



Capital Area Council of Governments General Assembly | Agenda

11:30 a.m. Wednesday, September 8, 2021
Austin Marriott South
4415 South IH 35
Austin, Texas 78744

11:30 a.m. **Registration and Plated Lunch**

12 noon **Call to Order** – Bastrop County Judge Paul Pape, Chair

Approve Minutes for the December 9, 2020 Meeting – Judge Paul Pape, Chair

Presentation and Action Items:

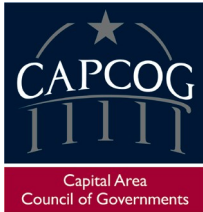
- **Consider Amendment to CAPCOG Bylaws** – Betty Voights, Executive Director
- **Election of Nominating Committee for 2021-2022 Term** – Betty Voights, Executive Director
- **Adoption of Fiscal Year 2020-2021 Budget** – Sheila Jennings, Director of Administration

12:30 p.m. **Regional Transportation Update** – Tucker Ferguson, Austin District Engineer

2020 Census – How Our Region is Growing – Andrew Hoekzema, Director of Regional Planning & Services

Other Business

1:00 p.m. **Adjourn**



General Assembly Meeting | Summary Minutes

11:00 a.m., Wednesday, December 9, 2020

Access Via Zoom or Conference Call:

<http://zoom.us/j95560547223?pwd=VXQwWERXYWh0RUUp4ME1md0ZZdDFZUT09>

Dial In: + 1 346 248 7799

Meeting ID: 955 6054 7223

Passcode: 305824

Call to Order – 11:04 a.m.

Mayor Hughson, Chair called the meeting to order.

1. Approve Minutes of the September 9, 2020 Meeting

Mayor Hughson asked for consideration of the September 9, 2020 General Assembly meeting minutes. A motion was made by Judge Oakley to approve the September 9, 2020 General Assembly meeting minutes. Council Member Sederquist seconded the motion. The motion passed unanimously.

2. Presentation of Nominating Committee Recommendations for the Executive Committee for 2021 Term.

Betty Voights, Executive Director

Ms. Voights thanked the Nominating Committee for their work on the committee. She said there will be another General Assembly meeting in February because Lee County Commissioner Maurice Pitts was not re-elected and there is currently not a candidate to replace him. She went on to say the Executive Committee can fill vacancies during the year when they become vacant, but does not have the authority to vote in someone new. Ms. Voights stated the Nomination Slate for the 2021 Executive Committee Elections was included in the agenda packets and presented to the Nominating Committee. Recommendations for 2021, starting with the counties: Bastrop County Judge Paul Pape, Blanco County Judge Brett Bray, Burnet County Judge James Oakley, Caldwell County Judge Hoppy Haden, Fayette County Judge Joe Weber, Hays County Commissioner Debbie Ingalsbe, Llano County Judge Ron Cunningham, Travis County Commissioner Brigid Shea, Travis County Commissioner-elect Ann Howard, Williamson County Commissioner Russ Boles, City of Austin Council Member Jimmy Flannigan, City of Round Rock Council Member Matt Baker, City of Georgetown Mayor Pro Tem Kevin Pitts, City of Leander Council Member Christine Sederquist, City of Pflugerville Council Member Mike Heath, City of San Marcos Mayor Jane Hughson, City of Bee Cave Council Member Andrea Willott, City of Lakeway Mayor Sandy Cox, City of Lockhart Mayor Lew White, City of Smithville Council Member Bill Gordon, City of Taylor Mayor Brandt Rydell, Burnet County Commissioner Joe Don Dockery, Williamson County Commissioner Cynthia Long and City of Bastrop Mayor Pro Tem Lyle Nelson.

She announced the recommendations for State Legislators noting Representative Bucy declined to continue, and Representative Erin Zwiener was being recommended. State Legislators recommendations: Representative John Cyrier Bastrop and Caldwell Counties, Representative Celia Israel Travis County, Representative Terry Wilson Burnet and Williamson Counties, and Representative Erin Zwiener Blanco and Hays Counties.

Ms. Voights said the Executive Committee elects the officers at the first meeting, the Nominating Committee makes recommendations for Officers and those are Chairman, Bastrop Judge Paul Pape; 1st Vice Chair, Taylor Mayor Brandt Rydell; 2nd Vice Chair, Burnet County Judge James Oakley; Secretary, Lockhart Mayor Lew White; Parliamentarian, Judge Ron Cunningham.

3. Election of 2021 Executive Committee

Mayor Jane Hughson

Mayor Hughson requested a motion to approve the Nominating Committee recommendations for the Executive Committee for the 2021 term.

A motion was made by Council Member Heath to approve the Nominating Committee Slate recommendations for the Executive Committee for the 2021 term.

4. 87th Legislative Session Panel – Representatives John Cyrier, Representative Celia Israel, and Representative Terry Wilson – invited.

Ms. Voights introduced the legislative panel which included State Representatives John Cyrier, State Representative Celia Israel, and State Representative Terry Wilson. Representative Cyrier discussed a recent Sunset hearing he attended, the upcoming legislative session and not knowing what that will look like in terms of committee hearings and public and staff involvement. Representative Wilson pointed out that the focus for the legislative session is to constitutionally pass a budget with a focus on three primary areas – public health, public safety, and public security. He touched on redistricting, the census, and the impact a delayed census report could have on the need for a special session.

Mayor Hughson then asked Representative Cyrier to address the budget. Representative Cyrier discussed TCOLE and the Sunset report. He also discussed meetings with the Legislative Black Caucus and the House Freedom Caucus and law enforcement.

Representative Israel discussed legislative bills she planned to work on – HB391, which would encourage state agencies to adopt formal telecommuting policies and HB442, which would create a universal safespeed in neighborhoods. She touched on the bus on shoulder bill which would allow transit buses to use the shoulders of certain state highways during peak traffic periods.

5. Other Business

There being no other business the meeting was adjourned at approximately 11:57 a.m.

