



Executive Committee Meeting | Agenda

10:00 a.m. Wednesday, January 11, 2023
CAPCOG Lantana Room
6800 Burluson Road
Building 310, Suite 165
Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **First Vice Chair**
Mayor Lew White, City of Lockhart, **Second Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Commissioner Clara Beckett, Bastrop County
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Caves
Mayor Rachel Lumpee, City of Blanco
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Judge Elect Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Council Member 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 Matthew Baker, City of Round Rock
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 December 14, 2022 Meeting**
3. **Consider Electing Executive Committee Officers for 2023**
Betty Voights, Executive Director
4. **Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments**
Silvia Alvarado, Director of Finance
5. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Planning by the Capital Area Council of Governments**
Martin Ritchey, Director of Homeland Security
6. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Training & Exercise by the Capital Area Council of Governments**
Martin Ritchey, Director of Homeland Security
7. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Tier II Reporting Project by the Capital Area Council of Governments**
Martin Ritchey, Director of Homeland Security
8. **Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Community Response Team Project by the Capital Area Council of Governments**

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).

- Martin Ritchey, Director of Homeland Security**
9. **Consider Ratifying the 2023 Capital Area Economic District Board Membership**
Charles Simon, Director of Regional Planning and Services
10. **Consider Replacing CAPCOG Advisory Committee Board Liaisons**
Betty Voights, Executive Director
11. **Consider Approving Appointments to Advisory Committees**
Deborah Brea, Executive Assistant
12. **Staff Reports**
Betty Voights, Executive Director
13. **Adjourn**



Executive Committee | Summary Minutes

10 a.m., Wednesday, Dec. 14, 2022
Hilton Austin Airport
9515 Hotel Drive
Austin, Texas 78719

Present (23)

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **1st Vice Chair**
Mayor Lew White, City of Lockhart, **2nd Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
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 Joe Weber, Fayette County
Council Member Ron Garland, City of Georgetown
Council Member Esme 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 Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier

Absent (5)

Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Representative Celia Israel

Representative Terry Wilson
Representative Erin Zwiener

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

Mayor Rydell called the meeting to order at 10:06 a.m. and led the board in the national and state pledge of allegiances.

2. **Consider Approving Minutes for the November 9, 2022, Meeting**

Mayor Rydell asked for approval of the Nov. 9, 2022, meeting minutes. A motion was made by Judge Cunningham to approve the minutes. Judge Oakley seconded the motion. The motion passed unanimously.

3. **Consider Adopting the 2023 CAPCOG Homeland Security Grant Program Process Guidance** **Martin Ritchey, Director of Homeland Security**

Mr. Ritchey said this item is the last of the items to finalize the State Homeland Security Program grant process and noted the board previously approved several plans referenced in the process. Mr. Ritchey said there were few differences between last year's process guidance and this year's. He summarized the changes as date changes and updates to the priority areas to match the current state and federal investment areas. He also noted the guidance document clarified information regarding management and administration costs.

Ms. Voights asked what type of projects will be getting funding from the State Homeland Security Program grants. Mr. Ritchey explained that about 30 percent of the region's allocation goes to Law Enforcement and Terrorism Prevention Activities (LETPA) and then investment areas must be funded by another 30 percent, which slows down fund getting to the local jurisdictions as the state looks to the federal government for approval guidance. He said cybersecurity and resiliency projects are now being selected via a competitive state-wide process. Mr. Ritchey estimated that this year's regional allocation would be about \$800,000.

Judge Bray asked if changes made during the prioritization process were in the guidance and if areas outside the I-35 corridor would be considered for funding. Mr. Ritchey said every year subject matter experts from around the region review the applications and make recommendations on how projects should be prioritized. He added that the board always has the authority to change that prioritization and noted this year the region will focus on Community Emergency Response Teams and community resilience from throughout the region.

