



## Executive Committee | Summary Minutes

10:00 a.m., Wednesday, August 14, 2019  
CAPCOG Lantana Room  
6800 Burleson Road, Building 310, Suite 155  
Austin, Texas 78744

### Present (22)

Commissioner Gerald Daugherty, *Travis County*,

#### **Chair**

Judge Paul Pape, *Bastrop County*, **Second Vice Chair**

Mayor Brandt Rydell, *City of Taylor*, **Secretary**

Mayor Jane Hughson, *City of San Marcos*,

#### **Parliamentarian**

Council Member Jimmy Flannigan, *City of Austin*

Mayor Monty Parker, *City of Bee Cave*

Judge Brett Bray, *Blanco County*

Commissioner Joe Don Dockery, *Burnet County*

Judge James Oakley, *Burnet County*

Judge Hoppy Haden, *Caldwell County*

Judge Joe Weber, *Fayette County*

Judge Ruben Becerra, *Hays County*

Commissioner Debbie Ingalsbe, *Hays County*

Council Member Christine Sederquist, *City of Leander*

Commissioner Maurice Pitts, *Lee County*

Judge Ron Cunningham, *Llano County*

Mayor Lew White, *City of Lockhart*

Council Member Tammy Young, *City of Round Rock*

Council Member William Gordon, *City of Smithville*

Commissioner Brigid Shea, *Travis County*

Commissioner Russ Boles, *Williamson County*

Commissioner Cynthia Long, *Williamson County*

### Absent (5)

Mayor George Haehn, *City of Buda*

Council Member Mike Heath, *City of Pflugerville*

State Representative John Cyrier

State Representative Celia Israel

State Representative Terry Wilson

### **1. Opening Remarks and Pledge of Allegiance by the Chair**

Commissioner Daugherty called the meeting to order at 10:03 a.m. and confirmed a quorum. A few moments of silence were taken for the victims of the El Paso, Texas and Dayton, Ohio shootings this past month.

### **2. Consideration of Minutes for the July 10, 2019, Meeting**

A motion was made by Judge Oakley to approve the July 10, 2019, meeting minutes and Commissioner Pitts seconded the motion. The motion passed unanimously and the minutes were adopted.

### **3. Accept the Quarterly Investment Report**

**Lisa Byrd Bowman, Director of Finance**

Ms. Bowman reported for the quarter from April 1, 2019, ending June 30, 2019. The beginning book value on April 1<sup>st</sup> was \$23,420,098 and the ending book value was \$24,914,603. As a comparison on June 30<sup>th</sup>, our Texas Local Government Investment Pool (TexPool) daily investments yield was 2.4% whereas the six month U.S. Treasury bills were about 2.04% and the weighted average maturity was about 35 days in TexPool. Total interest earnings for the quarter were \$144,505.

A motion was made by Commissioner Ingalsbe to accept the Quarterly Investment Report and Mayor Hughson seconded the motion. The motion passed unanimously.

**4. Approve the FY 2020 CAPCOG Annual Budget and Recommend Approval to the General Assembly  
Sheila Jennings, Director of Administration**

Ms. Jennings stated that the officers of the Budget Committee met monthly with staff beginning in March to offer guidance and review preparation of the annual proposed budget for FY 2020. In July, the Capital Area Emergency Communications District (CAECD) Board of Managers approved its budget representing almost half of the CAPCOG budget. Ms. Jennings reminded the Executive Committee that it reviews the annual budget in August and recommends it to the General Assembly for formal adoption in September. Ms. Jennings compared the FY 2019 adjusted mid-year budget amount of \$31,953,441 to the proposed FY 2020 budget amount of \$32,303,099. Proposed sources of revenue for FY 2020 are \$29,323,424 due to the Emergency Communications District budget, in which funds are being carried over from FY 2019 into FY 2020 to cover a couple of large ticket items such as the pre-arrival dispatch. Ms. Jennings highlighted the notable revenues for FY 2020 such as the Prior Year Funds of \$2,000,000 for the Area Agency on Aging program. Received late in the year, these funds couldn't be expended, so they were carried forward.

