

**Heart of Texas
Council of Governments**

FY 2017-2018 Budget

**Indirect Cost and Release
Time Benefits Calculations**

HOTCOG
FY 2017-2018 BUDGET HIGHLIGHTS

- (1) Please note HOTCOG has not received all of the “official” funding level notices from state and federal agencies. The estimated revenues on pages 4 and 5 are based on a combination of official funding notices and estimated planning figures. Currently a \$29,000 General Fund Net Surplus is being projected for the year.
- (2) On page 9 under Indirect Costs, HOTCOG’s indirect cost rate is projected to be 57.09%. For fiscal year 2017-2018, HOTCOG’s federal cognizant agency, the Economic Development Administration will review and approve the indirect cost rate that is computed on salaries and release time/benefits only. HOTCOG’s current rate is 52.62%. In addition, HOTCOG’s Release Time and Benefit rate is projected to be 41.29%, down from the current year’s rate of 48.57%. The decrease in the rate is due to the \$111,415 reduction in the prior period carry-forward of \$45,963 from fiscal year 2015. The current carry-forward is \$(65,452) from fiscal year 2016.
- (3) Under General Budget Notes on page 12, the proposed budget contains a 2% cost of living salary increase for all employees.

**Heart of Texas
Council of Governments**

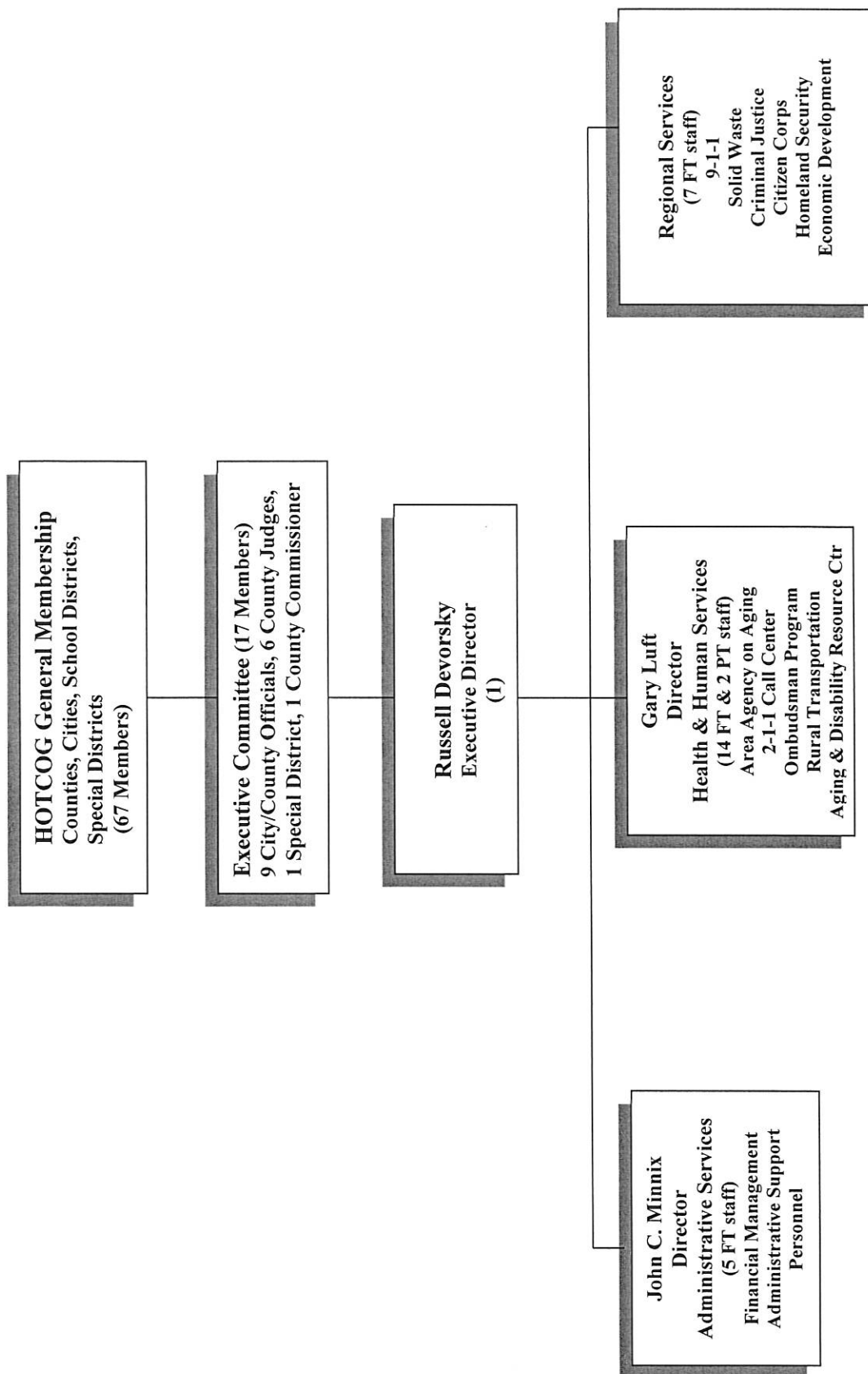
FY 2017-2018 Budget

The Heart of Texas Council of Governments (HOTCOG) annual budget is a fiscal and program plan designed to guide the operations of the staff from October 1, 2017 through September 30, 2018. The annual budget process is intended to allow for the review of existing agency operations based on levels of service, regional objectives and board policies as well as plans for serving our member governments in the future.

The budget process for HOTCOG is inherently different than that for local governments because of the unpredictability of agency revenues. Federal and state grants have traditionally adjusted throughout the program year requiring continual change to respond to the budget demands. This problem of resource funding creates a situation of “dynamic budgeting,” requiring a flexible and responsive budget process.

HOTCOG’s financial plan is controlled at the fund and grant level with management authorized to make transfers of budgeted amounts between object class levels within a fund or grant, within restrictions imposed by grantor agencies. The Executive Committee approves the financial plan for revenue and expenditures in all funds. The financial plan for the Special Revenue Funds is made on a project (grant) basis, spanning more than one year. Appropriations for all projects in the Special Revenue Funds lapse at the end of a contract period which may not coincide with the fiscal year-end of HOTCOG. The appropriations for the General Fund lapse at the fiscal year-end. Although the financial plans are reviewed and approved by HOTCOG’s Executive Committee, they are not considered legally adopted annual budgets or appropriations.

