

TEXAS HISTORICAL COMMISSION

AGENDA EXECUTIVE COMMITTEE

Videoconference meeting

June 16, 2020

4:15 p.m.

(or upon adjournment of the 4 pm. Finance & Government Relations committee, whichever occurs later)

Pursuant to the Governor's March 13, 2020 proclamation of a state of disaster declaration due to the Coronavirus (COVID-19) and March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act, the June 16, 2020 meeting of the Communications committee will be held by videoconference meeting, as authorized under Texas Government Code section 551.127. Members of the public will have access by using the toll-free link <https://zoom.us/j/91292019986> or via telephone 1-346-248-7799, (code 912 9201 9986 #) for audio only access. A copy of the agenda and meeting materials will be available at www.thc.texas.gov/teleconferences. An audio recording of the meeting will be available after June 17, 2020. To obtain a recording, please contact Esther Brickley at 5412-463-5768. The members may discuss and/or take action on any of the items listed in the agenda.

1. Call to Order
 - A. Committee member introductions
 - B. Establish quorum
 - C. Recognize and/or excuse absences
2. Consider approval of the May 22, 2020 executive committee meeting minutes
3. Consider approval of intent to review and consider for re-adoption, revision or repeal, the following chapters in Title 13 of the Texas Administrative Code, Part 2: Ch 21 (History Programs); Ch 24 (Restricted Cultural Resource Info); Ch 28, Historic Shipwrecks; and Ch 29 (Management/Care of Artifacts & Collections for publication in the *Texas Register* (item 15.2) – *Wolfe*
4. Consider approval of the THC Strategic Plan FY 2021-2025 (item 15.3) – *Wolfe*
5. Consider approval of the MOA with the Friends of the Governor's Mansion (item 15.4) – *Wolfe*
6. Consider approval of the MOA with the THC Friends (item 15.5) – *Wolfe*
7. Consider approval of easement renewal with Texas Eastern Transmission, LP (San Jacinto SHS) item (15.6) – *Wolfe*
8. Consider delegation of authority to the Executive Committee to approve the Legislative Appropriations Request for FY 2022-2023 (item 15.7) – *Wolfe*
9. Information technology update – *Miller*
10. Human Resources Update – *Miller*

11. Committee Chairman's Report – *Chairman Nau*
 - A. Ongoing Projects
 - B. Updates and Upcoming Events

12. 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 Garza at (512) 463-5768 at least four (4) business days prior to the meeting so that appropriate arrangements can be made.

TEXAS HISTORICAL COMMISSION

MINUTES EXECUTIVE COMMITTEE Teleconference Meeting May 22, 2020 10 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

The meeting of the Texas Historical Commission (THC) Executive Committee was called to order by Chairman John Nau at 10:02 a.m. on May 22, 2020. He announced the meeting had been posted to the *Texas Register*, was being conducted as a telephonic conference call as authorized under Texas Government Code section 551.125 and 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 of the Texas Open Meetings Act.

A. Roll call for committee members

Committee members present included:

Chairman John Nau	member Earl Broussard
Vice-Chairman John Crain	member Daisy White
Secretary Pete Peterson	

B. Roll call for other members

Other participants included:

Mark Wolfe, THC Executive Director
Alvin Miller, THC Deputy Executive Director of Administration
Bess Graham, THC Architecture Division Director
Anjali Zutshi, Friends of the THC Executive Director

C. Establish quorum

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

D. Recognize and/or excuse absences

All members were present, and no absences were noted.

2. Consider approval of the Executive Committee meeting minutes

- A. January 29, 2020
- B. March 24, 2020
- C. April 15, 2020
- D. April 25, 2020

Commissioner Pete Peterson moved, Commissioner Earl Broussard seconded, and the commission voted unanimously to approve the minutes from January 29; March 24; April 15; and April 25, 2020 executive committee meetings.

3. Consider approval of the Strategic Plan FY 2021-2025

THC Executive Director Mark Wolfe explained that this was initially an action item to facilitate the timely submission of the Strategic Plan but action was no longer required as the Legislative Budget Board had changed the due date to July 1, 2020. He reported the change in due date subsequently allowed for the full commission to consider this item at their full commission meeting on June 17, 2020. He asked the members to submit their comments, recommendations, or changes to the plan by June 1, 2020.

4. Consider Friends of the THC member reassignments from Corporate to Commission Trustees

Executive Director of the Friends of the THC (FTHC) Anjali Zutshi reported that, in accordance with the Memorandum of Understanding between the THC and the FTHC, the Friends Board of Trustees should have one more than half of the Trustees appointed by the Commission. In reviewing the ratio of Commission/Corporate appointees in each class of trustees, Zutshi explained that the Board Governance and Nominations Committee found an imbalance, which could potentially cause concern, should a Commission-appointed trustee decide to retire. She stated the Friends Board of Trustees (board) was requesting a reclassification of three “Corporate” appointees from Class II to “Commission” appointees which would allow the board to identify additional corporate board members to balance out the Class I and III ratios as well. In closing, she noted the reclassification would not in any way change their terms, and the reclassified trustees shall complete their terms of office per their class. Chairman Nau moved, Vice-Chair John Crain seconded, and the commission voted unanimously to Donna Carter, Sehila Mota Casper, and Brian Shivers from “Corporate” Trustees to “Commission” appointees, to complete their terms per their Class.

5. Contract Amendments

A. Consider approval to amend contract with McConnell & Jones, LLP – increase by \$10,414 for the evaluation of the Historic Sites Division retail operations (internal audit services)

Deputy Executive Director of Administration Alvin Miller reported an increase of an additional \$10,414 to the contract with the internal audit firm McConnell & Jones, LLP was being requested in order to add additional scope to the annual internal audit plan for the evaluation of retail operations to include the newly acquired Historic Sites with a focus on the retail store at the Washington on the Brazos State Historic Site. Commissioner Earl Broussard moved to approve the amendment of the contract with McConnell & Jones, LLP to increase the contract amount by \$10,414. Commissioner Pete Peterson seconded the motion. Questions and discussion ensued regarding contract negotiations in light of the recent order by Texas Governor Greg Abbott for state agencies to submit a 5% budget cut plan in the current biennium to address the state’s expected economic downturn as a result of the COVID-19 pandemic. Commissioner Broussard amended his original motion and moved to approve the amendment of contract 808-18-0633 with McConnell & Jones, LLP to increase the contract amount not to exceed \$10,414 and Miller was directed to pursue a 5% reduction in the requested increase to the McConnel and Jones contract. Commissioner Peterson accepted the amendment and the committee voted unanimously to approve the motion.

B. Consider approval to amend contract with Richter Architects – extend contract term and increase by \$561,430 for professional services at the Levi Jordan Plantation State Historic Site

Miller explained an increase and extension to the contract with Richter Architects is being sought to allow the architectural firm to provide additional administrative services for the development of the historic site and the exhibits at the Levi Jordan SHS. Commissioner Peterson moved to approve the amendment of contract 808-14-0559 with Richter Architects to increase the contract amount by \$561,430 and extend the contract term to October 31, 2024 for professional services at the Levi Jordan Plantation SHS. Commissioner Daisy White seconded the motion. Discussion followed regarding the source of monies for this contract. Miller reported the funds for this work originated from the “Rainy Day” fund and were not subject to the 5% reduction. Chairman Nau reiterated that the source of funds for the McConnel & Jones contract was subject to the 5% reduction while the source of funds for the Richter Architects was not subject to the same reduction. Chairman Nau called for a vote and the motion passed unanimously.

6. Discussion and possible action regarding the establishment of subcommittees including appointment of members to subcommittees – Wolfe

- A. Historic Sites Committee – Development and Friends subcommittee
- B. Historic Sites Committee – Facilities and Maintenance subcommittee
- C. Historic Sites Committee – Historic Sites Marketing, Promotion and Merchandising subcommittee
- D. Historic Sites Committee – Visitor Experience subcommittee

Wolfe reported the subcommittees were developed with the assistance of the Historic Sites Committee Chair John Crain at the request of Chairman Nau and with the concurrence of the Attorney General's office. He referred committee members to their meeting packets for a review of the charters developed for each subcommittee and a list of suggested commission member assignments. Discussion followed regarding the make-up of the subcommittees; their role; and confirmation that the membership of any subcommittee did not constitute a quorum of any other THC committee. Chairman Nau noted the importance of the subcommittees and expressed his opinion that their development would add deep value to the management of sites as the agency moved into expanded site management. Vice-Chair Crain moved, Commissioner White seconded, and the committee voted unanimously to approve the charters for the Development and Friends subcommittee; Facilities and Maintenance subcommittee; Historic Sites Marketing, Promotion and Merchandising subcommittee; and Visitor Experience subcommittee. Chairman Nau reported this item would be discussed again at the June 17, 2020 meeting with all commission members.

7. Discussion and possible action regarding a Historic Buildings and Structures Antiquities Permit for the demolition of the Bluff Dale Suspension Bridge, Bluff Dale, Erath County

Architecture Division Director Bess Graham reported the Bluff Dale Cable-Stayed Suspension Bridge was located near Stephenville in Erath County, spanning the Paluxy River. She provided a brief background on the bridge noting its unique construction in 1891 by the Runyon Bridge Company and its representation as a significant piece of the area's historic transportation infrastructure and engineering heritage. Graham reported the bridge once served as a critical link in the series of cable-stayed suspension bridges that once connected Fort Worth to Houston, was one of the last remaining examples of an Edwin Elijah Runyon-designed bridge, and was one of only two of these bridges known to exist. Graham reported that the Erath County Attorney had submitted a permit application to demolish the bridge on behalf of County Commissioner Joe Brown, Precinct 3 in response to a recommendation by a local engineering firm hired to investigate the stability of the bridge. She further explained that the THC had commissioned a phased assessment of the bridge including an investigation of the bridge's potential collapse, followed by construction cost estimates to restore the bridge in place, deconstruct the bridge for storage, or move the bridge to a new location for future use. Graham reported the THC staff had reviewed the State Antiquities Landmark (SAL) Historic Buildings and Structures Permit #1049 application and recommended the permit for demolition be denied in order to fully review the threat of imminent collapse by independent assessments from THC's independent consultant and the U.S. Army Corps of Engineers (Army Corps) and allow for the development of alternative treatments with appropriate cost estimates. Questions and discussion followed regarding the safety of the bridge and the potential for imminent collapse. Graham noted the THC-hired consultant concluded that the bridge was not in imminent danger of collapse. She also stated that the Antiquities Advisory Board had reviewed the reports and recommended that the Executive Director deny SAL Historic Buildings and Structures Permit #1049 for the demolition of the Bluff Dale Suspension Bridge due to inadequate time to receive and review assessments and alternative options. Wolfe reported the Army Corps had recently submitted their report and concurred with previous findings that the bridge was not in imminent danger of collapse and that a standard 106 review through the Army Corps was appropriate. He noted that, based on the recommendations, he would deny the demolition request, await the results of the Army Corps 106 review, and reconsider the application once all completed reports had been submitted. Chairman Nau moved, Commissioner Earl Broussard seconded, and the committee voted unanimously to recommend the Executive Director deny State Antiquities Landmark Historic Buildings and Structures Permit #1049 for the demolition of the Bluff Dale Suspension Bridge.

8. Consider approval of easement renewal with Texas Eastern Transmission, LP

Wolfe reported an existing easement between Texas Parks and Wildlife Department (TPWD) and Texas Eastern Transmission, LP, (Texas Eastern) expired March 30, 2020 and has been extended month to month until a renewal can be approved by the THC. He explained that the TPWD is in the process of transferring the real property at San Jacinto Battleground State Historic Site located in Harris County to the THC at which point the easement with Texas Eastern will be void. Wolfe stated the Office of the Attorney General had negotiated

the lease extension and contract renewal for a 30-inch OD pipeline for the purpose of transporting natural gas in consideration of which Texas Eastern will pay THC the amount of \$10,000. He also noted that amount was confirmed to be slightly higher than typically paid for a pipeline of similar size. Wolfe explained the lease would become effective with the transfer of real property from TPWD to THC and with signatures of representatives of THC and Texas Eastern. Commissioner Pete Peterson moved to recommend the Executive Committee send forward to the Commission and recommend approval of the easement for pipeline with Texas Eastern Transmission, LP, as outlined in the proposed agreement. Commissioner White seconded the motion. Questions and discussion ensued regarding the pipeline's depth, safety, continuous inspection and contract deadline. THC Historic Sites Division Director of Historic Site Operations Bill Irwin reported the site is in an area that is not heavily travelled and there was currently no major safety concern. Assistant Attorney General David Gordon stated that the pipeline had been in the ground for over 20 years under an agreement with TPWD and measures were written into the renewal contract to ensure any disruptions of the grounds were remediated to the original condition. Chairman Nau directed Gordon to research other pipeline agreements with TPWD to confirm if the proposed THC contract followed the same language. Chairman Nau stated that he would investigate pipeline security protocols at various National Parks and report back at the next full commission meeting. Action on this item was tabled until the June 17, 2020 full commission meeting for additional information gathering.

9. Human Resources Update

A. Survey of Employee Engagement Report

Deputy Executive Director Alvin Miller reported the THC had participated in the biennial Survey of Employee Engagement (SEE) conducted by the Institute of Organizational Excellence at The University of Texas at Austin since 1994. He explained the data provided information regarding the employees' perceptions of the effectiveness of their own organization and the employees' satisfaction with their employer. He explained various components and measures of the survey and noted that a score above 350 was the desirable target while a score below 300 indicated a cause for concern. Miller reported the 2019 THC results were very favorable with a total overall agency score of 394, an improvement from 2017's score of 390. He explained that, according to UT, scores for state agencies typically range from 325 to 375. Miller further described and reported the scores of numerous constructs and explained charts in their meeting packets. Miller stated all 3 of the lowest scoring areas (Information Systems, Internal Communications and Pay) either improved or remained stable compared to the 2017 survey with two of the three lowest scoring constructs exceeding the desirable goal of 350 and surpassing the average benchmark scores for similar-sized agencies. Questions and discussion followed regarding the follow-up process once the results had been received. In closing, Miller reported the THC had developed a proposed action plan that outlined additional strategies to further improve the areas of pay; information systems; and internal communications.

B. Consider approval of the FY 2020 Survey of Employee Engagement Operational action plan

Miller reported a proposed SEE action plan had been developed that listed several specific strategies to focus on the improvement of the three lowest scoring areas of the survey and directed commissioners to their meeting packets for a review of the action plan. Chairman Nau directed the Communications Division to address internal communications construct. Commissioner Broussard moved, Commissioner Crain seconded, and the committee voted unanimously to send forward and recommend to the Commission the approval of the THC FY 2020 Survey of Employee Engagement Operational Action Plan. In closing, Commissioner Broussard and Commissioner Peterson applauded Wolfe and senior staff leadership for the continually improved scores over the years.

10. Information technology (I.T.) update

Miller reported the agency was on track with the equipment refresh for both the Austin offices and the historic sites including those recently transferred from TPWD. Questions followed regarding computer equipment and teleworking options in relation to the COVID-19 pandemic. Miller reported all staff was currently capable of

working from home and the I.T. staff had successfully implemented all necessary measures to ensure a smooth transition including secure access to all agency computer drives. He explained a few positions such as maintenance staff were not able to work from home but were following necessary guidelines. He noted staff meetings and communication were being held through various platforms including Teams, Zoom, Go to Meetings and webinars. Discussion followed regarding the general movement toward working from home rather than occupying office space.

11. Executive Director's Report

In addition to his submitted report, Wolfe reported the Governor's directive to state agencies was to continue to work from home if possible but that necessary on-site work would be allowed if office space did not exceed 25% total capacity and if social distancing and the use of facial masks were followed.

12. Committee Chairman's Report

Chairman Nau called on Wolfe to report on the Governor's directive to reduce agency's budgets by 5%. Wolfe reported THC Chief Financial Officer Kenneth Biddle had been working with him to identify various options to meet that directive. He explained that the reduction applied to general revenue and general revenue-related funds such as salary savings from positions that had not been filled, and not filling vacant positions. Wolfe noted that the report to the Governor was due on June 15, 2020. Chairman Nau reported that other options which were more problematic included refraining from construction projects that had not yet commenced.

Commissioners White, Crain, and Peterson expressed their opinion that the historic sites and heritage trails had a unique opportunity to serve Texas constituents during this current climate of curtailed travel both overseas and out of state. Questions and discussion regarding the preparation and availability to obtain necessary equipment and supplies at the historic sites. Wolfe noted the Deputy Executive Director of Historic Sites Joseph Bell was addressing a plan to meet those needs.

13. Adjourn

On the motion of the chair, and without objection, the meeting was adjourned at 11:39 a.m.

Consider approval of intent to review and consider for re-adoption, revision or repeal, Chapters 21 (History Programs); 24 (Restricted Cultural Resource Info); 28, Historic Shipwrecks; and 29 (Management/Care of Artifacts & Collections in Title 13 of the Texas Administrative Code, Part 2 for publication in the *Texas Register*

Background:

Each state agency is required by Texas Government Code, Section 2001.39 to review and consider for re-adoption their rules in the Texas Administrative Code every four years. A notice (proposed rule review) must be filed with the *Texas Register* to inform the public that THC will start reviewing its chapters/rules. This gives the public an opportunity to submit comments regarding the review.

The Commission will accept comments for 30 days following publication of the notice in the *Texas Register* as to whether the reasons for adoption of these rules continue to exist. In a separate action, any proposed changes to the rules as a result of the review will be published in the Proposed Rules Section of the *Texas Register* and will be open for an additional 30-day public comment period prior to final adoption of any repeal, amendment, or re-adoption.

Suggested Motion:

Move to approve the THC's intent to review and consider for re-adoption, revision or repeal, the following chapters in Title 13 of the Texas Administrative Code, Part 2:

Ch 21 (History Programs);

Ch 24 (Restricted Cultural Resource Info);

Ch 28, Historic Shipwrecks; and

Ch 29 (Management/Care of Artifacts & Collections for publication in the *Texas Register*

TEXAS HISTORICAL COMMISSION

Proposed Preamble Form

The Texas Historical Commission files this notice of intent to review and consider for re-adoption, revision or repeal, Chapters 21 (History Programs); 24 (Restricted Cultural Resource Info); 28, Historic Shipwrecks; and 29 (Management/Care of Artifacts & Collections).

Pursuant to Texas Government Code 2001.039, the Texas Historical Commission will assess whether the reason(s) for initially adopting these rules continue to exist. The rules will be reviewed to determine whether it is obsolete, reflects current legal and policy considerations, reflects current general provisions in the governance of the Commission and/or whether it is in compliance with Chapter 2001 of the Texas Government Code (Administrative Procedures Act).

The Commission will accept written comments received on or before 5:00 p.m. central time on the 31st day after the date this notice is published in the *Texas Register*. Comments as to whether the reasons for initially adopting these rules continue to exist may be submitted to Esther Brickley, Texas Historical Commission, P.O. Box 12276, Austin, Texas 78711-2276, or by email to esther.brickley@thc.texas.gov. Any proposed changes to the rules as a result of the review will be published in the Proposed Rules Section of the *Texas Register* and will be open for an additional 30-day public comment period prior to final adoption of any repeal, amendment, or re-adoption.

TEXAS HISTORICAL COMMISSION

Item 15.3
Texas Historical Commission
Quarterly Meeting
June 16-17, 2020

Consider approval of the THC Strategic Plan FY 2021-2025

Background:

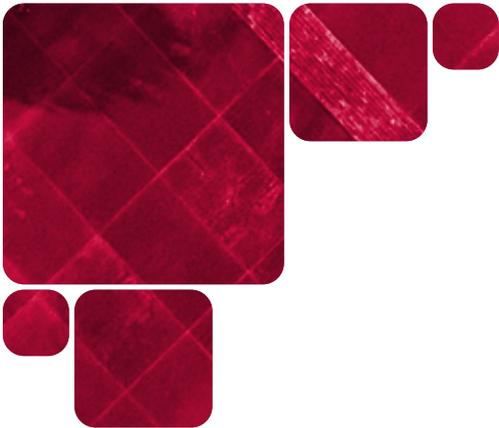
The THC is required to submit a Strategic Plan to the Governor's Office of Budget, Planning and Policy and the Legislative Budget Board every biennium (even-numbered years). The Strategic Plan identifies a 5-year vision and direction for the agency and serves as the framework for internal operations, which include objectives, strategies, performance measures and the budget.

The agency has undergone an inclusive strategic planning process. The conceptual direction of the Strategic Plan incorporates decisions made during this process and is in alignment with the Governor's instructions for strategic planning.

The THC will submit its final plan to the Governor's Office of Budget, Planning and Policy and the Legislative Budget Board June 1, 2020. As the Strategic Plan must be submitted prior to the next Commission meeting, it is requested that the Executive Committee approve the THC Strategic Plan for FY 2021-2025 to meet the June 1, 2020 submission deadline.

Suggested Motion:

Move to approve the THC Strategic Plan for FY 2021-2025.



STRATEGIC PLAN 2021-25

TEXAS
HISTORICAL
COMMISSION 
REAL PLACES TELLING REAL STORIES

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AGENCY STRATEGIC PLAN | FISCAL YEARS 2021-25

BY THE TEXAS HISTORICAL COMMISSION

MEMBER NAME	DATES OF TERM	HOMETOWN
John L. Nau, III, Chair	2015-21	Houston
John W. Crain, Vice-Chair	2007-19	Dallas
Earl Broussard, Jr.	2005-23	Austin
James E. Bruseth	2018-19	Austin
Monica Burdette	2016-21	Rockport
Garrett K. Donnelly	2018-23	Midland
Renee Rupa Dutia	2018-19	Dallas
Lilia M. Garcia	2018-21	Raymondville
David A. Gravelle	2018-21	Dallas
Mr. Wallace B. Jefferson	2015-19	Austin
Laurie E. Limbacher	2018-23	Austin
Catherine McKnight	2017-23	Dallas
Tom Perini	2011-21	Buffalo Gap
Gilbert E. "Pete" Peterson, III	2007-19	Alpine
Daisy Sloan White	2011-23	College Station

June 2020

Signed: 
Executive Director

Approved: 
Commission Chair

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I. | STRATEGIC PLAN

I AM humble beginnings *and* spectacular finishes. *I am the resting place of countless*
HEROES *and the birthplace of innumerable* **DREAMS.**

I am the echo of long-ago words *still ringing in the room* where they were spoken.

