



AGENDA

Texas Association of Regional Councils Board of Directors

Friday, September 21, 2018

Hilton Austin Airport, 9515 Hotel Drive, Austin, TX 78719, Bergstrom A/D

9:30 a.m. – 11:30 a.m.

Coffee and Conversation will begin at 9:00 a.m.

Call to Order, Welcome and Invocation

Nate McDonald, President

Self-Introductions of Regional Council Voting Delegates and Guests

Board Members

Special Guest & Presentations:

Steve Skarke, Owner, Leading Elements

Joe McKinney, Executive Director, National Association of Development Organizations

TARC Annual Awards Presentations

Overview of TARC Board Materials

Nate McDonald

1. Approval of September 22, 2017 Annual Meeting Minutes (*Action Item*)

Nate McDonald

2. TARC Policy Committee Reports (*Action Items*)

Nate McDonald

a. Report of the Budget & Bylaws Committee

Mike Sutherland, Chair

i. Consideration of TARC Financial and Investment Report (*Action Item*)

1. Balance Sheet and Revenue & Expense Report through 8/31/18

John Minnix

2. Investment Report 5/1/18 – 8/31/18

ii. Consideration of the FY 2019 TARC Requested Budget and Program of Work

3. Report of the TARC Legislative Committee (*Action Items*)

Nate McDonald, Chair

4. Executive Directors' Council Report

Chris Brown, Chair

5. TARC Program Committee Reports (*Action Items*)

Committee Chairs

a. Community and Economic Development, David Cleveland, Chair

b. Criminal Justice and Law Enforcement Committee, Ron Garza, Chair

c. Emergency Communications Committee, Russell Devorsky, Chair

d. Emergency Preparedness, Chuck Wemple, Chair

i. Consideration of Emergency Preparedness, Homeland Security and Citizen Corps Planning
Project Resolution 1/1/2019 – 12/31/2019

e. Environmental Quality Committee, John Austin Stokes, Chair

f. Health and Human Services Committee, Annette Gutierrez, Chair

g. Transportation Committee, Betty Voights, Chair

Review of 2018 Association Highlights & Looking Forward

TARC Team

Persons planning to attend the meeting who have disabilities requiring auxiliary aids or services should notify TARC as far in advance as possible so that appropriate arrangements can be made. Requests can be made by mail or telephone to TARC, Attn: Ginny Lewis, 701 Brazos, Suite 780, Austin, Texas 78701, phone number (512) 680-6994.

Presentation of Nominating Committee Report (*Action Item*)

Nate McDonald

Election of TARC 2019 Officers (*Action Item*)

Nate McDonald

Installation of TARC 2019 Officers & Recognition

Nate McDonald

Announcements & Adjournment

Nate McDonald

2019 TARC MEETING DATES

February 6 – 8, 2019

TARC Bi-Annual Staff Training &
Board of Directors Meeting
Hilton Austin Airport

June 6 – 7, 2019

TARC Executive Directors' Council
& Board of Directors Meeting
Hilton Austin Airport

September 11 – 13, 2019

TARC Bi-Annual Staff Training &
Annual Board of Directors Meeting
Hilton Austin Airport

Persons planning to attend the meeting who have disabilities requiring auxiliary aids or services should notify TARC as far in advance as possible so that appropriate arrangements can be made. Requests can be made by mail or telephone to TARC, Attn: Ginny Lewis, 701 Brazos, Suite 780, Austin, Texas 78701, phone number (512) 680-6994.



Steve Skarke

Owner

Leading Elements

Steve is a certified professional coach and 30-year veteran of the petrochemical manufacturing industry whose experience spans many areas including management, process engineering, design, and safety. He has more than 20 years of corporate management experience at all levels, up to and including board of directors.

Steve has held various positions, including process engineer, project engineer, production manager, director of manufacturing, executive vice president and board of directors member. He also has experience beyond the U.S., having worked for a global Japanese manufacturing company.

Since 2007, Steve has focused on expanding his organizational development activities as a Certified Master Facilitator of the Leadership Challenge process, a provider of Everything DiSC, the Five Behaviors of a Cohesive Team, and The Birkman Method.

He received a BS in chemical engineering from Texas A&M University, an MS in industrial engineering and management from the University of Houston and received a certificate in executive leadership from Rice University. Steve is the Vice President of Kaneka Americas Holding, INC and also serves as President of The Kaneka Foundation.



Joe C. McKinney

**Executive Director
National Association of Development
Organizations**

Joe McKinney serves as Executive Director of the National Association of Development Organizations (NADO). Headquartered in Washington, DC, NADO provides advocacy, education, research, and training for the nation's 540 regional planning and development organizations.

Joe has twenty-seven years of experience having served in city, county, regional and national association and government management since 1991. He holds a Bachelor's Degree in Public Policy Analysis from the University of North Carolina at Chapel Hill and is a candidate for a Master's Degree in public administration from UNC-Chapel Hill.

Prior to his appointment as Executive Director of the National Association of Development Organization, Mr. McKinney served as Executive Director of Land-of-Sky Regional Council in Asheville, North Carolina from January 2003 until October 2012. Under his leadership, Land-of-Sky became recognized nationally for its innovation and program expansion in areas such as planning and economic development, workforce development, transportation and transit, aging services, volunteer services, and geographic information systems.

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Minutes
Texas Association of Regional Councils
Board of Directors

Friday, September 22, 2017
Hilton Austin Airport, 9515 Hotel Drive, Austin, TX 78719, Bergstrom A/D
9:30 a.m. – 11:30 a.m.

Call to Order, Welcome and Invocation

Jay Mayden, President

Jay Mayden called the meeting to order and asked Nate McDonald to provide the invocation.

Self-Introductions of Regional Council Voting Delegates and Guests

Board Members

Board members introduced themselves and it was determined a quorum was present. Voting members present included: Jay Mayden, Nate McDonald, Mike Sutherland, John Austin Stokes, Gary Pitner, Diane Rath, Lynda Munkres, Michael Parks, James Oakley, Jim Reed, Richard Bullock, Steve Smith, Lonnie Hunt, Robert Johnston, Justin Lewis, Clinton Tegeler, Maurice Pitts, Terry Henley, Randy Riggs, Wes Suiter, Patti Jones, Ramsey Cantu, Javier De Leon, Nick Gallego, Mike Eastland, Richard Dolgener, Carlos Leon, Clinton Sawyer and Daniel Burkeen.

