



Executive Committee Meeting | Agenda

10:00 a.m., Wednesday, August 10, 2022
CAPCOG Lantana Room
6800 Burleson Road, Bld. 310, Ste. 155
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**
Secretary
Commissioner Debbie Ingalsbe, Hays County,
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 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
Commissioner Ann Howard, Travis County
Commissioner Bridgid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving Minutes for the July 13, 2022 Meeting**
3. **Consider Accepting the Quarterly Investment Report**
Silvia Alvarado, Director of Finance
4. **Review of the CAPCOG Investment Policy**
Silvia Alvarado, Director of Finance
5. **Consider Recommending Nominating Committee to the General Assembly**
Betty Voights, Executive Director
6. **Consider Approving FY 2022 CAPCOG Annual Budget and Recommendation to the General Assembly**
Anwar Sophy, Deputy Executive Director
7. **Consider Adopting a Resolution Declaring September 2022, as CAPCOG Preparedness Month**
Martin Ritchey, Director of Homeland Security
8. **Consider Approving Appointments to Advisory Committees**
Deborah Brea, Executive Assistant
9. **Report on Performance Evaluation of Executive Director**
Deborah Brea, Executive Assistant

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).

10. Water Planning Presentation

Joe Karr Teddar
Betty Voight, Executive Director

11. Staff Reports

Betty Voights, Executive Director

12. Adjourn



Executive Committee | Summary Minutes

10 a.m., Wednesday, July 13, 2022
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (20)

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
Judge Brett Bray, Blanco 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 Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County

Absent (8)

Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Commissioner Brigid Shea, Travis County
Representative Celia Israel
Representative Terry Wilson

Representative Erin Zwiener
Representative John Cyrier

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

Mayor Rydell called the meeting to order at 10:09 a.m. With no opening remarks, he led the pledge of allegiances to the U.S. and Texas flags.

2. **Consider Approving Minutes for the June 8, 2022, Meeting**

Mayor Rydell asked for a motion to approve the June 8, 2022, minutes. A motion was made by Mayor White for approval, and Commissioner Boles seconded the motion. The motion passed. Judge Pape abstained.

3. **Consider Approval of Entering into an Agreement with Juvare to Enhance and Develop WebEOC Boards and Communications Capabilities**

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained CAPCOG previously received a grant of about \$83,000 for a project to develop WebEOC upgrades with Juvare. He noted that project was nearly complete; however, the Office of the Governor has made about \$113,000 in swept funds available to CAPCOG to further upgrade WebEOC. Ritchey said CAPCOG could use those funds to expand the development contract allowing WebEOC to better capture and report data from the field as well as integrate a more robust communications services that would work across computers and mobile devices throughout the region.

A motion was made by Judge Oakley to approve entering an agreement with Juvare to enhance and develop WebEOC boards and communication capabilities. Mayor Pro Tem Weiss seconded the motion. The motion passed unanimously.

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

Deborah Brea, Executive Assistant

Ms. Brea said there were two recommended appointments to the Aging Advisory Council: Simone Corprew from Hays County made by Commissioner Ingalsbe, and Barbara Epstein from Austin made by Council Member Kelly. Ms. Brea said Mayor Hughson also recommended appointing Anna Essington from San Marcos to the GIS Planning Council.

A motion was made by Mayor Hughson to approve the appointments. Commissioner Ingalsbe seconded the motion. The motion passed unanimously.

5. Staff Reports

Betty Voights, Executive Director

Ms. Voights said it is the time of year when the counties in the region need to be up to date on their crime reporting. If the counties don't meet the state's reporting standards, then organizations headquartered in their counties will not qualify for criminal justice grant funding. She said Bastrop, Hays and Lee counties are currently below the reporting standard. Mr. Hoekzema further explained juvenal and adult cases need to have a 90 percent reporting completeness for entities to qualify for funding; by CAPCOG's count about \$2.3 million could be unallocated to the region if the reporting isn't completed. He noted a few other counties are just above the 90 percent and encouraged everyone to reach out to their clerks to ensure the reporting gets completed. Judge Pape and Commissioner Ingalsbe said their counties should meet the 90 percent by the deadline.

Mayor Rydell said the board is coming up on Ms. Voights evaluation in August and while the officers conduct the evaluation, they want to solicit input from the rest of the board. He asked Ms. Brea to distribute the evaluation form and for the board members who would like to provide input to submit them to Ms. Brea. Ms. Voights said they would need to be turned in at a least a week and half before the August meeting, so they can be viewed by the officers and action can be taken during the August meeting. Judge Pape and Ms. Voights said the forms will not be anonymous.

6. Adjourn

Mayor Rydell adjourned the meeting at 10:21 a.m.

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

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #3 Accepting the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the quarter ending June 30, 2022. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short term investments.

During the quarter the market interest rate earned was approximately 0.646%.

Total interest earnings for the quarter were \$48,993.22

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: 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:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

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



Capital Area Council of Governments

Quarterly Investment Report Summary April 1, 2022 - June 30, 2022

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	<u>Book Value</u> <u>Beginning</u>	<u>Book Value</u> <u>Ending</u>	<u>Market Value</u> <u>Beginning</u>	<u>Market Value</u> <u>Ending</u>	<u>Interest</u> <u>Earnings</u>
General Fund - Operating Fund	1,220,689.84	1,030,334.81	1,220,689.84	1,030,334.81	1,618.31
Solid Waste - TCEQ Grant Advances	230,140.36	230,509.23	230,140.36	230,509.23	368.87
Air Quality - Local Funds for Monitoring	57,782.42	57,874.94	57,782.42	57,874.94	92.52
CAECD 911 Funds	28,177,213.26	29,966,100.12	28,177,213.26	29,966,100.12	46,913.52
Total All Investments	<u>29,685,825.88</u>	<u>31,284,819.10</u>	<u>29,685,825.88</u>	<u>31,284,819.10</u>	<u>48,993.22</u>

Average Daily Balance 30,337,625.93

Average Yield 0.646%

At June 30, 2022:

TexPool Average Weighted Average Maturity	23 Days
TexPool Average Daily Net Yield	1.3425%
6 Month US Treasury Bill Rate	2.4900%

TexPool's S&P Global Pool Rating is AAAM. The AAAM is the highest principal stability fund rating assigned by S&P Global.

