



**A G E N D A**  
**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCE AND BUDGET COMMITTEE MEETING**  
**DECEMBER 21, 2021 9:00 AM**  
3555 Timmons Lane, Conference Room 2B  
Houston, TX 77027

The presiding officer will be onsite in-person at the primary meeting location listed above to conduct this meeting.

[https://us06web.zoom.us/webinar/register/WN\\_eDU9g3yhQDiA714j0NCRxQ](https://us06web.zoom.us/webinar/register/WN_eDU9g3yhQDiA714j0NCRxQ)

1. CALL TO ORDER

2. N/A

3. PUBLIC COMMENTS –

Members of the public may participate by sending comments to

[BoardPublicComments@h-gac.com](mailto:BoardPublicComments@h-gac.com); by joining online via website; or by dialing US: 1-

888-788-099 (Toll Free) or 1-877-853-5247 (Toll Free) (Webinar ID: 852 4045 8028;

Participant ID: 184784; Passcode: 304107)

4. DECLARE CONFLICTS OF INTEREST

**ACTION**

5. CONSENT AGENDA

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

a. N/A

b. H-GAC INVESTMENT OPTIONS

Request approval of the Texpool Investments resolution. (Staff Contact: Nancy Haussler)

c. H-GAC TRAVEL POLICIES & PROCEDURES – REVISION

Request authorization and acceptance of the revised travel policy. (Staff Contact: Nancy Haussler)

d. GEOGRAPHIC INFORMATION SYSTEM SOFTWARE MAINTENANCE – AGREEMENT RENEWAL

Request approval to renew annual maintenance and support agreement with Environmental Systems Research Institute (ESRI); total amount is \$64,100. (Staff Contact: Tanya Nguyen)

e. WORKFORCE CONTRACT – VIRTUAL REALITY

Request approval to contract with TRANSFR VR for a virtual reality training subscription to include at least 25 virtual reality headsets and associated software for a total amount of \$133,333. (Staff Contact: Mike Temple)

f. CITY OF CONROE COMMUTER AND TRANSIT SERVICES PILOT PROJECT – AGREEMENT EXTENSION

Request authorization to extend the agreement period with the City of Conroe to allow a fourth year pilot service for the Commuter and Transit Services Pilot Project with no increase in funding. (Staff Contact: Craig Raborn)

g. CLEAN VEHICLES AND HEAVY-DUTY DIESEL REPLACEMENT ASSISTANCE - AGREEMENTS

Request authorization of agreements for acquisition of 1 vehicle and 10 school buses; total amount \$4,594,048. (Staff Contact: Craig Raborn)

h. TOW AND GO PROGRAM – 2022 PUBLIC OUTREACH CAMPAIGN

Request authorization to buy media ads for billboards, radio airtime and social media to conduct a Tow and Go™ Public Outreach Campaign. Total amount for media buys is \$320,000. (Staff Contact: Craig Raborn)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT – NOVEMBER 2021

Request approval of the monthly financial report ending November 30, 2021. (Staff Contact: Nancy Haussler)

7. BUDGET AND SERVICE PLAN

a. PUBLIC HEARING

Public hearing on proposed H-GAC 2022 Budget and Service Plan. (Staff Contact: Chuck Wemple)

b. H-GAC 2022 BUDGET AND SERVICE PLAN

Request approval of the recommended H-GAC 2022 Budget and Service Plan. (Staff Contact: Chuck Wemple)

c. RECOMMENDED SALARY AND BENEFIT PROGRAM 2022

Request approval of the recommended employee salary ranges for 2022 and adjustment to vacation cap. (Staff Contact: Nancy Haussler)

8. COMMUNITY AND ENVIRONMENTAL PLANNING

a. SOLID WASTE MANAGEMENT GRANTS – FISCAL YEAR 2022-2023

Request authorization to contract with recommended applicants for fiscal year 2022-2023 solid waste management funds. (Staff Contact: Jeff Taebel)

9. N/A

10. N/A

11. N/A

12. EXECUTIVE DIRECTOR'S  
REPORT

13. ADJOURNMENT

## **H-GAC INVESTMENT OPTIONS**

### **Background**

H-GAC, in the normal course of operations, has funds available to invest in interest-bearing instruments. H-GAC has historically used instruments from financial institutions such as Bank of America or J.P. Morgan Chase. These investments were/are limited by the Public Funds Investment Act and H-GAC's investment policy.

### **Current Situation**

Current economic conditions have reduced the potential for earnings using the standard offerings from financial institutions. H-GAC is permitted, under state law and our policies, to invest in government-backed investment pools. The largest and most secure of these pools in Texas is TexPool. H-GAC staff recommends expanding the investment options of H-GAC by allowing investments in TexPool to improve interest earnings while protecting the underlying principle.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the Texpool Investments resolution. (Staff Contact: Nancy Haussler)

### **ATTACHMENTS:**

## **H-GAC TRAVEL POLICIES & PROCEDURES – REVISION**

### **Background**

H-GAC made minor revisions to its policy earlier this year by updating reimbursement rates and documentation requirements. This update is a comprehensive revision of the policy which incorporates updates previously approved in September, as well as other policies needed to provide sound management of travel expenses and compliance with grantor requirements.

### **Current Situation**

This version of the Travel Policy includes guidance for staff on items such as baggage fees, car rentals, deadlines for submission, and prior approval requirements. The last major revision of the policies and procedures was in 1999. Since that time, H-GAC has automated its travel process. This revision incorporates the policies and procedures which include the technological enhancements.

### **Funding Source**

Grantor Agreements

### **Budgeted**

Yes

### **Action Requested**

Request authorization and acceptance of the revised travel policy. (Staff Contact: Nancy Haussler)

### **ATTACHMENTS:**

- Revised H-GAC Travel Policies & Procedures PDF

# **H-GAC TRAVEL POLICIES AND PROCEDURES**

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## OVERVIEW

### TYPE

### RATE

**MOTOR VEHICLE MILEAGE** (privately owned vehicle)

56 cents per mile through December 31, 2021  
See [Texas Comptroller of Public Accounts TexTravel](#) for current rates

**AIR FARE**

Lowest available rate

### **MEALS AND LODGING**

*In-State and Out-of-State Non-Overnight*

Meals (receipts not required, expenses itemized)

Up to \$36/day

*In-State and Out-of-State Overnight*

Meals (receipts not required, expenses itemized)

Lodging (receipt required)

Up to the maximum rates established in the [GSA's Federal Domestic Maximum Per Diem](#) rates for the applicable federal fiscal year.

If the city is not listed in the GSA schedule, use the county in which the city is located.

For locations not listed (city or county), the following rates apply:

- Meals, up to \$59/day
- Lodging, up to \$96/day

### **ALLOWABLE MISCELLANEOUS EXPENSES**

Car Rental (receipt required)

Requires justification, compact car only, and actual expense including gas

Taxi/Uber/Lyft (receipt not required, but itemized)

Actual expense

Parking (receipt required)

Actual expense

Telephone or Internet (receipt required)

Actual expense

Tolls

Actual expense

Hotel Occupancy Taxes (receipt required)

Actual expense

Sales and Use Taxes (receipt required)

Actual expense if exemption not honored

Cancellation Charges (receipt required)

Requires justification, actual expense

### **UNALLOWABLE MISCELLANEOUS EXPENSES**

|                          |                  |
|--------------------------|------------------|
| Alcohol                  | No reimbursement |
| Entertainment            |                  |
| Tips and Gratuities      |                  |
| Dry Cleaning and Laundry |                  |

### NOTES

1. Travel expense reimbursement is not a per diem. H-GAC employees must claim the actual expenses incurred for meals and lodging, not to exceed the maximum allowable rates. The maximum may not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. The reimbursement limit applies without a carry-over from another day.
2. H-GAC uses Concur Travel Software to request permission and report expenses by H-GAC employees who travel to perform work. H-GAC's travel policy and regulations are incorporated into Concur, including the GSA federal maximum per diem and mileage rates as they change. Concur is available to staff through the Travel and Expenses page on SharePoint. You may also access quick training videos and step-by-step desk aids that guide you through making a request and/or reporting travel and expenses.
3. Texas Comptroller of Public Accounts TexTravel guide  
<https://fmx.cpa.texas.gov/fmx/travel/texttravel/index.php>
4. U.S. General Services Administration Federal Domestic Maximum Per Diem Rates  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

## Chapter 1—General Travel Provisions

### 1.01 Authority and Effective Dates

This policy is intended to provide guidance for H-GAC travel consistent with the General Appropriations Act and the Travel Regulations Act, and other applicable laws and regulations including agency requirements.

This policy is effective December 21, 2021, until superseded.

