HARRIS COUNTY

OFFICE OF THE COUNTY ENGINEER

1001 Preston, 5th Floor
Houston, Texas 77002
(713) 755-5370

April 27, 2020

Honorable County Judge
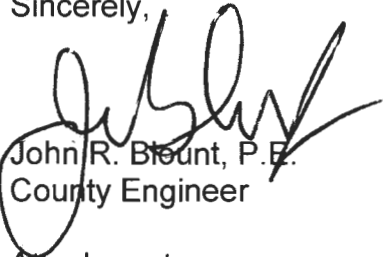& Commissioners

SUBJECT: **Transmittal of the Charter and Meeting Minutes from the Infrastructure Resilience Team (IRT), Vision Zero Working Groups, and Two Committees from the Standardization Report (Parks and Asset Management)**

Dear Court Members:

As you are aware, on April 13, 2021, Commissioners Court approved an order instructing all County committees meeting certain criteria to submit a report including current charter and all minutes taken during meeting in Fiscal Year 2021.

Attached, are the charter and meeting minutes from the Infrastructure Resilience Team, Vision Zero working groups, and two committees emanating from the Standardization Report (Parks and Asset Management) for your review and consideration.

Sincerely,

John R. Blount, P.E.
County Engineer

Attachments

cc: Alisa Max, Assistant County Engineer
        Joe Castillo, Senior Director Planning and Development

Infrastructure Resilience Team (IRT)

Harris County Engineering Department

Copy of Documents Fiscal Year 2021

IRT Charter and Meeting Minutes

Harris County, Texas

4/13/21

H A R R I S   C O U N T Y

OFFICE OF THE COUNTY ENGINEER

1001 Preston, Suite 500
Houston, Texas 77002
(713) 755-5370

March 23, 2021

Honorable County Judge
& Commissioners

SUBJECT: **Transmittal by the Office of the County Engineer, the Harris County Flood Control District, the Harris County Toll Road Authority, the Harris County Office of Homeland Security and Emergency Management, the Harris County Community Services Department, and Harris County Public Health to provide an update on the status of the Infrastructure Resilience Team (IRT) Phase I Progress Report of the Harris County Flood Resilience Plan as outlined by the IRT Court Letter of September 15th of 2020, which is ready for Community Flood Resilience Task Force (CFRTF) input and review.**

Dear Court Members:

The Office of the County Engineer, the Harris County Flood Control District, the Harris County Toll Road Authority, the Harris County Office of Homeland Security and Emergency Management, the Harris County Community Services Department, and Harris County Public Health would like to provide an update on the status of the IRT's Phase I report of the Harris County Flood Resilience Plan, as initially outlined by the IRT Court Letter dated September 15, 2020.

IRT Representatives. All IRT member departments have representation in the IRT and have either hired or provided an interim staff member to serve and support the IRT. Thus far, five new hires and four onboardings have been completed.

IRT Operations and Reporting Standards. The IRT has worked collaboratively to outline operational processes and procedures to foster interdepartmental collaboration and build an online platform for internal communications and information sharing. The IRT also worked collaboratively to developed reporting standards and built an interdepartmental Resilience Actions Inventory based on dashboards that summarize information about departmental actions in ways that relate to the different dimensions and conceptualizations of resilience that are applicable to the County's portfolio.

Community Engagement Plan, Work Plan, and budgets for Phase II. Drafts of the Community Engagement Plan, Work Plan, and associated budgets for Phase II have been prepared. An initial, preliminary budget has also been developed, which will be revised and brought forth to Court in the next few months once the Community Flood Resilience Task Force (CFRTF) provides input on the scope of work and phased plan tasks that would need to proceed and go through a procurement process during Phase II.

The IRT is ready to engage with the CFRTF to further refine content and finalize the approach and budget needs for the subsequent two phases of the Harris County Flood Resilience Plan.

Sincerely,

John R Blount
John R. Blount, P.E.
County Engineer

JRB/pl/vht

cc: Russell A. Poppe, P.E., Harris County Flood Control District
          Roberto Treviño, Harris County Toll Roll Authority
          Adrienne Holloway, Ph.D., Harris County Community Services Department
          Mark Sloan, Office of Homeland Security and Emergency Management
          Gwen Sims, Med, RD, LD, Harris County Public Health

HARRIS COUNTY, TEXAS

	YES	NO	ABSTAIN	Presented to Commissioners Court
Judge Lina Hidalgo	☑	☐	☐	September 15, 2020
Comm. Rodney Ellis	☑	☐	☐	
Comm. Adrian Garcia	☑	☐	☐	Approve: E/G
Comm. Steve Radack	☐	☑	☐	
Comm. R. Jack Cagle	☐	☑	☐	

September 8, 2020

Honorable County Judge
& Commissioners

SUBJECT: **Recommendation by the Office of the County Engineer, the Harris County Flood Control District, the Harris County Toll Road Authority, the Harris County Office of Homeland Security and Emergency Management, the Harris County Community Services Department, and Harris County Public Health to establish an Infrastructure Resilience Team (IRT) in Connection with the Development of a Harris County Flood Resilience Plan, Including Approval to Create up to Three (3) New Positions and Provide Funding for Four (4) Positions (three (3) new and one (1) existing) in the Amount of Up to $705,000**

Dear Court Members:

The Office of the County Engineer, the Harris County Flood Control District, the Harris County Office of Homeland Security and Emergency Management, the Harris County Toll Road Authority, the Harris County Community Services Department, and Harris County Public Health request approval of Commissioners Court to establish an Infrastructure Resilience Team (IRT). The IRT will be tasked with developing a Harris County Flood Resilience Plan that sets forth an overall vision and goals for the future of the community along with specific priorities and actions that are needed to proactively mitigate flood risks and strengthen our community's overall resilience to flood hazards.

In support of this effort, this item also requests approval to create three (3) new positions and the allocation and timely transfer of funds for four (4) positions [three (3) new and one (1) existing] for the IRT's initial year of work (see Attachment A for details). *Note that the new positions and their associated funding will be processed in accordance with the Budget Management Department's positions policy adopted by Commissioners Court on August 25, 2020.*

Overview

Flood resilience is the capacity of systems and people to prepare for, withstand, recover quickly from, and adapt successfully in response to flood events. The cross-departmental IRT is being convened and funded to develop a comprehensive, holistic, and inclusive Harris County Flood Resilience Plan ("Flood Resilience Plan").

The mission of the IRT will be to develop Harris County's overall approach to improving flood resilience, as well as to track, evaluate, and measure progress against set goals, strategies, plans, and initiatives. This process will cover the Flood Resilience Plan, as well as all other relevant flood resilience projects, policies, and procedures undertaken by the IRT and the individual IRT departments, excluding projects undertaken and funded by individual Precincts, unless they request to be included.

Goals and Objectives

The IRT will collaborate with local stakeholders and the Harris County Community Flood Resilience Task Force (CFRTF) and engage a diverse range of community members to create a Flood Resilience Plan that will build on the Harris Thrives Resolution and Harris County's ongoing flood mitigation and risk reduction efforts (described in Attachment B) and serve as a roadmap to progressively enhance the resilience of Harris County to flood events. These efforts will take place and have defined milestones for the next one (1) to three (3) decades and beyond.

At a high level, the Flood Resilience Plan will:

- **Define success**: Establish a vision and goals for the future of the community along with steps that are needed to make that vision a reality. While the plan will target a 30-year planning horizon and recommend actions that can take several decades in the future to achieve, it will also include a number of shorter term actions and priorities that shall be achievable within the next decade. The plan is also expected to define what level of achievement can be expected by each decade across physical, social, and economic domains based on sound data, current science, national and global best practices, feasibility considerations, community experiences, consultation with stakeholders, and public input.

- **Recommend actionable strategies**: Develop an overall approach and implementation strategy that identifies challenges and opportunities; defines and equitably prioritizes short- and long-term activities, projects, and initiatives; and sets forth corresponding timelines for achieving flood resilience goals and priorities. This will include, among other things, identifying a wide range of funding sources and financing strategies to support proposed actions; developing flood resilience standards and regulations for existing infrastructure and new development in all watersheds that affect Harris County; and pursuing legislative initiatives at the local, state, and federal levels, as appropriate.

- **Measure progress**: Identify metrics to correspond with goals and priorities and establish a transparent process for monitoring outcomes and measuring progress in achieving flood resilience goals and priorities on an ongoing basis.

Once adopted by Commissioners Court, the Flood Resilience Plan will inform Harris County's activities to strengthen flood resilience and flood risk mitigation.

Timeline

It is proposed that the IRT develop the Harris County Flood Resilience Plan in three (3) consecutive phases (detailed below) that build on existing efforts. This approach will allow Harris County to achieve progress toward strengthening flood resilience following the adoption of each phase and prior to completing the Flood Resilience Plan.

Phase I (up to 6 months): Establish the IRT team and develop a preliminary work-plan and operational framework for collaborating internally and with the CFRTF. Phase I should include the following tasks:

- Hire and onboard IRT department representatives to participate in and support the IRT's work;
- Develop a plan for IRT operations and inter-organizational communications processes;

- Develop standard reporting formats for IRT updates to Commissioners Court and the CFRTF for consideration and approval by Commissioners Court;
- Begin engaging with the CFRTF once it is formed;
- Submit an initial work-plan and outline of the IRT's planned approach to Phase II, including a proposed budget, as needed, for consideration and approval by Commissioners Court; and
- Collaborate with the CFRTF to develop a Phase II community engagement strategy, approach, schedule, and proposed budget, as needed, for consideration by Commissioners Court.

Phase II (12 months after completing Phase I): Develop a *Preliminary Flood Resilience Report* to include an update on progress made in terms of data collection and analysis, as well as an initial set of strategic initiatives and operational priorities to address resilience challenges and promote stronger advocacy, closer collaboration between stakeholders, and better use of resources to enhance Harris County's flood resilience. Phase II should include the following tasks:

- Identify data and resources (available and needed) within and across organizations and opportunities for synergy;
- Collect and analyze data to begin defining baseline conditions and vulnerabilities, as well as opportunities for strengthening resilience;
- Develop key performance measures and a performance measurement framework for evaluating and tracking the performance of ongoing flood mitigation projects and initiatives;
- Collaborate with the CFRTF and IRT member departments to implement the Phase II community engagement strategy, including related ongoing projects and initiatives;
- Recommend and prioritize an initial set of policies, procedures, and/or projects to address flood resilience challenges that can be initiated following approval of the *Preliminary Flood Resilience Report*;
- Present a draft of the *Preliminary Flood Resilience Report* to Commissioners Court for review, feedback, and public comment; and
- Submit the final *Preliminary Flood Resilience Report* to Commissioners Court for consideration and possible approval once coordinated with the CFRTF.

Phase III (18 months after completing Phase II): Develop a *2050 Flood Resilience Plan* that will build on Phase II and set forth a long-term vision, goals, and strategies aimed at strengthening flood resilience over the next thirty years and beyond. Phase III should include the following tasks:

- Collaborate with the community and stakeholders to develop an integrated overall vision, goals, and approach for building a more flood-resilient Harris County by 2050;
- Collaborate with the CFRT to update the community engagement strategy and associated budget for Phase III, as needed, and submit for consideration and possible approval by Commissioners Court;
- Collaborate with CFRTF to implement community engagement for Phase III;
- Develop a prioritization framework and schedule of recommended resilience milestones and action items to be initiated and accomplished for each decade within the horizon of the plan and identify the funding needed to achieve each milestone;

- Update key performance measures and develop a more robust performance measurement framework, as needed, for improving flood resilience and mitigating flooding risk over the horizon of the plan, as needed;
- Outline a process for updating the plan over time in response to data, feedback, and best practices;
- Validate and finalize the *2050 Flood Resilience Plan* in consultation with stakeholders and public input; and
- Submit a final draft of the *2050 Flood Resilience Plan* to Commissioners Court for consideration.

The IRT will report to Commissioners Court on the progress of the Flood Resilience Plan on at least a semiannual basis and upon request by the Court. If approved, the IRT will be stood up and staffed to begin advancing these important initiatives, which will be coordinated with Court member's staff.
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Guiding Principles

The IRT will integrate multiple, diverse perspectives into its flood resilience planning efforts. The Flood Resilience Plan will articulate an overall approach to include goals, strategies, and initiatives for mitigating flood risk and strengthening flood resilience that:

- Are equitable, holistic, and aim to improve quality of life more broadly by achieving multiple short- and long-term benefits and addressing multiple problems for as many Harris County communities as possible;
- Take into account historical problems and social vulnerabilities, as defined by the Social Vulnerability Index and other metrics, as appropriate, that are based on current science and best practices, and incorporate the needs and priorities of the community;
- Respect, reclaim, and restore floodplains and preserve undeveloped prairies and forests that detain stormwater;
- Encourage the use of nature-based solutions, natural infrastructure, and cutting-edge technological methods, where possible, in public and private projects; and
- Protect communities, homes, and businesses across Harris County from flood-related hazards.

