

FINANCE & GOVERNMENT RELATIONS

TEXAS HISTORICAL COMMISSION

AGENDA FINANCE & GOVERNMENT RELATIONS COMMITTEE

Videoconference meeting
AT&T Executive Education and Conference Center
Grand Salon ABC
1900 University Avenue
Austin TX 78705
April 26, 2021
11:30 a.m.

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

Pursuant to the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act due to the Coronavirus (COVID-19), the April 26, 2021 meeting of the Executive Committee will be held by videoconference as authorized under Texas Government Code section 551.127. The presiding officer and a quorum of the THC Executive Committee will be present at the above-posted physical location. The public is invited to attend via Zoom using the registration link provided or in person in accordance with the instructions below.

To attend by Zoom, registration is required: <http://bit.ly/april26thcmeeting>

For audio only access via telephone: 1(346) 248-7799 Webinar ID: 914 0970 3244

To attend in person: In accordance with policies of the meeting facility, facemasks are recommended to enter the building and remain on while in the common area. The THC strongly recommends mask use and social distancing throughout the property and during the meeting. The THC encourages any person experiencing symptoms of illness to attend by videoconference instead of in person.

Digital copies of the meeting materials will be available at www.thc.texas.gov/videoconferences after April 20, 2021. To obtain a recording of the meeting please contact esther.brickley@thc.texas.gov after April 30, 2021. The members may discuss and/or take action on any of the items listed in the agenda.

1. Call to Order – *Chairman Crain*
 - A. Committee member introductions
 - B. Establish quorum
 - C. Recognize and/or excuse absences
2. Consider approval of the February 2, 2021 Finance and Government Relations Committee meeting minutes
3. Consider acceptance of donations – \$394,738.04 Gifts-in-kind, Friends of the THC, (Item 8.5) – *Miller*
4. Consider approval of contract amendments (item 8.6)– *Miller*
 - A. White Hawk Engineering & Design, LL – Extend term to 12/31/21 for services at the Eisenhower Birthplace SHS
 - B. Samuel Collins, III – Extend term to 8/31/22 for services at the Levi Jordan Plantation SHS
5. Financial dashboard review – *Miller*
6. Legislative Report – *Aldredge*
7. Adjournment

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

TEXAS HISTORICAL COMMISSION

Minutes FINANCE & GOVERNMENT RELATIONS COMMITTEE Videoconference meeting February 2, 2021 11:15 a.m.

Note: For the full text of action items, please contact the Texas Historical Commission at P.O. Box 12276, Austin, TX 78711 or call 512-463-6100.

1. Call to Order – Chairman Crain

The meeting of the Texas Historical Commission (THC) Finance and Government Relations Committee was called to order by Chairman John Crain at 12:30 p.m. on February 2, 2021. He announced the meeting had been posted to the Texas Register as a videoconference pursuant to the Governor's executive order to avoid gatherings of more than ten and the Governor's March 16, 2020 suspension of certain provisions due to the Coronavirus (COVID-19) and as authorized under Texas Government Code section 551.127

A. Committee member introductions

Committee members present included:

Committee Chair John Crain
Chairman John Nau
Commissioner Garrett Donnelly
Commissioner Renee Dutia
Commissioner David Gravelle

Committee members absent include:

Commissioner Daisy White

B. Establish quorum.

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

C. Recognize and/or excuse absences

Committee Chair John Crain recognized Commissioner Daisy White as absent and called for a motion. Commissioner David Gravelle motioned and Chairman John Nau seconded.

2. Consider approval of the October 27, 2020 Finance and Government Relations Committee meeting minutes

Commissioner David Gravelle moved to approve the minutes from the October 27, 2020 committee meeting. Chairman John Nau seconded, and the committee voted unanimously to approve the minutes of the October 27, 2020 Finance and Government Relations committee meeting.

3. Consider approval of contract amendment: – Miller

A. Broaddus Construction (808-19-191815) – Contract extension through September 15, 2022 for facility construction services at the Levi Jordan Plantation State Historic Site (Item 6.6 A)

Alvin Miller, Deputy Executive Director of Administration reported an amendment to the agreement between THC and Broaddus Construction is needed to extend the contract for design/build construction services through March 1, 2022, to complete the construction of various facilities at the Levi Jordan Plantation State Historic Site. Initial design/build schedules, as provided by the contractor, were very ambitious, and the design phase of the project took longer than anticipated to complete. The notice to proceed for the construction phase of the project was issued on December 11, 2020, and additional time is needed to complete the construction phase of the project.