A fund rated AAAM demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

Silvia Alvarado
Director of Finance
Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS
General Fund
 Quarterly Investment Report
 April 1, 2022 - June 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			1,220,689.84
April			1,220,689.84
Monthly interest	302.80	(31,670.47)	1,189,322.17
May			1,189,322.17
Monthly interest	554.16	(26,162.71)	1,163,713.62
June			1,163,713.62
Monthly interest	761.35	(134,140.16)	1,030,334.81
Activity for the Quarter	1,618.31	(191,973.34)	
Ending Balance			1,030,334.81

Average Daily Balance	April	1,211,208.89
	May	1,062,689.64
	June	965,405.67
Average Daily Balance for the Quarter		1,079,768.07
Average Annual Interest Rate		0.600%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Solid Waste

Quarterly Investment Report

April 1, 2022 - June 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			230,140.36
April			230,140.36
Monthly interest	57.54	0.00	230,197.90
May			230,197.90
Monthly interest	121.77	0.00	230,319.67
June			230,319.67
Monthly interest	189.56	0.00	230,509.23
			230,509.23
Activity for the Quarter	368.87	0.00	
Ending Balance			230,509.23

Average Daily Balance	April	230,144.20
	May	230,201.83
	June	230,325.99
Average Daily Balance for the Quarter		230,224.01
Average Annual Interest Rate		0.641%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Air Quality

Quarterly Investment Report

April 1, 2022 - June 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			57,782.42
April		0.00	57,782.42
Monthly interest	14.45		57,796.87
May		0.00	57,796.87
Monthly interest	30.53		57,827.40
June		0.00	57,827.40
Monthly interest	47.54		57,874.94
Activity for the Quarter	92.52	0.00	
Ending Balance			57,874.94

Average Daily Balance	April	57,783.38
	May	57,797.85
	June	
Average Daily Balance for the	Quarter	38,527.08
Average Annual Interest Rate		0.961%

CAPITAL AREA COUNCIL OF GOVERNMENTS
CAECD 911 Fund
 Quarterly Investment Report
 April 1, 2022 - June 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			28,177,213.26
April		(218,329.53)	27,958,883.73
Monthly interest	7,029.14		27,965,912.87
May		1,676,162.71	29,642,075.58
Monthly interest	15,422.03		29,657,497.61
June		284,140.16	29,941,637.77
Monthly interest	24,462.35		29,966,100.12
Activity for the Quarter	46,913.52	1,741,973.34	
Ending Balance			29,966,100.12

Average Daily Balance	April	28,112,183.01
	May	29,130,157.64
	June	29,724,979.69
Average Daily Balance for the Quarter		28,989,106.78
Average Annual Interest Rate		0.647%

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #4 Review of the CAPCOG Investment Policy

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act (PFIA) requires the CAPCOG's Executive Committee to review the investment policy annually. It is the policy of CAPCOG to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of CAPCOG and conforming to all state and federal statutes governing the investment of public funds. There were no significant changes made to the PFIA during the 2021 legislative session, and since the investment policy adopted August 12, 2020, is in compliance with its provisions, no revisions are proposed at this time.

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:

Acknowledge review the CAPCOG Investment Policy.

BACK-UP DOCUMENTS ATTACHED:

1. CAPCOG Investment Policy approved at the August 12, 2020, board meeting.

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

CAPITAL AREA COUNCIL OF GOVERNMENTS Investment Policy

1. Policy

It is the policy of the Capital Area Council of Governments (CAPCOG) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of CAPCOG and conforming to all state and federal statutes governing the investment of public funds.

2. Scope

This investment policy applies to all financial assets of CAPCOG. These funds are accounted for in CAPCOG's Annual Financial Report and include General Funds, Special Revenue Funds and any new fund created by the Executive Committee, unless specifically exempted.

3. Prudence

Investments shall be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4. Training and Education

In accordance with the Public Funds Investment Act (Chapter 2256, Texas Government Code), the designated Investment Officer, or those personnel authorized to execute investment transactions, must attend periodic investment training. CAPCOG shall provide for periodic training in investments for investment personnel in order to ensure the quality and capability of CAPCOG investment officers in making investment decisions.

State law requires that training relating to investment responsibilities must be provided by an independent source. Approved sources are:

- The Texas Municipal League
- Texas State University
- The University of North Texas Center for Public Management
- The Government Finance Officers Association of Texas.

Personnel authorized to execute or approve investment transactions must receive at least 10 hours of investment training within each two-year period. Newly appointed investment officers must attain at least 10 hours of instruction relating to the officer's responsibility under the Act within 12 months after assuming investment duties.

5. Objectives

The primary objectives, in priority order, of CAPCOG's investment activities shall be:

- **Safety:** Safety of principal is the foremost objective of the investment program. Investments of CAPCOG shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- **Liquidity:** CAPCOG's investment portfolio will remain sufficiently liquid to enable CAPCOG to meet all operating requirements which might be reasonably anticipated.
- **Return on Investments:** CAPCOG's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with CAPCOG's investment risk constraints and the cash flow characteristics of the portfolio.

6. Delegation of Authority

Authority to manage CAPCOG's investment program is derived from the Public Funds Investment Act of 1987, as amended. Finance Director is authorized to act as Investment Officer, working under the direction of the Executive Director. Management responsibility for the investment program is hereby delegated to the Finance Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

7. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Executive Director any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of CAPCOG, particularly with regard to the time of purchases and sales.

An investment officer shall file a disclosure statement with the Texas Ethics Commission and the Executive Committee if:

- The officer has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest.

- The officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the investment officer's entity shall file a statement disclosing that relationship.

8. Authorized Financial Dealers and Institutions

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Texas. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, and completed broker/dealer questionnaire.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Finance Director.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which CAPCOG invests.

Investments shall only be made with those business organizations that have provided a written instruments executive by a qualified representative acknowledging that the business organization has:

- a. Received and reviewed CAPCOG's investment Policy; and
- b. Implemented reasonable procedures and controls in an effort to preclude investment transaction conducted between CAPCOG and the organization that are not authorized by this Investment Policy.

9. Authorized & Suitable Investments

CAPCOG is authorized to invest in the following types of securities, within the restrictions of the Public Funds Investment Act. CAPCOG is not required to liquidate investments that were authorized investments at the time of purchase:

- U.S. Government Obligations
- State of Texas Direct Obligations
- Certificates of Deposit
- Collateralized Mortgage Obligations (CMOs)
- Commercial Paper
- Repurchase Agreements
- Investment Pools

Only those investments listed in this section are authorized.