### 1.02 Definitions

In the policy:

- A. ADVISORY BOARD – a board that has its primary function advising H-GAC
- B. APPROPRIATED FUNDS – funds appropriated under the General Appropriations Act
- C. AVERAGE COACH AIRFARE – the arithmetic mean of the unrestricted "Y" class fares offered by all commercial airlines to a destination
- D. BOARD – the H-GAC Board of Directors, The Gulf Coast Workforce Board and governing bodies of all component units of H-GAC composed of two (2) or more members
- E. BOARD MEMBER – an authorized member of one of the Boards (“D”) above
- F. CANCELLATION CHARGE – a fee, charge, or payment that a provider of travel services assesses or retains because of the cancellation or change of a travel reservation or other travel plan. For example, a non-refundable purchase of an airline ticket becomes a cancellation charge when the ticket becomes unusable because of changed travel plans.
- G. CHIEF ADMINISTRATOR OF AN AGENCY – the executive director of the Houston-Galveston Area Council.
- H. COMMERCIAL LODGING ESTABLISHMENT – a motel, hotel, inn, apartment, house, or similar establishment that furnishes lodging to the public for pay
- I. COMMERCIAL TRANSPORTATION COMPANY – a person that offers to the public to transport people or goods for pay
- J. CHIEF FINANCIAL OFFICER – the CFO of Houston-Galveston Area Council
- K. CONTINENTAL UNITED STATES consists of the District of Columbia and all states of the United States other than Alaska and Hawaii.
- L. COUNCIL OF GOVERNMENTS – a regional planning commission, coalition of governments, or similar regional planning agency created under Chapter 391, Local Government Code
- M. DESIGNATED HEADQUARTERS – 3555 Timmons, Houston, TX, 77027 or designated satellite offices
- N. DISABILITY – a physical or mental impairment of an individual that substantially limits one or more major life activities of the individual
- O. DESTINATION/DUTY POINT – the destination, other than a place of employment, to which an agency employee travels to conduct official agency business

- P. EXECUTIVE DIRECTOR – the sole individual who has the daily responsibility for managing the operations of a council of governments. The term does not include a member of the board. The Director of the Human Services Department acts as the Executive Director of the Workforce Board and is subordinate to the Executive Director of the council of governments.
- Q. FISCAL YEAR refers to the period beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of each calendar year.
- R. GRATUITY – something given voluntarily or beyond obligation, usually in response to or in anticipation of a service
- S. GUIDE – the H-GAC Travel Policies and Procedures
- T. H-GAC region – the thirteen counties, (Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton)
- U. INCIDENTAL EXPENSE – an expense incurred while traveling on agency business. The term includes a mandatory insurance or service charge and an applicable tax, except a tax based on the cost of a meal. The term does not include a meal, lodging, or transportation expense; a personal expense; an expense that an individual would incur regardless of whether the individual was traveling on official business; or a tip or gratuity.
- V. LEASE – a contract with a term of at least one month that gives the lessee possession and use of property or equipment while the lessor retains ownership of it
- W. LODGING EXPENSE – a charge imposed by a commercial lodging establishment as consideration for providing lodging. The term does not include money paid as a donation, gratuity, or tip to the establishment.
- X. MAY NOT is a prohibition. The term does not mean "might not" or its equivalents.
- Y. MEAL EXPENSE includes a tax that is based on the cost of a meal. The term does not include a tip, a gratuity, or a mandatory service charge paid or imposed in conjunction with a meal.
- Z. NON-WORKING HOURS – all hours in a calendar day except working hours
- AA. PERSON includes an individual, a corporation, an organization, a government or governmental subdivision or agency, a business trust, an estate, a trust, a partnership, an association, and any other legal entity.
- BB. PLACE OF EMPLOYMENT – the office or other destination at which an agency employee most frequently conducts official agency business
- CC. PROSPECTIVE AGENCY EMPLOYEE – an individual that H-GAC is considering for employment
- DD. RENTED OR PUBLIC CONVEYANCE – a motor vehicle, train, aircraft, boat, or bicycle that an employee rents or pays a fare to use for a period of less than one month
- EE. AGENCY – a council of government or workforce board that uses appropriated funds to pay or reimburse a travel expense of an employee
- FF. EMPLOYEE – an individual employed by the agency. The term includes a prospective H-GAC employee
- GG. TIP has the meaning assigned to "gratuity" in the guide
- HH. TRAVEL EXPENSE – a meal, lodging, transportation, or incidental miscellaneous expense
- II. WORKDAY – a day on which an employee is regularly required to conduct official agency business

JJ. WORKING HOURS – the hours during which an employee is regularly scheduled to conduct official agency business

### ***1.03 Applicability of the Policy***

#### **A. Conflicts with federal law.**

A travel expense may be paid or reimbursed according to the requirements of an applicable federal law or regulation. Instances where conflict occurs between this policy and federal law, federal law takes precedence.

#### **B. Payments or reimbursements of travel expenses.**

When the policy applies to a travel expense, the policy also applies to the payment or reimbursement of that expense. This policy applies to all employees, volunteers, Board Members (as noted), and committee members. Temporary staff employed through a placement agency for a specific job and limited duration will not be permitted to travel outside of the region. Mileage may be reimbursed for temporary staff only if approved in advance.

#### **C. Supporting documentation.**

The provisions of the policy concerning supporting documentation apply to a travel expense paid or reimbursed by H-GAC, regardless of whether H-GAC pays or reimburses the expense directly or pays the traveler.

### ***1.04 Applicability of This Chapter***

This chapter applies to all other chapters. If this chapter prohibits a payment or reimbursement, then the payment or reimbursement may not occur, regardless of anything stated in another chapter. Similarly, if this chapter allows a payment or reimbursement only if a precondition is satisfied, then the payment or reimbursement may not occur before the precondition is satisfied, regardless of anything stated in another chapter.

### ***1.05 Pre-Approval of Out-of-Region Travel***

Authorization for out-of-region travel must be obtained in advance from grantor agencies, if required. Additionally, out-of-region travel must be approved by management in advance of the travel departure date.

### ***1.06 Voucher and Documentation Requirements***

#### **A. Requiring additional information**

The CFO may require the submission of information not listed in a voucher and documentation requirement if the CFO determines the information is necessary to audit a voucher.

#### **B. Waiver of voucher and documentation requirements.**

The CFO may waive one or more of the Guide's voucher and documentation requirements if the waiver complies with the requirements of this subsection. The agency CFO may waive a requirement only if:

- the requirement is not based on a specific or implied requirement of a statute or appropriations provision; and
- the waiver is provided only on a voucher-by-voucher basis; and
- the CFO determines that the waiver would not unreasonably increase the risk that an improper payment or reimbursement will be made.

## ***1.07 Conservation of Funds***

### **Requirements of the Travel Regulations Act.**

H-GAC shall minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost-effective considering all relevant circumstances.

The supporting documentation for a travel expense must provide sufficient detail or justification to demonstrate that:

- a. the expense was incurred while conducting official agency business; and
- b. the activities conducted while traveling were necessary to execute official agency business; and
- c. the traveling was necessary to execute the official agency business.

## ***1.08 Fiscal responsibility of payments and reimbursements***

The CFO may question the fiscal responsibility of a payment or reimbursement even though it is technically legal.

The supporting documentation for a travel expense must satisfy all the following requirements:

- a. The supporting documentation must identify the destination to which the agency employee traveled. The address of the destination must be specified whether the location is inside or outside of Texas.
- b. The travel voucher/form must specify the nature of the official agency business conducted at each destination.

## ***1.09 Deadline for submission of claims for travel expense***

A claim for payment or reimbursement must be submitted in the travel software within 45 days from the completion of date of the travel. Multiple out-of-region trips may not be combined in one expense statement for the purpose of extending this deadline. Each out-of-region trip must be submitted on a separate expense voucher.

Routine in-region travel by employees, volunteers, board members, committee members, etc. must be submitted within 45 days. Failure to submit expense statements on a timely basis may result in a forfeiture of claim for reimbursement of travel expense under these policies.

## ***1.10 Instruction of H-GAC employees***

Management of each department of H-GAC shall instruct employees about the Travel Policies and Procedures. This document will also be made available to employees on the H-GAC intranet site. A department manager's failure or inability to instruct an employee on these policies, however, does not excuse or justify the employee's failure to comply with the applicable laws and rules regarding travel. Questions regarding these policies should be directed to CFO.

## ***1.11 Responsibilities of H-GAC employees***

An H-GAC employee shall ensure that the employee's travel complies with applicable state law and these policies. An employee may not seek payment or reimbursement of a travel expense that the employee knows or reasonably should know is not reimbursable or payable. Any travel overpayment will be deducted through employee's payroll deduction. An overpayment is an employee's receipt of a travel expense reimbursement or usage of travel cards that exceeds the amount the employee may receive under applicable law or these policies.

## **Chapter 2—Provisions Applicable to All Types of Travel Expenses**

### ***2.01 Cancellation charges***

The agency may pay or reimburse an employee for a cancellation charge if:

- the charge is incurred for a reason related to official agency business; or
- the charge is incurred for a reason related to official business that could not be conducted because of a natural disaster or other natural occurrence; or
- the charge is related to a transportation expense that was paid in advance to obtain lower rates and is incurred because the employee was unable to use the transportation because of an illness or a personal emergency.

