF PROGRESS | STATUS | FUND SOURCE |
|--|---|----------|--|
| Program: Transportation | | | |
| Provide support for Clean Vehicles Program projects that reduce NOx emissions using new technologies and fuel engines. | Staff continues to provide financial support for the purchase and conversion of vehicles to alternative fuels for engine replacements. | Achieved | Texas Department of Transportation |
| Deployment of zero emission cargo transport vehicles within the region; data collection and pollution reduction. | H-GAC staff worked with project partners to deploy 18 all-electric delivery trucks to UPS. The data, analysis, and final report has been presented to US DOE. Final closeout activities are nearly complete. | Achieved | US Department of Energy |
| Continue to update the existing GIS interactive fleet and infrastructure engagement tool. | Freight data was collected, interactive tool was delayed. | Achieved | Texas Department of Transportation Planning Funds |
| Complete development of a regional alternative fuel needs assessment study. | Staff provided information about technology options for fleets via phone calls and meetings with local fleets. Staff has also surveyed local fleets to determine alternative fuel usages within the non-attainment region. | Achieved | US Department of Energy |
| Complete annual regional survey report of alternative fuel usage, vehicle inventory, and related emission reduction activities. | Annual alternative fuel survey began in January 2019 and was completed in March 2019. Results were organized and sent to US Department of Energy for compilation. The final report including results from this survey was distributed to the Houston-Galveston Clean Cities Coalition in July 2019. | Achieved | US Department of Energy |
| Complete a study analyzing travel patterns, idling, and emissions of drayage trucks operating in and around the Port Houston area. | Data was analyzed through the Ports Area Mobility Study. | Achieved | Texas Department of Transportation Planning Funds, Port of Houston |
| Project: Air Check | | | |
| Assist at least 2,000 vehicle owners in replacing or repairing polluting vehicles. | The AirCheck program provided assistance to vehicle owners by repairing and replacing 1,935 vehicles from January thru May 2019. The AirCheck program was discontinued in June 2019. | Achieved | Texas Commission of Environmental Quality |

CURRENT AND UPCOMING H-GAC ACTIVITIES

Background

N/A

Current Situation

N/A

Funding Source

N/A

Budgeted

N/A

Action Requested

Report on current and upcoming H-GAC activities. (Staff Contact: Chuck Wemple)

2020 H-GAC BOARD OF DIRECTORS

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Rick Guerrero, Director, Intergovernmental Relations
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Mike Temple, Director, Human Services

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|---|---|
| HON. STACY L. ADAMS COMMISSIONER, PRECINCT 3 BRAZORIA COUNTY PO Box 548 ALVIN TX 77512 (281)331-3197 (281)331-6586 FAX STACYA@BRAZORIA-COUNTY.COM | HON. NANCY ARNOLD COUNCIL MEMBER CITY OF WALLER 2105 BOIS D ARC ST WALLER TX 77484 (936)372-3880 (936)372-3477 FAX NARNOLD@FORTUSIS.COM |
| HON. CARY BASS COUNCIL MEMBER, DISTRICT G CITY OF PASADENA PO Box 672 PASADENA TX 77501-0672 (713)475-7858 (713)475-7817 FAX CBASS@CI.PASADENA.TX.US | HON. WILLIAM T. BENTON MAYOR CITY OF ROSENBERG PO Box 32 ROSENBERG TX 77471 (832)595-3340 (832)595-3333 FAX WILLIAM.BENTON@ROSENBERGTX.GOV |
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| HON. KENNETH CLARK COMMISSIONER, PRECINCT 4 GALVESTON COUNTY 174 CALDER DRIVE, ROOM 112 LEAGUE CITY, TX 77573 (281)316-8744 (281)316-2000 FAX KEN.CLARK@CO.GALVESTON.TX.US | HON. JODY CZAJKOSKI COUNCIL MEMBER, PLACE 5 CITY OF CONROE PO Box 3066 CONROE TX 77305 (936)522-3010 (936)522-3009 FAX JCZAJKOSKI@CITYOFCONROE.ORG |
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| HON. PAT HALLISEY MAYOR CITY OF LEAGUE CITY 300 W WALKER ST LEAGUE CITY TX 77573 (281)554-1030 (281)554-1020 FAX PAT.HALLISEY@LEAGUECITYTX.GOV | HON. JIMMY HENRY COMMISSIONER, PRECINCT 4 WALKER COUNTY 9368 SH 75 S NEW WAVERLY TX 77358 (936)436-4912 (936)436-4914 FAX JHENRY@CO.WALKER.TX.US |

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| HON. LINA HIDALGO COUNTY JUDGE HARRIS COUNTY 1001 PRESTON ST STE 911 HOUSTON TX 77002 (713)274-7000 (713)755-8379 FAX JUDGE.HIDALGO@CJO.HCTX.NET | HON. CHARLES JOHNSON COUNCIL MEMBER, DISTRICT 3 CITY OF BAYTOWN PO BOX 424 BAYTOWN TX 77522 (281)420-6500 (281)420-7176 FAX DISTRICT3@BAYTOWN.ORG |
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| HON. ADAM ARENDELL COUNCILMEMBER, DISTRICT B CITY OF ALVIN 216 W SEALY ST ALVIN TX 77511 (281)388-4278(281)331-7215 FAX AARENDELL@CITYOFALVIN.COM | HON. GREG ARTHUR COMMISSIONER, PRECINCT 2 LIBERTY COUNTY PO BOX 77 HARDIN TX 77561 (936)298-2790(936)298-9737 FAX GREG.ARTHUR@CO.LIBERTY.TX.US |
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| HON. KP GEORGE COUNTY JUDGE FORT BEND COUNTY 301 JACKSON ST RICHMOND TX 77469 (281)341-8608(281)341-8609 FAX KP.GEORGE@FORTBENDCOUNTYTX.GOV | HON. DARRELL GERTSON COMMISSIONER, PRECINCT 4 COLORADO COUNTY 310 S McCARTY AVE EAGLE LAKE TX 77434 (979)234-2633(979)234-3832 FAX DARRELL.GERTSON@CO.COLORADO.TX.US |
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| HON. TERESA VAZQUEZ-EVANS COUNCIL MEMBER, POSITION 1/MAYOR PRO TEM CITY OF KEMAH 1401 HWY 146 KEMAH TX 77565 (281)334-1611(281)334-6583 FAX TVAZQUEZ-EVANS@KEMAH-TX.COM | HON. CECIL WILLIS JR. COUNCIL MEMBER CITY OF STAFFORD 13102 FRANCES ST STAFFORD TX 77477 (281)261-3900(281)261-3994 FAX CWILLIS@STAFFORDTX.GOV |
| HON. RICHARD ZAHN COMMISSIONER, PRECINCT 1 WHARTON COUNTY PO Box 399 EAST BERNARD TX 77435 (979)335-7541(979)335-6029 FAX RICHARD.ZAHN@CO.WHARTON.TX.US | |