I am a silent field **HALLOWED** *by valiant blood. I am the marker on an empty stretch of highway*

that lets you know Destiny visited here. *I am the scene of the crime, and the seat*

where it was brought to justice. *I am the fertile soil from which* **LEGENDS**

GROW. *I am the understanding of* WHAT MADE US WHAT WE ARE, *and the* HOPE

OF WHAT WE CAN BECOME. *I am the reminder to our generation that we* stand

on the SHOULDERS OF GIANTS. *I am a stake driven in the ground that says,*

"Here we choose to **REMEMBER,** *and we will* never forget."

I am the Texas Historical Commission.

I save the REAL PLACES *to tell the* REAL STORIES *of*

TEXAS.

TEXAS
 HISTORICAL
 COMMISSION 
 REAL PLACES TELLING REAL STORIES

A. | INTRODUCTION

When we began work on this Strategic Plan, the world was a very different place. The Texas economy was soaring, and we looked forward to an approaching summer of vacation travel, trips to the beach, and summer movie blockbusters. Suddenly, we found ourselves facing an uncertain future, confined to our homes, wearing masks in public places, and worrying about our most vulnerable populations.

Our agency is not composed of front-line responders, providing emergency health and safety support to our fellow Texans. But we do have an important role. It's our job to make certain that, when the masks come off, the doors are unlocked, and people can once again travel this great state, they will be coming back to places they recognize.

Few expected the crisis that confronts us, which has disrupted almost every facet of our lives. We worry about what will change as the crisis passes. One thing that won't change is the THC's strong network of supporters, sites, and community groups, all partnered to preserve important historic resources across the entire state. No virus, hurricane, or tornado can shatter that network or our partners' dedication to this cause.

The THC is no stranger to natural disaster and crisis. In 2017, Fulton Mansion State Historic Site in Rockport experienced Hurricane Harvey's landfall. The site suffered severe damage, but staff were able to offer programming and other services as soon as the community reopened by using the Mansion's unscathed visitors center. One of the region's top travel destinations, the site reopened in December 2019 after a meticulous THC restoration, with the support of Texas legislators and private donations from across the state.

On April 13, 2019, the Caddo Mounds State Historic Site was struck by an EF-3 tornado, part of a storm system that caused severe damage to Cherokee County and the region. The Caddo Mounds museum was destroyed, and dozens of site visitors were severely injured, some severely, with one life lost. In early 2020, the site opened a temporary visitors center and continued programming and other education efforts in anticipation of the construction of a new visitors center, which is currently in design.

Like many Texas employers, at the time of this writing our offices are vacant or closed to visitors. But this quiet is not reflective of the energy and work of THC staff. We had already moved most of our staff from desktop computers to laptops. With the Governor's disaster declaration for all Texas counties, THC personnel quickly pivoted to work from home, altered staffing and, in some cases, new job duties. Face-to-face meetings became virtual meetings. And with the Governor's order changing public meeting requirements, the Commission was able to continue its business while still providing the public with an opportunity to be heard.

As state historic sites were closed in the interest of public health, we found new and creative ways to deliver Texas history to people's doorsteps. We developed lesson plans for homeschooling, produced informative videos for social media and, together with other partners—including the General Land Office, the Alamo Trust, Presidio La Bahía, and the San Jacinto Museum of History—we held a special, and very successful, San Jacinto Day livestream event.

(Continued)

The agency has continued essential and routine work duties, while also expanding our audiences and offering new educational and interpretative programs. When this crisis ends, technologies and practices that were embraced out of necessity will benefit our day-to-day efforts to build communities, educate students, and provide more efficient services to our constituents.

What will visitors discover when they return to our reopened state historic sites? They will learn we have integrated into our statewide network the sites transferred to us by the Legislature in 2019, including San Jacinto Battleground and Monument, Washington-on-the-Brazos, and the Port Isabel Lighthouse. On June 1, the Commission welcomed its latest property, the Charles and Mary Ann Goodnight Ranch State Historic Site, a gift to the people of Texas from the Armstrong County Museum.

Visitors to some of our sites will find all-new interpretive displays, educational programming, and talented staff ready to provide a safe and enriching experience for visitors, both in the beautiful historic buildings we preserve and in the natural and built environments that host our sites. They will enjoy better amenities, including gift shops that utilize retail best practices to improve revenue and name recognition of the sites.

As the nation heals from the crisis, there will be new opportunities for the state. The THC will continue to be a strong partner in the state's economic development strategies. Texas' travel economy was and will continue to be a fast-growing market sector. When travel-starved visitors begin returning to some of the most popular tourism destinations in North America—as well as countless lesser-known historic treasures across the state—Texas will see new heights of visitation and visitor spending.

The state's attractions will include beautifully restored county courthouses in San Saba, Karnes City, and Tahoka, all beneficiaries of the THC's Texas Historic Courthouse Preservation Program grants over the last two years. There will be hundreds of new historical markers to guide their way, along with the familiar blue signs of the Texas Heritage Trail Regions, a program under our stewardship that is embarking on new initiatives and efficiencies. Across the state, Texas Main Street cities will offer views into both the urban and rural past for appreciative visitors.

This Strategic Plan for 2021–25 is our navigational guide toward this future. It is an action plan, based on our organizational mission and values, to preserve the history and lessons of our great state for future generations. We will continue this mission with passion, creativity, and resourcefulness, regardless of what awaits. That's what Texans have always done.

Right now, few would claim to know what the future holds—but in Texas, it's always safe to assume that history is waiting to be made.

We value your leadership and the support you have given our agency, and we are ready for whatever task you set before us.



Mark Wolfe
Executive Director

B. | AGENCY MISSION AND OVERVIEW OF FUNCTIONS

MISSION

The mission of the Texas Historical Commission is to protect and preserve the state's historic and prehistoric resources for the use, education, enjoyment, and economic benefit of present and future generations.

PHILOSOPHY

The Texas Historical Commission (THC) enriches lives through history by saving the real places that tell the real stories of Texas. We are in the business of preserving and leveraging Texas' diverse history for the social and economic benefit of its residents by:

- Empowering our local, state, and national partners to effectively preserve the resources that keep Texas history alive;
- Teaching Texas communities to use historic assets to help create economic opportunities and foster a sense of place;
- Serving the residents of Texas and our diverse clients with the highest standards of professionalism, responsiveness, consistency, accountability, and ethics; and,
- Cultivating a culture of creative, engaged, and passionate employees.



Buffalo Soldier reenactors engage in a firing exhibit for a school group at Fort Concho National Historic Landmark in San Angelo.

VALUES

Values are beliefs that are shared among the staff and leadership of the agency and are woven into our day-to-day work, in the projects we accomplish, and in the decisions we make. We share the following key values with all preservation partners in Texas, as articulated in *Preservation Connection: Texas' Statewide Historic Preservation Plan*:

- **Quality of Life:** Historic places enhance the general well-being of individuals and communities.
- **Authenticity:** We focus on telling the real stories of the state's history through the people, places, structures, objects, and traditions that convey them authentically.
- **Cultural Diversity:** We preserve the places and stories of Texas' rich cultural heritage and communities.
- **Partnerships:** We work together across cultures, interests, and disciplines to achieve mutually beneficial goals.
- **Communication:** We keep people informed and develop strong lines of communication internally and externally with partners and stakeholders.

The Texas Historical Commission shares the key values of quality of life, authenticity, cultural diversity, partnerships, and communication among staff and leadership.

OVERVIEW OF AGENCY SCOPE AND FUNCTIONS

The THC is the state agency for historic preservation and also serves as the State Historic Preservation Office (SHPO) required by the National Historic Preservation Act of 1966, as amended. Professional staff members consult with citizens and organizations to preserve Texas' architectural, archeological, and cultural landmarks. The agency is recognized nationally for its preservation programs.



In 2019, the Texas Legislature transferred Port Isabel Lighthouse and seven other state historic sites from the Texas Parks and Wildlife Department to the THC.

STATUTORY BASIS

The THC is enabled by the Texas Legislature and the federal government. State statutes that govern the agency include:

- Texas Government Code, Chapter 442 directs the THC to provide leadership and coordinate services in the field of historic preservation.
- Texas Local Government Code, Chapter 318 establishes County Historical Commissions and sets forth their responsibilities for carrying out preservation efforts within counties.
- Texas Natural Resource Code, Chapter 191 (Antiquities Code of Texas) directs the THC to act as custodian of all cultural resources, historic and prehistoric, within the public domain of the state, and requires an antiquities permit for projects undertaken on state or locally controlled land.
- Texas Health and Safety Code, Chapter 711 provides general provisions relating to cemeteries, including protection from vandalism, theft, and desecration, as well as processes for discovery and notice of existence.

Federal laws that govern the agency include:

- The National Historic Preservation Act of 1966, as amended, directs the state to administer federal preservation laws and policies.
- The Tax Reform Act of 1986, as amended, directs states to coordinate federally established tax incentives for the rehabilitation of historic properties.
- The Americans with Disabilities Act of 1990 directs the state to determine whether building modifications to improve accessibility will threaten or destroy the historic integrity of the building.
- The Native American Graves Protection and Repatriation Act of 1990 requires federal land-managing agencies to consult with Native American tribes when burials are found on their land.

B. | AGENCY MISSION AND OVERVIEW OF FUNCTIONS

AGENCY MAIN FUNCTIONS

The THC's main functions closely match how we organize our internal structure and deliver services. These key functions are:

- **Architectural Heritage Protection and Assistance:** Protect Texas' diverse architectural heritage through state and federally mandated project reviews, technical guidance, and financial assistance through state and federal grants and tax rehabilitation credits for the preservation of historic properties.
- **Archeological Heritage Protection:** Protect Texas' diverse archeological heritage through state and federally mandated cultural resource reviews, historic property management programs, volunteer efforts, and public outreach.
- **Courthouse Preservation:** Provide financial and technical assistance through the Texas Historic Courthouse Preservation Program for critical county courthouse preservation projects.
- **Historic Sites Administration:** Provide interpretive experiences to a wide audience of Texans and visitors at 32 state historic sites and museums. The addition of eight historic sites from the Texas Parks and Wildlife Department, the Star of the Republic Museum, and the Charles and Mary Ann Goodnight Ranch further expands our broad interpretive focus to the network, telling the diverse stories in Texas history. The French Legation and Mission Dolores are planned to re-open in summer 2020 after extensive renovations. The Historic Sites Division also provides active stewardship oversight to structures, landscapes, and collection items.
- **Development Assistance:** Provide technical assistance to public, private, and nonprofit entities to encourage the process of preservation and revitalization of Main Street cities and Certified Local Governments (CLGs), as well as the promotion and development of heritage tourism and other local and regional heritage initiatives.



Architectural treasures such as Mission Concepción in San Antonio, a World Heritage Site and National Historic Landmark, attract heritage tourists from around the world.

- **Texas Heritage Trail Region Assistance:** Provide financial and technical assistance to develop and promote historic and cultural resources as heritage tourism destinations through the heritage trail region nonprofit entities across the state.
- **Resource Evaluation and Interpretation:** Provide information, programs, and services to private, public, and nonprofit constituents for the identification, evaluation, preservation, and interpretation of historic resources.
- **Indirect Administration:** Serve the entire agency and the preservation public through effective leadership, planning, and management; public information and education; and staff services.

ECONOMIC IMPACT AND EFFECTIVENESS OF AGENCY PROGRAMS AND SERVICES

We evaluate our effectiveness through a combination of performance measures, the economic impact of our programs, and our success in training and empowering residents to accomplish preservation in their communities. Our programs consistently demonstrate that historic preservation has a positive impact on the local and state economy.

- Since its inception, the Texas Main Street Program has generated more than \$4.4 billion in reinvestment in Texas downtowns and urban neighborhood commercial districts, supported more than 41,000 downtown jobs, and established more than 10,300 new businesses in historic downtowns.
- Reinvestment in Main Street districts in Texas for FY 2019 totaled more than \$270 million, including \$132 million in private reinvestment dollars. More than 1,270 jobs were supported, and the number of businesses created, expanded, or relocated totaled over 470.
- FY 2018 travel spending in Texas topped \$80 billion, supporting an estimated 1.2 million jobs within the travel industry and generating \$7.5 billion in state and local taxes. Approximately 10.5 percent of these travelers were heritage tourists, and nearly 13 percent of the direct travel spending in the state comes from these heritage tourists.
- The Texas Historic Courthouse Preservation Program (THCPP) has granted more than \$290 million to 99 counties for courthouse planning and restoration work since 1999, generating more than \$230 million in local matches from participating counties, over 11,356 jobs, about \$650 million in income, and almost \$800 million in gross state product.

The Texas Main Street Program has supported more than 41,000 downtown jobs and established more than 10,300 new businesses in historic downtowns.



Restored historic courthouses spur downtown revitalization and often provide dramatic settings for community events in Texas Main Street cities such as Mount Vernon.

- The Texas Historic Preservation Tax Credit Program, which complements the Federal Rehabilitation Tax Credit, went into effect on January 1, 2015. Between then and February 29, 2020, plans for 355 projects have been reviewed by the THC, with qualified rehabilitation expenses of over \$2.8 billion. Of those projects, 221 have been completed and certified, with qualified rehabilitation expenses of nearly \$1.6 billion.
- Prior to the state tax credit program, all Texas projects combined under the federal historic tax credit projects totaled \$1.27 billion in private-sector reinvestment through the 40 years of the program. Now, many projects utilize both the state and federal tax credits together. Of the 221 projects certified for the state credit, 85 have also been certified for the federal credit, with qualified costs of \$1.3 billion.
- In FY 2019, more than 290,000 people visited the THC's state historic sites. Earned revenue from the visiting public has increased, providing much-needed financial support to the sites. Each site supports heritage tourism efforts and planning goals within local economies.

The Texas Historic Courthouse Preservation Program has generated over 11,356 jobs, about \$650 million in income, and almost \$800 million in gross state product.

B. | AGENCY MISSION AND OVERVIEW OF FUNCTIONS

Agency programs focus on training and educating people and organizations to carry out successful local preservation endeavors. THC services bolster volunteerism, in-kind donations, and the acquisition of private funds for local programs that the agency facilitates and supports.

- Volunteers have contributed more than 1.6 million hours on activities in their local Texas Main Street cities.
- In the past 21 years, the heritage regions of the Texas Heritage Trails Program (THTP) have raised more than \$4 million in regional cash contributions, \$5.4 million in in-kind contributions to fund their operations, and more than 126,000 hours have been contributed by volunteers.
- During 2018–19, County Historical Commissions in Texas reported an annual average of 3,300 appointees, donating 450,000 hours of service for 2018 and 433,000 hours for 2019.
- Archeological stewards logged 25,395 and 21,858 volunteer hours in FY 2018 and FY 2019, respectively.
- Staff and archeological stewards trained over 9,912 individuals in archeological preservation in FY 2018, accounted for over 1,009 volunteer-directed archeology projects, and distributed more than 34,370 materials about archeology. In FY 2019, 11,860 people were trained, there were 862 volunteer-directed projects, and 41,502 materials were distributed.



Preservation Scholars Allan Johnson of Prairie View A&M University, Noel Larcher of the University of Texas at Austin, Jason Rivas of Texas State University, and Sydney Landers of the University of Texas at Austin.

Gifts to the Friends of the Texas Historical Commission

help fund stewardship programs such as the Texas Courthouse Stewardship Program; education programs like the Real Places conference and Preservation Scholars Internship Program; and capital projects such as the outdoor exhibit at San Felipe de Austin State Historic Site.

- Seventeen Friends of State Historic Sites groups and partner organizations provide financial and volunteer support to more than half of the agency's sites and museums, assisting those properties through advocacy and stewardship efforts statewide.

The THC manages the public demand for its programs and services and continues to seek ways to improve its efficiency. The agency:

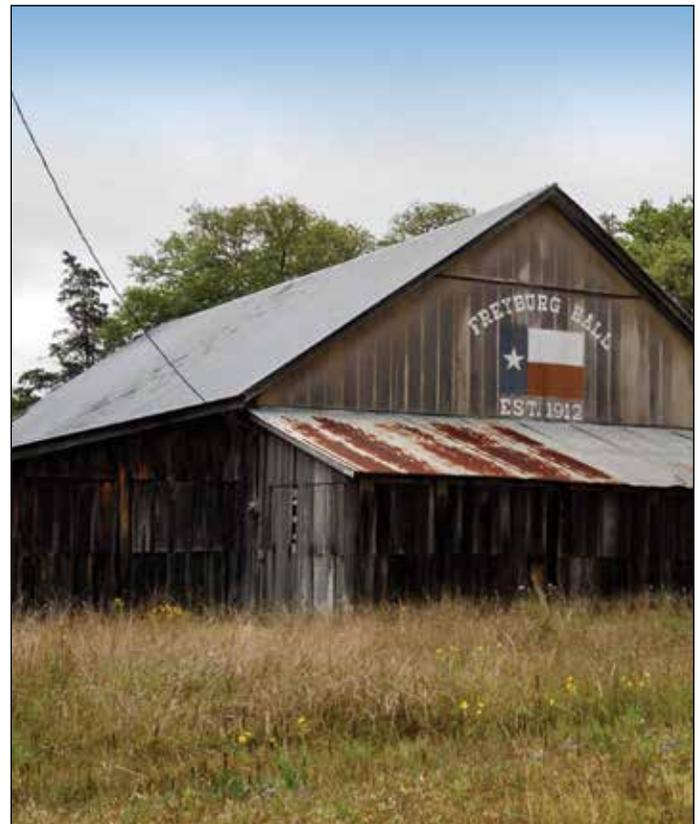
- Completed approximately 13,000 cultural resource reviews in both FY 2018 and FY 2019.
- Conducted 99 percent of federal and state archeology reviews in less than 30 days in FY 2018–19.
- Facilitated 57 nominations in FY 2018 to the National Register of Historic Places, resulting in 684 properties being listed; facilitated 41 nominations in FY 2019 to the National Register of Historic Places, resulting in 592 properties being listed.
- Designated four State Antiquities Landmarks (SALs) in FY 2018 and 27 in FY 2019.
- Designated 153 Historic Texas Cemeteries from January 2018 through March 2020.
- Worked with 76 Certified Local Governments (CLGs).
- In FY 2019, the agency website, thc.texas.gov, received more than 1,030,000 visitors. The heritage tourism websites— TexasTimeTravel.com and the sites representing the 10 Texas Heritage Trail Regions— attracted more than 636,000 unique visitors in FY 2019. As of March 2019, more than 250,000 people follow the THC's social networks.
- Since 2019, ten state historic sites and museums have been added to the network of properties, growing the number to 32 and providing a broader representation of Texas history and opportunities to serve the public.

The agency manages essential grant programs for historic preservation, supporting local building rehabilitation and restoration projects, archeological collections, small history museums, heritage tourism development, historic and cultural resource surveys, and educational and interpretative projects, among many other worthwhile endeavors. The success of these grant programs in helping to accomplish local projects cannot be overstated. Often, the THC provides a nominal amount of seed funding that serves as an important piece of a larger funding effort.

- Since being established in 1993, the Texas Department of Agriculture has provided over \$19.7 million through the Texas Capital Fund, resulting in approximately \$35 million invested in local projects for Main Street cities.
- For FY 2018, the THC awarded more than \$311,700 in matching grants through the Texas Preservation Trust Fund (TPTF) to 16 communities, nonprofit organizations, and individuals working to preserve endangered historic structures and archeological sites. In August 2017, Hurricane Harvey made landfall near Rockport. Pounding waves on top of Harvey’s storm surge inundated parts of the Texas Coastal Bend, resulting in severe damage in some areas. The THC responded with emergency grant funding to historic properties and archeological resources in the state-declared disaster area. The THC awarded \$180,000 to six projects, and that emergency grant round took the place of the regular FY 2019 grant cycle. For FY 2020 the THC awarded over \$351,600 in matching grants to 14 projects. Three of those were funded with a special earmark of grant funds of more than \$105,700 for projects in Galveston County. In February 2020, the THC accepted 41 initial grant applications totaling over \$1.1 million in funding requests. Grant awards for the FY 2021 grant cycle will be considered in October 2020. Since the reintroduction of the TPTF in FY 2014–15, the THC has awarded more than \$1.9 million in grant funds.
- Ten percent of the agency’s annual federal appropriation is allocated for preservation grants to CLGs. In FY 2020, over \$156,000 was granted to eight CLGs. In FY 2019, just over \$148,000 was awarded to 18 CLGs for grant projects.

The THC also derives great benefit from funds raised by the Friends of the Texas Historical Commission. This 501 (c) (3) organization partners with individuals, foundations, and corporations to provide additional resources from the private sector for the agency’s programs and projects.

- The Friends continues to primarily focus on raising restricted programmatic and capital funds for priorities identified by the THC. During FY 2018–19, the Friends raised approximately \$2.62 million in total gifts, of which almost \$2.5 million was restricted toward THC programs and projects. Current capital campaign efforts include site improvements at Eisenhower Birthplace State Historic Site and visitors centers at French Legation and Caddo Mounds State Historic Sites.

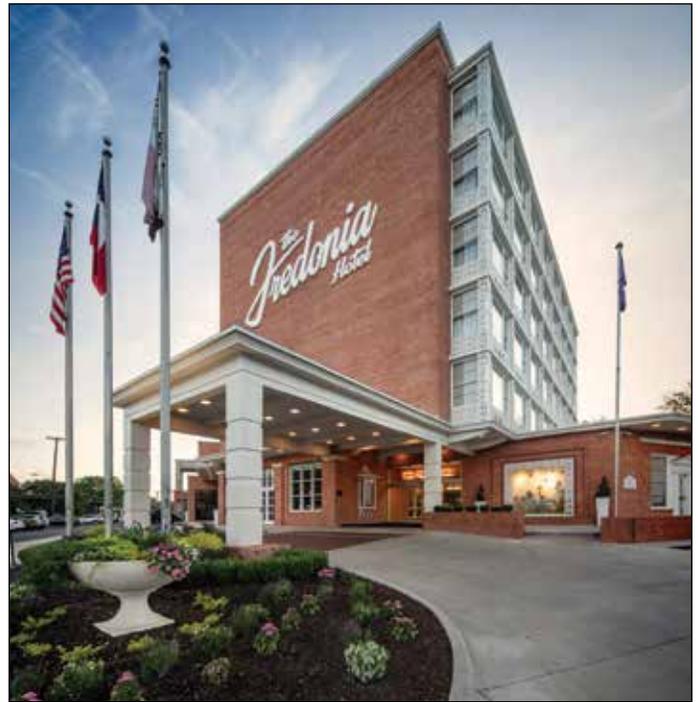


A preservation project at Freyburg Hall in Fayette County was partially funded by a grant from the THC’s Texas Preservation Trust Fund.