Community Flood Resilience Task Force

The IRT will work collaboratively with the CFRTF to chart the future of flood resilience for Harris County. The IRT will coordinate its work with the CFRTF and will be responsible for departmental reporting to the CFRTF as specified in the CFRTF bylaws.

The IRT will seek guidance and input from the CFRTF as it develops the Flood Resilience Plan, as well as other short- and long-term flood resilience planning efforts and projects within the IRT's purview, to promote innovative, holistic, and equitable flood resilience planning efforts that take into account the lived experiences of the community. The IRT will consider the CFRTF's feedback and input to develop the Flood Resilience Plan, as well as help identify metrics and establish a transparent process for assessing and monitoring the effectiveness of flood resilience projects and initiatives in achieving desired goals, objectives, and outcomes on a regular basis.

In accordance with the CFRTF bylaws passed by Commissioners Court on August 11, 2020, the IRT departments will coordinate to create reports of flood resilience planning efforts, projects, and associated funding needs for distribution to the CFRTF and transmittal to Commissioners Court. All departments that are members of the IRT will furnish the information necessary for these reports to the IRT for distribution in accordance with the bylaws.

Stakeholder Collaboration

As part of its work to develop integrated and equitable resilience strategies, the IRT will coordinate with the City of Houston and federal, state, and other local governments, as well as seek input from a geographically and socio-demographically diverse range of community members, to identify and assess historical trends, identify potential vulnerabilities and opportunities, and understand community needs and priorities related to flooding.

The IRT will also consult scientific and technical experts and academia, including in fields such as green infrastructure and the natural sciences, to ensure Harris County's flood resilience planning and strategies are innovative, nature-based, take into account the impacts of climate change on flood risk, and are consistent with national and global best practices.

Community Engagement

Community engagement will be a central component of the IRT's resilience planning efforts. The IRT and its individual member departments are committed to bolstering meaningful countywide community engagement to ensure the Flood Resilience Plan guided by the priorities and lived experiences of community members adversely affected by chronic flooding.

The IRT will seek guidance and input from a geographically and socio-demographically diverse range of communities across Harris County in developing the Flood Resilience Plan and other flood resilience, response, and recovery initiatives within the IRT's purview.

Key Considerations and Responsibilities

1) **Data Analytics**: The IRT will work to improve the quality, accuracy, and accessibility of data and data systems related to flood risk assessment and emergency response. Data systems developed in conjunction with the Flood Resilience Plan will analyze community-level flood risks and vulnerabilities and permit Harris County and the public to identify opportunities to strengthen flood resilience and mitigate flood risks consistent with best practices, evaluate and prioritize projects, and measure the success of resilience efforts over time. Performance evaluation metrics will consider, among other things, the impact of disruptions on social and economic systems, potential unintended negative impacts, and the costs of maintenance and recovery, as feasible and applicable.

2) **Compliance**: The IRT will work with other departments and local government entities, as needed, to develop and implement an ongoing monitoring and compliance program to ensure resilience efforts are being implemented effectively and in a timely manner and achieve desired outcomes. This effort must be considered in all watersheds affecting Harris County, including those located outside the county.

3) **Reporting Structure**: Mutual collaboration and cooperation between the IRT member departments is key to the success of the IRT.

- IRT representatives are expected to serve as liaisons between their department and the IRT, and work on any assigned tasks directly related to or in support of the IRT and its mission, assigned projects, reporting tasks, and responsibilities.
- IRT departments will each be responsible for designating one employee position to represent them on the IRT, as well as for hiring and training their IRT representative.
- The Office of the County Engineer will be responsible for allocating and overseeing day-to-day assignments related to the IRT's flood resilience planning and projects, promoting efficient and centralized collaboration between IRT departments, and coordinating between the IRT and the CFRTF, except as otherwise provided for in the CFRTF bylaws. Other training and day-to-day activities may be assigned and coordinated by their home department, if the department chooses.
- IRT member departments may choose to have their IRT member representative employee report directly to them for a maximum of two days per week, as coordinated in a mutually agreeable manner between the department and the IRT.
- During any time in which the employee is reporting to their home department, their work will be directed by the department and not by the IRT.
- Training for IRT representatives must include familiarization with their department's mission, organization, and operational policies and procedures.
- It is expected that the IRT representatives will work in a collaborative environment that allows members to be physically present and/or have direct contact with one another, as appropriate.

4) **Training**: The IRT will provide the CFRTF with tools, training, and information regarding Harris County's policymaking and approval processes and federal, state, and local regulations related to flood resilience planning efforts and projects. The IRT departmental representatives will also participate in annual professional development training on race and equity and how to appropriately integrate equity and environmental justice principles into the Flood Resilience Plan.

In order for this vision to become a reality, support from the various cities and counties that drain into our watersheds will be required. The IRT will endeavor to build successful partnerships with other jurisdictions, by leveraging individual capabilities, avoiding duplication of efforts, and maximizing the benefits of a multi-jurisdictional approach to resilience planning.
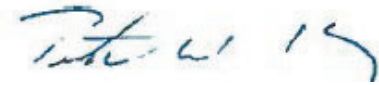
Sincerely,

John R. Blount, P.E.
Harris County Engineer

Russell A. Poppe, P.E.
Harris County Flood Control District Executive Director

Peter Key
Harris County Toll Road Authority Interim Executive Director

Josh Stuckey
Harris County Community Services Department, Interim Executive Director

Mark Sloan
Harris County Office of Homeland Security and Emergency Management Emergency
Management Coordinator

Umair A. Shah, M.D., M.P.H.
Harris County Public Health Executive Director

JRB/am

Attachments

IRT Team Meeting | MINUTES

Meeting date | time *03/31/2021 | 1:00pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	**Attendees** Dr. Paula Lorente, Claudia Garcia, Karly Stelzer, Dr. David Abraham, Lizeth Hernandez, Craig Maske, Carolyn White, Kevin Garza
Type of meeting	Strategy - CFRTF	
Minutes by	Claudia Garcia	

AGENDA TOPICS

Agenda topic *Welcome New Member* | Presenter *TEAM*

Agenda topic *Facilitator Update* | Presenter *PL*

KEY UPDATES & ACTIONS

Meeting held Monday with Facilitator team and Vanessa Toro. Documents being shared and reviewed.

Discussion

1 Roles and Responsibilities
   a. **Comparison table**
   b. **When do we want to meet CFRTF (times?) Team presence in meetings to reduce reply time. At least 2 meetings with CFRTF. First meeting should also include our asks.**
   c. **How does that affect IRT timeline of (CEP/WP) May/ September – key points impacted. Month #2 month #5(short stop mtg – working session) and month #8.**
   d. **Consideration when a disaster strikes (for WP and Mtgs)**

2 Introductory meeting with Facilitator and CFRTF
   a. **Meeting dynamics and preferences?**
   b. **What input do we want to ask the CFRTF for Phase II (information/data)?**

3 IRT Internal – Phase II

   What do we need to do for Phase II? What are our priorities?

Notes:
   - In preference of meeting, all agreed to observe but not necessarily respond
   - Ask for rule of engagement, POC's and keeping identity private
   - Clarification on chain of communication/Only be contacted through Facilitator and IRT Lead
   - We talked about 3 flow charts:
     1. Information flow between CFRTF, Facilitator and IRT
     2. Departmental Approval Process – IRT
     3. Requirements of our Directors – Facilitator (project on agenda with one-week lead time for Director availability)
   - Ask clarification on terms in bylaws: evaluation and clarify work of Facilitator

- Committees, do we have input on the selection?
- Clarify what type of evaluations and form of feedback
- Producing info in draft format and ask that any information we provide be kept confidential

Next Monday April 5th…

Kickoff meeting: Informational meeting. Material/Presentation, protocol of meetings. *Departmental Process to get availability. Action Item for team.

Precinct Liaison, CJO – "Public sector stakeholders" Harris County group, COH, other municipalities???

New Action items	Person responsible	Deadline
Impact of dept head review (in Teams)	TEAM	04-05-2021
Dept. Approval Process Chart (11 days internal review) suggest timeline that would be needed to process different types of feedback	TEAM	04-05-2021
PM Software – evaluate	TEAM	04-09-2021
Kick-Off meeting PREP	TEAM	04-05-2021
Gather departmental POC's for Dept leadership - send to Claudia via email	TEAM	04-05-2021

IRT Team Meeting | MINUTES

Meeting date | time *03/24/2021 | 1:00pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	Attendees Dr. Paula Lorente, Claudia Garcia, Karly Stelzer, Dr. David Abraham, Lizeth Hernandez, Craig Maske, Carolyn White
Type of meeting	Standing	
Minutes by	Claudia Garcia	Invited Dr. Adrienne Holloway

AGENDA TOPICS

Agenda topic *Updates/Data Collection* | Presenter *PL*

KEY UPDATES & ACTIONS

- "IRT Update Phase I Report" Letter to Court– submitted to next CC Agenda 03-30-2021
- CFRTF's Facilitator: Meeting with IRT Lead sometime next week. Meeting with entire IRT forthcoming (April)

Past Action Items

Inventory/Report

- Review dashboard of Power BI report and note (good, not-so-good, new ideas) still pending feedback from CSD, OCE, PHS, TRA. Please submit response even if no revisions needed.
- Update Inventory by 03-29-2021 (Intended publication – first week in April): New table (coming soon) to keep track of updates to the RAI. Located in: Teams->General->+projects-> 0 RAI

Deliverables

- Both draft Power Points are in Teams folders. Ready for other group's review. Please add comments of potential slides needed for different uses and different audiences

Upcoming Deliverables

Phase II

- Team asked to identify items we can start working on in April pending on WP feedback by CFRTF
- Start collecting data, reports, plans and information about other departmental resources that would be needed for Phase II tasks

Input on CFRTF RFP & CFRTF Guide to Bylaws

- Review CFRTF Facilitator RFP identify questions, potential areas of overlap and needed points of clarification.
- Review the CFRTF Guide to Bylaws. Are there any inconsistencies or questionable items that may affect what we do and how we operate?

- Moved to General -> +resources -> MUST READS

IRT Vision and Summary Informational Booklet

- Submit statements on mission, vision, framework, values, etc. that guide your department's operations to Lizeth Lizeth.Hernandez@oem.hctx.net by **COB today 03-24-2021**

- Complete Mentimeter survey (Lizeth will send two-question survey Thursday morning). Please complete the Mentimeter survey by **2pm on 3/25/21**

- Provide suggestions on possible content for an IRT Introductory/Fact Sheet

New Action items	Person responsible	Deadline
Every department's mission/vision statement to LH	TEAM	COB 03-24-2021
CFRTF RFP PDF collect questions/thoughts (in MUST READ folder in Teams)	TEAM	03-29-2021 or sooner
Mentimeter survey to be completed (to be sent by LH in am)	TEAM	03-25-2021

Team Note: When receiving emails labeled action needed, please confirm when received

IRT Team Meeting | MINUTES

Meeting called by	Dr. Paula Lorente	**Attendees** Dr. Paula Lorente, Claudia Garcia, Karly Stelzer, Dr. David Abraham, Lizeth Hernandez, Craig Maske, Carolyn White
Type of meeting	Standing	
Minutes by	Claudia Garcia	**Invited** Parul Pillai, Dr. Adrienne Holloway

AGENDA TOPICS

Agenda topic *Updates/Data Collection* | Presenter *PL*

KEY UPDATES & ACTIONS

- Departmental revisions collected, input in once centralized document labeled DEPT INPUT

Past Action Items

Data Collection

- OEM, TRA ok with their final inventory.
- FCD/OCE – working lists between them, narrowing down titles. Waiting on CSD reply with overlapping w/ FCD.
- Developed definitions in SP lists which will also be included in report.