Commissioner John Crain moved that the committee send forward to the Commission and recommend approval of an amendment to contract 808-19-191815 with Broaddus Construction to extend the contract term to March 31, 2022 for design/build construction services at the Levi Jordan Plantation State Historic Site. Commissioner David Gravelle seconded, and the committee voted unanimously.

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

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

Commissioner David Gravelle moved that the committee send forward to the Commission and recommend approval of an amendment to contract 808-20-201301 with Dean Howell, Inc. to increase the contract amount by \$17,400 and to extend the contract term to May 15, 2021 for construction services at the Carrington-Covert house. Chairman John Nau seconded, and the committee voted unanimously.

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

Alvin Miller, Deputy Executive Director of Administration reported Ace Pest Control is donating pest control services to the Goodnight Ranch for the calendar year 2021.

Commissioner John Crain moved that the committee send forward to the Commission and recommend approval of acceptance of the donation of services to the Texas Historical Commission, for the calendar year 2021, pest control services from Ace Pest Control. Commissioner David Gravelle seconded, and the committee voted unanimously.

5. Financial dashboard review – Miller

Alvin Miller, Deputy Executive Director of Administration reported Kenneth Biddle, THC CFO has taken another job at the Health and Human Services Commission and Lynn Ward, Chief Accountant is serving as acting CFO until a new person can be hired. He noted this is the first quarter of the fiscal year. He stated expenditures are going as expected for this quarter.

6. Legislative Report – Aldredge

Vaughn Aldredge, Government Relations Specialist reported Congressman Mike McCaul visited Independence Hall at Washington on the Brazos with a film crew in the fall of 2020. He noted that the legislature is in full session and that House Committee appointments have not been assigned at this time but should be soon. Discussion continued about various legislative hearings and subcommittee meetings scheduled. He informed the members that there are new formalities to attend and participate in hearings. Those testifying will have to take a rapid COVID test and test negative to enter a hearing room. Testing tents are just outside the North entrance to the Capitol. Aldredge stated he would be sending out a list of bills for the members to follow during the session.

7. Adjournment

The committee adjourned at 12:58 p.m.

Quarterly Report

Staff Services Division
December 2020–February 2021

PURCHASING

The purchasing section processed 1,079 requisitions and 764 procurement card shopping lists for FY 2021.

ACCOUNTS PAYABLE

Accounts payable processed 3,982 travel, payroll, and payment transaction vouchers totaling \$12,727,741.61 during FY 2021.

For FY 2021, \$197,724.21 of procurement card expenditures have been processed.

FINANCIAL REPORTING

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

- Monthly Set-Aside Reports
- 941 Quarterly Tax Returns
- Monthly Bond Fund Reports
- Monthly Operating Budgets
- Monthly Sales Tax Returns
- Quarterly Performance Measures
- Quarterly Binding Encumbrance Report
- Quarterly Full Time Equivalent (FTE) Report
- Federal End-of-Year Report to NPS

HUB

The THC percentages for FY 2021 through February 28 are:

Category	THC	THC Goal
Heavy Construction	0.0%	40%
Building Construction	15.6%	2.5%
Special Trade	2.25%	16.8%
Professional Service	68.3%	47.1%
Other Service	27.4%	8.6%
Commodity Purchasing	15.0%	18.8%

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

The agency will be participating in the “Doing Business Texas Style” HUB Forum and Spot Bid Fair, tentatively scheduled for May 24-26 in Irving. Currently this is scheduled as a virtual event.

BUDGET

THC budget staff reviewed budgets for 944 requisitions and 764 procurement card shopping lists during FY 2021.

TAB 8.5

TEXAS HISTORICAL COMMISSION

Item 8.5
Texas Historical Commission
Quarterly Meeting
April 26-27, 2021

**Approval of Donations
Second Quarter of SFY 2021 (Dec 2020 – Feb 2021)**

Background

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

Suggested Motion

Move to approve any donations to the Commission, and reimbursements and gifts-in-kind from the Friends of the Texas Historical Commission.