A motion was made by Judge Pape to approve the 2023 CAPCOG Homeland Security Grant Program Process Guidance. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

4. Consider Approving Policy Statement, Scoring Criteria, and Priorities for Criminal Justice Grant Plan Year 2024

Charles Simon, Director of Regional Planning and Services

Mr. Simon said this item sets the rules and provides direction to grant applicants and the Criminal Justice Advisory Committee (CJAC) members for the prioritization process of the five criminal justice grant areas CAPCOG reviews for the Office of the Governor's Public Safety Office. He noted the changes between last year's documents and this year's were drafted by staff and the CJAC, which approved them before they were presented to the board. Mr. Simon said changes included the criminal justice grant priorities being added to policy statement but noted the priorities remained the same as last year. He said if grant applicants don't attend a grant workshop or complete a separate CAPCOG application summary sheet, they will receive a prioritization score of zero. The CJAC will be notified about each of those applications which received the zero score. For the applicants who attended a workshop, 70 points of their prioritization score will be giving based on the application and 30 points will be given based on the applicant's presentation to the CJAC. Mr. Simon noted a CJAC workshop session is being added to this year's process before the presentations so CJAC members can discuss each application before scoring the 70 points.

Council Member Bruno asked about the grant process' timeline and how the applications are submitted. Mr. Ken May, CAPCOG regional programs coordinator, said grants are due to the state Feb. 9, 2023 and are submitted online through Egrants, which has been communicated to would-be applicants.

Mr. Simon said the board has the ability set the final recommended prioritization which can differ from the CJAC's. Ms. Voights said there is more latitude for the board shape the grant prioritization with the criminal justice grants; but CAPCOG wants all eligible projects to get funding.

Mr. Simon said CAPCOG is recommending a diminishing funding formula in all grant categories for local governments that have sought multiple years of funding for the same project. But nonprofits will be allowed to continue to submit for full funding.

Commissioner Howard asked if the scoring process allows the CJAC to score each application twice. Mr. Andrew Hoekzema, CAPCOG deputy executive director, said the scoring process doesn't allow for a second scoring but rather allows for the CJAC evaluate what a funding reduction could do a project. The CJAC can then better evaluate how much funding to recommend for a particular application.

A motion was made by Commissioner Long to approve the policy statement, scoring criteria and the priorities for the criminal justice grant plan year 2024. Mayor White seconded the motion. The motion passed unanimously.

5. Consider Approving Conformance Review Finding for City of Georgetown's New Type V MSW Transfer Station

Charles Simon, Director of Regional Planning and Services

Mr. Simon said a Solid Waste Advisory Committee subcommittee reviewed the transfer station's application permit and recommended that it conformed with the Regional Solid Waste Management Plan. The application was also reviewed by the SWAC which made the same recommendation.

A motion was made by Commissioner Long to find the city of Georgetown's new type V MSW transfer station in conformance of the Regional Solid Waste Master Plan. Judge Oakley seconded the motion. The motion passed unanimously.

6. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Brea said there were two appointments being recommended out of Burnet County. Judge Oakley recommended the appointment of Cpt. Mike Sorenson to fill a vacancy on the Criminal Justice Advisory Committee, and Commissioner Dockery recommended Jessica Halie to replace Jackie Haynes on the GIS Planning Council.

A motion was made by Judge Oakley to approve the appointments. Commissioner Dockery seconded the motion. The motion passed unanimously.

7. Staff Reports

Betty Voights, Executive Director

Ms. Voights said the solid waste fund may have some money to spend before its budget year ends. She said that the plan was for these funds to be spent on further offsetting the cost of collection events or eligible projects that didn't receive full funding during the two-year solid waste grant cycle. However, because of the timing of the remaining collection events, it will be hard to offset their costs by the time the money needs to be spent down. CAPCOG however will work with the local jurisdictions to get their best estimates of cost.

Commissioner Dockery asked about how much money will need to be spent. Mr. Simon said about \$70,000 to \$90,000. CAPCOG staff suggested several other solid waste related projects on which the money could be spent, and Ms. Voights said the board will see a plan for the funds in the future.