Mayor Lew White, Secretary
Executive Committee
Capital Area Council of Governments

Date



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

August 5, 2021

TO: General Assembly Members

FROM: Betty Voights, CAPCOG Executive Director

RE: Amendment to CAPCOG's Bylaws

Periodically we identify an issue that requires an amendment to the agency's bylaws; in this case we are cleaning up an addition we made a few years ago regarding Executive Committee members who resign their seats without completing their term.

Executive Committee members serve terms of one-year, from January through December. Historically we rarely had a resignation during the year and if one occurred, only the General Assembly could fill that vacancy thus triggering a meeting at a hotel to accommodate all members. The bylaws were amended in September 2015 to allow the Executive Committee to fill a vacancy during the year.

Resignations are now happening more often – it is rare we don't have at least one each year. Keep in mind another bylaws amendment that was made in September 2018 allowed an Executive Member to finish his or her term even if no longer an elected official. The purpose of that amendment and overall goal is to have elected officials make a commitment to serve at least one full year and ideally, several years, since the programs and policies of CAPCOG can be complex and historical knowledge adds great value.

The recommended amendment would postpone filling vacancies if a resignation is received after June 1st and no substitute candidate is in place by June 15th. If a resignation occurs later, the earliest the new member will join the board is likely August or September, the point in the year when the General Assembly is electing the new Nominating Committee to recommend next year's Executive Committee members.

Also, we should reinforce the need for a full-year commitment at the time elected officials are seeking consideration by the Nominating Committee for an Executive Committee slot.

Amendments to the bylaws must be adopted by the General Assembly; the Executive Committee discussed this on its July 14th agenda and approved the recommendation. Section 9.5 of the Bylaws specifies proposed amendments must be furnished to the General Assembly membership at least 30 calendar days before the September meeting.

Section 5.6 – Term

Executive Committee members serve one-year terms, beginning on the date they are elected and expiring on December 31. An Executive Committee member may complete his or her term if or until his or her successor is elected and the member continues to meet the requirements as set out in Section 5.2.

Section 5.7 – Vacancy

(a) A vacancy on the Executive Committee occurs:

- (1) when a member dies;
- (2) when a member resigns;
- (3) when a member is removed;
- (4) when a member becomes disqualified to serve; or
- (5) when a member incurs four absences as described in subsection (b).

(b) If an Executive Committee member misses three Executive Committee meetings in a calendar year,

the Executive Director shall notify the Executive Committee member in writing of the absences and that a fourth absence will vacate the member's position on the Executive Committee. If the Executive Committee member misses a fourth Executive Committee meeting, having received the Executive Director's notice, the Executive Committee shall declare the absent member's position on the Executive Committee vacant unless the member persuades the Executive Committee, at its next meeting, that there was good cause for the absence.

(c) Executive Committee members shall also serve on the Board of Managers of the CAECD; a missed meeting of the CAECD shall be counted toward the absences described in (b).

~~(c)~~ (d) If a vacancy occurs on the Executive Committee, the Nominating Committee may nominate at the request of the Executive Committee, and the Executive Committee shall elect a replacement to serve for the remainder of the unexpired term if the vacancy occurs and the nomination process is completed no later than June 15 of that year.

Section 5.8 – Powers and Responsibilities

(a) The Executive Committee has the following general powers:

- (1) to sue and be sued in the name of the Council;
- (2) to contract;
- (3) to acquire, own, lease, transfer, or otherwise dispose of real and personal property, tangible or intangible, or any interest in it;
- (4) to invest the Council's assets in real or personal property, tangible or intangible, or any interest in it;
- (5) to sell, assign, mortgage, or pledge all or any part of the Council's real or personal property, or any interest in it;
- (6) to borrow or lend money or other property;
- (7) to apply for, receive, and use contributions and grants.

(b) The Executive Committee has the following general responsibilities:



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

August 23, 2021

To: General Assembly Members
From: Betty Voights, Executive Director
RE: Election of Nominating Committee for 2021-2022 Term

CAPCOG's General Assembly elects a Nominating Committee each September for the primary purpose of recommending a slate of city and county elections officials to be considered to serve as the Executive Committee for the subsequent calendar year. The Nominating Committee serves from the time it is elected until the next September General Assembly when the process starts again.

The Nominating Committee typically meets 1-2 times to review nominations from all eligible city and county elected officials, specifically those who are designated to the General Assembly slots of their city or county. The nominations are from that elected official wishing to serve, *not the governing body*. Nominations received are considered with the goal of achieving representation on the Executive Committee that includes rural and urban, small and large, and geographically represents the ten counties. The Nominating Committee's duties also include recommending officers for the Executive Committee and may be called together during the year for other assignments such as filling a vacancy on the Executive Committee or working on agency bylaws or policies.

I work closely with the Nominating Committee and am required by the Bylaws to send General Assembly members the committee's recommendations no later than October 31st. Traditionally, I ask the Executive Committee in its August meeting to make recommendations for Nominating Committee members; this year they have recommended Burnet County Commissioner Joe Don Dockery, Llano County Judge Ron Cunningham, Williamson County Commissioner Cynthia Long, Bastrop Mayor Pro Tem Lyle Nelson, Cedar Park Mayor Christine Sederquist, Giddings Mayor John Dowell, and Hays County Commissioner Lon Shell.

This year's schedule will be:

Election of Nominating Committee	September 8, 2021
Nominations due from eligible elected officials	September 24, 2021*
First Nominating Committee meeting	October 13, 2021
Second Nominating Committee meeting	October 28, 2021

*City and county elected officials must be designated by their governing body to a General Assembly slot to be eligible for election in December; we **only** send solicitations out to those currently in General Assembly slots. This does not preclude other elected officials from asking to be considered; however, they will need to work with work with their Council or Commissioners Court to be voted into a slot on the General Assembly.

ARTICLE IV – THE GENERAL ASSEMBLY

Section 4.4 – Nominating Committee

(a) At its summer or fall meeting each year the General Assembly shall appoint a seven-person Nominating Committee to nominate Executive Committee members and officers of the Council to serve during the following year. The Nominating Committee members serve for a year or until a new Nominating Committee, which may include members of the former Committee, is appointed.