Agency Donations

<u>Donor</u>	<u>Division/Project</u>	<u>Amount</u>
No donations to report this quarter.		

Friends of THC Reimbursements

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

Friends of THC Gifts-in-Kind

<u>Item</u>	<u>Division/Project</u>	<u>Amount</u>
Security system, grounds maintenance, and waste management. September 2017 – November 2019	HSD/French Legation SHS	\$ 26,019.04
Hutson Gallagher Architects Visitor Center design & engineering	HSD/French Legation SHS	\$ 60,725.00
Phoenix I Restoration & Construction, LTD Visitor Center rehabilitation and expansion, ADA accessible pathways and bathrooms	HSD/French Legation SHS	\$307,994.00
	Total	\$394,738.04

Accept Donation in-kind from the Friends of the Texas Historical Commission for the French Legation State Historic Site

Background:

The Friends of the Texas Historical Commission (Friends) is a nonprofit 501 (c) (3) organization dedicated to supporting the historic preservation programs of the THC. The Friends was formed in 1996 to assist the THC in the protection, preservation, and promotion of the state's rich heritage, and in educating Texas citizens about their shared legacy.

In August 2017, the Friends Board approved the use of \$10,000 from the Friends unrestricted funds to provide maintenance (landscaping, security, internet access) at the French Legation State Historic Site, beginning in September of 2017. In November 2018 the Friends Board approved additional funding for continued maintenance. The total amount spent by the Friends on the maintenance of the French Legation State Historic Site, from September 2017 through November 2019, was \$26,019.04.

In 2018, the Friends received two grants from Visit Austin, and in 2019 the Friends received another grant from the City of Austin's Heritage Austin Program. The Friends contracted with architects Hutson|Gallagher and general contractor Phoenix 1 Restoration and Construction, LTD., to implement the priorities funded by these grants, including elements of the exterior envelope of the Legation House, ADA accessible parking, entrance, pathways, and bathrooms, and the rehabilitation and expansion of the Carriage House Visitor Center.

In March of 2021, the Board of Trustees of the Friends passed a resolution to approve a donation in-kind of the value of these fulfilled contracts as well as the maintenance expenses incurred, together with any and all liability and responsibility for any damages that may hereinafter arise as a result of or in connection with such contracts, to the Commission. A copy of the resolution is attached.

Suggested Motion

Move to accept the in-kind donation of the value of the fulfilled contracts between the Friends and the vendors (architect and general contractor) as well as the maintenance expenses incurred, in the amount of \$394,738.04.



**FRIENDS OF THE TEXAS HISTORICAL COMMISSION
BOARD RESOLUTION**

“RESOLUTION TO TRANSFER TO THE TEXAS HISTORICAL COMMISSION ALL FINANCIAL INTERESTS IN THE DEVELOPMENT AND CONSTRUCTION OF THE VISITOR CENTER, PAID FOR BY THE FRIENDS OF THE TEXAS HISTORICAL COMMISSION AS PART OF THE FRENCH LEGATION STATE HISTORIC SITE RESTORATION AND IMPROVEMENT PROJECT.”

WHEREAS, the Friends of the Texas Historical Commission (“FRIENDS”), a duly incorporated non-profit corporation in accordance with the Texas Non-profit Corporation Act in good standing with the Texas Secretary of State, which has obtained from the Internal Revenue Service a valid determination letter that it is an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986 organized exclusively for charitable and educational purposes; and

WHEREAS, the mission of the FRIENDS is to partner with the Texas Historical Commission (“COMMISSION”) to preserve and protect the cultural heritage of Texas, securing private philanthropic resources to ensure a lasting legacy for future generations; and

WHEREAS, the FRIENDS coordinated and conducted efforts to raise funds for the restoration of the Legation House, the grounds, and the rehabilitation and expansion of the Carriage House into a Visitor Center for the French Legation State Historic Site (“SITE”), owned and operated by the COMMISSION; and

WHEREAS, the FRIENDS paid for the security system, grounds maintenance, internet access, and waste management at the SITE, in the amount of \$26,019.04 over two years; and