The supporting documentation for the payment or reimbursement of a cancellation charge must satisfy all the following requirements:

- a. The supporting documentation must specify the reason for the cancellation.
- b. The supporting documentation must include proof that the cancellation charge has been paid by the individual receiving the reimbursement; if the charge is being reimbursed instead of paid directly.
- c. The supporting documentation must include the airline ticket; if the charge relates to an unused airline ticket.

## ***2.02 Prepaid travel and termination of employment***

An employee may not personally benefit from prepaid travel costs prior to his/her separation from H-GAC. An employee, who is unable to cancel reservation with a refund to H-GAC prior to his last day of employment, shall be liable for such cost upon voluntary separation from employment.

## ***2.03 Traveling to a destination during the weekend.***

H-GAC recognizes the standard workweek as Monday through Friday. For the purpose of this section, Monday begins at 12.01a.m. and Friday ends at 12.00 midnight.

A payment or reimbursement to an employee for weekend travel expenses may not exceed the employee's average weekday travel cost multiplied by the number of days in the weekend.

The agency may not pay or reimburse an employee for a weekend travel expense that would not be reimbursable had the employee incurred it on a weekday. Similarly, the meal expenses incurred at a destination on the weekend are not payable or reimbursable to the extent the expenses exceed the maximum meal reimbursement rates for that destination.

## ***2.04 Expenses incurred while qualifying for discount airfares***

The agency may pay or reimburse an employee for travel expenses incurred while staying extra days at a destination to qualify for a discount airfare if:

- the amount of the payment or reimbursement plus the discount airfare is not more than the lowest standard air coach fare between Houston and the destination; and
- the expenses are the same type of expenses incurred during the other days the employee stayed at the destination; and
- it is in the agency's interest to allow the employee to be absent from the office for the extra days.

In this section:

- The "extra days" may occur before official agency business begins or after official agency business ends at a destination.
- The lowest standard coach airfare must be based on the airfares in effect on the first day of the extended stay period.

The supporting documentation for the payment or reimbursement of a travel expense under this section must be approved by managers in advance and must show that the additional travel expenses incurred while staying extra days at a destination to qualify for a discount airfare were less than or equal to the lowest standard coach airfare between the employee's destination and Houston. The documentation must state the lowest standard coach airfare. The source used to determine the lowest standard coach airfare must also be stated.



## ***2.05 Lost or stolen tickets or similar items***

The agency may reimburse an employee for a lost or stolen ticket or similar item only if the agency determines that the loss or theft occurred despite the employee's exercise of reasonable care to safeguard it.

## **Chapter 3—Meal and Lodging Expenses**

### ***3.01 Special definition for meal expense reimbursements***

When determining the maximum that H-GAC may reimburse an employee for meal expenses, "day" means a calendar day. This definition applies to all meal reimbursements, including reimbursements involving non-overnight travel.

### ***3.02. Non-overnight out-of-region or in region meal expenses.***

H-GAC may reimburse an employee for a meal expense incurred within the region if it is mandatory and connected with training, a seminar, or a conference.

An employee is entitled to be reimbursed for meal expenses incurred on a day that the employee conducts official business outside the region for more than six (6) consecutive hours.

H-GAC may not reimburse an employee for meal expenses if the employee is outside the region for fewer than six (6) consecutive hours on the day the expenses are incurred. This prohibition does not apply to:

- a board member; or
- an executive director

According to IRS "*Publication 463, Travel, Entertainment, Gift, and Car Expenses; IRC §1.62(a)(2), Rev. Ruling 75-170, Rev. Ruling 75-432*" non-overnight meal reimbursement is taxable as a wage to employees. Any non-overnight meal reimbursement request will be processed through H-GAC payroll.

### ***3.03. Lodging expenses incurred within the region.***

Except as provided in the next paragraph, H-GAC may not reimburse an employee for a lodging expense incurred within the region.

H-GAC may reimburse an employee for a lodging expense incurred within the region if it is connected with training, a seminar, or a conference. In region lodging expense must be approved in advance by the grantor and H-GAC management.

### ***3.04. Alcoholic beverages.***

H-GAC may not reimburse an employee for the purchase of any alcoholic beverage.

### ***3.05 Overnight travel***

This section applies when an employee travels to a location outside the region with an overnight stay. The federal travel regulations contain maximum meal and lodging reimbursement rates for municipalities and counties in each state. If the regulations do not specifically list a destination, then the maximum rates for the county in which the destination is located apply.

#### **A. Meal expenses.**

An employee is entitled to be reimbursed for actual meal expenses incurred on a day that the employee conducts official business.

The reimbursement per day may not exceed the rate specified in the federal travel regulation for the destination.

#### **B. Lodging expenses.**

An employee is entitled to be reimbursed for lodging expenses incurred on a day that the employee conducts official business.

The reimbursement per day, per commercial lodging establishment may not exceed the rate specified in the federal travel regulations for the destination.

This reimbursement limit applies without a carry-over from one day to another or from one commercial lodging establishment to another.

Lodging expenses incurred at a destination the night before official agency business begins at the destination are reimbursable. Lodging expenses incurred at a destination more than one night before official agency business begins at the destination are not reimbursable unless:

- the expenses are incurred to qualify for a discount airfare according to Section 2.03; or
- traveling to the destination reasonably requires more than one day and the expenses are reimbursable.

The supporting documentation for lodging expense subject to this section must satisfy all of the following requirements:

- a. The supporting documentation for the payment or reimbursement of a lodging expense must include lodging payment receipt.
- b. The travel voucher must include a daily itemization of the lodging expenses incurred.

### ***3.06 Receipt requirements***

#### **A. Meal receipts.**

A receipt for a meal expense is not required to be included in the supporting documentation for the payment or reimbursement of meal expense.

#### **B. Lodging receipts.**

The receipt issued by a commercial lodging establishment for a lodging expense incurred by an employee or board member at the establishment must be included in the supporting documentation for the reimbursement or payment of that expense.

The lodging receipt must be original and complete. A receipt that has been altered by any person other than the commercial lodging establishment is unacceptable. A receipt to which additional information has been added is considered unaltered for the purpose of this paragraph if the additional information does not conflict with the original information on the receipt.

This paragraph applies if the individual listed on a lodging receipt is different from the employee named on the voucher. The lodging receipt is acceptable if the supporting documentation includes proof that the employee paid the lodging expenses for which the employee is claiming reimbursement. The proof may be in the form of a credit card slip, a credit card billing, a canceled check, or a receipt from the individual.

### ***3.07 Hotel occupancy taxes***

An H-GAC employee traveling on official agency business within Texas is not exempt from paying a state, county, or municipal hotel occupancy tax collected by a commercial lodging establishment. H-GAC shall reimburse the employee for the tax as an incidental expense. The tax is not classified as a lodging expense for the purpose of the maximum reimbursement rate for those expenses.

### ***3.08 Exception for certain key officials***

An individual is entitled to be reimbursed for the individual's meal and lodging expenses incurred up to federal per diem while performing the duties of the official agency business. If the individual is the chief administrative officer of the agency, then the maximum amount of that reimbursement is two (2) times the federal per diem.



## Chapter 4—Reimbursements for Mileage, Parking, and Tolls

### 4.01 General provisions

An employee is entitled to be reimbursed as provided by this chapter for the mileage incurred during the employee's use of a personally owned vehicle. The amount of a mileage reimbursement may not exceed the product of:

- the number of miles from H-GAC office to the destination or from employee's home if to the destination if working remotely from home the day of travel.
- the applicable mileage rate.

### 4.02 Mileage rate

The mileage rate is established by the State of Texas Comptroller and can be found at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>

### 4.03 Computation of number of miles

The number of reimbursable miles traveled by an employee is calculated using the route between H-GAC office or employee's home and the employee's final destination. If the employee conducts official agency business at different destinations between the H-GAC office or employee home and the final destination in one workday, then the mileage calculation can include the intermediate destinations.

If the employee is required to take an alternative route because of road construction or other obstruction, a note explaining additional miles traveled is required to support the mileage claim.

### 4.04 Coordination of travel ("four-per-car rule")

In this section, "coordination of travel" means agency employees traveling together in one personally owned or leased motor vehicle.

When coordination of travel is incurred, the agency may reimburse only one of the employees riding in the personally owned vehicle for mileage to the destination. However, mileage incurred by an employee to meet at a destination or pick up other employees to coordinate travel to the destination may be reimbursed for the following:

- the destination where agency employees meet to coordinate travel is their destination; and
- the destinations where an employee picks up other employees to coordinate travel are the employee's destinations.

### 4.05 Travel outside Texas-Mileage

#### A. General provisions.

An employee is entitled to be reimbursed for mileage when the employee uses a personally owned vehicle to travel to and from a destination outside Texas. The mileage reimbursement must be equal to the actual miles traveled between the H-GAC and the destination multiplied by the mileage rate.

Employees seeking reimbursement for mileage in lieu of traveling via commercial airlines must document the cost of a round trip coach airfare to their destination to validate that the mileage reimbursement would not exceed the cost of airfare.