(b) A Nominating Committee member must be a General Assembly representative of a full member, an associate member, or a citizen representative. Two Nominating Committee members must be Executive Committee members and at least two members must be General Assembly members not currently serving on the Executive Committee. The chair of the Council shall serve as the Nominating Committee chair, or the vice chair in the absence of the chair.

(c) The Nominating Committee shall nominate at least one qualified representative for each position on the Executive Committee. The Nominating Committee shall also nominate one Executive Committee member for each office of the Council. In making nominations to the Executive Committee, the Nominating Committee shall consider the economic, urban-rural, geographic, ethnic, and gender diversity of the Region and, insofar as possible, shall make its nominations to reflect this diversity. In the case of November elections, a person who has been elected but not sworn into office may be considered by the Nominating Committee contingent upon the candidate being designated as the General Assembly representative of that local government at the time of the General Assembly election.

(d) The Nominating Committee shall solicit interest for service on the Executive Committee from all eligible General Assembly members. To be eligible for service, General Assembly members must be elected officials from cities and counties who are full members and who are officially designated by that city or county as the General Assembly representative. The Nominating Committee shall submit its nominations in writing for Executive Committee members to the Executive Director of the Council and the Executive Director shall furnish copies of the Nominating Committee report to each General Assembly representative during October of each year. A qualified representative who is not included on the slate of the Nominating Committee but wishes to be considered for election to the Executive Committee by the General Assembly may notify the Executive Director in writing no later than November 30th and specify which nominated representative he or she wishes to challenge. Nominations will not be accepted from the floor. A contested slot will be voted on separately from the Nominating Committee slate.

(e) The Nominating Committee shall submit its nominations in writing for the officers of the Council to the Executive Committee with the notice of the January Executive Committee meeting.

(f) In accordance with Local Government Code, Section 391.006(c), the Nominating Committee shall solicit interest for service on the Executive Committee from State Legislators whose districts are wholly or partly within the State Planning Region 12.

(g) Legislators eligible for membership on the Executive Committee may apply for membership on the Executive Committee by submitting a written request to the Nominating Committee. At least one eligible Legislator may serve in an ex-officio position on the Executive Committee. The Nominating Committee shall recommend at least one State Legislator for an ex-officio position on the Executive Committee when it submits nominations to the Executive Director during October of each year.



GENERAL ASSEMBLY MEMBER REPRESENTATIVES

BASTROP COUNTY **REPRESENTATIVES**

Bastrop County Judge Paul Pape
 Bastrop County Commissioner Mel Hamner
 City of Bastrop Mayor Pro Tem Lyle Nelson
 City of Elgin Mr. Chris Cannon
 City of Smithville Council Member Janice Bruno

BLANCO COUNTY **REPRESENTATIVES**

Blanco County Judge Brett Bray
 City of Blanco Mayor Pro Tem Martin Saucedo
 City of Johnson City Mayor Ronda Stell
 City of Round Mountain Vacant

BURNET COUNTY **REPRESENTATIVES**

Burnet County Judge James Oakley
 Burnet County Commissioner Joe Don Dockery
 City of Bertram Ms. Georgina Hernandez
 City of Burnet Council Member Tres Clinton
 City of Cottonwood Shores Ms. Karrie Cummings
 City of Double Horn Alderman John Osborne
 City of Granite Shoals Council Member Steve Hougen
 City of Highland Haven Mayor Olan Kelley
 City of Marble Falls Council Member William (Dee) Haddock
 City of Meadowlakes Ms. Mary Ann Raesener

CALDWELL COUNTY **REPRESENTATIVES**

Caldwell County Judge Hoppy Haden
 Caldwell County Commissioner Joe Roland
 City of Lockhart Council Member Jeffry Michelson
 City of Lockhart Mayor Lew White
 City of Luling Mayor Mike Hendricks
 City of Martindale Council Member Jan Bunker

FAYETTE COUNTY **REPRESENTATIVES**

Fayette County Judge Joe Weber
 Fayette County Vacant
 City of Carmine Mayor Wade Eilers
 City of Fayetteville Mayor Carl Marino
 City of Flatonia Ms. Sarah Novo
 City of La Grange Mayor Janet Moerbe
 Town of Round Top Mayor Barry Bone
 City of Schulenburg Mr. Roger Moellenberndt

HAYS COUNTY **REPRESENTATIVES**

Hays County Commissioner Lon A. Shell
 Hays County Commissioner Debbie Gonzales Ingalsbe
 Hays County Judge Ruben Becerra
 City of Buda Mayor Pro Tem Lee Urbanovskys
 City of Buda City Manager Kenneth Williams

HAYS COUNTY (Continued) **REPRESENTATIVES**

City of Dripping Springs Council Member Taline Manassian
 City of Hays Mayor Larry Odom
 City of Kyle Council Member Robert Rizo
 City of Kyle Council Member Yvonne Flores-Cale
 City of Mountain City Vacant
 City of San Marcos Mayor Jane Hughson
 City of San Marcos Council Member Melissa Derrick
 City of San Marcos Director of Public Safety Chase Stapp
 City of Umland Vacant
 City of Wimberley Council Member Christine Byrne
 City of Woodcreek Mayor Gloria Whitehead

LEE COUNTY **REPRESENTATIVES**

Lee County Commissioner Steven Knobloch
 City of Giddings Mayor John Dowell
 City of Lexington Mayor Allen Retzlaff

LLANO COUNTY **REPRESENTATIVES**

Llano County Commissioner Jerry Don Moss
 Llano County Judge Ron Cunningham
 City of Llano Mayor Gail Lang
 City of Horseshoe Bay Council Member Randy Rives
 City of Sunrise Beach Village Council Member Dan Gower

