



Capital Area Council of Governments General Assembly | Agenda

11:30 a.m. Wednesday, September 13, 2022
Austin Southpark Hotel
4140 Governor's Row
Austin, Texas 78744

- 11:30 a.m. Registration
- 12:00 p.m. Call to Order and Opening Remarks – Judge James Oakley, Chair
- Approve Minutes of the December 14, 2022 Meeting – Judge James Oakley, Chair
- Presentation of Action Items – Betty Voights, Executive Director
- Election of Nominating Committee for 2023-2024 Term
 - Adoption of Fiscal Year 2023-2024 Budget
- 12:30 p.m. State and Regional Broadband – What's New!
Greg Conte, Director
Texas Broadband Development Office
- Other Business
- 1:00 p.m. Adjourn



CAPCOG General Assembly | Minutes

11:30 a.m. Wednesday, December 14, 2022
Hilton Austin Airport
9515 Hotel Drive
Austin, Texas 78719

1. Call to Order and Opening Remarks

Taylor Mayor Brandt Rydell, Chair

Mayor Rydell called the meeting to order at 12:02 p.m. and welcomed the General Assembly representatives and CAPCOG’s advisory and policy committee members.

2. Approve Minutes of the September 14, 2022 Meeting

Mayor Brandt Rydell, Chair

Mayor Rydell asked for approval of the Sept. 14, 2022 meeting minutes. San Marcos Mayor Jane Hughson made a motion to approve the minutes. Llano County Judge Ron Cunningham seconded the motion. It passed unanimously.

3. Presentation of Nominating Committee Recommendations for the Executive Committee for 2023 Term

Betty Voights, Executive Director

Ms. Voights explained the General Assembly is the governing body that elects the Executive Committee after it had appointed the Nominating Committee at the September meeting. The Committee evaluates the self-nominations to the board and recommends a slate:

For 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 and Judge Andy Brown
- Williamson County Commissioner Russ Boles

For Cities:

- Austin Council Member Mackenzie Kelly
- Round Rock Council Member Matt Baker
- Georgetown Council Member Ron Garland
- Leander Council Member Esmeralda Mattke Longoria
- Pflugerville Mayor Pro Tem Doug Weiss
- San Marcos Mayor Jane Hughson
- Bee Cave Council Member Kevin Hight
- Blanco Mayor Rachel Lumpee
- Smithville Council Member Janice Bruno
- Taylor Mayor Brandt Rydell
- Lockhart Mayor Lew White

For the At Large positions:

- Burnet County Commissioner Joe Don Dockery
- Williamson County Commissioner Cynthia Long
- Bastrop Mayor Connie Schroeder

For Legislators:

- State Senator Pete Flores
- State Rep. Stan Gerdes
- State Rep. Terry Wilson

4. Elect 2023 Executive Committee

Mayor Brandt Rydell, Chair

Mayor Rydell called for vote on electing the Executive Committee. Leander Mayor Christine DeLisle made a motion to elect the Executive Committee as presented. Bastrop County Judge Paul Pape seconded the motion. It passed unanimously.

5. Presentation/Update on Regional Transportation Projects

Tucker Ferguson, Austin District Engineer, TxDOT

Mr. Ferguson said a lot is happening in the Austin TxDOT District; it's about to see a generational project with the reconstruction of I-35 through downtown Austin. He said the district has almost \$3 billion in projects under construction for a total of about 131 projects underway. Mr. Ferguson noted about 38 million miles are traveled through the Austin TxDOT District every day, and most of those miles are traveled by personal vehicles. He said that the district has four of the top 100 most congested areas within the state; one of the most congested areas is in downtown Austin, which is now number three in the state but was formerly the most congested spot in Texas two years ago.

Mr. Ferguson discussed the Mobility 35 Program, which includes several projects to expand and improve traffic on I-35 from Round Rock to south of Austin; since 2011, about 31 projects have been slated along the I-35 corridor in the program area and 16 of them have been completed with eight currently under construction. He also discussed plans for constructing managed lanes that will allow **for heavier occupied** vehicles to travel faster through the area and work to improve access roads and as well as to keep traffic moving. Mr. Ferguson said that TxDOT has projects that will allow traffic to divert from downtown onto 183, 290, 45, and 130 in order to avoid the reconstruction on I-35 through downtown and described some aspects of the project.

6. Presentation of Awards

Jack Griesenbeck Leadership in Regionalism Award

Mayor Brandt Rydell, Chair

Mayor Rydell said the recipient of the Jack Griesenbeck Leadership in Regionalism Award is chosen based on their dedication to CAPCOG's mission of regionalism. This year CAPCOG is recognizing Charles "Chuck" Brotherton who has been active in the region since 2005 when CAPCOG put together its first regional interoperability communications plan. Mr. Brotherton helped form the Texas Radio Coalition in 2007, was the first chair of CAPCOG's Homeland Security Task Force Long Term Interoperability Committee, and helped establish the Greater Austin/Travis Regional Radio System. He also has served on CAPCOG's Strategic Directions Committee and the CAECD Strategic Advisory Committee and has worked with CAPCOG for more than 20 years.

Mr. Borthor accepted the award and said thank you.

Phill Parmer Volunteer Service Award and Recognition of CAPCOG Committees

Betty Voights, Executive Director

Ms. Voights said CAPCOG has a lot of advisory and policy committees, and it is very thankful to the people who serve on those while she recognized the attending committee members. She noted that the Phill Parmer Volunteer Service Award is staff-driven and named after a longtime Aging Advisory Committee member who served until he was 96. Ms. Voights announced that this year's award was going to Dawn Moore from Fayette County and Julie Sommerfeld from Bastrop County. The pair started serving on CAPCOG committees in 2003, including the-then 9-1-1 Advisory Committee, and have continued to serve on 9-1-1-

related committees until today. Both also have served on the GIS Planning Council. Ms. Voights said she hopes they continue their great service for many more years.

Mr. Moore was present to receive the award.

Clean Air Coalition 20th Anniversary

Round Rock Council Member Matt Baker, Chair

Council Member Baker thanked the previous chairs of the Clean Air Coalition for achieving a lot in through partnership with the state and doing public education. He noted that CAPCOG has grown its Air Quality Program from one Air Quality Monitor to eight with two more planned for the upcoming year. Council Member Baker said that the Austin-Round Rock-Georgetown MSA is the largest MSA to have never exceeded the national standards, and the Clean Air Coalition has grown from 12 founding members to more than 40.

He said that, as part of the 20th anniversary, it is an honor to recognize the Air Central Texas Awards recipients. The awards were started to 2016 to celebrate the contributions organizations and individuals make to improve regional air quality. Anton Cox, CAPCOG Air Quality Program Manager, presented the awards:

- Air Central Texas Outstanding Organization Award – The city of Bastrop, CARTS and the Lone Star Clean Fuels Alliance.
- Air Central Texas Media Award – David Yeomans
- Air Central Texas Environmental Education Award – Dr. Amy Concilio
- Air Central Texas Research Award – Dr. Paul Walter
- Air Aware Student Leadership Award – Ethan Tobias

Mr. Andrew Hoekzema, CAPCOG Deputy Executive Director, announced former CAPCOG employee Christiane Heggelund as the 2022 recipient of the Bill Gill Central Texas Air Quality Leadership Award. He said that during Heggelund's short CAPCOG tenure, she was very impactful in performing technical work, planning and outreach for air quality, and helping CAPCOG receive two EPA grants to start researching particulate matter air quality. Mr. Hoekzema noted the awards' recipients were selected by Clean Air Coalition members and the Bill Gill Award is named after CAPCOG's first Air Quality Program Manager who spent 44 years working in air quality.

7. Adjourn

Mayor Rydell adjourned the meeting at 1:06 p.m.

Mayor Pro Tem Matthew Baker, Secretary
Executive Committee
Capital Area Council of Governments

Date



6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

**MEMORANDUM
August 25, 2023**

To: General Assembly Members
From: Betty Voights, Executive Director
RE: Updated Recommendations for 2023 Executive Committee

Each year at the September General Assembly meeting, the members elect a Nominating Committee whose duty is to review nominations and make recommendations for the members of the Executive Committee for the following calendar year. In December, the General Assembly will meet again, this time to consider the Nominating Committee's recommendations and elect the new Executive Committee for 2024. All city and county officials who represent their local government on the General Assembly are eligible to self-nominate if interested in serving; those nominations are due by September 29th and are made directly by the interested candidate since it requires an investment of his or her time.