Ms. Voights also mentioned she is once again serving on Texas Association of Regional Councils 9-1-1 Committee as the vice-chair, which may be beneficial when discussing the spending period of the American Rescue Plan Act funds that 9-1-1 districts and COGs are receiving to upgrade systems to Next Generation 9-1-1. She noted some agencies may not be able to complete projects in the time allotted by the state but could meet the federal deadline to spend the money. She also said that the Commission on State Emergency Communications (CSEC) may attempt to file a bill that would allow it to change the 9-1-1 service fee to \$1, but this may be changed each biennium based on what CSEC needs to fund the districts, so it may not provide a continuous source of funding for operation.

Ms. Voights presented certificates to Executive Committee member who would no longer be serving after December. They included Judge Pape, Judge Weber and Representative Cyrier, who were present for the meeting. Not present was Commissioner Shea, Representative Zwiener and Representative Israel.

8. Adjourn

Mayor Rydell adjourned the meeting at 11:22.

Commissioner Debbie Ingalsbe, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #3 Consider Electing Executive Committee Officers for 2023

GENERAL DESCRIPTION OF ITEM:

The Executive Committee elects officers at its first meeting of the year in January. The officers serve for the calendar year and work closely with the agency's staff on financial and administrative issues as well as other strategic, internal, or policy issues that might arise. The Nominating Committee, as part of its duties per CAPCOG's bylaws to recommend members of the Executive Committee, also must make recommendations for Officers for the upcoming year.

The Officers begin meeting in February and meet monthly through August regarding the annual audit, agency budget, staffing and benefits, emergency communications budget and reserves, and to conduct the executive director's annual performance evaluation.

The recommendations are:

Chair – Burnet County Judge James Oakley
First Vice Chair – Lockhart Mayor Lew White
Second Vice Chair – Hays County Commissioner Debbie Ingalsbe
Secretary – Round Rock Council Member Matt Baker
Parliamentarian – San Marcos Mayor Jane Hughson
Immediate Past Chair – Taylor Mayor Brandt Rydell

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: Betty Voights, Executive Director

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: _____

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.? _____

ACTION REQUESTED:

Elect officers to serve for the 2023 calendar year.

BACK-UP DOCUMENTS ATTACHED:

1. Nominating Committee Memo with 2023 Recommendations for Officers

BACK-UP DOCUMENTS NOT ATTACHED:

None



BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM
November 21, 2022

TO: General Assembly Members
FROM: Betty Voights, Executive Director
RE: Recommendations for Executive Committee and Officers for 2023 - Update

The General Assembly membership was sent a memo in October with preliminary recommendations for the 2023 Executive Committee slate with a final slate pending the November 8, 2022 election. At that time, there were eight slots to be determined by the election and those are represented in blue below.

The Nominating Committee's updated recommendations for the membership of the 2023 Executive Committee are as follows:

Counties:

Bastrop County	Commissioner Clara Beckett
Blanco County	Judge Brett Bray
Burnet County	Judge James Oakley
Caldwell County	Judge Hoppy Haden
Fayette County	Judge Elect Dan Mueller
Hays County	Commissioner Debbie Ingalsbe
Lee County	Commissioner Steven Knobloch
Llano County	Judge Ron Cunningham
Travis County	Commissioner Ann Howard Judge Andy Brown
Williamson County	Commissioner Russ Boles

Cities:

City of Austin	Council Member Mackenzie Kelly
City of Round Rock	Council Member Matt Baker
City of Georgetown	Council Member Ron Garland
City of Leander	Council Member Esmeralda Mattke Longoria
City of Pflugerville	Mayor Pro Tem Doug Weiss

City of San Marcos	Mayor Jane Hughson
City of Bee Cave	Council Member Kevin Hight
City of Blanco	Mayor Rachel Lumpee
City of Smithville	Council Member Janice Bruno
City of Taylor	Mayor Brandt Rydell
City of Lockhart	Mayor Lew White

At Large:

Burnet County Commissioner Joe Don Dockery
[Williamson County Commissioner Cynthia Long](#)
Bastrop Mayor Connie Schroeder

Recommendations for State Legislators:

These are being discussed and members will be proposed at the December 14th meeting.