Special Guest & Presentations:

The Honorable George P. Bush, Texas Land Commissioner

Heather Lagrone of the General Land Office and Tracy Bashear with FEMA presented information about the state administered, locally managed, federally funded short-term housing disaster relief program FEMA would be debuting with Texas in response to Hurricane Harvey.

TARC Annual Awards Presentations

The following awards were given:

- Legislative Leadership Award: The Honorable Joe Straus
- Legislative Leadership Award: The Honorable DeWayne Burns
- State Agency Supporter: The Honorable Rick Rhodes
- Al J. Notzen/Judge Jake Brisbin Regional Unity Award: Gary Pitner
- 2016 Wilbur R. Dunk Regional Leadership Award: The Honorable Wes Suiter
- Special Service Award: Ginny Lewis

Overview of TARC Board Materials

Jay Mayden

1. Approval of September 22, 2016 Annual Meeting Minutes (*Action Item*)

Jay Mayden

Jay Mayden asked the Board to review the 2016 Annual Meeting minutes in each Board packet. Richard Dolgener motioned to approve the minutes. James Oakley seconded the motion and the motion carried unanimously.

2. **TARC Policy Committee Reports (*Action Items*)**

Jay Mayden

- a. **Report of the Budget & Bylaws Committee**

Nate McDonald, Chair

- i. **Consideration of TARC Financial and Investment Report (*Action Item*)**

1. **Balance Sheet and Revenue & Expense Report through 8/31/17**

John Minnix

2. **Investment Report 5/1/17 – 8/31/17**

Nate McDonald reported that the Budget & Bylaws Committee met on 9/22/17 and reviewed the TARC financial and investment reports through 8/31/17. McDonald called on John Minnix to provide more detailed information and answer any questions about the information presented to the Board. No questions were raised and McDonald made a motion to approve the TARC Financial and Investment Report as recommended by the Budget & Bylaws Committee. Maurice Pitts seconded the motion and the motion carried unanimously.

ii. Consideration of the FY 2018 TARC Requested Budget and Program of Work

Nate McDonald reported that the TARC Budget & Bylaws Committee reviewed the FY 2018 TARC Requested Budget and Program of Work. McDonald called on John Minnix to provide more detail about the budget information and Ginny Lewis to review the work program included in the packets before the Board members. McDonald moved that the FY 2018 TARC Requested Budget and Program of Work be approved as presented and approved by the Budget & Bylaws Committee. Robert Johnston seconded the motion and the motion carried unanimously.

3. Report of the TARC Legislative Committee

Jay Mayden, Chair

Jay Mayden reported that the Committee met on 9/21/2017 to discuss interim charges as announced by the Speaker of the House and Lieutenant Governor.

4. Executive Directors' Council Report

John Austin Stokes, Chair

John Austin Stokes reported that the TARC Executive Directors' Council met on 9/21/17 and voted to name Chris Brown chair of the EDs' Council and Diane Rath vice chair. Stokes then called upon committee chairs to provide their program reports.

5. TARC Program Committee Reports (*Action Items*)

Committee Chairs

a. Community and Economic Development, David Cleveland, Chair

David Cleveland reported that the committee discussed possible updates to the Regional Review Committee process. There were no action items

b. Criminal Justice and Law Enforcement Committee, Gary Pitner, Chair

Gary Pitner reported that the committee met with staff from the Governor's Criminal Justice Division (CJD) and that regions continue to have a great partnership with CJD. There were no action items.

c. Emergency Communications Committee, Tim Pierce, Chair

Tim Pierce reported that the Commission on State Emergency Communications recently celebrated their 30th anniversary. Pierce also motioned to approve a \$5000 donation from the TARC 9-1-1 Coordinators' Association to the Texas Chapter of the National Emergency Number Association for Harvey relief. Terry Henley seconded the motion and the motion carried unanimously.

d. Emergency Preparedness, Chris Brown, Chair

Chris Brown reported that the committee met and there were no action items.

e. Environmental Quality Committee, Jack Steele, Chair

Jack Steele reported that the committee met and there were no action items.

f. Health and Human Services Committee, Annette Gutierrez, Chair

Annette Gutierrez reported that the committee met and recommended that the Board approve the T4A FY2018 proposed budget as amended. Richard Dolgener motioned to approve the T4A FY2018 proposed budget as amended. Ramsey Cantu seconded the motion and the motion carried unanimously. Gutierrez also reported that the committee recommended that the Board approve allowing the TARC Executive Director to approve bereavement gifts in the amount of \$50 on behalf of the various TARC staff associations and committees. Randy Riggs motioned to approve allowing the TARC Executive Director to approve bereavement gifts in the amount of \$50 on behalf of the various TARC staff associations and committees. Terry Henley seconded the motion and the motion carried unanimously.

g. Transportation Committee, Betty Voights, Chair

Betty Voights reported that the committee met and there were no action items.

6. Disaster Recovery Updates – Hurricane Harvey

Jay Mayden

a. Texas Department of Agriculture Hurricane Harvey Technical Assistance Grant (*Action Item*)

Jay Mayden presented information about TARC's acceptance of a grant from the Texas Department of Agriculture (TDA) then called on Ginny Lewis to provide information on the TDA Hurricane Harvey Technical Assistance Grant. Ginny Lewis reported that TDA provided a grant in the amount of \$75,000 to TARC to be passed through to the regions impacted by Hurricane Harvey for use in providing technical assistance in compliance with regulations governing the use of Community Development Block Grant funds. Steve Smith motioned to ratify TARC's acceptance of the grant and subsequent pass-through of 100% of the funds to the impacted regions. Robert Johnston seconded the motion and the motion carried unanimously.

Review of 2017 Association Highlights & Looking Forward

TARC Team

Ginny Lewis provided updates on TARC staff activities for 2017 and provided a preview of upcoming TARC initiatives for 2018.

Presentation of Nominating Committee Report (*Action Item*)

Jay Mayden

Jay Mayden presented the report of the Nominations Committee. The following slate of officers was recommended to the Board for consideration:

- President: The Honorable Nate McDonald, Matagorda County Judge, Houston-Galveston Area Council
- President-Elect: The Honorable Mike Sutherland, Burleson County Judge, Brazos Valley Council of Governments
- Vice President: The Honorable Clinton Sawyer, Councilmember, City of Amherst, South Plains Association of Governments

Election of TARC 2018 Officers (*Action Item*)

Jay Mayden

Carlos Leon moved that the slate of officers recommended by the Nominating Committee be approved. Maurice Pitts seconded the motion and the motion carried unanimously.