TRAVIS COUNTY **REPRESENTATIVES**

Travis County Commissioner Brigid Shea
 Travis County Commissioner Ann Howard
 Travis County Commissioner Jeff Travillion
 City of Austin Council Member Mackenzie Kelly
 City of Austin Council Member Sabino Renteria
 City of Austin Mr. DeWayne Lofton
 City of Austin Mayor Steve Adler
 City of Bee Cave Council Member Kevin Hight
 City of Jonestown Alderman Dave Nelsen
 City of Lago Vista Mayor Ed Tidwell
 City of Lakeway Ms. Sandy Cox
 City of Lakeway Mayor Pro Tem Laurie Higginbotham
 City of Manor Mayor Dr. Larry Wallace Jr.
 City of Mustang Ridge Mr. Alfred Vallejo II
 City of Pflugerville Council Member Doug Weiss
 City of Pflugerville Council Member Ceasar Ruiz
 City of Pflugerville Council Member Mike Heath
 City of Rollingwood Mayor Mike Dyson
 City of Sunset Valley Mayor Rose Cardona
 City of West Lake Hills Mayor Linda Anthony
 Village of the Hills Mayor Eric Ovlen
 Village of Point Venture Vacant
 Village of San Leanna Mayor Molly Quirk
 Village of Volente Mr. Ken Beck

WILLIAMSON COUNTY REPRESENTATIVES

Williamson County Commissioner Russ Boles
Williamson County Commissioner Cynthia Long
Williamson County Vacant
City of Bartlett Mr. Norris Ivy
City of Cedar Park Council Member Heather Jefts
City of Cedar Park Council Member Eric Boyce
City of Cedar Park Council Member Mel Kirkland
City of Florence Mayor Mary Condon
City of Georgetown City Manager David Morgan
City of Georgetown Ms. Rachael Jonrowe
City of Georgetown Mayor Pro Tem Kevin Pitts
City of Granger Alderwoman Monica Stojanik
City of Hutto Council Member Patti Martinez
City of Hutto Council Member Tom Hines
City of Jarrell City Manager Vanessa Shrauner
City of Leander Mayor Christine Sederquist
City of Leander Council Member Emse Mattke Longoria
City of Leander Council Member Nacole Thompson
City of Liberty Hill Council Member Angela Jones
City of Round Rock Council Member Frank Ortega
City of Round Rock Vacant
City of Round Rock Council Member Matthew Baker
City of Round Rock Council Member Rene Flores
City of Taylor Council Member Robert Garcia
City of Taylor Mayor Brandt Rydell
City of Thrall Mayor Troy Marx
City of Weir Mayor Mervin Walker

ASSOCIATE MEMBERS REPRESENTATIVES

Austin ISD Mr. Joey Crumley
Barton Springs/Edwards Aquifer Conservation
District Ms. Vanessa Escobar, General Manager
Bluebonnet Electric Cooperative, Inc. Mr. Johnny Sanders
Buda Economic Development
Corporation Executive Director Traci Anderson
Capital Area Metropolitan
Planning Organization Executive Director Ashby Johnson
Central Health Ms. Cynthia Valadez
Del Valle ISD Ms. Darla Wegner
Dripping Springs ISD Mr. Ron Jones
Eanes ISD Vacant
Fayette County Central
Appraisal District Chief Appraiser Richard Moring
Georgetown Chamber of Commerce Mr. Jim Johnson
Giddings ISD Superintendent Roger Dees
Guadalupe-Blanco River Authority Ms. Teresa Van Booven
Hays Central
Appraisal District Chief Appraiser Laura Raven
Hutto ISD Chief William Edwards
La Grange ISD Superintendent William Wagner
Lockhart ISD Superintendent Mark Estrada
Lower Colorado River Authority Mr. Phil Wilson
Pedernales Electric Co-Op Ms. Shannon Johnson
Round Rock Chamber of Commerce Ms. Lora Weber
Travis County Emergency Services
District No. 2 Chief Ron Moellenberg
Movability Inc. Mr. Anton Cox

EXECUTIVE COMMITTEE OFFICERS:

Judge Paul Pape, **Chair**
Mayor Brandt Rydell, **1st Vice Chair**
Judge James Oakley, **2nd Vice Chair**
Mayor Lew White, **Secretary**
Judge Ron Cunningham, **Parliamentarian**
Mayor Jane Hughson, **Immediate Past Chair**

EXECUTIVE COMMITTEE MEMBERS:

Council Member Matthew Baker	Commissioner Debbie Ingalsbe
Commissioner Russ Boles	Council Member Mackenzie Kelly
Judge Brett Bray	Commissioner Steven Knobloch
Council Member Janice Bruno	Representative Celia Israel
Ms. Sandy Cox	Commissioner Cynthia Long
Representative John Cyrier	Mayor Pro Tem Lyle Nelson
Commissioner Joe Don Dockery	Council Member Kevin Pitts
Judge Hoppy Haden	Council Member Christine Sederquist
Council Member Mike Heath	Commissioner Brigid Shea
Council Member Kevin Hight	Judge Joe Weber
Council Member Ann Howard	Representative Terry Wilson
	Representative Erin Zwiener



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

DATE: August 23, 2021
TO: CAPCOG General Assembly Members
FROM: Sheila Jennings, Director of Administration
RE: Proposed FY 2022 CAPCOG Budget

Enclosed is a Budget Resolution for the adoption of the FY 2022 CAPCOG Annual Budget and the following budget summary documents:

1. A budget summary of sources and uses of funds;
2. Proposed allocation of unrestricted funds;
3. Proposed fringe benefits calculation;
4. Proposed expenditures for indirect costs; and
5. A salary schedule for CAPCOG employee positions in FY 2022.

The CAPCOG Executive Committee reviewed the proposed FY 2022 CAPCOG Budget on August 11, 2021 and recommends the following for consideration and approval by the General Assembly. Following are some of the significant items incorporated into the proposed budget and detail information for your review.

OVERVIEW

The largest portion of CAPCOG's budget is related to the 9-1-1 emergency communications district, representing 48.08% of expenditures in the proposed FY 2022 budget. The majority of the remaining funding comes from multiple grants and contracts with state and federal agencies, leveraged with an anticipated \$290,000 in annual membership dues.