TEXAS HISTORIC REHABILITATION TAX CREDITS

The relative ease of use of the Texas Historic Preservation Tax Credit (THPTC), enacted in 2013, has driven significant increases in historic preservation projects across the state. Between January 1, 2015, when the program began accepting applications, and February 29, 2020, the THC has received initial applications for 542 projects. This initial application, Part A, determines or verifies that a building is historic and, therefore, eligible to participate in the program. Part B applications, which present proposed plans, have been received for 427 projects. These projects represent potential private investment of over \$3.1 billion in historic resources. There have been 221 completed projects that have been certified, resulting in investments of nearly \$1.6 billion.

Use of the Federal Rehabilitation Tax Credit, enacted in 1976, has increased as a result of the state credit. In FY 2013, agency staff reviewed plans for 15 federal tax credit projects, resulting in \$259 million in private investment. In contrast, between January 1, 2015 and February 29, 2020, plans for 191 federal tax credit projects were reviewed, with estimated rehabilitation expenses of nearly \$1.2 billion. The remarkable increase in tax credit utilization can be attributed largely to the appeal of using both credits with a potential return for investors of 45 percent of eligible rehabilitation spending. Federal law allows a credit against income taxes owed of up to 20 percent of eligible construction costs while the state credit is a potential 25 percent of state franchise taxes owed, also on eligible—but not duplicative—rehabilitation expenses. Typically, about two-thirds of all projects use both programs, while the other third are only eligible for the state credit.



Closed off and on since 1985, the 1955 Fredonia Hotel in Nacogdoches was rehabilitated utilizing the Texas Historic Preservation Tax Credit and Federal Historic Tax Credit. The hotel reopened in 2017.

Since it was enacted, two major legislative changes have opened the program to nonprofit property owners and to public universities (for a limited period). The THPTC can be applied to non-income-producing properties because Texas law allows transfers of credits from an owner with no tax liability to an entity with a franchise tax liability. This makes it exceedingly easy for a variety of project applicants to take advantage of the state tax credit.

The federal tax credit was subject to legislative changes in 2017 that affect how it is applied to an applicant's federal income taxes, in a way that may limit the credit's usefulness. As a result, the state historic tax credit program may become more valuable as a key part of financing for many projects across Texas. Credits are processed by the Texas Comptroller and the U.S. Internal Revenue Service, respectively, following project completion and certification of eligibility.

AGENCY OPERATIONAL GOAL:

PROTECT AND PRESERVE HISTORIC RESOURCES

Encourage the protection and preservation of historic and archeological properties by providing leadership, technical expertise, and assistance.

ACTION ITEMS

- ! **Historic Sites Construction and Maintenance Needs:** Identify and prioritize capital construction projects and deferred maintenance needs at the THC's state historic sites across the state and Capitol complex buildings in Austin to align with operational and Commission capital development priorities. *Target completion date: December 2020*
- **Historic Sites Collection Management:** Develop environmental and repository storage needs of the agency's collection of artifacts with its operational partners detailing the needs for any future facilities or upgrades to provide the optimal environment and operational efficiencies for the collection's long-term care and stewardship. *Target completion date: August 2022*



Rededicated on March 5, 2020, the 1911 San Saba County Courthouse is the most recent restoration as part of the THC's Texas Historic Courthouse Preservation Program.

- **Historic Sites Acquisition and Development:** Identify what additional types of sites may align with the established themes and subthemes of Texas history as new THC state historic sites or as affiliated state historic sites to tell a more complete story of Texas and establish partnership agreements with other organizations. Create an affiliates program to guide site acquisitions. *Target completion date: December 2024*
- **Covenants and Easements Program:** Complete a program evaluation for covenants and easements held by the THC in order to develop recommendations and a course of action to best manage, monitor, and track the status of these commitments. *Target Completion Date: October 2021*
- **County-Wide Cemetery Preservation Program:** Conduct an outreach effort that emphasizes a county-wide planning approach meant to prioritize the most vulnerable cemeteries and engage a broad spectrum of stewards by providing online trainings and resources, and through other coordinated activities. *Target completion date: August 2022*
- **Texas Bicentennial Commemoration:** Expand educational efforts and encourage preservation and promotion of Texas Revolution assets through a coordinated bicentennial celebration by conducting an agency-wide survey of assets and celebratory opportunities in preparation for formal statewide planning. *Target completion date: August 2025*
- **Oral History Program:** Expand educational efforts and encourage preservation and promotion of Texas history through online access to the agency's oral history collection by developing and implementing the policies, procedures, and digital assets (to the extent possible) that facilitate accessibility. *Target completion date: August 2025*

! Denotes Key Action Items

C. | AGENCY GOALS AND ACTION PLAN

HOW OUR WORK TO PROTECT AND PRESERVE HISTORIC RESOURCES SUPPORTS THE STATEWIDE OBJECTIVES

The programs administered within this goal help communities use historic assets to create economic opportunities and foster a sense of place. These efforts contribute to the economic advancement of Texas, both statewide as well in local communities served by each program. Partnering with local communities to restore the state's historic courthouses, promoting the key themes of the state's unique and exciting history, maintaining Texas' most significant historic sites, and assisting local communities with the preservation of historic places and stories, directly promotes increased visitation and contributes to the economic vitality of the state and overall quality of life for its citizens. These benefits result in increased state revenues and efficient use of taxpayer resources. The demand for these programs is greater than the agency can currently meet, demonstrating that not only are we achieving our performance measures, but also, more importantly, that Texans understand and value this work.



THC sites support heritage education through annual events such as the Father of Texas Celebration at San Felipe de Austin State Historic Site.

AGENCY OPERATIONAL GOAL: ENCOURAGE ECONOMIC DEVELOPMENT, TOURISM, AND EDUCATION

Encourage economic development, tourism, and heritage education through historic places in partnership with local public, private, and nonprofit entities.

ACTION ITEMS

- ! **Incentivize Economic Development:** Incentivize historic preservation efforts across Texas including rural communities, through tax credits, grant funding, downtown revitalization, heritage tourism, and other economic development initiatives. *Target completion date: August 2025*
- ! **Texas Heritage Trails Program (THTP):** Implement the results of the strategic planning for the agency's heritage tourism efforts, including the THTP, and increase collaboration with the state historic sites. *Target completion date: August 2021*
- ! **THTP:** Expand statewide heritage tourism efforts through heritage travel promotions and product development to supplement and support the THTP. *Target completion date: August 2025*
- ! **THTP:** Update and redesign TexasTimeTravel.com and the associated 10 heritage trail websites to improve the user experience and increase the exposure of the historic sites and communities across the state. *Target completion date: August 2022*
- **Texas Historic Preservation Tax Credit Program:** Consider options to strengthen existing legislative language to better clarify who can and cannot apply for the tax credit program. *Target completion date: December 2020*



Legendary NASA flight director Gene Kranz was a keynote speaker at the 2019 Real Places conference.

Youth Education: Provide a THC-branded document for education-related and community-based audiences that includes best practices, narrative real-world examples, and resources and appendices as a guideline for those target audiences to build diverse, authentic, and place-based history learning opportunities and experiences for school-aged students and educators within their own communities. Create a series of accompanying workshops and webinars facilitated by THC education staff to guide targeted audiences through that document to envision and plan learning opportunities in their own communities.

Develop original K-12 TEKS-aligned curriculum and revise existing agency curriculum to form a substantive collection of downloadable teacher resources. Expand place-based educational experiences and learning resources for select THC historic sites. Develop proposals for enriched interactive resources and learning experiences available through the Learning portal on the THC website. *Target completion date: June 2022*

- **Historic Sites Education and Tourism Promotion:** Expand historic sites' visitation, promotion, and heritage tourism efforts through: the implementation of a digital, web-based social media strategy; the creation of a strategic marketing plan with brand image development for state historic sites; and the expansion and improvement of on-site educational programs, events, presentations, and exhibits. *Target completion date: August 2022*

- **Historic Sites Partnerships:** Increase private and nonprofit financial and volunteer support at state historic sites by strengthening, establishing, and re-establishing Friends groups. This will include strengthening the partnerships in place at San Jacinto Battleground, Washington-on-the Brazos, Star of the Republic Museum, Port Isabel Lighthouse, and Charles and Mary Ann Goodnight Ranch. This will also include building community partnerships with local businesses, heritage tourism stakeholders, and nonprofits to expand the state historic sites' viability and relevance in servicing their local heritage tourism market and meeting community-planning objectives. *Target completion date: August 2022*

- **Diverse Audiences:** Creatively engage underrepresented groups in preservation and work to interpret and re-interpret sites to tell compelling, dynamic, and fascinating stories that educate, inspire, and spark interest. *Target completion date: August 2022*

- **Texas Archeology Month Program:** Increase local participation in this statewide observance by updating existing guidance tools and through outreach to potential event sponsors. Participation will also be enhanced with the agency's involvement in the Texas Public Archeology Network, composed of public agencies and institutions involved with increasing public awareness of Texas' archeological heritage. *Target completion date: October 2024*

- **Real Places Conference:** Support and promote historic preservation and heritage tourism by growing the audience for the annual statewide education and networking conference to include diverse avocational and professional participants that represent the broad constituency of the agency and its programs. Develop creative methods to expand the audience beyond the traditional preservation fields and interest areas. *Target completion date: February 2025*

C. | AGENCY GOALS AND ACTION PLAN

- **Historic Sites Visitation:** Improve visitation to state historic sites and identify ways to improve the visitor experiences, furthering the agency’s educational mission. *Target completion date: August 2022*
- **Texas Main Street Program:** Encourage preservation-based economic development efforts and revitalization education by implementing a Texas Main Street Affiliate category of participation to include smaller and non-traditional historic downtowns that are not able to participate in the current program. *Target completion date: August 2023*
- **Texas Main Street Program:** Encourage preservation-based economic development efforts by expanding the use of DowntownTX.org to all Texas Main Street Program participants. *Target completion date: August 2021*



First Lady of Texas Cecilia Abbott poses with citizens of Granger during a ceremony welcoming the city into the Texas Main Street Program.

HOW OUR WORK TO ENCOURAGE ECONOMIC DEVELOPMENT, TOURISM, AND EDUCATION THROUGH HISTORIC PLACES SUPPORTS THE STATEWIDE OBJECTIVES

The programs administered within this goal are designed to increase economic development activities in the local communities served by each program. All the programs within this goal focus on revitalizing historic areas, stimulating tourism, and encouraging economic development through the use of preservation strategies. Regarding the objectives of transparency and accountability, all these programs incorporate citizen involvement at the local level, primarily through boards and commissions. This local involvement brings accountability, but also some ability of the communities to direct the program efforts and priorities. Efficiency and effectiveness is increased by the agency’s role of coordinating the local and regional efforts into statewide successes. In addition, the programs efficiently use minimal resources to leverage significant local investment and support. For example, the model of regional tourism promotion established by the Texas Heritage Trails Program is extraordinarily efficient for the industry. It uses 10 independent boards with staff to bring together hundreds of volunteers through partnerships to help millions of travelers find state and local historic sites. These efforts not only improve the quality of life for residents at the local level, but also result in increased state revenues and efficient use of taxpayer resources. Again, the growing demand for these programs is more than the agency can currently meet. This demonstrates that we are achieving our performance measures and, more importantly, that Texans

understand and value this work.

AGENCY OPERATIONAL GOAL:
IDENTIFY AND EVALUATE
HISTORIC RESOURCES

Identify, evaluate, and interpret historic and archeological resources across the state and make information accessible to stakeholders.

ACTION ITEMS

- **Historic Sites:** Promote state historic sites through archeological programming, research, and interpretive refinement to engage and educate the public about the properties’ importance in Texas history. The additional information learned adds to a better understanding of the past. *Target completion date: August 2022*

- **Online Survey and Inventory:** Enhance the Texas Historic Sites Atlas with new searching, mapping, and downloading features. Supplement the existing information available through the Atlas with additional data layers, including non-archeological State Antiquities Landmarks, properties on which the THC holds an easement or covenant, and properties that have previously been inventoried and evaluated. *Target completion date: August 2021*

- ! **eTRAC Enhancements:** Continue to develop and refine eTRAC, the electronic THC Review and Compliance system, with additional functionality to support further streamlining of federal and state review processes. Introduce an online Texas Antiquities Permits application system and create additional modules for Marine permits and Historic Buildings and Structures permits. *Target completion date: August 2022*



Archeological research informs programming and interpretation at many THC sites, including Levi Jordan Plantation State Historic Site in Brazoria.

- **Texas Archeological Stewardship Network (TASN):** Enhance the abilities of local archeological volunteers to identify, evaluate, and interpret the state’s archeological resources by conducting annual and regional training and developing guidance materials, including an updated TASN handbook. *Target completion date: August 2025*

- **Marine Archeology Program:** Increase our knowledge of submerged cultural resources in Texas’ waters by conducting a minimum of two remote sensing, monitoring, and/or diving projects each year. Data on anomalies and newly recorded or confirmed historic shipwrecks will be used to enhance the Texas Historic

C. | AGENCY GOALS AND ACTION PLAN

Sites Atlas. *Target completion date: August 2021*

HOW OUR WORK TO IDENTIFY AND EVALUATE HISTORIC RESOURCES SUPPORTS THE STATEWIDE OBJECTIVES

The programs administered within this goal empower our local, state, and national partners to effectively identify, evaluate, and document the resources that keep Texas history alive. These programs comprise the core functions of our agency, and we efficiently manage public funds from multiple sources to meet these essential responsibilities as the state historic preservation office. Permit and review processes are clearly communicated in a variety of formats to our constituents, and the agency consistently meets its performance measure targets for the number of projects reviewed and for projects reviewed in less than 30 days. We strive to provide new tools and resources—including software, online access, streamlined review processes, and inter-agency collaboration—to make our work more efficient, transparent, and customer-friendly for our increasing base of diverse customers.

Texas History at Home



Parlor in the Sam Bell Maxey House State Historic Site in Paris

As families are creating new routines and learning how to educate students from home, we are providing free instructive resources about Texas history, preservation, and heritage tourism. We'll continue to add new content, so continue to check back to this page. Don't forget to share with family and friends, and share your activities on social media by tagging us #TXHistoryAtHome.

Resources for Educators

Explore our repository of lesson plans and activities for students focused on our state historic sites and topics such as archeology, cemeteries, historical markers, and military history.

During the COVID-19 pandemic, THC staff created a Texas History at Home portal with resources for people staying at home, including lesson plans, activity sheets, historic recipes, articles, and training materials

AGENCY OPERATIONAL GOAL: MAXIMIZING QUALITY AND EFFECTIVENESS OF SERVICES

Cultivate an agency culture of innovation and creativity that results in a motivated and diverse staff working to maximize the quality, efficiency, and effectiveness of services to the public.

ACTION ITEMS

- **Empowering the Workforce:** Utilize the results of the FY 2019 Survey of Employee Engagement to further empower the THC workforce and foster an environment of employee productivity and quality customer service. *Target completion date: December 2021*
- ! **Competitive Salaries:** Complete updated analysis of agency-utilized job classifications and salaries, continue to work with the Legislature to address salary disparities for the THC's specialized professional disciplines, improve compensation levels to achieve competitiveness with comparable public- and private-sector positions, and ensure retention of our experienced and talented employees. *Target completion date: August 2021*
- ! **Information Technology Productivity Tools and Systems:** Upgrade and enhance the THC's technology infrastructure, hardware, software, and systems to maximize the efficiency and productivity of agency staff, including the implementation of cloud-based services, expanded telework capabilities, and CAPPs, the state's centralized human resources, payroll, and personnel system. *Target completion date: August 2023*
- **Emergency Communications Plan:** Create a formal policy to govern agency communications during a short- or long-term crisis scenario. *Target Completion Date: August 2021*



THC staff create short videos for social media and the web about many agency initiatives, such as heritage travel spotlights that accompany cover features in the agency's *Medallion* magazine.

- **Agency Website:** Upgrade the agency's web content management system and enhance the website. *Target Completion Date: August 2025*
- **THC Program Videos:** Update and continue a series of short social videos exploring many well- and lesser-known agency programs that impact the public, including various historic marker initiatives, military history efforts, and core historic preservation functions. The videos will reach audiences that often overlook these services, drive visitation to THC websites, and supplement new employee orientation. *Target completion date: August 2021*

HOW OUR WORK TO MAXIMIZE QUALITY AND EFFECTIVENESS OF SERVICES SUPPORTS THE STATEWIDE OBJECTIVES

The agency continually works to cultivate a culture of creative, engaged, passionate, and highly competent employees. This, in turn, allows us to serve the citizens of Texas and our diverse clients with the highest standards of professionalism, responsiveness, consistency, accountability, and ethics. THC employees are drawn to this agency because of the mission and care deeply about protecting and preserving historic and archeological resources for the benefit of the public. Employees engage frequently with diverse audiences from all regions of the state and strive to make the many facets of our work—public meetings and workshops, permit processes, survey work, project and grant reviews, and other services—as efficient and transparent as possible. The engagement and commitment of our employees is demonstrated through the results of the Survey of Employee Engagement. The total overall agency score in 2019 was 394, which is notably high, as synthesis scores for state agencies typically range from 325 to 375. This result represents an increase over the previous total agency score of 390 in 2017. The Customer Service Survey also repeatedly demonstrates that THC employees respond quickly and effectively to requests for assistance from our constituents.

D. | REDUNDANCIES AND IMPEDIMENTS

IDENTIFICATION OF BARRIERS THAT MAKE THE THC LESS EFFECTIVE AND EFFICIENT

The Texas Historical Commission has not identified any services, state statutes, state rules, or regulations applicable to the agency that result in barriers to the economic prosperity of Texans or make the agency less effective and efficient in achieving its core mission.

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II. | SUPPLEMENTAL SCHEDULES

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A. Budget Structure

Agency Goal A Historic Preservation

We will preserve Texas' diverse heritage by identifying, evaluating and protecting historic resources; providing appropriate financial resources for historic preservation activities; and enabling the public to revitalize and improve the quality of life in their communities through the use of historic assets.

STRATEGY A.1.1

PROTECT AND PRESERVE HISTORIC RESOURCES

Encourage the preservation and protection of historic and archeological properties providing leadership, technical expertise, and assistance.

Relationship to Statewide Plan

Goal 2: Emphasize Cultural Landscapes
Goal 3: Implement Policies and Incentives

Outcome Measures

1. Number of properties designated annually
2. Number of Section 106 and Antiquities Code reviews
3. Number of individuals provided training and assistance in historic and archeological preservation
4. Percent of courthouses fully restored or rehabilitated
5. Private dollars reinvested through the Federal Tax Incentives program
6. Private dollars reinvested in buildings by the Texas Historic Tax Credit program
7. Number of archeological publications distributed

STRATEGY A.1.1

Architectural Assistance—Protect Texas' diverse architectural heritage by providing technical assistance for the responsible rehabilitation and preservation of historic properties.

Output Measure

1. Number of historic properties provided technical assistance, monitoring and reviews

STRATEGY A.1.2

Archeological Heritage Protection—Protect Texas' diverse archeological heritage through state and federally mandated cultural resource reviews, historic property management programs, volunteer efforts, and public outreach.

Output Measure

1. Number of volunteer archeological site protection efforts directed

Efficiency Measure

1. Percentage of construction projects reviewed in less than 30 days

STRATEGY A.1.3

Courthouse Preservation—Provide financial and technical assistance through the Texas Historic Courthouse Preservation Program (THCPP) for critical courthouse preservation projects.

Output Measure	1. Number of volunteer archeological site protection efforts directed
STRATEGY A.1.4	Historic Sites —Operation and maintenance of historic sites.
Output Measure	1. Number served by state historic sites and interpretive programs
STRATEGY A.1.5	Texas Preservation Trust Fund —Provide financial assistance through the Preservation Trust Fund for critical preservation projects.
Output Measure	1. Number of Preservation Trust Fund grants awarded
OBJECTIVE A.2	ECONOMIC DEVELOPMENT, TOURISM, AND EDUCATION Encourage economic development, tourism, and heritage education through historic places in partnership with local public, private, and nonprofit entities.
Relationship to Statewide Plan	Goal 4: Leverage Economic Development Tools Goal 5: Learn and Experience History through Place
Outcome Measures	1. Dollar reinvestment in physical improvements from public and private sources in Texas Main Street Central Business Districts 2. Number of Heritage Tourism guides distributed
STRATEGY A.2.1	Development Assistance —Provide technical assistance to public, private, and nonprofit entities to encourage the process of preservation, development, and revitalization of Main Street cities, promotion and development of heritage tourism, Certified Local Governments, and other local and statewide heritage initiatives.
Output Measures	1. Number of technical assists provided 2. Number of properties and sites assisted
STRATEGY A.2.2	Texas Heritage Trail Region Assistance —Provide financial and technical assistance to develop and promote heritage tourism of Texas’ historic and cultural resources through the heritage trail region nonprofit entities across the state.
Output Measure	1. Number of Nonprofits served by Heritage Trail Regions
OBJECTIVE A.3	IDENTIFY AND EVALUATE HISTORIC RESOURCES Identify, evaluate and interpret historic and archeological resources across the state and provide information accessible to stakeholders.
Relationship to Statewide Plan	Goal 1: Survey and Online Inventory
Outcome Measures	1. Number of historic properties, sites, and other assets identified and recorded
STRATEGY A.3.1	Programs for Historic Resource Identification, Evaluation, and Interpretation — Provide information, programs, and services to private, public, and nonprofit constituents for the identification, evaluation, preservation, and interpretation of historic resources.
Output Measure	1. Number of sites, properties, and other historical resources evaluated

Agency Goal B

OBJECTIVE B.1

STRATEGY B.1.1

Indirect Administration

INDIRECT ADMINISTRATION

Central Administration

B. List of Measure Definitions

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Agency Code: **808**

Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 1 Number of Properties Designated Annually

Calculation Method: N

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 01

Definition

Number of properties designated annually.