Installation of TARC 2018 Officers & Recognition

Jay Mayden

Jay Mayden swore in the new officers and assumed the role of Immediate Past President. Nate McDonald then made a few remarks in his new role as President.

Announcements & Adjournment

Jay Mayden

Wes Suiter moved that the meeting be adjourned. Maurice Pitts seconded the motion and the motion carried.

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Texas Association of Regional Councils

Balance Sheet

All Funds/ All Grants/ All Function Areas

As of 08/31/2018

Organizational Totals

Assets

Current Assets

Cash-Checking	1,738.02
Cash-Money Market	3,420.49
Cash-TX Pool	949,828.16
Prepaid Expenses	11,539.12
Accounts Receivable-Grants	67,725.98
Accts Receivable-Bi-Annual Mtgs.	1,250.00
Accts Receivable-Association Service Fees	-
Accts Receivable-Staff Associations	5,121.00
Accts Receivable-Other Conf	1,425.00

Total 1,042,047.77

Total Current Assets 1,042,047.77

Total Assets 1,042,047.77

Liabilities and Fund Balances

Current Liabilities

Accounts Payable	24,250.37
Due to Staff Assn-911	5,681.37
Due to Staff Assn-Finance Officers	18,057.82
Due to Staff Assn-T4A	249,032.19
Due to Staff Assn-Solid Waste	2,205.80
Due to Staff Assn-CJ Planners	4,143.73
Due to Staff Assn-Homeland Security	4,350.06
Accrued Vacation	13,753.83
Deferred Income	220,000.00

Total Current Liabilities 541,475.17

Total Liabilities 541,475.17

Fund Balances

Excess (Deficiency) of Revenues Over (Under) Expenditures	53,377.31
Fund Balance-Unrestricted	447,195.29

Total Fund Balance 500,572.60

Total Liabilities and Fund Balances 1,042,047.77

Texas Association of Regional Councils

Statement of Revenues and Expenses

For the 11 months ending 08/31/2018

	<u>Actual</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Variance</u>	<u>Annual Budget</u>	<u>Favorable/ (Unfavorable) Budget Balance</u>
Revenues					
Association Services	270,421.18	247,886.83	22,534.35	270,422.00	(0.82)
Associate Memberships	3,500.00	2,750.00	750.00	3,000.00	500.00
T4A Association	74,649.63	72,587.17	2,062.46	79,186.00	(4,536.37)
Grants/Contracts	389,075.90	623,333.33	(234,257.43)	680,000.00	(290,924.10)
Trainings/Meetings	62,500.00	100,833.33	(38,333.33)	110,000.00	(47,500.00)
Investment Income	10,258.11	8,341.67	1,916.44	9,100.00	1,158.11
Total Revenues	810,404.82	1,055,732.33	(245,327.51)	1,151,708.00	(341,303.18)
Expenditures					
Staff Salaries	266,044.06	287,758.17	21,714.11	313,918.00	47,873.94
Fringe Benefits	104,342.49	112,850.83	8,508.34	123,110.00	18,767.51
Financial Management	24,206.84	25,666.67	1,459.83	28,000.00	3,793.16
Travel	13,340.67	22,916.67	9,576.00	25,000.00	11,659.33
Space Rental	64,370.58	65,083.33	712.75	71,000.00	6,629.42
Furniture & Equipment	0.00	2,750.00	2,750.00	3,000.00	3,000.00
Equipment/Software Maintenance	262.50	1,833.33	1,570.83	2,000.00	1,737.50
Office Supplies	1,685.43	1,833.33	147.90	2,000.00	314.57
Telephone, Communications	14,769.61	15,583.33	813.72	17,000.00	2,230.39
Software License Renewal	2,145.00	2,108.33	(36.67)	2,300.00	155.00
Insurance	2,302.02	2,291.67	(10.35)	2,500.00	197.98
Printing & Copying	2,190.47	2,750.00	559.53	3,000.00	809.53
Postage & Freight	103.81	458.33	354.52	500.00	396.19
Audit Costs	9,700.00	8,250.00	(1,450.00)	9,000.00	(700.00)
Subscriptions & Publications	147.41	458.33	310.92	500.00	352.59
Memberships	1,440.00	2,291.67	851.67	2,500.00	1,060.00
Trainings/Meetings	15,272.67	27,500.00	12,227.33	30,000.00	14,727.33
Program Development**	230,711.96	442,641.83	211,929.87	482,882.00	252,170.04
Miscellaneous	3,991.99	4,583.33	591.34	5,000.00	1,008.01
Total Expenditures	757,027.51	1,029,609.17	272,581.66	1,123,210.00	366,182.49
Excess/(Shortfall) Rev. vs Exp.	<u>53,377.31</u>	<u>26,123.17</u>	<u>27,254.14</u>	<u>28,498.00</u>	

****Program Development**

Rebuild Texas Fund	135,000.00
C Corps/Train the Trainer/Program	44,020.21
Hurricane Harvey Assistance	<u>51,691.75</u>
Total Program Development	230,711.96

Texas Association of Regional Councils
Analysis of Unrestricted Fund Balance
As of August 31, 2018

	Actual FY2004	Actual FY2005	Actual FY2006	Actual FY2007	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Actual FY2013	Actual FY2014
Beginning Balance	\$173,966	\$122,907	\$35,253	\$39,509	\$226,070	\$151,461	\$264,466	\$315,584	\$331,248	\$284,176	\$272,715
Surplus/(Deficit)	(51,059)	(87,654)	4,255	186,561	(74,609)	113,005	51,118	15,664	(47,072)	(11,461)	13,645
Ending Balance	<u>\$122,907</u>	<u>\$35,253</u>	<u>\$39,508</u>	<u>\$226,070</u>	<u>\$151,461</u>	<u>\$264,466</u>	<u>\$315,584</u>	<u>\$331,248</u>	<u>\$284,176</u>	<u>\$272,715</u>	<u>\$286,360</u>

	Actual FY2015	Actual FY2016	Actual FY2017	Projected Balance FY2018
Beginning Balance	\$286,360	\$307,624	\$364,387	\$447,196
Surplus/(Deficit)	21,264	56,763	82,809	28,498
Ending Balance	<u>\$307,624</u>	<u>\$364,387</u>	<u>\$447,196</u>	<u>\$475,694</u>

Program Development Budget Detail
FY2018

Rebuild Texas Fund	355,000
Hurricane Harvey Assistance	75,000
HLS/CC Program Development	<u>52,882</u>
Total Program Development	<u>\$482,882</u>

Texas Association of Regional Councils

Investment Report

For the Period

June 1, 2018 through August 31, 2018

As per TARC's Investment Policy, funds that are not immediately required to pay obligations are invested. TARC does not have any other investments as of the ending date of this report.