Recommendations for Officers:

Chairman	Judge James Oakley
1 st Vice Chair	Mayor Lew White
2 nd Vice Chair	Commissioner Debbie Ingalsbe
Secretary	Council Member Matt Baker
Parliamentarian	Mayor Jane Hughson
Immediate Past Chair	Mayor Brandt Rydell

Thank you to this year's Nominating Committee members Smithville Council Member Janice Bruno, Llano County Judge Ron Cunningham, Burnet County Commissioner Joe Don Dockery, Williamson County Commissioner Cynthia Long, Mayor Christine DeLisle, Hays County Commissioner Lon Shell along with Mayor Brandt Rydell, chair of the Executive Committee.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #4 Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments

GENERAL DESCRIPTION OF ITEM:

This item provides a resolution to be submitted to Frost Bank as part of the process for updating the signature authority with CAPCOG's designated depository bank.

The CAPCOG's Bylaws charge the Executive Committee with the responsibility to designate one or more depositories for the District's funds and specify the individuals authorized to sign and countersign checks and other instruments for withdrawal of the funds.

The current banking arrangement with Frost Bank provides for two Executive Committee positions, the Chairperson and Secretary, and three CAPCOG employees, the Executive Director, Deputy Executive Director, and Director of Finance, to hold signature authority for signing and counter signing disbursements of CAPCOG funds.

As the officers have changed for the CAPCOG Executive Committee, this resolution provides for updating the change in officer positions for CAPCOG at the designated depository, Frost Bank.

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: **Silvia Alvarado, Director of Finance**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: _____

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:

Adopt and sign a resolution specifying the individuals authorized to sign and countersign checks and other instruments for withdrawal of funds from the designated depository, Frost Bank.

BACK-UP DOCUMENTS ATTACHED:

1. Resolution

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

None

RESOLUTION

PROVIDING SIGNATURE AUTHORITY TO INDIVIDUALS FOR THE CAPITAL AREA COUNCIL OF GOVERNMENTS

WHEREAS, the Executive Committee (“Committee”) of the Capital Area Council of Governments (“CAPCOG”) is charged with the responsibility to specify the individuals authorized to sign and countersign checks and other instruments for withdrawal of funds from designated depositories and,

NOW, BE IT RESOLVED BY the Committee as follows:

1. The Committee hereby specifies that the following individuals are authorized to sign and countersign checks and other instruments for withdrawal of funds from designated depositories:
 - a. Chairperson, Executive Committee of CAPCOG
 - b. Secretary, Executive Committee of CAPCOG
 - c. Executive Director of CAPCOG
 - d. Deputy Executive Director of CAPCOG
 - e. Director of Finance of CAPCOG

2. The Committee and the Executive Director are hereby authorized to take all steps necessary to enforce the provisions of this resolution.

Resolution adopted on this 11th day of January 2023.

Chair
Executive Committee
Capital Area Council of Governments

Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #5 Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Planning by the Capital Area Council of Governments

GENERAL DESCRIPTION OF ITEM:

Each year, CAPCOG submits an application for Federal Homeland Security grant funds through the State Homeland Security Program (SHSP) managed by the Office of the Governor, Public Safety Office, Homeland Security Grants Division. This year we are requesting approximately \$393,204 under the FY 2024 SHSP grant to meet regional planning requirements. Prior to the awarding of funds, The Office of the Governor, Homeland Security Grants Division (HSGD) requires that all grant applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by the governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds (if applicable);
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant; and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

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

BUDGETARY IMPACT:

Total estimated cost: \$403,742

Source of Funds: Federal Homeland Security Grant Program

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 a resolution authorizing the submission of a grant application to the Office of the Governor, HSGD for the FY 2024 Homeland Security Grant Program.