#### B. Definition.

In this section, "expenses necessary to complete the flight" means the sum of:

- the number of miles between the employee's place of employment and the airport multiplied by the mileage rate; and
- necessary and reasonable expenses that would have been incurred at the airport had the employee flown, including parking fees.

**C. Destination served by commercial airlines.**

A mileage reimbursement for travel to and from a destination that is served by commercial airlines may not exceed the lesser of:

- the reimbursement that the employee would have received had the employee flown, which is equal to the average coach airfare (including taxes, security surcharges, and facilities fees) plus the expenses necessary to complete the flight; and
- the actual miles to and from the destination multiplied by the mileage rate.
- reasonable luggage fees charged by the commercial airlines in the normal course of business.

**D. Destinations not served by commercial airlines.**

A mileage reimbursement for travel to and from a destination that is not served by a commercial airline may not exceed the sum of:

- the average coach airfare (including taxes, security surcharges, and facilities fees) to the locale served by a commercial airline that is closest to the destination; and
- the number of miles between the locale and the destination multiplied by the mileage rate; and
- the expenses necessary to complete the flight.

**E. Exception for group travel.**

This subsection applies when at least two (2) H-GAC employees travel together to and from a destination outside Texas in a personally owned vehicle.

The mileage reimbursement to the owner is equal to the lesser of:

- the mileage rate multiplied by the number of miles between the place of employment of the owner and the employees' destination; and
- the limit established by Subsection (C) or (D) of this section, as applicable.

When calculating the limit established by Subsection (C) or (D) of this section, the cost comparison must include the total cost had each employee flown to the destination, using the average coach airfare.

If Subsection (C) or (D) of this section applies to a mileage reimbursement, then the supporting documentation for the reimbursement must:

- a. show how the reimbursement does not exceed the subsection's limit on the reimbursement; and
- b. state the average coach airfare for the destination as of the date the travel began; and
- c. state the source used to determine the average coach airfare.

***4.06 Travel to a residence, airport, destination, or a place of employment***

**A. Travel between a residence and an airport.**

When an employee travels between the employee's residence and the airport, H-GAC may reimburse the employee for the employee's actual mileage at the mileage rate.

## B. Travel between a residence and a place of employment.

H-GAC may not reimburse an employee for mileage when the employee travels between the employee's residence and the employee's place of employment unless:

- an extraordinary circumstance necessitates the travel; and
- the travel occurs during non-working hours.

In this subsection, "extraordinary circumstance" means an event that:

- threatens the public health or safety; or
- has caused or threatens to cause damage to public property.

The starting time of the travel determines whether the travel occurs during non-working hours.

The supporting documentation for a mileage reimbursement subject to this subsection must:

- a. specify the employee's normal working hours; and
- b. include a description of the extraordinary circumstance requiring the travel; and
- c. state the starting time of the travel.

### **4.07 Parking**

Except as otherwise provided by this section, H-GAC may reimburse an employee for a parking expense incurred when the employee travels in a leased motor vehicle or a personally owned motor vehicle.

H-GAC may not reimburse an employee for a parking expense incurred at a destination if all the mileage incurred to reach the destination is not reimbursable.

A parking expense incurred by an individual while dropping off or picking up an employee at the airport is reimbursable.

The supporting documentation for the reimbursement of a parking expense must satisfy all the following requirements.

- a. The supporting documentation must list each day the expense was incurred. The listing of a range of days satisfies this requirement.
- b. The supporting documentation must list the amount of the expense that was incurred each day. If the amount was the same for each day, then listing the amount only once satisfies this requirement.
- c. A receipt for the expense is not required to be included in the supporting documentation.

### **4.08 Tolls**

Except as otherwise provided by this section, the agency may reimburse an employee for tolls paid when the employee travels in a personally owned or leased motor vehicle.

H-GAC may not reimburse an employee for tolls paid:

- while operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable; or
- while operating a rented motor vehicle if the rental cost is not reimbursable.

Receipts are not required for toll expense but must be itemized on the travel expense report.

## **Chapter 5—Travel by Rented or Public Conveyance**

### ***5.01 Supporting documentation requirements***

This section specifies the supporting documentation requirements for the reimbursement of H-GAC employees for the expense of transportation by rented or public conveyance. Section 5.06 specifies the supporting documentation requirements for the agency's payment of that expense to a commercial transportation company, a credit card issuer, or a travel agent.

#### **A. Commercial air transportation.**

A passenger receipt issued by a commercial airline company must be included in the supporting documentation for a reimbursement of the cost of transportation on the airline. If a travel agent was used, a copy of the travel agency receipt is required.

The passenger receipt must be complete. A receipt that has been altered by any person other than the airline is unacceptable. A receipt to which additional information has been added is considered unaltered for the purpose of this paragraph if the additional information does not conflict with the original information on the receipt.

If the employee's airfare is charged to the company credit card prior to departure, the employee need only document that the travel was authorized in advance. Documentation supporting the charge to the credit card would follow the normal procedures of a purchase requisition.

#### **B. Rental of motor vehicles.**

H-GAC participates in the State of Texas contract for rented vehicles. Employees must utilize this service unless the employee can document reduced cost to H-GAC by using a different vendor.

Employees are required to use a rental vehicle when employees routinely conduct H-GAC business outside of H-GAC office. The vehicle rental period is allowed from Monday thru Friday only. If for any reason an employee needs to use the rental vehicle through the weekend, a pre-approval from supervisor or management is required for H-GAC to reimburse the weekend rental costs.

Cost of vehicle will be directly billed to H-GAC if the state contract is used. If the employee does not use the state contract, he must furnish an original receipt which reflects the dates of rental, the name of the renter, and type of vehicle rented.

H-GAC will reimburse the cost of a compact vehicle to be used for business purposes only. Cost for additional drivers, additional insurance coverage, or additional service will not be reimbursed.

The rental of larger vehicles than a compact must be supported with a business-related reason and approved in advance by the grantor.

If any incident occurs during the rental period of the motor vehicle and the incident causes damage to the vehicle, the employee should file a damage report at any rental location within 24 hours of the incident. This allows the rental agency to file a report with the state contract insurance.

#### **C. Travel by mass transit, taxi, or limousine.**

H-GAC may reimburse an employee for the actual cost of transportation by bus, subway, other mode of mass transit, or taxi.

If a taxi is shared by two (2) or more employees, then only the employee who paid for the taxi may be reimbursed by that expense. The other employees may be reimbursed only for charges imposed on an individual-by-individual basis.

H-GAC will not pay for limousine service unless approved in advance by the Executive Director.



This paragraph applies when an employee uses a bus, subway, other mode of mass transit or taxi to travel between the employee's residence on the one hand and the employee's place of employment or destination or the nearest airport on the other. The comparisons required by section 4.06 must be used to determine the maximum amount of the employee's reimbursement.

#### D. Travel by railroad, boat, bike, or motor vehicle.

This subsection applies only to travel by railroad, boat, bike, or motor vehicle that is not covered by Subsection (A), (B), or (C) of this section. Except as otherwise provided by this subsection, a receipt from a commercial transportation company must be included in the supporting documentation for a reimbursement of the expense of traveling by rented or public conveyance.

The receipt must be original and complete. A receipt that has been altered by any person other than the commercial transportation company is unacceptable. A receipt to which additional information has been added is considered unaltered for the purpose of this paragraph if the additional information does not conflict with the original information on the receipt.

The name of the employee and company, the travel dates, the mode of transportation, and an itemization of the expenses incurred must be included on the receipt.

### ***5.02 Direct payment of transportation expenses***

#### A. Direct payment of transportation expense.

H-GAC may request a commercial transportation company to bill the agency directly for the expense of transporting the agency's employees by rented or public conveyance. The agency must require the company to submit an invoice to the agency monthly at least for the transportation.

H-GAC may directly pay a credit card issuer or travel agency for the expense of transporting the agency's employees by rented or public conveyance. The limitations that apply to a direct payment to a commercial transportation company also apply to a direct payment to a credit card issuer or travel agency.

H-GAC may directly pay a commercial transportation company, credit card issuer, or travel agency before an employee travels if the company offers lower rates for the transportation on the condition that it is paid for in advance.

Notwithstanding anything in this section:

- H-GAC may not directly pay a transportation expense if any other section of the policy would prohibit the agency from reimbursing an employee for the expense; and
- the amount of the agency's direct payment of a transportation expense may not exceed the maximum amount that could be reimbursed to an employee for that expense.

Except as provided in the following voucher and documentation requirements, the supporting documentation for a payment to a commercial transportation company, a credit card issuer, or a travel agent for a transportation expense must include the same receipts, statements, and other information that would be required to be included in the supporting documentation for the reimbursement of an employee for that expense. If the payment is made before the transportation occurs, then the supporting documentation also must include a statement that the payment was made in advance to obtain a lower rate.