HEART OF TEXAS COUNCIL OF GOVERNMENTS ORGANIZATIONAL CHART



Estimated Fiscal Year 2017-2018 HOTCOG Revenue
And Comparison with Fiscal Year 2016-2017 Revenue

<u>Grant / Contract</u>	<u>Fiscal Year 2017-2018</u>	<u>Fiscal Year 2016-2017</u>	<u>Gain/ (Loss)</u>
<u>Texas Department Of Health & Human Services (HHSC)</u>			
AgingServices-Title III/ADRC	1,843,970	1,960,748	-6%
<u>Texas Department Of Health & Human Services (HHSC)</u>			
211/Childcare	11,427	11,493	-1%
211/Operations	389,000	389,000	0%
<u>Texas Commission on Environmental Quality</u>			
Solid Waste Planning	115,000	115,000	0%
Air Quality Management and Planning	-	175,000	-100%
<u>Texas Department of Agriculture</u>			
TxCDBG-Community & Economic Development	10,317	10,706	-4%
<u>Commission on State Emergency Communications</u>			
9-1-1 Emergency Communications Operations/Program	1,406,722	1,205,757	17%
<u>Texas Department of Transportation</u>			
Section 5311 Transportation - Federal	580,098	652,232	-11%
Section 5311 Transpotation-State	347,149	365,676	-5%
Section 5310 Purchase of Service	128,424	128,424	0%
Van Purchases	-	209,120	-100%
<u>Governor's Division of Criminal Justice</u>			
Criminal Justice - Planning/Coordination	37,551	37,431	0%
Criminal Justice - Juvenile Justice Alternatives	54,316	25,000	117%
Criminal Justice- Regional Law Enforcement Trng	65,275	62,166	5%
<u>Economic Development Administration</u>			
Economic Development Fund	70,000	70,000	0%

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Governor's Division of Emergency Management

Homeland Security Planning	178,500	214,107	-17%
HL Security Enhanced Communications/ENS	75,000	62,500	20%
Citizens Corp Planning	25,000	25,000	0%

Total Federal/State Administered Grants

\$	5,337,749	\$	5,719,360	-7%
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Local Revenue

Miscellaneous Income	2,000	2,000	0%
Interest Income	3,500	1,000	250%
Membership Dues	57,000	57,000	0%
Rent-Workforce Building	390,000	390,000	0%
HOTEDD Management Fee	14,258	13,842	3%
Local Govt. Program Match	37,004	37,091	0%
Local Govt. Program Income and Inkind Match	1,112,769	1,175,768	-5%
Sub-total Local Revenue	\$ 1,616,531	\$ 1,676,701	-4%

Total Estimated Revenue

\$	6,954,280	\$	7,396,061	-6%
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HOTCOG
Fiscal Program Summary
For Fiscal Year 2017-2018

Sources of Revenue

The concept of “cooperative federalism” in which all units of governments, Federal, State, and Local, share responsibility in solving regional problems, is evident in the analysis of HOTCOG’s sources of revenue. The primary sources of revenue for HOTCOG budgeted during the coming fiscal year 2017-2018 are (1) **Local Revenues** (\$1,616,531) which accounts for 23.25%; and (2) **Federal/State Administered Grants** (\$5,337,749) which accounts for 76.75% of total revenue.

1) Local Revenues - (\$1,616,531)

(a) Local Government Annual Dues (\$57,000)

Dues for cities and counties are assessed on the basis of \$.16 per capita. School districts pay dues based on student enrollment. With enrollment up to 500, \$40; with enrollment of 500 to 2,500, \$80; with enrollment of 2,500 to 10,000, \$160; with enrollment over 10,000, \$475. Special Districts pay \$160 and subscribing members pay \$50. HOTCOG currently has 67 member governments - 6 counties, 47 cities, 12 school districts, and 2 special districts.

(b) Local Government Program Match (\$37,004)

(c) Rent – Workforce Building (\$390,000)

(d) HOTEDD Management Fee (\$14,258)

(e) Interest Income (\$3,500)

(f) Miscellaneous Income (\$2,000)

(g) Local Governments Program Income and Inkind Match (\$1,112,769)

2) Federal/State Administered Grants (\$5,337,749)

Federal agencies allocate funds to the State of Texas for reallocation to local governments. These funds are passed through the State to HOTCOG from the U.S. Department of Commerce; Justice; Transportation; Health and Human Services and the Department of Homeland Security. Additionally, funds are received directly from the State as a result of actions taken by the Texas Legislature. The funds are for Criminal Justice Planning, Juvenile Justice Alternatives, Regional Law Enforcement Training and Solid Waste Planning. Funds

are also received from the State for planning and implementation of a Regional 9-1-1 Emergency Communications System to operate a 2-1-1 answering center and to operate a rural transportation system.

Heart of Texas Council of Governments
Summary of Fund Availability and Proposed
FY 2017-2018 Program Expenditures

Fund Availability

Local

HOTCOG Dues	\$ 57,000	
Local Govt./HOTEDD Program Match	121,004	
Rent-Workforce Building	390,000	
HOTEDD Management Fee	14,258	
Interest Income	3,500	
Miscellaneous Income	2,000	
Local Govt. Program Income and Inkind Match	<u>1,028,769</u>	
		1,616,531

Federal/State

Federal/State Administered Grants	5,337,749	
		<u>5,337,749</u>

Total Available Funds

		6,954,280
Less: Program Income/Inkind Match		<u>1,028,769</u>

Net Available Funds for FY 2017-2018

		5,925,511
Less: Delegate Agency/Contractual Costs		<u>3,131,206</u>

Net Available Operating Funds FY 2017-2018

\$ 2,794,305

Program Expenditures

Council Management and Administration	1,195,651
Aging Services	4,365,841
Regional Services	2,121,681

Total Proposed Dept. Expenditures

	7,683,173
Less: Transfers to Indirect Cost Pool	<u>778,933</u>

Total Proposed Expenditures

	6,904,240
Less: Program Income/Inkind Match	<u>1,028,769</u>

Net Proposed Expenditures for FY 2017-2018

	5,875,471
Less: Delegate Agency/Contractual Costs	<u>3,131,206</u>

Net Proposed Operating Expenditures FY 2017-2018

\$ 2,744,265

Transfers Out-(Due to HOTEDD)

(21,040)

Net Surplus

\$ 29,000

GRANT MANAGEMENT DEFINITIONS

PASS-THROUGH - Funds administered by HOTCOG which are passed through - and are of direct benefit - to local governments, community based organizations and program participants.

INKIND/PROGRAM INCOME - Contributed services provided primarily by governmental entities. These “inkind” contributions do not require the expenditure of cash by HOTCOG. “Program Income” are funds received as donations from participants who participate in the Aging and Transportation programs. Also program income can be generated from services provided by the various grant programs. These funds are required as local match on grantor funds to carry out the basic work programs.

INDIRECT COSTS - Costs for agency-wide internal administrative services which benefit all of the grant programs (executive management, accounting, personnel, facilities management, insurance, legal fees, audit services, etc.) are included in these funds. A cost pool is used for these expenditures because they are not readily assignable or allocated to any particular grant or contract. These costs are allocated as a percentage of total salaries and release time/benefits to all of HOTCOG’s grant programs.

HOTCOG applies an indirect cost rate to each grant to pay for these costs that are accumulated in an indirect cost pool. This rate is a fixed percentage with a possible carry-forward within the fund. These carry-forwards or differences between the estimated costs and actual costs, when they become known, are includable as an adjustment in a subsequent proposal plan. That rate is 57.09% and is computed on salaries and benefits. HOTCOG has an agreement with the Heart of Texas Economic Development District (HOTEDD) for the coming fiscal year providing fiscal services for an amount of \$49,902 that will be charged in lieu of the indirect rate.