The 9-1-1 emergency communications portion of the budget is included as approved by the Capital Area Emergency Communications District (CAECD) Board of Managers on July 14, 2021, for a total in district expenditures of \$15,602,849.

The FY 2022 proposed budget also includes estimated carryover funding for the Aging Services programs. We continue to receive notifications of funding late in the fiscal year for our Older Americans Act funding, which cannot be spent quickly enough before the year is out – therefore we have included \$3,000,000 as our best estimate of carry forward for this program.

In reviewing the budget for next year, it is important to remember that our individual grant budgets are prepared on the timeline of our funding agencies and few of these coincide with the CAPCOG budgeting timeline; the approval of individual grant budgets occurs throughout the year. This makes the budget process for CAPCOG a little different than it is for our member cities and counties. While we are fairly certain about which grants and programs will be funded in the year, the detailed expenditures for the individual program may change due to availability of funds. We base the grant portions of our CAPCOG budget on known grant/contract amounts and/or best estimates of expected funding for the next year.

The CAPCOG FY 2022 budget, as proposed, totals \$32,387,092 in anticipated revenues and \$32,448,937 in planned expenditures. The balance will be covered by unassigned fund balance in the CAECD funds as approved when the district budget was approved in July.

STAFFING AND SALARIES

The budget includes a 2% across-the-board increase in salaries and a set-aside for merit increases in FY 2022. Merit awards at CAPCOG are one-time lump sum awards, not salary adjustments, and the amount authorized is for merit awards varying from 1% to 3%. Merit awards are made strictly based on performance.

COGs are required to have pay plans that do not exceed the one used by the State of Texas; it is CAPCOG's practice to adopt the same plan as the State in order to comply with the statute, therefore the recommended pay plan is set out with equivalent classifications and pay ranges. This budget provides for 71 employee positions (70.75 FTEs).

FRINGE BENEFITS AND INDIRECT COST RATE

CAPCOG's benefit package includes medical, vision, dental, life and long-term disability insurance for employees paid 100% by CAPCOG. There is no contribution from the COG for health care benefits for dependents.

CAPCOG's medical insurance is provided by TML Health. Our past year's utilization of benefits has been low, but we know that costs to the TML Health insurance pool is affected by costs due to COVID-19. We have included a 3% increase in CAPCOG's medical premiums in the next year's budget in anticipation of our re-rate. CAPCOG's contributions to employee Health Reimbursement Agreement accounts (HRAs) will remain at \$2,000 per employee for the year.

Dental, life, and LTD insurance are with Mutual of Omaha, and we are expecting a 3% increase in the dental premiums next year. Our vision coverage is with Superior Vision. We are currently in the

As a retirement plan, CAPCOG has a 401k plan. Employees are not required to participate, but if they do, CAPCOG will provide an annual contribution to the employees account equal to 8% of gross salary. The plan provides partial vesting for each year of service with full vesting after 5 years.

During the year, fringe benefits are charged to programs in direct proportion to actual salaries. This budget calculates that proportion to be at 51.42% of salaries in FY 2022.

CAPCOG is reliant on using an indirect cost rate to distribute shared costs throughout the grants and programs that it administers. We calculate our indirect costs as a proportion of salaries and wages, a cost allocation method in accordance with the OMB circulars regarding grant administration. We negotiate the rate with our largest federal funding agency – the Economic Development Administration – and we use our negotiated rate until a new one is in place. We are still waiting from a new rate at this time, so this budget is calculated at an Indirect Cost Rate is 23% of salaries and wages. We expect our next rate to be lower.

Thank you for your consideration of the FY 2022 budget.

RESOLUTION

A RESOLUTION ADOPTING THE ANNUAL OPERATING BUDGET OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS FOR FISCAL YEAR 2022

WHEREAS, the Executive Director has prepared the operating budget for the fiscal year October 1, 2021, to September 30, 2022, using \$32,381,092 in revenues from multiple sources toward anticipated expenditures of \$32,448,937, and,

WHEREAS, the proposed budget has been prepared in accordance with the bylaws of the Capital Area Council of Governments, and,

WHEREAS, the Capital Area Council of Governments has adopted a salary plan, travel policies, and procurement policy in compliance with State law, and,

WHEREAS, the application of the State of Texas Salary Plan by the Capital Area Council of Governments has been submitted to the State Auditor's Office as required, and,

WHEREAS, the specific grant proposals have been submitted to the State and Federal agencies outlined in the budget in conformance with the requirements of those agencies, and,

WHEREAS, the proposed budget has been prepared using a cost allocation plan in accordance with 2 CFR 200 (Uniform Guidance) - Code of Federal Regulations and the Uniform Grant Management Standards (UGMS), and in accordance with instructions from the Capital Area Council of Governments' cognizant agency, the U.S. Department of Commerce, and in conformance with applicable laws and regulations of the State of Texas, and,

WHEREAS, the proposed budget has been reviewed and recommended for approval by the Budget and Audit Committee and the Executive Committee,

THEREFORE, BE IT RESOLVED, that the General Assembly of the Capital Area Council of Governments hereby adopts the FY 2022 budget and authorizes the Executive Director to perform all duties necessary to implement this budget.

Resolution adopted by the Capital Area Council of Governments General Assembly on this 8th day of September 2021.