Upcoming Deliverables

Work Plan

- Scheduling accordingly in Work Plan (Phase II/Phase III). Feedback incorporated from Team: OCE, FCD & OEM. Received PHS feedback today. OEM to send Planning POC feedback today. Resilience assessment made separate deliverable. Schedule: revise titles. Revise gantt chart*DA/Team

Community Engagement Plan

- FCD S. Bell comments in WP. 1) Budget strategy? Website in Phase II vs Phase II. 2) Public engagement meeting processing-where can we add language indicating that the meeting information will be used to feed on the scope of the planning process (phase II) Asking for budget on Phase II must explain Phase III – make timeline changes accordingly
- Changes made to latest draft
- Received PHS feedback
- Obtain feedback from Sparkle for reference on budget. Get first impression on draft. *LH
- Branding started in-house (after website design via Consultant)
- Include comments on timeline of meetings*Request feedback

Ongoing Action items	Person responsible	Deadline
Addressing gaps • **Finalize inventory**	TEAM	ASAP

Ongoing Action items	Person responsible	Deadline
• **Document workflows** • **Account for potential duplicate entries** • **Departmental POCs of Networks**		
Review the other group's deliverable	TEAM	03-10-2021
Final Inventory	TEAM	**03-12-2021**
Departmental revisions	TEAM	03-10-2021 to 03-15-2021
Make final revisions to all document deliverables	TEAM	NOON 03-16-2021
Final editing and production	Dr. Lorente	03-18-2021
Submittal of all documents for court agenda	Dr. Lorente	10 am 03-19-2021

IRT Team Meeting | MINUTES

Meeting date | time *03/10/2021 | 1:00pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	Attendees Dr. Paula Lorente, Claudia Garcia, Karly Stelzer, Dr. David Abraham, Lizeth Hernandez, Craig Maske
Type of meeting	Standing	
Minutes by	Claudia Garcia	Invited Parul Pillai, Dr. Adrienne Holloway

AGENDA TOPICS

Agenda topic *Updates/Data Collection* | Presenter *PL*

KEY UPDATES & ACTIONS

- Final inventory: UPCOMING* New fields incorporated to SP list so Team will have to go back in to fill in (E.g., LMI). Target date moved up to Friday 03-12-2021!
- CFRTF docs will be uploaded to Teams in CFRTF folder in General

Past Action Items

Data Collection

- OEM, TRA ok with their final inventory.
- FCD/OCE – working lists between them, narrowing down titles. Waiting on CSD reply with overlapping w/ FCD.
- Developed definitions in SP lists which will also be included in report.

Upcoming Deliverables

Work Plan

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Community Engagement Plan

- FCD S. Bell comments in WP. 1) Budget strategy? Website in Phase II vs Phase II. 2) Public engagement meeting processing-where can we add language indicating that the meeting information will be used to feed on the scope of the planning process (phase II) Asking for budget on Phase II must explain Phase III – make timeline changes accordingly
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- Include comments on timeline of meetings*Request feedback

Ongoing Action items	Person responsible	Deadline
Addressing gaps • **Finalize inventory** • **Document workflows** • **Account for potential duplicate entries** • **Departmental POCs of Networks**	TEAM	ASAP
Review the other group's deliverable	TEAM	03-10-2021
Final Inventory	TEAM	**03-12-2021**
Departmental revisions	TEAM	03-10-2021 to 03-15-2021
Make final revisions to all document deliverables	TEAM	NOON 03-16-2021
Final editing and production	Dr. Lorente	03-18-2021
Submittal of all documents for court agenda	Dr. Lorente	10 am 03-19-2021

IRT Team Meeting | MINUTES

Meeting date | time *03/03/2021 | 1:00pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	Dr. Paula Lorente, Claudia Garcia, Karly Stelzer, Dr. David Abraham, Craig Maske (FCD), Parul Pillai (PHS)
Type of meeting	Standing	
Minutes by	Claudia Garcia	Invited: Dr. Adrienne Holloway, Lizeth Hernandez

AGENDA TOPICS

Agenda topic *Updates/Data Collection* | Presenter *PL*

KEY UPDATES & ACTIONS

- LMI classifications, proof of concept works. Implementable for CSD, OCE, possibly also FCD, TRA. OEM and PHS to be added manually.

Past Action Items

<u>Technology</u>
- IRT Domain – table idea for now

<u>Data Collection</u> – Final inventory due date moved-up to 03/09/2021. Status fields to be updated (% Completion, Completion date, etc.) Inventory gaps in all lists. Workflows still needed. Duplicate records review ongoing. POCs of Networks still needed. Classifications between FCD/OCE ongoing, will not impact other depts.

Upcoming Deliverables

- IRT members are to specify the frequency and who will oversee updating the inventory and fields within (Percent complete, Status etc.,) weekly or bi-weekly.

Ongoing Action items	Person responsible	Deadline
Addressing gaps • **Finalize inventory** • **Document workflows** • **Account for potential duplicate entries** • **Departmental POCs of Networks**	TEAM	ASAP
Group 2: TRA + FCD + PHS Lead production of the Project Management Plan (PMP) + Budget*	TRA, FCD, PHS	03-03-2021
Review the other group's deliverable	TEAM	03-01-2021 to 03-05-2021
Final Inventory	TEAM	03-09-2021

Ongoing Action items	Person responsible	Deadline
Departmental revisions	TEAM	Week of 03-08 to 03-12-2021
Make final revisions to all document deliverables	TEAM	03-16-2021
Final editing and production	Dr. Lorente	03-18-2021
Submittal of all documents for court agenda	Dr. Lorente	10 am 03-19-2021

*See meeting recording for Team comments on Group 2's presentation (saved in J:\SHARE\IRT\IRT Meetings\Team Mtg 03-03-2021)

IRT Team Meeting | MINUTES

Meeting date | time *02/24/2021 | 1:00pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	**Attendees:** Dr. Paula Lorente, Claudia Garcia, Lizeth Hernandez (OHSEM), Karly Stelzer (OCE), Dr. David Abraham (HCTRA), Craig Maske (FCD), Parul Pillai (PHS)	
Type of meeting	Standing		
Minutes by	Claudia Garcia		
		Invited: Dr. Adrienne Holloway (CSD)	

AGENDA TOPICS

Agenda topic *Updates/Data Collection* | Presenter *PL*

KEY UPDATES & ACTIONS

- New deadline for Phase I deliverables 03-19-2021
- New action item to go in Memo to CC – to be further discussed 02-26-2021
- Climate Action Plan – Shared will all members. Entire team needs to be fully versed on document.

Past Action Items

<u>Technology</u>
- IRT Domain – ongoing work with Universal Services and Engineering IS
- Teams and Teams Channels will be the preferred method of document sharing

<u>**Data Collection**</u> - SharePoint lists were updated 02-23-21 based-off feedback with required fields for reporting. Percent complete required now for reporting. Partners defined. Team to go back into SharePoint and QC SP lists. Suggest to: Manually update lists in SP that continue E.g., Percent complete.

Upcoming Deliverables

- Timeline and process for revisions was agreed as stated on the agenda.

  Group 1 (PEP) – Team members reported they will complete PEP by Monday 03-01-2021 and pass to Group 2.

  Group 2 (PMP) – Team members reported they will complete PMP by Wednesday 03-03-2021 and pass to Group 1.

- Update by Lizeth Hernandez: Met with all but Patti Evans (HCTRA Comms). Request for Dr. Abraham to facilitate meeting.
- New practice. As part of internal communications plan, the network's chair will carbon copy the IRT member representatives when communicating with POCs.
- The IRT database has a lot of missing data and incomplete entries. IRT to complete/verify inventory of departmental resilience actions by 03-01—2021.
- IRT members are to specify the frequency and who will oversee updating the inventory and fields within (Percent complete, Status etc.,) weekly or bi-weekly.

New Action items	Person responsible	Deadline
Create new IRT channel for communications	Dr. Lorente	03-01-2021

Ongoing Action items	Person responsible	Deadline
Addressing gaps • **Finalize inventory *ongoing** • **Document workflows** • **Account for potential duplicate entries *ongoing** • **Departmental (POC) for Planning Support Network**	TEAM	ASAP
Characterize sustainability aspects of initiatives	Dr. Abraham	Tabling idea until next report cycle
Group 1: OEM + OCE + CSD. Lead production of the Public Engagement Plan (PEP) + Budget.	OEM, OCE, CSD	Moved to 03-01-2021
Group 2: TRA + FCD + PHS Lead production of the Project Management Plan (PMP) + Budget.	TRA, FCD, PHS	Moved to 03-03-2021
Review the other group's deliverable	TEAM	Week of 03-01 to 03-05-2021
Final Inventory	TEAM	03-10-2021
Departmental revisions	TEAM	Week of 03-08 to 03-12-2021
Make final revisions to all document deliverables	TEAM	03-16-2021
Final editing and production	Dr. Lorente	03-18-2021
Submittal of all documents for court agenda	Dr. Lorente	10 am 03-19-2021

IRT Team Meeting | MINUTES

AGENDA TOPICS

Agenda topic *Updates/Data Collection* | Presenter *PL*

Updates on past action items

Unable to meet this week due to disaster. A brief, reduced meeting was held on Monday 02-15-21.

Technology
- IRT Domain – ongoing work with Universal Services and Engineering IS
- IRT shared drive to house data for Power BI reporting (grant access to: FCD, CSD, and PHS) – requested 02-11-21, ongoing
- Introduced two channels for PEP and PMP created in Teams to house files/ draft documents of deliverables while US finalizes shared drive. Each group can house the drafts in their respective folders, then once drafts are ready for TEAM review, save in "General" Teams section with naming convention in IRT Guide. Resource for workflows posted in Teams (PL)

Data Collection

- Discussion on gaps. Make sure entries are documented in data base. All classifications and categorizations, funding etc. must be complete for precise reporting. Review inventory to ensure completion or make notes on why initiatives have gaps
- Workflows important as you collect data
- CSD – grant funded projects. The departments that are spending or managing the initiative should list the initiative under their departments' list

New topics, Upcoming Deliverables

Project Management Plan with Budget

- Workplan – Concerns of tight deadline to also include budget. Clarification on budget for Phase II. Build on department capacity for Phase II deliverables.   Foreseen work to be done with coordination and channeling efforts of each department. Consults proposed in budget for Phase II. (Plan for plan by dept engagement and what they think they will need to complete Phase II)

PMP Draft some taken from IRT Guidance. Remove duplicated information to focus on work plan. What is Phase II understanding. How will you get to the report? Steps to take or milestones. Four to five tasks with subtasks. Coordinate with other depts the timeline and task due dates. APA Creating Planning documents resource shared to teams general.

Communications Support Network: for Internal Communications Plan

- Update by Lizeth Hernandez: Met with CSD and meeting with OCE. HCTRA to reschedule. Will meet with PHS today.

Planning Support Network: Pending discussion

Action items	Person responsible	Deadline
Addressing gaps • **Finalize inventory** • **Document workflows** • **Account for potential duplicate entries*** • **Privacy preferences for database fields** • **Comments on draft report (screenshots)** • **Must haves, good to haves, optional database fields** • **Departmental (POC) for Public Engagement/Communications Network** • **Departmental (POC) for Planning Support Network**	TEAM	ASAP
Research workplans and start outlining workplan+ budget deliverable	Dr. Abraham	02-15-2021
Characterize sustainability aspects of initiatives	Dr. Abraham	02-15-2021
Group 1: OEM + OCE + CSD. Lead production of the Public Engagement Plan (PEP) + Budget. <u>Complete by 02/24/21</u>	OEM, OCE, CSD	Moved up to 02-24-2021 NOON
Group 2: TRA + FCD + PHS Lead production of the Project Management Plan (PMP) + Budget. <u>Complete by 02/24/21</u>	TRA, FCD, PHS	Moved up to 02-24-2021 NOON
Review the other group's deliverable	TEAM	COB 02-24-2021
Make final revisions to all document deliverables	TEAM	NOON 02-25-2021
Final editing and production	Dr. Lorente	COB 02-25-2021
Submittal of all documents for court agenda	Dr. Lorente	10 am 02-26-2021

IRT Team Meeting | MINUTES

Meeting date | time *02/10/2021 | 1:00pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	Attendees: Dr. Paula Lorente, Claudia Garcia, Lizeth Hernandez, Karly Stelzer, Dr. David Abraham, Craig Maske (FCD)
Type of meeting	Standing	
Minutes by	Claudia Garcia	Invited: Parul Pillai (PHS)

AGENDA TOPICS

Time allotted | *30 mins* | Agenda topic *Updates/Data Collection* | Presenter *PL*

Updates on past action items

<u>Technology</u>
- IRT Doman forthcoming
- IRT shared drive to house data for Power BI reporting (grant access to: FCD, CSD, and PHS)

<u>Data Collection</u>
- Still need "Must haves, good to have, optional" list of fields from departments
- Flow charts/process development on how you're collecting the data (for Internal/Interdepartmental Comms Plan)
- Update on report progress: Dr. Lorente Deliverable Report draft by 02-12-2021

<u>Needs</u>
- OCE: to meet with FCD. How to best enter data once fields matched? Dump into SP (Kasey and Sankar)
- OHSEM: Intent to expand on Activity type classifications. (Forthcoming)
- HCTRA: Email field did not populate.