This indirect cost rate is determined by compiling an agency-wide cost allocation plan. This plan at the direction of HOTCOG's Federal Cognizant Agency, the Economic Development Administration (EDA), is submitted for their review and negotiation in determining an approved fixed indirect cost rate. EDA reviews each proposed indirect cost pool line item for reasonableness and allowability as determined under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R., Part 200) (OMB Uniform Guidance). The approved rate and plan is retained on file for audit purposes and is reviewed by all funding agencies.

HOTCOG is required annually to certify that its Indirect Costs for the fiscal year do not exceed 15% of total expenditures as defined in Section 391.0115(e) of the State of Texas Local Government Code. For fiscal year 2017-2018 Indirect Costs as a percentage of total expenditures is projected at 10.49% as seen in the computation below:

Total Expenditures	\$7,683,173
Less Adjusted Indirect Cost	(729,031)
Less Equipment	<u>(5,000)</u>
Total Expenditures	6,949,142
 Total Expenditures	 6,949,142
Adjusted Indirect Cost	729,031
 Indirect Costs as a % of Total Expenditures	 10.49%

ADMINISTRATION - It is widely accepted that costs associated with the administration expenses are the executive management of an agency, program or other entity. Therefore, administrative costs are the expenses associated with the management function.

DIRECT COSTS - Direct costs are those that can be identified specifically with a particular grant or cost objective. These costs are charged directly to grants or contracts. Below are the costs and their accepted bases of allocation that HOTCOG currently direct charges to grants or contracts.

- **Salaries/Benefits** - Percent of time and effort devoted specifically to the execution of grant programs.
- **Travel** - Those costs incurred specifically for the execution of grant programs.
- **Supplies** - Those supplies other than desk top supplies, such as pens, pencils, paper clips, etc., needed specifically for the execution of grant programs.
- **Space** - Square feet of space occupied.
- **Telephone Line** - Number of instruments.
- **Long Distance** - Actual costs incurred.
- **Copier/Printing** - Actual copies made and other printing needed specifically for the execution of grant programs.
- **Postage** - Actual costs incurred.

Heart of Texas Council of Governments
Summary of Revenues and Expenditures
Proposed FY 2017-2018 Line Item Expenditures

Revenue

Local	\$ 1,611,031
Federal/State Administered	5,337,749
Other	<u>5,500</u>

Total Revenue	<u>\$ 6,954,280</u>
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Line Item Expenditures

Salaries	1,266,849
Benefits	523,136
Travel	61,398
Equipment	5,000
Supplies	20,075
Space	295,938
Communications	28,266
Copier/Printing	10,257
Computer	47,000
Postage	11,778
Audit	32,400
Other	108,853
Indirect	729,031
Debt Service-WF Bldg	268,316
Insurance/Maintenance/Other-WF Bldg	65,000
Management Fees	49,902
Program Income/Inkind Match	1,028,769
Delegate Agency/Contractual Costs	<u>3,131,206</u>

Total Proposed Expenditures	7,683,174
Less: Transfers for Indirect Cost Pool	<u>778,933</u>

Net Proposed Expenditures	<u>\$ 6,904,240</u>
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Transfers Out-(Due to HOTEDD)	(21,040)
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Net Surplus	<u><u>\$ 29,000</u></u>
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Number of Employees: 29

HOTCOG General Budget Notes

Salary

The Texas Legislature directed Council of Governments to establish salary classification schedules similar to State Government. HOTCOG has developed a salary range schedule for each position responding to this requirement. That salary schedule is included in this budget document and does include a 2% cost of living salary adjustment for the fiscal year.

The Executive Director's salary is established as an exempt position and the salary is set on an annual basis by the HOTCOG Executive Committee.

Holidays

HOTCOG observes 11 holidays per year. Those holidays are:

New Year's Day
Martin Luther King, Jr., Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving (2)
Christmas (2)

Sick Leave/Vacation

Employees earn 12 days of sick leave per year and can accrue up to 45 days. Employees earn vacation leave as follows:

- One to three years service - 12 days per year
- Three to ten years service - 15 days per year
- Ten or more years service - 20 days per year

Total number of vacation days which may be accrued is 45 days. Employees are compensated for any unused accrued vacation days upon separation from HOTCOG.

Medical/Dental/Visual/Disability and Other Insurance

HOTCOG pays the premium for medical, dental, visual, life, accidental death/dismemberment and disability insurance for each employee which is \$646 per month.

The employee may add dependents to the medical/dental and visual plan at his or her own expense. (It should be noted HOTCOG will experience a 16.33% increase in health insurance premiums). Monthly dependent premiums are as follows:

	<u>Health</u>	<u>Dental</u>	<u>Vision</u>
* Child(ren)	\$573	\$26	\$6
* Spouse	\$573	\$26	\$6
* Family	\$1,145	\$70	\$11

The medical plan is with United Health Care; the dental and vision plan is with MetLife Insurance Company. The medical plan is a Primary Care Physician (PCP) plan which provides quality health care through an approved network of medical care facilities and physicians to choose from. Office visit charges are covered at 100% with a per-visit co-payment of \$25.00. There is a \$4,000 deductible per covered person or a maximum deduction of \$12,000 per family per calendar year. Out of pocket maximum is \$6,350 for individuals and \$12,700 for family. Coinsurance is paid at 100% after deductible and out of pocket expenses are met. In addition the plan features a prescription card program that enables employees to obtain prescriptions at reduced prices. HOTCOG pays the premium for a life insurance policy on each employee which includes accidental death and dismemberment. HOTCOG also pays the premium for worker's compensation and unemployment insurance for each employee.

Social Security

HOTCOG employees are covered by the Social Security System. Employees pay the required percentage of gross salary into the system with HOTCOG paying an amount as required by current law which is 7.65% of gross salary.

Retirement

HOTCOG participates in the Texas County & District Retirement System (TCDRS). Employees are required to save and contribute 4% of their gross salary with HOTCOG matching that at 250% or 10% for a total savings rate of 14%. HOTCOG's fiscal year employee contribution rate is 6.98%. TCDRS currently guarantees a 7% return on savings.

Depository of HOTCOG Funds

Extraco Banks, Waco, Texas

General Counsel

Haley & Olson, P.C., Waco, Texas

Auditors

Pattillo, Brown and Hill, Waco, Texas

Fiscal Year

October 1, 2017 to September 30, 2018

Heart of Texas Council of Governments

Job Classification Schedule

[illegible]

**HOTCOG Departmental
Program Descriptions and Budgets**

**Council Management
and
Administrative Services Department**

Council Management

Responsibility: Russell Devorsky, Executive Director

Council Management is the operation of the Executive Director's Office, including staff support to the Executive Committee. The primary mission of the Executive Director's office is to carry out in an efficient and effective manner those programs and policies established by the Executive Committee. To meet the objectives of the Council, the Executive Committee has designated the Executive Director as the chief administrator and executive officer for the Council. The Executive Director's Office develops and maintains overall agency program management, including internal and external processes, procedures and guidelines necessary for the appropriate administration and management of the agency's fiscal and personnel resources. Official minutes, resolutions, bylaws and appointment activities of the Executive Committee are also maintained by the Executive Director's Office.

