



Advisory Committee: Minutes of Regular Meeting – October 28, 2014

IN ATTENDANCE:

Gilbert A. Herrera, Chair – **Present**
Jeri Brooks – **Present**
Frances Castaneda Dyess – **Present**
Kathryn Easterly – **Present**
Scott Elmer – **President**
Vernita Harris – **Present**
Bert Keller – **Present**
Jeff Ross – Absent, with notice
Edward Taravella – Absent
Council Member Oliver Pennington, Ex-Officio – **Present**

1. Call to Order / Welcome

Chairman Gilbert Herrera called the meeting of the ReBuild Houston Advisory Committee (RHAC) to order at 10:40 a.m. and thanked all in attendance. Also present were council members Jerry Davis and Larry Green.

2. Approval of the Minutes

Motion to approve the September 23, 2014 meeting minutes was made. Motion carried.

3. Communications & Public Engagement

Chairman Herrera introduced the meeting topic, communication and public engagement; then offered a brief statement on the significance of communicating with the public.

Mr. Dale Rudick continued with the presentation on communication and public engagement and reminded the committee that they had been provided with the Communication Practices for ReBuild Houston in August 2013. He then stated the ReBuild Houston communication goals: 1) Increased understanding and awareness of the ReBuild Houston mission, process and infrastructure projects; 2)

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Foster good will among the general public and stakeholders; 3) Actively engage the public via stakeholder meetings, speaking opportunities, social media, CitizensNet and more; and 4) Continue to promote transparency.

Mr. Rudick discussed various communication initiatives ReBuild Houston actively pursues such as social media, 3-1-1 service requests, CitizensNet eBlasts, media exposure including the City of Houston Municipal Channel – HTV, flooding questionnaires for citizens (which are entered into our database), mail-outs, brochures, usage of the Committee approved logo, as well as street and door signage. He also shared that, regarding media exposure, the department actively pursues opportunities through various efforts made by Mr. Alvin Wright, Public Information Officer for the Department of Public Works & Engineering (PWE).

Mr. Rudick noted that ReBuild Houston is continually working to improve public engagement and communication. For instance, PWE is working to enhance the door hangers currently being used to inform citizens about community projects by sending a mail-out with more detailed information to the benefited users prior to construction starting. Additionally, PWE is working to optimize the placement of ReBuild Houston CIP signs.

Mr. Rudick further discussed ReBuild Houston's outreach initiatives and informed the committee that he has personally (along with other members of PWE) attended a multitude of meetings for various civic and professional organizations within several communities. He stated that ReBuild Houston is always looking for additional opportunities to speak with the public. He encouraged Committee Members to let him know of any professional organizations or groups they are aware of that would benefit from such a presentation.

Mr. Rudick spoke on some of the unique issues PWE has experienced when working with the public. He compared infrastructure projects to home building saying, "When you're building a home, you do not live in it while construction is going on." This idea is in direct opposition of how infrastructure projects are reconstructed. Citizens are utilizing these facilities while the construction is taking place; however, PWE is working to help minimize the inconvenience to the public during construction.

Mr. Rudick concluded his presentation by addressing the next steps in PWE'S communication efforts. He highlighted the Mayor's directive regarding better communication. One aspect of that communication effort relates to major construction projects. This portion of the presentation regarding stakeholder input is now being laid out by PWE for the first time at a public meeting. He stated that during pre-engineering – before an identified Need Area is a candidate project, PWE will be reaching out to the stakeholders so they can "tell us about their neighborhood." This will allow the affected stakeholders to inform PWE of specific issues the neighborhood is experiencing that PWE may not be aware of. There will be an additional outreach effort to stakeholders once a candidate project becomes a project in the approved five-year CIP adopted by City Council and it will be performed prior to the

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design phase being initiated. This will afford PWE the opportunity to engage stakeholders further prior to and inform them of what the proposal is for a particular project and receive additional input.

Mr. Rudick shared that PWE will be working in tandem with other organizations (including outside agencies, special districts, etc.) to improve the final project product, as well as to maximize any outside funding opportunities.

Council Members Jerry Davis and Larry Green stated that they believe in the direction ReBuild Houston is headed in and thanked Mr. Rudick for the additional community efforts for stakeholder input.