<u>Other Updates</u>
- PHS has selected representative who will join in 2-3 weeks
- CSD is making offer to a selected candidate, assuming will join 2-4 weeks

New topics, Upcoming Deliverables

Community Engagement (strategy-based, we already have the elements)

Project Management Plan with Budget

Potential expansion of classification of initiatives for reporting purposes. Think on how to enhance our report and looking forward to reporting to CFRTF:

  1. Equity: Degree to which initiative benefits or targets LMI areas or vulnerable populations.

  2. Public Engagement: Levels of participation being considered by initiative (e.g., inform, consult, involve, collaborate, and empower).

  3. Sustainability: Explore possible options to characterize projects' contribution to sustainability (e.g., certified projects, LEED, ENVISION or other type metrics).

4. KPI's: Consider adding a field asking for KPIs currently in use. If no KPIs are known, perhaps ask PMs to suggest options (looking to Phase II for when we must develop metrics Plan performance).

Communications Support Network: for Internal Communications Plan

Lizeth – OEM, FCD, OCE (HCTRA upcoming mtg) *Kristie Lambert is contact for CSD COMMS

First network meeting next Friday facilitated by LH.

Planning Support Network: Budget to be included in Workplan – sharing information

Strategy: create network across all departments to improve interagency communications plan. Upcoming networks: GIS, or IT

<u>Open forum</u>:

Security/Privacy in inventory:

Hiding contact information in reporting. Need to come up with Must haves list for privacy/security. We are going to hide fields that CFRTF will see.

We will have two reports: 1. For IRT 2. For Task Force (without Precinct funded)

Mapping: not consistent across all departments. Conversation started with GIS team. Have to consider licensing, etc for maps or spatial files.

Action items	Person responsible	Deadline
Must have list	FCD, PHS, CSD	02-15-2021
Flow charts of data collection	TEAM	02-15-2021
Email field issue (HCTRA)	Claudia Garcia	ASAP
Research workplans and start outlining workplan+ budget deliverable	Dr. Abraham	02-15-2021
Deliverable: Draft Report	Dr. Lorente	02-12-2021
Meet with OCE – to go over roadblocks of filtering of projects	Dr. Lorente	02-12-2021
Forward CSD Communications/Engagement point of contact to LH	Dr. Lorente	02-10-2021
Meet with Lizeth	Dr. Lorente	02-10-2021
Planning Support Network Contacts	TEAM	02-15-2021
Meet with GIS expansion	Dr. Lorente	Ongoing
Clarify with leadership reporting standards for CC and CFRTF.	Dr. Lorente	ASAP
Characterize sustainability aspects of initiatives	Dr. Abraham	02-15-2021

IRT Team Meeting | MINUTES

Meeting called by	Dr. Paula Lorente	Dr. Paula Lorente, Claudia Garcia, Lizeth
Type of meeting	Introductory	Hernandez, Karly Stelzer, Dr. David Abraham
Note taker	Claudia Garcia	

Previous Action items	Person responsible	Deadline
~~Feedback on IRT Manual~~	~~TEAM~~	~~ASAP~~
Find point of contact for Budget Phase (II)	TEAM	ASAP
Share drive status	Claudia Garcia	ASAP
Start notes for flow charts (future) during data collection	TEAM	Upcoming
PL and CG to follow up regarding SP list	Claudia Garcia	02/05/2021

AGENDA TOPICS

Time allotted | *30 mins* | Agenda topic *Data Collecting* | Presenter *PL*

We are making updates to the lists/forms in SharePoint. Please share any form changes with Claudia. Upcoming meeting to test Power BI reporting in SharePoint for our reporting deliverable.

- Can we assign a unique ID to every entry? (canceled/deleted or not)
- Backups
- More user-friendly forms

IRT Welcome – Karly Stelzer & Dr. David Abraham | MINUTES

Meeting date | time *02/01/2021 | 1:30pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	Dr. Paula Lorente, Claudia Garcia, Lizeth
Type of meeting	Introductory	Hernandez, Karly Stelzer, Dr. David Abraham

AGENDA TOPICS

Time allotted | *60 mins* | Agenda topic *Welcome: IRT packet* | Presenter *PL*

Introductions. IRT overview and guidelines. How we intend to operate. Everything is in the preliminary stage:

- Reviewed timekeeping (referenced Time Allocator SS) Allocator explained, and importance emphasized for reporting. To submit to Dr. Lorente and Claudia for tracking and processing.
- Guideline overview. Members asked to provide feedback.   Timeline review (Phases).
- Internal Ops, Mgmt, and Comms: Feedback. IRT domain forthcoming.

Action items	Person responsible	Deadline
~~Send SharePoint link of respective list~~	~~Claudia Garcia~~	~~ASAP~~
Feedback on IRT Manual	TEAM	ASAP

Time allotted | *15mins* | Agenda topic *Deliverables* | Presenter *PL*

Three deliverables underway. *** FEB 26th DEADLINE ***

1. Workplan
2. Engagement Strategy
3. Budget for Phase II

Collecting data (immediate task). Initial form created with fields. SharePoint links shared with Dr. Abraham and Karly to their respective forms to begin collecting their department data.

New Action items	Person responsible	Deadline
Find point of contact for Budget Phase (II)	TEAM	ASAP
Share drive status	Claudia Garcia	ASAP
Start notes for flow charts (future) during data collection	TEAM	Upcoming

IRT Meeting

Meeting called by:	Alisa Max	**Type of meeting:**	Touching base/Deadlines
Facilitator:	John Blount	**Meeting Minutes:**	Claudia Garcia

Attendees: John Blount, Joe Castillo, Dr. Paula Lorente, Craig Maske, Matthew Zeve, Lindsey Drouet, Dr. Adrienne Holloway, Parul Pillai, Tina Ortiz, Lizeth Hernandez, Heather Cantu, Claudia Garcia, Alisa Max

Minutes

Agenda item:	Introductions	**Presenter:**	John Blount

Discussion:

John Blount wanted each department to make introductions of their dedicated IRT member or advise on status of hiring process and name of interim representative:

- Dr. Paula Lorente (OCE) Karly Stelzer (pending HR clearance) start date 02/01/2021
- Matthew Zeve (FCD) ongoing interviews – Craig Maske interim rep
- Heather Cantu (HCTRA) Dr. David Abraham (pending HR clearance) start date 02/01/2021
- Dr. Adrienne Holloway (CSD) ongoing interviews – Dr. Holloway interim rep
- Lindsey Drouet (OHSEM) Lizeth Hernandez began employment on 01/11/2021
- Parul Pillai (PHS) ongoing interviews – Parul Pillai interim rep

"Commissioners Court want suggested work with involved budgeting for county-wide flood resilience" - JB

Agenda item:	Upcoming Deadlines	**Presenter:**	Dr. Paula Lorente

Discussion:

Presentation with overview: (Currently in Phase I) March 09, 2021 for Phase I update to (Commissioners Court Agenda) to include IRT Operations Guide, Inter-departmental Communications Plan, Standard report to Court

Current IRT Deliverables:

1) Hiring IRT: currently 3/6
2) Developing plan for IRT operations and inter-organizational communication: IRT Operations Guide and Internal Engagement Plan, securing process of shared information, IRT Inventory being built with possible fields (form) to include plans, policies, initiatives, etc.
3) Next steps – Inventory, Draft Report, Work Plan *John Blount requests meeting members for assistance to finalize components to go in the CC agenda for 03/09/21 as delegated by Dr. Paula Lorente

John Blount presented Work Plan initiatives for flood resilience:

1) Remove and relocate people from harm's way- would entail affordable housing initiative through CSD (Budget Plan)
2) Reduce Flooding- FCD
3) Reduce carbon footprint- so we don't diminish work/efforts already done

> * Every department was onboard with initiatives. Craig Maske brought up regulatory and policy issues. JB suggested changing buyout policy (example)

CFRTF

> To meet at the beginning of February so IRT can start communications. We will need to verse members of all components of IRT so they have better understanding for planning. Community engagement will be big part of plan.

Conclusions:

> We've got to collaborate to put together Work Plan and Reporting of Inventory to add on the Commissioners Court agenda on 03/09/2021

Action items	Person responsible	Deadline
✓ FCD to provide document of the different types of flooding and who is responsible for that flooding (to present to CFRTF)	FCD	02/26/2021
✓ Continue to develop plans	OCE, CSD, FCD, OHSEM, PHS, HCTRA	02/26/2021

Other Information

Special notes:

History: County Program like this initiative called the Blue Book Program from the 1960's with engineering and plans never fully executed.

Judge Hidalgo's vision: By 20xx we will have no more flooding within the 100-year floodplain.

2

IRT Welcome - OHSEM | MINUTES

Meeting date | time *01/12/2021 | 1:30pm* | Meeting location *Teams*

Meeting called by	Dr. Paula Lorente	Dr. Paula Lorente
Type of meeting	IRT	Claudia Garcia
Facilitator	Claudia Garcia	Lizeth Hernandez

AGENDA TOPICS

Time allotted | *45mins* | Agenda topic *Welcome: IRT packet* | Presenter *PL*

IRT packet created as foundation with what we know so far. Will change as group grows. Introductory process needing points of contact. Time management: not defined (not point of contact). Timesheets with allocators (used for grant projects). Idea to use these allocators for IRT work. IRT hours signed by IRT then dept. supervisor will sign/submit. IRT packet overview: sections, attachments, inventory, form, reporting to task force.   CFRTS reporting to include (type of project, status, and funding). Create database with form to update database (we're looking into Access). Vision is to make this data we collect web-based to be accessible to task force and public. Create dashboard from data. Lizeth suggested creating how-to guides and cross training. Looking to get our space to store sensitive cross-departmental data. "Challenge is obtaining project data but more challenging to maintain that data." – Dr. Lorente, IRT Lead

- Reviewed timeline and first deliverable
- Planning process: create packet now what we will need for next phase (communications and planned processes)

*Get clarification on activated vs. IRT duties during in emergency. Preparing for disaster (looking forward). Using tools for centralized data for County and public. Lizeth to provide feedback on IRT packet

Action items	Person responsible	Deadline
Points of contact/Emergency Activation requirements	Lizeth Hernandez	ASAP
Brainstorm components of report from Dept	Lizeth Hernandez	Upcoming
Survey CFRTF prior to mtg of what info they want to see	Lizeth Hernandez	02/01/21

Time allotted | *15mins* | Agenda topic *Hardware/Software* | Presenter *PL*

IRT will provide VPN access, laptop, badge, email. IRT to possibly get its own domain.

We are meeting with Engineering IS Manager on 01/13/21 to figure out technical aspect path forward. Solutions forthcoming.

Action items	Person responsible	Deadline
Check on NEO	Claudia Garcia	01/13	2pm

Vision Zero Committee Meetings

Harris County Engineering Department

Copy of Documents Fiscal Year 2021
Vision Zero Charter and Meeting Minutes
Harris County, Texas
4/14/2021

Harris County

Precinct One

xc: Brandon Dudley

RODNEY ELLIS
COMMISSIONER

PRECINCT ONE

Vote of the Court:

	Yes	No	Abstain
Judge Hidalgo	☑	☐	☐
Comm. Ellis	☑	☐	☐
Comm. A. Garcia	☑	☐	☐
~~Comm. Radack~~	☐	☐	☐
~~Comm. Cagle~~	☐	☐	☐

AGENDA ITEM

October 8, 2019

County Judge Lina Hidalgo
Members of Commissioners Court

RE: **Request for consideration and approval of the creation of a Vision Zero Working Group**

Dear Judge Hidalgo and Commissioners Cagle, Garcia, and Radack:

Precinct One respectfully requests consideration of and approval to create a Vision Zero Working Group to support the County in creating a strategy to eliminate traffic fatalities and injuries, and ensure safe, healthy, equitable mobility for all residents.

Precinct One proposes that the Vision Zero Working Group be comprised of representatives from each member of Commissioners Court, and that it be coordinated by a representative of the Engineering Department. The Group will be tasked with creating a Vision Zero Executive Committee comprised of necessary stakeholders and experts to guide the process of developing, implementing, and maintaining a Harris County Vision Zero Action Plan, which can be incorporated into the ongoing development of the County Transportation Plan (CTP).