Ms. Jennings went on to explain the Sources of Local Revenue, or discretionary funds, for FY 2020 which included membership dues (\$270,000); MyPermitNow program (\$46,000); interest income for CAPCOG (\$20,000); interest income for CAECD (\$509,300); a small revenue from the sale of maps and publications from the GIS/data shop (\$4,000); and miscellaneous income and rebates (\$15,000) for a total amount of discretionary funds of \$864,300. Most of the money from membership dues goes towards Match: the Area Agency on Aging is budgeted for \$80,000 in Match FY 2020, which is a small increase. The Economic Development Authority (EDA) District grant requires a Match at \$70,000 and there is a small Match for the Regional Law Enforcement Academy's (RLEA) Violence Against Women Act (VAWA) grant at \$9,431. This is the second year RLEA has received the VAWA grant. The RLEA and Regional Planning and Services also receive some discretionary funds to enable those departments to offer continued services outside of their grants. Ms. Jennings noted that a set aside for Equipment and Operating Contingency received an increase from \$10,000 to \$15,000. This source will allow CAPCOG to cover any unanticipated operating cost increases by the building landlord or possible furniture replacement needs. Ms. Jennings also explained that Planning and Economic Development will receive \$46,000 from MyPermitNow revenue allocated back into that division. CAPCOG proposes to use only \$829,300 of the \$864,300 local revenue, returning \$35,000 to the fund balance.

Ms. Jennings touched on a few of the new or notable revenues in FY 2020: Air Quality Near-Nonattainment grant returns, three Homeland Security Grants for regional projects (which includes WarnCentral Texas), VAWA grant, Justice Assistance Grant (JAG) funds for a Mobile De-Escalation Simulator and the Third-Party Grant Administration program, in which CAPCOG will assist communities with grant administration. Grants can come to CAPCOG throughout the year such as the Texas Commission on Environment Quality (TCEQ) Air Quality Rider 7 grant which will provide \$140,000 in funding per year. The Commute Solutions funding, however, is not likely to go forward and as a result there will be some re-staffing of the Air Quality department. Ms. Jennings went on to explain the FY 2020 staffing plan to include 70 positions, which is 68 full-time employees (FTEs), including three part-time positions. There will be an addition of three positions which include a GIS Applications Specialist, an accountant, and a Social Services Program Coordinator for the Aging division. A 2% across-the-board increase has been recommended by the officers. CAPCOG uses the Texas state's pay schedule which added a new B36 level to the professional schedule, however, Ms. Jennings pointed out that there wasn't anyone at that level. Also included was a set-aside for merit awards that could range from 1% to 3%, representing a lump sum merit award to the employees. This budget will go forward for adoption by the General Assembly in September.

Following Ms. Jennings presentation, Commissioner Shea requested more information about the Commute Solutions program. Commissioner Daugherty conveyed that he is working with Mr. Ashby Johnson, Executive Director of CAMPO, Mayor Adler, and Ms. Voights to investigate whether there is something that can be done to get some of the funding back to CAPCOG. Ms. Voights affirmed that she has been working with Mr. Johnson and pointed out that moving the Commute Solutions website back and forth would add costs that wouldn't otherwise occur.

A motion was made by Mayor Hughson recommending approval of the FY 2020 CAPCOG Annual Budget to the General Assembly and Council Member Young seconded the motion. The motion passed unanimously.

**5. Consider Adopting a Resolution Declaring September 2019 as National Preparedness Month**  
**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey explained that each year the nation, specifically the Federal Emergency Management Agency (FEMA), sets aside September as National Preparedness Month to inform residents in different communities of preparedness. Each member received folders for the WarnCentral Texas program which contained a media kit as well as URLs leading to downloadable materials that can be posted to a jurisdiction's Facebook or web sites. The information can also be found on CAPCOG's website under the Homeland Security tab. Commissioner Shea explained how Travis County offers its new employees the opportunity to sign up for WarnCentral Texas when they sign up for their health plans. A request was made to send a blank resolution for the National Preparedness Month to all members for their local jurisdictions.