#### B. Employee use of a travel card.

H-GAC participates in the State of Texas travel card program. This card allows H-GAC employees to request a travel credit card to use for allowable travel related expenses while traveling out of region. The card should be requested by the employee no less than 7 days prior to departure. Employees acknowledge as an accommodation of using the card that only allowable expenses consistent with these policies are permitted. Employees are required to reconcile charges to the card within 30 days of completion of their travel or before employee's next travel request whichever is earlier by submitting their travel expense report in Concur. Employees agree that any unallowable charges will be reimbursed by the employee by payroll deduction.

### ***5.03 Combining personal business with H-GAC***

If an employee travels for the dual purpose of conducting H-GAC business and attending to personal business, H-GAC will reimburse those expenses that would have been incurred had the employee not combined personal business in the trip.

Examples:

#1 Employee travels to Florida on H-GAC business. Cost of airfare to Florida is \$250. The plane has a scheduled stop in Atlanta. Employee stays overnight in Atlanta to visit Family. There is no additional cost imposed by the airline to fly the next day from Atlanta to Florida. H-GAC will reimburse the total trip.

#2 Same facts as in the above example, however, the airline imposes additional fare of \$75. The additional cost will not be reimbursed by H-GAC.

The supporting documentation for the reimbursement of a transportation expense subject to this subsection must state the cost of the type of transportation that would have been used to transport the employee between the employee's designated headquarters and destinations had the employee not conducted personal business during the trip.

### ***5.04 Frequent flyer miles and other awards or discounts***

Section 39.02, Penal Code.

Frequent flyer miles and other awards or discounts given for frequent use of a commercial airline or motor vehicle rental company are not "things of value" belonging to H-GAC for purposes of TEX. PEN. CODE ANN. § 39.02 (Vernon 1994) because of the administrative difficulty and cost involved in recapturing the award for H-GAC.

## **Chapter 6—Special Provisions**

### ***6.01 H-GAC employees who have disabilities***

H-GAC may reimburse an employee with a disability for attendant care and other necessary expenses incurred when the employee travels

When an attendant transports an employee with a disability in a personally owned motor vehicle, the reimbursement rates and procedural requirements in Chapter 4 apply.

H-GAC may reimburse an employee with a disability for the first class airfare of the employee and the employee's attendant if the airfare was either medically necessary or the only available airfare. The agency may reimburse an employee with a disability for the business class airfare of the employee and the employee's attendant if the airfare was medically necessary or a lower airfare was not available.

Instead of reimbursing an employee for attendant care and other necessary expenses, H-GAC may reimburse the attendant for those expenses or pay a commercial transportation company directly for transportation or a commercial lodging establishment directly for lodging.

The supporting documentation for the reimbursement or payment of attendant care expenses must indicate that the employee has a disability and that the attendant care was deemed necessary. The name of the attendant and original, complete, and unaltered receipts for the attendant's expenses must be included in the documentation. A receipt that has been changed by the provider of the receipt is considered unaltered for the purpose of this paragraph. In addition, a receipt to which additional information has been added is considered unaltered for the purpose of this paragraph if the additional information does not conflict with the original information on the receipt.

The supporting documentation for the reimbursement or payment of airfare other than coach airfare must state that the upgrade airfare was medically necessary for the employee, if another airfare was available.

Attendant care and related expenses are classified as incidental expenses.

### ***6.02 Prospective H-GAC employees***

H-GAC may provide advance authorization to a prospective employee to visit the agency for an interview and may:

- reimburse the prospective employee for a travel expense incurred as a result of visiting the agency; or
- pay a vendor for a travel expense incurred by the prospective employee as a result of visiting the agency.

H-GAC shall treat a prospective employee as an agency employee for the purposes of reimbursing or paying a travel expense of the prospective employee. The amount of the payment or reimbursement is limited to the amount that may be paid or reimbursed for travel expenses incurred by any individual who holds the position for which the prospective employee is being considered.

H-GAC will not issue a travel card to a prospective employee.

The voucher and documentation requirements for a payment or reimbursement subject to this section are the same as those for the payment or reimbursement of a travel expense incurred by an employee.

The supporting documentation must include a lodging receipt that complies with Sections 3.03 or 3.05, regardless of the type of position for which the prospective employee was interviewed or evaluated.

### **6.03 Incidental expenses**

#### **A. Reimbursable expense**

An H-GAC employee is entitled to be reimbursed for the following expenses if they are incurred for an official agency business reason. This is only a partial list:

1. Hotel occupancy or similar taxes for which an employee is entitled to be reimbursed
2. Gasoline charges when rented or leased motor vehicles are used (receipt required)
3. Toll charges
4. Mandatory charges by a commercial lodging establishment other than the room rate and additional person's charges
5. Books or documents purchased for and while attending a seminar or conference that are applicable to the job (receipt required)
6. Sales and use taxes if either the applicable law does not provide an exemption from those taxes or the procedure for claiming a legally available exemption is not honored by the person collecting the taxes (Sales and use taxes assessed on meals are not incidental expenses.)
7. Parking
8. Attendant care and related expenses
9. Baggage charges only to the extent that the airlines charges for the first piece of luggage per flight (receipt required)

#### **B. Non-reimbursable expenses.**

The following expenses are not reimbursable, regardless of whether they are incurred while conducting official agency business. This is only a partial list:

1. Any expense that does not relate to official agency business.
2. Any expense, except for parking and toll expenses, that is related to the operation of a personally owned or leased motor vehicle.
3. Tips or gratuities.
4. Excess baggage charges for personal belongings beyond one bag.
5. Personal expenses, such as the rental or purchase of video entertainment, any alcoholic beverage, dry cleaning, or laundry.

### **6.04 Sales and use taxes.**

Except for the voucher and documentation requirements, this section applies only to sales and use taxes assessed under Texas law.

An H-GAC employee must pay the sales and use tax on a taxable item that the employee purchases while traveling on official agency business if the item is for personal use. The mere fact that the employee purchases the item while traveling on official agency business does not convert the item from taxable to non-taxable. This principle applies even if the item is reimbursable by the agency. Meal expenses and parking fees are examples of reimbursable items for which the sales and use tax must be paid.

An item that an employee purchases, leases, or rents for agency use is not subject to sales and use tax if the employee properly issues an exemption certificate to the seller of the item. Computers, cameras, film, equipment, and books are examples of items on which the sales and use tax is not due when used by the agency.

## **GEOGRAPHIC INFORMATION SYSTEM SOFTWARE MAINTENANCE – AGREEMENT RENEWAL**

### **Background**

Each year the Data Services Department renews a maintenance agreement covering Geographic Information System (GIS) software with the Environmental Systems Research Institute, Inc. (ESRI). The contract coverage includes technical support services and continual upgrades to the software system provided by Environmental Systems Research Institute, Inc. ArcGIS software is used for mapping, data analysis and various web mapping services to H-GAC Geographic Information System users and the public.

### **Current Situation**

H-GAC relies on Environmental Systems Research Institute, Inc. software products for maintaining and processing Geographic Information System mapping data for 9-1-1, transportation, and environmental programs. The total license maintenance and support renewal cost for 2022 will be \$64,100 and will provide licensing availability for 60 Geographic Information System users at H-GAC.

### **Funding Source**

GIS Cost Pool

### **Budgeted**

Yes

### **Action Requested**

Request approval to renew annual maintenance and support agreement with Environmental Systems Research Institute (ESRI); total amount is \$64,100. (Staff Contact: Tanya Nguyen)

## **WORKFORCE CONTRACT – VIRTUAL REALITY**

### **Background**

The Texas Workforce Commission has established a Virtual Reality Career Exploration pilot project to provide more students with engaging labor market information, encourage hands-on career exploration, and help students make more informed decisions about their education and career decisions.

As a part of this project, the Commission provided the Gulf Coast Workforce Board with funds to purchase and deploy virtual reality headsets and training software.

### **Current Situation**

We issued a request for proposals in November 2021 seeking a qualified contractor to provide a classroom set of at least 25 virtual reality career exploration tools that immerse users into occupational experiences. We received proposals from TRANSFR VR and PIXOVR, Corp. We scored the TRANSFR VR proposal first and the PIXOVR proposal second.

Upon approval of this request, we will deploy the virtual reality tools in our current work with local school districts providing labor market information and career exploration activities.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request approval to contract with TRANSFR VR for a virtual reality training subscription to include at least 25 virtual reality headsets and associated software for a total amount of \$133,333. (Staff Contact: Mike Temple)

## **CITY OF CONROE COMMUTER AND TRANSIT SERVICES PILOT PROJECT – AGREEMENT EXTENSION**

### **Background**

The City of Conroe's Commuter and Transit Services Pilot Project offers transit services from the Conroe Park and Ride to the Central Business District in downtown Houston and the Texas Medical Center. The Board of Directors authorized H-GAC to enter into funding agreement with the City of Conroe with an amount not to exceed to \$2,319,026 for a period of three years ending on March 31, 2022. The service began on April 1, 2019.