On May 14, 2019, Commissioners Court authorized the Engineering Department to engage Gradient Group, LLC in the development of a Countywide Pedestrian and Bicycle Safety Study – Phase I, which includes primary components of a Vision Zero Action Plan. It is further proposed to engage Gradient Group, LLC to continue their ongoing engineering services contract, and assist in the development of a Vision Zero Action Plan for Harris County.

The Vision Zero Working Group should report back to this Court in 90 days with initial recommendations.

Thank you for your consideration.

Sincerely,

Commissioner Rodney Ellis

RE: HJC

xc: Brandon Dudley

Presented to Commissioners Court

OCT 0 8 2019

APPROVE _____E|G_____

Recorded Vol____Page____

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El Rio Service Center • 7901 El Rio Street • Houston, Texas 77054 • (713) 991-6881

Harris County

Precinct One

RODNEY ELLIS
Commissioner

	YES	NO	ABSTAIN
Judge Lina Hidalgo	☑	☐	☐
Comm. Rodney Ellis	☑	☐	☐
Comm. Adrian Garcia	☑	☐	☐
Comm. Steve Radack	☑	☐	☐
Comm. R. Jack Cagle	☐	☑	☐

SUPPLMENTAL AGENDA ITEM

August 11, 2020

County Judge Lina Hidalgo
Members of Commissioners Court

RE: **Request for discussion and approval of a resolution regarding the official public launch of the Harris County Vision Zero Initiative by the Harris County Engineering Department.**

Dear Judge Hidalgo and Commissioners Cagle, Garcia, and Radack:

Precinct One respectfully requests discussion and approval of a resolution regarding the official public launch of the Harris County Vision Zero Initiative by the Harris County Engineering Department. This initiative is a major component of the Harris County Transportation Plan and focuses on achieving zero traffic fatalities and severe injuries in our region by 2030.

Thank you for your consideration.

Sincerely,

Commissioner Rodney Ellis

RE: HC

xc: Brandon Dudley

Presented to Commissioners Court

August 11, 2020

Approve: E/G

Recorded Vol 321 Page 245-246

PRECINCT ONE

Resolution

A **RESOLUTION** on the Official Public Launch of the Harris County Vision Zero Initiative

WHEREAS: Vision Zero is a nationwide initiative to reach zero traffic deaths or severe injuries, committing to a fundamental shift in how communities approach traffic safety; and

WHEREAS: This approach acknowledges that safe mobility depends on a variety of factors including but not limited to roadway design, speeds, behaviors, technology, and policies; and

WHEREAS: Roadway accidents cause numerous fatalities and serious injuries of people driving, biking, and walking every year in the Houston and Harris County region; and

WHEREAS: Harris County Vision Zero will be an integrated part of future transportation plans and projects to reach the overarching goal of zero traffic fatalities and severe injuries in Harris County by the year 2030; and

WHEREAS: Harris County and the City of Houston have each engaged in separate yet collaborative Vision Zero efforts to ensure all residents are taken into account in the future of regional roadway safety; and

WHEREAS: Harris County and the City of Houston are each implementing large-scale, coordinated, evergreen awareness and engagement campaigns; and

WHEREAS: Harris County has spearheaded local efforts by leading a diverse team of stakeholders with equity and transparency as guiding principles in their approach to the Vision Zero Initiative; and

WHEREAS: These efforts followed the Harris County approved October 8, 2019 item requesting the creation of a Vision Zero Working Group to support the county in creating a strategy to eliminate traffic fatalities and injuries, and ensure safe, healthy, equitable mobility for all residents; and

BE IT RESOLVED that Harris County Commissioner's Court recognizes this as the official public launch of the Vision Zero Initiative following months of committee and stakeholder coordination and data analysis to create high injury network maps for all of Harris County; and

BE IT FURTHER RESOLVED that the Harris County Engineering Department continue their efforts through the use of virtual public engagement meetings beginning September 2nd 2020 as part of their Harris County Transportation Plan series; and
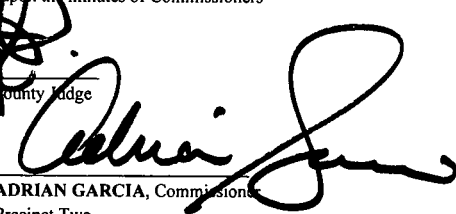
BE IT FURTHER RESOLVED that the Harris County Engineering Department continue to provide transparency and provide additional avenues for community engagement via the Harris County Vision Zero website at https://www.eng.hctx.net/Vision-Zero that allows for public education and project input pertaining to Harris County's Vision Zero efforts; and
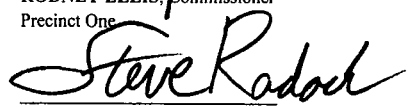
BE IT FURTHER RESOLVED that Harris County Commissioners Court encourages residents of Harris County to visit the Harris County Vision Zero website and take the pledge for safer roads for all roadway users, including motorists, bicyclists, and pedestrians.

It is hereby **ORDERED** that this Resolution be spread upon the minutes of Commissioners Court this 11th day of August, 2020.

LINA HIDALGO, County Judge
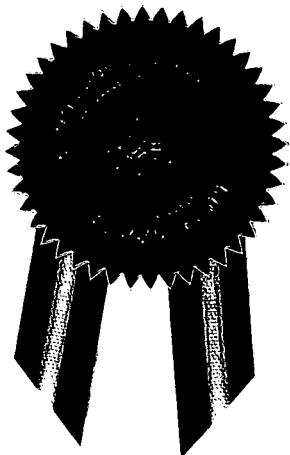
RODNEY ELLIS, Commissioner
Precinct One

ADRIAN GARCIA, Commissioner
Precinct Two

STEVE RADACK, Commissioner
Precinct Three

R. JACK CAGLE, Commissioner
Precinct Four

ATTEST:

Christopher G. Hollins, County Clerk
Harris County, Texas

Vision Zero Stakeholder Kickoff Meeting | MINUTES

January 30, 2020 | 1:30 p.m. | Trini Mendenhall Community Center.

Attendees: Albert Cheng (Harris County Public Health)
Alisa Max (Harris County Engineering Department)
Allison Reese (Harris County Institute of Forensic Sciences)
Amar Mohite (Harris County Precinct 1)
Anne Whitlock (Connect Community)
Aresha Davwa (Harris County Judge's Office)
Bill Wheeler (Harris County OEM)
Brannan Hicks (Harris County Engineering Department)
Charlotte Jackson (NAMI of Greater Houston)
Chuntania Dangerfield (Harris County Engineering Department)
Claire Garvin (Hollaway Environmental and Communications)
Dena Snyder (Gradient)
Dr. Dwayne Wolf (Harris County Institute of Forensic Sciences)
Eleni Pappas (TEI I Traffic Engineers Inc.)
Enrique Sanchez (Harris County Engineering Department)
Genevieve Genest (Galveston Bay Foundation, Cycle Clear Lake)
Hadill Calderon (Harris County Precinct 1)
Inga Ford (Bike Houston)
Jeannie Peng (Harris County Engineering Department)
John Blount (Harris County Engineering Department)
Lindsey Trahan (Harris County Precinct 4)
Margaret Wallace-Brown (City of Houston Planning and Development)
Milton Rahman (Harris County Precinct 2)
Parul Pillai (Harris County Public Health)
Rebecca Reyna (Greater Northside Mgmt. District)
Stephen Gage (Houston-Galveston Area Council)
Stephanie Anderson (Gradient)
Stuart Corder (Harris County Engineering Department)
TWayne Holcombe (Gradient)
Tim Kelly (METRO)
Tony Voigt (Gradient)
Amanda Sankey (Hollaway Environmental and Communications)

Meeting Minutes:
- Introducing Vision Zero concepts to the committee,
- Determining areas in which stakeholders should be added to the group,
- Briefed on the status of work to date, and
- Discussing the path forward on this important project.

Hollaway introduced Public involvement Plan
- Goals, what we want to accomplish through
    - public engagement
    - social media
    - electronic communications
    - timelines
    - guidelines for engagement

Keep message the same across different groups
Branding will include website development, social media protocols. Aim to keep consistent messaging.
Events will include mega meetings (floating experts, focus on displays), open houses (luncheon at school, community centers)

Make sure metrics are documented.

Gradient presented on the technical data, what will be collected and how, and how this information and align with the messaging with the communications team.

Vision Zero Technical Committee Meeting | MINUTES
April 29, 2020 | 2 p.m. | Video Conference

Attendees: Brannan Hicks Harris County Engineering Department)
Alisa Max Harris County Engineering Department)
Jeannie Peng Harris County Engineering Department)
Allison Reese (Harris County Institute of Forensic Sciences)
Loyd Smith Harris County Engineering Department)
Stuart Corder (Harris County Engineering Department)
Dwayne Wolf (Harris County Institute of Forensic Sciences)
Claire Garvin (Hollaway)
Connor Stokes (Hollaway)
Jonathan Brooks (LINK Houston)
Lauren Grove (City of Houston)
Sean Cagan (METRO)
Genevieve Genest Lindberg (Galveston Bay Foundation-Cycle Clear Lake)
Stacy Ann Drake (Harris County Institute of Forensic Sciences)
Stephan Gage (Houston-Galveston Area Council)
T. Wayne Holcombe (Gradient)
Dena Snyder (Gradient)

Meeting Minutes:

TWayne Holcombe presented on the project timeline and best practices from other U.S. cities who developed a High Injury Network. Dena Snyder presented the proposed methodology for developing the Harris County Vision Zero High Injury Network.

High Injury Network methodology:
- Loyd Smith noted that the ½ mile segmentation did a good job identifying high injury segments, but it also appears to be picking up offshoots on one side of an intersection. This could be due to

double counting that is occurring at intersections.
- Dr. Wolf inquired how serious injuries are defined. He expressed concern about including all bicycle and pedestrian crashes (regardless of severity), since vehicular fatalities and serious injuries are often subject to the same randomness and circumstantial conditions.

Communities of Concern

Brannan Hicks and Alisa Max noted several options for identifying these areas, including the Low- to Moderate-Income map and transportation vulnerability index.

Loyd Smith cautioned that the City and County use different geographic blocks to identify different information. He suggested avoiding use of super neighborhoods.

i. Stephan Gage recommended using the CDC's Social Vulnerability Map, which uses census blocks as a basis and includes six categories of concern in its methodology.

b. Jurisdictional boundaries

i. Loyd noted there are 40 different jurisdictions between cities, counties, and TxDOT. Prioritization of improvements based on jurisdictional boundaries will add complexity to the recommendations. He suggested letting the data show what the data shows and adding geographic filters at the end.

2. Wrap-up and Next Steps

a. TWayne presented next steps in developing the High Injury Network and Vision Zero Action Plan.
b. The Technical Committee will meet once a month. The next meeting will be at the end of May. The goal is to have the High Injury Network complete by then.

Vision Zero Communications Committee Meeting | MINUTES
May 6, 2020 | 11 a.m. | Video Conference

Attendees: Alisa Max (Harris County Engineering Department)
Jeannie Peng (Harris County Engineering Department)
Claire Garvin (Hollaway Environmental and Communications)
Hadill Calderon (Harris County Precinct 1)
Stephen Gage (Houston-Galveston Area Council)
Parul Pillai (Harris County Public Health)
Sarah Wiesner (Harris County Precinct 4)
Leslie Hollaway (Hollaway Environmental and Communications)
Michelle Carnahan (Harris County Public Health)
Chuntania Dangerfield (Harris County Engineering Department)

Meeting Minutes:
Hollaway Environmental and Communications presented a communications plan moving forward with Vision Zero outreach and awareness.
This included:
- Establishing a collaborative campaign helping communities reach initiative goals
- Vision Zero delivery timeline
- Community Awareness and Engagement Plan and its goals
- Branding Guide and Logo
- Communications and marketing pieces for the campaign
- Initial webpage outline
- Vision Zero social media discussion on platforms
- Community engagement topics on existing conditions and modal strategies
- Engagement methods

Next steps included establishing timelines on deliverables, launching the website and over the summer and preparing for upcoming engagement meetings with the public.