Data Limitations

There are no data limitations for this measure.

Data Source

Data are collected as follows: (a) the total number of properties listed in the National Register of Historic Places, tabulated from the number of individual properties listed as reported by the National Park Service, and the number of contributing properties in a historic district that are included on the nomination form; (b) the number of new historical markers shipped from the foundry during the reporting period; (c) the number of Historic Texas Cemeteries recorded in county deed records; (d) the number of properties designated as State Antiquities Landmarks by the THC; and (e) the number of archeological sites added to the Texas Historic Sites Atlas.

Methodology

The methods used in the calculation of this data are as follows: (a) the number of properties listed on the National Register of Historic Places are compiled from National Park Service nomination forms and reference numbers, (b) the number of new historical markers are compiled from the marker database, (c) the number of Historic Texas Cemeteries is taken from the cemeteries database, (d) the number of properties designated as State Antiquities Landmarks is compiled manually from the minutes of the THC's quarterly meetings; and (e) the number of archeological sites added to the Texas Historic Sites Atlas are compiled electronically from the Texas Historic Sites Atlas computer database. The numbers collected on these designations will be manually added by staff, and the total will be reported quarterly.

Purpose

This measure will provide the agency and the public with key information on (a) the total number of properties listed in the National Register of Historic Places; (b) the number of new historical markers; (c) the number of Historic Texas Cemeteries recorded in county deed records; (d) the number of properties designated as State Antiquities Landmarks; and (e) the number of archeological sites added to the Texas Historic Sites Atlas. These designations reflect results of the agency's preservation education efforts to provide to its constituents information and services on the use of designations to preserve Texas' cultural and historic resources.

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Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 2 Number of Section 106/Antiquities Code Reviews

Calculation Method: N

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 02

Definition

This is a count of the number of Section 106/federal undertaking and Antiquities Code reviews conducted across the agency as required by Section 106 of the National Historic Preservation Act of 1966, as amended, and the Antiquities Code of Texas. Numbers do not reflect the complexity of work or time required to complete the review, which varies from project to project.

Data Limitations

The number of project reviews is not controllable by the agency. Rather, reviews are based on applications by project developers working under federal funds and permits, or by state political subdivisions that construct new projects on public land. The general Texas economy has significant influence on the number of reviews, with more required during periods of strong economic growth. This measure does not convey the length of time or complexity of reviews.

Data Source

This number is taken directly from the project review computer database statistics report, compiled and maintained by the THC staff, which tracks: (1) Texas projects that are federally funded/permitted requiring review under Section 106 of the National Historic Preservation Act, (2) Projects on public lands requiring review under the Texas Antiquities Code.

Methodology

The number of reviews is taken directly from the project review computer database statistics report. Projects are entered into the database upon receipt by the THC and updated with each staff member review.

Purpose

The review of construction projects is a primary tool for the protection of archeological and historic sites in the state, and this activity is federally mandated and required under Texas Government Code, Chapter 442.005(b) and (e).

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Agency Code: 808

Agency: Historical Commission

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 3 # Provided Training/Assistance in Historic/Archeological Preservation

Calculation Method: N

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 03

Definition

This measure reflects the outcome of staff work to educate, train, and assist members of the public in historic and archeological preservation.

Data Limitations

Data that might be submitted to this agency by volunteers is unaudited and unverified, since auditing this data is cost prohibitive and not practical.

Data Source

This number is reported on monthly reports, trip reports, and site visits; verbal and written communications and electronic mail in response to an inquiry; architectural drawings and proformas; training, workshops, and presentations; archeological stewards' semi-annual reports, and other volunteers' reports for performance measures purposes. Actual conference or workshop registration lists or participant head counts are made by staff members in attendance and are used to derive this number.

Methodology

Staff manually tabulates from monthly reports, trip reports, public attendance at workshops, conferences, or other gatherings where staff provide training, archeological stewards' reports, or the reports of other directed volunteers.

Purpose

Training members of the public in historic and archeological preservation is critical to the achievement of the agency's overall goal. By providing these services, the staff then empowers volunteer preservationists to preserve historic landmarks and artifacts at the local level.

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Agency Code: **808**
Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 4 Percent Courthouses Fully Restored/Rehabilitated

Calculation Method: N

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: Y

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 04

Definition

The THC has found that there are approximately 200 historic county courthouses in Texas that are currently eligible for the Texas Historic Courthouse Preservation Program. Fully restored/rehabilitated is defined as having completed the entire scope of work as outlined in their required master plan.

Data Limitations

The degree of work needed on each courthouse may vary. The application may not ask for the full amount needed to complete the restoration/rehabilitation; therefore, a courthouse not completing the entire scope of work as outlined in their master plan may not be counted under this measure. Furthermore, preservation construction projects can have a number of delays due to inclement weather, discovery of unknown building conditions, and county budget shortfalls, etc. The number of eligible historic county courthouses may increase each year as courthouses become eligible for the program or decrease due to courthouses lost or going out of county ownership.

Data Source

The required master plans that outline the scope of work will assist in the collection of data for this measure. As courthouse restoration projects are completed, they will be tracked on a spreadsheet/database at the THC.

Methodology

The number of county courthouses fully completing restoration/rehabilitation projects under this program will be divided by the total number of courthouses eligible for the program. The result will be a percentage of the whole.

Purpose

This measure is intended to show the percentage of eligible courthouses that are fully restored/rehabilitated. Additionally, this measure will represent the overall success of the Texas Historic Courthouse Preservation Program.

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Agency Code: **808**

Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 5 Private \$ Reinvested through The Federal Tax Incentives Program

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 05

Definition

The National Parks Service (NPS) administers the Federal Historic Preservation Tax Incentives Program with the IRS in partnership with State Historic Preservation Offices (SHPO). The SHPO in Texas is the THC. Tax incentives promote the rehabilitation of income-producing historic structures of every period. Underutilized vacant schools, warehouses, retail stores, hotels, houses, offices, and other buildings are returned to life in a manner that maintains their historic character. The Architecture Division reviews and approves preservation tax incentive projects according to the Secretary of the Interior's Standards for Rehabilitation. The THC reviews the applications and forwards them to NPS with recommendations. State recommendations are generally followed, but by law all certification decisions are made by NPS on behalf of the Secretary of the Interior. The NPS decisions may differ from recommendations of the THC. NPS notifies applicants of the decisions and provides copies of all decisions to the IRS and the THC.

Data Limitations

Private investment is driven by a number of complex factors. The general Texas economy has significant influence on submission of historic preservation tax incentive projects to the THC for review. The number of rehabilitation projects utilizing the historic tax credits is typically lower during downturns in the economy, and in particular the real estate market. The willingness of property owners/developers to make such investments and their ability to secure project funding can be a limitation in utilizing the Texas Historic Preservation Tax Credit Program. The program, however, remains an outstanding means of leveraging private investment in the adaptive use and preservation of historic buildings. The program continues to be a major stimulus for economic recovery in older communities throughout Texas and the nation even during such downturns.

Data Source

As federal historic preservation tax incentive projects are received, they are entered into the divisions' program tracking database. The application contains three parts: Part 1—Evaluation of the Significance; Part 2—Description of Rehabilitation (describes work to be undertaken); and Part 3—Request for Certification of Completed Work.

Methodology

The dollar reinvestment amount, as entered on the Part 3—Request for Certification of Completed Work, is taken from the Architecture Division's program tracking database. This field of the database is summed on a quarterly basis, although substantial staff work may be involved in the initial planning and review of projects that may not go forward due to factors beyond the control of the THC.

Purpose

This measure indicates the dollars reinvested in commercial buildings/income-producing properties through the Federal Rehabilitation Tax Credit Program. It also serves as an indicator of the economic condition in Texas, including jobs generated as a result of these projects.

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Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 1	Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 6	Private \$ Reinvested in Buildings by the Texas Historic Preservation Tax Credit Program

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 06

Definition

The THC administers the Texas Historic Preservation Tax Credit Program. The state franchise tax credit program promotes the rehabilitation of income-producing or for nonprofit use historic structures of every period. Underutilized vacant schools, warehouses, retail stores, hotels, houses, offices, and other buildings are returned to life in a manner that maintains their historic character. The Architecture Division reviews and approves the state preservation tax incentive projects according to the Secretary of the Interior's Standards for Rehabilitation. The THC reviews the Part A, B, and C applications and approves or rejects applications. The THC notifies applicants of the decisions.

Data Limitations

Private investment is driven by a number of complex factors. The general Texas economy has significant influence on submission of historic preservation tax incentive projects to the THC for review. The number of rehabilitation projects utilizing the historic tax credits is typically lower during downturns in the economy, and in particular the real estate market. The willingness of property owners/developers to make such investments and their ability to secure project funding can be a limitation in utilizing the Texas Historic Preservation Tax Credit Program. The program began on January 1, 2015 and is an outstanding means of leveraging private investment in the adaptive use and preservation of historic buildings. The program is proving to be a major stimulus for the economy in large urban areas as well as in smaller communities throughout Texas.

Data Source

As state historic preservation tax incentive projects are received, they are entered into the divisions' program tracking database. The application contains three parts: Part A—Evaluation of the Significance; Part B—Description of Rehabilitation (describes work to be undertaken); and Part C—Request for Certification of Completed Work.

Methodology

The dollar reinvestment amount, as entered on the Part C—Request for Certification of Completed Work, is taken from the Architecture Division's program tracking database. This field of the database is summed on a quarterly basis, although substantial staff work may be involved in the initial planning and review of projects that may not go forward due to factors beyond the control of the THC.

Purpose

This measure indicates the dollars reinvested in buildings that are income-producing or for nonprofit use by the Texas Historic Preservation Tax Credit Program. It also serves as an indicator of the economic condition in Texas, including jobs generated as a result of these projects.

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Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Outcome No. 7 Archaeological Publications Distributed

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01 OC 07

Definition

This measure tracks archeological publications provided to the public. The measure will track both hard copies distributed, as well as PDF copies downloaded from the THC's website.

Data Limitations

Reported numbers do not account for the complexity or length of distributed materials. It does not report electronic redistribution of archeological publications by the public after initial receipt from our agency.

Data Source

This measure tracks archeological publications provided to the public either through print or electronic media. The count includes any dissemination of outreach, information materials, including booklets and pamphlets for the general public, booklets and pamphlets for archeologists or other members of the archeological community. Such materials may be distributed by staff or by volunteers under THC staff direction.

Methodology

Printed material will be manually tabulated by staff. Electronic media will be tabulated from automatic counts of access (the non-THC users count is a proxy for number of materials accessed by the public). Publication downloads from the THC website will be counted by web analytic software.

Purpose

Providing educational and technical materials, both in print and through electronic and online media, are an important aspect of the agency's effort to promote preservation and empower volunteer preservationists at the local level and to provide technical assistance. The demand and provision of such materials also serves to answer requests for information and assistance from the general public, and serves as an indicator of public demand and interest in programs and services.

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Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 2 Encourage Economic Development/Tourism/Education
Outcome No. 1 \$ Reinvested in Main Street Central Business Districts

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-02 OC 01

Definition

The Texas Main Street Program provides information, organization, technical, and design assistance to designated Main Street cities to catalyze and increase investment within Main Street Central Business Districts for physical improvements and building rehabilitations.

Data Limitations

Private and public investment is driven by a number of complex factors, including the economy, the willingness of property owners to make investments, and the ability to secure funding. Reinvestment in a downtown is a long-term process; projects often take several years to start and achieve completion due to planning, financing, construction, and securing tenants, among other factors. Communities that have recently been designated Main Street cities often do not see substantial progress in reinvestment for an average of three to five years. This measure reports figures for all cities that are in the Texas Main Street Program, not just for cities that are designated within the current fiscal year. Texas Main Street managers report these figures; therefore, THC cannot ensure complete data integrity.

Data Source

The Texas Main Street managers report reinvestment figures every six months to the Texas Main Street Office.

Methodology

The dollar reinvestment amount is reported by the Texas Main Street managers every six months. This data is compiled for all Main Street cities and maintained on a database at the Texas Main Street Office. This measure reports figures for all cities that are in the Texas Main Street Program, not just for cities that are designated within the current fiscal year. Communities that have recently been designated Main Street cities often do not see substantial progress in reinvestment for an average of three to five years.

Purpose

This measure indicates the public and private dollars reinvested in Main Street Central Business Districts as a result of the Texas Main Street Program.

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Agency Code: **808**

Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 2 Encourage Economic Development/Tourism/Education
Outcome No. 2 Number of Heritage Tourism Guides Distributed

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-02 OC 02

Definition

This measure tracks assistance provided to individuals or travel information centers, which includes cultural guides, heritage trail guides, and special historical topic guides. The measure will track both hard copies distributed, as well as PDF copies downloaded from the THC's website.

Data Limitations

Reported numbers do not account for the complexity or length of distributed materials.

Data Source

This measure tracks assistance provided to individuals through print or electronic media. The count includes any dissemination of outreach, information and promotional materials, including Texas Heritage Trail Region guides, cultural guides, and historical topic guides. Such materials may be distributed by staff, volunteers under staff direction, or vendors. Materials may be in print or electronic media form and also include materials downloaded from the agency website and related sites.

Methodology

Printed materials will be manually tabulated by staff. Electronic media will be tabulated by web analytic software.

Purpose

Providing educational, technical, and promotional materials, both in print and through electronic and online media, is an important aspect of the agency's effort to promote heritage tourism and sites, empower volunteer preservationists at the local level, and provide technical assistance.

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Agency Code: **808**
Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 3 Identify, Evaluate, and Interpret Historic and Archeological Resources
Outcome No. 1 # of Historic Properties, Sites, and Other Assets Identified and Recorded

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-03 OC 01

Definition

This measure will provide the agency and the public with information on the number of historic properties, sites, and other assets identified and recorded across the state.

Data Limitations

Information about historic and cultural resources comes from a variety of sources, including governmental agencies. In most cases, the agency does not control the quantity or quality of information, making this measure hard to predict. This measure is dependent on the volume of review and compliance projects, community-based surveys, designations, and other projects impacted by the economy and available funding, and it will fluctuate accordingly.

Data Source

Staff identify, track, and record properties through the following processes: (a) properties identified through the Section 106 review process; (b) properties submitted for federal income tax credits for rehabilitation reviewed for National Register of Historic Places eligibility; (c) cemeteries evaluated to meet Historic Texas Cemetery criteria through agency rules; (d) properties evaluated for Recorded Texas Historic Landmark status; (e) sites associated with the Official Texas Historic Marker Program.

Methodology

The number of archeological sites added to the Texas Historic Sites Atlas is compiled electronically from the Texas Historic Sites Atlas computer database. Staff members submit a monthly/quarterly report tracked on a computer database for Section 106 review; Part I reviews tracked on a computer database; Historic Texas Cemetery designation evaluations tracked on a computer database; monthly reports of site visits. The numbers collected will be manually added by staff.

Purpose

This measure will provide the agency and the public with information on historic properties, sites, and other assets. Identification of historic properties, sites, and other assets, in addition to archeological resources, is the first step to all preservation activities, including review and compliance designations and protection, local/state/federal incentives, and heritage tourism development. Property identified through survey serves as critical information for preservation planning and policy development at the local, regional, and state level.

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Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 1	Encourage Preservation/Protection of Historic/Archeological Resources
Strategy No. 1	Property Rehabilitation/Preservation Technical Assistance
Measure Type	OP
Measure No. 1	# of Historic Properties Provided Assistance, Monitoring, and Reviews

Calculation Method: C

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01-01 OP 01

Definition

This is a count of the historic properties the Architecture Division has assisted. Numbers do not reflect the complexity of work or degree of assistance, which varies from project to project. Assistance includes: 1) verbal and written communication; 2) field consultations or site visits; 3) monitoring; and 4) state and/or federal-mandated reviews (State Antiquities Landmark, Recorded Texas Historic Landmark, historic county courthouse, Section 106 of the National Historic Preservation Act).

Data Limitations

The number of historic properties provided assistance, monitoring, and reviews are not controllable by the agency. Rather, reviews are based on the submission of project information by state political subdivisions, developers working under federal funds, permits and/or the investment tax credit program, and private individuals. The general Texas economy significantly influences this measure.

Data Source

Source of data is from departmental quarterly work log reports.

Methodology

The number of historic properties provided with assistance is taken from departmental quarterly work log reports and computer tracking and logging databases.

Purpose

This measure indicates the number of historic properties provided assistance, monitoring, and reviews. It further indicates staff workload as well as the condition of the Texas economy.

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Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 1	Encourage Preservation/Protection of Historic/Archeological Resources
Strategy No. 2	Archeological Protection through Reviews, Outreach, and Other Programs
Measure Type	EF
Measure No. 1	Percent of Construction Projects Reviewed in Less Than 30 Days

Calculation Method: N

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: Y

Cross Reference: Agy 808 086-R-S70-1 01-01-02 EF 01

Definition

Percent of construction projects reviewed in less than 30 days.

Data Limitations

No data limitations. However, it should be noted that the number of project reviews does not reflect the complexity of tasks, and it is possible that, during some periods, time-consuming reviews of major projects that involve large numbers of archeological sites could reduce the percentage of projects reviewed in less than 30 days.

Data Source

This number is taken directly from the project review computer database statistics report.

Methodology

The percentage is found by dividing the number of projects reviewed in less than 30 days by the total number of projects reviewed.

Purpose

This measure will show what percentage of projects are being reviewed within the 30-day required period.

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Agency: Historical Commission

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 1	Encourage Preservation/Protection of Historic/Archeological Resources
Strategy No. 2	Archeological Protection through Reviews, Outreach, and Other Programs
Measure Type	OP
Measure No. 1	Number of Volunteer Archeological Site Protection Efforts Directed

Calculation Method: C

Key Measure: N

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01-02 OP 01

Definition

Number of volunteer archeological site protection efforts directed.

Data Limitations

Data submitted by the volunteers is unaudited and unverified by THC staff. The majority of the data is reported on a semi-annual basis and will appear only in the second and fourth quarter reports, although activities occur throughout the year. The number does not account for the complexity of the tasks, which varies from project to project.

Data Source

The count of site protection efforts includes: (1) site recording; (2) site assessment, (3) site investigation; (4) site monitoring; and (5) preservation of collection information from archeological sites of all time periods. These counts are derived from reports submitted by archeological stewards and from records of other volunteers under the direction of the state archeological program.

Methodology

Data on the number of site protection efforts is compiled manually from reports submitted by archeological stewards and from records of other volunteers under the direction of the state archeological program.

Purpose

The number of volunteer archeological site protection efforts directed provides a reflection of the efficacy of agency efforts to empower volunteer preservationists to preserve historic landmarks and artifacts at the local level. This measure specifically reflects the achievements of archeological stewards and other volunteers in furthering the archeological preservation goal of the agency.

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Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Strategy No. 3 Courthouse Preservation Assistance
Measure Type OP
Measure No. 1 # Courthouse Preservation Grants Awarded

Calculation Method: C

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01-03 OP 01

Definition

This measure indicates the number of grants awarded.

Data Limitations

A courthouse could apply for and receive more than one grant. Grants may be awarded once or twice each year, so there may be quarters during the year where no grants will have been awarded.

Data Source

As each grant is awarded, it will be tracked on a spreadsheet/database at the THC.

Methodology

This is a summation of the number of grants awarded. These will be reported quarterly and totaled at the end of each year.

Purpose

This measure indicates the amount of interest in and the demand for the program. It will serve as an indicator of staff workload. Each grant awarded represents staff work in reviewing masterplans, reviewing applications, and administering the program.

STRATEGY-RELATED MEASURE DEFINITIONS REPORT
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Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 1	Encourage Preservation/Protection of Historic/Archeological Resources
Strategy No. 4	Operation and Maintenance of Historic Sites
Measure Type	OP
Measure No. 2	Number Served by State Historic Sites and Interpretive Programs

Calculation Method: C

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01-04 OP 02

Definition

This measure counts all visitors entering sites during visiting hours and the number of people reached through interpretive and educational programs and events at, or associated with, historic sites. Events and programs may include: presentations to classrooms, civic organizations, conservation groups, formal or informal interpretive and educational activities that relate to historic sites including reenactments, and other living history events.

Data Limitations

Although participation at most programs and events is derived from actual counts of participants, not all education/interpretive programs or events require formal registration. As such, in some cases, participation is estimated. Counts of visitors are produced by staff manually. Counts may not include persons entering the site outside of normal operating hours. Visitation and participation in events and programs is seasonal in nature and will fluctuate according to seasonal trends in site visitation.

Data Source

Historic Sites Division—data submitted from historic sites statewide to Austin office.

Methodology

The number of people served is captured in historic site quarterly reports. Numbers from each site are added to obtain a total.

Purpose

The THC strives to make contact with as many adults and children as possible so that they become constituents for long-term stewardship of the cultural and historic resources of Texas. This measure will reflect an important component of the Historic Sites Division's programs/activities by capturing the level of education and interpretive services provided at state historic sites. Site visitation is an indicator of site use and demands placed on facilities.

STRATEGY-RELATED MEASURE DEFINITIONS REPORT
Automated Budget and Evaluation System of Texas (ABEST)

Date: 6/1/2020
Page: 6 of 10

Agency Code: **808**
Agency: **Historical Commission**

Goal No. 1 Preserve the State's Historic Landmarks and Artifacts
Objective No. 1 Encourage Preservation/Protection of Historic/Archeological Resources
Strategy No. 5 Provide Financial Assistance through the Texas Preservation Trust Fund
Measure Type OP
Measure No. 1 Number of Texas Preservation Trust Fund Grants Awarded

Calculation Method: C

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-01-05 OP 01

Definition

This is a manual count of grants awarded for architectural, archeological, and educational preservation projects.

Data Limitations

Grant allocations are made once per grant cycle and are determined by the availability of funds. There will be quarters during the year where no grants will have been awarded.

Data Source

As each grant is awarded, it is tracked on a database at the THC.

Methodology

This is a summation of the number of grants awarded for architectural, archeological, and educational preservation projects during the grant cycle.