Paul Pape, Chair
Executive Committee
Capital Area Council of Governments

Lew White, Secretary
Executive Committee
Capital Area Council of Governments

PROPOSED FY 2022 CAPCOG BUDGET

SOURCES OF FUNDS

LOCAL & NON-GRANT

Membership Dues	290,000
Contractual Income/Local Contributions	925,523
Program Income (Aging Services)	127,303
Program Income (RLEA Tuition)	202,500
MyPermitNow	50,000
Interest/Misc. Income	22,600

Subtotal **1,617,926**

Third Party Matching - Aging Subrecipients **3,183,251**

9-1-1 Service Fees **15,387,948**

STATE

Texas Health and Human Services Commission	532,882
Office of the Governor - Criminal Justice Division	446,799
Office of the Governor - Homeland Security Grants Division	822,235
Texas Commission on Environmental Quality	464,461
Texas Department of Transportation	45,000
Texas Department of Agriculture	-

Subtotal **2,311,377**

FEDERAL - (Through State/Other Agency)

Texas Health and Human Services Commission	5,899,576
Office of the Governor - Homeland Security Grants Division	693,131
Texas Department of Agriculture	7,883
Federal Highway Administration - TXDOT (through CAMPO)	35,000

Subtotal **6,635,590**

FEDERAL - (Direct)

Economic Development Administration	245,000
-------------------------------------	---------

Subtotal **245,000**

FY 2022 Funds **29,381,092**

Prior Year Funds **3,000,000**

TOTAL FUNDS AVAILABLE **32,381,092**

PROPOSED FY 2022 CAPCOG BUDGET

USES OF FUNDS

AGING SERVICES

Area Agency on Aging - Program Operations	9,303,340
Aging & Disability Resource Center (ADRC)	340,321
St. David's Foundation - CAPABLE and Aging Services	477,781
Aging Program Third party Match	3,183,251
Sub-total	13,304,693

COMMUNITY & ECONOMIC DEVELOPMENT

EDA Planning	140,000
EDA CARES Act Recovery Funds	175,000
Third Party Grant Administration	48,000
Criminal Justice Planning	132,440
TDA Community Development	7,883
Other Planning Projects	21,046
Transportation Planning and Collaboration	45,000
Housing Navigator	6,100
Regional Solid Waste Planning	211,836
Solid Waste Local Projects	112,000
Regional Transit Coordination Committee	35,000
Sub-total	934,305

REGIONAL PLANNING & SERVICES

GIS Services	412,465
Air Quality Programs	450,625
Other Planning Projects	35,000
Sub-total	898,090

REGIONAL LAW ENFORCEMENT ACADEMY

Regional Academy	564,859
Sub-total	564,858

HOMELAND SECURITY

Homeland Security Planning, Training and Management	1,507,104
WebEOC Administration	186,645
Regional Notification Systems Administration	591,412
Sub-total	2,285,161

EMERGENCY COMMUNICATIONS

9-1-1 District Operations	14,449,728
Sub-total	14,449,728

OTHER: Local Expenses

Other: Local Expenses	49,500
Less interdepartmental transfer for GIS	(37,400)
Sub-total	12,100

TOTAL EXPENDITURES	32,448,937
---------------------------	-------------------

**CAPITAL AREA COUNCIL OF GOVERNMENTS
SOURCES AND USES OF FUNDS - FY 2022**

SOURCES										USES				PROGRAMS
Grantor/Funding Agency	GRANT or CONTRACT	SERVICE FEES	CAPCOG Match	Prior Year Funds	Program Inc./Interest	Interfund Transfers	3rd Party Match	Contracts/ Local Contri.	TOTAL	DIRECT	INDIRECT	PASS-THROUGH	TOTAL	
Tx Health and Human Services Commission														
Aging and Disability Resource Ctr.	346,421		-	-	-	-	-	-	346,421	314,707	31,715	-	346,421	Info., Referral & Assistance, ADRC Support, Nutrition, Transportation, Care Coordination, Benefits Counseling, Caregiver Coordination, Ombudsman, Sr. Center Operations
Area Agency on Aging	6,086,037		90,000	3,000,000	127,303	-	3,183,251	477,781	12,964,372	9,494,005	287,116	3,183,251	12,964,372	
Economic Development Administration														
District Planning	70,000		70,000	-	-	-	-	-	140,000	126,431	13,569	-	140,000	Regional Economic Planning, CEDS
EDA CARES Disaster Recovery	175,000		-	-	-	-	-	-	175,000	161,044	13,956	-	175,000	Economic impact of COVID-19, project planning and resources
Office of the Gov. - Criminal Justice														
Criminal Justice Planning	132,440		-	-	-	-	-	-	132,440	120,101	12,339	-	132,440	Criminal Justice Plans and Grants Tech Assistance
Regional Law Enf. Academy	314,359		48,000	-	202,500	-	-	-	564,859	522,207	42,652	-	564,859	Regional Law Enforcement Academy
Tx Department of Agriculture														
CEDAF	7,883		-	-	-	-	-	-	7,883	7,051	832	-	7,883	Community technical assistance
Regional Law Enf. - Skimmers Detection	-		-	-	-	-	-	-	-	-	-	-	-	Training to law enforcement on fuel pump skimmers
Texas Comm. on Environmental Quality														
Reg. Plan for Municipal Solid Waste	323,836		-	-	-	-	-	-	323,836	194,149	17,687	112,000	323,836	Solid Waste Planning, Grants Management
Air Quality Monitoring	140,625		-	-	-	-	-	310,000	450,625	425,053	25,572	-	450,625	Air Quality Planning, Monitoring, Analysis
Office of the Gov. - Homeland Security														
Regional Planning for Homeland Sec.	363,876		-	-	-	-	-	-	363,876	330,903	32,972	-	363,876	Homeland Security, All-Hazards Planning, Grants
Interlocal for Grant Administration	37,000		-	-	-	-	-	-	37,000	26,056	2,682	-	28,738	Support of Grants Awards process, tech assistance
Regional Interoperability (SERI)	822,235		-	-	-	-	-	-	822,235	55,088	-	767,147	822,235	State competitive interop support, pass through to local project
Training & Exercises	126,270		-	-	-	-	-	-	126,270	126,270	-	-	126,270	Annual regional exercise, other specialized training
Other Grants (Regional Projects)	165,985		-	-	-	-	-	-	165,985	165,985	-	-	165,985	Expand regional visibility of website, support info sharing
CAECD (9-1-1 District)														
9-1-1 Program and Network Services		14,234,826	-	-	20,100	-	-	89,742	14,344,667	14,210,758	238,970	-	14,449,728	Regional 9-1-1 Services, Training, Database
Other Emergency Comm. Systems		778,057	-	-	-	-	-	-	778,057	762,400	15,657	-	778,057	Maintenance of RNS and WebEOC in Homeland Security
GIS Data Management		375,065	-	-	-	-	-	-	375,065	332,622	42,443	-	375,065	Regional Data management for 9-1-1 specifically
Other Non-Grant														
3rd Party Grant Administration			-					48,000	48,000	42,964	5,036	-	48,000	Assistance to communities with federal awards
TXDOT Planning Contract	45,000		-						45,000	39,749	5,251	-	45,000	Contract for services
TXDOT - CAMPO Contracts	35,000		-						35,000	33,121	1,879	-	35,000	Contract for services
Regional Services Projects	-		35,000						35,000	31,947	3,053	-	35,000	Planning and projects outside of current grants
Community Planning Projects	-							50,000	50,000	18,974	2,073	-	21,046	Planning and projects outside of current grants
Unrestricted Local			47,000		2,500				49,500	49,500	-	-	49,500	Meeting Expenses / Contingency
TOTALS	9,191,967	15,387,948	290,000	3,000,000	352,403	-	3,183,251	975,523	32,381,091	27,591,085	795,454	4,062,398	32,448,937	
InterDepartmental Services **														
GIS Services (to programs)								37,400	37,400	37,400	-	-	37,400	GIS mapping for CAPCOG programs
Finance								520,826	520,826	472,900	47,925	-	520,826	Accounting services for the agency
Human Resources and Payroll								220,125	220,125	197,554	22,571	-	220,125	Human resources support and payroll processing
Information Tech Services								515,907	515,907	476,733	39,173	-	515,907	Computer and Info Technology support, infrastructure
Totals, InterDepartmental								1,294,257	1,294,257	1,184,588	109,669		1,294,257	