A motion was made by Commissioner Shea to adopt the resolution and Council Member Young seconded the motion. The motion passed unanimously.

**6. Consider Adopting a Revised Mission Statement and Identify Regional Issues for CAPCOG's FY 2020 Work Plan**  
**Betty Voights, Executive Director**

Ms. Voights turned the mission statement discussion over to Judge Pape and the committee that worked with him. Judge Pape thanked the committee members and introduced a revised mission statement as follows: *"We continue to strengthen the Capital of Texas ten-county region by supporting urban and rural local governments through coordination, collaboration, and sharing of ideas and resources."* He explained that this revised mission statement incorporates important elements such as a regional concept, the ten-county capital of Texas region, and words that strengthen the mission statement.

A motion was made by Commissioner Shea to adopt the revised mission statement and Council Member Young seconded the motion. The motion passed unanimously.

Ms. Voights introduced the regional issues portion of this agenda item by referring to her memo that either made a recommendation or provided a feasible comment for each issue. The regional issues were categorized under the following: (1) CAPCOG is already doing this and should probably continue; (2) CAPCOG should do or could expand on what has been done in the past; or (3) CAPCOG could do it, but would need additional input from the committee. Ms. Voights touched on a few of the issues for each category such as WebEOC, housing analysis, and water planning with focus on best practices, technology and innovation. Also discussed was the expansion on the county land use to include flooding mitigation and wildfire prevention, Ms. Voights also discussed how for some issues like building codes, the most

CAPCOG could do would be convene a meeting of stakeholders from local governments to work on that issue. Commissioner Daugherty referred to five of the 11 ideas listed in the memo<sup>1</sup> to move forward. They included: (1) *Emergency response coordination of regional assets including staging assets and tracking locations*; (2) *Assist local communities to align their housing supply with job growth based on employment trends*; (5) *County land use authority analysis to maximize statutory authority in various codes*; (6) *Flooding mitigation plans to improve resiliency and recovery including identifying future flooding patterns and assessing infrastructure (drainage, bridges, etc.)*; and (11) *Regional water planning related to conservation, storage capacity, re-use, watersheds and floodplain management*.

. After discussion about broadband needs, Judge Oakley also added (3) *Assist rural and urban communities with plans to increase access to broadband internet services* from the list. Mayor Hughson requested that a committee convene meet after this meeting to address these issues and report back at the next meeting to make final recommendations. The committee consisted of Mayor Hughson, Judge Pape, Council Member Gordon, and Commissioner Long.

**7. Recommend Nominating Committee Members to General Assembly**  
**Betty Voights, Executive Director**

Ms. Voights announced that it is time for the Executive Committee to recommend members to serve on the Nominating Committee. After recommendations are made, it will be placed as an agenda item for the September General Assembly. The bylaws require that at least two members be current Executive Committee members and two members be current General Assembly members who are not on the Executive Committee. The Executive Committee chair serves as the chair of the Nominating Committee. Ms. Voights informed the committee that two members who are not on the Executive Committee want to serve, Giddings Mayor John Dowell and City of Bastrop Mayor Pro Tem Lyle Nelson. Commissioner Daugherty announced that he had asked Mayor Hughson and she agreed. In addition, the following Executive Committee members volunteered to serve: Commissioner Long, Commissioner Dockery, Commissioner Shea, Judge Rydell and Judge Cunningham. Commissioner Boles recommended Hays County Commissioner Lon Shell for the nominating committee as well, however, Mayor Hughson pointed out that the bylaws only call for a committee of seven and there were more than seven. Mayor Rydell agreed to remove himself from the recommendation.

A motion was made by Judge Pape to recommend Giddings Mayor John Dowell, City of Bastrop Mayor Pro Tem Lyle Nelson, Travis County Commissioner Brigid Shea, Burnet County Commissioner Joe Don Dockery, City of San Marcos Mayor Jane Hughson, Williamson County Commissioner Cynthia Long, Llano County Judge Ron Cunningham, Hays County Commissioner Lon A. Shell and Mayor Hughson seconded the motion. The motion passed unanimously.

