



**A G E N D A**  
**HOUSTON-GALVESTON AREA COUNCIL**  
**FINANCE AND BUDGET COMMITTEE MEETING**  
**October 17, 2023, 9:00 AM**  
**3555 Timmons Lane, Conference Room 2D**  
**Houston, TX 77027**

1. CALL TO ORDER
2. N/A
3. PUBLIC COMMENTS
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. PRINTER LEASE RENEWAL  
Request authorization to negotiate a contract consistent with the proposal. (Staff Contact: Jim Rouse)
- c. HGACBUY-AMBULANCES, EMS AND OTHER SPECIAL SERVICE VEHICLES  
Request authorization of contract with Pierce Manufacturing, Inc. dba Frontline Communications for AM10-20 ambulances, EMS and other special service vehicles. (Staff Contact: Ronnie Barnes)
- d. LIVABLE CENTERS STUDIES PROGRAM – ADVANCE FUNDING AGREEMENT  
Request approval of a resolution and authorization to enter into an agreement with the Texas Department of Transportation for the Livable Centers Program in the amount of \$2,484,283. (Staff Contact: Justin Bower)
- e. WATER QUALITY MANAGEMENT PLAN CONTRACT  
Request approval to contract with the Texas Commission on Environmental Quality to conduct regional water quality planning activities; contract amount of \$234,720. (Staff Contact: Justin Bower)
- f. WORKFORCE CAREER LATTICE – INTERLOCAL AGREEMENT  
Request authorization to negotiate an interlocal agreement with Texas State Technical College to develop comprehensive regional career lattices that will significantly enhance the precision of our workforce Investments. Contract amount of \$65,000 (Staff Contact: Juliet Stipeche)
- g. WORKFORCE SOLUTIONS WEBSITE TRANSLATION  
Request authorization to negotiate a contract with MotionPoint Corporation for Spanish translation of the Workforce Solutions – Gulf Coast’s website with

associated maintenance and hosting services, with the option to renew for two additional years. Contract amount of \$60,000. (Staff Contact: Juliet Stipeche)

6. FINANCE AND BUDGET COMMITTEE

Report on activities and Committee recommendations.

a. MONTHLY FINANCIAL REPORT – SEPTEMBER 2023

Request approval of the monthly financial report ending September 30, 2023.  
(Staff Contact: Jean Mahood)

b. RECOMMENDED 2024 SALARY PROGRAM

Request approval of the recommended employee salary ranges for 2024. (Staff Contact: Teri Ramsey)

7. BUDGET SERVICE PLAN

a. ORIENTATION TO BUDGET & SERVICE PLAN

For information only; no action required. (Staff Contact: Chuck Wemple)

b. PRESENTATION OF PROPOSED H-GAC 2024 BUDGET & SERVICE PLAN

Presentation and discussion of proposed H-GAC 2024 Budget & Service Plan.  
For information only; no action requested. (Staff Contact: Chuck Wemple)

8. AUDIT COMMITTEE

a. EXTERNAL AUDITOR SELECTION

Request approval for the Executive Director to negotiate with the CPA firm recommended by the Audit Committee for external audit services; contract in the amount of \$108,000. (Staff Contact: Charles Hill)

9. COMMUNITY AND ENVIRONMENTAL PLANNING

a. HOMEOWNER WASTEWATER ASSISTANCE IN VULNERABLE COMMUNITIES

Request authorization to enter into a contract with the Galveston Bayou Estuary Program to repair or replace failing on-site sewage facilities within vulnerable communities in the lower Galveston Bay Watershed for an amount of \$365,000. (Staff Contact: Todd Running)

10. TRANSPORTATION PLANNING

a. REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING – 2024 GRANT AGREEMENT

Request authorization to enter into a project grant agreement with the Texas Department of Transportation to support regional public transportation

coordinated planning for fiscal year 2024 in the amount of \$40,000. (Staff Contact: Craig Raborn)

11. N/A

12. N/A

13. REPORTS

a. N/A

b. EXECUTIVE DIRECTOR'S REPORT

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

14. ADJOURNMENT

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

## **PRINTER LEASE RENEWAL**

### **Background**

H-GAC currently leases its color printer/copier. We need equipment with the capability to print documents on various sizes of stock; create folded and bound documents; and provide consistent color copies with acceptable published results. This requires a multi-component printer.

### **Current Situation**

The printer is now at the end of its 48-months lease term. We have considered four available contract options and have determined that the Canon - Stewart Organization offer is our best option.