* Prior year funds estimated

** Interdepartmental services are expenses between funds, and do not represent additional revenue.



CAPITAL AREA COUNCIL OF GOVERNMENTS

UNRESTRICTED LOCAL FUNDS/ALLOCATIONS

October 1, 2021 - September 30, 2022

Unrestricted Local Funding:	FY 2021 Budgeted	FY 2021 Projection	FY 2022 Proposed
Membership Dues	270,000	294,751	290,000
MyPermitNow	50,000	50,000	50,000
Interest Income	20,000	4,000	2,500
CAECD Interest Income	150,000	30,000	20,100
Misc. Income/Rebates	15,000	15,000	15,000
Total Revenue	505,000	393,751	377,600
Local Match Allocations/Expenditures:	FY 2021 Budgeted	FY 2021 Projection	FY 2022 Proposed
Program/Grant			
Match - Area Agency on Aging	80,000	80,000	90,000
Match - Economic Development (EDA)	70,000	70,000	70,000
Regional Academy	48,000	48,000	48,000
Regional Planning & Services	35,000	35,000	35,000
Other Local	22,000	22,000	32,000
Equipment & Operating Contingency	15,000	15,000	15,000
Community & Economic Development	50,000	50,000	50,000
CAECD Interest Income	150,000	30,000	20,100
Total Expenditures	470,000	350,000	360,100
Balance	35,000	43,751	17,500



CAPITAL AREA COUNCIL OF GOVERNMENTS

FRINGE BENEFITS

October 1, 2021 - September 30, 2022

RELEASE TIME			
Vacation	184,102		
Sick Leave	125,524		
Holidays	200,839		
Total Release Time	510,465		13.23%
BENEFITS			
FICA	334,171		
Employee Insurance	739,769		
Retirement	297,041		
Unemployment Insurance	17,473		
Workman's Compensation	14,821		
Wellness Program	5,500		
Potential Leave Payout	20,000		
Merit Pool	44,425		
Total Benefits	1,473,199		38.19%
TOTAL RELEASE TIME AND BENEFITS	1,983,664		51.42%
Total Salaries	4,368,245		
Less: Release Time	510,465		
	3,857,779		
BASIS FOR BENEFIT ALLOCATION:			
	1,983,664 / 3,857,779		51.42%



CAPITAL AREA COUNCIL OF GOVERNMENTS
INDIRECT COST BUDGET
October 1, 2021 - September 30, 2022

EXPENDITURES	FY 2021 Budget	FY 2021 Estimate	FY 2022 Budget
Salaries	322,967	322,967	335,943
Temporary Services	3,000	3,000	3,000
Release Time & Benefits	168,852	168,852	172,741
TOTAL PERSONNEL COSTS	494,819	494,819	511,684
Accounting	31,842	31,842	33,189
Communications	4,864	4,864	4,864
Insurance	10,000	8,556	12,000
Legal	2,500	2,500	2,500
Postage	7,000	5,000	7,000
Printing	2,000	2,000	2,000
Photocopy Expense	10,000	10,000	10,000
Contractual Services	0	0	35,000
Professional Services	2,000	2,000	2,000
Advertising	500	500	500
Prof. Development	1,900	1,900	2,000
Subscriptions, Dues	39,680	39,680	37,685
Travel	11,000	2,000	11,000
Office Space	99,958	99,958	103,197
Equipment Maintenance	0	0	0
Equipment	4,000	4,000	4,000
Consumable Supplies	10,254	10,254	12,532
Personnel/Payroll Services	13,742	13,742	14,076
IT, Security, and Communications Support Services	50,987	50,987	51,620
TOTAL EXPENDITURES	797,046	784,602	856,847

Indirect costs are not to be considered Administrative or Overhead Costs. It is an accounting method used when costs are: (a) incurred for a common joint purpose benefiting more than one cost objective; and (b) not readily assignable to the cost objective specifically benefited, without effort disproportionate to the results achieved. This method is outlined in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) as an allowable method of cost distribution. CAPCOG uses total direct salaries and wages as the basis for distributing indirect costs to individual program areas, resulting in each award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs. Separate costs pools have been established for Accounting, Personnel/Payroll, and Information Technology Services, and are allocated as direct costs to program areas based on allocation methods included in the approved Cost Allocation Plan.