10. Collateralization

CAPCOG requires that all uninsured collected balances plus accrued interest, if any, in depository accounts be secure in accordance with the requirements of Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2257 Collateral for Public Funds. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest.

Collateral will always be held by an independent third party with whom CAPCOG has a current custodial agreement. A clearly marked evidence of ownership report must be available to CAPCOG and retained. The right of collateral substitution is granted, if approved by CAPCOG.

11. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by CAPCOG shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts

12. Diversification

CAPCOG will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of CAPCOG's total investment portfolio will be invested in a single security type or with a single financial institution.

13. Maximum Maturities

To the extent possible, CAPCOG will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, CAPCOG will not directly invest operating funds in securities maturing more than two years from the date of purchase.

Reserve funds may be invested in securities exceeding three years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

14. Internal Control

The Finance Director is charged with the responsibility of including a market report on investment activity and returns for independent review by an external auditor. This review must include a compliance audit of management controls on investment and adherence to the investment policy.

15. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

Investment performance is continually monitored and evaluated by the Finance Director. The Finance Director shall monitor, on no less than a monthly basis, the credit rating on investments in the portfolio requiring a rating based upon information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall immediately sell the security, if possible, regardless of a loss of principal.

Market Yield (Benchmark): The basis used to determine whether market yields are being achieved shall be the six-month U.S. Treasury Bill.

The Finance Director shall determine the market value of each investment at least quarterly and at a time as close as practicable to the closing of the reporting period for investments. Such values shall be included on the quarterly investment reports. The following methods shall be used:

1. Certificates of deposits shall be valued at their face value plus any accrued but unpaid interest.
2. Shares in money market mutual funds and investment pools shall be valued at par plus any accrued but unpaid interest.
3. Other investment securities may be valued in any of the following ways:
 - a. the lower of two bids obtained from securities broker/dealers for such security;
 - b. the average of the bid and asked prices for such investment security as published in the Wall Street Journal; or
 - c. the bid price published by any nationally recognized security pricing service.

16. Reporting

The Finance Director will prepare and deliver a report on investment activity and returns to CAPCOG's Executive Committee on a quarterly basis. Reports will include performance, market sector breakdown number of trades, weighted average maturity, and interest earnings. Reports will comply with the provisions of the Public Funds Investment Act, as amended.

Quarterly reports shall be reviewed by an independent auditor during the audit of CAPCOG's Annual Financial Report.

17. Investment Policy Adoption and Review

CAPCOG's investment policy shall be adopted by CAPCOG's Executive Committee. The Executive Committee shall review the policy annually and any modifications made thereto must be approved by the Executive Committee.

Glossary

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

(BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

BUSINESS ORGANIZATION: Investment pool or an investment management firm under contract to manage the entity's portfolio with discretionary authority.

CERTIFICATE OF DEPOSIT (CD):

A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT:

There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES:

Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans. In addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market; as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate that underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instrument (bills, commercial paper, bankers acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS:

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-I: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio.

Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage, (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #5 Consider Recommending Nominating Committee to General Assembly

GENERAL DESCRIPTION OF ITEM:

Each year at its September meeting, CAPCOG's General Assembly in accordance with the Bylaws elects a Nominating Committee to develop recommendations for CAPCOG's Executive Committee membership in the upcoming calendar year. The Bylaws require the Nominating Committee be composed of current General Assembly members including at least two who do not serve on the Executive Committee as well as at least two currently serving. The chair of the Executive Committee chairs the Nominating Committee.

The Nominating Committee meets 1-2 times to review the nominations received by eligible city and county officials and develops its recommendations which must be sent by the executive director to the full General Assembly membership no later than October 31st. According to the Bylaws, the recommendations should be based on a balance of rural and urban communities as well as cities and counties and, should be geographically representative of the region. The Nominating Committee should also make recommendations for up to four state legislators, also geographically distributed, whose nominations have been received; however, typically these are done at a later date but prior to the December General Assembly meeting. Also, with several local slots not finalized until the November 8th elections, the Nominating Committee may need to meet in mid-November to generate an amended list of recommendations.

The Nominating Committee's work also involves recommending the Officers for the Executive Committee and determining the recipient of the Jack Griesenbeck Leadership in Regionalism award.

The Nominating Committee members elected in September 2021 were Burnet County Commissioner Joe Don Dockery, Llano County Ron Cunningham, Williamson County Commissioner Cynthia Long, Bastrop Mayor Pro Tem Lyle Nelson, Cedar Park Mayor Christine DeLisle, Giddings Mayor John Dowell, and Hays County Commissioner Lon Shell.

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: N/A

ACTION REQUESTED:

Recommend seven members to be considered by the General Assembly for the 2022-23 Nominating Committee.

BACK-UP DOCUMENTS ATTACHED:

1. Schedule for Nominating Committee
2. Excerpt from Bylaws section on Nominating Committee membership & duties
3. General Assembly membership roster

BACK-UP DOCUMENTS NOT ATTACHED: None

Executive Committee Nominations and Review Timeline – 2022

Solicit membership for 2022 Executive Committee	September 1, 2022
Nominating Committee elected at General Assembly	September 14, 2022
Nominations due from eligible elected officials seeking slot on Executive Committee	September 23, 2022
First Nominating Committee Meeting – held in conjunction with/prior to Executive Committee meeting	October 12, 2022
<ul style="list-style-type: none">--Review nominations & develop draft slate--Discuss officers--Identify candidates for Regionalism award	
Second Nominating Committee Meeting ** (Can be held by conference call)	October 26, 2022
<ul style="list-style-type: none">-Finalize recommendations for slate including officers-Finalize recommendations for Regionalism award	
Recommended slate for Executive Committee with officers sent to General Assembly members	October 28, 2022
Last day for challenge for slot on Executive Committee	November 30, 2022
Dues must be paid by local government for candidates to be eligible for election to Executive Committee	December 1, 2022

**A Nominating Committee meeting will likely be necessary after November 8th elections

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.

Section 4.5 – General Responsibilities

The General Assembly has the following general responsibilities:

- (1) to establish the overall policies and specific objectives of the Council;
- (2) to adopt an annual budget for the Council;
- (3) to create, appoint members to, fill vacancies in, and specify the duties of permanent committees of the General Assembly, not otherwise described in these bylaws, to assist in carrying out its responsibilities;
- (4) to review, on its own motion or at the request of the Executive Committee or any permanent committee of the General Assembly, any action of the Executive Committee or permanent committee.



