



## CAECD Board of Managers | Agenda

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10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, July 12, 2023  
CAPCOG Lantana Room  
6800 Burleson Road, Bld. 310, Ste. 155  
Austin, Texas 78744

Judge James Oakley, Burnet County, **Chair**  
Mayor Lew White, City of Lockhart, **First Vice Chair**  
Commissioner Debbie Ingalsbe, Hays County, **Second Vice Chair**  
Mayor Pro Tem Matthew Baker, City of Round Rock, **Secretary**  
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**  
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**  
Council Member Mackenzie Kelly, City of Austin  
Commissioner Clara Beckett, Bastrop County  
Mayor Connie Schroeder, City of Bastrop  
Council Member Kevin Hight, City of Bee Cave  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County  
Judge Dan Mueller, Fayette County  
Council Member Ron Garland, City of Georgetown  
Mayor Pro Tem Esmeralda Mattke Longoria, City of Leander  
Commissioner Steven Knobloch, Lee County  
Judge Ron Cunningham, Llano County  
Mayor Pro Tem Doug Weiss, City of Pflugerville  
Council Member Janice Bruno, City of Smithville  
Judge Andy Brown, Travis County  
Commissioner Ann Howard, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County  
Senator Pete Flores  
Representative Stan Gerdes  
Representative Terry Wilson

- 1. Call to Order and opening remarks by the Chair**
- 2. Consider Approving Minutes for the June 14, 2023 Meeting**
- 3. Consider Accepting the Financial Report for the Period October 1, 2022 to May 31, 2023**  
Silvia Alvarado, Director of Finance
- 4. Consider Adopting Resolution Setting the 9-1-1 Service Fee for FY2024**  
Richard Morales Jr., Director of Emergency Communications
- 5. Consider Approving an Amendment to FY 2023 CAECD Budget**  
Andrew Hoekzema, Deputy Executive Director
- 6. Consider Approving the FY 2024 CAECD Budget**  
Andrew Hoekzema, Deputy Executive Director
- 7. Consider Approving 9-1-1 GIS Contracts**  
Charles Simon, Director of Regional Planning & Services
- 8. Consider Approving Appointments for Advisory Committee**  
Betty Voights, Executive Director

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).

**9. Staff Reports**

**Betty Voights, Executive Director**

**10. Adjourn**



## CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, June 14, 2023  
6800 Burses Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (15)

Judge James Oakley, Burnet County, **Chair**  
Mayor Lew White, City of Lockhart, **1st Vice Chair**  
Council Member Matthew Baker, City of Round Rock,  
**Secretary**  
Mayor Brandt Rydell, City of Taylor, **Immediate Past**  
**Chair**  
Mayor Connie Schroeder, City of Bastrop  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County  
Council Member Ron Garland, City of Georgetown  
Commissioner Steven Knobloch, Lee County  
Judge Ron Cunningham, Llano County  
Mayor Pro Tem Doug Weiss, City of Pflugerville  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Cynthia Long, Williamson County

### Absent (9)

Commissioner Debbie Ingalsbe, Hays County, **2nd Vice**  
**Chair**  
Mayor Jane Hughson, City of San Marcos,  
**Parliamentarian**  
Council Member Mackenzie Kelly, City of Austin  
Commissioner Clara Beckett, Bastrop County

Council Member Kevin Hight, City of Bee Cave  
Judge Dan Mueller, Fayette County  
Mayor Pro Tem Esme Mattke Longoria, City of Leander  
Judge Andy Brown, Travis County  
Commissioner Russ Boles, Williamson County

### 1. **Call to Order and opening remarks by the Chair**

Judge Oakley called the meeting to order at 10:48 a.m.

### 2. **Consider Approving Minutes for the May 10, 2023 Meeting**

Judge Oakley asked for the board to consider approving the minutes. Commissioner Long made a motion to approve the May 10, 2023, meeting minutes. Commissioner Howard seconded the motion. It passed unanimously.

### 3. **Consider Approving Vendor for Regional Notification System**

#### **Martin Ritchey, Director of Homeland Security**

Mr. Andrew Hoekzema, CAPCOG deputy executive director, said he was presenting on behalf of Mr. Ritchey on the procurement process for selecting a regional notification system vendor. He noted that the system is a mass communication tool to reach residents during a disaster and the service was last procured five years ago with the current contract ending in September. He said as part of this procurement process, CAPCOG received five proposals and ruled three of them as unresponsive, because they didn't meet or address all of the operational requirements listed in CAPCOG's request for proposals. He explained only two proposals could provide a curated list that the system could contact and customized ASL messaging to deaf residents; some responded to the requirements by saying they had partner companies that could perform the services but didn't include necessary information about them. Mr. Hoekzema said a committee of CAPCOG homeland security staff and regional stakeholders reviewed the remaining two proposals and recommended remaining with Everbridge, CAPCOG's current vendor, under a new five-year contract that would have two options to extend the contract by a year.

Mayor Pro Tem Weiss asked how the cost of the unresponsive vendors compared to Everbridge, and said he wanted to make sure that CAPCOG didn't accidentally tailor a procurement request to its current vendor. Mr. Hoekzema responded that the procurement was not tailored to the current vendor, that costs varied

as some had less up-front or recurring costs, some would charge for sending messages which makes them ultimately more expensive. Ms. Voights said CAPCOG had to go through a process and consider if a vendor could provide the same level of service as Everbridge. She mentioned that the previous transition of the RNS service provider was very disruptive and time consuming. Commissioner Long said the process of implementing a new system last time very painful and the cost savings and time spent by staff to participate in a new system's implementation would be significant.