Vision Zero Steering Committee Meeting | MINUTES
May 15, 2020 | 11 a.m. | Video Conference

Attendees: Stephanie Anderson (Gradient- Project Consultant)
Oni Blair (Link Houston)
Hadill Calderon (Harris County Precinct 1)
Augustus "Auggie" Campbell (Association of Water Board Directors-Texas)
Richard Cantu (East Aldine Mgmt. Dist., Hawes Hill Calderon)
Albert Cheng (Harris County Public Health)

Stuart Corder (Harris County Engineering Department)
Chuntania Dangerfield (Harris County Engineering Department)
Stacy Ann Drake (Harris County Institute of Forensic Sciences)
Stephen Gage (Houston-Galveston Area Council)
Genevieve Genest Lindberg (Galveston Bay Foundation-Cycle Clear Lake)
Brannan Hicks (Harris County Engineering Department)
TWayne Holcombe (Gradient- Project Consultant)
Tim Kelly (METRO)
Isabel M. Longoria (Public Policy and Outreach)
Alisa Max (Harris County Engineering Department)
Amar Mohite (Harris County Precinct 1)
Eleni Pappas, (TEI I Traffic Engineers, Inc.)
Jeannie Peng (Harris County Engineering Department)
Parul Pillai (Harris County Public Health)
Rebecca Reyna (Greater Northside Mgmt. Dist.)
Amanda Sankey (Hollaway Environmental and Communications- Project Consultant)
Loyd Smith (Harris County Engineering Department)
Dena Snyder (Gradient- Project Consultant)
Lindsey Trahan (Harris County Precinct 4)
Margaret Wallace-Brown (City of Houston Planning and Development)
Anne Whitlock (Connect Community)
Dr. Dwayne Wolfe (Harris County Institute of Forensic Science)
Leah Chambers (Harris County Judge's Office)
Claire Garvin (Hollaway Environmental and Communications- Project Consultant)
Bob Lesniewski (Creekside Park Village Association)

Meeting Minutes:

Technical Committee Overview

Vision Zero project is continuously moving forward in spite of the COVID emergency.
Vision Zero Action Plan Timeline was presented as follow: (1) VZ Crash Dataset – April 2020 (2) VZ Action Plan (3) VZ High Injury Network – May 2020 (4) VZ Implementation Plan – October 2020. The data set used for this study is from the TXDOT Crash Rate Information System - CRIS (data range 2014 – 2018).
To avoid any delay in the study the 2019 data set was not included due to the delay in the time frame that data is available in the CRIS system. High Injury Network is most often seen as the important tool of the Vision Zero Action Plan. It helps identify which roadways have the most traffic related deaths and injuries. The High Injury Network also helps prioritize where improvements are needed that will have the biggest impact. Most importantly it indicates where injuries are most concentrated NOT whether a roadway is dangerous.

The methodology applied to the development of the High Injury Network are to be sensitive to all County contexts, replicable, quantifiable, consider all modes of travel, identify high injury corridors and not just hot spots, and normalize by roadway segment length. The High Injury Network will exclude freeways, HOV lanes, managed lanes, toll roads, on/off ramps and overpasses.
The goal is to just focus on surface areas in this study. There will be 3 separate modes within the High Injury Network – vehicular, pedestrian, and bicyclists which will be combined into a composite of top segments for driving, bicycling, and walking. The next phase after the development of the High Injury Network would be the VZ Action Plan that will focus on crash trends and causative factors, VZ Goals and Priorities, and Strategies for the 6 E's – Education, Engineering, Enforcement, Encouragement, Evaluation, and Equity.

Communications Committee Overview

The Communications Committee presented the goals of Vision Zero which are as follow:

(1) To eliminate traffic fatalities and severe injuries
(2) Increase safe, healthy, and equitable mobility. Vision Zero initiative will focus on four basic components – Ethics, Responsibility, Safety, and Mechanics for Change.

 The delivery timeline will include
(1) Community Awareness and Engagement Plan
(2) Development educational materials and tools
(3) Establish communication infrastructure (social media, website, etc.)
(4) Implement community engagement
(5) Document engagement and success tracking

The revealing of the official Vision Zero logo was presented to the committee members. The logo projection to be revealed will be in the summer due to COVID 19 and the Census campaign that's currently going on. The logo will consist of two different designs – color and black and white adaptation. Adaptation was selected to ensure the integrity of the logo isn't compromised during publication (brochures, notices, door hangers, project website, electronic and static signage, social media, and signature).

Vision Zero will be accessible via the Harris County Engineering Department website, Countywide Transportation Plan, and Vision Zero Initiative Webpages. The Communications Committee will be working alongside the Technical Committee to transform the statistics and percentages from the data sets into infographics to be displayed on the various sites. The committee wrapped up the meeting by discussing the ways Vision Zero will implement community engagement throughout the planning and implementation process of the initiative (see list below).

- Traditional communication methods (mail, published advertisements, etc.)
- Digital communication methods (social media, website updates, mass mail, etc.)
- Educational materials and tools (collateral items, infographics, video presentations, 3D visualizations, etc.)
- Media coverage
- In person briefings and meetings
- Community outreach meetings/presentations/workshops
- Large-scale public meetings, and advisory groups/committees

Communications could potentially be split into two parts:
1. Communication Component – What do we need to communicate to ensure we have the best plan moving forward?
2. What communication elements need to be a part of the action plan so that we can sustain it moving forward to continue to educate and work with the public as implementations continue?

We could possibly look into creating a way for the constituents to make a pledge to commit to changing their behavior that could have a great impact on reducing the number of injuries related to mobility.

Bicycle and pedestrian related injuries were looked into and heat maps were developed to determine where the hot spots were. A GIS map was also generated to display these areas. This data is in final draft and will be published under Vision Zero in the final County Transportation Plan that will be published next year around February. There will be an interactive GIS map that will have layers related to various areas to give an overall picture of the network moving forward.

Questions and Answers

Q: Will there be an interactive network map for the committee to view?
A: The goal of the end product will be to have an interactive map available on the website that the constituents and stakeholders can access and view the High Injury Network. The interactive map is projected to be available for release within the next 3-4 weeks so that the stakeholders can review it via

the ArcGis system. The committee will be able to access the map and submit comments, concerns, and questions regarding the information provided.

Q: How do vehicular speeds co-relate to all crashes - vehicular, pedestrian, and bicycles?
A: Data is still being evaluated to determine the true analysis of fatalities related to speed and/or related to fatalities and injuries. Failure to control speed is a default in the police report which shows that most accidents occur at a much lower speed.

Q: Will the data include freeways and frontage roads?
A: The data will include frontage roads in the Harris County region but will not include the freeway system. The freeway data is retained daily and other modes within that footprint are included in the complete dataset of all fatal and serious injuries from CRIS. The High Injury Network concentration will be focusing on ways to invest more on the County roadways regarding vehicle, bicycle, and pedestrians.

Q: Is there a way to map intersection crossing times and severity of crashes at intersections?

A: Harris County run the standard rule of walking time through the pedestrian interval, however, if we see areas where there are potential increase of higher incident rates it can be analyzed further as it relates to the high injury network.

Q: Are the Municipal Utility Districts and Utility Districts included in the layers?
A: It is available, and can it be added in the GIS interactive map.

Q: How do vehicular speeds co-relate to all crashes - vehicular, pedestrian and bicycles?
A: Most happen on arterials or major collectors - 60% of pedestrian crashes happen between 6:00 - 9:00 pm. Public street lighting is a challenge in our region. Pedestrian failing to yield is a challenge in our region since we design Public Street and access across Public Streets primarily for moving vehicles not moving people. As a result, this is a fundamental issue with our design guidelines or standards has implications on the behavior of people.

Q: Is our data going to include freeways/ramps? Age break-down of the fatalities/crashed and severity according to speed?
A: Yes, we are evaluating both frontage roads and frontage road intersections related to all modes. Only 20% of pedestrian crashes are 20 years or younger.

Vision Zero Communications Committee Meeting | MINUTES
July 22, 2020 | 2 p.m. | Video Conference

Attendees: Chuntania Dangerfield (Harris County Engineering Department)
Jeannie Peng (Harris County Engineering Department)
Hadill Calderon (Harris County Precinct 1)
Geoff McKeel (Harris County Engineering Department)
Parul Pillai (Harris County Public Health)
Sarah Wiesner (Harris County Precinct 4)
Leslie Hollaway (Hollaway Environmental and Communications)
Rosaura Martinez (Hollaway Environmental and Communications)
Tara Davis (Hollaway Environmental and Communications)
Stephen Gage (Houston-Galveston Area Council)
Isabel M. Longoria (Public Policy and Outreach)

Meeting Minutes:
Consultant Hollaway Environmental and Communications provided an update on the website content development for a launch scheduled for July 31, logo adjustments, and establishing all items featured on the Harris County Vision Zero website.

The website will include a timeline, the Vision Zero map tool, a space for upcoming meetings and past meetings, partnerships, steering committee members and additional information about how to become involved by means of the Vision Zero pledge and survey and contributing information to the high injury map tool.

The website will have a matching Facebook page that will include feed on the homepage.

Discussion included the launch of Vision Zero to the public with an announcement during Commissioners Court, the first public meeting and introduction of moderator.

Vision Zero Technical Committee Meeting | MINUTES
July 27, 2020 | 2 p.m. | Video Conference

Attendees: Brannan Hicks (Harris County Engineering Department)
Alisa Max (Harris County)
Chuntania Dangerfield (Harris County)
Jeannie Peng (Harris County)
Leah Chambers (Harris County Judge's Office)
Rosaura Martinez (Hollaway Environmental and Communications)
Perla Zaldivar
Jonathan Brooks (LINK Houston)
Leslie Hollaway (Hollaway Environmental and Communications)
Sean Cagan (METRO)
Stephan Gage (HGAC)
T. Wayne Holcombe (Gradient Group, Partner)
Stephanie Anderson (Gradient Group, Partner)
Dena Snyder (Gradient Group, Traffic Engineer)
Cristin Emshoff (Gradient Group, Transportation Planning Director)

Meeting Minutes:

TWayne Holcombe presented on the agenda for the meeting and the project timeline.
Dena Snyder presented what the Vision Zero High Injury Network is, how it was developed from the crash dataset and that it is finalized along with the methodology.
  c. Brannan confirmed the methodology was finalized alongside the City of Houston and discussed at the weekly meetings we have been having with them.
Findings:
  d. Pedestrian crashes outweighed vehicular and bicycle crashes and so a 60% threshold was provided to adjust so that all crashes were weighed evenly.
  e. 60% of the High Injury Network were occurring on 6% of the roadway network.
  f. The Vision Zero High Injury Network does not include freeways or frontage roads owned by TxDOT or HCTRA. Dena asked if we should limit access or include them?
      i. Jonathan Brooks noted he thought this methodology made sense to exclude them with this study.
      ii. Leah Chambers mentioned she also thought they should not be in this study, but they should be analyzed.

iii. Brannan mentioned the City of Houston also agreed to address freeways and interstates in the future.
g. The composite map placed all crash types: vehicular, bicycle and pedestrian in one map so we can see where they are taking place.

Wrap-up and Next Steps
h. TWayne presented next steps in developing the Vision Zero Action Plan.
i. The Technical Committee will meet once a month. The next meeting will be at the end of May. The goal is to have the High Injury Network complete by then.

Vision Zero Steering Committee Meeting | MINUTES
July 29, 2020 | 1:30 p.m. | Video Conference

Attendees:
Stephanie Anderson (Gradient- Project Consultant)
Oni Blair (Link Houston)
Hadill Calderon (Harris County Precinct 1)
Augustus "Auggie" Campbell (Association of Water Board Directors -Texas)
Richard Cantu (East Aldine Mgmt. Dist., Hawes Hill Calderon)
Leah Chambers (Harris County Judge's Office)
Albert Cheng (Harris County Public Health)
Stuart Corder (Harris County Engineering Department)
Chuntania Dangerfield (Harris County Engineering Department)
Aresha Davwa (Harris County Judge's Office)
Stacy Ann Drake (Harris County Institute of Forensic Sciences)
Stephen Gage (Houston-Galveston Area Council)
Claire Garvin (Hollaway Environmental and Communications – Project Consultant)
Genevieve Genest Lindberg (Galveston Bay Foundation, Cycle Clear Lake)
Brannan Hicks (Harris County Engineering Department)
TWayne Holcombe (Gradient- Project Consultant)
Leslie Hollaway (Hollaway Environmental and Communications – Project Consultant)
Tim Kelly (METRO)
Bob Lesniewski (Creekside Park Village Association)
Isabel M. Longoria (Public Policy and Outreach)
Rosaura Martinez (Hollaway Environmental and Communications – Project Consultant)
Alisa Max (Harris County Engineering Department)
Amar Mohite (Harris County Precinct 1)
Eleni Pappas, (TEI I Traffic Engineers, Inc.
Jeannie Peng (Harris County Engineering Department)
Parul Pillai (Harris County Public Health)
Milton Rahman (Harris County Precinct 2)
Allison Reese (Harris County Institute of Forensic Sciences)
Rebecca Reyna (Greater Northside Mgmt. Dist.)
Dena Snyder (Gradient-Project Consultant)
Tara Davis (Hollaway Environmental and Communications – Project Consultant)
Lindsey Trahan (Harris County Precinct 4)
Jonathan Trujillo (Harris County Judge's Office Summer Intern)
Bill Wheeler (Harris County OEM)
Anne Whitlock (Connect Community)

Meeting Minutes:

Technical Committee Overview

Consultant Gradient opened the meeting by providing an overview and update on the High Injury Network portion of the Vision Zero initiative. The team provided the data and heat maps showing the High Injury Network indicating the areas where accidents occurred (vehicle, bicycling, and walking). Three maps showing the different modes as well as a heat map showing the overlay of all three modes.