### **Funding Source**

Grants

### **Budgeted**

Yes

### **Action Requested**

Request authorization to negotiate a contract consistent with the proposal. (Staff Contact: Jim Rouse)

### **ATTACHMENTS:**

▣ Print Shop Copier Bids Table

Cover Memo



**Copiers for Print Shop  
Bid Tabulation - October 4, 2023**

	<b>Monthly Lease (48)</b>	<b>COMMENTS</b>
Konica Minolta DIR Contract: DIR-CPO-4439	\$4,444.97 All color clicks .039 All monochrome clicks .009	Option 1: 2-copiers Konica Minolta AccurioPress (2) C4070s There is a \$70/month fixed service fee for the advanced finishing. Includes all parts, labor, service calls (including print controller), staples and supplies. Excludes paper. Average response time of 4.0 hours
Konica Minolta DIR Contract: DIR-CPO-4439	\$3,950.30 All color clicks .039 All monochrome clicks .009	Option 2: 2-copiers Konica Minolta AccurioPro (2) C4070 Li Includes all parts, labor, service calls (including print controller), staples and supplies. Excludes paper. Average response time of 4.0 hours
Xerox HCDE Choice Partners COOP # 21/031KN-70	\$1,359.00 \$1,214.00 \$2,144.40 \$127.00 <b>\$4,844.40</b>	Versant 280 Press Versant 280 Press Maintenance Agreement MBM 408A Automatic programmable Tabletop Folder <b>Total Monthly Amount</b> Service and Supplies included in Pricing BW Allowance: 61,150/month BW Overages: \$0.0060 Color Allowance: 45,000/month
Canon - Stewart Organization DIR -CPO-4437	\$1,967.00 \$1,310.00 \$198.00 \$1,303.50 <b>\$4,778.50</b>	V700 Full Configuration Copier V700 Semi Full Configuration Copier Desktop Folder Maintenance Agreement <b>Total Monthly Amount</b> •Includes 15,000 B/W, 45,000 Color •Overages - B/W @ .0059, Color @ .027 •Includes toner, developer, drums, labor, and maintenance supplies

**Bid Winner: Canon - Stewart Organization**

## HGACBUY-AMBULANCES, EMS AND OTHER SPECIAL SERVICE VEHICLES

### Background

The H-GAC Cooperative Purchasing Program (HGACBuy) establishes contracts for a variety of products and services through competitive solicitations. Member governments are able to use the contracts to make purchases. HGACBuy received and opened 21 responses for ambulances, EMS and other special service vehicles on August 10, 2023. The following companies submitted responses:

1075 Emergency Lighting LLC dba 10-75 Emergency Vehicles	Haskell, NJ
Alpha One Firetrucks, LLC	Duncan, OK
American Response Vehicles, Inc.*	Columbia, MO
Autocraft Group Inc. dba FastLane Emergency Vehicles	Purcellville, VA
Braun Northwest Inc.	Chehalis, WA
Chastang Enterprises-Houston, LLC dba Chastang Ford	Houston, TX
Daco Fire Equipment Inc.*	Lubbock, TX
Excellance, Inc.	Fayetteville, NC
First Priority Emergency Vehicles, Inc. dba First Priority Group	Manchester, NJ
FLYMOTION, LLC	Tampa, FL
FR Conversions, LLC	Westminster, MD
Frazer, Ltd.	Houston, TX
LDV, Inc.	Burlington, WI
Lenco Industries, Inc. dba Lenco Armored Vehicles	Pittsfield, MA
Matthews Specialty Vehicles, Inc.	Greensboro, NC
Medic Built, LLC	Kennedale, TX
Medix Specialty Vehicles, LLC*	Elkhart, IN
Osage Industries, Inc. dba Osage Ambulances	Linn, MO
Professional Ambulance Sales & Service, LLC dba SERVS	Comanche, TX
Siddons-Martin Emergency Group, LLC*	Houston, TX
VCI Emergency Vehicle Specialists LLC	Berlin, NJ

\*Joint respondent

### Current Situation

This contract is a continuation of an existing contract in our portfolio, consisting of ambulances, light/medium rescue vehicles, specialty vehicles or equipment, EMS vehicle conversion, and ambulance remounts. H-GAC Board approved award recommendations at September 19 board meeting. Siddons-Martin Emergency Group LLC, submitted a joint bid with Pierce Manufacturing

Inc. dba Frontline Communications. Due to a technical issue, this submission was not initially evaluated and not included in the original award recommendation table.