GENERAL ASSEMBLY MEMBER REPRESENTATIVES

BASTROP COUNTY **REPRESENTATIVES**

Bastrop County Judge Paul Pape
 Bastrop County Commissioner Mel Hamner
 City of Bastrop Mayor Connie Schroeder
 City of Elgin Mayor Ron Ramirez
 City of Elgin Council Member Forest L. Dennis
 City of Smithville Council Member Janice Bruno

BLANCO COUNTY **REPRESENTATIVES**

Blanco County Judge Brett Bray
 City of Blanco Mayor Rachel Lumpsee
 City of Johnson City Council Member Stephanie Fisher
 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 Joyce Laudenschlager
 City of Cottonwood Shores Mr. J.C. Hughes
 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 Mayor Richard Westerman
 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 Council Member Carol Jene "CJ" Watts
 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 Pro Tem Keith Sharp
 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 Lee Urbanovksy

HAYS COUNTY (Continued) **REPRESENTATIVES**

City of Buda Deputy City Manager Micah Grau
 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 Mayor Ralph McClendon
 City of San Marcos Mayor Jane Hughson
 City of San Marcos Council Member Mark Gleason
 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 Horseshoe Bay Council Member Randy Rives
 City of Llano Mayor Gail Lang
 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 Mayor Thomas Kilgore
 City of Lakeway Mayor Pro Tem Louis Mastrangelo
 City of Manor Mayor Dr. Christopher Harvey
 City of Manor Mayor Pro Tem Emily Hill
 City of Mustang Ridge Mr. Alfred Vallejo II
 City of Pflugerville Mayor Pro Tem Doug Weiss
 City of Pflugerville Council Member Ceasar Ruiz
 City of Pflugerville Council Member Jim McDonald
 City of Rollingwood Mayor Mike Dyson
 City of Sunset Valley 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 Judge Bill Gravell
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 Mayor Pro Tem Kevin Pitts
City of Georgetown Council Member Ron Garland
City of Granger Alderwoman Monica Stojanik
City of Hutto Ms. Patti Martinez
City of Hutto Council Member Mandi Villarreal Salvo
City of Jarrell City Manager Vanessa Shrauner
City of Leander Mayor Christine DeLisle
City of Leander Council Member Emse Mattke Longoria
City of Leander Council Member Na’Cole 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 Vacant

ASSOCIATE MEMBERS REPRESENTATIVES

Austin ISD Trustee LaTisha Anderson
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 Trustee Darla Wegner
Dripping Springs ISD Trustee 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
Movability Inc. Mr. Anton Cox
Northtown MUD Director Lee Hill
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

EXECUTIVE COMMITTEE OFFICERS:

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

EXECUTIVE COMMITTEE MEMBERS:

Council Member Matthew Baker	Council Member Mackenzie Kelly
Commissioner Russ Boles	Commissioner Steven Knobloch
Judge Brett Bray	Representative Celia Israel
Council Member Janice Bruno	Commissioner Cynthia Long
Representative John Cyrier	Council Member Esmeralda Mattke Longoria
Judge Ron Cunningham	Commissioner Brigid Shea
Commissioner Joe Don Dockery	Mayor Connie Schroeder
Council Member Ron Garland	Judge Joe Weber
Judge Hoppy Haden	Mayor Pro Tem Doug Weiss
Council Member Kevin Hight	Representative Terry Wilson
Council Member Ann Howard	Representative Erin Zwiener

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #6 Consider Approving FY 2022 CAPCOG Annual Budget and Recommendation to the General Assembly

GENERAL DESCRIPTION OF ITEM:

The FY 2023 CAPCOG Annual Budget has been prepared in accordance with the CAPCOG Bylaws and applicable state and federal regulations. The Officers, in their capacity as the Budget and Audit Committee, held budget work sessions on March 9th, April 13th, May 11th, June 8th, and July 13th to guide staff in the preparation of the budget.

Upon approval by the Executive Committee, the budget will be presented to the General Assembly for final adoption on September 14, 2022. The salary schedule must be provided to the State Auditor 45 days prior to the start of the fiscal year, and therefore must be submitted no later than August 17, 2022.

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: **Anwar Sophy, Deputy Executive Director**

BUDGETARY IMPACT:

Total estimated cost:	<u>\$36,102,417 in revenues</u>	
	<u>\$36,206,453 in expenditures</u>	
Source of Funds:	Federal	<u>\$6,942,672</u>
	State	<u>\$2,161,036</u>
	Service Fees	<u>\$15,596,136</u>
	Local and Non-Grant	<u>\$1,593,596</u>
	Identified Prior Year Funds	<u>\$6,724,072</u>
	Third Party Match (est.)	<u>\$3,183,251</u>

- 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 the FY 2023 CAPCOG Annual Budget and recommend approval to the General Assembly.

BACK-UP DOCUMENTS ATTACHED:

1. Memo
2. Budget Summary of Sources and Uses
3. Detail on Local Funds, Fringe Costs, and Indirect Costs
4. CAPCOG Salary Schedule

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

1. PowerPoint Presentation



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

DATE: July 21, 2022
TO: Executive Committee
FROM: Anwar Sophy, Deputy Executive Director
RE: Proposed FY 2023 CAPCOG Budget

Enclosed are the budget summary documents for the CAPCOG FY 2022 budget, including:

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.

OVERVIEW

The largest portion of CAPCOG's budget is related to the 9-1-1 emergency communications district, representing 43.36% of expenditures in the proposed FY 2023 budget. The majority of the remaining funding comes from multiple grants and contracts with state and federal agencies and anticipated annual membership dues of \$301,670.

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 13, 2022, for a total in district expenditures of \$18,254,801. The district budget is administered as an integral part (a "blended component" according to the auditors) of the annual CAPCOG budget and is included in the total organization-wide budget to provide a complete picture for planning purposes. The expenditures already approved in the CAECD budget support the Emergency Communications Division, plus the Regional Notification Services (RNS) and WebEOC activities in the Homeland Security Division, and a major portion of GIS Services.

The FY 2023 proposed budget also includes estimated carryover funding for the Aging Services programs. We continue to receive notifications of additional 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 \$6,724,072 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 2023 budget, as proposed, totals \$36,102,417 in anticipated revenues and \$36,206,453 in planned expenditures. The balance will be covered by unassigned fund balance in the CAECD funds as discussed in July.