Mayor Schroeder made a motion to approve awarding a five-year contract for the regional notification to Everbridge with two options to extend the contract for one year. Commissioner Long seconded the motion. It passed unanimously.

**4. Consider Approving Appointments to Advisory Committee**

**Deborah Brea, Executive Assistant**

Ms. Voights said there were no appointment recommendations submitted to CAPCOG. Judge Oakley asked the board if there were any appointments to be considered. Hearing none, no action was taken on the appointments.

**5. Staff Reports**

**Betty Voights, Executive Director**

Mr. Richard Morales, CAPCOG emergency communications director, said the state legislature extended spending of the American Rescue Plan Act funds to upgrade 9-1-1 infrastructure for Next Generation 9-1-1 (NG 9-1-1) from 2024 to 2026. He said House Bill 9, which will need to go to a constitutional vote, was meant to fund \$3.2 billion for broadband over 10 years, but its amount was lowered to \$1.5 billion with about \$155 million to be allocated to 9-1-1 entities throughout the state. He said the funding will be distributed based on population, so CAPCOG could receive about \$12 million.

Ms. Voights said no one would sponsor a bill to raise the 9-1-1 cellphone fee, which is needed to keep up with the growing costs of enhancing and maintaining 9-1-1 infrastructure. She mentioned the Texas 9-1-1 Alliance didn't think the bill would pass if it did find a sponsor, but it wanted to continue to signal to the legislature that costs are increasing and a more stable source of funding is becoming increasingly necessary. She said at one point there was even talk in the legislature on removing the fee.

**6. Adjourn**

Judge Oakley adjourned the meeting at 11:07 a.m.

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Mayor Pro Tem Matt Baker, Secretary  
Board of Managers  
Capital Area Emergency Communications District

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Date

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF MANAGERS MEETING**

**MEETING DATE:** July 12, 2023

**AGENDA ITEM:** #3 Consider Accepting the Financial Report for the Period of October 1, 2022 to May 31, 2023

**GENERAL DESCRIPTION OF ITEM:**

This is the fiscal year to date financial report for CAECD, for the eight months beginning October 1, 2022, to May 31, 2023. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity, and the statement of revenues and expenditures. Please note that the fund equity balance of \$30,857,323 represents resources planned to be used to support continuing operations, for meeting existing obligations, and for maintaining the reserves set aside to cover contingency emergency operations, and equipment replacement.

Total Revenues as of May 31, 2023,	\$ 11,522,913
Total Expenditures as of May 31, 2023,	\$ 10,435,423

The financial statements have been prepared in accordance with applicable state and federal requirements and are unaudited.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** Silvia Alvarado, CAPCOG Director of Finance

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is item already included in fiscal year budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** N/A

**ACTIONS REQUESTED:**

Accept the financial report for the period of October 1, 2022, to May 31, 2023.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet as of May 31, 2023.
2. Unaudited Statement of Revenues and Expenditures as of May 31, 2023.

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting): None

Capital Area Emergency Communications District  
 Balance Sheet - **Unaudited**  
 May 31, 2023

Assets

Cash and Short Term Investments	\$	30,639,391
Accounts Receivable		1,111,290
Other Assets		<u>29,721</u>
Total Assets	\$	<u><u>31,780,401.00</u></u>

Liabilities and Fund Equity

Accounts Payable	\$	706,212.00
Due to CAPCOG		216,866
Total Liabilities	\$	<u>923,078.00</u>
Beginning Fund Balance	\$	29,769,833.00
Change in Fund Balance		1,087,490
Total in Fund Equity	\$	<u>30,857,323.00</u>
Total Liabilities and Fund Equity	\$	<u><u>31,780,401.00</u></u>

Capital Area Emergency Communications District  
Statement of Revenue and Expenditures - **Unaudited**  
For the Eight Months Ending May 31, 2023

	Fiscal Year to Date Actual	Total Budget	Percent of Total Budget Remaining
<b>Revenue</b>			
Checking Account Interest	\$ 1,117.00	\$ 100.00	1,017 %
Investment Interest	829,302	20,000	4,047 %
911 Wireline Fees	1,880,987	2,740,567	(31)%
911 Wireless Fees	7,896,787	11,347,332	(30)%
911 Prepaid Wireless Fees	876,123	1,396,304	(37)%
911 Private Switch	23,560	71,783	(67)%
911 Other Revenues	15,038	20,050	(25)%
<b>Total Revenue</b>	<b>\$ 11,522,913.00</b>	<b>\$ 15,596,136.00</b>	<b>(26)%</b>
<b>Expenditures</b>			
911-Program Management	\$ 1,637,001.00	\$ 3,199,701.00	49 %
911-Network	3,374,523	4,503,067	25 %
911-GIS/DB Maintenance	1,360,616	2,546,074	47 %
911-Equipment Maintenance	446,370	1,429,161	69 %
911-PSAP Services	396,217	1,323,395	70 %
911-Training & Education	1,190,965	1,520,637	22 %
911-Capital Projects	1,646,010	7,097,030	77 %
Regional Notification System	305,287	615,768	50 %
WebEOC	78,434	197,525	60 %
<b>Total Expenditures</b>	<b>\$ 10,435,423.00</b>	<b>\$ 22,432,358.00</b>	<b>53 %</b>
<b>Net Revenue Over/(Under) Expenditures</b>	<b>\$ 1,087,490.00</b>	<b>\$ (6,836,222.00)</b>	