The Nominating Committee meets in October and makes recommendations based on these self-nominations. In accordance with CAPCOG's Bylaws, the Committee must consider membership based on rural and urban, small and large, and city/county representation along with geographic and population representation. The Committee also makes recommendations for the Executive Committee officers, who are elected in January, and selects a recipient of the Jack Griesenbeck Leadership in Regionalism Award for recognition at the December 13th meeting.

The Nominating Committee, which typically meets 1-3 times during October, has the responsibility of completing its recommendations by October 30th according to CAPCOG's Bylaws.

I am required by the Bylaws to send General Assembly members the committee's recommendations by the end of October and work closely with the Nominating Committee during the process. Traditionally, I ask the Executive Committee in its August meeting to make recommendations for Nominating Committee members; this year they have recommended Smithville City Council Member Janice Bruno, Burnet County Commissioner Joe Don Dockery, Llano County Judge Ron Cunningham, Williamson County Commissioner Cynthia Long, Leander Mayor Christine DeLisle, and Hays County Commissioner Lon Shell. The Executive Committee Chair, currently Burnet County Judge James Oakley, is automatically the committee chair per the Bylaws.

This year's schedule will be:

Election of Nominating Committee

September 13, 2023

Nominations due from eligible elected officials	September 29, 2023*
First Nominating Committee meeting	October 11, 2023
Second Nominating Committee meeting	October 26, 2023

*City and county elected officials must be designated by their governing body to a General Assembly slot to be eligible for election in December; we **only** send solicitations out to those currently in General Assembly slots. This does not preclude other elected officials from asking to be considered; however, they will need to work with their Council or Commissioners Court to be voted into a slot on the General Assembly by December 1st.

Executive Committee Nominations and Review Timeline – 2023

Request for Nominations send to elected official representatives on General Assembly	September 1, 2023
Nominating Committee elected at General Assembly	September 13, 2023
Nominations due from eligible elected officials seeking slot on Executive Committee	September 29, 2023
First Nominating Committee Meeting – held in conjunction with/prior to Executive Committee meeting	October 11, 2023
--Review nominations & develop draft slate --Discuss officers --Identify candidates for Regionalism award	
Second Nominating Committee Meeting (Can be held by conference call)	October 26, 2023
-Finalize recommendations for slate including officers -Finalize recommendations for Regionalism award	
Third Nominating Committee Meeting	Called if needed
Recommended slate for Executive Committee with officers sent to General Assembly members	October 30, 2023
Last day for challenge for slot on Executive Committee	November 30, 2023
Cities and counties must pay membership dues for candidates from that local government to be considered at the December General Assembly meeting December 13, 2023	December 1, 2023

From Article IV – THE GENERAL ASSEMBLY
Section 4.4 – Nominating Committee

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

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

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

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

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

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

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

October of each year.

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
 Bastrop County Commissioner Clara Beckett
 City of Bastrop Mayor Connie Schroeder
 City of Bastrop Ms. Sylvia Carrillo
 City of Elgin Mayor Theresa Y. McShan
 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 Mike Arnold
 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 Dave Rhodes
 City of Meadowlakes Mayor Mark Bentley

CALDWELL COUNTY REPRESENTATIVES

Caldwell County Judge Hoppy Haden
 Caldwell County Commissioner BJ Westmoreland
 City of Lockhart Council Member Jeffry Michelson
 City of Lockhart Mayor Lew White
 City of Luling Mayor Carol Jene "CJ" Watts
 City of Martindale Mayor Katherine Glaze

FAYETTE COUNTY REPRESENTATIVES

Fayette County Judge Joe Weber
 Fayette County Judge Elect Dan Mueller
 City of Carmine Mayor Wade Eilers
 City of Fayetteville Mr. Carl Marino
 City of Flatonia Ms. Sarah Novo
 City of La Grange Ms. Janet Moerbe
 Town of Round Top Alderman Owen Massey
 City of Schulenburg Mr. Roger Moellenberndt

HAYS COUNTY REPRESENTATIVES

Hays County Commissioner Lon A. Shell
 Hays County Commissioner Debbie Gonzales Ingalsbe

HAYS COUNTY (Continued) REPRESENTATIVES

Hays County Judge Ruben Becerra
 City of Buda Mayor Lee Urbanovsky
 City of Buda City Manager Micah Grau
 City of Dripping Springs Council Member Taline Manassian
 City of Hays Mr. 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 Teresa Shell
 City of Woodcreek Ms. Gloria Whitehead

LEE COUNTY REPRESENTATIVES

Lee County Commissioner Steven Knobloch
 City of Giddings Mayor Joel Lopez
 City of Lexington Mayor Allen Retzlaff

LLANO COUNTY REPRESENTATIVES

Llano County Commissioner Jerry Don Moss
 Llano County Judge Ron Cunningham
 City of Horseshoe Bay Mr. Randy Rives
 City of Llano Ms. 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 Council Member Louis Mastrangelo
 City of Manor Mayor Dr. Christopher Harvey
 City of Manor Mayor Pro Tem Emily Hill
 City of Mustang Ridge Mayor David Bunn
 City of Pflugerville Mayor Pro Tem Doug Weiss
 City of Pflugerville Mayor Victor Gonzales
 City of Pflugerville Council Member Jim McDonald
 City of Rollingwood Mr. Mike Dyson
 City of Sunset Valley Ms. Rose Cardona
 City of West Lake Hills Mayor Linda Anthony
 Village of the Hills Mayor Greg Wharton
 Village of Point Venture Vacant

TRAVIS COUNTY (Continued).....REPRESENTATIVES

Village of San Leanna.....Mayor Molly Quirk
Village of VolenteMr. Ken Beck

WILLIAMSON COUNTY REPRESENTATIVES

Williamson County Commissioner Russ Boles
Williamson County Commissioner Cynthia Long
Williamson CountyJudge 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 GeorgetownCity Manager David Morgan
City of Georgetown Mayor Pro Tem Kevin Pitts
City of Georgetown Council Member Ron Garland
City of GrangerMayor Monica Stojanik
City of Hutto Council Member Amberley Kolar
City of Hutto Council Member Randal Clark
City of Jarrell.....City Manager Vanessa Shrauner
City of Leander..... Mayor Christine De L’isle
City of Leander..... Mayor Pro Tem Esme Mattke Longoria
City of Leander.....Council Member Na’Cole Thompson
City of Liberty Hill Council Member Amanda Young
City of Round Rock Council Member Frank Ortega
City of Round Rock Vacant
City of Round Rock Mayor Pro Tem 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 Timothy Loftus PHD, General Manager
Bluebonnet Electric Cooperative, Inc. Mr. Johnny Sanders
Buda Economic Development
Corporation Ms. Traci Anderson
Capital Area Metropolitan
Planning OrganizationExecutive Director Ashby Johnson
Central Health..... Ms. Cynthia Valadez
Del Valle ISD.....Trustee Darla Wegner
Dripping Springs ISDTrustee Ron Jones
Eanes ISD Vacant
Fayette County Central
Appraisal District Chief Appraiser Richard Moring
Georgetown Chamber of CommerceMr. Jim Johnson
Giddings ISD.....Superintendent Roger Dees
Guadalupe-Blanco River Authority Ms. Teresa Van Booven
Hays Central Appraisal DistrictChief 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. Executive Director Lisa Kay Pfannenstiel
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:

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

EXECUTIVE COMMITTEE MEMBERS:

Commissioner Clara Beckett
Commissioner Russ Boles
Judge Brett Bray
Judge Andy Brown
Council Member Janice Bruno
Judge Ron Cunningham
Commissioner Joe Don Dockery
State Senator Pete Flores
Council Member Ron Garland
Representative Stan Gerdes
Judge Hoppy Haden
Council Member Kevin Hight
Council Member Ann Howard
Council Member Mackenzie Kelly
Commissioner Steven Knobloch
Commissioner Cynthia Long
Mayor Pro Tem Esmeralda Mattke Longoria
Judge Dan Mueller
Mayor Connie Schroeder
Mayor Pro Tem Doug Weiss
Representative Terry Wilson



BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM August 28, 2023

TO: General Assembly

FROM: Andrew Hoekzema, Deputy Executive Director

RE: Proposed Fiscal Year 2024 CAPCOG Budget

Enclosed is a resolution for the adoption of the FY 2024 CAPCOG annual budget and a budget document that includes the following components:

- A summary of sources and uses of funds;
- Proposed allocation of unrestricted funds;
- Fringe cost pool and fringe ratio calculation; and
- Indirect cost pool and approved FY 2024 indirect rate.

On August 9, 2023, CAPCOG's Executive Committee reviewed and approved the proposed FY 2024 budget for consideration and approval by the General Assembly. There are some minor changes between the August 9, 2023, Executive Committee meeting and the budget being proposed for approval that are noted below.