Administrative Services

Responsibility: John C. Minnix, Director of Administration

Council Administration is responsible for agency fiscal management and administration of internal activities, including purchasing, personnel, insurance, communications, facilities management, accounting, retirement system, budgeting, grant administration, records maintenance, equipment maintenance, mail, office supply control, computer management and operation of the copier and postage systems.

Heart of Texas Council of Governments
General Fund Budget

Revenue

Membership Dues	\$ 57,000
Local Govt. Program Match	37,004
Rent-Workforce Building	390,000
HOTEDD Management Fee	14,258
Interest Income	3,500
Miscellaneous	<u>2,000</u>

Total Revenue \$ 503,762

Expenditures

Supplies	500
Equipment	5,000
Semi and Annual Meetings	6,000
Executive Director Expenses	6,000
Executive Committee Travel	2,500
Grant Matching Contributions	37,004
Public Relations	1,500
Other Costs	12,000
Debt Service-WF Bldg	268,316
Insurance/Maintenance/Other-WF Bldg	65,000
Management Fees	<u>49,902</u>

Total Expenditures \$ 453,722

Transfers Out-(Due to HOTEDD) \$ (21,040)

Net Surplus \$ 29,000

Heart of Texas Council of Governments
Indirect Cost Pool Budget

Revenue

Indirect Cost Grant Contributions	\$ 729,031
HOTEDD Admin/Fiscal Contracts	<u>49,902</u>

Total Revenue	<u><u>\$ 778,933</u></u>
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Expenditures

Salaries	363,105
Benefits	149,941
Travel	9,000
Supplies	3,800
Legal Fees	1,000
Audit	32,400
Space Costs	114,845
Communications	3,500
Copies/Printing	4,800
Computer Costs	47,000
Postage	9,000
Insurance/Bonding	3,500
Dues/Subscriptions/Publications	17,000
Other Costs/Miscellaneous	4,000
Est. Prior Period Carry Forward	<u>16,042</u>

Total Expenditures	<u><u>\$ 778,933</u></u>
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Number of Employees: 6

Notes on Indirect Cost Pool Revenue

The Indirect Cost rate for Fiscal Year 2017-2018 has been computed as follows:

Adjusted Gross Salaries	\$ 1,266,850	
Release Time/Benefits	<u>523,136</u>	
Total Salaries and RT/Benefits	1,789,986	
Less: Indirect Salaries & RT/Benefits	<u>513,046</u>	
Adjusted Salaries & RT/Benefits	1,276,941	(B)
Total Indirect Revenue	778,933	
Less: HOTEDD Admin/Fiscal Contracts	(49,902)	
Adjusted Indirect Contributions	\$ 729,031	(A)
Indirect Cost Rate: (A) divided by (B)	57.09%	

***Note:**

The indirect cost rate is a fixed percentage, thus from year to year there are possible carry-forwards within the fund. These carry-forwards or differences between the estimated costs and actual costs, when they become known, are includable as an adjustment in a subsequent proposed plan.

Notes on Indirect Cost Pool Expenditures

Salaries/Benefits - \$513,046

To budget costs for the salaries and benefits of 6.0 employees in the Executive Director's Office and Administrative Services Department.

Travel - \$9,000

- Three Texas Association of Regional Councils Boards and Executive Directors meetings to be attended by the Executive Director, Administrative staff and COG Officers.
- One National Association of Regional Councils annual Federal Briefing held in Washington, D.C. to be attended by the Executive Director and COG Officers.
- One National Association of Regional Councils regular annual meeting to be held during the year at a location yet to be determined. To be attended by the Executive Director and COG Officers.
- Other trips as required that provide information and training for staff in the Executive Office, Administrative Services Department and COG Officers.

Supplies - \$3,800

This covers such items as pens, pencils, tape, legal pads, staples, paper clips, etc... In addition, it is for stationery, purchase orders, checks and any other miscellaneous items.

Legal Fees - \$1,000

To cover costs for legal counsel throughout the fiscal year.

Audit - \$32,400

Based on the estimated cost for HOTCOG's annual audit.

Space Costs - \$114,845

This cost center is based on total rent, utilities and janitorial services. The cost for space is 6.0 for employees and other space not directly chargeable to the grant.

Communications - \$3,500

Based on line charge for telephones used, and long distance toll charges and other telephones not directly chargeable to the grants.

Copier/Printing - \$4,800

Based on a .02 cents per copy charge for 140,000 copies estimated to make. The .02 cents charge is based on total estimated HOTCOG copies divided into total copier cost, maintenance, supplies and per copy costs. Outside printing of special jobs such as annual reports, brochures, and other printing needs....\$2,000.

Computer Cost - \$47,000

Based on the estimated cost for computer supplies, maintenance contracts, internet connection and computer training for staff.

Postage - \$9,000

Total estimated from past usage and the yearly rental on the postage machine.

Insurance/Bonding - \$3,500

The following is a list of insurance coverages HOTCOG pays premiums on:

Policy Amts.

	2 Notary Fees
5,000,000	Office Personal Property Form Replacement
5,000,000	Comprehensive General Liability-Personal Injury, Fire, Premises Medical Payments, etc.
1,000,000	Comprehensive Auto Liability-Excess/Coverage
500,000	Public Employees Blanket Bond-Honesty Form
5,000,000	Public Official & Employees Liability Insurance

Dues/Subscriptions/Publications - \$17,000

The following is a list of dues, subscriptions and publications:

- Government Information Services - Subscription
- Single Audit Information Services - Subscription
- National Association of Counties - Subscription
- General Services Commission - Subscription
- Local/State Funding Report - Subscription
- Federal Grant & Contracts Weekly - Subscription
- Texas Register - Subscription
- Federal Register - Subscription

- Newspapers, Periodicals, Publications and other Subscriptions
- National Association of Development Organizations - Dues
- National Association of Regional Councils – Dues
- Texas Association of Regional Councils – Dues
- State of Texas purchasing co-op – Dues
- Texas Municipal League - Dues

Other Costs - \$4,000

Miscellaneous costs such as temporary help and any other out of the ordinary expenditures.