WHEREAS, the FRIENDS, after careful consideration and discussion, contracted with Architects Hutson|Gallagher for the design and engineering of the Visitor Center, for a total amount of \$60,725.00; and

WHEREAS, the FRIENDS, after careful consideration and discussion, contracted with Phoenix 1 Restoration and Construction, Ltd., for the rehabilitation and expansion of the Visitor Center, and the implementation of ADA accessible pathways and bathrooms at the site, for a total amount of \$307,994.00; and

WHEREAS, it has been duly approved by the Board to donate in-kind the value of these fulfilled contracts and expenses incurred, together with any and all liability and responsibility for any damages that may hereinafter arise as a result of or in connection with such contracts, to the COMMISSION.

WHEREAS THEREFORE, the OFFICERS of the FRIENDS affixed their signatures herein below.

Approved this 15th day of March, 2021.

OFFICERS

DocuSigned by:
Brian Shivers
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3/15/2021
Brian Shivers, Chair

DocuSigned by:
Sarita Hixon
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3/15/2021
Sarita Hixon, Vice Chair

DocuSigned by:
Donna D. Carter
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3/15/2021
Donna Carter, Treasurer

DocuSigned by:
Terry Colley
GB497791847C499...
3/15/2021
Terry Colley, Secretary

BOARD OF TRUSTEES

- | | |
|---------------------------|----------------------|
| Peggy Cope Bailey | Jane Barnhill |
| Sehila Mota Casper | Lareatha H., Clay |
| Rowena Houghton Dasch | Aaron Dorfner |
| Sarah Zenaida Gould, PhD. | Francisco Guajardo |
| Michael Hurd | Harriet Latimer |
| Adriana Lopez-Ortiz | John Mayfield |
| Bonnie McKee | Lawrence Oaks |
| MariBen Ramsey | Julian O. Read |
| Sally Anne Schmidt | Dianne Duncan Tucker |
| Welcome Wilson, Jr. | |

TAB 8.6

TEXAS HISTORICAL COMMISSION

Item 8.6A
Texas Historical Commission
Quarterly Meeting
April 26-27, 2021

Consider approval of contract amendment with White Hawk Engineering & Design, LLC for professional services for the Eisenhower Birthplace State Historic Site.

Background

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

The THC hired White Hawk Engineering to provide surveying services and act as a liaison to the City of Denison in conjunction with the City's offer to transfer ownership of the city streets that are located within the historic site to the THC. Recent and continued staffing changes within the City of Denison and its Planning & Zoning Department have prolonged project reviews and approvals, delaying the completion of these professional services by White Hawk. Extending this contract will allow time for the required transactions with the City to be completed.

Vendor/Contract Number	Date Executed	Original Contract	Proposed Amendment
White Hawk Engineering & Design, LLC, Contract #808-18-1821	8/21/2019	Original term: 2/28/20 Current term: 7/31/21 Amendment: extend term to 12/31/21	Amendment requested: Extend contract term to allow for provision of full contracted services.

Suggested Motion

Move to approve the amendment of contract 808-18-1821 with White Hawk Engineering to extend the term to December 31, 2021.

TEXAS HISTORICAL COMMISSION

Item 8.6B
Texas Historical Commission
Quarterly Meeting
April 26-27, 2021

Consider approval of contract amendment with Samuel Collins, III, to provide advisory and expert services regarding the design, build and operation of new facilities at the Levi Jordan Plantation State Historic Site.

Background

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

The THC hired Samuel Collins, III to provide advisory and expert services regarding the design, build and operation of new facilities at the Levi Jordan Plantation State Historic Site. An amendment to the agreement between THC and Mr. Collins is needed to allow him to continue providing advisory and expert services during the continued development of the Levi Jordan State Historic Site. No increase in the contract amount is being requested, just an extension of the contract end date.

Vendor/Contract Number	Date Executed	Original Contract	Proposed Amendment
Samuel Collins, III Contract #808-19-00549	1/14/2019	Original term: 12/14/2020 Current term: 6/11/2021 Amendment: extend term to 8/31/2022	Amendment requested: Extend the contract completion date to allow for continuation of services.