Overview

CAPCOG is anticipating \$43,930,573 in revenue and proposing \$42,742,065 in expenditures for FY 2024. The largest portion of CAPCOG's budget is CAPCOG's Emergency Communications Division, which accounts for 55% of proposed expenditures, followed by the Aging Services Division, which accounts for another 34% of proposed expenditures. These divisions have a large amount of non-recurring revenue available in FY 2024 that make their budgets even larger than normal: an \$8.8 million grant from the Commission on State Emergency Communications (CSEC) for deployment of next-generation 9-1-1 (NG9-1-1) and \$7.9 million in carry-forward funding from the Texas Health and Human Services Commission (HHSC). The remaining funding comes from multiple grants and contracts from the state, the federal government, and a private foundation.

CAPCOG's proposed FY 2024 budget incorporates the FY 2024 Capital Area Emergency Communications District (CAECD) budget, which was adopted by the CAECD Board of Managers on July 12, 2023, for a total of \$17,147,367 in revenue and \$15,986,857 in expenditures. This accounts for 9-1-1 operations and projects managed by the Emergency Communications Division, for the Regional Notification System (RNS) and WebEOC programs managed by the Homeland Security Division, and for most of the cost of the Geographic Information

Systems (GIS) program managed by the Regional Planning and Services Division. That budget programmed the \$8.8 million grant from CSEC for FY 2023, rather than FY 2024, but CAPCOG anticipates that all or most of those expenditures will occur in FY 2024, so that amount has been shifted from FY 2023 to FY 2024 in the proposed FY 2024 CAPCOG budget.

The \$7.9 million carry-forward in federal funding CAPCOG will receive for implementation of the Older Americans Act (OAA) represents the remaining supplemental funding from the American Rescue Plan (ARP) and unspent funding from Fiscal Year 2023 due to the use of carry-forward from FY 2022 in FY 2023. The magnitude of this carry-forward is related to extra revenue received during the COVID-19 pandemic combined with staffing shortages and practical challenges in the way HHSC releases carry-forward funding far into the next fiscal year (for example, CAPCOG is only now receiving carry-forward funding from FY 2022 for use in FY 2023).

CAPCOG's individual grant budgets are prepared and finalized in consultation with funding agencies at varying timelines that do not necessarily coincide with the timeline for preparing and finalizing CAPCOG's annual budget, which makes CAPCOG's budget process somewhat different from the process our member city and county governments follow. We typically are fairly certain about which grants and programs will be funded during the year and, except mainly for the use of unrestricted funds, proposed expenditures just match anticipated revenue and represent a 12-month snapshot of the various funding sources and expenditures.

As recommended by the Executive Committee, CAPCOG's FY 2024 budget includes a 3% across-the-board labor market adjustment to salaries. Under state law, COGs are required to have pay plans that do not exceed the one used by the state. In order to comply with this requirement, CAPCOG simply adopts the state pay plan. CAPCOG's budget accounts for a total of 72 positions (69.1 FTEs), including three regular part-time employees and two temporary part-time positions.¹

Fringe Benefits

CAPCOG's proposed fringe rate for FY 2024 is 56.95%, representing the ratio between the fringe cost pool and the portion of salaries paid to regular employees for time worked.² The fringe pool includes benefits, the employer portion of Social Security and Medicaid/Medicare taxes, paid leave, merit bonuses, unemployment and worker's compensation insurance, and benefit consulting services. CAPCOG's benefit package includes medical, vision, dental, life, and long-term disability insurance for employees paid 100% by CAPCOG, as well as a retirement plan and a wellness program. The proposed FY 2024 pool includes a small adjustment to account for over-recovery of fringe costs in FY 2022.

- **Health, Dental, Vision, Life, and Long-Term Disability Insurance:**
 - Insurance is on a calendar year basis rather than a fiscal year basis, and currently, CAPCOG's medical and dental insurance plans are provided by Tx Health (formerly TML Health) and vision, life, and long-term disability insurance plans are provided by Mutual of Omaha.

¹ The budget presented to Executive Committee included one temporary, part-time position that we have since decided to eliminate for FY 2024.

² The fringe ratio presented to CAPCOG's Executive Committee was 56.92%; the difference is attributable to some individual salary adjustments based on new hires and vacancies since the Executive Committee meeting and the addition of administrative fees for Flexible Spending Accounts (FSAs) and Dependent Care Accounts (DCAs), which had not been included in the version presented to the Executive Committee.

- CAPCOG will be conducting a request for proposals (RFP) for providers for 2024 and will bring that procurement to the board for approval in October, so rates will not be known until that time.
- The proposed fringe rate accounts for a possibility of an increase in medical rates of 30% in 2024 as advised by our benefits consultant. CAPCOG's health benefits include a \$167 per month contribution to a Health Reimbursement Account (HRA) for each employee to defray unreimbursed health care costs.
- CAPCOG is assessed administrative fees for services related to administering the HRA, providing employees access to pre-tax Flexible Spending Accounts and Dependent Care Accounts, and COBRA coverage.
- **Retirement Plan:**
 - CAPCOG's retirement plan is a voluntary, contribution-defined 401k plan.
 - For employees that contribute at least 1% of their annual salary, CAPCOG will provide a matching contribution equal to 8% of their annual salary, with a five-year vesting schedule.
- **Paid Leave:**
 - Paid time off for employees includes 12 days of holiday time (10 agency holidays and 2 personal holidays), sick leave, vacation leave, and administrative leave.
 - Since employees are able to get paid for up to 240 hours of unused vacation leave and 48 hours of sick leave upon separation, the pool also includes amounts set aside to cover those costs as well.
- **Merit Bonuses:**
 - The fringe pool includes a budget for one-time merit bonuses, which the Budget and Audit Committee recommended be set at 2-4% of an employee's FY 2024 salary.
 - Merit bonuses will be awarded by the Executive Director based strictly on performance.
- **Worker's Compensation and Unemployment Insurance:**
 - Projected unemployment insurance costs are based on current rates and overall staffing levels.
 - CAPCOG obtains worker's compensation insurance through TML IRBP.

Indirect Rate

CAPCOG's approved Negotiated Indirect Cost Rate Agreement (NICRA) for FY 2024 is 25.16%, applied to total wages and salaries. Indirect costs include general administration and common areas of the office space that need to be allocated to the various programs that we administer so that each funding source pays a fair share of those costs. CAPCOG's proposed FY 2024 indirect cost pool includes \$1.2 million in expenditures. For FY 2024, CAPCOG is splitting the cost of the indirect pool evenly between the Emergency Communications District, which constitutes more than half of the agency's total proposed FY 2024 spending, and between all other funding sources. The remaining 50% will be recovered through the NICRA, which was executed on August 17, 2023.³

Program Budget Notes

- Aging Services:
 - \$90,000 in local funds from membership dues is budgeted as a required 25% match for AAA funding for program administration.

³ The estimated indirect rate presented to Executive Committee on August 9, 2023, was 25.15%; the difference is related to the removal of a temporary, part-time position and minor adjustments to salaries based on new hires and.

- An additional \$1.7 million in third-party match is estimated to be required for Title III programs.⁴
- HHSC is reducing CAPCOG’s FY 2024 funding for the ADRC by approximately \$13,500, representing about 4% of the program budget.
- St. David’s Foundation provides two grants through the Capital Area Initiatives Foundation (CAIF) that enable CAPCOG to carry out additional work.
- Air Quality:
 - The legislature renewed the Rider 7 local air quality planning grant for FY 2024-2025 and added funding to do technical work related to fine particulate matter (PM_{2.5}), but the funding will still only cover a portion of CAPCOG’s air quality program activities.
 - The EPA awarded CAPCOG two PM_{2.5} monitoring grants that will expand the program’s ability to measure and analyze air pollution conditions across the five-county Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA).
 - Outreach, planning, and other types of activities still require local funding.
- Economic Development:
 - CAPCOG’s planning grant covers a three-year period, but only provides \$70,000 per year.
 - CAPCOG uses membership dues to provide the remaining \$70,000 as match.
- Emergency Communications:
 - Majority of revenue comes from state 9-1-1 wireless/prepaid fees allocated to the district
 - The FY 2024 CAECD budget will be updated following the end of FY 2023 to carry projects and funding forward.
- Homeland Security:
 - In addition to the regular contract with the Office of the Governor, the planning grant, the training grant, and the Tier II reporting grant, CAPCOG also will have a small grant to enhance/expand regional Community Emergency Response Teams (CERTs).
 - The Homeland Security Program manages RNS and WebEOC, which are funded by the CAECD.
- Law Enforcement Academy:
 - A new 2-year grant starts on 9/1/2023, and will cover 50% of the academy’s expenses.
 - The remaining 50% must be covered through tuition from basic peace officer courses (BPOCs) and in-service training and, if necessary, local funding.
 - \$60,000 in membership dues is being budgeted to cover any potential shortfall if CAPCOG is not able to raise the full amount needed to cover costs through tuition.
- Solid Waste:
 - The new two-year state grant includes increased funding due to the region’s population growth and increase in tipping fee revenue collected within the region relative to the rest of the state.
 - The increased funding will allow CAPCOG to increase the amount budgeted for subawards from \$224,000 for FY 2022-2023 to \$274,000 for FY 2024-2025.
- Transportation:
 - CAPCOG is in the 2nd year of a 2-year contract with the TxDOT Austin District.
 - One major project for FY 2024 is a Lee County Transportation and Economic Development Plan.