Purpose

This measure indicates the number of grants awarded and measures the amount of interest in and the demand for the program. It also serves as an indicator of staff workload.

STRATEGY-RELATED MEASURE DEFINITIONS REPORT

Automated Budget and Evaluation System of Texas (ABEST)

Date: 6/1/2020

Page: 7 of 10

Agency Code: **808**

Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 2	Encourage Economic Development/Tourism/Education
Strategy No. 1	Technical Assistance for Heritage Development/Economic Revitalization
Measure Type	OP
Measure No. 1	Number of Technical Assists Provided

Calculation Method: C

Key Measure: N

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-02-01 OP 01

Definition

Technical assists consist of assistance provided to Main Street cities, heritage tourism initiatives, and Certified Local Governments.

Data Limitations

None.

Data Source

The number of technical assists is taken from monthly work summaries which consists of site visits, including architectural, marketing/merchandising, organization, and promotional; trainings, workshops, and presentations; verbal and written communications and electronic mail in response to an inquiry; architectural drawings and proformas.

Methodology

This number is manually tabulated and reported on monthly work summaries.

Purpose

This measure will serve as an indicator of staff workload and travel assistance in administering these programs.

STRATEGY-RELATED MEASURE DEFINITIONS REPORT

Automated Budget and Evaluation System of Texas (ABEST)

Date: 6/1/2020

Page: 8 of 10

Agency Code: **808**

Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 2	Encourage Economic Development/Tourism/Education
Strategy No. 1	Technical Assistance for Heritage Development/Economic Revitalization
Measure Type	OP
Measure No. 2	Number of Properties and Sites Assisted

Calculation Method: C

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: H

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-02-01 OP 02

Definition

The number of properties and sites assisted by the staff of the Community Heritage Division.

Data Limitations

None.

Data Source

The number of properties/sites assisted is taken from monthly work summaries.

Methodology

This number is manually tabulated and taken from monthly work summaries.

Purpose

This measure will serve as an indicator of staff workload in developing and administering the programs of the Community Heritage Division.

STRATEGY-RELATED MEASURE DEFINITIONS REPORT
Automated Budget and Evaluation System of Texas (ABEST)

Date: 6/1/2020
Page: 9 of 10

Agency Code: **808**
Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 2	Encourage Economic Development/Tourism/Education
Strategy No. 2	Texas Heritage Trail Region Assistance
Measure Type	OP
Measure No. 1	Number of Nonprofits Served by Texas Heritage Trail Regions

Calculation Method: C

Key Measure: Y

New Measure: n

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-02-01 OP 01

Definition

The number of individuals that attend or participate in heritage tourism assistance programs or sessions conducted by the 10 Texas Heritage Trail Regions. Programs or session topics may include but are not limited to hospitality training, heritage education, workshops, museum and tourism issues, improving visitor experience, marketing, and historic site promotion.

Data Limitations

Although participation in most programs and events is derived from actual counts of participants, not all education programs or events require formal registration. As such, in some cases participation is estimated. Individuals may be counted more than once if they attend or participate in more than one program or session and if they participate in activities of more than one region.

Data Source

The number of individuals are reported by the 10 heritage trail regions from registration or attendance records of their programs or events.

Methodology

The number is manually tabulated and reported quarterly by the executive directors of the 10 heritage trail regions and then compiled by agency staff.

Purpose

The work of the 10 Texas Heritage Trail Regions is the primary outreach mechanism of the agency's heritage tourism initiatives. By conducting educational programs and sessions, the staff and volunteers of each region assist individuals developing, managing, or promoting local heritage sites and attractions. The outreach of the regions meets the agency's charge to raise the standards of heritage and cultural attractions; foster heritage preservation and education; encourage regional cooperation and promotion of heritage and cultural attractions; and foster effective local tourism leadership and organizational skills.

STRATEGY-RELATED MEASURE DEFINITIONS REPORT
Automated Budget and Evaluation System of Texas (ABEST)

Date: 6/1/2020
Page: 10 of 10

Agency Code: **808**
Agency: **Historical Commission**

Goal No. 1	Preserve the State's Historic Landmarks and Artifacts
Objective No. 3	Identify, Evaluate, and Interpret Historic and Archeological Resources
Strategy No. 1	Program for Historic Resource Identification, Evaluation, and Interpretation
Measure Type	OP
Measure No. 1	Number of Historic Resources Evaluated

Calculation Method: C

Key Measure: Y

New Measure: N

Target Attainment: H

Priority: M

Percentage Measure: N

Cross Reference: Agy 808 086-R-S70-1 01-03-01 OP 01

Definition

This measure provides information on historic resources reviewed by staff to determine eligibility for listing in the National Register of Historic Places (NR), Historic Texas Cemetery designation, or Official Texas Historical Markers.

Data Limitations

Not all evaluations will result in a designation. Some properties will be determined not eligible for designation, or the owners will decide not to complete the designation process. Data does not allow for informal evaluations or evaluations as part of other programs that may arise after definitions are established.

Data Source

History Programs Division staff members evaluate above-ground properties, historic cemeteries, and historical topics through the following processes: (a) properties reviewed for NR eligibility according to criteria established by the National Park Service, with the total number to include individual properties and contributing and noncontributing properties within a historic district; (b) properties in the path of federally funded or permitted projects evaluated for NR eligibility; (c) properties submitted for federal income tax credits for rehabilitation reviewed for NR eligibility; (d) cemeteries evaluated to meet Historic Texas Cemetery criteria established through agency rules; and (e) Official Texas Historical Marker applications evaluated to meet criteria established through agency rules.

Methodology

Staff provides the office manager with a copy of the State Board of Review agenda and cover sheet from NR nominations; a monthly/quarterly report tracked on a computer database for Section 106 review; Part 1 reviews tracked on a computer database; Historic Texas Cemetery Designation evaluations tracked on a computer database; Official Texas Historical Marker evaluations tracked on a computer database; monthly reports of site visits.

Purpose

Preserve the state's historic landmarks.

C. Historically Underutilized Business Plan

Historically Underutilized Business (HUB) Policy

In accordance with Texas Government Code, Chapter 2161 and Texas Administrative Code, Section 20.11, and the State of Texas Disparity Study, the THC continues to be fully committed to making a good faith effort to effectively promote and increase contract opportunities directly with Historically Underutilized Businesses and indirectly through subcontract opportunities.

In accordance with the State of Texas HUB rules, 34 TAC 20.10-20.28, the THC encourages the use of HUBs by implementing policies focusing on vendor outreach, education, and recruitment. The agency also works aggressively in staff education, training, and methods of communication and distribution of HUB-related information. In our efforts to build a strong HUB program, the THC strives to ensure a good faith effort to utilize HUBs in all procurement opportunities.

The agency's Staff Services Division, Purchasing, and Contracting Section, is responsible for coordinating business opportunities for the HUBs. The THC's HUB Coordinator and Assistant HUB Coordinator are responsible for coordinating all functions and activities related to the implementation of rules and regulations governing the HUB program, as well as reporting HUB activities to THC management, the Texas Comptroller of Public Accounts, and the Legislative Budget Board.

THC Goals

In procuring goods and services through contracts, the THC makes a good faith effort to meet or exceed statewide goals for HUB participation for the contracts that the department expects to award in any appropriation year. The THC's HUB goals for the procurement categories are:

- 40.0 percent for heavy construction other than building contracts
- .5 percent for all building construction, including general contractors and operative builders' contracts
- 16.8 percent for all special trade construction contracts
- 47.1 percent for all professional services contracts
- 8.6 percent for all other services, contracts
- 18.8 percent for commodities contracts

HUB Program

The THC will achieve the HUB goals through the following program activities:

- Host or co-host annual economic opportunity forums.
- Attend pre-bid conferences to provide subcontracting instructions and assistance to potential contractors.
- Attend economic opportunity forums and HUB-oriented trade fairs with bid opportunities.
- Identify and participate in activities that encourage the inclusion of minority and women-owned businesses, such as the HUB Discussion Workgroups.
- Maximize use of HUBs for commodity purchases.
- Educate agency staff on HUB statutes and rules through meetings and training.
- Facilitate meetings with vendors and procurement staff to provide vendors with a better understanding on how to do business with the state.
- Increase awareness of procurement opportunities through the THC website.
- Promote the Electronic State Business Daily, local commerce events, and statewide forums.
- Develop prime contractor and HUB sub-contractor relationships through the THC's Mentor Protégé Program.

D. Agency Workforce Plan

Current Workforce Profile

As of FY 2019, the Texas Historical Commission has 224.2 authorized full-time employees according to the General Appropriations Act. The current workforce is comprised of 42 percent males and 58 percent females. More than half of the THC staff is over the age of 40. More than 21.2 percent of the workforce is eligible to retire (based on fiscal year 2018 data).

Length of Service	20–29 Years of Age	30–39 Years of Age	40–49 Years of Age	50–59 Years of Age	60–69 Years of Age	More than 70 Years of Age	Total (Headcount)
Less than 5	11.50	37.75	16.75	12.00	8.50	1.75	88.25
5 to 9.99 years	1.00	13.00	14.25	11.50	7.00	0	46.75
10 to 14.99 years	0	13.75	12.00	10.00	8.25	0	44.00
15 to 19.99 years	0	1.00	13.00	7.75	1.00	1.00	23.75
20 to 24.99 years	0	0	2.75	5.25	2.50	0	10.50
25 years plus	0	0	1.25	13.50	6.75	1.00	22.50
Total (Headcount)	12.50	65.50	60.00	60.00	34.00	3.75	235.75

The largest age group percentage of employees in the agency is 30-39. This group comprises approximately 28.00 percent of staff:

Age Group	Headcount	Percentage of FTEs
Under 30 years	12.50	5.30%
30–39 years	65.50	27.78%
40–49 years	60.00	25.45%
50–59 years	60.00	25.45%
60–69 years	34.00	14.42%
70 and over	3.75	1.60%
Total	235.75	100%

The agency follows fair hiring practices and seeks to recruit minorities at all levels. Although progress has been made, particularly in offering opportunities for women, the agency still has progress to make in the hiring of African Americans, Hispanic Americans, and people with disabilities. The agency has implemented an internship and diversity plan focused on recruiting, retaining, and developing a diverse workforce that reflects the state's population.

Percentage of Minorities in Agency's Total Work Force (as reported thru August 31, 2019)			
	Total Positions	Number Minority	Percent Minority
Officials/Administrators	11	2	18%
Administrative Support	41	13	32%
Service/Maintenance	32	12	38%
Professionals	183	25	14%
Para-Professional	0	0	0
Protective Services	0	0	0
Skilled Craft	0	0	0
Technicians	0	0	0
Total (Headcount)	267	52	19%

Employee Turnover and Recruitment of Qualified Employees

The THC enjoys a favorable reputation as a place for employees to work, as reflected in our most recent Survey of Employee Engagement results. However, THC faces the continuing challenge of offering competitive compensation to recruit and retain qualified employees in our archeological, architecture, historic preservation, and other specialized positions. Although employee turnover for the THC compares favorably with many state agencies, THC faces the same challenge with an aging workforce as do many other organizations. It is taking longer periods of time to identify, recruit, and hire qualified candidates for some of our professional positions due to our relatively lower compensation structure in comparison to the private sector.

Aging Workforce and Succession Planning

The THC has made it a priority to develop staff members to take over leadership roles to assure continuity of programs, a high level of knowledge, and service to the public. The skill and experience level of the current workforce will increase in the next five years and will be developed through training current staff and the recruitment of additional skilled staff. The agency will develop strategies to manage the attrition rate to ensure that our goals and objectives are reached through staff transitions.

Workforce Skills

Agency staff must currently have the ability to:

- Conduct research
- Apply relevant federal and state rules, regulations, and statutes
- Draft clear and concise reports and correspondence
- Communicate effectively
- Coordinate projects for timely completion
- Establish and meet goals and objectives
- Evaluate architecture plans and designs
- Develop interior design plans
- Develop preservation plans
- Perform archeological digs, analysis, research, conservation, and reports
- Administer state historic sites
- Speak in public
- Perform Section 106 site reviews for historical significance
- Coordinate local entities with regard to preservation
- Provide guidance to heritage tourism trail regions
- Develop brochures, newsletters, and electronic media
- Maintain the Atlas database of historic sites
- Develop Legislative Appropriation Requests, financial reports, and operating budget documents
- Follow state purchasing guidelines

Agency staff must have knowledge of:

- Texas history
- Historic architecture
- Preservation techniques
- Archeology practices
- Economic development principles and tools
- Historic site maintenance and operations
- Interior design
- Heritage tourism, travel trends and behaviors, and trail region development
- Zoning, preservation ordinances, and incentives
- Graphic design and production
- Communications and public relations
- Web and mobile development and maintenance
- State and federal environmental review processes and standards
- Agency budget, state accounting, purchasing, and financial reporting
- Human resource procedures and applications

Future Workforce Profile

The demands for THC services come from legislative mandates at the state and federal levels, requests from private industry, as well as the general public. Workforce needs change as the economy grows or declines, demographics change, and public demand changes.

A primary concern for the agency is our ability to adapt to rapidly changing demographics in Texas. The history of Texas has many layers and represents all the cultures that live in the state—in the past, present, and future. Preservation happens most effectively at the local level; currently the agency appeals to older Anglos who are active in preservation in their communities. In order for the THC to engage and appeal to Hispanics, African Americans, and youth, the agency's workforce demographics must reflect these populations.

A second challenge is the continuing evolution of communications technology and the demand for online services and information from the public. The agency must continue to effectively leverage its information technology (IT) resources and staff and to ensure effective support to agency staff and customers. The THC has significantly expanded employee telework capabilities through the increased deployment of mobile hardware technology and software productivity tools for staff to ensure business continuity of THC services. The THC must continue to explore strategies to expand our productive capacity through prudent and strategic use of contracted technology services and internal systems improvements. In addition, we must ensure existing staff are well trained and remain current in technology best practices and solutions.

Expected Workforce Changes

The THC continues to attempt to attract knowledgeable and experienced staff that reflects the diversity of Texas' population. The THC expects an employee to reach knowledge maturity no later than their 5th year of service. Due to this learning curve for many of THC's specialized positions, it is critical to retain these highly skilled staff through a prudent but competitive employee development and performance-based compensation structure.

Anticipated Increase/Decrease in Number of Employees Needed

As the population of Texas continues to grow, it is anticipated that the THC will see an increase in the agency's workload, which will in turn increase the number of employees needed to accomplish the work. There continues to be a great need and demand from the public for expanded programs such as historic resources surveys, service to preservation groups and museums, training of preservation volunteers in local communities, historic site interpretation, expanded research into underrepresented history and sites, and the preservation of historic cemeteries.

Job responsibilities and workloads change as a result of technological advancements, industry changes, and economic, social, and political conditions. This is true for the agency's funding sources as well. As stated before, there is a direct correlation between the growth in population of the state and an increase in workload for this agency. The THC continues to embrace technological advances so THC employees can be more effective and efficient in performing their job functions. The THC has created an ambitious mobile workforce through the use of telework. A successful Telework Program increases productivity and generates the work life balance component employees need.

Currently, workers have the necessary skills to meet the goals and objectives of the agency. Agency management will continue to analyze processes to determine the most cost-effective ways to accomplish the work at hand and meet the needs of customers.

Future Workforce Skills Needed

The agency is staffed with individuals well qualified for their jobs. The THC will continue to focus on hiring multi-talented professionals, with expertise and experience in historic preservation, architecture, archeology, history, historic site management, heritage tourism development, economic development, museum services, computer science, accounting, purchasing, human resources, project design, communications, public relations, and graphic design.

Anticipated Surplus or Shortage of Workers or Skills

The THC continues to encounter challenges in recruiting professional staff in certain program areas. The agency will continue to explore strategies that will enable the hiring of skilled staff as quickly as possible for programs that are critical to the goals of the agency. At present the THC has a highly skilled workforce, but it is anticipated that the THC will lose skilled workers over the next five years through retirement and individuals migrating to the private sector.

The agency's personnel are divided among occupational groups, primarily along strategic lines. Changes in agency responsibilities and external reporting requirements may alter the agency's needs over time. Since many of the staff members have a great deal of experience and longevity with the agency, employees may share multiple responsibilities to fill identifiable skill gaps that arise. In summary:

- Current employees have critical skills that must be developed or continuously updated.
- Key positions must be targeted for succession planning.
- Information technology and computer skills must continue to be developed further to enhance agency processes and procedures.
- Desired or targeted skill sets must continue to be developed internally and/or met through staff augmentation.

Succession Planning

The agency strives to maintain a high-quality, well-educated, diverse workforce with the skills vital to accomplishing its mission and goals. The agency performs ongoing analysis of workforce skills needed to reach our goals and objectives. Every attempt will be made to train replacement staff in critical agency tasks before staff members leave the agency. For positions with staff that are eligible to retire in the near future, the agency identifies employees who can be developed for those positions to increase continuity of knowledge.

Goals to Address Workforce Competency

- Agency processes will be evaluated on an annual basis and changes made when deemed necessary.
- Retention programs will include staff development through ongoing training, and staff performance awards and recognition at agency-wide meetings.
- Recruitment plans will include the targeted posting of jobs through professional networks, professional associations, on the agency's website, and the Work-in-Texas site, contacting outlets that reach underrepresented EEO populations, participating in job fairs, and offering internships through our very successful Preservation Scholars internship program.
- Career development programs will include training for job skills, promotions from within, and cross-training skills.
- The agency will develop leaders within the organization by encouraging staff to attend leadership training, such as the governor's Management Development Programs.

2019 Survey of Employee Engagement

Since 1994, the Texas Historical Commission (THC) has participated in the biennial Survey of Employee Engagement (SEE) conducted by the Institute of Organizational Excellence at The University of Texas at Austin (UT). The data provides information not only about employees' perceptions of the effectiveness of their own organization, but also about employees' satisfaction with their employer. The survey is a catalyst to promote excellence through participation and accountability.

During December 2019 to mid-January 2020, THC staff completed the SEE. Results were released to the agency in February 2020. The survey consisted of 48 questions posed to employees that measure 12 different areas or categories called Constructs, plus a Climate Category. These Constructs are used to assess overall how the agency functions. Each Construct category is rated on a 5-point scale of 1–5, from Strongly Disagree to Strongly Agree. There is an overall agency score, and each Construct receives a score. A score above 350 is the desirable target. A score below 300 indicates a cause for concern.

FY 2019 Survey Analysis

Overall, the 2019 THC survey results were **very favorable**:

- The total overall agency score was **394**, an improvement from 2017's score of 390. According to UT, scores for state agencies typically range from 325 to 375. So THC's trend is very positive.
- The employee response rate of 82.5 percent was slightly up from 2017. A desirable target is > 50 percent, so our response rate was considered very high compared to other agencies.
- Out of 12 constructs, **10 constructs scored over 375**, which indicate areas of substantial strength.
- Categories deserving special mention are:
 - o Strategic with a Score of 411.
 - o Job Satisfaction with a score of 409.
 - o Employee Engagement with a score of 412.
 - o Supervision with a score of 412.
- Lowest-scoring categories include:
 - o Pay with a score of 296, still a 6 percent improvement from 2017 and a 10 percent improvement over 2015's score of 267 and 6 percent higher compared to similar agencies.
 - o Information Systems with a score of 370, no change from 2017.
 - o Internal Communications with a score of 377, with a 1 percent improvement from 2017.

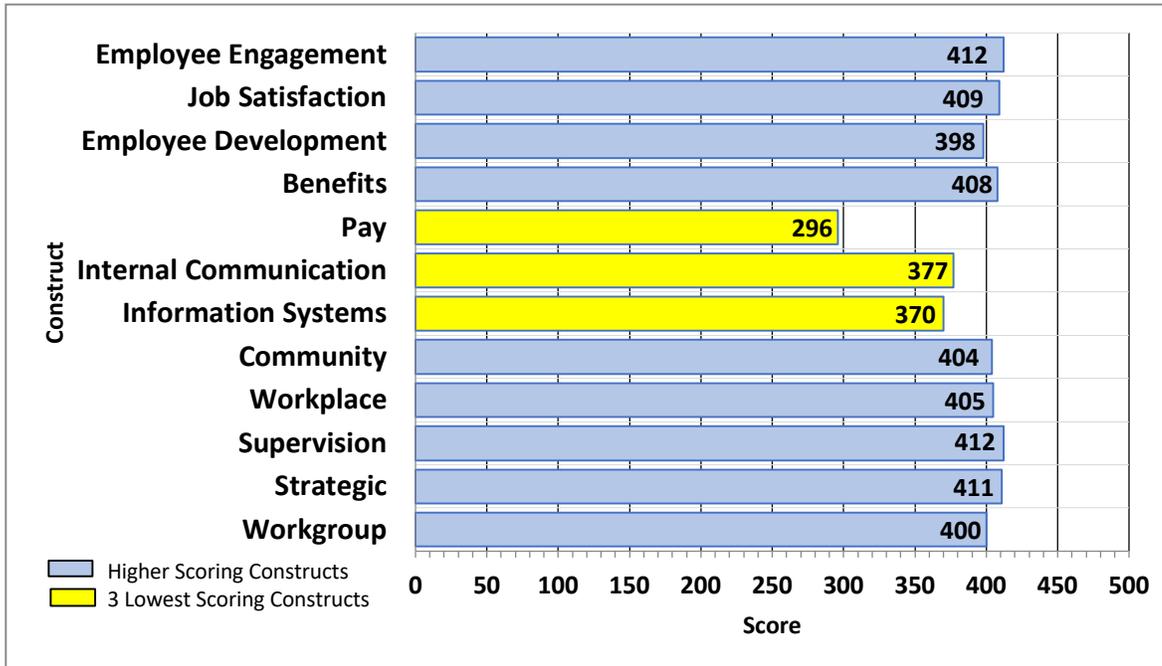
General Respondent Information		
	FY 2017	FY 2015
Total Respondents	170	159
Response Rate	82.5%	81.5%
Males	55	56
Females	81	73
African-Americans	Less than 5	Less than 5
Hispanic-American	20	15
Anglo	115	118
Other	Less than 5	Less than 5
16–29 years of age	8	8
30–39 years of age	46	33
40–49 years of age	38	41
50–59 years of age	38	36
60+	25	24
Bachelor's Degree	44	37
Graduate Degree	75	74
Supervisors	49	42
Non-supervisors	111	101

For additional comparison purposes, two of the three lowest-scoring areas (Information Systems and Internal Communications) exceeded the desirable goal of 350, and surpassed the average benchmark scores for similar-sized agencies. UT recommends that an agency focus its efforts on improvement of its three lowest-scoring areas.