BACK-UP DOCUMENTS ATTACHED:

1. HS Planning Grant Resolution

BACK-UP DOCUMENTS NOT ATTACHED:

None

RESOLUTION

**A RESOLUTION AUTHORIZING SUBMITTAL OF THE HOMELAND SECURITY GRANT
PROGRAM APPLICATION FOR REGIONAL PLANNING
BY THE CAPITAL AREA COUNCIL OF GOVERNMENTS**

WHEREAS, the Executive Committee of the Capital Area Council of Governments (CAPCOG) finds it in the best interest of the jurisdictions of the CAPCOG Region that the Regional Planning Grant # 2956909 be operated for the FY 2024 grant year; and

WHEREAS, since the inception of the Homeland Security Grant Program (HSGP) in 2003, CAPCOG has received and used HSGP funding to the benefit of CAPCOG jurisdictions; and

WHEREAS, CAPCOG historically has been awarded HSGP funding to carry out these planning activities; and

WHEREAS, the Executive Committee of CAPCOG agrees that in the event of loss or misuse of the HSGP funds, the Executive Committee assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the Executive Committee of CAPCOG designates the CAPCOG Executive Director as the grantee's authorized official, with the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency,

THEREFORE, BE IT RESOLVED that the Executive Committee of the Capital Area Council of Governments approves submission of the FY 2024 State Homeland Security Grant application for the Regional Planning Grant # 2956909 to the Office of the Governor's Public Safety Office, Homeland Security Grants Division.

SUBMITTED AND PASSED, Resolution adopted by the Capital Area Council of Governments Executive Committee on this 11th day of January, 2023.

Chair
Executive Committee
Capital Area Council of Governments

Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #6 Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2024 Regional Training & Exercise by the Capital Area Council of Governments

GENERAL DESCRIPTION OF ITEM:

This project is intended to enhance capabilities for delivering coordinated responses to significant incidents by supporting training and exercise activities across the CAPCOG region. CAPCOG is requesting \$125,000 in funding from the Office of the Governor, Public Safety Office, Homeland Security Grants Division to cover the costs of the regional training and exercise program. Prior to the awarding of funds, the Office of the Governor, Homeland Security Grants Division (HSGD) requires that all grant applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by the governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds (if applicable);
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant; and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

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

BUDGETARY IMPACT:

Total estimated cost: \$125,000

Source of Funds: Federal Homeland Security Grant Program

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 a resolution authorizing the submission of a grant application to the Office of the Governor, HSGD for FY 2024 Homeland Security Grant Program.

BACK-UP DOCUMENTS ATTACHED:

1. HS FY 2024 Regional Training & Exercises Grant Resolution

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

None

RESOLUTION

A RESOLUTION AUTHORIZING SUBMITTAL OF THE HOMELAND SECURITY GRANT PROGRAM APPLICATION FOR REGIONAL TRAINING AND EXERCISES BY THE CAPITAL AREA COUNCIL OF GOVERNMENTS

WHEREAS, the Executive Committee of the Capital Area Council of Governments (CAPCOG) finds it in the best interest of the jurisdictions of the CAPCOG Region that the Regional CAPCOG Training and Exercises Grant # 2956807 be operated for the FY 2024 grant year; and

WHEREAS, since the inception of the Homeland Security Grant Program (HSGP) in 2003, CAPCOG has received and used HSGP funding to the benefit of CAPCOG jurisdictions; and

WHEREAS, CAPCOG historically has been awarded HSGP funding to carry out projects and activities on behalf of the region; and

WHEREAS, the Executive Committee of CAPCOG agrees that in the event of loss or misuse of the HSGP funds, the Executive Committee assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the Executive Committee of CAPCOG designates the CAPCOG Executive Director as the grantee's authorized official, with the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency,

THEREFORE, BE IT RESOLVED that the Executive Committee of the Capital Area Council of Governments approves submission of the FY 2024 State Homeland Security Grant application for the CAPCOG Training and Exercises Grant # 2956808 to the Office of the Governor's Public Safety Office, Homeland Security Grants Division.