⁴ Note – third-party match was previously included in CAPCOG budgets as both a revenue source and expenditure, although it did not constitute money that CAPCOG was actually receiving or spending. It was included in the version of the budget presented to Executive Committee on August 9, 2023, but is being excluded from the final version for the sake of clarity.



A RESOLUTION ADOPTING THE ANNUAL OPERATING BUDGET OF THE CAPITAL AREA COUNCIL OF GOVERNMENT FOR FISCAL YEAR 2023

WHEREAS, the Executive Director has prepared the operating budget for the fiscal year October 1, 2023, to September 30, 2024, using \$43,930,573 in revenues from multiple sources toward anticipated expenditures of \$42,742,065, and,

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

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

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

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

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

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

THEREFORE, BE IT RESOLVED, that the General Assembly of the Capital Area Council of Governments hereby adopts the FY 2024 budget and authorizes the Executive Director to perform all duties necessary to implement this budget.

Resolution adopted by the Capital Area Council of Governments General Assembly on this 13th day of September 2023.

Judge James Oakley, Chair
Executive Committee
Capital Area Council of Governments

Mayor Pro Tem Matthew Baker, Secretary
Executive Committee
Capital Area Council of Governments

**CAPITAL AREA COUNCIL OF GOVERNMENTS
ANNUAL BUDGET AND WORK PLAN
FISCAL YEAR 2024
OCTOBER 1, 2023 – SEPTEMBER 30, 2024**



Table of Contents

Agency-Wide Budget

Budget Summary	1
Sources of Funds Summary	2
Uses of Funds Summary	4
Detailed Sources and Uses of Funds	6
Unrestricted Funds	7
Fringe Benefits	9
Indirect Costs	11

Divisions

Aging Services	13
Emergency Communications	14
Homeland Security	15
Regional Law Enforcement Academy	16
Regional Planning and Services	17

Budget Summary

The Capital Area Council of Governments (CAPCOG) is anticipating \$43,930,573 in revenue and proposing \$42,742,065 in expenditures for FY 2024. The largest portion of CAPCOG's budget is CAPCOG's Emergency Communications Division, which accounts for 55% of proposed expenditures, followed by the Aging Services Division, which accounts for another 34% of proposed expenditures. These divisions have a large amount of non-recurring revenue available in FY 2024 that make their budgets even larger than normal: an \$8.8 million grant from the Commission on State Emergency Communications (CSEC) for deployment of next-generation 9-1-1 (NG9-1-1) and \$7.9 million in carry-forward funding from the Texas Health and Human Services Commission (HHSC). The remaining funding comes from multiple grants and contracts from the state, the federal government, and a private foundation.

CAPCOG's proposed FY 2024 budget incorporates the FY 2024 Capital Area Emergency Communications District (CAECD) budget, which was adopted by the CAECD Board of Managers on July 12, 2023, for a total of \$17,147,367 in revenue and \$15,986,857 in expenditures. This accounts for 9-1-1 operations and projects managed by the Emergency Communications Division, for the Regional Notification System (RNS) and WebEOC programs managed by the Homeland Security Division, and for most of the cost of the Geographic Information Systems (GIS) program managed by the Regional Planning and Services Division. That budget programmed the \$8.8 million grant from CSEC for FY 2023, rather than FY 2024, but CAPCOG anticipates that all or most of those expenditures will occur in FY 2024, so that amount has been shifted from FY 2023 to FY 2024 in the proposed FY 2024 CAPCOG budget.

The \$7.9 million carry-forward in federal funding CAPCOG will receive for implementation of the Older Americans Act (OAA) represents the remaining supplemental funding from the American Rescue Plan (ARP) and unspent funding from Fiscal Year 2023 due to the use of carry-forward from FY 2022 in FY 2023. The magnitude of this carry-forward is related to extra revenue received during the COVID-19 pandemic combined with staffing shortages and practical challenges in the way HHSC releases carry-forward funding far into the next fiscal year (for example, CAPCOG is only now receiving carry-forward funding from FY 2022 for use in FY 2023).

CAPCOG's individual grant budgets are prepared and finalized in consultation with funding agencies at varying timelines that do not necessarily coincide with the timeline for preparing and finalizing CAPCOG's annual budget, which makes CAPCOG's budget process somewhat different from the process our member city and county governments follow. We typically are fairly certain about which grants and programs will be funded during the year and, except mainly for the use of unrestricted funds, proposed expenditures just match anticipated revenue and represent a 12-month snapshot of the various funding sources and expenditures.

CAPCOG's FY 2024 budget includes a 3% across-the-board labor market adjustment to salaries. Under state law, COGs are required to have pay plans that do not exceed the one used by the state. In order to comply with this requirement, CAPCOG simply adopts the state pay plan. CAPCOG's budget accounts for a total of 72 positions (69.1 FTEs), including three regular part-time employees and two temporary part-time positions.

FY 2024 CAPCOG BUDGET

SOURCES OF FUNDS

LOCAL & NON-GRANT

Membership Dues	\$314,763
Local Air Quality Contributions	\$310,000
RLEA Tuition	\$252,200
Private Switch Agreements (Emergency Communications)	\$65,000
Contracts	\$55,050
Interest/Misc. Income	\$748,100
Subtotal	\$1,745,113

9-1-1 SERVICE FEES

Emergency Service (Landline) Fees set by CAECD Board	\$2,575,833
Wireless Service Fees Allocated from the State	\$12,734,869
Prepaid Wireless Service Fees allocated from the State	\$1,031,515
Subtotal	\$16,342,217

STATE

Texas Health and Human Services Commission	\$739,432
Office of the Governor - Criminal Justice/Law Enforcement	\$446,941
Office of the Governor - Homeland Security	\$40,700
Texas Commission on Environmental Quality	\$1,052,971
Texas Department of Transportation	\$150,000
Texas Department of Agriculture	\$11,240
Subtotal	\$2,441,285

FEDERAL - (Through State/Other Agency)

Texas Health and Human Services Commission - Current Year	\$5,243,107
Texas Health and Human Services Commission - Carry-Forward	\$7,931,284
Office of the Governor - Homeland Security	\$630,214
Commission on State Emergency Communications	\$8,835,000
Subtotal	\$22,639,605

FEDERAL - (Direct)