Survey Constructs

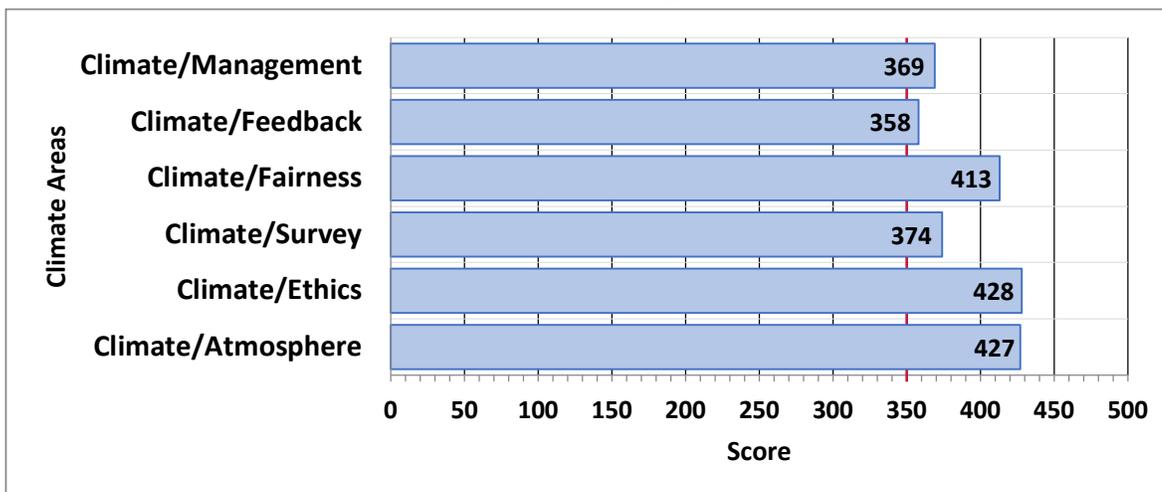
The SEE has 12 constructs, which capture the concepts most utilized by leadership and those that drive organizational performance and engagement. These constructs are: Employee Engagement, Job Satisfaction, Employee Development, Benefits, Pay, Internal Communication, Information Systems, Community, Workplace, Supervision, Strategic, and Workgroup. These constructs are designed to broadly profile organizational strengths and weaknesses.¹

Construct Analysis



The SEE also measures Climate Areas, which to a large extent determine the efficiency and effectiveness of an organization. Three of the six Climate Areas scored above 375, indicating areas of substantial strength for the agency. Scores of 350 or above suggest that employees perceive the issue more positively than negatively.

Climate Analysis



¹ Survey of Employee Engagement, Executive Summary, Report ID: 808, 2019

Action Plan for Excellence

In response to the survey results, the executive director and deputy executive director met with each division director to discuss their divisional scores and develop recommendations for addressing the survey results. In collaboration with agency management and with input from THC commissioners, an action plan was developed with a specific focus to improve our three lower-scoring areas of the SEE. Objectives and impacts of this action plan are multifold:

1. To continue to re-enforce recognition of the good work of staff through monetary and non-monetary recognition, awards, and support;
2. To continue to reinforce an environment where internal communications and feedback are welcomed, valued, and utilized; and,
3. To continue to improve the information systems infrastructure, data accessibility, and productivity tools for staff.

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E. Report on Customer Service

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REPORT ON CUSTOMER SERVICE SURVEY

SPRING 2020

BY

THE TEXAS HISTORICAL COMMISSION



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I. Overview

The Texas Historical Commission (THC) is the state agency for historic preservation. THC staff consults with citizens and organizations to preserve Texas' architectural, archeological, and cultural landmarks. The agency is recognized nationally for its preservation programs.

The THC is composed of 15 citizen members appointed by the governor to staggered six-year terms. As of September 1, 2019, the agency had authorized 283.2 full-time employees who work in various fields including archeology, architecture, history, economic development, heritage tourism, and public and historic site administration.

Since 1953—when it was established as the Texas State Historical Survey Committee—the agency now known as the Texas Historical Commission has served as the Lone Star State's leader in the preservation of Texas history. The THC administers more than two dozen programs that protect the precious places Texans value—colonial missions, courthouses, battlefields, and more. Through our stewardship of Texas' state historic sites, National Register properties, irreplaceable archeological sites, and historic county courthouses, the Texas Historical Commission has become one of the most respected state preservation offices in the nation. We have also become a powerful engine of economic development for Texas communities.

The mission of the THC is to protect and preserve the state's historic and prehistoric resources for the education, enjoyment, and economic benefit of present and future generations.

The Texas Historical Commission's Customer Service Goals

The THC has always committed itself to serving the needs of the public, particularly those involved in historic preservation. The agency recognizes that the public is our customer base, just as any private-sector business has customers. It is our intention to provide the best possible service to them, and our goal is to be recognized for the pursuit of excellence in the area of customer service.

In April 2020, the THC contracted with the Institute for Organizational Excellence at the University of Texas at Austin to administer an electronic survey of the customers of the agency. One goal of this survey was to assess customer satisfaction with the THC in compliance with the Customer Service Standards Act of 1999, Senate Bill 1563. Another goal was to provide agency leadership with primary research information on how well the THC responds to the expressed needs of those who call upon the agency for assistance. This will allow the agency leadership and staff to make any changes necessary to be more responsive to the customers of the agency and better stewards of the state's resources.

Inventory of External Customers Surveyed

The total number surveyed was 3,410 and included these priority populations:

- County Historical Commission Members
- Archeological Stewards
- Certified Local Government Coordinators
- Texas Heritage Trail Region Constituents
- Texas Main Street Managers
- Museum Services Constituents
- County Judges
- Courthouse Facility Managers
- Members of Historic Sites Friend's Organizations

The THC provides technical assistance to all these groups along with on-site consultations, in many cases regarding historical markers, historic zoning ordinances, heritage tourism, downtown revitalization, planning, and architectural and archeological site identification and protection.

Information-Gathering Methodology

The design process incorporated three objectives. First, the survey created substantive customer service survey data for strategic planning and organizational initiatives. Second, the design accurately portrayed and represented the perceptions of customers using standard and tested surveying techniques. Last, implementing the survey established an open forum in which both the residents of Texas and the direct recipients of services could evaluate interactions, recognize outstanding service, and/or offer insights into how service was delivered and where service needed to improve.

Eight survey areas were specifically listed in the Legislative Budget Board’s strategic planning instructions derived from the Customer Service Standards Act. The THC chose to use these eight survey areas—facilities, staff interaction, communications, internet sites, complaint-handling processes, service timeliness, printed information, and overall satisfaction. For each dimension, the survey participants were asked to respond to various items concerning perceptions of customer service.

The customer perceptions were measured on a Likert-type scale with six possible responses (strongly dissatisfied, dissatisfied, neutral, satisfied, strongly satisfied, and not applicable). Point values ranging from 5, for strongly satisfied, to 1, for strongly dissatisfied, were assigned upon processing the data. Other choices included were prefer not to answer/don’t know and not applicable with a value of 0. The higher the response, the more strongly respondents agreed with the statement. All items were positively worded so higher values represent higher levels of agreement or may be viewed as more positive perceptions of customer service.

Survey Instrument Type, Rate of Response, and Respondent Demographics

A survey invitation was sent out on April 7, 2020 to 3,410 subscribers on the Texas Historical Commission email listservs. The invitation provided information about the survey and assured the respondent that their comments would be confidential and anonymous. The survey was closed on May 2, 2020.

The survey served as a general customer service diagnostic that assessed customer perceptions in broad topical areas. While many inferences can be made from the survey data, low-scoring areas may require additional assessment to determine underlying causes. Conversely, further examination of high-scoring dimensions may produce examples of an organization’s “best practices” that can be shared among other parts of the agency. Also, the general nature of the survey enables the agency to use the instrument in different settings; therefore, the survey results allow for comparison of dimensions across the organization. In addition, instruments such as these (voluntary questionnaires of customers) are succinct so each respondent can complete the survey in only a few minutes. Typically, long questionnaires discourage participation due to the specificity of items and considerable length of time to complete the survey. Experience indicates that response rates for concise surveys achieve an acceptable returned percentage of greater than 10 percent. This survey resulted in a response rate of 10.9 percent, compared to a 20 percent response rate in 2018. This lower customer service response percentage may be attributed to the impact of the current Covid-19 pandemic, which accelerated during the period this customer survey was administered.

The tables below provide the response rate for the past five surveys conducted and the customer types that responded.

	Spring 2020	Spring 2018	Spring 2016	Spring 2014	Spring 2012
Total Distributed	3,410	2,136	2,280	2,500	2,000
Total Completed	372	435	407	355	441
Response Rate	10.9%	20%	18%	14%	22%

Select the customer type that best describes you:		
Archeological Stewards	25	6.72%
County Historical Commissions	93	25.00%
Certified Local Governments	14	3.76%
Friends	13	3.49%
Courthouse Facility Managers	5	1.34%
County Judges	9	2.42%
Heritage Tourism	7	1.88%
Museum Services	190	51.08%
Texas Main Street Managers	16	4.30%
Other	0	
(skipped this question)	0	

A sampling of other customer types included historic site volunteer, librarian in a public library, cemetery preservation, historian/author, THC marker and National Register nominator, interested citizen, museum professional, archeologist, economic development department, and restoration specialist.

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II. Analysis

Survey responses were compiled, analyzed, and the percentage of respondents were tabulated. Furthermore, for each category code such as industry and program, an average score for this item was calculated: “Overall, I am satisfied with my experience.” This item is a general statement about the agency’s customer service performance. Providing these scores for each category permits direct comparisons across the various response options. For the scaled items (the non-demographic items listed at the bottom of the survey), average scores, number of respondents, standard deviations, and frequency counts of response choices were calculated. The statistical calculation of standard deviation measures variability of responses. The smaller the standard deviation, the closer together the distribution of the respondents’ score are. The greater the standard deviation, the more scores are spread among the responses. Once item averages were calculated, dimensional averages were computed by taking an average of all the mean item responses, which comprised the different dimensions.

Additional analysis of the survey instrument was conducted. Confidence intervals (set at 95 percent, the most commonly reported level) were calculated for all scaled items. The level creates an interval (a range around the average item score). This means the agency can be 95 percent confident that the interval contained the average scores for the selected customer sample. Reliability (a consistency measure of the survey instrument) was calculated and had an internal consistency coefficient exceeding the generally accepted value. Sample sizes and anticipated rates of response allowed for a plus/minus 5 percent error rate at the 95 percent confidence level. Subject research, face validity, and factor analysis were used to assure general validity. In other terms, the survey measured what it intended to measure.

Item Score Summary

The items were scored on a five-point scale with 5 being “Strongly Satisfied” and 1 being “Strongly Dissatisfied.” The agency had a positive overall satisfaction rating of 92.2 percent, compared to 89.60 percent in 2018. Of the remaining respondents, 7.5 percent were neutral, and .3 percent of the population surveyed responded disagree or strongly disagree.

On a scale of 1 to 5, the agency achieved a score of 4 or over in all areas surveyed except on the complaint-handling question of 3.51. The highest score of 4.54 related to staff members being knowledgeable and helpful. The scores are as follows in descending order:

Item		Avg.
1.	How satisfied are/were you with the agency’s staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves by name, including the use of nameplates or tags for accountability.	4.54
2.	Please rate your overall satisfaction with THC.	4.48
3.	How satisfied are/were you with agency communications, including toll-free telephone access, the average time you spend on hold, call transfer, access to live person, letters, electronic mail, and any applicable text messaging or mobile applications.	4.47
4.	How satisfied are/were you with any agency brochures or other printed information, including the accuracy of that information.	4.47
5.	How satisfied are/were you with the agency’s facilities, including your ability to access the agency, the office location, signs, and cleanliness.	4.34
6.	How satisfied are/were you with the agency’s website, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as listing of services and programs and whom to contact for further information or to complain.	4.26
7.	How satisfied were you with the agency’s ability to timely serve you, including the amount of time you waited for service in person.	4.08
8.	How satisfied were you with the agency’s complaint handling process, including whether it is easy to file a complaint and whether responses are timely.	3.51

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III. Customer Service Performance Measures

Outcome Measures

Percentage of Surveyed Customer Respondents Expressing Overall Satisfaction with Services Received: 92.2 percent

Output Measures

Number of Customers Surveyed: 3,410

Efficiency Measures

Cost Per Customer Surveyed: \$0.31

Explanatory Measures

Number of Customers Identified: 3,410

Number of Customer Groups Inventoried: 9

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IV. Survey Items

For the following section, customers are asked to indicate how strongly they agree or disagree that the statement describes their experience. Possible responses and related point value for the response are listed below:

The survey consists of eight items. These items are scored as follows:

- (1) Strongly Unsatisfied
- (2) Unsatisfied
- (3) Neutral
- (4) Satisfied
- (5) Strongly Satisfied
- (Not scored) Prefer Not to Answer/Don't Know and Not Applicable

Any survey item with an average (mean) score above the neutral midpoint of "3.0" suggests that customers perceive the issue more positively than negatively. Scores of "4.0" or higher indicate areas of substantial strength for the organization. Conversely, scores below "3.0" are viewed more negatively by customers and should be a significant source of concern for the organization and receive immediate attention.

Number of Respondents

Number of Respondents is the number of valid responses. This includes those responding "Not Applicable."

Current Score

Current Score is calculated by taking the numerical average of the responses for that item. "Not Applicable" responses are not used in this calculation.

Frequency Distribution

Frequency Distribution is provided by presenting both the frequency and corresponding percentage for each possible response. This is provided in a numerical table.

Over Time Comparison Data

Over Time Comparison Data is available to see how responses have changed over time and how different the average score is from the benchmark. The over time data is presented in numerical format.

1. Staff: If you interact or have interacted with THC staff, how satisfied are/were you with the agency’s staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves by name, including the use of nameplates or tags for accountability.

Number of Respondents: 329

Current Score: 4.54

Response	Frequency	Percentage
Strongly Satisfied	211	64.1%
Satisfied	97	29.5%
Neutral	10	3.0%
Unsatisfied	9	2.7%
Strongly Unsatisfied	2	.6%

Over Time Comparison

Current: 4.54
 Spring 2018: 4.50
 Spring 2016: 4.44
 Spring 2014: 4.44
 Spring 2012: 4.50

2. Facilities: If you visit or have visited a THC facility, how satisfied are/were you with the agency’s facilities, including your ability to access the agency, the office location, signs, and cleanliness.

Number of Respondents: 189

Current Score: 4.34

Response	Frequency	Percentage
Strongly Satisfied	96	50.8%
Satisfied	69	36.5%
Neutral	18	9.5%
Unsatisfied	5	2.6%
Strongly Unsatisfied	1	.5%

Over Time Comparison

Current: 4.34
 Spring 2018: 4.46
 Spring 2016: 4.32
 Spring 2014: 4.34
 Spring 2012: 4.43

3. Website: If you interact or have interacted with THC’s website, how satisfied are/were you with the agency’s website, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as listing of services and programs and whom to contact for further information or to complain.

Number of Respondents: 346
 Current Score: 4.26

Response	Frequency	Percentage
Strongly Satisfied	137	39.6%
Satisfied	180	52.0%
Neutral	16	4.6%
Unsatisfied	9	2.6%
Strongly Unsatisfied	4	1.2%

Current: 4.26

Previous question: The website was easy to use and well organized.

Over Time Comparison

Spring 2018: 4.03
 Spring 2016: 4.00
 Spring 2014: 4.01
 Spring 2012: 4.04

Previous question: The website contained clear and accurate information on events, services, and contact information.

Over Time Comparison

Spring 2018: 4.12
 Spring 2016: 4.07
 Spring 2014: 4.08
 Spring 2012: 4.09

4. Complaint-Handling Process: If you have filed a formal complaint, how satisfied were you with the agency’s complaint-handling process, including whether it is easy to file a complaint and whether responses are timely.

Number of Respondents: 39
 Current Score: 3.51

Response	Frequency	Percentage
Strongly Satisfied	6	15.4%
Satisfied	15	38.5%
Neutral	12	30.8%
Unsatisfied	5	12.8%
Strongly Unsatisfied	1	2.6%

Over Time Comparison

Current: 3.51
 Spring 2018: 4.14
 Spring 2016: 4.05
 Spring 2014: 4.04
 Spring 2012: 3.91

5. Communication: If you communicate or have communicated with the THC, how satisfied are/were you with agency communications, including toll-free telephone access, the average time you spend on hold, call transfer, access to live person, letters, electronic mail, and any applicable text messaging or mobile applications.

Number of Respondents: 323

Current Score: 4.47

Response	Frequency	Percentage
Strongly Satisfied	185	57.3%
Satisfied	115	35.6%
Neutral	14	4.3%
Unsatisfied	8	2.5%
Strongly Unsatisfied	1	.3%

Over Time Comparison

Current: 4.47
 Spring 2018: 4.26
 Spring 2016: 4.18
 Spring 2014: 4.15
 Spring 2012: 4.39

6. Printed Information: If you receive or have received printed information from the THC, how satisfied are/were you with any agency brochures or other printed information, including the accuracy of that information.

Number of Respondents: 296

Current Score: 4.47

Response	Frequency	Percentage
Strongly Satisfied	158	53.4%
Satisfied	122	41.2%
Neutral	14	4.7%
Unsatisfied	1	.3%
Strongly Unsatisfied	1	.3%

Over Time Comparison

Current: 4.47
 Spring 2018: 4.40
 Spring 2016: 4.33
 Spring 2014: 4.29
 Spring 2012: 4.34

7. Service Time: If you waited to receive a service from the THC, how satisfied were you with the agency's ability to timely serve you, including the amount of time you waited for service in person.

Number of Respondents: 197

Current Score: 4.08

Response	Frequency	Percentage
Strongly Satisfied	76	38.6%
Satisfied	83	42.1%
Neutral	21	10.7%
Unsatisfied	12	6.1%
Strongly Unsatisfied	5	2.5%

Over Time Comparison

Current: 4.08

Spring 2018: 4.37

Spring 2016: 4.25

Spring 2014: 4.19

Spring 2012: 4.34

8. Overall Satisfaction: Please rate your overall satisfaction with THC.

Number of Respondents: 372

Current Score: 4.48

Response	Frequency	Percentage
Strongly Satisfied	217	58.3%
Satisfied	126	33.9%
Neutral	21	5.6%
Unsatisfied	7	1.9%
Strongly Unsatisfied	1	.3%

Over Time Comparison

Current: 4.48

Spring 2018: 4.40

Spring 2016: 4.23

Spring 2014: 4.22

Spring 2012: 4.38

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TEXAS
HISTORICAL
COMMISSION 
REAL PLACES TELLING REAL STORIES

TEXAS HISTORICAL COMMISSION

Item 15.4
Texas Historical Commission
Quarterly Meeting
June 16-17, 2020

Consider approval of the MOA between THC and the Friends of the Governor's Mansion

Background:

Pursuant to Texas Government Code (TGC) Section 442.071, the THC is required to perform certain duties relating to the contents of the Texas Governor's Mansion. The THC is authorized by TGC Section 442.0071(c) to enter into an agreement with the Friends of the Governor's Mansion (FGM), a non-profit organization formed to assist in the preservation and maintenance of the Governor's Mansion.

The purpose of the Memorandum of Agreement (MOA) is to establish the relationship between the THC and the FGM and to delineate the responsibilities of each party with respect to the contents of the Governor's Mansion.

The current MOA is due to expire on July 31, 2020.

Suggested Motion:

Move to approve the MOA between the Texas Historical Commission and the Friends of the Governor's Mansion and to authorize the executive director to sign the agreement on behalf of the THC.

**MEMORANDUM
AGREEMENT
between the
TEXAS HISTORICAL COMMISSION
and
FRIENDS OF THE GOVERNOR'S MANSION
relating to the Management and Conservation of the
MANSION COLLECTION at the TEXAS GOVERNOR'S
MANSION**

I. PARTIES

This Agreement is between the Texas Historical Commission (hereinafter referred to as THC) and the Friends of the Governor's Mansion (hereinafter referred to as FGM). THC is an agency of the State of Texas created under Chapter 442 of the Texas Government Code. FGM is a Texas nonprofit corporation.

II. PURPOSE

1. Pursuant to Texas Government Code Section 442.0071, THC is required to perform certain duties relating to the contents of the Governor's Mansion of the State of Texas and is authorized by Texas Government Code Section 442.0071(c) to enter into an agreement with a nonprofit organization formed to assist in the preservation and maintenance of the Governor's Mansion to perform these duties.
2. FGM is an independent public Texas nonprofit organization formed to acquire and manage a collection of American antiques for the Texas Governor's Mansion and to assist in the preservation and maintenance of the Governor's Mansion Collection as defined below. FGM is qualified and desires to enter into an agreement with THC to continue with its mission of conservation and management of the Mansion Collection and to perform other services in support of the Governor's Mansion.
3. The purpose of this Agreement is to establish the relationship between THC and FGM and to delineate the responsibilities of each party with respect to the contents of the Governor's Mansion.