SUBMITTED AND PASSED, Resolution adopted by the Capital Area Council of Governments Executive Committee on this 11th day of January, 2023.

Chair
Executive Committee
Capital Area Council of Governments

Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #7 Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Tier II Reporting Project by the Capital Area Council of Governments

GENERAL DESCRIPTION OF ITEM:

This is a continuation of the program to support Tier II hazardous materials reporting necessary for use by regional hazmat teams, fire departments, local emergency planning committees (LEPCs), emergency management, and other emergency response agencies. The software provides a regional digital solution for emergency management and public safety responders to comply with Tier II reporting requirements along with the ability to analyze the data and to plan accordingly.

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 – ongoing funding request to support project

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director of Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: \$25,000

Source of Funds: Federal Homeland Security Grant Program

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: The software is proprietary and is provided on a subscription basis.

ACTION REQUESTED:

Consider resolution authorizing the submission of a grant application to the Office of the Governor, HSGD for FY 2024 Homeland Security Grant Program.

BACK-UP DOCUMENTS ATTACHED:

1. CAPCOG Tier II Reporting Grant Resolution

BACK-UP DOCUMENTS NOT ATTACHED:

None

RESOLUTION

**A RESOLUTION AUTHORIZING SUBMITTAL OF THE HOMELAND SECURITY GRANT
PROGRAM APPLICATION FOR TIER II REPORTING
BY THE CAPITAL AREA COUNCIL OF GOVERNMENTS**

WHEREAS, the Executive Committee of the Capital Area Council of Governments (CAPCOG) finds it in the best interest of the jurisdictions of the CAPCOG Region that the Regional CAPCOG Tier II Reporting Grant # 3757805 be operated for the FY 2024 grant year; and

WHEREAS, since the inception of the Homeland Security Grant Program (HSGP) in 2003, CAPCOG has received and used HSGP funding to the benefit of CAPCOG jurisdictions; and

WHEREAS, CAPCOG historically has been awarded HSGP funding to carry out projects and activities on behalf of the region; and

WHEREAS, the Executive Committee of CAPCOG agrees that in the event of loss or misuse of the HSGP funds, the Executive Committee assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the Executive Committee of CAPCOG designates the CAPCOG Executive Director as the grantee's authorized official, with the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency,

THEREFORE, BE IT RESOLVED that the Executive Committee of the Capital Area Council of Governments approves submission of the FY 2024 State Homeland Security Grant application for the Regional CAPCOG Tier II Reporting Grant # 3757805 to the Office of the Governor's Public Safety Office, Homeland Security Grants Division.

SUBMITTED AND PASSED, Resolution adopted by the Capital Area Council of Governments Executive Committee on this 11th day of January, 2023.

Chair
Executive Committee
Capital Area Council of Governments

Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #8 Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for CAPCOG FY 2024 Community Response Team Project by the Capital Area Council of Governments

GENERAL DESCRIPTION OF ITEM:

Community Emergency Response Teams (CERT) are the backbone of many jurisdictional response efforts in the CAPCOG Region. Typically, these teams are funded locally, receive donations, or periodically receive grants. One of the larger costs for the teams is the initial kit provided to those who receive the CERT training. This grant will provide the basic kit to qualified CERT teams in the CAPCOG region.

The changes to the SHSP funding require the COG to make set-aside for the “community preparedness” investment area. Our plan is for the HSTF receive, review, and authorize allocations of CERT kits as requests are received. Given the limited number, these kits are not to provide inventory to jurisdictions but given out as needed for new trainees.

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 – ongoing funding request to support project

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director of Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: \$24,000

Source of Funds: Federal Homeland Security Grant Program

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.? as requested

PROCUREMENT:

ACTION REQUESTED:

Consider resolution authorizing the submission of a grant application to the Office of the Governor, HSGD for FY 2024 Homeland Security Grant Program.