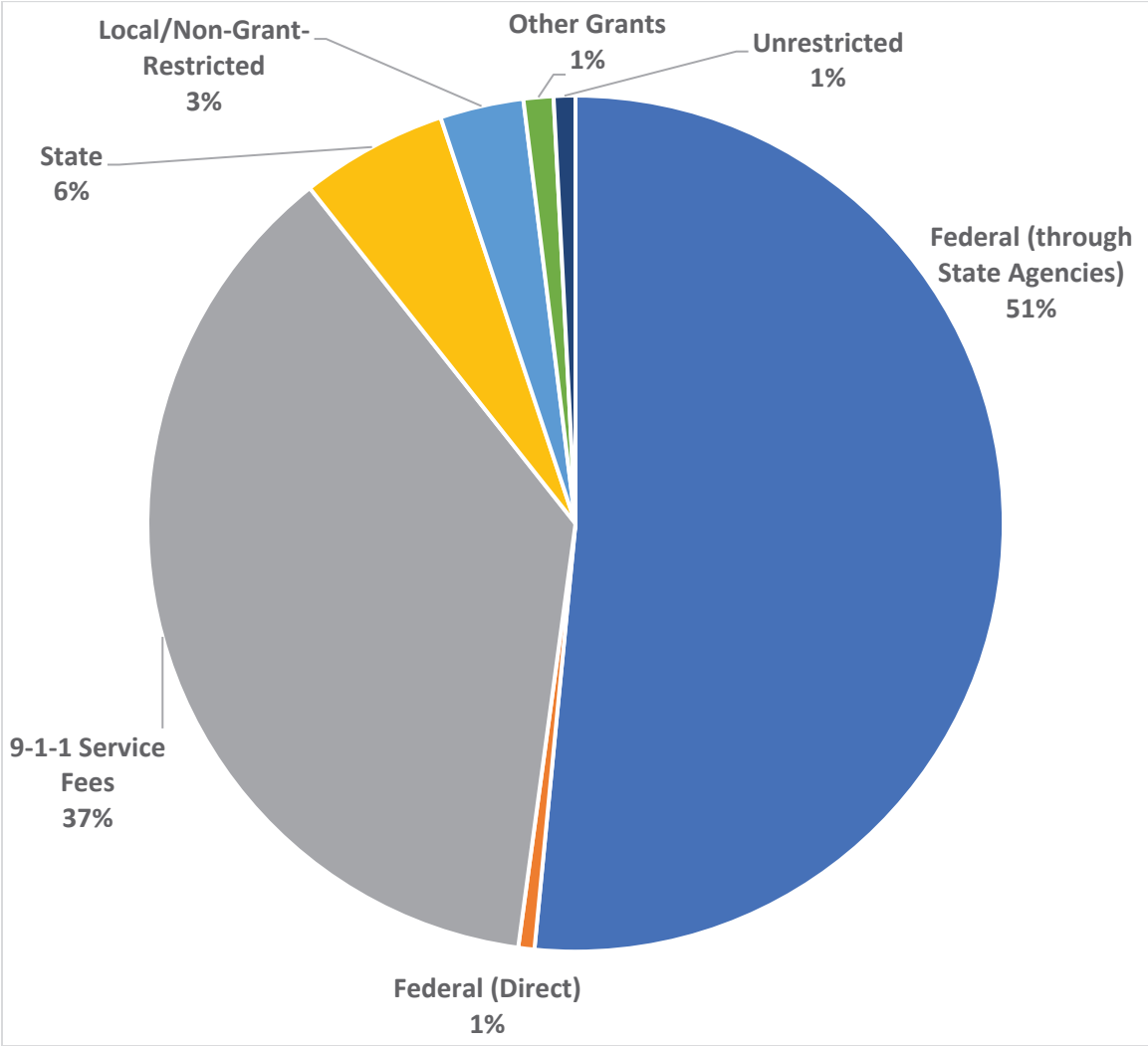
Economic Development Administration	\$70,000
Environmental Protection Agency	\$195,485
Subtotal	\$265,485

OTHER GRANTS

CAIF - St. David's Foundation	\$496,869
Subtotal	\$496,869

TOTAL FUNDS AVAILABLE **\$43,930,573**

Revenue by Source Type CAPCOG FY 2024



PROPOSED FY 2024 CAPCOG BUDGET

USE OF FUNDS

AGING SERVICES

Area Agency on Aging - Program Operations	\$13,662,556
Aging and Disability Resource Center (ADRC)	\$341,267
CAIF - St. David's Foundation - CAPABLE Project	\$375,240
CAIF - St. David's Foundation - ASC/ADRC Network Coordinator	\$121,629
Subtotal	\$14,500,692

EMERGENCY COMMUNICATIONS

Operations	\$14,397,983
Projects	\$9,278,028
Subtotal	\$23,676,011

HOMELAND SECURITY

Homeland Security Planning and Training	\$670,914
RNS	\$520,887
WebEOC	\$190,293
Subtotal	\$1,382,095

REGIONAL LAW ENFORCEMENT ACADEMY

Regional Law Enforcement Academy	\$626,559
Subtotal	\$626,559

REGIONAL PLANNING AND SERVICES

Air Quality	\$1,205,522
CDBG - CEDAF	\$11,240
Criminal Justice Planning	\$132,582
Economic Development	\$140,000
GIS	\$465,760
Solid Waste	\$352,934
Transportation	\$150,000
Other Projects	\$70,000
Subtotal	\$2,528,039