Summary of General and Special Revenue Funds

	TEX Pool	Money Market Checking Acct
Beginning Market/Book Value @ 6/1/2018	\$685,247.59	\$ 142,756.69
Transfers In	355,000.00	558,341.71
Transfers (Out)	<u>(95,000.00)</u>	<u>(697,700.00)</u>
Net Transfers	260,000.00	(139,358.29)
Interest Earned	<u>4,580.57</u>	<u>22.09</u>
Ending Market/Book Value @ 8/31/2018	<u>\$ 949,828.16</u>	<u>\$ 3,420.49</u>

Notes:

1. The accounts listed above do not have a maturity date.

2. Following are the annualized average rate of returns:

	TEX Pool	Money Market Checking Acct
June 2018	1.81%	0.08%
July 2018	1.89%	0.08%
August 2018	1.92%	0.08%

As TARC's Investment Officer, I, John C. Minnix, certify as to the best of my knowledge that the investment portfolio is in compliance with the investment strategy as expressed in TARC's Investment Policy and that this Investment Report was prepared by said Investment Officer.


John C. Minnix
Finance Officer

9/5/2018

Date

T4A Staff Association				
Statement of Revenues and Expenses				
For the 11 months ending 08/31/2018				
				Favorable/ (Unfavorable)
		Actual	Annual Budget	Budget Balance
Revenues				
	Dues from current fiscal year - schedule	51,497.00	51,497.00	-
	Profit from current fiscal year AiTC	64,941.81	25,000.00	39,941.81
	Fund Balance	-	25,000.00	(25,000.00)
	Total Revenues	116,438.81	101,497.00	(14,941.81)
Expenses:				
	Staff position - Salary and Benefits	56,670.66	62,586.00	5,915.34
	Travel costs - staff	-	3,000.00	3,000.00
	Office Supplies	49.00	250.00	201.00
	Telephone - office, cell & long distance	1,923.78	2,000.00	76.22
	Office Space	13,541.87	10,800.00	(2,741.87)
	Office Equipment	814.32	1,000.00	185.68
	Subtotal Staff Position	72,999.63	79,636.00	6,636.37
	Travel costs - T4A Executive Committee	400.36	1,000.00	599.64
	Technology - web site	-	1,000.00	1,000.00
	Marketing materials	-	1,000.00	1,000.00
	Contract Services	-	10,000.00	10,000.00
	Trainings - T4A group trainings	8,840.78	22,800.00	13,959.22
	Natural Disaster Relief Assistance	-	10,000.00	10,000.00
	Annual Tax Preparation	1,050.00	1,400.00	350.00
	TARC Financial Support	1,650.00	1,800.00	150.00
	Miscellaneous	1,028.43	1,111.00	82.57
	Subtotal Program Development	12,969.57	50,111.00	37,141.43
	Total Expenses	85,969.20	129,747.00	43,777.80
	Excess/(Shortfall) Rev. vs Exp.	30,469.61	(28,250.00)	
	Fund Balance as of 9/30/17	219,562.58		
	Excess/(Shortfall) Rev. vs Exp.	30,469.61		
	Matter of Balance/Evidence Based Trng Exp	(1,000.00)		
	Fund Balance as of 08/31/2018	249,032.19		

Texas Association of Regional Councils

Requested Budget
Fiscal Year 2019

Texas Association of Regional Councils
Statement of Revenues and Expenditures
Requested Budget
For Fiscal Year 2019

	Actual 10/1/2016- 9/30/2017	TARC Current Budget FY 2018	TARC Requested Budget FY 2019
Revenues:			
Association Services	\$270,421	\$270,422	\$270,422
Associate Membership	3,000	3,000	3,000
T4A Association	79,186	79,186	79,186
Grants/Contracts	240,541	680,000	235,000
Trainings/Meetings	110,000	110,000	110,000
Investment Income	4,039	9,100	9,000
Miscellaneous Income	0	0	0
Total Revenues	\$707,187	\$1,151,708	\$706,608
Expenditures:			
Total Staff Salaries	\$298,307	\$313,918	\$323,044
Fringe Benefits Allocated	90,111	123,110	128,462
Total Salaries & Fringe	\$388,418	\$437,028	\$451,506
Financial Management	26,319	28,000	28,000
Travel	13,213	25,000	26,500
Space Rental	66,435	71,000	74,000
Furniture & Equipment	2,723	3,000	3,000
Equipment/Software Maintenance	268	2,000	2,000
Office Supplies	1,977	2,000	2,000
Telephone, Communications	13,347	17,000	17,000
Software License Renewal	1,650	2,300	2,300
Insurance	2,268	2,500	2,500
Printing & Copying	3,783	3,000	3,000
Postage & Freight	2,031	500	500
Audit Costs	10,416	9,000	10,000
Subscriptions & Publications	205	500	500
Memberships	1,045	2,500	2,000
Trainings/Meetings	24,330	30,000	30,000
Program Development	63,391	482,882	33,288
Miscellaneous	2,558	5,000	5,000
Total Expenditures	\$624,377	\$1,123,210	\$693,094
Excess/(Shortfall) Revenues vs Expenditures	\$82,810	\$28,498	\$13,514

Texas Association of Regional Councils
 % of Time Distribution for Employees
 Allocation by Activity/Revenue Sources
 Requested Budget
 For Fiscal Year 2019

Position	FT/PT Status	Grant Homeland Security	TARC General Fund
1 Executive Director	FT	20%	80%
2 Admin & Communications Asst	FT	25%	75%
3 Public Safety Coordinator	FT	95%	5%
4 Dir of Membership & Reg Prog	FT	40%	60%
5 Health & Human Serv Coord	FT	0%	100%

Texas Association of Regional Councils
Comparison of Position Classification Plan
Requested Budget
For Fiscal Year 2019

	Position	FT/PT Status	TARC			TARC			TARC			TARC			TARC			Comply?	
			Salary Class	Salary Group	Salary Beginning	Salary Ending	Salary Class	Salary Group	Salary Beginning	Salary Ending	Salary Class	Salary Group	Salary Beginning	Salary Ending	Salary Class	Salary Group	Salary Beginning		Salary Ending
1	Executive Director	FT	1624	B-31	111,793	189,069	Director V	1624	B-31	111,793	189,069	yes							
2	Admin & Communications Asst	FT	0152	A-11	26,332	41,355	Administrative Asst II	0152	A-11	26,332	41,355	yes							
3	Public Safety Coordinator	FT	0517	B-19	42,244	68,960	Planner II	0517	B-19	42,244	68,960	yes							
4	Dir of Membership & Reg Prog	FT	1832	B-19	42,244	68,960	Inform. Specialist III	1832	B-19	42,244	68,960	yes							
5	Health & Human Serv Coord	FT	0517	B-19	42,244	68,960	Planner II	0517	B-19	42,244	68,960	yes							