### **Current Situation**

Due to the decrease in transit ridership resulting from the COVID-19 pandemic, H-GAC and the City of Conroe are proposing a one-year no cost extension of the agreement for the Commuter Service Transit and Pilot Project through March 31, 2023. The existing funding agreement between H-GAC and Texas Department of Transportation for this project allows for the extended period.

### **Funding Source**

Federal – Congestion Management and Air Quality Funds

### **Budgeted**

Yes

### **Action Requested**

Request authorization to extend the agreement period with the City of Conroe to allow a fourth year of pilot service for the Commuter and Transit Services Pilot Project with no increase in funding. (Staff Contact: Craig Raborn)

## **CLEAN VEHICLES AND HEAVY-DUTY DIESEL REPLACEMENT ASSISTANCE – AGREEMENTS**

### **Background**

The Clean Vehicles and Heavy-Duty Diesel Replacement Assistance Programs are designed to offset the added cost of replacing or retrofitting older, high-emission, diesel and gasoline engines with cleaner, low-emission engines. The primary goal of the program is to reduce nitrogen oxides (NO<sub>x</sub>), a critical component in the formation of ground-level ozone.

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

### **Current Situation**

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

H-GAC has two proposals that meet emission and cost-effectiveness criteria. H-GAC staff recommends contracting with these entities to replace one vehicle and ten school buses for a total amount of \$4,594,048 as shown in the attached Table 1.

### **Funding Source**

Federal Funds – US Department of Transportation and US Environmental Protection Agency

### **Budgeted**

Yes

### **Action Requested**

Request authorization of agreements for acquisition of 1 vehicle and 10 school buses; total amount \$4,594,048. (Staff Contact: Craig Raborn)

### **ATTACHMENTS:**

▫ Table 1

Table



**Table 1 - Clean Vehicles, Heavy Duty Diesel Replacement Program**

| <b>Applicant</b>  | <b>Number of Vehicle/ Buses Replaced</b> | <b>Total Project Amount</b> | <b>USDOT Amount</b> | <b>USEPA Amount</b> | <b>Contractor Amount</b> | <b>Total NO<sub>x</sub> Emission Reductions Received (tons/year)</b> |
|-------------------|--|-----------------------------|---------------------|---------------------|--------------------------|--|
| Cy-Fair<br>ISD    | 10                                       | \$4,433,030.00              | \$3,216,145.63      |                     | \$1,216,884.37           | 0.492  |
| David<br>Quintero | 1  | \$161,017.84                |                     | \$80,508.92         | \$80,508.92              | 0.297  |
| Total             | 11                                       | \$4,594,047.84              | \$3,216,145.63      | \$80,508.92         | \$1,297,393.29           | 0.789  |

**GRAND TOTAL     \$4,594,047.84**

## TOW AND GO PROGRAM – 2022 PUBLIC OUTREACH CAMPAIGN

### Background

The Tow and Go™ Program is a regional incident management program that removes stalled vehicles from area freeways where the program is active. The program has been ongoing since May 2018 and has performed over 111,000 “No Cost” tows as well as nearly 84,000 other assists that helped keep traffic moving on the area freeways. To continue to educate the traveling public on the Tow and Go™ Program, the Houston-Galveston Area Council will conduct a media campaign to increase awareness about the program.

### Current Situation

The outreach campaign will include advertisements with various media outlets to reach drivers traveling on freeways in the Tow and Go™ Service areas. The campaign will include 15-seconds and 30-seconds videos, radio announcements, billboards, digital banners and social media advertising in English and Spanish. Media buys will be conducted by the H-GAC Communications Department. Based on the current Tow and Go™ coverage area, a list of potential vendors and estimated budget for each is listed below:

|                           |           |   |
|---------------------------|-----------|---|
| Digital Advertising       | \$50,000  | Houston Chronicle, ABC 13, KRPC, KHOU, Google Ads |
| Social Media Advertising  | \$30,000  | Facebook, Twitter, Instagram, LinkedIn, YouTube   |
| Radio Advertising         | \$138,000 | KRBE, KKBQ, KGLK, TTWN, KTBZ, KOVE                |
| Billboard                 | \$100,000 | Clear Channel Outdoor                             |
| News Release Distribution | \$2,000   | Businesswire, Newswire                            |

The proposed timeline for the campaign is from January 2022 through December 2022.

### Funding Source

Federal Funds – Texas Department of Transportation

### Budgeted

Yes

### Action Requested

Request authorization to buy media ads for billboards, radio airtime and social media to conduct a Tow and Go™ Public Outreach Campaign. Total amount for media buys is \$320,000. (Staff Contact: Craig Raborn)

## MONTHLY FINANCIAL REPORT – NOVEMBER 2021

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the monthly financial report ending November 30, 2021. (Staff Contact: Nancy Haussler)

### **ATTACHMENTS:**

- ▢ Monthly Financial Report – November 2021      Cover Memo

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Eleven Months Ended November 2021**

|   | Budget<br>Year to date | Actual<br>Year to date | Variance<br>Dollar  | %    |
|---|------------------------|------------------------|---------------------|------|
| <b>Combined Revenues and Expenditures</b> |                        |                        |                     |      |
| Revenues                                  | \$ 372,153,601         | \$ 315,286,795         | \$ (56,866,806)     | -15% |
| Expenditures                              | (371,638,735)          | (313,350,588)          | 58,288,147          | -16% |
| <b>Change in Combined Fund Balance</b>    | <b>\$ 514,865</b>      | <b>\$ 1,936,206</b>    | <b>\$ 1,421,342</b> |      |

| <b>Change in Fund Balance by Fund Type</b>       |                     |                     |                   |  |
|--|---------------------|---------------------|-------------------|--|
| Change in fund balance - General Fund            | \$ 73,778           | \$ 218,789          | \$ 145,011        |  |
| Change in fund balance - Gulf Coast Regional 911 | 820,883             | 1,587,197           | 766,314           |  |
| Change in fund balance - Enterprise Fund         | 224,807             | 130,221             | (94,586)          |  |
| <b>Total Change in Fund Balances</b>             | <b>\$ 1,119,468</b> | <b>\$ 1,936,207</b> | <b>\$ 816,739</b> |  |

**Variance Analysis**

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

\*\*\* The Cooperative Purchasing program has contributed a \$154,790 an increase toward the Enterprise fund balance YTD, and the Energy Purchasing Corporation is reflecting a (\$10,295) decrease to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Eleven Months Ended November 2021**

|  | Annual Budget         | Budget Year to Date   | Actual Year to Date   | Variance Dollar        | %           |
|--|-----------------------|-----------------------|-----------------------|------------------------|-------------|
| <b>Revenues</b>                                    |                       |                       |                       |                        |             |
| <b>General and Enterprise Fund</b>                 |                       |                       |                       |                        |             |
| Membership dues                                    | \$ 395,538            | \$ 395,538            | \$ 361,328            | \$ (34,210)            | -9%         |
| HGAC Energy Purchasing Corporation (a)             | 90,000                | 82,500                | 73,768                | (8,732)                | -11%        |
| Cooperative Purchasing fees (b)                    | 5,500,000             | 5,041,667             | 3,932,805             | (1,108,862)            | -22%        |
| Gulf Coast Regional 911 fees                       | 2,728,558             | 2,501,178             | 3,722,063             | 1,220,885              | 49%         |
| Interest Income (c)                                | 25,000                | 22,917                | 3,105                 | (19,812)               | -86%        |
| Other  | 5,667,519             | 5,195,226             | 4,037,092             | (1,158,134)            | -22%        |
| <b>Total General and Enterprise Fund revenues</b>  | <b>\$ 14,406,615</b>  | <b>\$ 13,239,025</b>  | <b>\$ 12,130,162</b>  | <b>\$ (1,108,864)</b>  | <b>-8%</b>  |
| <b>Special Revenue Fund</b>                        |                       |                       |                       |                        |             |
| Federal Grant (d)                                  | \$ 3,483,782          | \$ 3,193,467          | \$ 287,856            | \$ (2,905,611)         | -91%        |
| State Grants                                       | 388,059,391           | 355,721,108           | 302,868,776           | (52,852,333)           | -15%        |
| <b>Total Special Revenue Fund revenues</b>         | <b>\$ 391,543,173</b> | <b>\$ 358,914,575</b> | <b>\$ 303,156,631</b> | <b>\$ (55,757,944)</b> | <b>-16%</b> |
| <b>Total Revenues</b>                              | <b>\$ 405,949,788</b> | <b>\$ 372,153,601</b> | <b>\$ 315,286,793</b> | <b>\$ (56,866,808)</b> | <b>-15%</b> |
| <b>Expenditures</b>                                |                       |                       |                       |                        |             |
| Personnel  | \$ 27,109,725         | \$ 24,850,581         | \$ 24,187,337         | \$ (663,244)           | -3%         |
| Pass-through funds - grant (e)                     | 363,718,774           | 333,408,876           | 276,973,809           | (56,435,067)           | -17%        |
| Consultant and contract services                   | 8,030,158             | 7,360,978             | 7,541,321             | 180,343                | 2%          |
| Lease of office space                              | 1,851,444             | 1,697,157             | 1,580,031             | (117,127)              | -7%         |
| Equipment (g)                                      | 1,920,640             | 1,760,587             | 515,540               | (1,245,047)            | -71%        |
| Travel (f)   | 263,448               | 241,494               | 81,203                | (160,291)              | -66%        |
| Other expense                                      | 2,529,886             | 2,319,062             | 2,471,346             | 152,284                | 7%          |
| <b>Total Expenditures</b>                          | <b>\$ 405,424,075</b> | <b>\$ 371,638,735</b> | <b>\$ 313,350,587</b> | <b>\$ (58,288,148)</b> | <b>-16%</b> |
| <b>Excess of Revenues over(under) Expenditures</b> | <b>\$ 525,713</b>     | <b>\$ 514,865</b>     | <b>\$ 1,936,206</b>   | <b>\$ 1,421,341</b>    |             |