4. Executive Report

Mr. Rudick stated that the last ReBuild Houston Advisory Committee meeting of the year will be held on Tuesday, November 18, 2014.

Mr. Rudick noted that the quarterly financial reports are included in the Committee packet. At Chairman Herrera's request, Mr. Rudick provided a brief explanation of the Drainage Utility Collections/Expenditures – Inception to Date as of September 30, 2014 (attached) and the two Quarterly Financial Reports for quarter ending June 30, 2014 (attached).

5. Old Business/New Business

Ms. Jeri Brooks asked for details as to when and how the Council District Service Fund will be reported. She also requested that the Committee be updated on projects this money is being allocated towards. Council Member Larry Green stated that his office will provide a spreadsheet detailing projects using Council District Service Funds. Chairman Herrera stated that regardless of a few imperfections, the ReBuild Houston program is one of the best the City of Houston has and also one of the most fiscally conservative being that it is pay-as-you-go and no additional bonds are secured for funding projects. Mr. Rudick stated that he anticipates project requests to trickle in throughout the year and that the Committee will receive updates on a regular basis. Mr. Rudick further stated that he has yet to find another agency that is as transparent in its process and methodology as ReBuild Houston is and that we will continue to strive for even greater transparency.

6. Public Comments - None

7. Adjourn: Meeting adjourned at 11:50 a.m.

Attachments:

- Communications & Public Engagement PowerPoint presentation
- Drainage Utility Collections/Expenditures – Inception to Date (as of September 30, 2014)
- Quarterly Financial Reports (2) for quarter ending June 30, 2014

ReBuild Houston Advisory Committee

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Communication & Public Engagement



REBUILD HOUSTON

Publics Identified

- External Groups – Citizens
 - Residents
 - Business Owners & Operators
 - Community & Neighborhood Leaders
 - Professional Organizations & Student Groups
 - Media
- Stakeholders – Community / Gov't Organizations
 - Super Neighborhoods & Civic Organizations
 - TIRZs & Management Districts
 - Local Chambers of Commerce
 - Other Gov't Organizations
- Internal Groups
 - Mayor
 - City Council & Council Committees
 - Advisory Committee
 - COH Employees



ReBuild Houston:

Communication Goals!



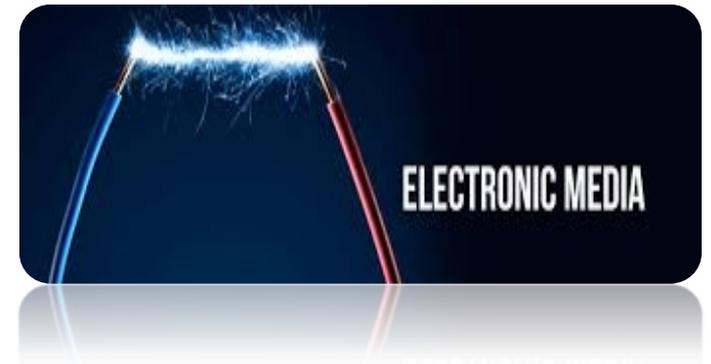
- Increase understanding & awareness of ReBuild Houston mission, process & infrastructure projects.
- Foster good will among general public & stakeholders.
- Actively engage public via stakeholder meetings, speaking opportunities, social media, CitizensNet, etc.
- Promote transparency.



Communication Initiatives

✓ Electronic Media

- **ReBuild Houston Website**
(including 'Contact Us' email queries
info.rebuildhouston@houstontx.gov)



- **Social Media Sites**
 - Facebook, Twitter, Flickr, LinkedIn
- **3-1-1 Service Responses**
- **CitizensNet e-Blasts**

Communication Initiatives

✓ Media Exposure & Press Releases

- Media: TV, radio, in-print & electronic media outlets
- Press Releases to local media, community leaders & others
- Relationship building with media



Communication Initiatives

✓ Logo Placement & Signage

- CIP and Local Drainage Project Signage & Door Hangers
 - Details highlighted on signage: logo, project details, contact info & number of jobs created
 - Mail outs to benefitted users
- Heavy Maintenance Door Hangers (where required)
- Logo Placement
 - Letterhead
 - Decals (on City vehicles)
 - Bumper stickers
 - Signs