III. STIPULATIONS

1. The “Mansion Collection,” as used in this Agreement, shall mean State owned and FGM owned furnishings, fixtures, works of art, and decorative objects, and other such items located in the Governor’s Mansion or otherwise within the possession or control of FGM and determined by FGM to be historic. The items in the Mansion Collection which are owned by FGM or which are State owned are identified as such on **Exhibit A** attached hereto, which is an inventory of the Mansion Collection as of the date hereof.
2. “Governor’s Mansion,” as used in this Agreement, shall mean the buildings and grounds within the current wall and/or fencing of the property located at 1010 Colorado Street, Austin, Texas, 78701, further described as Block 125, Original City of Austin Survey.
3. FGM is a public Texas nonprofit corporation, with organizational documents filed with the Secretary of State of Texas in 1979. FGM receives no state funds and is not dependent on state appropriations. FGM solicits and accepts gifts, grants, devises, bequests of money, other property, and services which are to be used exclusively for the benefit of the Mansion. FGM owns the portion of the Mansion Collection that was acquired with private donations, and FGM operates as an independent organization for the exclusive benefit of the Texas Governor’s Mansion. With the exception of the voting members representing THC and required of this Agreement, the FGM Board of Directors is made up of private citizens committed to the mission, goals, and objectives of the FGM.
4. THC is statutorily responsible for the Governor’s Mansion interior furnishings that belong to the state and for the care and maintenance of those pieces. Notwithstanding the foregoing, FGM shall be responsible for the care and maintenance of any historic State-owned furnishings, fixtures, works of art, and decorative objects that are part of the Mansion Collection. The historic State-owned furnishings, fixtures, works of art, and decorative objects that are placed in the Texas Governor’s Mansion are considered to be under THC control and all pieces in the public areas of the Governor’s Mansion, are subject to THC oversight while in the Mansion, except for the items in the Mansion Collection owned by FGM and those on loan to FGM from third-parties which shall at all times remain the responsibility of FGM.
5. The parties agree that, as of the date of this Agreement, the attached **Exhibit A** reflects an inventory of the Mansion Collection. Additions to or deletions from the Mansion Collection may be made in

conformance with the terms of the policies required in Section V, Paragraphs 2 and 3 below, and such changes will be reflected in the annual inventory required in Section V, Paragraph 1 below.

6. The parties further acknowledge that some items located in the Governor's Mansion are not included on the attached inventory, and that such items are not considered part of the Mansion Collection either because FGM does not consider them to be historic or because they are designed for temporary use and are not intended to be retained over time. Such items are not subject to this Agreement.
7. The State Preservation Board (hereinafter referred to as SPB) is required to ensure the historical and architectural integrity of the Mansion's exterior, interior and grounds under the authority of Texas Government Code Section 443.029. This section does not limit the authority of THC under Chapter 191, Natural Resources Code.
8. It is expressly understood that FGM is an independent nonprofit corporation that owns the items of the Mansion Collection that were privately acquired as set forth in **Exhibit A**. FGM operates independently of the State and THC except as herein provided.

IV. DUTIES AND RESPONSIBILITIES OF THC

1. THC shall coordinate with FGM as required by applicable State law and this Agreement to ensure FGM performs its duties under this Agreement to maintain the historical integrity of the Mansion Collection.
2. THC shall attend an annual meeting of the SPB, FGM, THC, the Mansion Administrator and the Office of the Governor, to coordinate activities related to the Governor's Mansion and the Mansion Collection. FGM shall coordinate the meeting and it shall occur no later than May 1st of each calendar year.

V. DUTIES AND RESPONSIBILITIES OF FGM

1. FGM shall provide THC with a complete current inventory of the Mansion Collection annually, no later than September 1st of each year. The FGM administrator shall schedule an inventory inspection

tour for THC and SPB representatives on a mutually agreed date. The Mansion Administrator representing the Office of the Governor, shall be invited to join in the annual inspection tour.

2. FGM shall continue to develop and maintain a collection plan, including a plan of acquisition, by purchase, donation, or loan, of furnishings, fixtures, works of art, and decorative objects for the Mansion, especially early 19th-century American, museum-quality furnishings and items having historical significance to the Governor's Mansion.
3. FGM shall develop and maintain a plan for the disposition of furnishings, fixtures, works of art, and decorative objects that are not needed or are inappropriate to the historic context of the Governor's Mansion, which plan shall include provisions for obtaining the prior written approval of THC before the disposition of any state-owned items from the Mansion Collection and for conferring with THC before the disposition of any FGM-owned items from the Mansion Collection. For purposes of this Agreement, "disposition" means removal of any listed item from the inventory attached hereto.
4. FGM shall evaluate the need for the conservation and restoration of the Mansion Collection, advise THC of measures to be taken, and arrange and pay for necessary conservation and restoration by qualified professionals.
5. FGM shall develop, manage and implement a plan for the solicitation and acceptance of gifts, grants, devises, and bequests of money, other property, and services to be used in the acquisition of furnishings, fixtures, works of art, and decorative objects for the Governor's Mansion or for necessary conservation or restoration services.
6. Pursuant to Title 13, Section 11.9 of the Texas Administrative Code, any and all funds received by FGM shall be handled as follows:
 - a) Funds shall be placed in an account at a financial institution within thirty (30) business days of receipt;
 - b) Funds shall be placed in an interest-bearing or other investment account in accordance with the investment policy of the affiliated nonprofit organization;
 - c) Funds shall be used to support projects of FGM and to pay the administrative costs and expenses of FGM for the purposes as specifically provided for or contemplated herein.
 - d) Employees of THC shall not be signatories on any accounts of FGM.

7. All funds raised annually by FGM shall be used directly for the benefit of the Mansion and the Mansion Collection, except that a reasonable amount of the funds raised by FGM may be used for routine and necessary administrative costs of FGM, including, but not limited to, rent, salaries, expenses, travel, office supplies, overhead, etc.
8. FGM shall solicit the advice and advance approval of the Governor or the Governor's spouse on any significant or material decisions concerning the Mansion, the Mansion Collection and other related activities under this Agreement when possible and practical under the circumstances.

VI. COMPOSITION AND MEETINGS

1. At all times during the term of the Agreement, two voting members of FGM's board shall be current sitting members of THC. The two members shall be either THC chair or his or her designee and one member of THC chosen by the nominating committee of FGM. Should the FGM Board increase in number, then THC representation on the Board shall increase proportionately. When a THC member's term expires while they are serving on the FGM Board, a replacement shall be selected in the same manner in which the departing member was chosen for the FGM Board.
2. The Executive Director of THC shall serve as a non-voting ex officio member of the FGM Board, and that person or his or her designee may attend all annual and special meetings of the FGM Board.
3. FGM shall provide to THC within a reasonable time after the end of each calendar quarter as applicable, copies of:
 - a) Minutes of all FGM Board meetings;
 - b) Minutes of all FGM Board Executive Committee meetings;
 - c) Minutes of all FGM Collection Committee meetings and any Collection Committee recommendations concerning acquisition, disposition, or conservation of the existing collection;
 - d) Quarterly financial statements;
 - e) Annual budget and fund-raising plans and projections;
 - f) Annual or biennial audited financial statements prepared by a private CPA firm.

VII. ACQUISITION AND DISPOSITION

1. Within thirty (30) days of the end of each calendar quarter during the term of the Agreement, FGM shall submit a written report to THC of all conservation work, acquisitions, and dispositions during the quarter. In conjunction with this report, THC and FGM representatives may meet at the request of either party to discuss the report and any other issue related to the Governor's Mansion.
2. FGM shall utilize an Advisory Acquisition Committee as it has prior to this Agreement. The Committee shall consist of three to five individuals, not members of the FGM Board, who are professionals with expertise in historic furnishings and interiors of the same period represented in the Governor's Mansion and its collection. FGM shall request advice and comment from THC prior to making new appointments to this committee. FGM shall consult with this committee on all significant changes to the Mansion Collection and in instances in which maintenance of the Mansion Collection to the extent FGM is aware, could potentially alter or damage a valuable or historically significant item.

VIII. INSURANCE

1. FGM is hereby authorized by THC to obtain Fine Arts insurance coverage for the State- owned objects on the Mansion Collection and THC hereby agrees that the State-owned portion of the Mansion Collection may be added to the current coverage that FGM has had for the FGM owned pieces since 1983.
2. FGM represents and warrants that it will, within sixty (60) business days of executing this Agreement, provide THC with current certificates of insurance or other proof acceptable to THC of the insurance coverage for the State-owned portion of the Mansion Collection.
3. The Fine Arts insurance coverage for the scheduled items within the Mansion Collection shall be inclusive of both FGM-owned and State-owned items. Each insurance policy so obtained shall bear an endorsement naming THC as a loss payee and additional insured as to all scheduled State-owned items. The Fine Arts insurance shall cover the Mansion Collection from physical damage and loss.
4. FGM represents and warrants that the above coverage shall be with a company licensed in the state of Texas with "A" rating from A.M. Best Company, and authorized to provide the corresponding

coverage. FGM represents and warrants that it shall maintain the above insurance coverage during the term of this Agreement, and shall provide THC with an executed copy of the policies upon request as above provided.

5. THC and FGM agree that nothing in this agreement for insurance effects the ownership of the FGM collection or FGM's rights to receive insurance compensation for those pieces should they be lost or damaged.
6. THC agrees that FGM will manage acquisition and maintenance of insurance. Further, it is agreed that the policy will continue to be in the name of FGM, with the state and THC as loss payee and as an additional insured for all state-owned items from this point forward.
7. It is understood that FGM may change insurance agents or companies as it may deem best for the collection as long as such change meets the requirements of this section.
8. All costs of the insurance coverage for the State-owned portion of the Mansion Collection as specified herein shall be paid by FGM from funds raised by FGM.

IX. GENERAL PROVISIONS

1. FGM and THC shall execute and carry out any plans developed pursuant to this Agreement and each party shall take any actions reasonably necessary to perform its obligations in accordance with the intent of the law and this Agreement.
2. In carrying out their obligations under this Agreement, FGM and THC shall act in a reasonable and prudent manner with regard for the historic importance and dignity of the Governor's Mansion, the Mansion Collection and the State of Texas.
3. FGM shall not contract with any member of its board, advisory committee, employees, or any member of their family within the third degree of consanguinity or affinity. FGM shall not purchase anything from such persons or transfer anything to such persons, including without limitation any item that was the subject of a disposition.
4. Termination:
 - a) This Agreement may be terminated by THC prior to the expiration date hereof in the event FGM fails to perform under this Agreement, as reasonably determined by THC. Prior to exercising its

right to terminate, THC must notify FGM in writing of any failure of FGM to perform. If FGM fails to correct the matter giving rise to the notice of failure to perform within sixty (60) days, THC may proceed to terminate this Agreement by giving FGM written notice stating the date of termination.

- b) THC reserves the right to terminate this Agreement at any time, in whole or in part, without penalty, by providing thirty (30) calendar days advance written notice, if THC determines that such termination is in its best interest or the best interest of the State of Texas.
- c) In the event of such a termination for any reason, FGM shall, unless otherwise mutually agreed upon in writing, cease all work under this Agreement immediately upon the effective date of termination and submit all outstanding reports and other Work Product (as that term is defined in Section 19 below) to THC, whether or not complete. In the event of termination, FGM agrees to cooperate fully with THC in the transition of its duties under this Agreement to another entity chosen by, and at the direction of, THC.
- d) This Agreement shall terminate should FGM ever terminate its corporate existence; however, FGM shall give THC written notice thirty (30) days of intent to terminate its corporate existence prior to such termination.

- 5. This Agreement may only be amended by a written amendment executed by the authorized officials of THC and FGM.
- 6. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The venue of any suit arising under this Agreement is fixed in any court of competent jurisdiction in Travis County, Texas.
- 7. FGM may not assign this Agreement, in whole or in part, and may not assign any right or duty required under it. However, such restriction shall in no way limit or otherwise restrict FGM's authority to hire subcontractors to perform any portion of FGM's duties or obligations related to the preservation and maintenance of the Mansion Collection as contemplated by this Agreement.
- 8. In the event that any provision of this Agreement is later determined to be invalid, void, or unenforceable, then the remaining terms, provisions, covenants, and conditions of this Agreement shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated by the invalidation of another part of this Agreement.

9. Neither FGM nor THC shall be liable to the other for any delay in or failure of performance of any requirement of or resulting from this Agreement caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed, provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.
10. THC and FGM agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents. FGM and FGM's employees, representatives and agents shall serve as an independent contractor(s) in providing services hereunder, and shall not be deemed employees of THC for any purpose. If FGM subcontracts any of the services required under this Agreement, FGM shall hold harmless THC and the State of Texas from any claim under such subcontract(s). FGM expressly understands and acknowledges that in entering into such subcontract(s), THC is in no manner liable to any subcontractor(s) of FGM. In no event, shall this provision relieve FGM of the responsibility for ensuring that the services rendered under all subcontracts are rendered in compliance with this Agreement.
11. The term of this Agreement shall commence on August 1, 2020 and shall end on July 31, 2022.
12. Notwithstanding any provisions of this Agreement to the contrary, FGM understands that THC will comply with the Texas Public Information Act, Texas Government Code, Chapter 552, as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. THC agrees to notify FGM in writing within a reasonable time from receipt of a request for information related to FGM's work under this Agreement.
13. The dispute resolution process provided for in Texas Government Code, Chapter 2260 shall be used by THC and FGM to resolve any dispute arising under this Agreement.
14. **FGM SHALL INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND THC, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS,**

ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY NEGLIGENT ACTS OR OMISSIONS OF THE FGM OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE AGREEMENT, INCLUDING WITHOUT LIMITATION ANY CLAIM, ACTION, SUIT OR DEMAND BASED ON INTELLECTUAL PROPERTY INFRINGEMENT. THE DEFENSE SHALL BE COORDINATED BY FGM WITH THE TEXAS OFFICE OF THE ATTORNEY GENERAL (OAG) WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND FGM MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM OAG. FGM AND THC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM. THIS PARAGRAPH IS NOT INTENDED TO AND SHALL NOT BE CONSTRUED TO REQUIRE FGM TO INDEMNIFY OR HOLD HARMLESS THE STATE OR THC FOR ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF THC, THE STATE OF TEXAS, OR ITS EMPLOYEES.

15. All financial records of FGM shall be made available for inspection or audit by THC with reasonable notice by THC. In addition, if FGM receives state appropriated funds under this Agreement, the State Auditor's Office may conduct an audit of FGM. In such event, acceptance of State funds directly under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit related to any state appropriated funds paid to FGM.
16. FGM represents and warrants the following:
 - a) FGM has no actual or potential conflicts of interest in providing services to the State of Texas under this Agreement and that FGM's provision of services under this Agreement would not reasonably create an appearance of impropriety;

- b) FGM is in compliance with the Texas Business Organizations Code Chapter 22 and specifically that FGM has not forfeited its right to conduct affairs in the state as contemplated by Section 22.360 of the Texas Business Organization Code.
17. (a) FGM shall have no authority to act for or on behalf of THC or the State of Texas except as expressly provided for in this Agreement; no other authority, power or use is granted or implied. FGM may not incur any debts, obligations, expenses, or liabilities of any kind on behalf of the State of Texas or THC. No public disclosure or news releases pertaining to this Agreement shall be made without prior written approval of THC. Nothing in this paragraph shall prohibit FGM from issuing a news release without such prior approval regarding events or actions taken or performed by FGM in performing the duties and responsibilities contemplated by this Agreement, such as announcing acquisition of new items for the Mansion Collection, recognizing fundraising events or in connection with educational activities of FGM.
- (b) THC shall have no authority to act for or on behalf of FGM except as expressly provided for in this Agreement or as mandated by statute; no other authority, power or use is granted or implied. THC may not incur any debts, obligations, expenses, or liabilities of any kind on behalf of FGM. No news or press releases pertaining to this Agreement shall be made without prior written approval of FGM, granted however that such restriction shall in no way limit THC's obligation under the Texas Public Information Act, Texas Government Code, Chapter 552, as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas, or as required under any other applicable local, state, or federal laws.
18. For the purposes of this Agreement, the term "Work Product" is defined as the reports, documentation, inventory list, and any other deliverable generated and/or provided to THC by FGM under this Agreement. All such Work Product is the property of THC and FGM.
19. Nothing in this Agreement shall be construed as a waiver of sovereign immunity. Nothing in this Agreement shall constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to the State of Texas or THC. The failure to enforce, or any delay in the enforcement, of any privileges, rights, defenses, remedies, or immunities available to the State of Texas under this Agreement or under applicable law shall not constitute a waiver of such privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel. THC

does not waive any privileges, rights, defenses, or immunities by entering into this Agreement or by its conduct prior to or subsequent to entering into this Agreement.

X. NOTICE

All notices to either party by the other party required under this Agreement shall be delivered personally or sent by U.S. Mail, addressed to such parties at the following addresses:

THC: Executive Director
Texas Historical Commission
P.O. Box 12276
Austin, Texas 78711

FGM: Executive Director
Friends of the Governor's Mansion
P.O. Box 2447
Austin, Texas 78768

XI. CERTIFICATIONS

The terms of this Agreement are accepted by the parties to the Agreement. Persons signing are expressly authorized to obligate the parties to the terms of this Agreement.

FRIENDS OF THE GOVERNOR'S MANSION

By: _____ Date: _____
Rita Kreisle, President

By: _____ Date: _____
Elizabeth B. Granger, Secretary

TEXAS HISTORICAL COMMISSION

By: _____ Date: _____
Mark S. Wolfe, Executive Director

TEXAS HISTORICAL COMMISSION

Item 15.5

Texas Historical Commission
Quarterly Meeting
June 16-17, 2020

Consider approval of the MOA between THC and the Friends of the THC

Background:

The Friends of the Texas Historical Commission is a Texas nonprofit corporation (as provided by the Texas Business Organization Code Section 2.002), organized exclusively to assist the Commission in the preservation of historic sites, buildings, works of art or of cultural value, documents, papers, artifacts, etc., to protect and preserve the state's historic and prehistoric resources for the use, education, enjoyment, and economic benefit of present and future generations.

The Texas Historical Commission is authorized to enter into an agreement with the Friends of the THC, in order to establish the relationship between the THC and the Friends of the THC, and to delineate the responsibilities of each party with respect to administration, staffing, establishing fundraising priorities, etc. The current agreement between the THC and the Friends of the THC is set to expire on August 31, 2020. The attached document is an updated final draft of the new agreement effective September 1, 2020 through August 31, 2025.

Suggested Motion:

Move to accept the edits and approve the MOA between the Texas Historical Commission and the Friends of the THC and to authorize the executive director to sign the agreement on behalf of the THC.

AGREEMENT BETWEEN
FRIENDS OF THE TEXAS HISTORICAL COMMISSION
AND
TEXAS HISTORICAL COMMISSION

THIS AGREEMENT (the “Agreement”) is entered into by and between the Friends of the Texas Historical Commission, Inc., a Texas non-profit corporation (“Friends”), and the Texas Historical Commission, an agency of the State of Texas (“Commission” or “THC”).

WHEREAS, the Friends is a Texas nonprofit corporation organized for all lawful purposes as provided by Texas Business Organizations Code § 2.002, and is organized exclusively for charitable, scientific, and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the objectives of the Friends are to assist the Commission in the preservation of buildings, sites, works of art, documents, papers, pictures, artifacts, records, and writings of historical, traditional or cultural value; to perpetuate customs, traditions, and folklore which enrich the lives of Texans; to discover and work toward the development of areas of historical importance within the State of Texas; to disseminate knowledge to interested individuals and organizations regarding the above items; to receive, buy, or sell property to insure its preservation; and to cooperate with or make grants to other persons, groups, organizations, and agencies that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or to the Commission to achieve the above purposes; and

WHEREAS, in carrying out the purposes set forth above, the Friends shall operate exclusively for the support and benefit of, to be responsive to the needs of, and to assist in carrying out the authorized purposes of the Commission as set forth in Section 442.003 of the Texas Government Code; and

WHEREAS, the purpose of the Commission is defined in Texas Government Code §442.003 and the powers and duties of the Commission are defined in the Texas Government Code § 442.005. Its mission is “to protect and preserve the state’s historic and prehistoric resources for the use, education, enjoyment, and economic benefit of present and future generations;” and

WHEREAS, the purposes of this Agreement are consistent with the objectives and purposes of the Friends and the Commission;

NOW, THEREFORE, in consideration of the premises, the mutual covenants herein, and other good and valuable consideration, the receipt of the sufficiency of which are hereby acknowledged, the Friends and the Commission agree as follows:

1. **Term**

This agreement shall commence on **September 1, 2020**, and shall terminate on **August 31, 2025** (the “Contract Period”), unless sooner terminated as provided in Section 9 or extended pursuant to this Section 1. The parties may mutually extend the term of this Agreement for additional five-year periods.

2. **Definition of Relationship**

- a. The purpose of the Friends is to provide private sector support to the Commission in order to fulfill the mutually compatible missions of both parties. The nature of the Friends may, on occasion, permit it to develop relationships that benefit the mission of the Commission but which are not appropriate for the Commission because of legal, budgetary, and/or other limitations.
- b. It is the express intention and understanding of the parties that nothing contained in, or done pursuant to, this Agreement will constitute the Friends or its agents or employees as a partner or joint venture of the Commission; but rather as an independent nonprofit organization as governed by the Internal Revenue Code for § 501(c)(3) and § 509(a)(1) and 170(b)(1)(A)(vi) organizations. Without limiting the generality of the foregoing, the Friends do not have any authority to represent or bind the Commission. All transactions between the Friends and the Commission will be conducted on an arm’s length basis. It is the express intention of the parties that the relationship of the Friends to the Commission shall at all times be that of an independent contractor.
- c. The Friends is a nonprofit organization, with an independent Board of Trustees, as defined by the IRC and within the meaning of Texas Government Code § 2255.001 and is subject to all rules adopted by the Commission under that section.
- d. The Commission may employ one or more individuals, including one who shall be named as the executive director of the Friends. The Chair of the Friends shall be invited to sit or to appoint another member of the board to sit on the hiring committees for these positions. These employees shall segregate duties performed for the Commission and those performed for the Friends and report such duties performed to the executive director of the Commission. The individuals must meet standards and requirements for employment by the Commission, but may perform duties in accordance with direction received from the Friends. If the Friends’ trustees are dissatisfied with the performance of these individuals, they shall report this to the executive director of the Commission and the two organizations shall work together to attempt to resolve performance issues. Any final decision on hiring or termination of employment is solely the responsibility of the executive director of the Commission.
- e. The Bylaws of the Friends shall provide that a majority of the members of the Board of Trustees of the Friends shall be confirmed by the Commission. The Bylaws should not be amended to reduce that number to less than a majority without approval by the

Commission in a resolution approved by a majority of the Commissioners voting at a duly noticed meeting. The Friends Bylaws shall establish a nominating committee (**the Board Development and Governance Committee**) to manage the recruitment and nomination of prospective trustees, according to best practices in nonprofit management, for all desired classes and types (Commission, Corporate, and Advisory) of trustees. The executive director of the Commission shall serve as an ex-officio, nonvoting, member of the Friends' Board of Trustees. The executive director of the Commission, or his designee, shall attend each of the Friends Board of Trustees meetings. At least one and not more than three actively sitting Commissioners shall be invited to attend each Trustee meeting to enhance communication between the Commission and the Trustees.