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

**MEETING DATE:** July 12, 2023

**AGENDA ITEM:** #4 Consider Adopting Resolution Setting the 9-1-1 Service Fee for FY2024

**GENERAL DESCRIPTION OF ITEM:**

In Texas, there are three components to the overall 9-1-1 fee:

- 9-1-1 Service Fee; charged to each local access line or equivalent and known as traditional landline service, currently \$.50 per month.
- 9-1-1 Wireless Fee; charged to each activated cell phone, currently \$.50 per month.
- 9-1-1 Prepaid Wireless Fee, currently two percent (2%) of the purchase price.

The 9-1-1 wireless fee and the 9-1-1 prepaid wireless fee are set at the state level. The 9-1-1 service fee is set by the state for the councils of government and by the boards of each emergency communications district or municipal emergency communications district.

Texas Health and Safety Code Section 772.516 (e) requires the district board to set the 9-1-1 service fee each year as part of the annual budget. The 9-1-1 service fee pertains to the traditional landline and Voice over Internet Provider (VoIP) telephone services within the district and is charged to each residential line, business line and business trunk. The FY 2024 budget, to be approved by the board at its July 2023 meeting, will retain the \$.50 rate for Fiscal Year 2024.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** **Richard Morales Jr., Director of Emergency Communications**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds: 9-1-1 Fees

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** N/A

**ACTION REQUESTED:**

Consider adopting the resolution to set the 9-1-1 Service Fee at \$.50 per line for Fiscal Year 2024.

**BACK-UP DOCUMENTS ATTACHED:**

1. Resolution setting the 9-1-1 Service Fee
2. Proposed Service Fee Category Chart



**BACK-UP DOCUMENTS NOT ATTACHED** *(to be sent prior to meeting or will be a handout at the meeting):*

None



## RESOLUTION

### **A RESOLUTION SETTING AND ADOPTING RATES FOR THE 9-1-1 EMERGENCY SERVICE FEE ON SERVICE USERS FOR LOCAL EXCHANGE ACCESS LINES AND EQUIVALENT LOCAL EXCHANGE ACCESS LINES**

**WHEREAS**, the Capital Area Emergency Communications District Board of Managers is authorized by Texas Health and Safety Code, Chapter 772 to impose a 9-1-1 emergency service fee on service users for local exchange access lines and equivalent local exchange access lines;

**WHEREAS**, in accordance with Texas Health and Safety Code, Section 771.063, the Capital Area Emergency Communications District is required to follow the definition of a local exchange access line and an equivalent local exchange access line as adopted by rule by the Commission on State Emergency Communications;

**WHEREAS**, in accordance with Texas Health and Safety Code Chapter 772.516(d), the rate of the fee may not exceed six percent of the monthly base rate charged a service user by the principal service supplier in the participating jurisdiction;

**WHEREAS**, in accordance with Texas Health and Safety Code Chapter 772.516(e), the board shall set the amount of the fee each year as part of the annual budget; and

**WHEREAS**, the schedule of fee rates and classifications recommended by District management for Fiscal Year 2024 complies with the six percent cap in Texas Health and Safety Code, Chapter 772.516(d).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT THAT:** The 9-1-1 emergency service fee rates and classifications for Fiscal Year 2024 are hereby levied at the monthly rate of \$.50 per line for residential lines, business lines and business trunks. The fees are applied to a maximum of 100 lines per customer bill, per location.

Passed and approved on this first and final reading on this 12<sup>th</sup> day of July 2023.

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Judge James Oakley, Chair  
Board of Managers Emergency Communications  
District

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Mayor Pro Tem Matthew Baker, Secretary  
Board of Managers Emergency Communications  
District

Proposed

**CAPITAL AREA EMERGENCY COMMUNICATIONS FY24 9-1-1 FEE CATEGORIES**

<b>Fee Type</b>	<b>Rate</b>	<b>Annual Total Collected</b>	<b>Approximate % of Service Fee Revenue</b>
9-1-1 Service Fee (Traditional Landline)	\$.50	\$2,575,833	15.7%
9-1-1 Wireless Fee (Mobile Phone Service)	\$.50	\$12,734,869	78%
Pre-paid Wireless Service Fee (Mobile Phone Service- advanced purchases)	2% of final purchase price	\$1,031,515	6.3%
<b>Total Forecasted Fee Collection</b>		<b>\$16,342,217</b>	<b>100%</b>

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF MANAGERS MEETING**

**MEETING DATE:** July 12, 2023

**AGENDA ITEM:** #5 Consider Approving an Amendment to FY 2023 CAECD Budget

**GENERAL DESCRIPTION OF ITEM:**

This item would amend the FY 2023 budget in to reflect new revenues that had not been previously accounted for, new projects/expenditures that the board has already authorized, and the addition of one project not yet approved by the board. This amendment is necessary at this time since we expect to incur costs for these projects between now and the close of the fiscal year thus the budgeted amounts need to include funds. Specifically this amendment:

1. Adds the SB grant revenue of \$8,835,000 for replacement of call-handling equipment;
2. Adds the \$177,884 in contract revenue and associated expenditures for the Kyle PSAP relocation approved by the board in May 2023; and
3. Shifts \$566,000 previously budgeted for Hays Secondary Connectivity to Console Replacements and Integration due to project cancellation; and
4. Uses \$509,900 in fund balance for the following items:
  - a. \$61,049 for Burnet County Recorder under "Equipment and Projects" approved by the board in February
  - b. \$147,851 for mapping services under "PSAP Operations" approved by the board in May; and
  - c. \$300,000 for replacement of CAPCOG's backup generator; this project has been identified as one that needs to be done sooner than expected and will need purchase authorization on a future board agenda.

The spreadsheet provide detail on the existing budget and each of the changes that are being proposed.

**THIS ITEM REPRESENTS A:**

- New issue, project or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** **Andrew Hoekzema, Deputy Executive Director**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: \$9,522,284

Source of funds: SB8 State Grant Funds, Contractual Revenue

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** NA

**ACTIONS REQUESTED:**

Approval of the proposed amendment to the FY 2023 CAECD budget

**BACK-UP DOCUMENTS ATTACHED:**

Proposed FY2023 Budget Amendment

**BACK-UP DOCUMENTS NOT ATTACHED** (*to be sent prior to meeting or will be a handout at the meeting*): None

**Proposed Capital Area Emergency Communications District  
FY 2023 Budget Amendment 7/12/2023**

	<b>FY 2023 Amended 11/9/2022</b>	<b>Change Proposed 7/12/2023</b>	<b>FY 2023 Proposed 7/12/2023</b>
<b>Revenue</b>			
<b>Other Revenue</b>			
Service Contracts	\$20,050	\$177,884	\$197,934
SB 8 Revenue	\$0	\$8,835,500	\$8,835,500
<b>Subtotal - Revenue Proposed to be Changed</b>	<b>\$20,050</b>	<b>\$9,013,384</b>	<b>\$9,033,434</b>
<b>Total Revenue</b>	<b>\$15,596,136</b>	<b>\$9,013,384</b>	<b>\$24,609,520</b>
<b>Expenditures</b>			
<b>PSAP Operations</b>			
Aerial Photo and Mapping Services	\$221,450	\$147,851	\$369,301
<b>Equipment and Projects</b>			
Console Replacements and Integration	\$2,337,767	\$9,401,500	\$11,739,267
Hays Secondary Connectivity	\$566,000	(\$566,000)	\$0
Kyle PSAP Relocation	\$0	\$177,884	\$177,884
Burnet County Recorder	\$0	\$61,049	\$61,049
Generator Replacement	\$0	\$300,000	\$300,000
<b>Subtotal - Expenditures Proposed to be Changed</b>	<b>\$3,125,217</b>	<b>\$9,522,284</b>	<b>\$12,647,501</b>
<b>Total Expenditures</b>	<b>\$23,582,742</b>	<b>\$9,522,284</b>	<b>\$33,105,026</b>
<b>Change in Fund Balance</b>			
<b>Expected Change in Fund Balance</b>	<b>(\$7,986,606)</b>	<b>(\$508,900)</b>	<b>(\$8,495,506)</b>

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

**MEETING DATE:** July 12, 2023

**AGENDA ITEM:** #6 Consider Approving the FY 2024 CAECD Budget

**GENERAL DESCRIPTION OF ITEM:**

This item establishes the operating budget and expenditures for Fiscal Year 2024. Since the 2020 Census numbers were adopted, we now expect to see an annual increase in service fee revenue which accounts for the increase in this budget.

For FY 2024, revenues include \$16,342,217 in service fees and \$805,120 in non-service fee revenues for a total of \$17,147,367. Proposed expenditures total \$15,986,857. Out of the projected \$1,160,509 difference between revenues and expenditures, we will again add \$500,000 to the operating reserves based on the Officers' decision last year to fully fund the \$13 million operating reserve fund which is intended to cover the agency's operating costs for a year if we lost our revenue from the wireless fees.

The attached memo and spreadsheet provide detail on the proposed changes for the FY 2024 budget relative to the 2023 budget. Also included is a projection of revenues and expenditures through FY 2025 for the district.

**THIS ITEM REPRESENTS A:**

- New issue, project or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

**PRIMARY CONTACT/STAFF MEMBER:** **Andrew Hoekzema, Deputy Executive Director**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: \$15,986,857 in expenditures

Source of funds: 9-1-1 Fees and Other Revenue

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? \_\_\_\_\_

**PROCUREMENT:** NA

**ACTIONS REQUESTED:**

Approval of the FY 2024 CAECD budget.