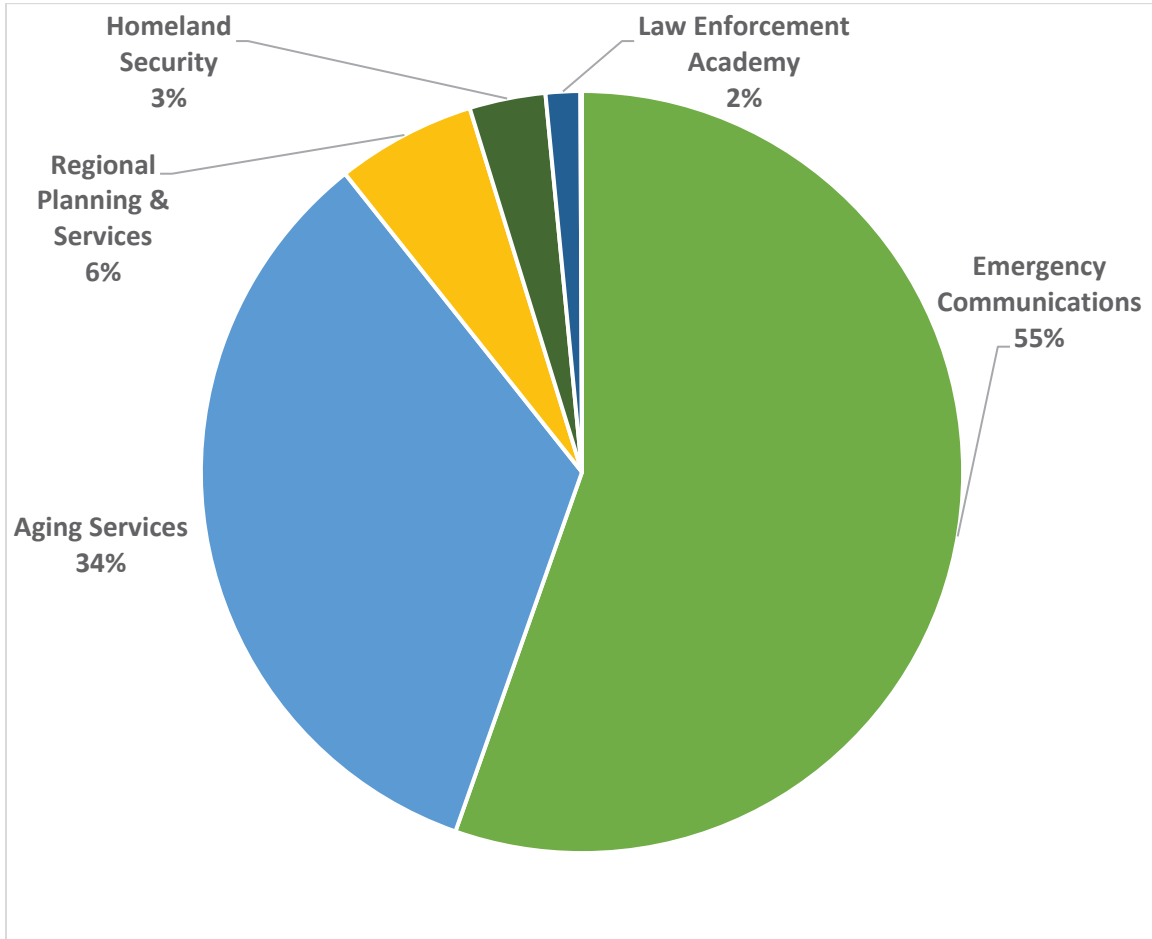
OTHER

\$28,670

TOTAL EXPENDITURES

\$42,742,065

Use of Funds by Program Area CAPCOG FY 2024



PROPOSED FY 2024 CAPCOG BUDGET SOURCES AND USES DETAIL

Grantor/Funding Agency	Sources					Uses				Programs/Activities	
	Grant or Contract	Service Fees	Local Funds	Prog. Income / Interest	Interfund Transfers	Total	Direct	Indirect	Pass-Through		Total
CAECD											
9-1-1 Operations	\$85,050	\$15,625,809		\$720,100		\$16,430,959	\$14,775,433	\$531,338		\$15,306,771	Regional 9-1-1 services, training, projects
Other Emergency Comm. Systems		\$716,408				\$716,408	\$691,367	\$19,814		\$711,181	RNS and WebEOC
CAIF-St. David's Foundation											
Capable Grant	\$375,240					\$375,240	\$375,240	\$0		\$375,240	Direct support of seniors in select counties
ASC/ADRC Network Coordinator Grant	\$121,629					\$121,629	\$109,824	\$11,804		\$121,629	Support for Aging Services Council and ADRC
Comm. on State Emergency Comm.											
Next-Gen 9-1-1 Grant	\$8,835,000					\$8,835,000	\$8,835,000	\$0		\$8,835,000	Deployment of NG911
Economic Development Administration											
Planning Grant	\$70,000		\$70,000			\$140,000	\$127,799	\$12,201		\$140,000	Regional economic development planning
Office of the Governor											
Criminal Justice Planning	\$132,582					\$132,582	\$119,786	\$12,796		\$132,582	Support grant process, technical assistance
Regional Law Enforcement Academy	\$314,359		\$60,000	\$252,200		\$626,559	\$577,646	\$48,913		\$626,559	Basic peace officer course, in-service training
Homeland Security Planning	\$442,714					\$442,714	\$412,417	\$30,297		\$442,714	Homeland security planning
Homeland Security Grant Support	\$40,700					\$40,700	\$29,982	\$10,718		\$40,700	Support grant process, technical assistance
Homeland Security Training and Exercises	\$125,000					\$125,000	\$125,000	\$0		\$125,000	Regional exercises and specialized training
Tier II Reporting	\$25,000					\$25,000	\$25,000	\$0		\$25,000	Hazardous materials reporting
CERT Project	\$37,500					\$37,500	\$37,500	\$0		\$37,500	Emergency response team support
Tx Commission on Environmental Quality											
Solid Waste	\$352,934					\$352,934	\$194,432	\$21,502	\$137,000	\$352,934	Solid waste planning and grants
Air Quality	\$700,037					\$700,037	\$685,836	\$14,201		\$700,037	Air pollution monitoring and inventories
Tx Department of Agriculture											
CEDAF	\$11,240					\$11,240	\$9,831	\$1,409		\$11,240	Rural CDBG technical assistance
Tx Health and Human Services Commission											
Aging and Disability Resource Center	\$341,267					\$341,267	\$312,084	\$29,183		\$341,267	Info referral and assistance, ADRC support
Area Agency on Aging	\$13,572,556		\$90,000			\$13,662,556	\$13,323,564	\$338,992		\$13,662,556	Older Americans Act services
Tx Department of Transportation											
Planning Contract	\$150,000					\$150,000	\$132,546	\$17,454		\$150,000	Contract for services
U.S. Environmental Protection Agency											
PM2.5 Monitoring Grants	\$195,485					\$195,485	\$191,044	\$4,441		\$195,485	PM2.5 air pollution monitoring
Other Non-Grant											
Local Air Quality Funding			\$310,000			\$310,000	\$290,171	\$19,829		\$310,000	Air quality activities not funded by grants
Regional Planning and Services Projects			\$70,000			\$70,000	\$61,212	\$8,788		\$70,000	Projects outside of current grants
Other			\$69,763	\$18,000		\$87,763	\$28,670			\$28,670	Meeting expenses/other
TOTALS	\$25,928,293	\$16,342,217	\$669,763	\$990,300	\$0	\$43,930,573	\$41,471,386	\$1,133,679	\$137,000	\$42,742,065	

Interdepartmental Transfers											
GIS Services					\$465,760	\$465,760	\$465,760			\$465,760	GIS services for CAPCOG programs
Finance and Accounting					\$581,368	\$581,368	\$581,368			\$581,368	Accounting services for CAPCOG
Human Resources and Payroll					\$246,346	\$246,346	\$246,346			\$246,346	HR support and payroll processing
Information Technology Services					\$552,576	\$552,576	\$552,576			\$552,576	Computer and IT support
Total, Interdepartmental	\$0	\$0	\$0	\$0	\$1,846,050	\$1,846,050	\$1,846,050	\$0	\$0	\$1,846,050	

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

Unrestricted Funds

While 99% of CAPCOG’s budget is restricted for use for a particular program, 1% of CAPCOG’s budget is unrestricted, mostly from membership dues. A total of \$4359,763 in unrestricted revenue is estimated to be available to CAPCOG for FY 2024, of which CAPCOG proposes to spend \$318,670 to support various programs or cover costs that can be charged to grants, while adding \$25,000 to the building maintenance contingency fund balance and leaving the remaining \$16,093 for other contingencies.

Sources of Unrestricted Funds

- **Membership dues total \$314,763** for FY 2024, and were calculated based on the latest U.S. Census Population estimates for July 1, 2022, for cities and counties, and the latest enrollment data available from the Texas Education Agency for school districts.
 - \$90,000 is being used as required 25% match for administrative costs for the Aging Services Division.
 - \$70,000 is being used as a 50% match for the U.S. Economic Development Administration (EDA) planning grant.
 - \$60,000 is being budgeted for the Regional Law Enforcement Academy (RLEA) in the event program income is unable to cover the 50% of its costs that are not covered by CAPCOG’s grant from the state, accounting for roughly a 10% match.
 - \$35,000 is being budgeted for the Regional Planning and Services (RPS) division to work on projects not covered by grants, such as regional broadband initiatives.
 - \$28,670 is being budgeted for agency-wide expenses that cannot be covered by grants, such as the costs for CAPCOG’s General Assembly meetings.
 - \$25,000 will be added to the building maintenance contingency fund. In FY 2023, CAPCOG used the full balance of this account to defray a \$100,000 per year increase in common area maintenance costs charged to CAPCOG under our office space lease. CAPCOG will add the budgeted \$30,000 budgeted for FY 2023 to the fund balance at the end of FY 2023, and then will add the \$25,000 budgeted for FY 2024 at the end of FY 2024 to replenish this balance.
 - \$6,093 will be added to an “unassigned” contingency balance for the year.
- **Contractual income totaling \$35,000 will be directed to the RPS division.**
 - CAPCOG expects to receive \$21,000 from three contracts with local governments to provide administrative support for Economic Development Administration (EDA) grants. These grants are being administered by staff in the Regional Planning and Services (RPS) division, so these revenues are staying within the division.
 - CAPCOG receives a small amount of revenue from a COG in Louisiana related to the “MyGovernmentNow” service it provides due to CAPCOG’s role in facilitating contract execution in Texas. CAPCOG is budgeting \$14,000 for this purpose for FY 2024 and directing it to the RPS division to support regional community and economic development work.
- **Miscellaneous Income/Rebates totaling \$10,000 are included in the budget.**
 - This revenue comes mainly from semi-annual credit card rebates.
 - This funding will be added to an “unassigned” contingency balance for the year.

FY 2024 Unrestricted Funding

Revenue	FY 2023 Budgeted	FY 2023 Projected	FY 2024 Proposed
Membership Dues	\$301,670	\$305,423	\$314,763
Contract Revenue (MyPermitNow)	\$35,000	\$93,227	\$14,000
Contract Revenue (Grant Management)	\$27,000	\$60,500	\$21,000
Misc. Income/Rebates	\$11,503	\$14,196	\$10,000
Total Revenue	\$375,173	\$473,346	\$359,763
Expenditures			
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	\$60,000
Regional Planning & Services	\$97,000	\$97,000	\$70,000
Other	\$28,670	\$28,670	\$28,670
Total Expenditures	\$333,670	\$333,670	\$318,670
Change in Fund Balance			
Building Maintenance Contingency	\$30,000	(\$30,000)	\$25,000
CAPCOG Unassigned/Contingency	\$11,503	\$169,676	\$16,093
Total Change in Fund Balances	\$41,503	\$139,676	\$41,093

Fringe Benefits

CAPCOG's proposed fringe rate for FY 2024 is 56.95%, representing the ratio between the fringe cost pool and the portion of salaries paid to regular employees for time worked. The fringe pool includes benefits, the employer portion of Social Security and Medicaid/Medicare taxes, paid leave, merit bonuses, unemployment and worker's compensation insurance, and benefit consulting services. CAPCOG's benefit package includes medical, vision, dental, life, and long-term disability insurance for employees paid 100% by CAPCOG, as well as a retirement plan and a wellness program. The proposed FY 2024 pool includes a small adjustment to account for over-recovery of fringe costs in FY 2022.