**Funding Source**

Participating local government purchasers

**Budgeted**

N/A

**Action Requested**

Request authorization of contract with Pierce Manufacturing, Inc. dba Frontline Communications for AM10-20 ambulances, EMS and other special service vehicles. (Staff Contact: Ronnie Barnes)

**ATTACHMENTS:**

▫ Award Recommendation

PDF

**HGACBuy Award Recommendation Table**  
**Ambulances, EMS & Special Service Vehicles**  
**AM10-23**

Award Recommendation	Categories
<b>Siddons Martin Emergency Group, LLC (TX Respondent); Demers Ambulance USA Inc. dba DBC; REV Ambulance Group Orlando, Inc. dba Road Rescue; REV Ambulance Group Orlando, Inc.- Wheeled Coach dba Wheeled Coach; Pierce Manufacturing Inc. dba Frontline Communications *</b>	<b>A, C, E, F, H, I</b>
Award Categories:	
A - Ambulance	F - Remount on Contractor Supplied Chassis
B - Light/Medium EMS Rescue Vehicle	G - Electric/Alternative Fuel Ambulance/EMS/Rescue Vehicle
C - Other Specialty Vehicle or Equipment	H - Ambulance/EMS/Rescue Vehicle Service/Maintenance Plans
D - EMS Vehicle Conversion	I - Ambulance/EMS/Rescue Vehicle Parts and Supplies
E - Remount Services Only	*Joint Response



## **LIVABLE CENTERS STUDIES PROGRAM – ADVANCE FUNDING AGREEMENT**

### **Background**

One of the implementation strategies to reduce reliance on single vehicle occupancy in H-GAC's 2045 Regional Transportation Plan is the Livable Centers Program.

Livable Centers are defined as places where people can live, work, and play with less reliance on their cars. Under the Livable Centers Program, H-GAC and our local partners work with communities to identify a vision and specific recommendations for a study area, that promote walkability, connectivity, and accessibility by multiple modes of transportation. As part of the development of these studies, H-GAC engages consultants to provide planning and study development services.

A total of forty-one Livable Centers studies have been completed in our region since 2008, with five currently active studies. Funding for this program is provided under an Advance Funding Agreement with the Texas Department of Transportation.

### **Current Situation**

The existing Advance Funding Agreement expires on January 31, 2025. There is substantial lead time needed to execute the next Advance Funding Agreement, at least 6-8 months from the time of application. A resolution from the board granting permission to execute the agreement is needed as part of the application package.

### **Funding Source**

Federal – Surface Transportation Block Grant Funds Funding

### **Budgeted**

Yes

### **Action Requested**

Request approval of a resolution and authorization to enter into an agreement with the Texas Department of Transportation for the Livable Centers Program in the amount of \$2,484,283. (Staff Contact: Justin Bower)

### **ATTACHMENTS:**

## **WATER QUALITY MANAGEMENT PLAN CONTRACT**

### **Background**

The Texas Commission on Environmental Quality administers Clean Water Act Section 604(b) planning funds from the U.S. Environmental Protection Agency to support a variety of planning efforts to support water quality information and improvement. As the Governor-designated agency for these water quality management planning efforts in this region, H-GAC has a long-standing contractual agreement with the Texas Commission on Environmental Quality to conduct the activities of this annual program throughout the 13-county H-GAC region.

### **Current Situation**

The fiscal year 2024 Regional Water Quality Planning program contract will be effective on the date of Board approval through August 31, 2024. Additional funding through the Bipartisan Infrastructure Law has been granted to expand the scope of the project.

Major work elements include:

- Updating service area boundaries and wastewater treatment plant outfalls, and reviewing discharge and overflow reporting data,
- Facilitating watershed protection planning and urban forestry efforts in the region,
- Facilitating the H-GAC's Natural Resources Advisory Committee,
- Reviewing funding applications to the Texas Water Development Board State Revolving Funds
- Maintaining H-GAC's regional on-site sewage facility database and administration of the Wastewater Assistance Program,
- Developing the annual regional Water Quality Management Plan Update for inclusion in the State's Water Quality Management Plan,
- Updating H-GAC's on-site sewage facility database with historical Harris County permit data,
- Targeting disadvantaged communities and vulnerable populations for outreach and education,
- Assisting jobseekers with workforce services related to the wastewater industry, and
- Determining the feasibility of using H-GAC's current on-site sewage facility Mapping Tool to host on-site sewage facility data from North Central Texas Council of Governments (NCTCOG) for use in watershed-based planning activities.