**CAPITAL AREA COUNCIL OF GOVERNMENTS
FY 2022 Salary Plan**

#	Group	Salary Range			CAPCOG Job Title
		Minimum	Mid-Point	Maximum	
ADMINISTRATION					
1	Exempt	0	0	0	Executive Director
2	B-27	76,356	102,746	129,137	Director of Administration
3	B-19	42,244	55,602	68,960	Human Resources Coordinator
4	B-19	42,244	55,602	68,960	Member Services Coordinator
5	B-17	36,976	47,688	58,399	Executive Assistant
6	A-11	26,332	33,843	41,355	Receptionist/Admin Assistant II
FINANCE					
7	B-26	69,415	93,406	117,397	Director of Finance
8	B-25	63,104	83,298	103,491	Assistant Director of Finance
9	B-19	42,244	55,602	68,960	Accountant IV
10	B-14	31,144	40,139	49,134	Accounting Analyst
INFORMATION SERVICES					
11	B-26	69,415	93,406	117,397	Director of Information Tech. Svcs
12	B-22	51,614	68,047	84,479	Network Administrator
13	B-17	36,976	47,688	58,399	Systems Support Specialist
EMERGENCY COMMUNICATIONS					
14	B-30	101,630	136,756	171,881	Director of Emergency Communications
15	B-26	69,415	93,406	117,397	Assistant Director - Operations
16	B-24	59,004	77,862	96,720	Office Manager
17	B-22	51,614	68,047	84,479	911 Telecom Coordinator A
18	B-22	51,614	68,047	84,479	911 Telecom Coordinator B
19	B-22	51,614	68,047	84,479	911 Telecom Projects Coordinator
20	B-21	48,278	63,615	78,953	EC Finance Manager
21	B-21	48,278	63,615	78,953	Senior Training & Pub Ed Specialist
22	B-19	42,244	55,602	68,960	EC Accounting Analyst
HOMELAND SECURITY					
23	B-27	76,356	102,746	129,137	Director of Homeland Security
24	B-18	39,521	51,985	64,449	Homeland Security Planner
25	B-18	39,521	51,985	64,449	Crisis Information Systems Coord
26	B-18	39,521	51,985	64,449	HS Administrative Coordinator
REGIONAL PLANNING & SERVICES					
27	B-25	63,104	83,298	103,491	Director, Reg Planning & Svcs
28	B-20	45,158	59,473	73,788	Regional Svcs Program Coord
29	B-22	51,614	68,047	84,479	GIS Program Manager
30	B-22	51,614	68,047	84,479	GIS Operations Coordinator
31	B-20	45,158	59,473	73,788	GIS/911 Database Analyst II
COMMUNITY & ECONOMIC DEVELOPMENT					
32	B-25	63,104	83,298	103,491	Director, Community & Eco Dev
33	B-22	51,614	68,047	84,479	Regional Programs Manager
34	B-19	42,244	55,602	68,960	Regional Community Development Planner
35	B-18	39,521	51,985	64,449	Regional Grant Coordinator
36	B-18	39,521	51,985	64,449	Grant Specialist
37	A-11	26,332	33,843	41,355	Admin Assistant

**CAPITAL AREA COUNCIL OF GOVERNMENTS
FY 2022 Salary Plan**

#	Group	Salary Range			CAPCOG Job Title
		Minimum	Mid-Point	Maximum	
AGING SERVICES					
38	B-28	83,991	113,021	142,052	Director of Aging Svcs
39	B-23	55,184	72,788	90,393	Senior Program Director
40	B-23	55,184	72,788	90,393	Asst Dir of Aging Svcs
41	B-20	45,158	59,473	73,788	Social Services Program Coord
42	B-19	42,244	55,602	68,960	Program Mgr Nut/Data/BC
43	B-19	42,244	55,602	68,960	Program Mgr Care Coord
44	B-19	42,244	55,602	68,960	Program Mgr MLO
45	B-19	42,244	55,602	68,960	Aging Services Coordinator (ADRC)
46	B-19	42,244	55,602	68,960	Accountant IV
47	B-19	42,244	55,602	68,960	Health,Prev & Wellness Coord
48	B-17	36,976	47,688	58,399	ADRC Program Coordinator
49	B-17	36,976	47,688	58,399	Aging Program Specialist
50	B-15	32,976	42,511	52,045	Care Coordinator
51	B-15	32,976	42,511	52,045	Care Coord/Intake Spec
52	B-15	32,976	42,511	52,045	Care Coordinator
53	B-15	32,976	42,511	52,045	Care Coordinator
54	B-15	32,976	42,511	52,045	Care Coordinator/Intake Spec
55	B-15	32,976	42,511	52,045	Care Coordinator
56	B-14	31,144	40,139	49,134	Ombudsman
57	B-14	31,144	40,139	49,134	Ombudsman
58	B-14	31,144	40,139	49,134	Ombudsman
59	B-14	31,144	40,139	49,134	Ombudsman PT
60	B-14	31,144	40,139	49,134	Lead Benefits Counselor
61	B-13	29,439	37,914	46,388	Benefits Counselor
62	B-13	29,439	37,914	46,388	Benefits Counselor
63	B-11	26,332	33,843	41,355	Intake Specialist
64	A-15	32,976	42,511	52,045	Program Monitor
65	A-13	29,439	37,914	46,388	Admin Assistant III
66	A-12	27,840	35,819	43,798	ADRC-IR&A Navigator
67	A-12	27,840	35,819	43,798	IR&A Specialist
68	A-11	26,332	33,843	41,355	Data Entry Clerk
REGIONAL LAW ENFORCEMENT ACADEMY					
69	B-26	69,415	93,406	117,397	Director of Regional LE Academy
70	B-21	48,278	63,615	78,953	Chief Instructor
71	A-15	32,976	42,511	52,045	Academy Office Coordinator