**Variance:**

- a) The Energy Purchasing Corporation will not meet revenue projections this year. A new vendor has been engaged to improve performance, but results may lag in the short-term.
- b) Cooperative Purchasing is not meeting projections due to supply chain issues; however, activity in the program is robust and revenue projections may carry forward into 2022 before being realized.
- c) Interest income is down due to the Federal Reserve holding interest rates low. H-GAC will have some investment maturities before the end of the year.
- d) Federal pass-through revenue and expense in an EPA program administered by the Transportation department is delayed in 2021. This funding and revenue will be included in the 2022 fiscal year budget.
- e) Pass-through expenses and corresponding revenue is down in three major program areas: Transportation, Workforce, and Aging Services. All three received additional funds during the year which have not been spent. The grantors are allowing most of this money to carry forward into 2022.
- f) The travel budget anticipated that COVID restrictions would end in 2021. We have seen some easing of restrictions and requests for in-person events that include in-region and out-of-region travel, but this expense will be less than we forecast earlier this year.
- g) Equipment budget included a tenant improvement allowance for modifications to H-GAC's office space. While some funds have been spent on planning these renovations, the bulk of the renovation will occur in 2022 after Board approval.

## **PUBLIC HEARING**

### **Background**

A public hearing is held annually at the Houston-Galveston Area Council located at 3555 Timmons Ln. Houston, TX 77027, to take questions or comments on the proposed agency operating budget for the upcoming fiscal year. The public hearing is held in December following a Budget workshop in October and a presentation of the draft Budget in November.

### **Current Situation**

This year, in accordance with the Attorney General's suspension of certain Open Meetings Acts requirements pursuant to the Governor's COVID-19 Disaster Declaration, a public hearing will be held via webinar to receive questions or comments from members of the public on the proposed 2022 H-GAC Annual Budget and Service Plan.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Public Hearing on proposed H-GAC 2022 Budget and Service Plan. (Staff Contact: Chuck Wemple)

## **H-GAC 2022 BUDGET AND SERVICE PLAN**

### **Background**

H-GAC staff prepares an annual budget and service plan setting out recommended program and financial priorities for the Council.

In 2022, H-GAC maintained excellent service, responded to the region's needs during COVID-19 and pursued continuous improvement and exploration. We also elevated policy conversations through our Water Resources Committee and Transportation Policy Council.

### **Current Situation**

The annual budget review includes an initial draft presentation which was conducted at our meeting on October 19. The Board received a presentation on a revised draft on November 16 which included a slight increase from October. At the December 21 meeting there will be a Public Hearing and final review for possible adoption.

The total unified budget for 2022 is \$479,321,669. This is a 18.23% increase from 2021 due largely to increases in our Transportation, Workforce, Community and Environmental, and Data Services programs.

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the recommended H-GAC 2022 Budget and Service Plan. (Staff Contact: Chuck Wemple)

### **ATTACHMENTS:**

▫ 2022 Proposed Budget Summary

Cover Memo

**2022 PROPOSED BUDGET AND SERVICE PLAN  
SUMMARY**

|  |          |               |                  |
|--|----------|---------------|------------------|
| Unified Budget                               |          |               | \$479,321,669    |
|  | Increase | 18.23%        | 73,897,591       |
| Pass-through funds                           |          |               | 428,461,002      |
|  | Increase | 17.80%        | 64,742,228       |
| Operations                                   |          |               | 50,860,667       |
|  | Increase | 21.95%        | 9,155,365        |
| Increases                                    |          |               |                  |
| Workforce                                    |          | 18.69%        | 64,543,621       |
| Transportation                               |          | 21.44%        | 4,276,845        |
| Shared Services                              |          | 44.79%        | 1,756,860        |
| Local Capital                                |          | 110.55%       | 1,473,800        |
| Aging  |          | 9.61%         | 1,487,312        |
| Community & Environmental                    |          | 17.64%        | 751,969          |
| Data Services                                |          | 13.19%        | 576,601          |
| Decreases                                    |          |               |                  |
| Public Services                              |          | 9.12%         | 964,567          |
| Local Activities                             |          | 3.86%         | 4,850            |
| Employee Benefits                            |          |               |                  |
| Released Time                                |          | 14.47%        | \$3,053,236      |
| Insurance, Retirement and<br>Social Security |          | <u>31.83%</u> | <u>6,715,640</u> |
| Total Benefits & Release Time                |          | 46.30%        | \$9,768,876      |



## **RECOMMENDED SALARY AND BENEFIT PROGRAM 2022**

### **Background**

H-GAC operates under a policy-oriented job classification system, emphasizing:

- Common classifications of similar jobs
- Ranges structured to allow recognition of performance
- Individual evaluation of each employee
- Pay for performance

The Board annually reviews and approves agency job classifications. The classifications group comparable jobs and set the minimum and maximum salary for each job group. An individual's compensation within the range will be determined by management's evaluation of current performance and expectation of future performance. Each year the schedule is reviewed for equity using multiple data sources. This year's review has included a study of the state salary schedule, other regional councils, and our local market.

Additionally, state law requires regional councils to implement a salary classification system similar to the State of Texas compensation system. Salary classifications must be submitted to the Governor's office for review.

### **Current Situation**

A comparison of H-GAC's 2022 Proposed Salary Ranges to the State Salary Ranges for the 2022-2023 biennium is provided in the attachment. The state did not adjust their salary ranges from the previous biennium. H-GAC staff reviewed this and felt that limiting H-GAC's ranges to the state schedule would reduce H-GAC's competitiveness in the local market. Therefore, H-GAC adjusted the ranges from the state's schedule by the prevailing rate difference of 18.9% for the proposed ranges for 2022. This rate differential is provided by the Texas Workforce Commission. Modifying the salary ranges may result in some limited market adjustments for a small number of employees who are currently below the minimum of their range. This salary range will allow H-GAC to recognize performance achievement which has been included in the budget at a 4% merit pool.

Due to the pandemic, many of our long-term employees have been unable to take vacations. As a result, some of these employees are at risk of losing earned vacation time. H-GAC is requesting an adjustment of an additional 20 hours to the vacation cap to allow employees to roll forward a portion of their vacation accrual into 2022. All other benefits remain unchanged from 2021.

We recommend a salary structure which is comparable to the State's schedule with adjustments that both reflect market conditions and allow employee growth in each pay range. The proposed schedule will allow management to compensate employees on merit. H-GAC does not offer cost of living adjustments or other across-the-board adjustments. (see the attachment)

### **Funding Source**

N/A

**Budgeted**

N/A

**Action Requested**

Request approval of the recommended employee salary ranges for 2022 and adjustment to vacation cap. (Staff Contact: Nancy Haussler)