- **Health, Dental, Vision, Life, and Long-Term Disability Insurance:**
 - Insurance is on a calendar year basis rather than a fiscal year basis, and currently, CAPCOG's medical and dental insurance plans are provided by Tx Health (formerly TML Health) and vision, life, and long-term disability insurance plans are provided by Mutual of Omaha.
 - CAPCOG will be conducting a request for proposals (RFP) for providers for 2024 and will bring that procurement to the board for approval in October, so rates will not be known until that time.
 - The proposed fringe rate accounts for a possibility of an increase in medical rates of 30% in 2024 as advised by our benefits consultant. CAPCOG's health benefits include a \$167 per month contribution to a Health Reimbursement Account (HRA) for each employee to defray unreimbursed health care costs.
 - CAPCOG is assessed administrative fees for services related to administering the HRA, providing employees access to pre-tax Flexible Spending Accounts and Dependent Care Accounts, and COBRA coverage.
- **Retirement Plan:**
 - CAPCOG's retirement plan is a voluntary, contribution-defined 401k plan.
 - For employees that contribute at least 1% of their annual salary, CAPCOG will provide a matching contribution equal to 8% of their annual salary, with a five-year vesting schedule.
- **Paid Leave:**
 - Paid time off for employees includes 12 days of holiday time (10 agency holidays and 2 personal holidays), sick leave, vacation leave, and administrative leave.
 - Since employees are able to get paid for up to 240 hours of unused vacation leave and 48 hours of sick leave upon separation, the pool also includes amounts set aside to cover those costs as well.
- **Merit Bonuses:**
 - The fringe pool includes a budget for one-time merit bonuses, which the Budget and Audit Committee recommended be set at 2-4% of an employee's FY 2024 salary.
 - Merit bonuses will be awarded by the Executive Director based strictly on performance.
- **Worker's Compensation and Unemployment Insurance:**
 - Projected unemployment insurance costs are based on current rates and overall staffing levels.
 - CAPCOG obtains worker's compensation insurance through TML IRBP.

PROPOSED FY 2024 CAPCOG FRINGE RATE

Release Time

Holiday and Admin	\$244,525
Vacation	\$235,120
Sick Leave	\$169,286
Total Release Time	\$648,932

Benefits

Employee Insurance	\$979,153
FICA	\$375,340
Retirement	\$293,001
Merit Pool	\$58,585
Potential Leave Payout	\$27,254
Consulting Services/Other	\$22,500
Workman's Compensation	\$15,784
Wellness Program	\$5,250
FSA and DCA Fees	\$1,090
Unemployment Insurance	\$809
Total Benefits	\$1,778,766

<u>Total Release Time and Benefits</u>	\$2,427,697
Carry-Forward Adjustment for FY 2022	(\$12,280)

Total Fringe Pool	\$2,415,418
--------------------------	--------------------

Salary Base

Total Regular Salaries	\$4,890,499
Less Release Time	(\$648,932)
Total Salary Base	\$4,241,567

<u>Fringe Rate (Total Fringe Pool/Total Salary Base)</u>	56.95%
---	---------------

Indirect Rate

CAPCOG's approved Negotiated Indirect Cost Rate Agreement (NICRA) for FY 2024 is 25.16%, applied to total wages and salaries. Indirect costs include general administration and common areas of the office space that need to be allocated to the various programs that we administer so that each funding source pays a fair share of those costs. CAPCOG's proposed FY 2024 indirect cost pool includes \$1.2 million in expenditures. For FY 2024, CAPCOG is splitting the cost of the indirect pool evenly between the Emergency Communications District, which constitutes more than half of the agency's total proposed FY 2024 spending, and between all other funding sources. The remaining 50% will be recovered through the NICRA, which was negotiated with the U.S. Department of Interior (DOI) and executed on August 17, 2023. The approved FY 2024 NICRA is available on CAPCOG's website at <https://www.capcog.org/transparency/transparency-reports/>.

PROPOSED FY 2024 CAPCOG INDIRECT RATE

Total Expenses

Salaries and Fringe	\$515,970
Office Space and Facilities Maintenance	\$379,427
Information Technology Support	\$129,257
Accounting and Finance Support	\$38,747
Dues and Memberships	\$30,418
Payroll/Personnel Support	\$24,573
Photocopies, Printing, Postage, and Delivery	\$18,500
Office Supplies	\$18,000
Insurance and Bonding	\$16,000
Software and Computer Supplies	\$8,600
Travel and Professional Development	\$7,700
Professional Services	\$5,500
Telecommunications	\$5,000
Publications and Subscriptions	\$3,000
Legal Services	\$2,500
Cable TV Service	\$1,700
Other Expenses	\$2,194
Total	\$1,207,088

Cost Pool For Indirect Rate

50% Charged to CAECD	(\$603,544)
Carryforward Adjustment for Other Sources	(\$20,083)

FY 2024 Cost Pool	\$583,461
--------------------------	------------------

Salary Base

Total Salaries	\$4,265,427
Minus Indirect, Accounting, IT, and HR/Payroll Salaries	(\$964,338)
Minus CAECD and Related Salaries	(\$982,038)

FY 2024 Salary Base	\$2,319,051
----------------------------	--------------------

Indirect Rate (FY 2024 Cost Pool/FY 2024 Salary Base)	25.16%
--	---------------

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 cost pools have been established for Accounting Services, Personnel/Payroll Services, Information Technology Services, Office Space, Telephone Services, Photocopies, and Postage, and are allocated as direct costs to program areas based on allocation methods included in CAPCOG's Cost Allocation Plan.

Aging Services

The Aging Services Division serves as the Area Agency on Aging (AAA) of the Capital Area, providing Older Americans Act services to older individuals and their caregivers. The CAPCOG AAA is also the lead agency for the region's Aging and Disability Resource Center (ADRC), which supports older individuals and individuals with disability under the age of 60 when seeking long-term services.

Major Activities/Outputs

- **Benefit counseling:** assist residents with applying for and understanding public benefits.
- **Care coordination:** assess need and authorize short-term in-home support services.
- **Caregiver support coordination:** assess and coordinate caregiver support services.
- **Health and wellness:** provide programs for healthy aging, including falls prevention, disease self-management and caregiver stress relief.
- **Housing navigation:** advocate for affordable and accessible housing in the region, maintain an inventory of resources, and coordinate with developers to build housing capacity.
- **Information, referral, and assistance:** provide information on regional resources and make referrals.
- **Lifespan respite care program:** provide short-term respite for caregivers caring for children with special needs or adults of all ages with a disability.
- **Local contact agency services:** provide decision support guidance for non-Medicaid nursing facility residents seeking information about available community-based options for care.
- **Ombudsman:** advocate for the rights of nursing homes and assisted living facility residents.
- **Nutrition programs:** contract with providers for home-delivered and congregate meals.
- **Senior center operations:** support for regional senior centers.
- **Transportation:** contract with providers for transportation to congregate meal sites.
- Manage special grant projects funded outside of traditional AAA and ADRC funding, including the CAPABLE project and an Aging Services Council/ADRC Network Coordinator funded by the St. David's Foundation through the Capital Area Initiatives Foundation (CAIF).
- Administer and plan for the above services, including performance and financial reporting, developing an Area Plan, maintaining program and consumer data in a state database, monitoring and service verification of providers, processing payment to providers monthly.

FY 2024 Budget Highlights

- **Carry-forward:** \$7.9 million of the division's \$14.5 million budget is from carry-forward funding; CAPCOG can't gain access to these funds until July, making it challenging to spend this balance.
- **Third-party match:** CAPCOG estimates that approximately \$1.7 million in third-party matching funds will need to be applied to CAPCOG funding requests for OAA funds to meet the 10% or 25% match requirements for a number of the different funding sources. This third-party match had previously been shown as a revenue source and expenditure on CAPCOG's budget, but is not included in this fiscal year's budget.
- **Reduced ADRC funding:** The ADRC's regular budget (excluding special one-time funding sources) is expected to be \$13,500 lower than FY 2023, a 4% decrease.
- **Foundation funding:** The St. David's Foundation CAPABLE Grant is being extended from 12/31/2023 to 6/30/2025, with the annual funding increased by 8%.

Emergency Communications

CAPCOG's Emergency Communications Division provides funding, planning, equipment, technical support, training, and educational outreach assistance to 31 Public Safety Answering Points (PSAPs) throughout the CAPCOG region to enable those agencies to deliver advanced regional emergency 9-1-1 telecommunications systems and services to residents, employees, and visitors to the region.

Major Activities/Outputs

- **Operational Support:**
 - Plan, fund, deploy, and maintain advanced fully redundant emergency telecommunications network infrastructure and equipment to support the delivery of 9-1-1 calls to the region's 30 PSAPs with accurate caller location and telephone number information for responding emergency services.
 - Provide an operational regional backup 9-1-1 center for emergency contingency use for continuous 9-1-1 call delivery and dispatch by regional governments.
- **Training:**
 - Operate a fully equipped training facility used to instruct over 800 call-takers on the effective use of 9-1-1 equipment.
 - Provide over 20 mandated and continuing education courses on state and national standards including topics related to 9-1-1 operations skills and leadership.
- **Public outreach:**
 - Promote the proper use of 9-1-1 by educating regional school children, neighborhood, and community outreach programs.
 - Provide diverse educational support materials and promotional items designed to enhance the understanding of the 9-1-1 program.