Suggested Motion

Move to approve the amendment of contract 808-20-201301 with Samuel Collins, III to extend the contract completion date to 8/31/2022.

DASHBOARD

TEXAS HISTORICAL COMMISSION - FINANCIAL DASHBOARD

FISCAL YEAR 2021

Year to date as of February 28, 2021

The information contained in this report is for State Fiscal Year 2021 which began on September 1, 2020. This report contains the revenues and expenditures that were processed during the first quarter of fiscal year 2021 through February 28, 2021.

AGENCY FUNDING - FY 2021

Sources of funding	Estimated Appropriations and Revenue	Actual Appropriations and Revenue	% Budget Received	Explanations
General Revenue	\$ 10,719,702.00	\$ 10,719,702.00	100%	Reduced GR for 5% reduction of \$33,301 for Texas Holocaust & Genocide Commission Unexpended General Revenue from FY 2020. Star of the Republic Museum (\$7,600,000), Texas Holocaust and Genocide Commission (\$148,980.35), Caddo Mounds Visitors Center (\$2,011,235), THC operations (\$282,041.94).
General Revenue (UB)	10,042,257.29	10,042,257.29	100%	
Sporting Goods Sales Tax	12,033,000.00	6,016,500.00	50%	Tax revenue transferred from Comptroller on the first of each month.
Sporting Goods Sales Tax (UB)	707,645.03	707,645.03	100%	Unexpended Sporting Goods Sales Tax from FY 2020.
Gate Fees Appropriated	601,850.00	194,094.96	32%	GAA Gate Fees Appropriated for the 86th Legislative Session were \$326,850, and additional fees as estimated during House Bill 1422, 86th Legislative Session were \$275,000 for new sites. Actual revenue includes \$26,000 received for easements at the San Jacinto Battleground State Historic Site. Increased budget for easement revenues budgeted in 2021 for San Jacinto.
Preservation Trust Fund	-	-		The Preservation Trust Fund was reduced in Fiscal 2021 as part of the mandated 5% reduction (\$248,625)
Federal Funds	1,123,986.00	72,218.51	6%	THC is currently working on the Federal Application due 4/30. Future draws will be initiated upon approval of funding.
Federal Funds - National Park Services (HIM Funds)	1,184,159.00	83,118.79	7%	Current budgeted amounts include amounts for salaries, benefits, other operating expenses and grants.
Historic Sites Bond Fund 7636 (UB)	71,967.50	71,967.50	100%	Unexpended balance of bond fund 7363 for Historic Sites projects
Economic Stabilization Fund (UB)	4,069,197.55	4,069,197.55	100%	Courthouse Grants (\$2,590,945.89), HSD Deferred Maintenance (\$1,473,788.22), Capitol Complex Deferred Maintenance (\$2,600), Levi Jordan Plantation SHS (\$1,863.44).
Appropriated Receipts				Cost Recovery program - Fees from marker sponsors pay for marker costs. Transfers for markers will be completed during 3rd Qtr.
Markers & Cemeteries	366,363.00	725.00	0%	Estimated transfer is \$117,703.12. Markers paid to date total \$109,109.00.
Tax Credit Review Fees	97,000.00	229,436.31	237%	The THC is appropriated \$97,000 of tax credit review fee revenues.
Main Street Dues	80,000.00	27,520.00	34%	
Gift Shop Sales	151,318.00	79,202.37	52%	
Cattle Sales & Grazing Lease	14,200.00	23,425.59	165%	
Employee Housing	20,170.00	9,904.16	49%	
Specialty License Plates	3,791.10	1,010.44	27%	Original budget was \$2,900 - increased by \$891.10 for Juneteenth license plate UB
All Other Appropriated Receipts	28,500.00	52,813.14	185%	Donations, Surplus Property, Copies total \$14,313.14; Land Easement of \$10,000; UB of \$28,500 received from the United States Navy for release of covenant at Chase Field to be use for historical website content development.
Interagency Contracts				The THC has requested reimbursement for the 1st and 2nd Quarter in the amount of \$93,196.88 which has not been received as of February 28, 2021
TxDOT Section 106 Contract	232,393.85	-	0%	
Total Funding	\$ 41,547,500.32	\$ 32,400,738.64		