STAFFING AND SALARIES

The budget includes a 3% across-the-board increase in salaries, as recommended by the Budget and Audit Committee. The Officers, in their capacity as the Budget and Audit Committee, also approved the Executive Director's request to continue setting aside funds for a merit pool in FY 2023. A merit bonus is a one-time lump sum award, not a salary adjustment, and the amount authorized is amounts varying from 1% to 3% as determined by the executive director 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 to comply with the statutory requirements; therefore, the recommended pay plan is set out with equivalent classifications and pay ranges.

This budget provides for 68 employee positions (67.75 FTEs).

FRINGE BENEFITS

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 and is on a January 1 renewal, so we typically do not have renewal information until late September. Our past year's utilization of benefits has been high, but we know that costs to the TML Health insurance pool is affected by costs due to COVID-19. We have included a 18% increase in CAPCOG's medical premiums in the next year's budget in anticipation of our re-rate.

Dental, life, vision, and LTD insurance are with Mutual of Omaha, and we are not expecting an increase in the dental premiums next year.

For all of the above coverages, we are working with our health insurance advisor to ensure obtaining quality coverage with a cost-effective plan compared to the market value.

CAPCOG's contributions to employee Health Reimbursement Agreement accounts (HRAs) will remain at \$2,000 per employee for the year.

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.

FRINGE BENEFITS AND INDIRECT COST RATE

During the year, fringe benefits are charged to programs in direct proportion to actual salaries. This budget calculates that proportion to be at 53.99% of salaries in FY 2023.

CAPCOG must use an indirect cost rate to distribute shared operating costs across 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 governing grant administration. Salaries and wages are consistent, therefore easier to anticipate from month to month and is the common method by other councils of governments. We negotiate the rate with our largest federal funding agency – the Economic Development Administration – and use the approved negotiated rate until a new one is in place. We are waiting for approval of the new rate at this time, so this budget is calculated at an Indirect Cost Rate of 13.35% of salaries and wages. We expect the new rate to increase to 20-23% similar to recent years.

ITEMS OF NOTE ON PROGRAM BUDGETS

- **Aging Services** – We do not have the final allocation amount for second-largest section of the CAPCOG budget: Aging Services. Older Americans Act funding distributions are not determined until after the start of our fiscal year, therefore we always go forward with the CAPCOG budget using our best estimates. We have used the current working budget for this year as the estimate for Aging services in FY 2023.
- **Air Quality** – In FY22, the TCEQ biennial grant increased from \$281,250 to \$1,009,018 beginning in so we are budgeting the second year at \$5000,000. The Clean Air Coalition of local governments will likely continue to support the planning work needed with \$310,000; the TCEQ grant strictly allows only technical work so this is used predominantly for monitoring equipment and related costs.
- **EDA CARES funding** – CAPCOG had been awarded CARES Act funding through EDA to assist local governments in applying for projects, as a 2-year grant at nearly \$400,000 total. This grant will end in December 2022 and the estimated remaining funds to be spent in FY 2023 is \$20,000.
- **Municipal Solid Waste** – FY 2023 includes the second year of the \$331,608 biennial grant from TCEQ for the local projects getting underway.
- **TXDOT Contract** – CAPCOG has been notified by the TXDOT district office on its intent to continue funding planning work and collaboration through the Capital Area Regional Transportation Organization (CARTPO), at \$300,000 for FY 2023 -FY 2024 (\$150,000 per year).

If you have any questions or would like further detail on the budget, please email or call Anwar Sophy at asophy@capcog.org or 512-916-6009. If necessary, I am also available to meet prior to the August 10, 2022, Executive committee meeting.

PROPOSED FY 2022 CAPCOG BUDGET

SOURCES OF FUNDS

LOCAL & NON-GRANT

Membership Dues	301,670
Contractual Income/Local Contributions	904,523
Program Income (Aging Services)	127,303
Program Income (RLEA Tuition)	202,500
Contractual/Planning Income	35,000
Interest/Misc. Income	22,600

Subtotal **1,593,596**

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

9-1-1 Service Fees **15,497,790**

STATE

Texas Health and Human Services Commission	650,768
Office of the Governor - Criminal Justice Division	444,660
Office of the Governor - Homeland Security Grants Division	-
Texas Commission on Environmental Quality	831,608
Texas Department of Transportation	150,000
Texas Department of Agriculture	-

Subtotal **2,077,036**

FEDERAL - (Through State/Other Agency)

Texas Health and Human Services Commission	5,801,401
Office of the Governor - Homeland Security Grants Division	1,100,271
Texas Department of Agriculture	10,000
Federal Highway Administration - TXDOT (through CAMPO)	25,000

Subtotal **6,936,672**

FEDERAL - (Direct)

Economic Development Administration	90,000
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Subtotal **90,000**

FY 2023 Funds	29,378,345
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Prior Year Funds	6,724,072
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TOTAL FUNDS AVAILABLE	36,102,417
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PROPOSED FY 2022 CAPCOG BUDGET

USES OF FUNDS

AGING SERVICES

Area Agency on Aging - Program Operations	13,040,836
Aging & Disability Resource Center (ADRC)	346,608
St. David's Foundation - CAPABLE and Aging Services	477,781
Aging Program Third Party Match	3,183,251
Sub-total	17,048,476

REGIONAL PLANNING & SERVICES

EDA Planning	140,000
EDA CARES Act Recovery Funds	21,333
Third Party Grant Administration	27,000
Criminal Justice Planning	130,301
TDA Community Development	10,000
Other Planning Projects	35,000
Transportation Planning and Collaboration	150,000
Housing Navigator	6,100
Regional Solid Waste Planning	331,608
Solid Waste Local Projects	112,000
Regional Transit Coordination Committee	25,000
GIS Services	456,400
Air Quality Programs	810,000
Other Planning Projects	25,702
Sub-total	2,280,445

REGIONAL LAW ENFORCEMENT ACADEMY

Regional Academy	564,859
Sub-total	564,858

HOMELAND SECURITY

Homeland Security Planning, Training and Management	1,100,271
WebEOC Administration	197,525
Regional Notification Systems Administration	615,768
Sub-total	1,913,565

EMERGENCY COMMUNICATIONS

9-1-1 District Operations	18,254,801
Expected additional revenue	(3,880,463)
Sub-total	14,374,339