- f. The Friends shall provide information concerning its activities, finances, and operations promptly upon the request of the Commission or its staff. Likewise, the Commission will provide the Friends with timely access to information necessary for successful fundraising.
- g. The Friends Chair, or representative, will present a formal report on recent Friends activities at each quarterly meeting of the Commission. The Commission will extend an open invitation to the Friends trustees to attend the quarterly public meetings of the Commission and its committees.

3. Programs

- a. The Commission and the Friends agree not to compete with one another regarding the development of programs, events, and projects. In the event of an inadvertent duplication of programs, events, and projects, the Commission and the Friends agree to work together in good faith and make such modifications to the operations necessary to maximize the effectiveness of the Commission.
- b. On an annual basis, or sooner as needed, the Friends and the Commission agree to review all existing programs, events, and projects undertaken pursuant to this Agreement.
- c. It is anticipated that the Commission may from time to time request that the Friends undertake programs, and sponsor events and projects (each, a "Program") that are intended to provide benefits to the Commission, or its constituents, over a longer term. The Friends agree to carefully review such requests, and, based on available financial resources, potential ongoing financial support, and available staff resources, and upon a motion duly made and passed, may undertake such programs.
- d. In the event a program, requested by the Commission and undertaken by the Friends, is no longer feasible for the Friends to manage or operate, the Friends will work in good faith with the Commission to determine the best option to either continue in

some form, suspend, terminate, or migrate the program to another organization for the continued benefit of the Commission's constituents.

4. Friends Fundraising Support for the Benefit of the Commission

- a. The Commission's strategic plan, developed through a formal process based on best practices in strategic planning, will identify its goals, objectives, and key strategies for meeting its mission every two to three years and inform the fundraising plan. With the input of representatives from the Friends Board of Trustees and the Friends executive director, the strategic planning team will determine which of these goals, objectives, and strategies can be supported with the Commission's biennial budget funded by state appropriations, and which strategies will require full or partial private support to implement. Projects requiring in excess of \$50,000 in private support from the Friends must be approved by a vote of the Commission or by a vote of the Executive Committee of the Commission. A final slate of priority projects requiring some level of private support which will aid in the accomplishment of key strategies of the Commission, and are also deemed likely to appeal to funders, will be presented to the Friends Board of Trustees for a motion duly made and passed. Once approved, the Friends will work with the Commission to develop a fundraising plan including funding strategies and timelines for each project. These strategies may be comprised of a combination of restricted funds such as grants or major gifts, funds allocated from the Friends unrestricted campaigns, and discretionary distributions from appropriate endowments held by the Friends.
- b. Unrestricted funds raised by the Friends, including those distributed from an unrestricted endowment, shall follow the Friends gift acceptance policies and procedures and shall be used to support areas of greatest need, strategic initiatives, and unique opportunities at the Commission; as well as the funding of the Friends' resource development and administrative-related expenses which directly benefit the Commission. The availability and best use of a distribution of unrestricted funds will be decided annually at the beginning of a new fiscal year and at such other times as might prove necessary, with review by the THC executive director, the Friends executive director, and the Friends Project Selection and Development Committee. Approval of the use of unrestricted funds by the Friends Board of Trustees will occur following the recommendation of the Project Selection and Development Committee on a motion duly made and passed.
- c. The Friends recognizes that unique opportunities requiring private sector support will arise in the course of regular business in between updates to the strategic plan. In such instances, the THC executive director, the THC deputy executive director for

Administration, the Friends executive director, and the division director as appropriate, should work together to determine the feasibility of adding additional projects to the fund development calendar, or changing priorities of existing projects in order to add new ones. Additionally, a critical need may arise that requires immediate access to unrestricted funds that was not planned for in the annual budget. Recommendations regarding additional projects, or special requests for unrestricted funds, should be presented first to the Friends Project Selection and Development Committee for discussion and upon their recommendation, to the Friends Trustees for a motion duly made and passed. In instances where the Commission must respond quickly and there is insufficient time to wait until the next full Friends Board of Trustees meeting, the Friends Executive Committee may vote on the special request.

- d. In addition to the provisions of Section 3(c), as an opportunity arises, the Commission may request that the Friends manage or administer a program, event, or project that is expected to generate revenue. Such opportunities should be presented in writing to the Friends executive director to determine if engaging in said revenue generating activity is within the scope of the IRS restrictions on 501(c)(3) corporations. If all is in order, and prior to the Friends undertaking such an activity, the Friends and the Commission will document the agreed-upon proper uses for the earned income of such program, event, or project, and the appropriate recording of project income in a Friends designated fund account. The final written request should be submitted to the Friends Trustees for consideration of a motion duly made and passed.
- e. Nothing contained herein will require the Commission to accept from the Friends the conveyance or transfer of any real or personal property.

5. Solicitation and Coordination of Funds

- a. The Commission and the Friends agree to work together to develop programs, events, and projects relating to, and coordinate their activities in connection with, the solicitation of funds. As part of the ongoing development process, both Commissioners and Trustees will actively participate in the referral of prospective donors for the purpose of solicitation.
- b. The Friends and the Commission each agree to appoint a volunteer representative to serve on a development steering committee as needed, and work with the Friends executive director to coordinate the solicitation efforts of the Friends and the Commission, respectively, pursuant to this Agreement. To this end, the Commission representative for development may also be the same active Commissioner who will attend the regularly scheduled meetings of the Friends Board of Trustees, as

referenced in Section 2 (e), as well as any specially called meetings or events as appropriate, in order to enhance communication between the Friends and the Commission regarding fundraising, as well as coordination of such activities.

- c. The Commission agrees to make its professional program staff available to meet with Friends staff and/or Trustees and donors to discuss projects, activities, and programs of the Commission seeking private sector support.
- d. The Friends may maintain a restricted and confidential donor database outside the facilities of the Commission and the Commission agrees that it will not have access to the information on such database.

6. Expenses of the Friends

- a. The Commission will provide overhead costs, or reimbursements for said costs, for the Friends including but not limited to the use of Commission development staff to fundraise for and manage the activities of the Friends, office space, furniture and equipment, IT services, software, communication devices, travel expenses for development staff, professional development for staff assigned to the Friends, office supplies and incidental administrative services and expenses. The following expenses may be provided by the Commission or may be provided by the Friends based on best use of available funds and predetermined in the annual budget process for both organizations: fundraising related expenses including but not limited to printing, professional contracts, donor cultivation, meeting coordination, and special events as well as administrative expenses such as professional fees for accounting, auditors, investment managers, organizational insurance, credit card processing fees, and other similar expenses. The Friends will dedicate resources for mutually agreed upon administrative and fundraising overhead obligations in the Friends annual budget from unrestricted income through any combination of the following: earned income from the presentation of training seminars, an administrative fee on all gifts based on a sliding scale, an administrative fee on distributions from endowments according to the Friends endowment policies, from unrestricted outright use gifts, investment income, and a portion of distributions from unrestricted endowments. Expenses not specified here may be paid by either party based on a simple proposal, review, and mutual approval by the THC executive director, the Friends executive director, and the Friends Executive Committee.
- b. The Commission may not incur expenses that the Friends are obligated to pay without the review and approval of the Friends Board of Trustees through the established process in Section 5.

- c. The Friends will not incur expenses that the Commission is obligated to pay without prior written approval of the THC executive director and/or THC deputy executive director for Administration.
- d. The Friends will be promptly reimbursed by the Commission for any approved expenses that are incurred by the Friends on behalf of the Commission and at the written request of the Friends executive director or the designee of the Friends executive director with the approval of the THC executive director and/or THC deputy executive director for Administration.
- e. The Friends may purchase insurance for any program, event, project, or endowment that it deems necessary. The cost of any such insurance will become an expense of the program, event, project, or endowment insured.

7. Further Covenants of the Friends

The Friends agree that it will not take any action that, as a foreseeable result thereof and except as described herein, will create a liability for the Commission that is not approved by its executive director, or by the Commission, upon motion duly made and passed.

8. Financial Policies and Procedures

- a. The Friends agrees to act in a prudent and businesslike manner and invest its monies in the same manner, as would a prudent person in the management of his own affairs. The Friends, in keeping with best practices in nonprofit management, will keep accurate books and records of its accounts, all of which may be inspected by any authorized representative of the Commission for any reasonable purpose at any reasonable time. The Friends will maintain transparency of its financial records for its constituents by posting appropriate financial documents such as the IRS Form 990 on its website or on a website such as GuideStar or Charity Navigator.
- b. As part of its normal business practices, the Friends will submit a monthly balance sheet to the THC executive director, THC deputy executive director for Administration, and to each division director who maintains program related accounts with the Friends. Said Friends accounts will be reconciled quarterly by an outside accountant. At the close of the Friends fiscal year, the Friends will conduct an audit, utilizing the services of an independent, outside auditor, who will also prepare and file the Friends 990 and other necessary paperwork for the IRS. A copy of the audited balance sheet and statement of operations for the preceding fiscal year will be provided to the THC executive director.

- c. By its execution and delivery of this Agreement, the Commission acknowledges receipt of a copy of the Financial Policies and Procedures of the Friends and agrees that all of its employees and other persons, firms, or entities representing the Commission in connection with any program, event, or project sponsored by the Friends will abide by and be subject to the procedures set forth therein.
- d. If the Friends elect to create endowments, the Friends will invest monies received with respect thereto consistent with the provisions of Section 8 (a) hereof and following the Friends Endowment and Investment policies and as required by law.
- e. The Friends Finance & Audit Committee will review, and recommend appropriate action to the Board concerning endowment distributions and awards to ensure compliance with the Friends endowment policies, procedures, and donor gift agreements, or as required by law.

9. Termination

- a. Both parties agree to make every effort to maintain a healthy and productive relationship between the Commission and the Friends. However, in the event that problems arise between the Friends and the Commission, both parties agree to a good faith attempt, through mediation if necessary, to resolve issues in a timely manner through the creation of an ad hoc committee, comprised of representatives from both parties.
- b. In the event of an allegation of a material breach of any provision of this Agreement, including, but not limited to, (1) any act exposing another party to liability to a third party for damages, (2) the failure to meet the standard of care for handling of funds required in the Agreement, or (3) the failure to meet any other requirement of the Agreement, the Party alleging the breach shall provide notice to the other Party of the specific nature of the alleged breach. The Party allegedly in breach shall have 90 days from its receipt of notice under this provision to cure such breach or provide evidence that no such breach occurred. If the Party alleging the breach accepts the cure or evidence that no such breach occurred, this Agreement shall continue in force as if no such breach were alleged. If the Party alleging the breach does not accept the cure or evidence, it shall notify the other Party of the failure of the cure or evidence to remedy the alleged breach, and it may seek such remedies as may be provided by law or under this Agreement, but termination shall not be a remedy except as provided by this Agreement.

- c. Either party to this Agreement may terminate the Agreement by providing 90 days' notice in writing to the other party. In the event of an alleged breach of this Agreement, the parties shall attempt to resolve it through the dispute resolution process provided in Article 9(a) of this Agreement prior to termination of the Agreement.
- d. In the event that this Agreement is terminated by the Commission or Friends for any reason prior to the expiration of this Agreement (including any extension thereof), the Commission agrees that it will assume and perform in a cooperative and timely manner the obligations of the Friends dependent on THC staff to complete, especially the completion of grant funded projects and reports, as set forth in Section 3 and will work cooperatively with Friends representatives and the grant funder to successfully close out any open grant funded projects.
- e. Should the Commission or Friends terminate this Agreement for any reason, the Friends Board of Trustees will determine, by motion duly made and approved, and in keeping with donor intent, the possible disposition of any funds held by the Friends for the benefit of Commission projects, activities, and programs, including endowments, according to the Friends gift acceptance policies and donor gift agreements and as required by law. The termination of this Agreement will not affect the obligation of the parties hereunder with respect to endowment (including, without limitation, this Section 9(e), and Section 7, 8, and 10 in each case with respect only to endowments), all of which will survive the termination of this Agreement for any reason whatsoever and will be managed according to the donor gift agreements and as required by law.
- f. The corporate name, "Friends of the Texas Historical Commission, Inc.," may be transferred to the Commission in the event of dissolution of the Friends relationship with the Commission and termination of this agreement. In the event of the termination of this Agreement, the Friends organization may continue operations with a new name.

10. Indemnification

- a. The Commission, its officers, agents, representatives and employees, and the State of Texas and its officers, agents, representatives and employees, shall not be liable or responsible for, and shall be saved and held harmless by Friends from and against any and all suits, actions, losses, damages, claims, or liability of any character, type or description, including all expenses of litigation, court costs and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any

12. Amendment

This Agreement constitutes the entire agreement among the parties hereto with respect to the subject hereof, and supersedes all prior agreements and understandings, oral or written, with respect to the transactions contemplated herein. No supplement, modification or amendment of this Agreement will be binding unless executed in writing by the party sought to be charged. The headings contained herein are for convenient reference only and will not be used to construe or interpret this Agreement. If any part of this Agreement is determined to be invalid, all other sections of this Agreement shall continue in force and effect as if the invalid part had never been a part of this Agreement.

FRIENDS OF THE TEXAS HISTORICAL COMMISSION, INC.:

By: _____
Brian Shivers, Chair Date

TEXAS HISTORICAL COMMISSION:

By: _____
Mark Wolfe, Executive Director Date

TEXAS HISTORICAL COMMISSION

Item 15.6

Texas Historical Commission
Quarterly Meeting
June 16-17, 2020

Consider approval of easement renewal with Texas Eastern Transmission, LP

Background:

An existing easement between Texas Parks and Wildlife Department (TPWD) and Texas Eastern Transmission, LP, (Texas Eastern) expired March 30, 2020 and has been extended month to month until renewal can be approved by the property steward. TPWD is in the process of transferring the real property at San Jacinto Battleground State Historic Site located in Harris County to the Texas Historical Commission (THC) at which point the easement with Texas Eastern will be void. THC has negotiated a ten-year renewal of the easement for a 30-inch OD pipeline for the purpose of transporting natural gas in consideration of which Texas Eastern will pay THC the amount of \$10,000. This lease becomes effective with the transfer of real property from TPWD to THC and signature of representatives of THC and Texas Eastern.

Suggested motion:

Move to approve the easement renewal for the pipeline with Texas Eastern Transmission, LP, as outlined in the proposed agreement.

Line No. 16
R/W No. 36A
County/State Harris,
Texas
Easement No. ME20000042

STATE OF TEXAS
COUNTY OF HARRIS

§
§
§

HOLDOVER AGREEMENT REGARDING
EASEMENT ON STATE PARKS LAND
MISCELLANEOUS EASEMENT ME20000042

THIS HOLDOVER AGREEMENT REGARDING MISCELLANEOUS EASEMENT ME20000042 (the "Agreement") is made and entered into this day of , 2020, (the "Effective Date") by and between the Texas Parks & Wildlife Department (hereinafter called "GRANTOR") and the Texas Historical Commission (hereinafter called "ASSENTOR") and Texas Eastern Transmission, LP, a Delaware limited partnership, (hereinafter called "GRANTEE").

WITNESSETH:

WHEREAS, GRANTOR conveyed to GRANTEE a Miscellaneous Easement for the purposes of construction, installation and maintenance of one (1) 30-inch O.D. pipeline for the purpose of transporting natural gas and a service road dated April 5, 2010 and recorded at Document Number 20100153833 (RP 071-44-1562) in the records of the County Clerk in Harris County, Texas; and

WHEREAS, pursuant to the Miscellaneous Easement, Grantee has constructed and is currently operating its natural gas pipeline on the Premises defined therein;

WHEREAS, the Miscellaneous Easement has an expiration date of March 31, 2020; and

WHEREAS, pursuant to House Bill 1422, 86th Texas Legislature, Regular Session,

GRANTOR is in the process of transferring the title for the property containing the Premises to the ASSENTOR and said transfer is anticipated to occur subsequent to the above referenced expiration date; and

WHEREAS, GRANTEE seeks to extend the term of the Miscellaneous Easement by a month-to-month tenancy period as provided for in Article IX of the Miscellaneous Easement and maintain the rights granted to it thereunder, and

WHEREAS, GRANTOR consents to such extension and agrees to allow GRANTEE to continue to occupy the Premises under the terms of the Miscellaneous Easement until the closing of GRANTOR's transaction with ASSENTOR; and

WHEREAS, ASSENTOR does not object to such extension and intends to enter into a new easement agreement with GRANTEE to become effective upon the closing of its transaction with GRANTOR, thereby allowing GRANTEE to legally operate its pipeline facilities on the Premises continuously without interruption or impairment; and

Line No. _ 16
R/W No. _ 36A
County/State Harris,
Texas
Easement No.
ME20000042

NOW, THEREFORE, the parties hereby agree as follows:

1. The recitals set forth above constitute an integral part of this Agreement and are incorporated herein by this reference with the same force and effect as if set forth herein.
2. GRANTOR expressly consents to GRANTEE entering a month-to-month tenancy period on the Premises, as provided for in Article IX in the Miscellaneous Easement, and GRANTEE will pay GRANTOR a monthly rent in the amount of One Thousand and No/100 Dollars (\$1,000.00) and these agreed liquidated damages are payable in lieu of actual damages.
3. This Agreement and the Miscellaneous Easement shall extinguish upon ASSENTOR executing a new easement agreement with GRANTEE or, in the case that the planned transfer of GRANTOR's property to ASSENTOR does not occur within twelve (12) months from the Effective Date hereof, upon GRANTOR executing a new agreement further extending or renewing the Miscellaneous Easement with GRANTEE.
4. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, and assigns.
5. The failure of GRANTEE to exercise any rights herein conveyed in any single instance shall not be considered a waiver of such right or rights and shall not bar GRANTEE from exercising such right or rights, or if necessary, seeking an appropriate remedy in conjunction with such right or rights.
6. This Agreement may be executed in counterparts, each of which shall be an original, but such counterparts shall together constitute one and the same document. The Parties agree that this Agreement, or counterparts as provided for herein, may be executed and transmitted via facsimile or other electronic means, and shall, when so executed and transmitted, be valid as though an original.

IN WITNESS WHEREOF, this Agreement is executed the day and year first above written.

(Signature pages to follow)

Line No. 16
R/W No. 36A
County/State Harris,
Texas
Easement No.
ME20000042

GRANTOR: THE STATE OF TEXAS

By: Ann Bright

ANN BRIGHT
Chief Operating Officer,
Texas Parks & Wildlife Department

Date: 3-20-20

STATE OF TEXAS §

§

COUNTY OF Travis §

On this 20 of March, 2020 before me, the undersigned Ann Bright, personally appeared Ann Bright, known to me as the Chief Operating Office of the Texas Parks & Wildlife Department and that she as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Tx. Parks & Wildlife by herself as such officer. Dept.

IN WITNESS WHEREOF, I hereunder set my hand and official seal.

Dee Halliburton

Notary Public of the State of Texas

My commission expires: 1-31-2024



Line No. 16
R/W No. 36A
County/State Harris
Texas
Easement No.
ME20000042

ASSENTOR: TEXAS HISTORICAL COMMISSION

By: Mark Wolfe

MARK WOLFE
Executive Director,
Texas Historical Commission

Date: 3/18/2020

STATE OF TEXAS §

§

COUNTY OF Travis §

On this 18th of March, 2020 before me, the undersigned Mark Wolfe, personally appeared Mark Wolfe, known to me as the Executive Director of the Texas Historical Commission and that he as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Agency by himself as such officer.

IN WITNESS WHEREOF, I hereunder set my hand and official seal.

M. Esther Brickley

Notary Public of the State of Texas

My commission expires: 12-21-2021



Notary without Bond

Line No. 16
R/W No. 36A
County/State Harris,
Texas
Easement No.
ME20000042

GRANTEE: TEXAS EASTERN TRANSMISSION, LP
By: Spectra Energy Transmission Services, LLC
Its General Partner

By: *Thomas V. Wooden Jr.*

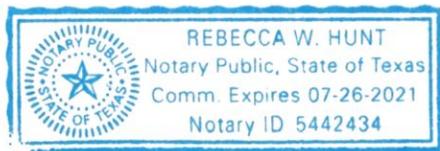
Thomas V. Wooden Jr.
Vice President,
Spectra Energy Transmission Services, LLC

Date: *March 21, 2020*

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

On this *21st* of *March*, 20*20* before me, the undersigned Officer, personally appeared *Thomas V. Wooden Jr.*, known to me as the Vice President of Spectra Energy Transmission Services, a limited liability company, which is the general partner of Texas Eastern Transmission, LP, a Delaware limited partnership, and that he as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the company by himself as such officer.

IN WITNESS WHEREOF, I hereunder set my hand and official seal.



Rebecca W. Hunt
Notary Public of the State of Texas
My commission expires: *07/26/2021*



Line No. 16
R/W No. 36A
County/State Harris
Texas
Easement No. ME20000042

AFTER RECORDING, PLEASE RETURN TO:

Texas Eastern Transmission, LP
Attn: Bianca Borden
5400 Westheimer Court
Houston, TX 77056

**Consider delegation of authority to the Executive Committee to approve the
Legislative Appropriations Request for FY 2022-2023**

Background:

The Legislative Appropriations Request (LAR) for the 2022-23 biennium is the agency's budget request to the Texas Legislature. The LAR contains the actual expenditures from the previous year (2019), the estimated expenditures from the current year (2020), budgeted expenditures for the coming year (2021), and the requested budget for the coming biennium (FY 2022-2023). Agencies, including THC, are also able to request additional funding for agency initiatives, known as exceptional items.

The LAR Policy letter and submission schedule is expected to be released in mid-late June with an expected due date to the Legislative Budget Board (LBB) on approximately August 3, 2020. This timeframe falls in between THC quarterly meetings and warrants delegation of authority to the Executive committee for approval of the LAR to facilitate the timely submission.

Suggested Motion:

Move to delegate authority to the Executive Committee to approve the Legislative Appropriations Request (LAR) for FY 2022-23. Any final adjustments necessary before submission of the LAR to the Legislature may be made by the Executive Director with the approval of the Chairman.