TEXAS HISTORICAL COMMISSION - FINANCIAL DASHBOARD

FISCAL YEAR 2021

Year to date as of February 28, 2021

BUDGET AND EXPENDITURES BY DIVISION - FY 2021

Division	Total Budgeted	Total Expended	% Budget Expended	Target	Total Obligations	Remaining Budget %	Explanation
Administration	\$ 2,183,538.67	\$ 944,107.86	43.2%	50.0%	\$ 892,513.82	15.9%	Administration includes \$128,040 for implementation of CAPPs HR/Payroll.
Archeology	1,375,140.00	648,447.92	47.2%	50.0%	635,606.61	6.6%	
Architecture	2,254,885.00	645,644.79	28.6%	30.0%	1,485,163.36	5.5%	
Community Heritage Development	1,795,106.16	688,705.83	38.4%	50.0%	665,678.75	24.6%	
Courthouse	3,184,139.14	264,967.98	8.3%	10.0%	274,661.47	83.1%	Unexpended balance of \$450,000 for a grant recapture is not reflected in the total budgeted amount as of this report. Total obligations will reflect the Polk County grant awarded at the February Commission meeting at the next quarterly meeting. This grant was in the amount of \$3,000,000.00.
Historic Sites	26,559,874.80	6,563,172.54	24.7%	25.0%	16,365,241.97	13.7%	Budget includes UB from 2020 for bond fund 7636 in the amount of \$71,967.50 for completion of approved projects
History Programs	3,123,005.14	1,167,539.40	37.4%	50.0%	1,343,197.66	19.6%	Budget includes \$666,014 related to the Texas Holocaust and Genocide Commission which has been reduced by the 5% reduction in the amount of \$33,301. Budget also includes UB from 2020 for the Texas Holocaust and Genocide Commission in the amount of \$148,980.35. Budget also includes UB from 2020 to 2021 for the Juneteenth Specialty plate in the amount of \$891.10.
Preservation Trust Fund	-	-	0.0%	0.0%	-	0.0%	Texas Preservation Trust Fund is reduced as part of the mandated 5% reduction for fiscal 2021.
Texas Heritage Trails	1,071,811.41	391,247.41	36.5%	50.0%	470,868.20	19.6%	Budget includes UB from 2020 in the amount of \$71,811.41. Total obligations and expenditures include \$815,000 for grants to the Texas Heritage Trails Regions.
Total Budget and Expenditures	\$ 41,547,500.32	\$ 11,313,833.73	27.2%	16.1%	\$ 22,132,931.84	19.5%	