Heart of Texas Council of Governments
Release Time/Benefit Pool

Revenue

Release Time/Benefit Contributions	<u>\$ 523,136</u>
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Total Revenue

\$ 523,136

Expenditures

Release Time

Sick Leave	38,503
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Vacation	60,505
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Holidays	58,898
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Administrative Leave	<u>5,354</u>
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Total Release Time	163,260
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Benefits

F.I.C.A.	109,403
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Health/Dental/Vision/Life/AD&D	200,497
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Disability Ins.	8,910
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Workman's Compensation	6,435
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Unemployment Insurance	261
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Retirement Contributions	99,822
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Prior Period Carry Forward	<u>(65,452)</u>
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Total Benefits	<u>359,876</u>
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Total Expenditures

\$ 523,136

Notes on Release Time/Benefits Pool Revenue

The Release Time/Benefits rate for Fiscal Year 2017-2018 has been computed as follows:

Gross Salaries	\$ 1,430,109
Less: Release Time	\$ (163,260)
Adjusted Gross Salaries	\$ 1,266,850 (B)
Total RT/Benefits Contributions	\$ 523,136 (A)

Employee Release Time and Benefit rate: (A) divided by (B) 41.29%

***Note:**

The release time/benefit rate is a fixed percentage, thus from year to year there are possible carry-forwards within the fund. These carry-forwards or differences between the estimated costs and actual costs, when they become known, are includable as an adjustment in a subsequent proposed plan.

Notes on Release Time/Benefits Pool Expenditures

Sick Leave - \$38,503

Based on an average of 7 days taken per employee.

Vacation - \$60,505

Based on an average of 11 days taken per employee.

Holidays - \$58,898

Based on HOTCOG observing 11 holidays per year.

Administrative Leave - \$5,354

Based on average of 1 day taken per employee for jury duty, emergency leave or military leave.

F.I.C.A. - \$109,403

F.I.C.A. taken on gross salaries of \$1,430,109. HOTCOG will pay 7.65% for the employer's portion of F.I.C.A. for fiscal year 2017-2018.

Health/Dental/Vision/Life/AD&D Insurance - \$200,497

Based on \$619 per employee per month. This plan also includes a \$50,000 life insurance policy and a \$50,000 policy for accidental death and dismemberment.

Disability Insurance - \$8,910

Based on .64 cents per \$100 of gross wages on \$1,392,130. This coverage starts 91 days after the employee is disabled and pays 66 2/3% of the gross wages at the time of disability up until retirement age based upon year of birth. After retirement age, the benefit is reduced.

Workman's Compensation - \$6,435

Based on .45 cents per \$100 of gross wages on \$1,430,109. All HOTCOG employees are determined to be Clerical-Office in nature.

Unemployment Insurance - \$261

Based on 0.1% of the first \$9,000 of the employees gross wages.

Retirement Contributions - \$99,822

Based on HOTCOG contributing 6.98% of gross wages into TCDRS for each employee.

Prior Period Benefit Pool Adjustment – (65,452)

This amount is from the carry-forward as adjusted when using a fixed benefit rate percentage.

Health and Human Services Division

Responsibility: Gary W. Luft, Director of Health and Human Services

The Health and Human Services Division of the Heart of Texas Council of Governments coordinates and develops programs and services for persons in the six-county HOTCOG region. Services are provided to seniors of all ages, persons with disabilities, and the general public in Bosque, Falls, Freestone, Hill, Limestone and McLennan counties.

Services are provided by the following departments:

- Area Agency on Aging of the Heart of Texas (AAAHOT)
- Heart of Texas Aging and Disability Resource Center (HOT ADRC)
- Heart of Texas 2-1-1 Call Center (HOT 2-1-1)
- Heart of Texas Rural Transit District (HOTRTD)

Some services are provided directly by the departments utilizing HOTCOG employees. Other services are provided utilizing subcontractors and vendors to provide additional services that complement those provided directly by HOTCOG personnel.

Area Agency on Aging of the Heart of Texas (AAAHOT)

The Area Agency on Aging of the Heart of Texas (AAAHOT) is 1 of 28 *designated* Area Agencies on Aging (AAA) by the Texas Health and Human Services Commission (HHSC) to provide advocacy, access and assistance to *social services* throughout the state. AAAHOT specifically serves Bosque, Falls, Freestone, Hill, Limestone and McLennan counties.

AAAHOT directly administers programs including Benefits Counseling, Care Coordination, and Ombudsman services.

Benefits Counseling Program

The Benefits Counseling program primarily provides financial related assistance and Medicare/Medicaid related help to clients through Legal Assistance (one-on-one) and Legal Awareness (groups) events.

Legal Assistance

- Provides one-on-one individualized counseling and assistance in understanding the complexities of specific programs for persons age 60 and older and Medicare recipients of any age.
- Counseling and assistance is available regarding public and private benefits, legal documents (advance directives), insurance information, preventive health related services, and representation for administrative hearings and appeals.

For many people, the complexities of laws, rules and regulations governing legal, health and

financial issues in today's world are sometimes overwhelming. Legal Assistance services provide the older consumer with free individualized help on a variety of matters, including applications for governmental services, choices of health or prescription insurance coverage and choices of how an individual wants to be treated as they near the end of their life. Legal Assistance can also provide an advocate to assist or represent an older person in an appeal or hearing when that person believes they have been wrongfully denied a service or benefit.

Legal Awareness

- Provides information about Medicare, Medicaid and many other government programs.
- Serves as an information link for all ages through educational events and workshops.
- Encourages the establishment of community resource centers.
- Fosters the creation of regional community partnerships that encourage and support greater public awareness.
- Trains volunteers working throughout our communities to assist with outreach and services.

Through the Legal Awareness component of the Benefits Counseling Program, groups of interested persons receive information about many different governmental and private services and benefits. As laws change and new programs are established, Legal Awareness strives to empower the older consumer through education, information and self-advocacy.

Care Coordination Program

The Care Coordination program empowers senior citizens age 60 and older and their family caregivers to maintain their independence, freedom and dignity by identifying needs and arranging social services required for living independently. The program is broad based and includes a variety of related service opportunities.

In Care Coordination a case manager assesses the social service needs with the client and plans, arranges, coordinates, and follows-up on needed services. Services that can be provided as part of care coordination are personal assistance, homemaker services, home repairs/modifications, health maintenance services and respite.

- Personal Assistance - Assistance which may include bathing, dressing, toileting, transfer, light house cleaning, and meal preparation.
- Homemaker - Assistance which includes light house cleaning, meal preparation, shopping.
- Home Repair/Modification - Primary focus is on repairs/modifications that improve accessibility, structure, safety and weatherization of the home for low-income homeowners age 60 and older that are living in unsafe and/or unhealthy environments.
- Health Maintenance - Durable medical equipment that will enable clients to be more independent and assist them with their daily activities.
- Respite - Short-term relief to caregivers that is provided in the client's home environment on a temporary basis (3 months maximum) while the caregiver is unavailable or needs relief. Service also allows the caregiver to take care of themselves so they are better able to sustain care for their elderly client or loved one over an extended period of time.

Ombudsman Program

The Ombudsman Program advocates for quality of life and quality of care for residents in long-term care facilities. Residents and their families are served by developing and using the talents and efforts of specially trained volunteers, professionals, advocacy and membership organizations and regulatory agencies who are interested in long-term care and elder rights issues.

Through direct advocacy the Long Term Care Ombudsman Program utilizes 20 volunteers and 2 staff to achieve the best possible quality of life for approximately 4,500 residents in 37 nursing homes and 25 assisted living facilities in our service area.

The program's primary focus is on resolving resident issues and complaints relating to residents rights, quality of care and quality of life.