**8. Consider Electing Replacement to Serve Remainder of Term for Council Member Heather Jefts**  
**Betty Voights, Executive Director**

Ms. Voights explained Council Member Jefts is no longer on the General Assembly and is no longer an elected official on the Cedar Park City Council. Council Member Mike Guevara has submitted the nominating form and is in a General Assembly slot and therefore eligible for the executive committee slot. Ms. Voights requested approval to fill this vacancy for this calendar year.

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<sup>1</sup> Numbers referenced here, correspond to the numbered list contained in the memo.

A motion was made by Commissioner Ingalsbe to approve Council Member Guevara to serve the remainder of term for Council Member Jeffs and Judge Becerra seconded the motion. The motion passed unanimously.

**9. Report on Performance Evaluation of Executive Director by Officers**  
**Ruth Ann Delaney, Human Resources Coordinator**

Commissioner Daugherty reported a favorable performance evaluation by the Executive Officers for CAPCOG's Executive Director, indicating the Officers were recommending a 5% salary increase and a 1% merit. Judge Pape expressed that Ms. Voights is highly respected among her peer group and brings professionalism and a sense of maturity and Judge Oakley agreed based on his time serving on the TARC board.

A motion was made by Judge Pape to approve a 5% increase in Executive Director Betty Voights' salary with a 1% merit bonus and Mayor Hughson seconded the motion. The motion passed with 20 yea votes and two nay votes.

**10. Consider Appointments to Advisory Committees**  
**Betty Voights, Executive Director**  
**Cathy Avila, Administrative Coordinator**

There were no appointments at this time.

**11. Updates from Staff**  
**Betty Voights, Executive Director**

- Ms. Voights informed the board that she had signed an assurance that none of the board members would violate the state nepotism law in accordance with Texas Government Code Chapter 573. In the future, when board members sign their Executive Committee Nomination Form, they will also affirm that they comply with the nepotism provisions.
- Ms. Voights explained that with the passing of House Bill 2840, the Executive Committee now has to allow for public comment. In past practice, it was up to the Chair to decide whether comments were allowed during deliberation of an agenda item. The time limit for public comments will have to be determined.
- Ms. Voights announced Ms. Patty Bordie, Director of Aging, is preparing to send out surveys region-wide to start developing the next area plan for Aging Services. Ms. Voights emphasized that it is important to obtain as much participation as possible, including with elected officials.
- Ms. Voights also announced the September General Assembly will meet at the Hilton Garden Inn Austin Airport. There will be a legislative panel with Representative Cyrier, Representative Israel and Representative Wilson. The newly adopted Mission Statement will be presented along with the launch of CAPCOG's new website.
- Commissioner Dockery introduced a discussion on the Special Events Data Call and its importance in reporting special events that are significant within the communities. They can be anything from football games to small or large festivals or anything that may be subject to threats pertaining to homeland security. Mr. Ritchey continued the discussion and explained that Data Call is going to

directly impact the amount of funds received for homeland security such as bomb squads, special operation teams, structural collapse teams and hazmat teams for the region. The reported information will now be sent to CAPCOG and uploaded through a secure web portal called "HSIN" (Homeland Security Information Network) directly to the Homeland Security office. The report asks for detailed information about where and what types of medical services will be available at an event. It's not just simply about time and location, but they ask some specific questions about the capacities of first responders that might be at the event and capacities of the organization that's hosting it. CAPCOG's role is to compile these lists and then upload them to the Homeland Security portal.

- Mr. Ritchey delivered an update on the Regional Notification System (RNS) stating that it is holding steady at 8% for mobile phone users. Registered users are being added while at the same time some users are being removed reflecting a steady trend. Mr. Ritchey also displayed counter cards that are being distributed throughout the region for the WarnCentral Texas campaign.

## 12. Adjourn

Commissioner Daugherty adjourned the meeting at 11:49 a.m.



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

9/11/19

Date