**BACK-UP DOCUMENTS ATTACHED:**

1. Memo
2. FY2024 Proposed Budget

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting): None



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

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

### June 26, 2023

**TO: CAECD Board of Managers**

**FROM: Andrew Hoekzema, Deputy Executive Director**  
**Richard Morales, Director of Emergency Communications**

**RE: Proposed FY 2024 Emergency Communications Budget**

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Proposed FY 2024 expenditures comply with the CAECD Strategic Plan and the core functions of 9-1-1 Infrastructure, Operations, Training & Education, Voice and Data Interoperability and Support Systems. FY 2024 expenditures are \$19 million less than the current year's amended budget, mainly due to the capital cost of the call-handling equipment replacement being included in the 2023 budget, and the completion of another \$5.5 million in projects in 2023, some of which had been rolling forward for several years. Except for equipment maintenance costs, which we expect to increase once the new call-handling equipment is installed, proposed operating expenditures for other budget categories are generally comparable to the amounts budgeted for 2023.

The proposed budget shows revenues exceeding expenditures by an estimated \$1,160,509 for FY 2024. This budget will use \$500,000 of those revenues to add to the operating reserve, which is currently at \$12 million. In September 2014 the board adopted the goal of \$13 million, so \$500,000 in each of the next two years is needed to reach that amount.

#### **Revenues**

Overall service fee revenue is projected to increase due to both increases in statewide fee collection from Wireless service fee (mobile phones) and the CAPCOG region's increased share of state funds as a result of regional growth outpacing statewide growth. Emergency Service fee (landline) and CAPCOG's allocation of prepaid fees (mobile phones) continue to decline, but the increase in CAPCOG's allocated wireless fees offsets these declines.

Non-Service Fees have been increased significantly to reflect higher interest rates, which CAPCOG expects to persist throughout FY 2024. The estimated amount reflects a balance of \$18 million at 4% interest rate.

#### **Expenditures**

Projected expenditures totaling \$15,986,857 are presented in the attached proposed budget under the following categories:



Program Management:	\$2,958,046
Network:	\$4,513,822
GIS Database Management:	\$2,593,935
Equipment Maintenance:	\$2,389,834
PSAP Operations:	\$2,045,535
Training and Education:	\$326,250
Other Emergency Communications Systems:	\$716,408
Equipment & Replacement:	\$443,028
<b>TOTAL Expenditures:</b>	<b>\$15,986,857</b>

In the attached handout on the FY 2024 proposed budget, the following items reflect an important change from the previous year.

1. Program Management: Overall costs are projected to be comparable, although specific components have some notable differences, including:
  - a. a shift of two finance-related positions from the Emergency Communications division to the Finance Department, leading to lower salary and fringe expenses;
  - b. reduced office space allocation to reflect a change in methodology in how conference rooms are charged;
  - c. an increase in the share of CAPCOG’s indirect and accounting/finance costs paid for by the district;
2. Network: No major changes.
3. GIS Database Management: No major changes.
4. Equipment Maintenance: 1/5 of the estimated five-year maintenance cost previously identified to the board in approving the AT&T/Intrado project has been added – we are still working out the details of this and expect the total cost between the Solacom and Intrado lines to be less than what is shown, but do not have the details finalized yet.
5. PSAP Operations: Prior to FY 2023, AT&T had not been billing CAPCOG for PSAP mapping services provided by GeoComm, but approximately \$96k is now included in the FY 2024 budget and will need to be included in future budgets as well. An additional \$45,000 is also being included for regionwide CritiCall testing for telecommunicator applicants, which will enhance PSAP operations.
6. Training & Education: No major changes
7. Other Emergency Communications Systems: Reduced costs reflect the fact that costs for phone database is now included in the base cost of the Everbridge system, and \$50,000 budgeted for other contractual services has been removed.
8. Equipment & Projects: The balance of the call-handling equipment capital costs not covered in the FY 2023 budget are included in the FY 2024 budget. We expect the majority of the 2023 call-handling budget to roll forward, as well as the Caldwell County radio project, the consultant study, and the Solacom replacement/spares but will make those adjustments at the October meeting after the fiscal year ends.

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT**  
**Proposed FY 2024 Budget**

	FY 2022 Budget Amended 10/13/2021	FY 2023 Budget (proposed for 7/12/2023)	FY 2024 Proposed Budget	FY 2025 Projected Budget
<b>Projected Revenue</b>				
<i>Service Fees</i>				
Emergency Service Fee	\$2,905,001	\$2,740,567	\$2,575,833	\$2,525,833
Wireless Service Fee	\$11,016,827	\$11,347,332	\$12,734,869	\$13,116,915
Prepaid Wireless Service Fee	\$1,466,119	\$1,396,304	\$1,031,515	\$931,515
<b>Total Service Fee Revenue:</b>	<b>\$15,387,947</b>	<b>\$15,484,203</b>	<b>\$16,342,217</b>	<b>\$16,574,263</b>
<i>Other Revenue</i>				
Interest - Checking	\$100	\$100	\$100	\$100
Interest - Investment	\$20,000	\$20,000	\$720,000	\$720,000
Private Switch Agreements	\$69,692	\$71,783	\$65,000	\$65,000
Service Contracts	\$20,050	\$197,934	\$20,050	\$20,050
SB8 CSEC Grant	\$0	\$8,835,500	\$0	\$0
<b>Other Revenue</b>	<b>\$109,842</b>	<b>\$9,125,317</b>	<b>\$805,150</b>	<b>\$805,150</b>
<b>TOTAL REVENUE:</b>	<b>\$15,497,789</b>	<b>\$24,609,520</b>	<b>\$17,147,367</b>	<b>\$17,379,413</b>

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT**  
**Proposed FY 2024 Budget**