These activities provide information and support for a variety of other water quality and public health efforts in the region.

### **Funding Source**

Texas Commission on Environmental Quality

### **Budgeted**

Yes

### **Action Requested**

Request approval to contract with the Texas Commission on Environmental Quality to conduct

regional water quality planning activities; contract amount of \$234,720. (Staff Contact: Justin Bower)

## **WORKFORCE CAREER LATTICE – INTERLOCAL AGREEMENT**

### **Background**

Workforce Solutions – Gulf Coast provides financial aid scholarships for occupational training programs aimed at high-demand job sectors with commensurate wage prospects for our customers. These sought-after vocations often constitute the upper echelons of career progression pathways, also known as career lattices, which include lower-paying roles with interconnected skill sets within the same industry.

Workforce Solutions – Gulf Coast aspires to extend support for training programs associated with these lower-tier positions within career lattices, ultimately leading to occupations where we already have substantial investments. Achieving this goal necessitates the development of comprehensive career lattices underpinned by robust data, particularly identifying and delineating the lower-rung jobs progression to high skills, high growth careers.

### **Current Situation**

Workforce Solutions – Gulf Coast seeks to enter an interlocal agreement with Texas State Technical College for the creation of regional career lattices.

An accomplished and experienced labor market economist will spearhead this initiative and endeavor to formulate up to 30 distinct career lattices encompassing approximately 60 of our high-demand occupations.

The development of these career lattices will involve a meticulous process that entails identifying skill gaps through the analysis of current employment statistics, future employment projections, and consultations with pivotal local employers. Moreover, the project will scrutinize pertinent performance data from regional educational institutions offering relevant training programs. The deliverables will encompass:

- Comprehensive background information elucidating the significance of career lattices;
- A detailed account of the methodologies, data sources, and processes employed in the production of regional career lattices;
- Summarized insights gleaned from interviews with employers; and
- Guidance on how Workforce Solutions – Gulf Coast’s team members can effectively utilize career lattices to formulate personalized strategies and plans for our customers.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request authorization to negotiate an interlocal agreement with Texas State Technical College to

develop comprehensive regional career lattices that will significantly enhance the precision of our workforce investments. Contract amount of \$65,000. (Staff Contact: Juliet Stipeche)

## **WORKFORCE SOLUTIONS WEBSITE TRANSLATION**

### **Background**

Workforce Solutions - Gulf Coast maintains a website, [www.wrksolutions.com](http://www.wrksolutions.com), to provide information regarding the Gulf Coast Workforce Board, the regional labor market, how to access career services, and other required information. Because the workforce system is largely funded with federal resources, the website is subject to federal requirements to ensure reasonable access to persons with limited English proficiency. In July 2023, staff released a request for proposals to solicit a provider to perform Spanish translation and maintenance of the Workforce Solutions' website.

### **Current Situation**

Houston-Galveston Area Council received ten responses to the Request for Proposals. Team members reviewed and ranked the proposals as follows:

1. MotionPoint Corporation
2. Ideal Language Service, LLC
3. Bromberg & Associates
4. Datagain
5. Linguistica International, Inc.
6. ERC Holding Group, LLC
7. Elahi Enterprises, Inc. DBA Akorbi
8. CypressBit, LLC
9. Global Lingo
10. Capital Typing

Based on these rankings, MotionPoint Corporation was selected to perform Spanish translation and the maintenance of translation for the Workforce Solutions' website.

MotionPoint Corporation has extensive and relevant experience needed for this project. The company has provided this service to our workforce system in the past and has provided similar services to other organizations with long-term success. The evaluation team also found its proposed cost to be reasonable.

### **Funding Source**

Texas Workforce Commission

### **Budgeted**

Yes

### **Action Requested**

Request authorization to negotiate a contract with MotionPoint Corporation for Spanish translation of the Workforce Solutions - Gulf Coast's website with associated maintenance and hosting services, with the option to renew for two additional years. Contract amount of \$60,000. (Staff

Contact: Juliet Stipeche)

## MONTHLY FINANCIAL REPORT - SEPTEMBER 2023

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Request approval of the monthly financial report ending September 30, 2023. (Staff Contact: Jean Mahood)

### **ATTACHMENTS:**

- ▢ Monthly Financial Report - September 2023      Cover Memo



**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Nine Months Ended September 2023**

	<b>Budget Year to date</b>	<b>Actual Year to date</b>	<b>Variance Dollar</b>	<b>%</b>
<b>Combined Revenues and Expenditures</b>				
Revenues	\$ 340,038,897	\$ 314,097,910	\$ (25,940,987)	-8%
Expenditures	(338,923,527)	(313,286,389)	25,637,138	-8%
<b>Change in Combined Fund Balance</b>	<b>\$ 1,115,370</b>	<b>\$ 811,521</b>	<b>\$ (303,849)</b>	