BACK-UP DOCUMENTS ATTACHED:

1. CAPCOG Regional Community Response Team Grant Resolution

BACK-UP DOCUMENTS NOT ATTACHED:

None

RESOLUTION

**A RESOLUTION AUTHORIZING SUBMITTAL OF THE HOMELAND SECURITY GRANT
PROGRAM APPLICATION FOR CAPCOG REGIONAL
COMMUNITY EMERGENCY RESPONSE TEAM
BY THE CAPITAL AREA COUNCIL OF GOVERNMENTS**

WHEREAS, the Executive Committee of the Capital Area Council of Governments (CAPCOG) finds it in the best interest of the jurisdictions of the CAPCOG Region that the Regional CAPCOG Community Emergency Response Team Grant (CERT) be operated for the FY 2024 grant year; and

WHEREAS, since the inception of the Homeland Security Grant Program (HSGP) in 2003, CAPCOG has received and used HSGP funding to the benefit of CAPCOG jurisdictions; and

WHEREAS, CAPCOG historically has been awarded HSGP funding to carry out projects and activities on behalf of the region; and

WHEREAS, the Executive Committee of CAPCOG agrees that in the event of loss or misuse of the HSGP funds, the Executive Committee assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the Executive Committee of CAPCOG designates the CAPCOG Executive Director as the grantee's authorized official, with the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency,

THEREFORE, BE IT RESOLVED that the Executive Committee of the Capital Area Council of Governments approves submission of the FY 2024 State Homeland Security Grant application for the Regional CAPCOG CERT to the Office of the Governor's Public Safety Office, Homeland Security Grants Division.

SUBMITTED AND PASSED, Resolution adopted by the Capital Area Council of Governments Executive Committee on this 11th day of January, 2023.

Chair
Executive Committee
Capital Area Council of Governments

Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #9 Consider Ratifying the 2023 Capital Area Economic Development District Board Membership

GENERAL DESCRIPTION OF ITEM:

The bylaws of the Capital Area Economic Development District (CAEDD) state that the Board of Directors shall be composed of 13 - 30 members who must be ratified by the CAPCOG Executive Committee in January of each year. The Economic Development Administration – funding agency of CAPCOG’s economic development efforts – requires the board membership to be reflective of the economic interest of the region. The proposed 2023 CAEDD Board includes 24 members from chambers of commerce, workforce development groups, representatives of higher education, tourism, manufacturing, the private sector, and local elected officials.

The proposed 2023 CAEDD board membership includes the addition of three members: Bret Gardella, Bastrop Economic Development Corporation, Emily Mathes, Greater San Marcos Partnership, and Kevin Harris, City of Cedar Park Council Member. The membership also includes the removal of eight members who were either unable to attend, changed jobs or moved out of the region: Genora Young, Bastrop Economic Development Corporation; Connie Barron, City of Blanco Council Member; Jason Giulietti, Greater San Marcos Partnership; Randy Rives, City of Horseshoe Bay Council Member; Diana Blank-Torres, City of Kyle; Victor H.P. Villarreal; Traci Anderson, Buda Economic Development Corporation; and Lora Weber, Round Rock Chamber of Commerce.

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 and Services**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: _____

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:

Ratify the membership of the Capital Area Economic Development District for 2023.

BACK-UP DOCUMENTS ATTACHED:

1. Roster of Capital Area Economic Development District (CAEDD)

BACK-UP DOCUMENTS NOT ATTACHED:

None



Capital Area Economic Development District (CAEDD) | Roster

CAPCOG Staff Liaison: Charles Simon
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Building 310, Suite 165
Austin, TX 78744