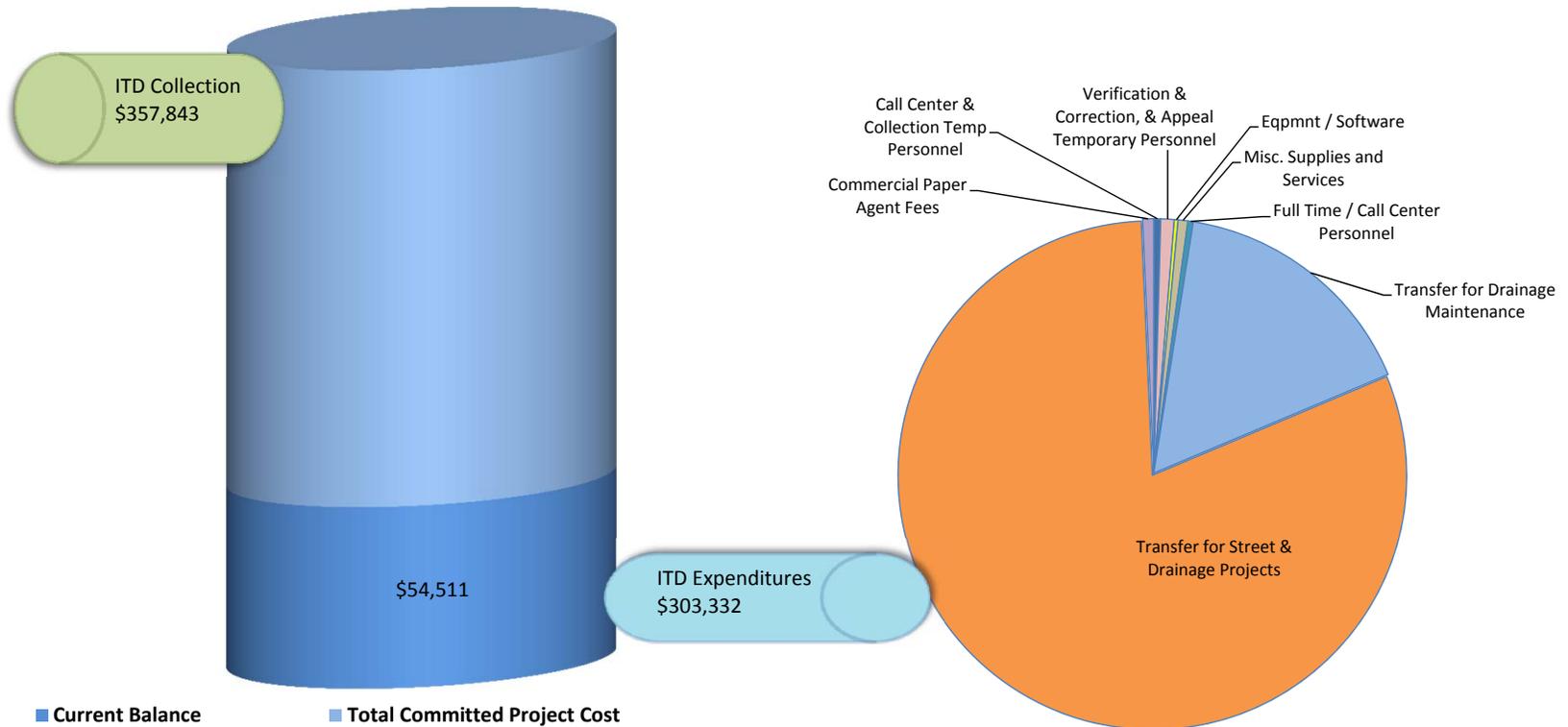
ReBuild Houston: Public & Internal Engagement

- CIP Town Hall Meetings
- Individual Council Member Meetings
- Other Public Presentations (Super Neighborhoods, Civic Organizations, etc.)
- Project Meetings
 - Pre-Construction

ReBuild Houston:

What's Next...

**Drainage Utility
Inception to Date (ITD) Collections / Expenditures
(\$ in Thousands)
(As of September 30, 2014)**



Note: Currently committed project costs total \$185.5Million.