Texas Association of Regional Councils
Schedule of Fringe Benefit Rate
Requested Budget
For Fiscal Year 2019

	FY18 Current Budget	Increase/ (Decrease)	FY19 Requested Budget
Released Time:			
Vacation Leave	\$16,307	\$474	\$16,781
Sick Leave	8,154	237	8,391
Holiday Leave	12,231	355	12,586
Civic Leave	1,359	39	1,398
Admin Leave	1,359	39	1,398
Total Released Time	\$39,410	\$1,145	\$40,555
Fringes:			
Employer FICA	\$25,101	\$2,714	\$27,815
Group Health Insurance	35,500	1,250	36,750
Retirement Contributions	21,200	616	21,816
State Unemployment	900	(675)	225
Workers Compensation	1,000	300	1,300
Total Fringes	\$83,701	\$4,205	\$87,906
Total Released Time & Fringe	\$123,111	\$5,351	\$128,462 (a)
Direct Salaries	\$353,328	\$10,271	\$363,599
Less Released Time	39,410	1,145	40,555
Direct Salaries less Released Time	\$313,918	\$9,126	\$323,044 (b)
Fringe Benefit Rate (a)/(b)	39.22 %		39.77 %

Texas Association of Regional Councils
Cost Allocation Plan
Requested Budget
For Fiscal Year 2019

	Grant EDA Technical Asst	Grant Homeland Security	TARC General Fund	Total TARC Costs
Revenues:				
Association Services	\$0	\$0	\$270,422	\$270,422
Associate Memberships	0	0	3,000	3,000
T4A Association	0	0	79,186	79,186
Grants/Contracts	15,000	220,000	0	235,000
Trainings/Meetings	0	0	110,000	110,000
Investment Income	0	0	9,000	9,000
Total Revenues	\$15,000	\$220,000	\$471,608	\$706,608
Expenditures:				
Total Staff Salaries	\$0	\$105,636	\$217,408	\$323,044
Fringe Benefits Allocated	0	42,007	86,454	128,462
Total Salaries & Fringe Benefits	\$0	\$147,643	\$303,862	\$451,505
Financial Management	0	6,400	21,600	28,000
Travel	6,500	3,250	16,750	26,500
Space Rental	5,500	22,300	46,200	74,000
Furniture & Equipment	0	0	3,000	3,000
Equipment/Software Maintenance	0	654	1,346	2,000
Office Supplies	0	300	1,700	2,000
Telephone, Communications	3,000	4,000	10,000	17,000
Software License Renewal	0	0	2,300	2,300
Insurance	0	818	1,682	2,500
Printing & Copying	0	598	2,402	3,000
Postage & Freight	0	250	250	500
Audit Costs	0	0	10,000	10,000
Subscriptions & Publications	0	0	500	500
Memberships	0	0	2,000	2,000
Trainings/Meetings	0	0	30,000	30,000
Program Development	0	33,288	0	33,288
Miscellaneous	0	500	4,500	5,000
Total Expenditures	\$15,000	\$220,000	\$458,093	\$693,093
Excess/(Shortfall) Revenues vs Expenses	\$0	(\$0)	\$13,515	\$13,515

Texas Association of Regional Councils
Analysis of Unrestricted Fund Balance
As of August 31, 2018

	Actual FY2004	Actual FY2005	Actual FY2006	Actual FY2007	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Actual FY2013	Actual FY2014
Beginning Balance	\$173,966	\$122,907	\$35,253	\$39,509	\$226,070	\$151,461	\$264,466	\$315,584	\$331,248	\$284,176	\$272,715
Surplus/(Deficit)	(51,059)	(87,654)	4,255	186,561	(74,609)	113,005	51,118	15,664	(47,072)	(11,461)	13,645
Ending Balance	<u>\$122,907</u>	<u>\$35,253</u>	<u>\$39,508</u>	<u>\$226,070</u>	<u>\$151,461</u>	<u>\$264,466</u>	<u>\$315,584</u>	<u>\$331,248</u>	<u>\$284,176</u>	<u>\$272,715</u>	<u>\$286,360</u>

	Actual FY2015	Actual FY2016	Actual FY2017	Projected Balance FY2018	Projected Balance FY2019
Beginning Balance	\$286,360	\$307,624	\$364,387	\$447,196	\$475,694
Surplus/(Deficit)	21,264	56,763	82,809	28,498	13,515
Ending Balance	<u>\$307,624</u>	<u>\$364,387</u>	<u>\$447,196</u>	<u>\$475,694</u>	<u>\$489,209</u>

Program Development Budget Detail
FY2019

HLS/CC Program Development	<u>33,288</u>
Total Program Development	<u>\$33,288</u>

FY 2019 T4A Budget				
		Actual as of	2018 Annual	Proposed
		8/31/2018	Budget	FY 2019
				Budget
Revenues				
	Dues from current fiscal year - schedule	51,497.00	51,497.00	51,497.00
	Profit from current fiscal year AiTC	64,941.81	25,000.00	25,000.00
	Fund Balance	-	25,000.00	25,000.00
	Total Revenues	116,438.81	101,497.00	101,497.00
Expenses:				
	Staff position - Salary and Benefits	56,670.66	62,586.00	62,586.00
	Travel costs - staff	-	3,000.00	3,000.00
	Office Supplies	49.00	250.00	250.00
	Telephone - office, cell & long distance	1,923.78	2,000.00	2,000.00
	Office Space	13,541.87	10,800.00	10,800.00
	Office Equipment	814.32	1,000.00	1,000.00
	Subtotal Staff Position	72,999.63	79,636.00	79,636.00
	Travel costs - T4A Executive Committee	400.36	1,000.00	1,000.00
	Technology - web site	-	1,000.00	1,000.00
	Marketing materials	-	1,000.00	-
	Contract Services	-	10,000.00	10,000.00
	Trainings - T4A group trainings	8,840.78	22,800.00	30,000.00
	Natural Disaster Relief Assistance	-	10,000.00	10,000.00
	Annual Tax Preparation	1,050.00	1,400.00	1,400.00
	TARC Financial Support	1,650.00	1,800.00	1,800.00
	Miscellaneous	1,028.43	1,111.00	1,111.00
	Subtotal Program Development	12,969.57	50,111.00	56,311.00
	Total Expenses	85,969.20	129,747.00	135,947.00
Excess/(Shortfall) Rev. vs Exp.		30,469.61	(28,250.00)	(34,450.00)
Fund Balance as of 9/30/17		219,562.58		
Excess/(Shortfall) Rev. vs Exp.		30,469.61		
"Matter of Balance" Expenses		(1,000.00)		
Fund Balance as of 04/30/2018		249,032.19		