**ATTACHMENTS:**

- 2022 Pay Range Matrix PDF



| H-GAC Proposed Salary Range Matrix 2022 |                   |  |                            |          |          |                   |          |          |                    |                              |          |
|---|-------------------|--|----------------------------|----------|----------|-------------------|----------|----------|--------------------|------------------------------|----------|
| H-GAC Level                             | H-GAC Description | H-GAC Titles                             | 2022 Proposed Salary Range |          |          | 2021 Salary Range |          |          | State Salary Group | 2022-2023 State Salary Range |          |
|   |                   |  | Minimum                    | Midpoint | Maximum  | Minimum           | Midpoint | Maximum  |                    |                              |          |
| 6                                       | Professional II   | Accountant                               | \$50,228                   | \$75,639 | \$93,875 | \$42,244          | \$61,191 | \$80,137 | B-21               | \$48,278                     | \$78,953 |
| 6                                       |                   | Accounting/Finance Coordinator           |                            |          |          |                   |          |          | B-20               | \$45,158                     | \$73,788 |
| 6                                       |                   | Administrative Coordinator               |                            |          |          |                   |          |          | B-19               | \$42,244                     | \$68,960 |
| 6                                       |                   | Auditor                                  |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Communications Coordinator               |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Data Analyst                             |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Excutive Assistant                       |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Financial Analyst                        |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | GIS Analyst                              |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Human Resources Benefits Coordinator     |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Inspector                                |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Loan Coordinator                         |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Operations Analyst                       |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Outreach Coordinator                     |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Payroll Analyst                          |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Planner                                  |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Procurement Coordinator                  |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Program Coordinator                      |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Quality Assurance Analyst                |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Recruiter                                |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Specifications Coordinator               |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Systems Analyst                          |                            |          |          |                   |          |          |                    |                              |          |
| 6                                       |                   | Webmaster                                |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       | Professional I    | Accounting/Finance Specialist            | \$43,964                   | \$61,810 | \$76,630 | \$36,976          | \$51,196 | \$65,416 | B-18               | \$39,521                     | \$64,449 |
| 5                                       |                   | Administrative Assistant                 |                            |          |          |                   |          |          | B-17               | \$36,976                     | \$58,399 |
| 5                                       |                   | Audit Specialist                         |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Benefits Counselor                       |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Contract Specialist                      |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Data Specialist                          |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | GIS Specialist                           |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Human Resources Specialist               |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Information Specialist                   |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Loan Specialist                          |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Ombudsman                                |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Outreach Specialist                      |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Planner Specialist                       |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Program Specialist                       |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Quality Assurance Specialist             |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Recods Info Specialist                   |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Web Specialist                           |                            |          |          |                   |          |          |                    |                              |          |
| 5                                       |                   | Systems Specialist                       |                            |          |          |                   |          |          |                    |                              |          |
| 4                                       | Skilled III       | GIS Technician                           | \$41,518                   | \$53,539 | \$65,550 | \$32,976          | \$44,467 | \$55,957 | B-16               | \$34,918                     | \$55,130 |
| 4                                       |                   | PC Support/Helpdesk Tech Program Support |                            |          |          |                   |          |          |                    |                              |          |
| 3                                       | Skilled II        | Print and Mail Associate                 | \$35,003                   | \$46,712 | \$58,420 | \$29,439          | \$39,287 | \$49,134 | A-14               | \$31,144                     | \$49,134 |
| 3                                       |                   | Receptionist                             |                            |          |          |                   |          |          | A-13               | \$29,439                     | \$46,388 |
| 2                                       | Skilled I         | None                                     | \$31,309                   | \$40,241 | \$49,171 | \$26,332          | \$33,844 | \$41,355 | A-11               | \$26,332                     | \$41,355 |
| 1                                       | Support           | Intern                                   | \$28,276                   | \$34,861 | \$41,447 | \$23,781          | \$29,320 | \$34,859 | A-09               | \$23,781                     | \$34,859 |

## **SOLID WASTE MANAGEMENT GRANTS – FISCAL YEAR 2022-2023**

### **Background**

The Houston-Galveston Area Council has \$1,050,000 in funding from the Texas Commission on Environmental Quality (TCEQ) for fiscal year 2022-2023 solid waste grants. These funds are intended for projects that will provide direct and measurable reductions in the amount of waste going into landfills or reduce environmental risk by decreasing improper disposal of waste. Eligible grant categories are:

- Local Enforcement
- Source Reduction and Recycling
- Local Solid Waste Management Plans
- Litter and Illegal Dumping Cleanup and Community Collection Events
- Household Hazardous Waste Management
- Technical Studies
- Citizens' Collection Stations and "Small" Registered Transfer Stations
- Education and Training

We received twenty-nine applications from local governments and special districts totaling \$1,960,764. A subcommittee comprised of members, alternates, and appointees of H-GAC's Solid Waste Management Committee reviewed the proposals during applicant presentations on November 1-2, 2021, and scored them for merit, cost-effectiveness, and level of local effort. The subcommittee also identified areas in proposals where grant amounts could be reduced to allow more projects to be funded.

### **Current Situation**

On November 18, 2021, the Solid Waste Management Committee reviewed these recommendations and voted to approve and forward them to the Houston-Galveston Area Council Board of Directors. The Solid Waste Management Committee recommended full or partial funding for eighteen projects totaling \$990,135; electing to retain \$59,865 for future projects. The Solid Waste Management Committee viewed the lower-scored projects as either having a less significant regional impact or not exhibiting an immediate need. The results on the Solid Waste Management Committee final ranking, funding recommendations, and comments are shown on the following pages. The recommended list is subject to Texas Commission on Environmental Quality approval. The Solid Waste Management Committee will develop a specific recommendation for programming the \$59,865 fund balance at their January 2022 meeting.

### **Funding Source**

TCEQ Solid Waste Tipping Fees

### **Budgeted**

Yes

### **Action Requested**

Request authorization to contract with recommended applicants for fiscal year 2022-2023 solid waste management funds. (Staff Contact: Jeff Taebel)

**ATTACHMENTS:**

- ▢ Solid Waste Grant Funding Recommendations      Cover Memo

**Projects Recommended for Funding**

| Applicant                             | Project Description   | Average Score | Amount Recommended for Funding | Comments   |
|---------------------------------------|---|---------------|--------------------------------|--|
| Wharton County                        | Solid Waste Transfer Station  | 90.71         | \$100,000                      |  |
| Colorado County                       | 2021 Colorado County Household Hazardous Waste Collection and Education Program | 87.29         | \$78,465                       |  |
| City of Houston PD                    | Illegal Dumping Enforcement   | 82.83         | \$46,125                       |  |
| Walker County                         | Walker County Used Tire Recycling Events  | 81.33         | \$20,000                       |  |
| Montgomery County                     | North Montgomery County Recycle Center  | 79.86         | \$28,914                       | Cut \$250 for forklift certifications (not Solid Waste related). |
| Pasadena                              | Illegal Dumping Enforcement   | 79.71         | \$26,980                       |  |
| City of League City                   | Fall Household Hazardous Waste Event  | 77.86         | \$100,000                      |  |
| Greater Southeast Management District | GSMD Heavy Trash Abatement Project  | 77.86         | \$112,500                      |  |
| City of Houston                       | Renew, Restore, Reach Out, and Educate!   | 77.83         | \$78,500                       | Cut plastic densifier equipment (\$36,500).                      |

|  |  |       |                    |  |
|--|--|-------|--------------------|--|
| City of Bay City                       | Bay City Equipment Update  | 77.00 | \$83,000           |  |
| City of Angleton                       | The City of Angleton's Annual Community Cleanup Series                         | 76.71 | \$27,000           | Cannot pay for salary for current employee. \$6,750 cut.   |
| City of Palacios                       | Palacios Recycle Center Forklift, Boxes and Bins                               | 76.67 | \$49,694           |  |
| City of Rosenberg                      | City of Rosenberg Tire Recycling Event   | 76.29 | \$25,000           |  |
| City of Eagle Lake                     | City of Eagle Lake Community Collection Event                                  | 76.29 | \$13,735           |  |
| City of Richmond                       | City of Richmond George Park Pilot Recycling and Trash Can Replacement Program | 76.14 | \$31,068           |  |
| City of Pattison                       | City of Pattison HHW, Tire & E-SCRAP Collection Event                          | 76.14 | \$50,500           |  |
| Galveston County                       | Galveston County Illegal Dumping Prevention Project                            | 74.86 | \$55,620           |  |
| City of Pearland                       | Stella Roberts Recycling Center Service Expansion                              | 74.57 | \$63,034           | In direct competition with household hazardous waste private industry. Cut salary (\$14,400), van (\$34,231), and mailers for advertising (\$9,250). |
| <b>Amount Recommended for Funding:</b> |  |       | <b>\$990,135</b>   |  |
| <b>Amount Available:</b>               |  |       | <b>\$1,050,000</b> |  |
| <b>Balance:</b>                        |  |       | <b>\$59,865</b>    |  |



### Projects Not Recommended for Funding

| Applicant                          | Project Description  | Average Score | Grant Request |
|------------------------------------|--|---------------|---------------|
| Harris County Precinct 2           | HCP2 Illegal Dumping Cleanup Vehicle PY2022  | 74.00         | \$215,000     |
| Austin County                      | Austin County - Countywide Tire Collection Event                                     | 73.14         | \$35,000      |
| Hitchcock Police Department        | Clean Waterways  | 73.00         | \$102,941     |
| Harris County Constable Precinct 3 | Constable Sherman Eagleton Illegal Dumping Crime Prevention and Surveillance Program | 72.00         | \$45,000      |
| Austin County                      | Austin County HHW & E-SCRAP Collection Event   | 71.29         | \$52,000      |
| Galveston County                   | Galveston County Household Hazardous Waste Event                                     | 70.00         | \$137,500     |
| City of Houston                    | Houston Pick up  | 66.33         | \$41,307      |
| City of Bellaire                   | City of Bellaire Household Hazardous Waste Voucher Program                           | 65.86         | \$12,000      |
| City of Sugar Land                 | City of Sugar Land Household Hazardous Waste Collection Event                        | 64.57         | \$75,000      |
| City of Pattison                   | Local Environment Enforcement Program  | 59.29         | \$10,000      |
| Galveston County                   | Galveston County Vegetative Diversion Project  | 52.71         | \$106,000     |