BUDGET AND EXPENDITURES BY CATEGORY - FY 2021

THC Budget Categories	Total Budgeted	Total Expended	% Budget Expended	Target	Total Obligations	Remaining Budget %	Explanation
Salaries and Wages	\$ 16,259,190.04	\$ 7,612,490.08	46.8%	50.0%	\$ 8,014,332.24	3.9%	
Other Personnel Costs	778,769.96	307,122.21	39.4%	50.0%	268,817.69	26.0%	
Travel In-State	358,139.53	11,334.62	3.2%	50.0%	-	96.8%	
Travel Out-of-State	57,160.00	-	0.0%	50.0%	-	100.0%	
Fuel	95,065.00	27,310.85	28.7%	50.0%	280.32	71.0%	
Contracted Services	818,285.18	145,027.54	17.7%	50.0%	255,507.05	51.1%	Budget consists of miscellaneous services at historic sites for janitorial services and agency advertising services, website development, and other miscellaneous services not classified as professional services.
Printing and Reproduction	155,297.00	67,711.64	43.6%	50.0%	37,860.84	32.0%	
Consumable Supplies	306,822.00	166,220.16	54.2%	50.0%	20,286.93	39.2%	
Utilities	1,040,190.00	430,116.40	41.3%	50.0%	35,711.01	55.2%	Typically lags goal due to the delay time between bill receipt and payment.
Rent	436,643.00	221,064.12	50.6%	50.0%	130,764.04	19.4%	
Other Expenditures	1,821,125.56	77,178.81	4.2%	25.0%	5,767.30	95.4%	Items in this category include memberships, registrations, website maintenance, miscellaneous fees, settlements, awards, books, reference materials, insurance premiums and deductibles, staff training services, delivery services, and promotional items. Additional funding in this category is reserved for payment to the Admiral Nimitz Foundation to procure curatorial services, and funding for special projects.
Giftshop Merchandise	227,912.00	56,295.88	24.7%	25.0%	25,984.63	63.9%	Historic Sites implemented a new centralized retail process to facilitate planning and approval of historic sites' retail merchandise. Future retail purchases will occur on a quarterly basis.
Historical Markers	363,317.00	101,219.00	27.9%	25.0%	265,074.00	-0.8%	
Computers and Furniture	880,889.47	461,170.10	52.4%	50.0%	130,084.07	32.9%	
Repairs and Maintenance	867,847.00	294,900.82	34.0%	50.0%	732,647.60	-18.4%	Budget primarily consists of funding for deferred maintenance projects at Austin Capitol Complex buildings and Historic Sites.
Operating Total	24,466,652.74	9,979,162.23	40.8%	45.0%	9,923,117.72	18.7%	
Professional Services	2,379,578.58	222,448.04	9.3%	10.0%	1,466,965.42	29.0%	Budget primarily consists of funding for Historic Sites projects (design at Levi Jordan, Caddo Mounds, and miscellaneous HSD projects). Other significant projects include the Division of Architecture Easement Monitoring project and Information Technology related projects.
Grants	3,758,717.34	361,500.00	9.6%	10.0%	453,500.00	78.3%	Grants include Texas Heritage Trails, Courthouse Preservation Program, Certified Local Governments, Preservation Trust Fund, and Hurricane Harvey Emergency Supplemental Preservation Fund programs. Reduced budget for grants by the 5% reduction for Preservation Trust Fund (\$248,625).
Capital	10,391,651.66	243,228.38	2.3%	3.0%	10,245,943.78	-0.9%	Projects budgeted in this category include Capitol Complex and Historic Sites Deferred Maintenance Projects, the Caddo Mounds Visitor Center, the Levi Jordan Visitor Center Complex, Mission Dolores Exhibits, Nimitz Museum renovations, exhibit development at the Star of the Republic Museum.
Debt Service	550,900.00	507,495.08	92.1%	90.0%	43,404.92	0.0%	Final debt service payment will be made in August to TPFA
Capital, Grants, and Debt Service Total	17,080,847.58	1,334,671.50	7.8%	10.0%	12,209,814.12	20.7%	
Total Budget and Expenditures	\$ 41,547,500.32	\$ 11,313,833.73	27.2%	40.0%	\$ 22,132,931.84	19.5%	

PERSONNEL - FY21

Division	Budgeted FTEs	Actual FTEs	Over/ (Under)	
Administration	19.7	18.1	(1.6)	
Archeology	17.6	17.6	-	
Architecture	15.4	15.1	(0.3)	
Community Heritage Development	19.3	17.4	(1.9)	
Courthouse	7.8	7.7	(0.1)	
Historic Sites	172.8	167.7	(5.1)	
History Programs	31.9	29.8	(2.1)	
Preservation Trust Fund	-	-	-	
Total FTEs	284.5	273.4	(11.1)	284.5 FTEs authorized by 2020-21 General Appropriations bill.

Harvey, Irma, Maria				
Emergency Supplemental Historic Preservation Fund		Budgeted FTEs	Actual FTEs	
Architecture	National Park Service Grant	3.0	2.9	
Archeology	National Park Service Grant	0.5	0.5	
Administration	National Park Service Grant	1.0	1.0	
Total FTEs		4.5	4.4	Additional FTEs authorized for Hurricane Harvey Grant from National Park Services

KEY DATES

Date	Report Name	Agency Report Recipient
April 30, 2021	2021 Federal Application Due	National Park Service
November 19, 2021	Annual Financial Report	Comptroller of Public Accounts
December 2021	Operating Budget	Legislative Budget Board, Governor's Office
December 31, 2021	Annual Report of Nonfinancial Data	Governor's Office, State Auditor's Office, Legislative Budget Board
December 31, 2021	2021 Federal End-of-Year Report Due	National Park Service