Mayor Jane Hughson, *City of San Marcos*, **Chair**
Mr. Jimmy Flannigan, *Austin Convention Enterprises Inc.*, **Vice Chair**
Mr. Donald Tracy, *Austin Community College*, **Vice Chair**
Mr. Mike Heath, *Transportation*
Ms. Charisse Bodisch, *Austin Chamber of Commerce*
Mr. Ed Latson, *Austin Regional Manufacturers Association*
Ms. Adena Lewis, *Bastrop County*
Mr. Bret Gardella, *Bastrop EDC*
Mr. Bill Hamilton, *Bill Hamilton Associates*
Judge Hoppy Haden, *Caldwell County*
Ms. Emily Mathes, *Greater San Marcos Partnership*
Mr. Fred Terry, *Hart Properties*

Commissioner Debbie Ingalsbe, *Hays County*
Ms. Sandy Cox, *Business Development*
Mayor Christine DeLisle, *City of Leander*
Mr. Mick Normington, *Lee College*
Mr. Maurice Pitts, *Citizen*
Ms. Karen Dickson, *Lower Colorado River Authority*
Mr. Christian Fletcher, *Marble Falls EDC*
Ms. Amy Madison, *City of Pflugerville*
Mr. Michael Smith, *TSTC*
Mr. Paul Fletcher, *Rural Capital Area Workforce Development Board*
Ms. Tamara Atkinson, *Workforce Solutions, Capital Area*
Mr. Kevin Harris, *City of Cedar Park*

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2023

AGENDA ITEM: #10 Consider Replacing CAPCOG Advisory Committee Board Liaisons

GENERAL DESCRIPTION OF ITEM:

While we hope each of our board liaisons will continue, sometimes there are a few changes necessary. This item is included on the agenda in the event any 2022 board liaisons *are no longer able to serve* for the 2023 year; otherwise, their term runs through December 2023.

The Executive Committee members currently serving as a board liaison are:

- Aging Advisory Council (AAC) – Round Rock Council Member Matt Baker
- Criminal Justice Advisory Council (CJAC) – Austin Council Member Mackenzie Kelly
- Geographic Information Systems Planning Council (GISPC) – San Marcos Mayor Jane Hughson
- Homeland Security Task Force (HSTF) – Burnet County Commissioner Joe Don Dockery
- Law Enforcement Education Committee (LEEC) – Llano County Judge Ron Cunningham
- Solid Waste Advisory Committee (SWAC) – Caldwell County Judge Hoppy Haden

The Board Liaisons can provide the perspective of the Executive Committee at Advisory Committee meetings if helpful and likewise, may be able to discuss actions take by those committees once they appear on the Executive Committee agenda.

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: **Betty Voights, Executive Director**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: _____

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:

Replace Advisory Committee board liaisons to complete the January 1, 2022 through December 31, 2023 term.

BACK-UP DOCUMENTS ATTACHED:

None

BACK-UP DOCUMENTS NOT ATTACHED:

None

EXECUTIVE COMMITTEE MEETING

MEETING DATE: January 11, 2022

AGENDA ITEM: #11 Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our Advisory Committees; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

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: **Deborah Brea, Executive Assistant**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

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:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

1. Summary memo with recommended appointments and vacancies

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

1. Executive Committee attendance roster
2. Advisory Committee attendance rosters



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM
December 21, 2022

TO: Executive Committee Members

FROM: Deborah Brea, Executive Assistant

RE: Advisory Committee Recommendations

This memo identifies current recommendations to CAPCOG Advisory Committees and serves as a reminder of vacancies that still need to be filled. Please see the Attendance Rosters for the Requirements & Responsibilities. For questions, please contact the Advisory Committee staff liaison.

Blanco County

- The Aging Advisory Council (AAC) has a representative vacancy.

Burnet County

- The Aging Advisory Council (AAC) has a representative vacancy.

City of Austin

- The Aging Advisory Council (AAC) has two representative vacancies.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.
- The Geographic Information Systems Planning Council (GISPC) has two representative vacancies.

Law Enforcement Education Committee (LEEC)

- One citizen and one law enforcement representative vacancy.

Williamson County

- The Aging Advisory Council (AAC) has a representative vacancy.