TEXAS ASSOCIATION OF REGIONAL COUNCILS

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PROGRAM OF WORK Fiscal Year 2019

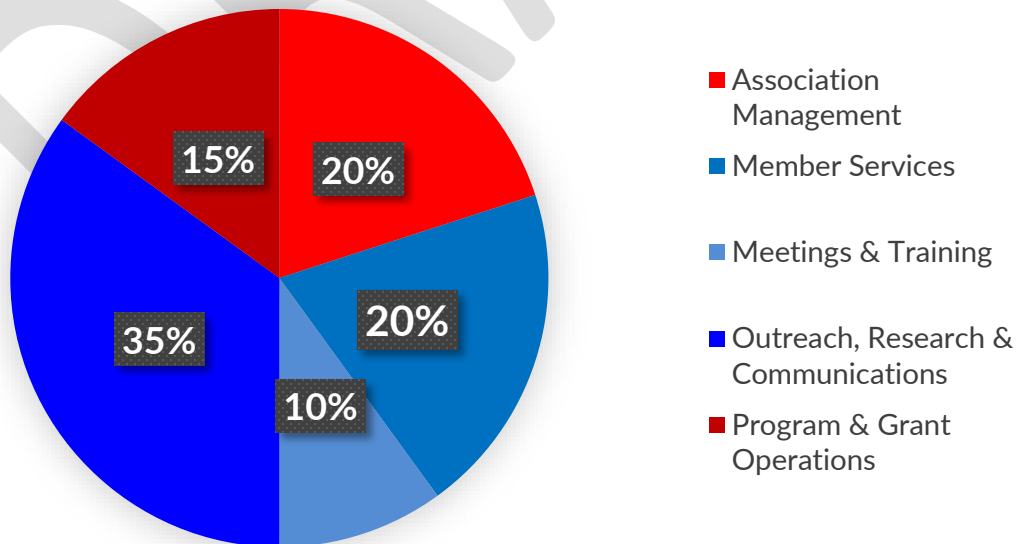
General Overview

The Texas Association of Regional Councils (TARC) carries out an active work program to further the Association's purposes, which are to:

- Assist regional councils of governments in building the capabilities of their member governments;
- Provide a forum for the exchange of information and ideas in support of the concept of regional planning and development; and
- Educate other organizations and individuals about regionalism and the services rendered to all levels of government and community leaders by regional councils.

Each year's work program and financial plan support the above purposes. For the upcoming fiscal year, five work program categories are used: Association Management; Member Services; Meetings and Training; Outreach, Research and Communications; and Program and Grant Operations. Within each category a general strategy and various related activities are identified, each directed toward the Association's purposes. The breakdown of resources used for each category can be seen below.

TARC Program of Work Division of Resources



Strategies and Activities

Association Management

Strategy: Support the Association through the maintenance of an office and staff that provide a presence in the state's capitol; operate the business affairs of the Association; and give assistance to the TARC Board of Directors, Executive Directors' Council, Committees, Staff Associations, and various task forces/workgroups. Estimated resources: 20 percent.

Activities:

1. Provide, maintain, and equip offices in Austin near the state capitol to provide the Association with a presence and base of operations in close proximity to state agencies.
2. Manage the business and financial affairs of the Association, including grant management and reporting.
3. Arrange, plan, manage, and support the TARC Board of Directors' annual business meeting and other meetings, and the Executive Directors' Council meetings.
4. Arrange, plan, assist, and support the TARC Policy and Program Committees' and Staff Associations' meetings, training and ad hoc task force/workgroup meetings.
5. Develop and maintain active communication and coordination with appropriate state agencies related to priorities, issues, and concerns of importance to Association members.

Member Services

Strategy: Provide each member of the Association with information and assistance through direct staff outreach and support of Association initiatives to promote enhanced programmatic performance and desired outcomes. Estimated resources: 20 percent.

Activities:

1. Respond to requests from Association members for information or assistance.
2. Provide staff support and interface with state agencies on behalf of members of the Association relative to on-going and emerging performance issues.
3. Sponsor or co-sponsor training and professional development activities, including those requested by or through state agencies.
4. Monitor standing and select state legislative committee activity during the interim and regular session.
5. Coordinate communications on issues relative to regional councils with the potential to impact current program areas during the regular legislative session, interim and any special legislative sessions that may be called by the Governor.
6. Initiate development and implementation of the Association's legislative priorities and objectives in preparation for and during the 86th Regular Legislative Session convening in January, 2019.

Meetings and Training

Strategy: Utilize content-rich, timely, and well-run meetings and trainings to strengthen regional council capacity; inform and educate members; and provide forums for the regular exchange of collaborative information and ideas. Estimated resources: 10 percent.

Activities:

1. Initiate long-range planning and scheduling for 2019 TARC meetings including Board, Executive Directors' Council, Committee and Staff Association meetings.
2. Plan, sponsor, or co-sponsor educational meetings and training with other governmental associations, state agencies, foundations or other organizations, as appropriate.
3. Plan, sponsor, or co-sponsor online webinar trainings with regions and partners to allow for the virtual exchange of information and ideas.

Outreach, Research and Communications

Strategy: Build positive and productive relationships for regional councils with state and federal officials, governmental and non-profit associations, associations that promote regionalism, foundations and the private sector through the presentation of accurate information, data, and policy options. Estimated resources: 35 percent.

Activities:

1. Inform the Association membership of potentially beneficial activities and opportunities with state agencies, private organizations, foundations and federal agencies.
2. Communicate on a regular and on-going basis with state agencies and officials, other local government associations, foundations and private sector partners regarding matters of importance to regional councils and opportunities for partnerships.
3. Educate legislators, state agencies, government officials, and other partners about the benefits of regionalism, the role of councils of governments, and the services regional councils provide to their local government members.
4. Facilitate meetings with key state and federal officials and other key stakeholders to address emerging issues in a timely manner.
5. Establish and help operate an association system that utilizes members to build productive relationships with state and federal officials and agency staff.
6. Monitor legislative activities and respond to legislative inquiries. Accept and coordinate appropriate responses to legislative invitations to present information concerning regional councils and the impact of existing and proposed legislation on current programmatic areas.
7. Participate in state, regional, and national organizations and meetings and establish strategic alliances that provide opportunities to strengthen regional councils of governments.