Each of the nursing facilities and assisted living facilities in the six-county HOTCOG region is visited by a staff or volunteer Ombudsman on a regular basis. Staff Ombudsmen are required to respond to community generated complaints within two business days of receipt. These complaints usually come from family members, community professionals or the facilities themselves.

Included in the Ombudsman program are:

- Advocacy - An Ombudsman advocates for resident's rights and quality of care. They help protect the health, safety, welfare and rights of residents.
- Counseling - Staff Ombudsman will often work with residents and/or their families on a variety of issues outside of the usual complaints. They may assist with Medicare or Medicaid eligibility issues, appeals, end of life issues or assist with appropriate referrals.
- Problem resolution - Using notification, negotiation, mediation or applicable rules and regulations, the Ombudsman can often assist residents, their families and facilities in resolving their differences or issues. When the Ombudsman cannot resolve the problem, or when it involves abuse or complex issues, the Ombudsman will make the proper referrals.
- Training - The Ombudsman program provides training to nursing home staff to help ensure that the residents receive quality of care and life in the facility.
- Empowerment - An Ombudsman can assist with the development of family and resident councils in the facility. The ombudsman will assist the resident or family member in becoming effective self-advocates.

Nutrition Program

AAAHOT contracts the services of nutrition contractors to provide meals in congregate settings and provide home delivered meals to improve the health and well being of persons age 60 and older within the six-county service area.

The nutrition providers provide education on a monthly basis at all congregate meals sites and to all home-delivered meal recipients. In the event of an emergency or a disaster the providers ensure that all congregate and home-delivered clients receive a self stable meal.

The nutrition providers refer their clients to AAAHOT and/or community based services for coordination of direct services.

Other Contract Service Programs

Through contracts with other providers in the community, AAAHOT ensures that a locally based system of services is provided to maintain personal independence through supportive services, transportation, caregiver education and training, and senior center activities.

- Evidence-Based Programs

AAAHOT contracts with several facilitators to conduct Evidence-based programs such as:

- A Matter of Balance
- Caregiver Stress Busting
- Chronic Disease Self-Management
- Diabetes Self-Management

The programs are offered to age 60 and older individuals and their caregivers if the caregiver meets the eligibility criteria.

The programs are tested models or interventions with practical applications that help build effective community programs that provide proven health benefits to participants.

- Caregiver Education and Training

AAAHOT subcontracts with Howard Gruetzner, PLLC, to provide Caregiver Education and Training and Caregiver Information Services within the six-county service area.

Mr. Gruetzner provides individual and family counseling and assists caregivers with coping skills in caring for their loved ones regardless of the nature of the illness, malady or age.

- Income Support

AAAHOT purchases school clothes (uniforms only) for grandchildren being raised by grandparents age 55 and older.

Eligibility is limited to kindergarten through high school age grandchildren.

Heart of Texas Aging and Disability Resource Center (HOT ADRC)

The Heart of Texas Aging and Disability Resource Center is 1 of 22 designated ADRCs by the Texas Health and Human Services Commission (HHSC) to provide information and assistance to

individuals seeking *social services* throughout the state. AAAHOT specifically serves Bosque, Falls, Freestone, Hill, Limestone and McLennan counties.

The HOT ADRC provides information and assistance to individuals, including those with multiple, complex needs, about local programs and resources as they relate to aging or living with a disability, to older individuals, individuals of any age with disabilities, family caregivers, veterans, and families with children with special needs, all without regard to income levels.

The primary purpose of an ADRC is to help individuals live within their community as long as possible.

The HOT ADRC is an *operating broad-based coalition* consisting of the Area Agency on Aging of Heart of Texas, the local Department of Aging and Disability Services, the local Department of Assistive and Rehabilitation Services, the Heart of Central Texas Independent Living Center, the Heart of Texas 2-1-1, and the Heart of Texas Region MHMR Center. HOTCOG serves as the Lead Agency/Fiscal Agent and has responsibility as contract administrator.

The central office of the HOTADRC is located in Waco at the HOTCOG building with satellite sites ultimately to be established in each of the rural counties. Satellite sites will be open to the public on a part time basis dependent on demand in each county. Staffing at the satellite sites will be from the central office according to scheduled appointments and/or designated days for each county.

Heart of Texas 2-1-1 “Call Center” (HOT 2-1-1)

The Heart of Texas 2-1-1 “Call Center” is 1 of 25 *designated* call centers by the Texas Information and Referral Network (TIRN) and the Texas Health and Human Services Commission (HHSC) to provide information and referral assistance for social services anywhere in Texas.

HOT 2-1-1 is part of the statewide 2-1-1 network that provides a “free” help line answered by trained specialists who assist callers in their service area regardless of the caller’s age, ethnicity, gender, disability or any other criteria by referring them to the community provider and/or agency *that can best meet their social service needs*.

HOT 2-1-1 annually provides *referral information and assistance* to callers of all ages seeking assistance for food, clothing, shelter, utility bill payment assistance, medical assistance, affordable childcare, eldercare, disaster relief and much more.

The statewide help line is answered 24 hours a day, 7 days a week by certified Information-Referral Specialists. Calls at each 2-1-1 are received from within the local service area as well as those rolled over from outside the local service area due to heavy statewide calling patterns based on TIRN imposed call queuing parameters.

Projected annual calls for the HOT 2-1-1 are expected to reach approximately 33,000 calls.

Heart of Texas Rural Transit District (HOTRTD)

The Heart of Texas Rural Transit District (HOTRTD) is 1 of 39 Rural Transit Districts (RTD) designated by the Texas Department of Transportation (TxDOT) to provide transportation services throughout the state. RTD's provide demand response transportation to the general public including transportation for seniors age 60 and older and to the disabled of any age. RTD's traditionally utilize a contracted services business model.

The HOTRTD provides public transportation services in Bosque, Falls, Freestone, Hill and Limestone counties. McLennan County, however, is not part of the HOTRTD service area. Transportation into or out of McLennan County can be provided if the trip originates from or terminates into one of our five rural counties.

The HOTRTD operates a "subcontractor model" to provide transit service with no direct service being provided by HOTRTD employees.

- Transit services in Limestone and Freestone counties are subcontracted to Limestone County Senior Services.
- Transit services in Bosque, Falls, and Hill counties are subcontracted to LeFleur Transportation of Texas, Inc.
- Both subcontractors operate shared ride service using a fleet of twenty-seven (27) vans and small buses leased from HOTCOG.

The shared ride service is considered "origin to destination" meaning the vehicle comes to the passenger instead of the passenger going to the vehicle and multiple riders may be on the same vehicle. No fixed routes are utilized. The individual calls for transportation services, makes an appointment, and RTD vehicle picks the client up at the appointed time and carries the rider to their destination. Return transportation is provided in a similar fashion if arranged as part of the trip.

Trips are categorized as General Public or Elderly Persons and/or Persons with Disabilities.