FY 2024 Budget Highlights

- **Call-Handling Equipment Replacement:** Using a combination of a \$9 million grant from the Commission on State Emergency Communications (CSEC) for Next-Generation 9-1-1 Services and \$3 in emergency service fees, CAPCOG plans to replace all of the region's call-handling equipment over the course of FY 2024.
- **Trends in 9-1-1 Service Fees:** the \$0.50 per month fee that CAPCOG assesses on landlines each month through the Capital Area Emergency Communications District (CAECD) is the same rate the state uses for wireless and prepaid wireless fees that are then re-allocated to districts. Landline revenue and prepaid wireless fees continue to trend downward, but these are more than offset by increased wireless revenues. CAPCOG's share of the statewide wireless fees continues to increase as the region's growth continues to outpace statewide growth.
- **Interest Revenue:** due the size of the CAECD's investment accounts and much higher interest rates than were in place a year ago, projects earning nearly \$1.3 million in interest in CAECD accounts in FY 2023. Conservative estimates for interest rates and expectations of decreasing fund balances over the next 12 months lead to a relatively conservative \$720,100 projection, which is still substantially more than the \$20,100 budgeted in FY 2023.
- **Constitutional Amendment:** Proposition 8, which will appear on the ballot for Texas voters in November 2023, relates to broadband infrastructure, but will include a substantial temporary increase in funding for 9-1-1 services equivalent to a \$0.35 increase in the statewide 9-1-1 wireless fee. CAPCOG's FY 2024 budget does not include any funding related to this amendment.

Homeland Security

CAPCOG's Homeland Security Division assists local governments in preparing, planning, responding to, mitigating, and recovering from terrorism, man-made disasters, natural disasters.

Major Activities/Outputs

- **Best Practices:** identify and promote the use of best practices in hazard mitigation and emergency management within the CAPCOG region.
- **Grant Prioritization:** assist the Office of the Governor (OOG) Public Safety Office (PSO) in prioritizing projects for Homeland Security grant funding within the region.
- **Grant Technical Assistance:** provide technical assistance to local governments in meeting grant eligibility and funding requirements for the State Homeland Security grant program and support pursuit of other grants such as State Regional Interoperability Grants, Assistance to Firefighter Grants, and Community Development Block Grant Mitigation funds.
- **Local Emergency Management Plans:** Assist jurisdictions with developing and updating local emergency management plans.
- **Mutual Aid Agreements:** Promote the use of mutual aid agreements and monitor their implementation throughout the region.
- **Regional Notification System (RNS):** Operate a regional emergency notification system and provide technical assistance and training to jurisdictions on its use.
- **Regional Plans:** Coordinate the development and maintenance of regional emergency management plans.
- **Stakeholder Groups:** Host regional meetings with stakeholder groups to improve all phases of emergency management and awareness.
- **Training and Exercises:** conduct and support regional training and exercises.
- **Warn Central Texas:** maintains the Warn Central Texas (www.warncentraltexas.org) website and support its promotion.
- **WebEOC:** Operate a regional WebEOC situational awareness system and provide technical assistance and training to jurisdictions on its use.

FY 2024 Budget Highlights

- **RNS and WebEOC:** RNS, including WarnCentralTexas, and WebEOC, are funded out of the CAECD budget, and total \$711k, constituting 51% of the division's budget.
- **Community Emergency Response Team (CERT) Grant:** CAPCOG received a grant from the State Homeland Security program for \$24,000 for initial kits provided to those who receive CERT training, which will enhance community preparedness and help reduce a barrier to expanding the number of people that can receive CERT training within the region.
- **Increase in OOG Interlocal Agreement Funding:** CAPCOG's Interlocal Agreement (ILA) with OOG to support the prioritization of criminal justice and homeland security grants includes a 10% increase in funding compared to FY 2023, going from \$37,000 to \$40,700.

Regional Law Enforcement Academy

CAPCOG's Regional Law Enforcement Academy has been recognized as one of the premier law enforcement training institutions in the state, with regular courses to train new police officers and provide ongoing in-serve training to maintain and enhance the skills of existing law enforcement officers.

Major Activities/Outputs

- **Basic Peace Officer Course (BPOC):**
 - Host three full-time BPOCs over a two-year period to train 20-30 cadets per class in the skills required to be licensed as a peace officer to meet the region's law enforcement staffing needs.
 - Facilitate two satellite BPOCs over a two-year period to provide alternative options for individuals seeking to change careers and communities located further away from Austin.
- **In-Service Training:**
 - Provide regular course offerings to assist local law enforcement officers meet specific continuing education course requirements or obtain certifications required for career advancement, including:
 - Civil process
 - Courtroom demeanor and testimony
 - Crisis Intervention
 - De-escalation
 - Firearms instructor
 - Human trafficking
 - Intermediate crime scene investigations
 - Intermediate Spanish for law enforcement
 - Intermediate use of force
 - Legislative updates
 - Mental health officer
 - New supervisor course
 - TCOLE Basic Instructor Certification
 - Provide other periodic classes on special topics of interest to local law enforcement officers:
 - GLOCK Armorer
 - Threat pattern recognition instructor course
 - TASER instructor course

FY 2024 Budget Highlights

- **Increased Reliance on BPOC Tuition:** Increasing costs for operating the academy combined with static grant funding and decreased demand for in-service classes will mean that CAPCOG need to generate more revenue from BPOCs. In order to accomplish this, CAPCOG is raising BPOC tuition from \$3,500 to \$3,800, in line with the rate charged by AACOG, and will be expanding recruitment efforts.
- **Refocusing In-Service Training:** With a lot of the in-service training that CAPCOG use to provide in-person for a fee having shifted to free online options, CAPCOG will be refocusing in-service training on opportunities that require an in-person component and identifying new training offerings that can help meet the region's law enforcement training needs.

Regional Planning and Services

CAPCOG's Regional Planning and Services Division includes a variety of programs that support CAPCOG's goal of coordinated, data-driven sustainable regional planning and growth, including an air quality program, a community development block grant (CDBG) program, a criminal justice planning program, an economic development program, a Geographic Information Systems (GIS) program, a rural transportation program, and a solid waste program.

Major Activities/Outputs

- **Air Quality Program:** support efforts to reduce air pollution and maintain compliance with federal air quality standards within the Austin-Round Rock-San Marcos metro area, including monitoring, emissions research, air quality data analysis, planning, technical assistance, and outreach.
- **CDBG Program:** provide technical assistance on the CDBG program to “non-entitlement” communities within the CAPCOG region that do not receive CDBG funding directly from the U.S. Department of Housing and Urban Development and help set priorities for non-entitlement CDBG funding awarded to the CAPCOG region.
- **Criminal Justice Planning:** develop and update a regional criminal justice plan that identifies priorities for funding needs and assist the OOG PSO in prioritizing dozens of grant applications for victim's services, truancy prevention, juvenile justice, and general justice assistance grants.
- **Economic Development Program:** develop and update the regional Comprehensive Economic Development Strategy (CEDS) through the Capital Area Emergency Communications District (CAEDD) to support coordinated regional economic development.
- **GIS Program:** provide high-quality GIS services to CAPCOG's other programs.
- **Solid Waste Program:** support regional efforts to manage municipal solid waste, including awarding grants to support the implementation of the region's solid waste management plan and providing technical support to local efforts to deter and abate illegal dumping.
- **Transportation:** facilitate coordinated regional transportation efforts in rural areas of the region through the Capital Area Regional Transportation Organization (CARTPO) and various projects to support local governments in enhancing the transportation system region-wide.
- **Other Activities:** provide other support to local governments and regional collaboration through grant management services, facilitating regional forums to discuss various topics, and assist local governments in compiling and interpreting regional demographic data.

FY 2024 Budget Highlights

- **Air quality funding:** Through two grants from the U.S. Environmental Protection Agency (EPA) and increased state funding, CAPCOG expects to be able to significantly expand its monitoring, emissions inventory, and data analysis capabilities, but CAPCOG will still need to rely on local funding for outreach, technical analysis, and general air quality planning, including support for the Central Texas Clean Air Coalition (CAC).
- **Grant management services:** CAPCOG expects to receive \$21,000 through three grant management contracts with local governments to support implementation of grants from the Economic Development Administration (EDA).
- **Solid waste funding:** Due to the region's continued rapid growth, which has been outpacing statewide growth rates, CAPCOG expects to be able to award \$137k per year for solid waste grants for FY 2024 and 2025, up from \$122k per year for FY 2022-2023.