Program and Grant Operations

Strategy: Administer current TARC grants; continue to identify and develop potential funding sources to enhance TARC's capacity to support its membership in the administration of essential program activities; and establish and maintain relationships with active and potential funding sources for the Association and members. Estimated resources: 15 percent.

Activities:

1. Obtain and provide information concerning grant funding opportunities through governmental sources, non-profit foundation sources, and innovative non-traditional collaborations.
2. Assist regional councils in developing multi-region or statewide projects and proposals for targeted funding opportunities.
3. Provide, where appropriate, program or grant management for funded projects.
4. Efficiently manage current TARC grants while actively seeking appropriate grant opportunities that support the goal of assisting members of the Association to carry out essential program activities.

3

86th Legislative Session Objectives

Criminal Justice and Law Enforcement

1. Support the establishment of a dedicated funding stream to support regional law enforcement academies and trainings.
2. Support adequate continued funding for the Office of the Governor, Public Safety Office, Criminal Justice Division through the full appropriation of Fund 421.

Community and Economic Development

1. Support efforts to establish rural economic development programs utilizing regional councils as entities eligible to apply for and administer funds.

Environmental Quality

1. Support the full appropriation of tipping fees to regional councils for local and regional waste reduction programs, as provided by statute.
2. Support efforts to reduce the reliance on dedicated accounts for budget certification and allocating funds for their collected purpose through existing statutory delivery mechanisms.
3. Support efforts to utilize resources for regional programs related to tire clean-up and illegal dumping.
4. Support efforts to utilize regional councils for air quality-related programs.

Emergency Communications

1. Support the full appropriation and disbursement of the total dedicated revenue generated under and in compliance with Chapter 771 of the Texas Health and Safety Code.
2. Support efforts to allow regional councils the flexibility to use appropriations to meet local and regional needs as determined by the regional council board of directors.

Emergency Preparedness

1. Support the full appropriation of the dedicated permanent funding stream to support radio interoperability infrastructure and the long-term maintenance of the regional systems necessary to meet and maintain the State Communications Interoperability Plan (SCIP).
2. Support efforts to enhance the recognition of the need for state involvement in regional interoperability.
3. Support efforts by the state to regionalize disaster recovery support functions.

Health and Human Services

1. Support the use of the State Planning Regions as designated by the Governor, pursuant to Chapter 391, Local Government Code, for more efficient regional decentralizations of state health and human services programs.
2. Support legislation and appropriations to continue strengthening the Long-Term Care Ombudsman program through the 28 Area Agencies on Aging.
3. Support local and regional efforts to address unmet mental health needs.

Transportation

1. Support the use of regional councils of governments to unify and coordinate urban and rural transportation planning for the 24 planning regions of the state.
2. Support state and federal initiatives to provide funding for regional councils of governments to actively provide transportation planning and coordination as Rural Transportation Organizations (RTPOs).
3. Support the implementation of multi-modal transportation initiatives that result in increased transportation options for all Texans and economic stimulus for the state.

State Financial Assistance Grant

1. Support an appropriation of State Financial Assistance funding to regional planning commissions in compliance with Chapter 391 of the Local Government Code.

A Quick Guide to Councils of Governments in Texas



KEY FACTS

- Texas has 24 councils of governments that represent all 254 counties. These organizations were formed more than 50 years ago.
- Councils of governments' planning activities vary among regions, but typically include: planning for economic growth, emergency preparedness, disaster recovery, emergency communications, criminal justice, environmental quality and services for the elderly.
- Each council's policy decisions are made by its board of directors. At least two-thirds of this governing body must be elected officials from participating counties or municipalities.
- In fiscal year 2016, Texas' 24 councils of governments collectively received, administered and awarded approximately \$862.7 million in revenue from federal, state, and local sources.



STATUTORY REFERENCES

The Texas Local Government Code, Chapter 391.

Councils of governments (COG), regional councils, or regional planning commissions are political subdivisions created under Texas statute to improve the health, safety, and general welfare of residents and to plan for future development. These councils were organized to guide unified development and improve efficiency within regions. Regional councils are not governments and have no authority to make laws, levy taxes, or exercise police powers. Texas has 24 COGs that represent all 254 counties. These regions are made up of counties, cities, school districts, and special districts and were developed from 1966 to the early 1970s.



REVENUE SOURCES

COGs primarily receive funding from federal sources, but the councils also receive funding from state and local sources. On the local level, a COG collects dues from and for its member governments. A COG may receive direct or indirect federal grants through the state.



PROGRAMS & SERVICES

COGs are authorized to conduct planning; assist local governments in implementing plans; contract with local, state, and federal governments and other public and private agencies to provide community services; and assist local governments in solving governmental problems. Texas' COGs conduct regional planning activities that vary among regions. Typically, these activities include:

- Community and economic development
- Criminal justice planning
- Developing regional emergency preparedness strategies
- Disaster recovery
- Maintaining and improving regional 9-1-1 systems
- Services for the elderly
- Overseeing regional planning for environmental issues



TRANSPARENCY & REPORTING

Regional councils are subject to audits and monitoring based on the grants they receive. In addition, Texas Local Government Code requires that each COG report annually:

- The amount and source of funds received.
- The amount and source of funds expended.
- The results of an audit of the RPC's affairs prepared by an independent certified public accountant.

COORDINATION

The Texas Association of Regional Councils (TARC) is the statewide association of regional councils, whose members are focused on enhancing quality of life through regional strategies, partnerships and solutions. The 24 regional councils, also known as councils of governments (COGs), are comprised of city, county and special district members working together to implement cost-effective, results-oriented strategies that address statewide and local needs on a regional scale.

Finding common ground across Texas

From the statehouse to the firehouse, TARC members work with state and federal partners on vital projects and initiatives, harnessing local expertise to tackle important issues.

Statewide coverage, regional focus

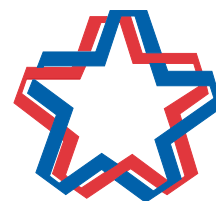
The 24 regional councils help local governments across Texas find solutions to pressing issues, from homeland security and environmental quality to emergency communications and services for seniors.

Local expertise solving regional challenges

TARC members are a bridge between federal, state and local governments, helping cities and counties solve challenges and impact the future regionally.