OTHER: Local Expenses

Less interdepartmental transfer for GIS	(36,400)
Sub-total	24,770

TOTAL EXPENDITURES

36,206,453

**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.	352,708	-	-	-	-	-	-	-	352,708	334,789	17,919	-	352,708	Info., Referral & Assistance, ADRC Support, Nutrition, Transportation, Care Coordination, Benefits Counseling, Caregiver Coordination, Ombudsman, Sr. Center Operations	
Area Agency on Aging	6,099,461	-	90,000	6,724,072	127,303	-	3,183,251	477,781	16,701,868	13,341,598	177,019	3,183,251	16,701,868		
Economic Development Administration District Planning	70,000	-	70,000	-	-	-	-	-	140,000	134,328	5,672	-	140,000		Regional Economic Planning, CEDS Economic impact of COVID-19, project planning and resources
EDA CARES Disaster Recovery	20,000	-	-	-	-	-	-	-	20,000	19,091	909	-	20,000		
Office of the Gov. - Criminal Justice Criminal Justice Planning	130,301	-	-	-	-	-	-	-	130,301	124,239	6,062	-	130,301	Criminal Justice Plans and Grants Tech Assistance Regional Law Enforcement Academy	
Regional Law Enf. Academy	314,359	-	48,000	-	202,500	-	-	-	564,859	539,210	25,649	-	564,859		
Tx Department of Agriculture CEDAF Regional Law Enf. - Skimmers Detection	10,000 -	- -	- -	- -	- -	- -	- -	- -	10,000 -	9,473 -	527 -	- -	10,000 -	Community technical assistance Training to law enforcement on fuel pump skimmers	
Texas Comm. on Environmental Quality Reg. Plan for Municipal Solid Waste Air Quality Monitoring	331,608 500,000	- -	- -	- -	- -	- -	- -	- 310,000	331,608 810,000	210,826 785,849	8,782 24,151	112,000 -	331,608 810,000	Solid Waste Planning, Grants Management Air Quality Planning, Monitoring, Analysis	
Office of the Gov. - Homeland Security Regional Planning for Homeland Sec. Interlocal for Grant Administration Regional Interoperability (SERI) Training & Exercises Other Grants (Regional Projects)	393,204 84,000 - 125,000 498,067	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	393,204 84,000 - 125,000 498,067	373,774 82,382 - 125,000 498,067	19,430 1,618 - - -	- - - - -	393,204 84,000 - 125,000 498,067	Homeland Security, All-Hazards Planning, Grants Support of Grants Awards process, tech assistance State competitive interop support, pass through to local project Annual regional exercise, other specialized training Expand regional visibility of website, support info sharing	
CAECD (9-1-1 District) 9-1-1 Program and Network Services Other Emergency Comm. Systems	- -	14,264,497 813,293	- -	- -	20,100 -	- -	- -	89,742 -	14,374,338 813,293	14,047,581 803,933	326,757 9,360	- -	14,374,338 813,293	Regional 9-1-1 Services, Training, Database Maintenance of RNS and WebEOC in Homeland Security	

GIS Data Management	420,000	-	-	-	-	-	420,000	393,858	26,142	-	420,000	Regional Data management for 9-1-1 specifically	
Other Non-Grant 3rd Party Grant Administration		-			27,000		27,000	26,446	554	-	27,000	Assistance to communities with federal awards	
TXDOT Planning Contract	150,000	-					150,000	141,031	8,969	-	150,000	Contract for services	
TXDOT - CAMPO Contracts	25,000	-					25,000	23,940	1,060	-	25,000	Contract for services	
Regional Services Projects	-	35,000			-		35,000	33,867	1,133	-	35,000	Planning and projects outside of current grants	
Community Planning Projects	-				35,000		35,000	33,522	1,478	-	35,000	Planning and projects outside of current grants	
Unrestricted Local		58,670		2,500	-		61,170	20,000	41,170	-	61,170	Meeting Expenses / Contingency	
TOTALS	9,103,708	15,497,790	301,670	6,724,072	352,403	-	3,183,251	939,523	36,102,416	32,102,801	704,364	3,295,251	36,102,416
InterDepartmental Services **													
GIS Services (to programs)					36,400		36,400	36,400	-	-	36,400	GIS mapping for CAPCOG programs	
Finance					572,107		572,107	541,691	30,416	-	572,107	Accounting services for the agency	
Human Resources and Payroll					355,779		355,779	332,532	23,247	-	355,779	Human resources support and payroll processing	
Information Tech Services					588,758		588,758	564,022	24,736	-	588,758	Computer and Info Technology support, infrastructure	
Totals, InterDepartmental					1,553,045		1,553,045	1,474,645	78,399	0	1,553,045		

* 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, 2022 - September 30, 2023

Unrestricted Local Funding:	FY 2022 Budgeted	FY 2022 Projection	FY 2023 Proposed
Membership Dues	290,000	301,670	301,670
Contractual/Planning Income	50,000	50,000	35,000
Interest Income	2,500	2,500	2,500
CAECD Interest Income	20,100	20,100	20,100
Misc. Income/Rebates	15,000	11,503	11,503
		-	
Total Revenue	377,600	385,773	370,773
Local Match Allocations/Expenditures:	FY 2022 Budgeted	FY 2022 Projection	FY 2023 Proposed
Program/Grant			
Match - Area Agency on Aging	90,000	90,000	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	32,000	32,000	28,670
Building Maintenance Contingency	15,000	15,000	30,000
Community & Economic Development	50,000	50,000	35,000
GIS Mapping and Analytics Projects	-	-	
CAECD Interest Income	20,100	20,100	20,100
Total Expenditures	360,100	360,100	356,770
		-	
Balance	17,500	25,673	14,003



CAPITAL AREA COUNCIL OF GOVERNMENTS

FRINGE BENEFITS

October 1, 2022 - September 30, 2023

RELEASE TIME

Vacation	193,661	
Sick		
Leave	132,042	
Holidays	211,267	
Total Release Time	536,970	13.23%

BENEFITS

FICA	351,522	
Employee Insurance	884,300	
Retirement	312,464	
Unemployment Insurance	18,380	
Workman's Compensation	15,865	
Wellness Program	5,500	
Potential Leave Payout	20,000	
Merit Pool	45,785	
Total Benefits	1,653,816	39.00%

TOTAL RELEASE TIME AND BENEFITS 2,190,786 52.23%

Total Salaries	4,595,058
Less: Release Time	536,970
	4,058,088

BASIS FOR BENEFIT ALLOCATION:

1,983,664 / 3,857,779 53.99%



CAPITAL AREA COUNCIL OF GOVERNMENTS

INDIRECT COST BUDGET

October 1, 2022 - September 30, 2023

EXPENDITURES	FY 2022 Budget	FY 2023 Estimate	FY 2023 Budget
Salaries	336,114	336,114	296,825
Temporary Services	3,000	3,000	-
Release Time & Benefits	172,829	172,829	160,243
		0	
TOTAL PERSONNEL COSTS	511,943	511,943	457,069
		0	
Accounting	29,923	29,923	25,864
Communications	4,864	4,864	4,458
Insurance	12,000	12,000	11,710
Legal	2,500	2,500	2,631
Postage	7,000	7,000	4,434
Printing	2,000	2,000	1,055
Photocopy Expense	10,000	10,000	8,316
Contractual Services	35,000	35,000	2,859
Professional Services	2,000	2,000	0
Advertising	500	500	256
Prof. Development	2,000	2,000	400
Subscriptions, Dues	37,685	37,685	36,871
Travel	11,000	11,000	12,336
Office Space	105,144	105,144	106,525
Equipment Maintenance	0	0	4,716
Equipment	4,000	4,000	0
Consumable Supplies	12,532	12,532	14,476
Personnel/Payroll Services	20,901	20,901	17,559
IT, Security, and Communications Support Services	45,352	45,352	67,858
		-	
TOTAL EXPENDITURES	856,343	856,343	779,392
		0	
Basis for Allocation	2,897,775	2,897,775	3,014,619

INDIRECT RATE: 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 2023 Salary Plan

Division	Class	CAPCOG Job Title	Count of Employees	Minimum	Midpoint	Maximum
ADMINISTRATION	EXEMPT	EXECUTIVE DIRECTOR	1.00	-	-	-
	B30	DEPUTY EXECUTIVE DIRECTOR	1.00	101,630	136,756	171,881
	B19	HR COORDINATOR	1.00	42,244	55,602	68,960
	B19	MEMBER SERVICES COORD	1.00	42,244	55,602	68,960
	B17	EXECUTIVE ASSISTANT	1.00	36,976	47,688	58,399
	A11	RECEPTIONIST/ADMIN II	1.00	26,332	33,844	41,355
ADMINISTRATION Total			6.00			
FINANCE	B26	DIRECTOR OF FINANCE	1.00	69,415	93,406	117,397
	B25	ASST FINANCE DIRECTOR	1.00	63,104	83,298	103,491
	B21	SENIOR ACCOUNTANT	1.00	48,278	63,616	78,953
	B19	ACCOUNTANT IV	1.00	42,244	55,602	68,960
	B17	ACCOUNTANT III	1.00	36,976	47,688	58,399
FINANCE Total			5.00			
INFORMATION SERVICES	B27	DIRECTOR OF ITS NETWORK	1.00	76,356	102,747	129,137
	B22	ADMINISTRATOR	1.00	51,614	68,047	84,479
	B17	SYSTEM SUPPORT SPECIALIST	1.00	36,976	47,688	58,399
INFORMATION SERVICES Total			3.00			
RLEA	B26	DIRECTOR RLEA	1.00	69,415	93,406	117,397
	B21	CHIEF ACADEMY INSTRUCTOR	1.00	48,278	63,616	78,953
	A15	ACADEMY OFFICE COORD	1.00	32,976	42,511	52,045
RLEA Total			3.00			
HOMELAND SECURITY	B18	CRISIS INFOR SYS COOR	1.00	39,521	51,985	64,449
	B18	HOMELAND SECURITY PLNR	1.00	39,521	51,985	64,449
	B18	HS ADMIN COORD	1.00	39,521	51,985	64,449
	B27	DIRECTOR OF HOMELAND SECU	1.00	76,356	102,747	129,137
HOMELAND SECURITY Total			4.00			
EMERGENCY COMMUNICATIONS	B30	DIR OF EMRG COMM	1.00	101,630	136,756	171,881
	B26	ASSISTANT DIRECTOR	1.00	69,415	93,406	117,397
	B24	EC FINANCE / ADMIN MGR	1.00	59,004	77,862	96,720
	B23	911 TELE PRJ MNGR	1.00	55,184	72,789	90,393
	B22	911 TELE COORD A	1.00	51,614	68,047	84,479
	B22	9-1-1 TELECOMMUNICATOR B	1.00	51,614	68,047	84,479
	B21	SENIOR TRAIN / PUB E SPEC	1.00	48,278	63,616	78,953
	B19	ACCOUNTING ANALYST	1.00	42,244	55,602	68,960
EMERGENCY COMMUNICATIONS Total			8.00			

REG. PLANNING & SVCS	B27	DIR RGL PLNG & SRV	1.00	76,356	102,747	129,137
	B23	PED MANAGER	1.00	55,184	72,789	90,393
	B22	GIS OPS COORD	1.00	51,614	68,047	84,479
	B22	GIS PROGRAM MANAGER	1.00	51,614	68,047	84,479
	B22	REGIONAL PRG MNGR	1.00	51,614	68,047	84,479
	B21	AIR QUALITY PRGM MNGR	1.00	48,278	63,616	78,953
	B20	GIS SPECIALIST II	1.00	45,158	59,473	73,788
	B18	GRANT COORD	1.00	39,521	51,985	64,449
	A11	ADMIN ASSISTANT II	1.00	26,332	33,844	41,355
REG. PLANNING & SVCS Total			9.00			
AGING SERVICES	B28	DIRECTOR OF AGING SVCS	1.00	83,991	113,022	142,052
	B23	ASST. DIR. OF AGING SVCS	1.00	55,184	72,789	90,393
	B20	PROJECT COORD	1.00	45,158	59,473	73,788
	B20	ADRC PROG MNGR	1.00	45,158	59,473	73,788
	B19	MANAGING LEAD OMBUDSMAN	1.00	42,244	55,602	68,960
	B19	PRGM MANAGER CARE	1.00	42,244	55,602	68,960
	B19	PRGM MGR NUT/DATA/BC	1.00	42,244	55,602	68,960
	B17	ADRC COORDINATOR	1.00	36,976	47,688	58,399
	B17	ASC ADRC NTWK COORD	1.00	36,976	47,688	58,399
	B17	HEALTH & WELLNESS PROG. COORD.	1.00	36,976	47,688	58,399
	B17	HEALTH-WELLNESS COORD	1.00	36,976	47,688	58,399
	B17	LEAD BENEFITS COUNSELOR	1.00	36,976	47,688	58,399
	B15	BENEFITS COUNSELOR	1.00	32,976	42,511	52,045
	B15	BENEFITS COUNSELOR	1.00	32,976	42,511	52,045
	B15	CARE COORD/INTAKE SPEC	1.00	32,976	42,511	52,045
	B15	CARE COORDINATOR	1.00	32,976	42,511	52,045
	B15	CARE COORDINATOR	1.00	32,976	42,511	52,045
	B15	CARE COORDINATOR	1.00	32,976	42,511	52,045
	B15	CARE COORDINATOR	1.00	32,976	42,511	52,045
	B15	CARE COORDINATOR	1.00	32,976	42,511	52,045
	B15	OMBUDSMAN	1.00	32,976	42,511	52,045
	B15	OMBUDSMAN	1.00	32,976	42,511	52,045
	B15	OMBUDSMAN	1.00	32,976	42,511	52,045
	B15	OMBUDSMAN PT	1.00	32,976	42,511	52,045
	B13	INTAKE SPECIALIST	1.00	29,439	37,914	46,388
	B13	INTAKE SPECIALIST	1.00	29,439	37,914	46,388
	A15	PROGRAM MONITOR	1.00	32,976	42,511	52,045
	A13	ADMIN/RECEPTIONIST	1.00	29,439	37,914	46,388
	A12	ADRC IR&A NAVIGATOR	1.00	27,840	35,819	43,798
	A12	IR&A SPECIALIST	1.00	27,840	35,819	43,798
A11	DATA ENTRY CLERK	1.00	26,332	33,844	41,355	
AGING SERVICES Total			30.00			