City of Houston
Public Works and Engineering Department
Dedicated Street & Drainage Fund Group
FY14 Budget and CIP Report
For the Quarter ending June 30th, 2014

<i>CONSOLIDATED APPROPRIATIONS</i>	<i>Adopted Budget</i>	<i>Adopted CIP</i>	<i>Adopted Budget + Refined CIP²</i>	<i>FY14 Preliminary Actual (9/16/2014)</i>
OPERATIONS AND MAINTENANCE				
Street and Drainage ¹	\$ 14,880,503		\$ 14,880,503	\$ 14,232,117
Traffic Operations ¹	\$ 22,006,400		\$ 22,006,400	\$ 20,248,810
Support Operations	\$ 837,700		\$ 837,700	\$ 624,958
Transfer to Stormwater Fund	\$ 10,000,000		\$ 25,000,000	\$ 23,896,542
Other Drainage Operational Expenditures	\$ 4,317,300		\$ 4,317,300	\$ 2,815,661
Total O&M	\$ 52,041,903		\$ 67,041,903	\$ 61,818,087
PERMANENT AND CAPITAL IMPROVEMENTS				
Street Resurfacing ¹	\$ 14,363,884		\$ 14,363,884	\$ 13,436,614
Bridge Replacement ¹	\$ 1,377,532		\$ 1,377,532	\$ 1,085,325
Concrete Replacement ¹	\$ 8,205,680		\$ 8,205,680	\$ 7,895,780
Capital Equipment	\$ 68,300		\$ 68,300	\$ 34,702
Total Permanent Impr./Capital Impr.	\$ 24,015,397		\$ 24,015,397	\$ 22,452,422
Sub-total - Budget	\$ 76,057,300		\$ 91,057,300	
CIP				
Metro Capital		\$ 50,019,000	\$ 55,693,642	\$ 62,804,915
Grant Funds		\$ 15,221,000	\$ 15,221,000	\$ 13,052,028
Capital Contribution		\$ 10,298,000	\$ 10,298,000	\$ 100,000
Other		\$ -	\$ 269,483	\$ -
DDSRF Capital Fund (4042)		\$ 140,549,000	\$ 213,835,647	\$ 166,448,037
Total CIP		\$ 216,087,000	\$ 295,317,772	\$ 242,404,980
Total Permanent and Capital			\$ 319,333,169	\$ 264,857,402
Reconciling Items				
Transfers to Capital Funds				
Transfer to Drainage Capital Fund		\$ 110,000,000		
Total Transfers		\$ 110,000,000		
Grand Total	\$ 186,057,300	\$ 216,087,000	\$ 386,375,072	\$ 326,675,489
O&M Expenditure as Percentage of Total O&M Budget and CIP Appropriation³			17.35%	18.54%

- Budgeted amounts for ongoing level of service provided by City Personnel - previously in the General Fund and reimbursed by METRO, now in fund 2310 and reimbursed by METRO.
- The difference between Adopted CIP vs. Refined CIP is due to rollover of projects that were in the FY13 CIP but were not appropriated
- Based on the ReBuild Houston charter amendment, the percentage calculation is: The amount of the O&M (purple) divided by the amount appropriated (sum of blue highlighted numbers).

Drainage Utility Collections
Quarterly Collections and Annual Projections as of 6/30/2014

	Billing and Collection through June 2014		
	Billings¹	Collections²	% Collected
Monthly Accounts	\$ 81,343,972	\$ 77,719,731	95.54%
Annual/Bi-Monthly Accounts ³	\$ 3,231,939	\$ 2,232,086	69.06%
Quarterly - 4 quarters ⁴	\$ 27,992,088	\$ 25,501,927	91.10%
City Bills	\$ 1,614,000	\$ 1,614,000	100.00%
Total	\$ 114,181,999	\$ 107,067,743	93.77%
Penalty		\$ 1,324,261	
Grand Total		\$ 108,392,004	

1 Total Fiscal Year billings reflect actual status as of June 30, 2014 and includes amounts in litigation.

2 Collection figures include payments received through August 29, 2014 related to billings as of June 30, 2014.

3 Accounts with total annual drainage charges of \$60 or less and accounts for which no payment has ever been remitted are billed annually. Accounts with sewer and drainage charges only (no water) are billed bi-monthly.

4 Quarterly bills are systematically being moved from quarterly to monthly as matched. Some monthly bills have been consolidated based on owner request and billed quarterly. As of this report, all four quarters have been billed.