<b>Change in Fund Balance by Fund Type</b>				
Change in fund balance - General Fund	\$ (406,188)	\$ (662,557)	\$ (256,369)	
Change in fund balance - Gulf Coast Regional 911	733,124	1,043,853	310,729	
Change in fund balance - Enterprise Fund	79,082	430,225	351,144	
<b>Total Change in Fund Balances</b>	<b>\$ 406,017</b>	<b>\$ 811,521</b>	<b>\$ 405,504</b>	

**Variance Analysis**

The Board approved a reduction of H-GAC's fund balance for capital improvement in 2023. As a result, the budget year to date figures shown above will amortize the use of fund balance throughout the year. The actual balance will be shown in contrast so that the reader can see the comparison between budget and actual.

\* The Cooperative Purchasing program has contributed a \$373,762 increase toward the Enterprise fund balance YTD, and the EnergyPurchasing Corporation is reflecting a \$56,463 increase to the Enterprise fund balance.

**HOUSTON-GALVESTON AREA COUNCIL  
FINANCIAL STATUS REPORT  
For the Nine Months Ended September 2023**

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Dollar	%
<b>Revenues</b>					
<b>General and Enterprise Fund</b>					
Membership dues	\$ 462,136	\$ 446,747	446,747	-	0%
HGAC Energy Purchasing Corporation (a)	75,000	54,428	107,100	52,673	97%
Cooperative Purchasing fees	5,500,000	3,929,750	3,635,901	(293,849)	-7%
Gulf Coast Regional 911 fees	2,605,121	2,677,804	2,833,487	155,683	6%
Interest Income	200,000	162,860	246,275	83,415	51%
Other	7,781,387	3,833,111	5,387,981	1,554,869	41%
<b>Total General and Enterprise Fund revenues</b>	<b>\$ 16,623,644</b>	<b>\$ 11,104,699</b>	<b>\$ 12,657,491</b>	<b>\$ 1,552,791</b>	<b>14%</b>
<b>Special Revenue Fund</b>					
Federal Grant	\$ 200,000	\$ 157,320	\$ 137,624	\$ (19,696)	-13%
State Grants	474,015,106	328,776,878	301,302,795	(27,474,083)	-8%
<b>Total Special Revenue Fund revenues</b>	<b>\$ 474,215,106</b>	<b>\$ 328,934,198</b>	<b>\$ 301,440,419</b>	<b>\$ (27,493,779)</b>	<b>-8%</b>
<b>Total Revenues</b>	<b>\$ 490,838,750</b>	<b>\$ 340,038,897</b>	<b>\$ 314,097,910</b>	<b>\$ (25,940,987)</b>	<b>-8%</b>
<b>Expenditures</b>					
Personnel	\$ 34,141,958	\$ 25,067,026	\$ 24,006,319	\$ (1,060,706)	-4%
Pass-through funds - grant (b)	431,342,942	297,454,093	275,542,457	(21,911,636)	-7%
Consultant and contract services (c)	15,392,991	9,631,394	5,256,888	(4,374,506)	-45%
Lease of office space	1,827,797	1,296,639	1,321,388	24,749	2%
Equipment	4,943,200	1,843,814	3,471,073	1,627,259	88%
Travel	687,449	310,864	290,699	(20,166)	-6%
Other expense	4,938,555	3,319,697	3,397,564	77,867	2%
<b>Total Expenditures</b>	<b>\$ 493,274,892</b>	<b>\$ 338,923,527</b>	<b>\$ 313,286,389</b>	<b>\$ (25,637,138)</b>	<b>-8%</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ (2,436,142)</b>	<b>\$ 1,115,370</b>	<b>\$ 811,521</b>	<b>\$ (303,849)</b>	

**Variiances:**

*\* This month we are presenting a slightly different variance analysis format. The new analysis compares actual year-to-date expenses against the past five-year average percentage to date, which will more closely track actual revenue and expense throughout the year.*

a) The Energy Corporation has had a good year and exceeds projection levels.

b) Pass-thru expenses increased some in September. We are hoping it will continue to pick up next month as more grants approach the end cycle.

c) The consultant expenses are behind mainly in the 911 and Clean Rivers programs. Most of the consultant expenses relating to the 911 program are funded through grant funds and will not materialize until the end of the 4th quarter.