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #7 Consider Adopting a Resolution Declaring September 2022, as CAPCOG Preparedness Month

GENERAL DESCRIPTION OF ITEM:

In 2004, the Federal Emergency Management Agency (FEMA) began sponsoring September as *National Preparedness Month* to encourage Americans to take some simple steps to prepare for incidents, emergencies, and disasters facing their homes, neighborhoods, businesses, schools, and communities. Historically, Texas has more declared disasters than any other state in the nation that are a major threat to the lives and safety of the residents, businesses, property, the natural resources, and environment of the CAPCOG region. We have experienced numerous incidents, emergencies, and disasters that have caused major disruptions, damages, and loss of life across our region. A *whole community* approach to preparedness can help to mitigate the impacts of such incidents. CAPCOG Homeland Security has prepared a regional campaign using traditional and social media outlets in addition to *WarnCentralTexas.org* to encourage residents enroll in the alert system and to take steps to prepare their homes, families, and businesses to prepare for all hazards. Materials for the public will be posted online and distributed through CAPCOG stakeholders.

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

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:

Adopt Resolution Declaring September 2022, as CAPCOG Preparedness Month

BACK-UP DOCUMENTS ATTACHED:

1. Resolution for September 2022, as CAPCOG Preparedness Month

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



A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER AS CAPCOG PREPAREDNESS MONTH

WHEREAS, the ten-county Capital Area Council of Governments (CAPCOG) is a political subdivision of the state of Texas serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson counties; and,

WHEREAS, the State of Texas historically leads the nation in the number of federally-declared disasters, be they natural hazards, technological, or human-caused; and,

WHEREAS, National Preparedness Month is an opportunity for CAPCOG to inform and educate the residents, businesses, schools, and communities in the CAPCOG region to be more prepared by developing the capabilities needed to prevent, protect against, respond to, recover from, and mitigate against all threats and hazards and,

WHEREAS, preparedness is the responsibility of every resident of the CAPCOG ten-county region; and

WHEREAS, preparedness is a national priority with the goal of shared safety and resilience; and

WHEREAS, personal, business, animal, and private-sector preparedness may serve to mitigate the impacts of various incidents, emergencies, and disasters in the CAPCOG region; and

WHEREAS, the CAPCOG Executive Committee encourages all residents to participate in preparedness activities and are asked to review preparedness information at *Ready.gov*, and to sign up to receive emergency alerts via *WarnCentralTexas.org* to become more knowledgeable and prepared;

THEREFORE, BE IT RESOLVED, that on behalf of the members of CAPCOG, the Executive Committee of the Capital Area Council of Governments declares the month of September 2022, as CAPCOG Preparedness Month in encourage all residents, businesses, schools, and communities to develop emergency preparedness and resiliency plans and to register at *WarnCentralTexas.org* to receive emergency alerts.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 10th day of August, 2022.

Mayor Brandt Rydell, Chair
Executive Committee
Capital Area Council of Governments

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

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #8 Report on Performance Evaluation of Executive Director

GENERAL DESCRIPTION OF ITEM:

The Officers of the Executive Committee are charged with evaluating the annual performance of the executive director and making recommendations about performance requirements or compensation deemed appropriate. This year the process was initiated in mid-July with distribution of the executive director performance evaluation form to the members of Executive Committee. The completed forms were returned to Deborah Brea, Executive Assistant, who provided them to the officers for their review. Completing their annual cycle of monthly meetings prior to the Executive Committee meeting, the officers will discuss the input received and meet with the executive director prior to the August 10th Executive Committee meeting; the chair or vice chair this year will make the final report during the meeting.

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:

**Judge James Oakley, First Vice Chair
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:

Accept report and/or recommendations by Judge James Oakley, Executive Committee Vice Chair.

BACK-UP DOCUMENTS ATTACHED: None

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

EXECUTIVE COMMITTEE MEETING

MEETING DATE: August 10, 2022

AGENDA ITEM: #9 Presentation – Local Governments’ Role in the State’s Water Planning Process

GENERAL DESCRIPTION OF ITEM:

During the Staff Reports item on the June Executive Committee, some of the board members commented about regional growth issues that are likely shared by several local governments and whether it was worthwhile to discuss some of those and the topic of water was mentioned. Based on the water exploratory committee CAPCOG staff worked with in 2017, the participation of local governments is an important part of the state water planning process which will begin for next 5-year plan in 2023.

Jo Karr Tedder, Executive Director of the Central Texas Water Coalition, has been invited to provide a primer on water planning.

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: N/A

ACTION REQUESTED:

None – presentation only.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: July 25, 2022

AGENDA ITEM: #10 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

July 25, 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.
- The Criminal Justice Advisory Committee (CJAC) 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.

Lee County

- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy.

Travis County

- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

Williamson County

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

Law Enforcement Education Committee (LEEC)

- One citizen representative vacancy
- One law enforcement representative vacancy