Building regional partnerships to enhance collaboration among communities

Regional councils help spur economic development across Texas by strengthening efficiency and cooperation across geographic boundaries.



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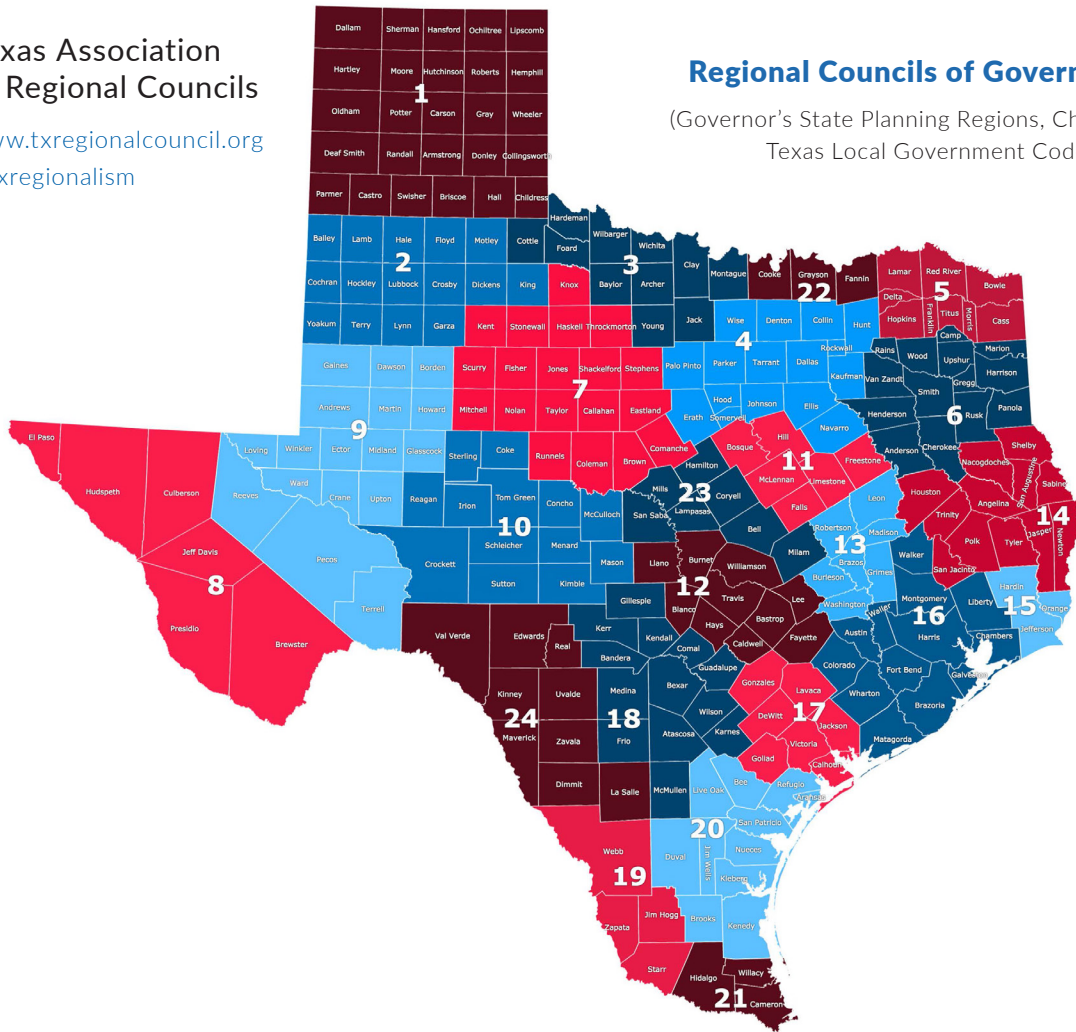
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Regional Councils of Governments

(Governor's State Planning Regions, Chapter 391,
Texas Local Government Code)



Region Name

1. Panhandle Regional Planning Commission
2. South Plains Association of Governments
3. Nortex Regional Planning Commission
4. North Central Texas Council of Governments
5. Ark-Tex Area Council of Governments
6. East Texas Council of Governments
7. West Central Texas Council of Governments
8. Rio Grande Council of Governments
9. Permian Basin Regional Planning Commission
10. Concho Valley Council of Governments
11. Heart of Texas Council of Governments
12. Capital Area Council of Governments
13. Brazos Valley Council of Governments
14. Deep East Texas Council of Governments
15. South East Texas Regional Planning Commission
16. Houston-Galveston Area Council
17. Golden Crescent Regional Planning Commission
18. Alamo Area Council of Governments
19. South Texas Development Council
20. Coastal Bend Council of Governments
21. Lower Rio Grande Valley Development Council
22. Texoma Council of Governments
23. Central Texas Council of Governments
24. Middle Rio Grande Development Council

Abbreviation

PRPC
SPAG
NORTEX
NCTCOG
ARK-TEX
ETCOG
WCTCOG
RGCOG
PBRPC
CVCOG
HOTCOG
CAPCOG
BVCOG
DETCOG
SETRPC
HGAC
GCRPC
AACOG
STDC
CBCOG
LRGVDC
TCOG
CTCOG
MRGDC

Website

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Emergency Preparedness, Homeland Security and Citizen Corps Planning Project Resolution 1/1/2019 – 12/31/2019

WHEREAS, the Texas Association of Regional Councils Board of Directors finds it in the best interest of the 24 councils of governments and the citizens of the State of Texas that the TARC Emergency Preparedness, Homeland Security and Citizen Corps Planning Project be operated from 1/1/2019 – 12/31/2019; and

WHEREAS, no match is currently required under the terms of this grant. The Texas Association of Regional Councils Board of Directors agrees to provide applicable matching funds for the said project as required by the State of Texas, Office of the Governor, Homeland Security Grants Division if at such time a match is required; and

WHEREAS, the Texas Association of Regional Councils Board of Directors agrees that in the event of loss or misuse of the Office of the Governor funds, the Texas Association of Regional Councils Board of Directors assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the Texas Association of Regional Councils designates Ginny Lewis, Executive Director, Texas Association of Regional Councils as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Texas Association of Regional Councils Board of Directors approves submission of the grant application for the TARC Emergency Preparedness, Homeland Security and Citizen Corps Planning Project to the Office of the Governor.

Signed by:

The Honorable Nate McDonald, TARC President
Matagorda County Judge

Passed and Approved this 21st day of September 2018.

Grant Number: 3117604