## RECOMMENDED 2024 SALARY PROGRAM

### 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, and
- Pay for performance

The Board annually reviews and approves the 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.

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 2024 Proposed Salary Ranges to the State Salary Ranges for the 2023-2024 biennium is provided in the attachment. We recommend a salary structure which is comparable to the state's schedule. 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.

### Funding Source

N/A

### Budgeted

N/A

### Action Requested

Request approval of the recommended employee salary ranges for 2024. (Staff Contact: Teri Ramsey)

### ATTACHMENTS:

▫ Pay Range Matrix 2024

Cover Memo

H-GAC Salary Range Matrix 2024									
H-GAC Level	H-GAC Description	MRP	H-GAC Titles	2024 Salary Range			State Salary Group	2023 - 2024 State Salary Range	
		Midpoint		Minimum	Midpoint	Maximum			
14	Management VI	\$279,725	Executive Director	\$214,200	\$279,725	\$345,250	Group 9	\$214,200	\$345,250
12	Management V	\$191,123	Chief Financial Officer	\$142,032	\$191,123	\$240,214	B-33	\$142,032	\$240,214
12			Chief Outreach & Government Affairs Office						
12			Chief Operating Officer						
11	Management IV	\$167,880	Director	\$117,383	\$167,880	\$218,376	B-32	\$129,121	\$218,376
11							B-31	\$117,383	\$198,522
10	Management III	\$152,617	Assistant Director	\$106,712	\$152,617	\$198,522	B-31	\$117,383	\$198,522
10			Early Childhood Edu & Strategic Partnerships				B-30	\$106,712	\$180,475
10			Senior Manager / Senior Advisor						
9	Management II	\$138,743	Manager	\$97,010	\$138,743	\$180,475	B-30	\$106,712	\$180,475
9							B-29	\$97,010	\$164,069
8	Mgt I - Prof. IV	\$114,665	Audio Visual Administrator	\$80,174	\$114,665	\$149,155	B-28	\$88,191	\$149,155
8			Audit Supervisor				B-27	\$80,174	\$135,594
8			Contract Administrator						
8			Ombudsman Program Administrator						
8			Principal Accountant						
8			Principal Communications Coordinator						
8			Principal Compliance Coordinator						
8			Principal Data Analyst						
8			Principal Financial Analyst						
8			Principal GIS Analyst						
8			Principal Graphic Designer						
8			Principal Industry Liaison						
8			Principal Legal Liaison						
8			Principal Planner						
8			Principal Program Coordinator						
8			Principal Quality Assurance Analyst						
8			Program Administrator						
8			Project Manager						
8			Web/ Sharepoint Administrator						
7	Professional III	\$94,763	Account Liaison	\$66,259	\$94,763	\$123,267	B-26	\$72,886	\$123,267
7			Lead Procurement Coordinator				B-25	\$66,259	\$108,666
7			Lead Program Coordinator						
7			Lead Quality Assurance Analyst						
7			Lead Travel Coordinator						
7			Senior Accountant						
7			Senior Accountant/ Finance Coordinator						
7			Senior Auditor						
7			Senior Business Development Coordinator						
7			Senior Data Analyst						
7			Senior Financial Analyst						
7			Senior GIS Analyst						
7			Senior Government Relations Coordinator						
7			Senior Operations Analyst						
7			Senior Outreach Coordinator						
7			Senior Payroll Analyst						
7			Senior Planner						
7			Senior Project Coordinator						
7			Senior Program Coordinator						
7			Senior Recruiter						
7			Senior Specifications Coordinator						
7			Senior Systems Analyst						
7			Senior Video/ Photographer						
7			Senior Webmaster						
7			Senior Writer and Editor						
6	Professional II	\$76,422	Accountant	\$51,287	\$76,422	\$101,556	B-24	\$62,004	\$101,556
6			Accounting/Finance Coordinator				B-23	\$58,184	\$94,913
6			Administrative Coordinator				B-22	\$54,614	\$88,703
6			Attorney				B-21	\$51,278	\$82,901
6			Auditor				A-21	\$51,278	\$82,901
6			Benefits Coordinator						
6			Communications Coordinator						
6			Data Analyst						
6			Executive Assistant						
6			Facilities Coordinator						
6			Financial Analyst						
6			GIS Analyst						
6			Graphic Designer						
6			HR Coordinator						
6			Loan Coordinator						
6			Operations Analyst						
6			Outreach Coordinator						
6			Planner						
6			Procurement Coordinator						
6			Program Coordinator						