	FY 2022 Budget Amended 10/13/2021	FY 2023 Budget (proposed for 7/12/2023)	FY 2024 Proposed Budget	FY 2025 Projected Budget
<b>Proposed Expenditures</b>				
<b>PROGRAM MANAGEMENT</b>				
Personnel Services	\$1,053,997	\$1,108,205	\$946,359	\$970,792
Contractual & Operating	\$183,099	\$229,948	\$191,841	\$195,800
Supplies & Material	\$67,000	\$138,816	\$95,375	\$67,075
Travel	\$41,450	\$57,800	\$64,225	\$66,152
Leases & Utilities	\$954,049	\$924,855	\$679,839	\$700,235
Internal Expense Allocation - CAPCOG	\$549,025	\$740,077	\$980,407	\$1,009,819
<b>Total Program Management</b>	<b>\$2,848,620</b>	<b>\$3,199,701</b>	<b>\$2,958,046</b>	<b>\$3,009,871</b>

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT**  
**Proposed FY 2024 Budget**

	FY 2022 Budget Amended 10/13/2021	FY 2023 Budget (proposed for 7/12/2023)	FY 2024 Proposed Budget	FY 2025 Projected Budget
<b>Proposed Expenditures</b>				
<b>9-1-1 SYSTEM</b>				
<b>Network</b>				
AT&T	\$3,025,882	\$3,176,903	\$3,146,610	\$3,232,547
Century Link	\$10,924	\$11,252	\$11,589	\$11,937
Colorado Valley Communications	\$482	\$497	\$511	\$527
Colorado Valley Telephone	\$1,446	\$1,490	\$1,519	\$0
Contractual & Operating	\$0	\$0	\$0	\$0
DIR	\$753,225	\$787,965	\$810,812	\$851,136
Foremost Telecommunications	\$1,928	\$1,986	\$2,046	\$2,107
Frontier	\$245,701	\$255,046	\$264,809	\$272,754
Grande Communications	\$2,472	\$2,546	\$2,623	\$2,701
LCRA	\$10,140	\$10,444	\$10,758	\$11,080
Level 3	\$14,585	\$15,022	\$15,473	\$15,937
Logix	\$2,892	\$2,979	\$3,068	\$3,160
Suddenlink Communications	\$2,160	\$2,225	\$2,292	\$2,360
Telecommunications	\$64,445	\$66,378	\$68,370	\$70,421
Time Warner Cable/Spectrum	\$18,463	\$19,017	\$19,587	\$20,175
UMB Bank (Sprint Wireless Recovery)	\$142,899	\$147,186	\$151,601	\$156,149
Wireless Test Phones	\$1,655	\$2,132	\$2,154	\$2,218
<b>Total Network</b>	<b>\$4,299,299</b>	<b>\$4,503,068</b>	<b>\$4,513,822</b>	<b>\$4,655,210</b>
<b>GIS Database Management</b>				
Interlocal GIS Contracts	\$1,899,500	\$1,971,967	\$2,001,218	\$2,054,530
9-1-1 Database Maintenance	\$97,452	\$92,892	\$79,197	\$81,393
CAPCOG GIS Services	\$375,065	\$395,970	\$429,439	\$442,322
Software Subscription & Maintenance	\$86,750	\$85,245	\$84,081	\$86,603
<b>Total GIS Database Management</b>	<b>\$2,458,767</b>	<b>\$2,546,074</b>	<b>\$2,593,935</b>	<b>\$2,664,848</b>

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT**  
**Proposed FY 2024 Budget**

	FY 2022 Budget Amended 10/13/2021	FY 2023 Budget (proposed for 7/12/2023)	FY 2024 Proposed Budget	FY 2025 Projected Budget
<b>Proposed Expenditures</b>				
<b>9-1-1 SYSTEM (Continued)</b>				
<b>Equipment Maintenance</b>				
Regional Network Maintenance (Solacom)	\$747,672	\$865,672	\$747,672	\$747,672
Regional Network Maintenance (Intrado)	\$250,000	\$250,000	\$1,324,858	\$1,324,858
UPS Maintenance	\$59,655	\$19,215	\$19,791	\$20,385
Generator Maintenance	\$26,285	\$51,484	\$54,410	\$57,810
Ancillary (Voice Recorders)	\$197,854	\$242,790	\$243,102	\$249,752
<b>Total Equipment Maintenance</b>	<b>\$1,281,467</b>	<b>\$1,429,161</b>	<b>\$2,389,834</b>	<b>\$2,400,477</b>
<b>PSAP Operations</b>				
PSAP Supplies	\$87,500	\$87,500	\$87,500	\$87,500
PSAP Interpreter Services	\$132,158	\$347,800	\$180,000	\$180,000
MIS Reporting System (ECATS)	\$114,408	\$114,408	\$114,408	\$114,408
PSAP Contractual Services	\$242,193	\$202,237	\$245,000	\$245,000
Priority Dispatch/Software Subscription	\$1,011,381	\$1,011,387	\$1,011,393	\$1,035,908
Aerial Photo and Mapping Services	\$215,000	\$369,301	\$307,234	\$316,451
PSAP Room Prep	\$100,000	\$150,000	\$100,000	\$100,000
<b>Total PSAP Services</b>	<b>\$1,902,640</b>	<b>\$2,282,633</b>	<b>\$2,045,535</b>	<b>2,079,267</b>
<b>TRAINING AND EDUCATION</b>				
<b>Telecommunicator Training</b>				
Educational Supplies	\$85,000	\$85,000	\$90,000	\$92,700
Contractual Services	\$230,000	\$224,250	\$236,250	\$243,338
<b>Total Training and Education</b>	<b>\$315,000</b>	<b>\$309,250</b>	<b>\$326,250</b>	<b>\$336,038</b>
<b>OTHER EMERGENCY COMMUNICATIONS SYSTEMS</b>				
<b>Regional Notification System</b>	\$591,412	\$615,768	\$522,810	\$527,069
<b>WebEOC</b>	\$186,645	\$197,525	\$193,597	\$199,405
<b>Total Other Systems</b>	<b>\$778,057</b>	<b>\$813,293</b>	<b>\$716,408</b>	<b>726,474</b>