Communications Committee Overview

Consultant Hollaway Environmental and Communications was next on the agenda to provide an overview and update on the communications portion of the Vision Zero initiative. The team provided key dates to include the public announcement of Vision Zero as well the launch of the website and public awareness and engagement methods. The communications team also provided details regarding the joint efforts between Harris County and the City of Houston to exemplify that the two entities visions are in alignment and has the same goals to reduce fatalities and injuries on our roadways. The official Harris County Vision Zero logo was also presented to the committee. Also, there was brief discussion how the Vision Zero initiative will be incorporated within the County Transportation Plan. Future meetings will be scheduled to involve discussions about both the Vision Zero and County Transportation Plan initiatives. Website Launch: July 31st

Questions and Answers

Q: How does equity fit into the effort and should it part of the guiding principles?
A: Absolutely, it's part of the guiding principles. There's a major city looking at different topics of equity within our transportation system not just related to safety but with everything that the County is doing. We have been looking for everyone to look at equity as part of the guided principals with each of our efforts.

Q: Does the High Injury Network data include motorcycle injuries/fatalities?
A: Yes, it was included in the Vehicular High Injury network data mapping.

Q: Do you have partnership recommendations? Share in chat.
A: Lone Star and HCC would have reach for people traveling long distances and often using multi modes (driving/commuter bus and walking from garages/transit)

- Driver education schools might be a great partner
- The oil and gas community is very safety conscious and often hold regular safety meetings to raise awareness on a variety of safety issues. Would be great to partner with them.
  - Channel Industries Mutual Aid (CIMA) would be a good catch all for the Petrochem/OandG industries
- Also need a disability-focused stakeholder to help think through accessibility concerns and communicating with people with disabilities and the aging population (AARP and TIRR Memorial Hermann)
- The Alliance Driving School for refugees
- Morning Radio shows and radio/TV community service programs

Comments:

The request from the prior Vision Zero meeting to modify the logo color scheme was addressed and new logo was presented. (Car was changed from green to red/Pedestrian changed from Red to Green TBD: Exact date the item will be on the Commissioners Court Agenda

Vision Zero Steering Committee Meeting | MINUTES

January 19, 2021 | 2 p.m. | Video Conference

Attendees: Jack Morman (Harris County Precinct 4)
Lt. Simon Cheng (Harris County Sheriff's Department)
Jonathan Brooks (Link Houston)
Amar Mohite (Harris County Precinct 1)
Brittany Little (Hollaway Environmental and Communications)
Cristin Emshoff (Gradient)
Allison Reese (Harris County Institute of Forensic Sciences)
Alisa Max (Harris County Engineering Department)
Bob Lesniewski (Creekside Park Village Association)
Geoff McKeel (Harris County Engineering Department)
Hadill Calderon (Harris County Precinct 1)
Brannan Hicks (Harris County Engineering Department)
Leah Chambers (Harris County Judge's Office)
Andrew Skabowski (METRO)
Jeannie Peng (Harris County Engineering Department)
Chuntania Dangerfield (Harris County Engineering Department)
Parul Pillai (Harris County Public Health)
Rosaura Martinez (Hollaway Environmental and Communications)
Genevieve Genest Lindberg (Galveston Bay Foundation, Cycle Clear Lake)

Meeting Minutes:

Gradient presented the results of the Vision Zero Action Plan survey that was distributed over Fall 2020 to Steering Committee members.
Presentation included the response rate, how many received the survey, and comments that were gathered from the results.
Action Plan goals were discussed that included how to promote safety culture, collaboration, building safer streets and improving data collection.
The committee then discussed the survey result choices – each question and the response percentage.
The presentation concluded with the Vision Zero Report Timeline
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Parks Standardization Committee

Harris County Engineering Department

Copy of Documents Fiscal Year 2021

Parks Standardization Committee Charter and Meeting Minutes

Harris County, Texas

4/13/21

CHARTER

Parks Standardization Committee

The Committee was formed to assist with the operationalization of four recommendations outlined in the "Implementation Plan for Recommendations from Study of 'Standardization' of County Transportation and Park Functions" adopted by Commissioners Court in January of 2020. The four recommendations are: 1) creating standardized checklists for park inspections/review; 2) completing a park safety and ADA compliance inspection on all County parks; 3) identifying an inventory of all parks in the County (County owned and other) and 4) creating a master plan. Due COVID-19 delays, the committee was formed in June of 2020.

Harris County Parks Standardization Committee

Date: September 10th, 2020   **Time:** 1:00 pm to 2:00 pm   **Location**: Skype Meeting

SUMMARY

Meeting Goal:

To finalize a list of qualifications/conditions not already included in the scope of work for the Parks Safety/ADA Review RFQ, and RFQ Committee Members from each Precinct and the County Judge's Office.

To review the scope for a Parks Inventory/Master Plan study.

Review:

- The committee reviewed the scope for Parks Safety Inspections and ADA Compliance RFQ.
  The proposed preferences for qualifications were:
  - Minimum 5 years firm has been in business
  - Experience completing projects of similar size and scope
  - Minimum 3 years of experience with similar scopes
  - Key ADA review personnel must have a minimum of five (5) years of relevant experience or technical expertise in connection with the scope
  - Minimum ten (10) years of experience with similar scoped for Project Manager
  - Project Manager to work for the firm, not as subcontractor
  - No previous record of default on government contracts
  - Other?
  The committee agreed to the following list:
  - Minimum 5 years firm has been in business
  - Minimum 3 years of experience with similar projects or scopes
  - Project Manager to work for the firm, not as subcontractor
  - No reimbursement for travel expenses

- In addition to the above, the committee added the following statement to encourage the participation of HUBs and MWBEs in consultant teams.
  Consultant team submittals are preferred, and voluntary disclosure of Historically Underutilized Business (HUB) and/or Minority & Women-Owned Business Enterprise (MWBE) participants is encouraged.
- The scope the Parks Safety/ADA Review RFQ was approved, noting the last changes discussed.
- A request for RFQ Committee Member participants was issued. Precinct 2 suggested Chris Sadler.
- Target advertisement date was set for 09.26.20

- The committee started but did not complete the review of the scope for Parks Inventory/Master Plan study. Comments on scope were set to be due 09.24.2020.

Next Steps:

- Clear the use of encouraging participation of HUBs and MWBEs with purchasing.

- Confirm minimum years of experience are along the lines of "typical" RFQ requirements. If so, proceed with advertisement.
- Using the same preference for qualifications, and wording for encouraging HUBs and MWBEs (if cleared), complete the review of the scope for the Parks Inventory/Master Plan RFQ and ready for advertisement.

LIST OF PARTICIPANTS

Harris County Precinct 1: William Taylor

Harris County Precinct 2: Milton Rahman, Jose Jimenez, Reynaldo Guerra, Jhon Dyess

Harris County Precinct 3: Steve Dorman, Eric Heppen

Harris County Precinct 4: Dennis Johnston

HCED: Paula Lorente, John Blount, Alisa Max, Grace Tsai, Doug Shannon, Scott Brian, Eric Worthington, Ashli Prejean, Brannan Hicks, Bryan Brown.

Harris County Parks Standardization Committee

Date: August 21sth, 2020   **Time:** 1:00 pm to 2:00 pm   **Location**: **Skype Meeting**

SUMMARY

Meeting Goal:

To review and come to an agreement on the scopes of work for two projects discussed on our previous meeting, namely: The Parks Safety/ADA Compliance Review study, and the Parks Inventory/Master Plan study.

Review:

- The committee reviewed the scope for Parks Safety Inspections and ADA Compliance RFQ. The version under review included in track changes feedback, comments, and questions for discussion. Specific points discussed included:
  -Clarifying the scope of ADA inspections to physical access to sites, to exclude buildings (as applicable)
    o P.1 "The site assessments for ADA compliance will be focused on County facilities to which the law applies —inspections of Community Center interiors located on park sites are not included in this project."
    o The committee suggested the following change: "*The site assessments for ADA compliance will be focused on County parks and trail systems—inspections of Community Center and other building interiors located on park sites are not included in this project with the exception of park restrooms*."
  -Opening an option to consider use of technology
    o The committee agreed to leave Task 2 open to consider use of different technologies (or mixed options), noting that the task would conclude with giving Precincts an option to choose best fit.
  -Clarifying wording on scope and applicability of ADA site reviews
    o P.3 "A list of engineering recommendations to bring parks into compliance (if found unsafe or non-compliant), and/or bring parks up to current standards (if compliant but subject to exceptions, prior ADA standards, or grandfather rules)."
    o The committee suggested the following change: "*Two lists of engineering recommendations: the first, to bring parks and trail systems into compliance taking into consideration regulations and standards applicable to each facility given its year of construction (if found unsafe or non-compliant), and a second list of areas for consideration where Precinct may want to bring parks and trail systems up to current standards (if compliant but subject to exceptions, prior ADA standards, or grandfather rules).*"
- The committee agreed to review the scope for the Parks Inventory/Master Plan RFQ on a follow up meeting.

Next Steps:

- To determine preferences for vendor qualification requirements, approve final draft for the Parks Safety/ADA Compliance Review study, and identify RFQ committee members.
- To review the scope for the Parks Inventory/Master Plan RFQ.

LIST OF PARTICIPANTS

Harris County Precinct 1: William Taylor

Harris County Precinct 2: Milton Rahman

Harris County Precinct 3: Randy Schilhab, Steve Dorman, Eric Heppen

Harris County Precinct 4: Dennis Johnston

HCED: Paula Lorente, John Blount, Alisa Max, Grace Tsai, Doug Shannon, Scott Brian, Eric Worthington, Ashli Prejean, Brannan Hicks, Bryan Brown.

Harris County Parks Standardization Committee

Date: June 23rd, 2020   **Time:** 10:00 am to 11:00 am   **Location**: **Skype Meeting**

SUMMARY

Meeting Goal:

To seek agreement on the extent of scope of work needed for the implementation of recommendations set forth by the original Parks Standardization report of January 2020.

Main Outcomes:

- Decided to retain two consultant groups, one for ADA compliance + safety park checklist (tasks 3a and 3b on attached agenda) and the other for park inventory + County Master Plan (tasks 3c and 3d on attached agenda).
- Outlined several specific qualifications and scope-of-work requirements for projects.
    - National Recreation and Parks Association (NRPA) playground standards are important.
    - Certified Playground Safety Inspector (CPSI) certification is important.
    - Sufficient staffing of selected consultant team is very important, especially for Tasks 3a and 3b such that work can be completed in a timely fashion in consideration of all the parks and trails that will need to be inspected.
    - Ensure that team has diverse experience with maintenance of different types of parks features.
- Decided funding for tasks 3a and 3b shall come from the County.
    - At CIP, HCED will request funding for the effort that also includes allowance of additional funds to construct any immediate needs identified by the ADA and/or safety evaluations. It should be noted that not all ADA deficiencies are immediate needs, as some items will be noted that should be addressed when facilities are upgraded but not necessary at this time.
- Decided funding for tasks 3c and 3d shall be funded by the County as opposed to requesting grant funding from others.
- Confirmed that all studies should include parks and trails, and that inventory and master planning effort also include green spaces.

Next Steps:

- Seek clarification from the County Attorney's office on when Harris County has responsibility and liability for ADA compliance. Is it based on park maintenance, park ownership, or both?
- Draft scopes of work for both projects.
- Prioritize the scope of work for tasks 3a and 3b in an effort to secure adequate funding.
- Circulate draft RFQs when ready for review.

ANNOTATED AGENDA

1. Introductions.
   14 members in attendance. Names attached at the end.

2. Review of Standardization Report & Implementation Plan. **Alisa Max.**

3. Group's Charge. Retain consultant(s) for: **Paula Lorente.**
   a. Development of *ADA compliance* checklist for Harris County parks and implementation at each park.
   b. Development of *safety checklist* for Harris County parks and implementation at each park.
   c. Development of a *county-wide inventory of all parks*, green spaces used by the public, and trail systems in Harris County (County owner/operator or other).
   d. Development of an integrated *Harris County Parks Master Plan*, to include existing (or in progress) park plans, as well as any green space used by the public and trail systems.