H-GAC Salary Range Matrix 2024								
H-GAC Level	H-GAC Description	MRP	H-GAC Titles	2024 Salary Range			State Salary Group	2023 - 2024 State Salary Range
		Midpoint		Minimum	Midpoint	Maximum		
6			Project Coordinator					
6			Property Control Coordinator					
6			Quality Assurance Analyst					
6			Recruiter					
6			Specifications Coordinator					
6			Systems Analyst					
6			Volunteer Coordinator					
6			Webmaster					
5	Professional I	\$61,361	Administrative Assistant	\$45,244	\$61,361	\$77,477	B-20	\$48,158 \$77,477
5			Audit Specialist				B-19	\$45,244 \$72,408
5			Benefits Counselor				A-20	\$48,158 \$77,477
5			Contract Specialist				A-19	\$45,244 \$72,408
5			Customer Service Specialist					
5			Data Specialist					
5			Finance Specialist					
5			Human Resources Specialist					
5			Information Specialist					
5			Loan Specialist					
5			Ombudsman					
5			Outreach Specialist					
5			Payroll Specialist					
5			Procurement Specialist					
5			Program Specialist					
5			Records Information Specialist					
5			Quality Assurance Specialist					
5			Systems Application Specialist					
5			Systems Specialist					
4	Skilled III	\$55,096	PC Support/Helpdesk Tech	\$42,521	\$55,096	\$67,671	B-18	\$42,521 \$67,671
3	Skilled II	\$45,511	Intern	\$35,976	\$45,511	\$55,045	B-15	\$35,976 \$55,045
2	Skilled I	\$42,287	Print and Mail Associate	\$32,439	\$42,287	\$52,134	A-14	\$34,144 \$52,134
2			Receptionist				A-13	\$32,439 \$49,388
1	Support	\$32,320	None	\$26,781	\$32,320	\$37,859	A-09	\$26,781 \$37,859

## ORIENTATION TO BUDGET & SERVICE PLAN

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

For information only; no action requested. (Staff Contact: Chuck Wemple)

## **PRESENTATION OF PROPOSED H-GAC 2024 BUDGET & SERVICE PLAN**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

Presentation and discussion of proposed H-GAC 2024 Budget & Service Plan. For information only; no action requested. (Staff Contact: Chuck Wemple)

### **ATTACHMENTS:**

▢ Budget & Service Plan Summary

Cover Memo

**2024 PROPOSED BUDGET AND SERVICE PLAN  
SUMMARY**

Unified Budget			\$550,571,729
	Increase	11.62%	57,296,835
Pass-through funds			479,466,417
	Increase	11.16%	48,123,476
Operations			71,105,312
	Decrease	14.81%	9,173,362
Increases			
Workforce		9.74%	41,664,390
Community & Environmental		89.19%	6,398,265
Transportation		34.83%	6,144,033
Aging		28.69%	3,703,203
Shared Services		30.08%	2,048,054
Data Services		24.71%	1,578,033
Public Services		0.99%	96,316
Decreases			
Capital Expenditures		94.63%	4,321,958
Local Activities		6.70%	14,400
Employee Benefits			
Released Time		14.81%	\$4,164,631
Insurance, Retirement and Social Security		<u>31.55%</u>	<u>8,871,320</u>
Total Benefits & Release Time		46.37%	\$13,035,951



## **EXTERNAL AUDITOR SELECTION**

### **Background**

The H-GAC Audit Committee periodically receives and reviews proposals from CPA firms to provide external audit services in compliance with federal and state laws and the Single Audit Act Amendments of 1996. In November 2019, the Audit Committee recommended and the Board approved the selection of the CPA firm of Forvis, LLP, then known as BKD, as the independent external auditor for H-GAC with the option of two additional one-year extensions.

### **Current Situation**

The H-GAC Procurement staff issued a Request for Qualifications and received written proposals from three CPA firms. Staff evaluated the written proposals as well as conducted interviews with representatives from the CPA firms. The evaluation team included the Director of Finance, Director of Internal Audit, a Finance Manager, and two Audit Supervisors. The three highly qualified CPA firms that submitted proposals were Whitley Penn LLP; Macias, Gini, & O'Connell, LLP; and Pattillo, Brown, & Hill. Forvis, our current CPA firm, did not submit a proposal.