General Public – Section 5311

Section 5311 federal funds through the Rural Public Transportation Grant Program, a federal assistance program administered by TxDOT, are used to enhance the access of persons of any age living in rural areas to health care, shopping, education, recreation, public services, and employment by encouraging the maintenance, development, improvement, and use of passenger transportation systems. A portion of this funding authorizes grants and contracts for transportation research, technical assistance, training, and related support services in non-urbanized areas.

Elderly Persons and/or Persons with Disabilities – Section 5310

Section 5310 funds are used to plan, design, and provide transportation services to meet the special needs of Elderly Persons and/or Persons with Disabilities within our service area.

Heart of Texas Council of Governments
Health and Human Services Department Budget

Revenue

Title III	\$ 1,843,970
211/Childcare	11,427
211/Operations	389,000
Section 5311 Transportation-Federal	580,098
Section 5311 Transportation-State	347,149
Section 5310 Capital-Purchase of Service	128,424
Local Match	37,004
Local Govt. Program Income and Inkind Match	<u>1,028,769</u>

Total Revenues	<u><u>\$ 4,365,841</u></u>
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Expenditures

Salaries	614,930
Benefits	253,931
Travel	25,154
Equipment	-
Supplies	5,785
Space	107,227
Communications	14,747
Copier/Printing	4,125
Postage	2,213
Other Costs	23,044
Indirect Costs	496,050
Program Income/Inkind Match	1,028,769
Delegate Agency/Contractual Costs	<u>1,789,867</u>

Total Expenditures	<u><u>\$ 4,365,841</u></u>
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Number of Employees: 16

REGIONAL SERVICES DIVISION

Responsibility: Russell Devorsky – Executive Director

9-1-1 Emergency Communications

Responsibility: Kristine Hill (17 years), Sarah Wines (17 years)

HOTCOG is responsible for the 9-1-1 program in five of the six counties within the region (McLennan County provides its own 9-1-1 service). The 9-1-1 system capabilities provided by the COG program include delivery of the call, the caller's name, location information, the responding agencies, and the telephone number, to the appropriate public safety answering point (PSAP). An IP network structure to enable expanded functionality, allowing the sending and receiving of digital information beyond the caller's name and location information, continues to function efficiently processing regional 9-1-1 calls. In addition, a 4G LTE wireless backup was installed to function as an alternate path to routing 9-1-1 calls during an outage. Text-to-9-1-1 is deployed and available within the region for callers unable to make a regular voice call or as an option for a person with a deaf or speech disability. In addition, HOTCOG has transitioned to an Enterprise Geospatial Management System (EGDMS) allowing for the routing of 9-1-1 calls based on location and derived from our Region's GIS data, a critical component of NG9-1-1 success.

Specific responsibilities of the 9-1-1 program staff include:

- Work closely with local telephone companies, database service providers, and cities/counties that are served by HOTCOG's program to ensure efficient and effective 9-1-1 services in the region;
- Provide technical assistance during addressing maintenance and system/equipment upgrades;
- Provide GIS services and maps used by local governments when responding to emergencies;
- Provide dispatcher training opportunities;
- Educate the public on the proper use of 9-1-1;
- Coordinate 9-1-1 Advisory Committee meetings;
- Deploy 9-1-1 IP Network technology;
- Process and submit expenditures related to the provision of 9-1-1 service;
- Maintain MSAG and database for each of the 5 counties; and
- Develop biennial Strategic Plan for the Commission on State Emergency Communications.

Criminal Justice Planning

Responsibility: Cindy Rafter (14 years)

HOTCOG is responsible for coordinating Criminal Justice planning and implementation

activities within the six county region. As part of the coordination, HOTCOG staff assists counties with developing plans and strategies that address the needs of the region.

In addition, the HOTCOG Criminal Justice program offers an extensive and TCOLE-certified training program for continuing education of law enforcement personnel.

Specific responsibilities of the Criminal Justice staff include:

- Serve as support to the Criminal Justice Advisory Committee (CJAC), assist them in prioritizing projects for funding, and deliver approved recommendations to the Office of the Governor Criminal Justice Division (CJD);
- Participate in related planning throughout the region including mental health, substance abuse, and law enforcement issues;
- Provide technical assistance to CJD grantees and potential applicants throughout the year;
- Meet with the Criminal Justice Advisory Committee at least two times a year to consider matters pertinent to criminal justice funding and prioritize applications submitted to the Office of the Governor Criminal Justice Division;
- Meet with the Law Enforcement Training Advisory Committee (LETAC) at least two times a year to consider matters pertinent to the training program's content and implementation;
- Prepare and submit grant applications to fund the regional Criminal Justice program, including purchase of services through the Juvenile Justice and Delinquency Prevention program, the regional law enforcement training program, and funding for HOTCOG planning activities;
- Pursuant to HOTCOG Juvenile Justice and Delinquency program grant, create and maintain contracts with each of the six counties to reimburse the Juvenile Probation Departments for eligible expenses on a pro rata basis;
- Report activities to CJD on a quarterly and biannual basis;
- Facilitate the development of county community plans and a regional strategic plan;
- Develop and maintain course offerings for the Criminal Justice training;
- Monitor completion of classes and arrange for appropriate TCOLE accreditation of participants; and
- Maintain records and satisfy training requirements to continue TCOLE-certification of training program.

Homeland Security

Responsibility: Harold Ferguson (9 years), Boyce Wilson (9 years)

HOTCOG receives funds from the Office of the Governor, Homeland Security Grant Division to assist communities in disaster preparedness and grants. The major focus of this program is to assist city and county governments in the six county HOTCOG region in the development and maintenance of emergency plans, implementing and sharing

emergency preparedness, and management of grant and other projects that enhance regional emergency preparedness.

Specific responsibilities of the Emergency Preparedness Program include:

- Serve as support and guidance to the Emergency Preparedness Advisory Committee and its subcommittees, including assisting them in prioritizing projects for Homeland Security Grants and other opportunities;
- Distribute grant and additional information to emergency personnel, officials, and the public regarding emergency management through materials and by visiting locations within the region;
- Assist sub-grantees in administering Homeland Security Grant funded projects and meeting grant eligibility requirements;
- Administer regional projects selected by the Emergency Preparedness Advisory Committee to serve the region as a whole through HOTCOG management, such as the Regional Emergency Notification System and the Citizen Corps Program;
- Contract, manage, and provide user training for the regional emergency notification system (ENS);
- Coordinate, foster, and expand the Citizens Corps of volunteer emergency services support teams by providing training and support of the Citizen Corps Program (CCP) and Community Emergency Response Teams (CERT);
- Assist the six counties and their jurisdictions with development of emergency plans and required annexes;
- Assist jurisdictions in the six counties with the regional threat assessment, implementation, and state preparedness plans;
- Develop and maintain an emergency management plan for the HOTCOG's internal functionality;
- Host annual communication focus group meetings to facilitate communication and interoperability protocols, including the development of communication plans so that networks and communications lines are established prior to an event;
- Host basic radio user training classes and communication tabletop exercises;
- Develop and offer, either through train-the-trainer instruction or by creating new training tools, classroom and/or online training in emergency-preparedness related topics, including the administration of emergency preparedness grants, reporting tools, and other mandated coursework; and
- Hosting training classes on the National Incident Management System, Hazardous Materials Response, and all-hazards emergency management.