4. Questions (including some responses already received): **Open discussion.**
   a. One Consultant or multiple consultants?
   The general consensus was for seeking services from two consultants: one for <u>tasks 3a and 3b</u>, and another for <u>tasks 3c and 3d</u>. Some initial discussions involved concerns with the size of the first project but these were resolved as it was noted that consultants could create teams of consultants to do the work. Also, it was noted that it would be in the best interest of all to work on a single comprehensive effort given the likely upcoming re-delineation of Precinct boundaries.

   It was additional reaffirmed that the selected consultant team would incorporate any active existing or ongoing planning studies within each Precinct into their study as a means to ensure no conflict between efforts and to best ensure that the resulting plan is acceptable.

   b. Considerations for qualifications of consultant/ scope of work for each item. Any preference for…
      i. National Recreation and Park Association (NRPA) playground safety standards? yes
      ii. Certified Playground Safety Inspector (CPSI) from NRPA requirement? yes
      iii. Equity considerations should be incorporated throughout planning process. No contest.
      iv. Other?
      – Must incorporate NRPA standards into proposed activities and/or deliverables.
      – Must include CPSI personnel in project teams (for tasks 3a and 3b only).
      – Must size team(s) taking into account the large number and location of existing parks, and have the capacity to manage all personnel.
      – Must avoid duplicating work already completed by Precincts (for tasks 3c and 3d).
      – Must specify required maintenance needed after any proposed changes.

   c. Funding
      i. Houston Endowment for Master Planning component?
      It was unclear if the Houston Endowment would be interested in participating in this project. Additionally, there is a strong desire to ensure this is a County project. Therefore, at this time it was decided to fund the initiative using County funds with the possibility of requesting funds from the Endowment at a later date for portions of the study, such as a gap analysis for the master plan, but that would be decided by the committee at a later time if there is a desire.

Funding for tasks 3a and 3b will be footed by the County.

- Concerns were voiced about having enough budget to fix problems identified during/after activities in projects 3a and 3b.

- HCED will request funds in the CIP to be allocated towards mandatory repairs based on immediate issues called out. It should be noted for ADA that violations would require immediate repair, but not all facilities that do not meet current ADA requirements would be immediate needs. Immediate needs for ADA is only for facilities that are out of compliance. Some non-immediate notes will be made for facilities that would only require ADA improvements when facility upgrades are made.

- Concerns were voiced on the potential impacts that projects 3a and 3b would have on Precinct prioritization activities. Precincts already have allocated budget, resources, and personnel for current maintenance activities, and bringing new tasks mid-way causes a prioritization issue. HCED's requested CIP funding should alleviate that concern.

To address these concerns…

- It was noted that: a) there are important liability issues with delaying park standard checks; b) certain older facilities are subject to grandfather rues and thus, can be in compliance even if they do not meet latest standards; c) it is expected that the large majority of cases will be found in compliance; and d) even it is some violations are found, it would be better to find those ourselves before any damage, injury or legal action takes place.

- A request was made to expedite the process for tasks 3a and 3b, so that Precincts can plug in budget information into their main budgets before the September deadline.

- The HCED offered that a funding category could be added to the CIP for ADA and safety standards.

5. Next Steps:
   a. Scoping and reviewing scopes.
   b. RFQ process.
   c. Funding "ask" – Houston Endowment? Others?

LIST OF PARTICIPANTS

Harris County Precinct 1: William Taylor

Harris County Precinct 2: Milton Rahman

Harris County Precinct 3: Randy Schilhab, Steve Dorman, Eric Heppen

Harris County Precinct 4: Dennis Johnston

HCED: Paula Lorente, John Blount, Alisa Max, Jon Steiber, Grace Tsai, Doug Shannon, Scott Brian, Eric Worthington, Ashli Prejean, Brannan Hicks, Bryan Brown.

ASSET MANAGEMENT COMMITTEE

Harris County Engineering Department

Copy of Documents Fiscal Year 2021

Asset Management Committee Charter and Meeting Minutes

Harris County, Texas

4/16/2021

Charter

<u>Departmental Responsibility for Implementation:</u> A committee shall be set up by Universal Services that includes representatives from all Precincts, Engineering Department, Purchasing Department, Budget Management Department, and the Auditor's Office to determine the initial methodology and structure for tracking assets and positions that will be created with a goal of being able to differentiate expenditures related to particular roadway activities with minimal effort. In the long term, the tracking structure and procedures should work seamlessly with the unified asset management system that will be created in Recommendation 2, and therefore the initial system may require modification to be performed by Universal Services at a later time based on input from the asset management stakeholders.

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Meeting Minutes for 6/10/2020:

ROAD AND BRIDGE ASSET MANAGEMENT INITIATIVE MEETING AGENDA
06/10/2020 – 12 pm to 1 pm

Committee Members:

Name	Present (Yes/No)	Name	Present (Yes/No)
Brock Crenek	x	Joshua Pascua	x
Amar Mohite	x	Sharon Blish	x
Milton Rahman	x	Brandy Shaw	x
Randy Schilhab	x	Juanita Ruffin	x
Ronnie Mazurkiewicz	x	Jeremy Phillips	x
Freddie Jebousek	x	Nancy Garcia	x
Pamela Rocchi	x	Kasey McCall	x
Joshua Stuckey	x	Wallis Nader	x
Eric Heppen	x	Isabel Orellana	x

 Description

Develop Road and Bridge Asset Management System for Harris County. Add units and channels for HCFCD?

Project Goals
- Determine what are the assets that Harris County has with respect to Road and Bridge
- Determine what assets and how the assets need to be managed
- Identify, evaluate and determine a software for tracking that is GASB34 compliant and works with PeopleSoft
- Develop an RFQ for consultant to conduct Asset Management Program and populate the software
- What is the Asset Management Program Framework

Criteria
- Limits of reach
- Costs Analysis
- Experiences
- Geographical areas
- Reporting
- Maintenance needs
- Examples from other Counties

IDS (Identify/Discuss/Solve)
- The purpose of using the IDS model is to not get stuck in the weeds. The way this works is after we have the topics that we will put Best Practices to then we will rank the top 3 and work to resolve them. This is where IDS comes into play:
    1. We will **Identify the ROOT issue with the topic**
    2. We will discuss anything and everything but if we go around the table and it repeats discuss items then we will **STOP** and move to solve
    3. The **Solution must be ACCEPTED by the entire Committee**

(It is ok that one IDS will create others as we go through the process)

Schedule
- Discuss and determine new schedule deadlines due to COVID19

Next Meeting/Workshop
- Set up schedule for workshops

Notes from meetings:

- This is to replace the current software
- Originally the Cams team and under Will Puffer
- Plans are uploaded from CPD to Permits to be uploaded into the road log system
- Cams Team is in Budget Management
- How is our current system integration to the new system?
- How do we handle road logs
- Brock to set up a meeting with Virginia in Road Log group to get update
- Work order system with 311 will be separate but need to be integrative
- Develop an asset management process and procedure
- Need to look at the workflow process
- Need to make sure Auditors office is key in asset determination
- How far do we want to get in the weeds for asset management?
- At minimum use the GASB34 definition as an asset
- It is ok to have vendors come in and demo their products
- Purchasing will be involved and will have to go through the RFP process
- Look at systems outside and what will be good for Harris County
- Be forward thinking
- What are the broad categories to help define asset management framework?
- Look at Best Practices for the management program

Meeting Minutes for 8/19/2020:

ROAD AND BRIDGE ASSET MANAGEMENT INITIATIVE MEETING AGENDA
08/19/2020 – 9 am to 10 am

Committee Members:

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Name	Name	Name	Present (Yes/No)
Brock Crenek	Rosalie Brockman	Joshua Pascua	Layne Yeager
Amar Mohite	Scott Brian	Sharon Blish	Jason Hains
Milton Rahman	Eric Worthington	Brandy Shaw	William Taylor
Randy Schilhab	Virginia Contreras	Juanita Ruffin	Henry Nader
Ronnie Mazurkiewicz	Marc Barbe	Jeremy Phillips	
Freddie Jebousek	Shawn Sturhan	Nancy Garcia	
Pamela Rocchi	John Blount	Kasey McCall	
Joshua Stuckey	Alisa Max	Wallis Nader	
Eric Heppen	Jon Steiber	Isabel Orellana	

Description

Develop Road and Bridge Asset Management System for Harris County including HCFCD Channels.

Project Goals

- Determine what are the assets that Harris County has with respect to Road and Bridge
- Determine what assets and how the assets need to be managed
- Identify, evaluate and determine a software for tracking that is GASB34 compliant and works with PeopleSoft
- Develop an RFQ for consultant to conduct Asset Management Program and populate the software
- What is the Asset Management Program Framework

Criteria

- Limits of reach
- Costs Analysis
- Experiences
- Geographical areas
- Reporting
- Maintenance needs
- Examples from other Counties

Items for Discussion:

Today's Agenda Topics:

1. What assets does the County want to manage with respect to road and bridge and HCFCD.

Roads	Bridges	Retaining Walls	Driveways	Outfalls
Sidewalks	Bike Lanes	Cross Culverts	Parallel Culverts	Parks

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Recreation Areas	Stormwater	Traffic Operations	Material Inventory	Agency Partnerships
ROW	Ditches	Channels	Weirs	Detention Ponds
ADA Ramps	Intersections	Utilities?	LID Projects	LID-Like Projects
Vacant Lots	Guardrail			

2. What do we want the software to be able to do
   a. What do we want the consultant to do in the first phase of the RFP
      i. Set up Asset classes and hierarchy system
      ii. Set up attribute categories for each asset and sub asset class
      iii. Georeferenced to Real world Map
      iv. Unique ID for every asset
      v. Identify length/limit of each asset segment
      vi. Develop SOP and metadata requirements for asset ID and inventory
      vii. How many levels of metadata and hierarchy
      viii. Define user roles and ability to adjust boundaries as tied to GIS
      ix. Ability to add assets/sub assets as they come on line
      x. Develop a process to input new assets - one location and procedure for new assets
      xi. Ability to produce Court forms needed for Court
      xii. Work order magnitude against the asset
      xiii. Business Process Mapping and Standardization
      xiv. Naming nomenclature standardization

3. What do we want to be able to pull out of the asset management program as attributes for the assets.
   a. Life Cycle Costs Analysis
   b. Contracts
   c. As-builts
   d. Material
   e. Date constructed
   f. Georeferenced Location
   g. Date Repaired
   h. Photos
   i. Road Log ID
   j. Addresses
   k. Bid Averages and cost aggregates
   l. Ownership
   m. Plan Maintenance
4. What programs or systems do we need to make sure that the new system integrates with.
   a. PeopleSoft
   b. E-Builder
   c. CECOP

    d.   Power BI
    e.   Centracs (Traffic Software)
    f.   Open Text
    g.   3-1-1
    h.   Unifier
    i.   Trirega
    j.   Atlas - Microsoft Dynamic CRM

Notes:
Identify goals and missions on how we are going to manage the assets
Follow GASB 34 regulations
Set up the Hierarchy for the assets
Do we have the ability dig down to multiple levels
Are we married to the Road Log system
Migration and linking to the historical data
What type of staff and who manages this program
Need to include HCTRA in group
Need to set up possible sub committees to take this program into pieces
HCTRA has issues tracking their assets against our Road Log system
Set up a meeting with the precincts to discuss what we are going to use this program
Must be user friendly

Sub-committees:

Technical Sub Committee: to develop the asset classes and the heirarchy development structure and attribute development per asset

Eric Worthington
Scott Brian - Lead
Kasey McCall
Eric Heppen
Juan Hernandez
Lane Yeager
Freddie Jebousek
Bruce Davidson

Standardization Committee: Look at the framework, how we will standardize across all departments and how we will develop the program

Brock Crenek - Lead
Jeremy Phillips
Brandy Shaw
Sharon Blish
Josh Stuckey as needed
Amar Mohite

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Milton Rahman
Eric Heppen
David Goldberg
Marc Barbe
Virginia Contreras

Next Meeting/Workshop
- Set up schedule for workshops

Next steps after above mentioned meetings:

The progress to look at the RFP language was disseminated through emails and small group correspondence where it was determined that a Due Diligence RFQ was needed to narrow the scope for Asset Management.

Universal Services has taken control of the develop of the Due Diligence RFQ and will be advertised on a upcoming Commissioner's Court in the 2nd quarter of 2021.