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT**  
**Proposed FY 2024 Budget**

	FY 2022 Budget Amended 10/13/2021	FY 2023 Budget (proposed for 7/12/2023)	FY 2024 Proposed Budget	FY 2025 Projected Budget
<b>Proposed Expenditures</b>				
<b><i>EQUIPMENT &amp; PROJECTS</i></b>				
BUC/RBUC/DSR	\$952,726	\$1,930,811	\$0	\$0
Burnet County Dispatch Consoles	\$365,184	\$486,912	\$0	\$0
Caldwell County Tower Site	\$803,261	\$1,070,748	\$0	\$0
UPS Replacement Host/PSAP	\$294,000	\$895,000	\$0	\$0
Console Replacements and Integration	\$0	\$11,739,267	\$443,028	\$0
Hays County Secondary Connectivity	\$566,000	\$0	\$0	\$0
Solacom Console Replacements & Spares	\$225,000	\$225,000	\$0	\$0
Llano & Blanco	\$0	\$935,175	\$0	\$0
Kyle PSAP Relocation	\$0	\$177,884	\$0	\$0
Burnet County Recorder	\$0	\$61,049	\$0	\$0
Generator Replacement	\$0	\$300,000	\$0	\$0
Contracted Services	\$0	\$200,000	\$0	\$0
<b>Total Equipment &amp; Projects</b>	<b>\$3,206,171</b>	<b>\$18,021,846</b>	<b>\$443,028</b>	<b>\$0</b>
<b>TOTAL EXPENSES:</b>	<b>\$17,090,021</b>	<b>\$33,105,026</b>	<b>\$15,986,857</b>	<b>\$15,872,186</b>

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT  
Proposed FY 2024 Budget**

	FY 2022 Budget Amended 10/13/2021	FY 2023 Budget (proposed for 7/12/2023)	FY 2024 Proposed Budget	FY 2025 Projected Budget
<b>Projected Change in Fund Balance</b>				
<b>Expenditures Minus Revenue/Overall Fund Balance Change</b>	<b>(\$1,592,232)</b>	<b>(\$8,495,506)</b>	<b>\$1,160,509</b>	<b>\$1,507,227</b>

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

MEETING DATE: July 12, 2023

AGENDA ITEM: #7 Consider Approving 9-1-1 GIS Contracts

## GENERAL DESCRIPTION OF ITEM:

This agenda item is to approve the 9-1-1 GIS contracts with local governments for 10/1/2023 – 9/30/2024. CAPCOG relies on these contracts to obtain monthly updates to the address points and road centerlines used by 9-1-1 call-takers in mapping applications, as well as updates to city limits, emergency service zones (ESZs), and emergency service boundaries (ESBs) when those change. When the region is ready to transition to Next Gen 9-1-1, these data will also be used as the basis for routing 9-1-1 calls to the appropriate Public Safety Answering Point (PSAP).

Funding for each local government’s contract is based on the size of its 9-1-1 GIS database and a funding formula approved by the CAECD Board in 2020, as is explained in the attached memo. FY 2023 funding is \$49,567.90 higher than FY 2022 funding (a 2.54% increase), reflecting growth in the size of the GIS databases. There are also some changes to the contracts documented in the memo.

## THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: Charles Simon, Director of Regional Planning & Services

## BUDGETARY IMPACT:

Total estimated cost: \$2,001,217.75

Source of Funds: 9-1-1 Service Fees

- |   |   |  |
|---|---|--|
| Is item already included in fiscal year budget? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does item represent a new expenditure?          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does item represent a pass-through purchase?    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

If so, for what city/county/etc.? Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson counties, and City of Austin.

PROCUREMENT: Interlocal Agreements

ACTION REQUESTED: Approval of the FY 2024 9-1-1 GIS Contracts

## BACK-UP DOCUMENTS ATTACHED:

1. 9-1-1 GIS Local Government Contract Amendment Memo

## BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. FY 2024 ILA for 9-1-1 GIS Database Management (with changes relative to current contract)
2. FY 2024 ILA Attachment A: Scope of Work (with changes relative to current contract)
3. FY 2024 ILA Attachment B: CAPCOG NG9-1-1 GIS Data Requirements (with changes relative to current contract)





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

**BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON**

**MEMORANDUM**  
**June 21, 2023**

**TO: CAECD Board of Managers**

**FROM: Charles Simon, Director of Regional Planning and Services**

**RE: FY 2024 9-1-1 GIS Contracts**

The Regional Planning and Services (RPS) division is requesting approval of 9-1-1 GIS contracts with City of Austin and Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties (local government contractors) to support ongoing work to maintain and update GIS databases needed to ensure accurate and efficient routing of 9-1-1 calls and text messages and response to those calls. Funding amounts are based on a formula established by the board in February 2020<sup>1</sup> and the number of records in each local government’s databases as of June 2023. The funding for each local government contractor is shown below.