During the past year, Staff continues to work closely with the jurisdictions, emergency managers, and first responders throughout the region to meet their needs and provide assistance wherever possible.

Other recent key areas of assistance by Staff to first responders and citizens are:

- Assisting Bosque and Falls Counties with finalizing the submission of the recoverable expenditures to FEMA from past flood damage; and

- Working with our six county emergency managers, implemented SMARTWeather to the regional emergency notification system to alert citizens of weather alerts and emergencies.
- Mr. Boyce Wilson is currently serving as chair of the FEMA Region 6 Citizen Corp Working Group.
- Communication and Incident Management trailer assistance in Bosque, Falls, and Limestone County.
- Assisted agencies with 2017 Homeland Security Grant Applications.
- Regional Threat and Hazard Identification and Risk Assessment, State Preparedness Report, and Implementation Plan.

Community Development/ Regional Review Committee/ Economic Development
Responsibility: Dorthy Jackson (1 year), Rachel Cross (1 year)

HOTCOG is responsible for providing community and economic development assistance to units of general local government in non-entitlement areas, coordinating the services of a regional data center as outlined by the Texas State Data Center.

Specific responsibilities of the Community Development staff include:

- Serve as support for the Heart of Texas Regional Review Committee, which is appointed by the Governor;
- Coordinate the approved TCDBG scoring criteria with Texas Department of Agriculture and score regional applications for the Texas Community Block Grant program;
- Coordinate workshops and training sessions for local government officials in areas of need;
- Coordinate the services of a Census Information Data Center for the Heart of Texas Region;
- Provide administrative and general technical assistance to jurisdictions in the region, including by answering calls for assistance and by providing training opportunities such as annual elected officials' training, planning and zoning officials' training, and other topic-specific workshops;
- Provide information about Texas Community Development Programs; application requirements and specific program activities; fair housing seminars, infrastructure and finance workshops; elected officials training/seminars; and general needs assessments;
- Supply local government services including strategic planning on a case-by-case basis.
- Coordinate Regional Mapping System for those communities who wish to participate.
- Coordinate a possible Regional Public Software System for those communities who wish to participate.

Economic Development

The HOTCOG provides staff support to the Heart of Texas Economic Development District, Inc., a stand-alone nonprofit corporation governed by a Board of Directors and serving the same six counties as the HOTCOG. The EDD's purpose is to help coordinate and serve as a resource for regional economic development and marketing activities in the Heart of Texas. On behalf of the HOTEDD, HOTCOG staff prepares and maintains the Comprehensive Economic Development Strategy (CEDS), which analyzes the region's economic indicators and states a plan of action for regional economic development. The CEDS is required by the Economic Development Administration in order for it to fund economic development projects in the region.

Specific responsibilities of the Economic Development staff include:

- Serve as support to the Heart of Texas Economic Development District Board of Directors and its committees;
- Prepare, update, and implement the Comprehensive Economic Development Strategy;
- Maintain federal, state, and local economic development information and participate in area economic development forums and community economic development programs;
- Serve as a community resource by offering technical assistance in grantsmanship, community and economic development, project development, business and industry retention and recruitment, and demographic statistics;
- Research and maintain base studies of the region's demographic, geographic and economic characteristics for analysis and application to the region's development potential;
- Assist counties and communities in pursuit of economic development initiatives that are supportive of desirable regional economic development outcomes, including preparation of applications or proposals for prospects or funding programs;
- Maintain ongoing communication with the region's officials and economic development practitioners;
- Administer the regional marketing program, including social media and web site initiatives;
- Maintain and increase knowledge of economic development practices and strategies through training and education; and
- Offer training and education in economic development topics to regional officials
- In addition to the above duties The Heart of Texas Economic Development District, Inc., established its revolving loan fund and has made four loans up to this point: Red Caboose Winery in Bosque County, (Loan paid in full); Chick-a-doodles in Mexia, Limestone County; Net 1 Connect in Moody, McLennan County; and Moody Hardware in Moody, McLennan County. Administer SMRF (Small Micro Revolving Fund) granted to Falls County by TDA (Texas Department of Agriculture) to provide funding for small and micro business in Falls County.
- Administer two EDA (U.S. Economic Development Administration) grants. City of Bellmead, Tirey Road Project, for \$1.9 million; and City of Mexia, Industrial

Park Improvement Project, for \$1.2 million. Coordinating another EDA grant for the City of Hillsboro that the grant administrator is 95% sure of funding this fiscal year for \$1.2 million.

Solid Waste Management and Planning

Responsibility: Falen Bohannon (4 years)

HOTCOG is responsible for assisting local governments and the private sector in implementing and maintaining the goals and objectives set forth in the Regional Solid Waste Management Plan.

Specific responsibilities of the Solid Waste Management staff include:

- Serve as support to the Solid Waste Advisory Committee and assist them in prioritizing Solid Waste projects for funding by the Texas Commission on Environmental Quality (TCEQ);
- Administer the Regional Solid Waste Grant Program and conduct on-site grant performance monitoring;
- Amend the regional plan every four years;
- Provide technical assistance to local governments and the private sector;
- Maintain a solid waste regional resource center;
- Maintain an inventory of closed municipal solid waste landfills in the Heart of Texas region;
- Provide information to landowners and the public record regarding the status of closed landfills;
- Conduct workshops and educational outreach and training programs; and
- Coordinate the review of municipal solid waste facility permit applications.

Air Quality Management and Planning

In July, 2017, the Governor vetoed the Rider 7 Air Quality Program. HOTCOG will not be responsible for implementing and maintaining the Air Quality goals and work processes for the FY18/19 biennium. This will result in the loss of an employee.

Heart of Texas Council of Governments
Regional Services Department Budget

Revenue

Community Emergency Response Teams (Citizen Corp)	\$ 25,000
Solid Waste Planning	115,000
Air Quality Management and Planning	-
Community Economic Development	10,317
9-1-1 Emergency Communications Operations/Program	1,406,722
Criminal Justice - Planning/Coordination	37,551
Criminal Justice - Juvenile Justice Alternatives	54,316
Criminal Justice-Regional Law Enforcement Trng	65,275
Homeland Security Planning	178,500
Homeland Security Mobile Voice/Data System	75,000
Economic Development Fund	70,000
HOTEDD Program Match	84,000
Local Govt. Program Income and Inkind Match	-

Total Revenues	<u><u>\$ 2,121,681</u></u>
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Expenditures

Salaries	288,815
Benefits	119,264
Travel	27,244
Equipment	-
Supplies	9,990
Space	73,866
Communications	10,019
Copier/Printing	1,332
Postage	565
Other Costs	16,267
Indirect Costs	232,980
Program Income/Inkind Match	-
Delegate Agency/Contractual Costs	1,341,339

Total Expenditures	<u><u>\$ 2,121,681</u></u>
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Number of Employees: 7