The evaluation team recognized and scored Whitley Penn, LLP as the leading applicant for a contract for external audit services. Since Whitley Penn scored more than 10 points higher than the other firms, they were the only firm asked to make a presentation to the H-GAC Audit Committee.

On September 26, 2023, the Audit Committee reviewed the staff's summary of proposals and the oral presentation by Whitley Penn, LLP. After a Q&A session and discussion, the Audit Committee decided to recommend an external auditor to the Board of Directors.

### **Funding Source**

Indirect Cost Funding

### **Budgeted**

Yes

### **Action Requested**

Request approval for the Executive Director to negotiate with the CPA firm recommended by the Audit Committee for external audit services; contract in the amount of \$108,000. (Staff Contact: Charles Hill)

## **HOMEOWNER WASTEWATER ASSISTANCE IN VULNERABLE COMMUNITIES**

### **Background**

Failing on-site sewage facilities, such as septic and aerobic systems, are a problem for homeowners, community health, and water quality throughout the H-GAC region. System failures occur for a variety of reasons, but older systems that are poorly maintained or designed are most vulnerable. These issues are compounded when system failures occur in homes where the owner is struggling financially and has not been able to maintain or repair their system. In an effort to help these homeowners and their communities, H-GAC developed the Homeowner Wastewater Assistance Program to repair or replace failing systems at no cost for lower income households. The program is currently funded through two Supplemental Environmental Projects with the Texas Commission on Environmental Quality and Harris County District Attorney's Office as well as contributions from corporate partners. These funding sources are sporadic, and demand has far outstripped available funding in recent years, leading H-GAC to apply for a variety of supplementary funding opportunities to support these efforts.

### **Current Situation**

H-GAC has been awarded Bipartisan Infrastructure Law funds through the Galveston Bay Estuary Program to help expand the Homeowner Wastewater Assistance Program. The funds will be used to repair and/or replace failing on-site sewage facilities for households in the Lower Galveston Bay Watershed that are at or below 80% of the median household income of the county they reside in; who own and reside in the home; and are located in a community identified as having vulnerable and underrepresented populations. To enhance these efforts, H-GAC will also conduct homeowner education courses in those same communities on how to properly maintain an on-site sewage facility.

The funding amount for this project is \$365,000. This project will start on the date the contract is signed through August 31, 2026.

### **Funding Source**

Texas Commission on Environmental Quality – Galveston Bay Estuary Program

### **Budgeted**

Yes

### **Action Requested**

Request authorization to enter into a contract with the Galveston Bayou Estuary Program to repair or replace failing on-site sewage facilities within vulnerable communities in the lower Galveston Bay Watershed for an amount of \$365,000. (Staff Contact: Todd Running)

## **REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING – 2024 GRANT AGREEMENT**

### **Background**

The Houston-Galveston Area Council (H-GAC) is the region's lead agency for coordinated transportation and human services planning. In this role, H-GAC updates the Regionally Coordinated Transportation Plan every five years, most recently in 2022. H-GAC is also responsible for working with regional stakeholders to revise the plan as needed and implement recommendations from this plan.

In its role as the lead agency, H-GAC is eligible to apply for annual Regional Public Transportation Coordination Plan funding, authorized by the Federal Transit Administration out of Section 5304 planning funds, and distributed to sub-recipients by the Texas Department of Transportation. These funds can be used for certain plan update and implementation activities.

### **Current Situation**

H-GAC has been awarded \$40,000 in Regional Public Transportation Coordination Plan funds to support the following activities:

- Continuation of a paratransit/non-emergency medical transportation advisory workgroup to work together to find ways to close gaps in paratransit and non-emergency medical transportation services;
- Conducting a Paratransit and Non-Emergency Medical Transportation Provider Summit to enhance coordination between providers and reduce barriers to service use;
- Continuing stakeholder meetings and visits with regional transit and human service agencies in the 13 county area;
- Coordinating with Harris County Transit to continue developing the Mobility Links program, and further examine mobility management options in the region.

H-GAC is required to sign a project grant agreement to begin using these funds and performing the activities described above.

### **Funding Source**

Federal Transit Administration, Section 5304 planning funds

### **Budgeted**

No

### **Action Requested**

Request authorization to enter into a project grant agreement with the Texas Department of Transportation to support regional public transportation coordinated planning for fiscal year 2024 in the amount of \$40,000. (Staff Contact: Craig Raborn)

## **EXECUTIVE DIRECTOR'S REPORT**

### **Background**

N/A

### **Current Situation**

N/A

### **Funding Source**

N/A

### **Budgeted**

N/A

### **Action Requested**

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