<b>Local Government</b>	<b>FY 2023 Funding Amount</b>	<b>Database Records 6/1/2023</b>	<b>FY 2024 Funding Amount</b>	<b>Change in Funding)</b>	<b>% Change in Funding</b>
<b>Bastrop</b>	\$145,368.85	66,875	\$148,906.25	\$3,537.40	<b>2.43%</b>
<b>Blanco</b>	\$48,773.00	10,556	\$50,141.00	\$1,368.00	<b>2.80%</b>
<b>Burnet</b>	\$123,093.35	45,975	\$124,871.25	\$1,777.90	<b>1.44%</b>
<b>Caldwell</b>	\$100,139.35	26,079	\$101,990.85	\$1,851.50	<b>1.85%</b>
<b>Fayette</b>	\$101,732.10	26,363	\$102,317.45	\$585.35	<b>0.58%</b>
<b>Hays</b>	\$201,219.75	119,866	\$209,845.90	\$8,626.15	<b>4.29%</b>
<b>Lee</b>	\$60,923.50	13,278	\$63,070.50	\$2,147.00	<b>3.52%</b>
<b>Llano</b>	\$95,701.50	20,699	\$95,803.85	\$102.35	<b>0.11%</b>
<b>City of Austin</b>	\$625,384.60	489,165	\$634,539.75	\$9,155.15	<b>1.46%</b>
<b>Williamson</b>	\$449,313.85	345,853	\$469,730.95	\$20,417.10	<b>4.54%</b>
<b>Total</b>	<b>\$1,951,649.85</b>	<b>1,164,709</b>	<b>\$2,001,217.75</b>	<b>\$49,567.90</b>	<b>2.54%</b>

<sup>1</sup> \*\$4.75 per record for 1<sup>st</sup> 20,000 records, \$1.15 per record beyond the first 20,000. Includes address points, road centerlines, city limits, emergency service zones (ESZs), fire emergency service boundaries (ESB), law enforcement ESB, and emergency medical service ESB

This year's contracts will include the usual updates to data submission and other important dates. Several more changes are proposed that affect the structure of the agreement's attachments. A summary of the changes is provided below.

### **Attachment A: Scope of Work**

This attachment to the agreement lists the tasks that need to be performed by the local government contractors to provide the required GIS data. Changes to Attachment A include:

- adding definitions for several terms that are used in the agreement, but are currently undefined,
- clarifying the definition of the time period when local government contractors can submit the monthly data upload to CAPCOG,
- more clearly delineating the required tasks and subtasks into groups of similar activities and listing them in the order in which they occur during the monthly data upload cycle, and
- revising the dates in the Operational Timeline for the period covered by Fiscal Year 2024.

### **Attachment B: CAPCOG Next Generation 9-1-1 GIS Data Requirements Version 2**

This attachment contains the specifications of the databases that the local government contractors need to maintain in order to comply with the requirements for the Next Generation 9-1-1 system (NG9-1-1). The standards for NG9-1-1 compliance are established by the National Emergency Number Association (NENA). The specifications include the types of data that need to be stored, the format of the data, whether or not data is always required, and similar requirements. The agreements that CAPCOG and the local government contractors entered into for FY19 began a transition toward NG9-1-1 compliance. In FY20, an additional table (Emergency Services Boundaries) was added, but changes to other tables recommended by NENA were not implemented. Since NG9-1-1 equipment installation at the local governments will begin during FY24, it is now appropriate to begin fully complying with the NENA-recommended standard.

Changes to Attachment B include:

- adding and renaming data fields as necessary to comply with the NENA NG9-1-1 standard,
- using terminology consistent with terminology used in NENA guidance,
- providing additional guidance to local government contractors regarding how to read and interpret the specifications in Attachment B,
- including specific guidance on the way to construct ID fields (a new requirement in the NENA standard),
- revising the structure of the document to be more easily readable,
- specifically indicate data that is required to be entered into fields, for example, require "TX" in the State field,
- providing a field mapping guide that will assist the local government contractors with converting the data from the previous version to this one, and
- providing a list of reference documents.

In addition to the parts of Attachment B that are aimed at assisting the local government contractors with making the conversion from Version 1 to Version 2, CAPCOG has prepared a script that can be used to perform the initial conversion of data at the beginning of the year, greatly reducing the amount of work the local government contractors would need to do.

It is also important to note that at this time, we are unsure what the exact date will be when the transitions to NG9-1-1 will occur for each local government, and there will still need to be testing that occurs prior to that which may necessitate some additional direction from CAPCOG to local government contractors. However, CAPCOG does expect NG9-1-1 equipment to start to get installed during this fiscal year. The existing “CAPCOG Guidance and Direction” is intended to provide staff with the flexibility to issue such direction and guidance in response to program needs as we move forward with this process.