



## Executive Committee | Agenda

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10:00 a.m., Wednesday, June 9, 2021  
CAPCOG Lantana Room  
6800 Burlison Rd.  
Bldg. 310, Suite 155  
Austin, Texas 78744

Judge Paul Pape, Bastrop County, **Chair**  
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**  
Judge James Oakley, Burnet County, **Second Vice Chair**  
Mayor Lew White, City of Lockhart, **Secretary**  
Judge Ron Cunningham, Llano County, **Parliamentarian**  
Mayor Jane Hughson, City of San Marcos, **Immediate Past President**  
Council Member Mackenzie Kelly, City of Austin  
Mayor Pro Tem Lyle Nelson, City of Bastrop Council  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Commissioner Debbie Ingalsbe, Hays County

Ms. Sandy Cox, City of Lakeway  
Mayor Christine Sederquist, City of Leander  
Commissioner Steven Knobloch, Lee County  
Council Member Mike Heath, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County  
Representative John Cyrier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

1. **Call to Order by the Chair**
2. **Consider Approval of Minutes for the May 12, 2021 Executive Committee Meeting**
3. **Consider Electing Replacement to Serve Remainder of Term for Council Member Andrea Willott  
Betty Voights, Executive Director**
4. **Review of the CAPCOG Investment Policy  
Lisa Bowman, Director of Finance**
5. **Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG Employees  
Kelly Clafin, Director of Information Technology Services**
6. **Discussion on Aerial Imagery Acquisition for 2022  
Andrew Hoekzema, Director of Regional Planning and Services**
7. **Consider Approving Appointments to Advisory Committees  
Deborah Brea, Executive Assistant**
8. **Staff Reports  
Betty Voights, Executive Director**
9. **Adjourn**



## Executive Committee | Summary Minutes

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10:00 a.m., Wednesday, May 12, 2021

Access via Zoom or Conference Call

<https://zoom.us/j/94965399048?pwd=Ums0L1IvaTlOSjNRek50NnpNN0hYz09>

Dial In: +1 346 248 7799

Meeting ID: 949 6539 9048

Passcode: 355057

### Present (22)

Judge Paul Pape, Bastrop County, **Chair**  
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**  
Judge James Oakley, Burnet County, **Second Vice Chair**  
Mayor Lew White, City of Lockhart, **Secretary**  
Judge Ron Cunningham, Llano County, **Parliamentarian**  
Mayor Jane Hughson, City of San Marcos, **Immediate Past President**  
Council Member Mackenzie Kelly, City of Austin  
Mayor Pro Tem Lyle Nelson, City of Bastrop Council  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette County  
Mayor Pro Tem Kevin Pitts, City of Georgetown  
Commissioner Debbie Ingalsbe, Hays County

Mayor Christine Sederquist, City of Leander  
Commissioner Steven Knobloch, Lee County  
Council Member Mike Heath, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### Absent (2)

Judge Brett Bray, Blanco County  
Ms. Sandy Cox, City of Lakeway

#### **1. Call to Order by the Chair**

Judge Pape called the meeting to order at 10:03 a.m. and confirmed a quorum.

#### **2. Consider Approval of Minutes for the April 14, 2021 Executive Committee Meeting**

A motion was made by Council Member Kelly to approve the minutes for the April 14, 2021 Executive Committee meeting. Commissioner Dockery seconded the motion. The motion passed unanimously.

#### **3. Consider Accepting the Annual Financial Report of the Capital Area Council of Governments for the Year Ended September 30, 2020**

**Lisa Bowman, Director of Finance**

**Lupe Garcia, CPA – Audit Partner of Whitley Penn, LLP**

Ms. Bowman introduced Mr. Lupe Garcia from the audit firm Whitley Penn LLP, to present the audit report for the year ending September 30, 2020. Mr. Garcia met earlier with the Executive Committee Officers and answered any questions regarding the audit report. Mr. Garcia provided a brief presentation highlighting financial information starting with a risk assessment wherein the Whitley Penn audit team, working with CAPCOG's finance staff, gained an understanding of CAPCOG's policies and procedures in the way it operates. The audit team performed tests of internal controls and confirmed and verified information with third parties. They performed a variety of analytical procedures to obtain enough audit evidence to express an opinion on the financial statements. The audit team also reviewed CAPCOG's significant accounting policies and determined that they were in line with industry standards. Mr. Garcia reported

that there were no misstatements the audit team identified that required CAPCOG's adjustment. Mr. Garcia did not have any disagreements with CAPCOG's management when it came to the application of any accounting principles. In addition to performing an audit of the financial statement, the audit team also performed a compliance audit over CAPCOG's federal and state programs. Because CAPCOG does expend more than \$750,000 in both federal and state awards, the auditor team had to go through a process where they identify major programs that will test in a fiscal year. For fiscal year 2020, those programs included for major federal programs – the Aging cluster and Title III, part E; for major state programs – Aging and the Regional Law Enforcement Training Academy. With regards to the procedures the audit team performed in the single audit, they did not identify any non-compliance requests for costs. Mr. Garcia further reported that they did not identify any material weaknesses in internal control or significant deficiencies in internal control.

A motion was made by Commissioner Dockery to accept the annual financial report of the Capital Area Council of Governments for the year ending September 30, 2020. Mayor Hughson seconded the motion. The motion passed unanimously.

#### **4. Consider Accepting Quarterly Investment Report**

**Lisa Bowman, Director of Finance**

Ms. Bowman stated that this was the report for the quarter January through March 2021. She reported the beginning book value was about \$27,468, 000.00. The ending book value was about \$28,722,000.00. The average daily balance was about \$28,306,000.00. The average yield was 0.05%. The six-month US Treasury bill at March 30 was .0500%. Ms. Bowman stated interest earning was \$3,257.02, which was lower than anticipated.

A motion was made by Judge Oakley to accept the quarterly investment report. Commissioner Long seconded the motion. The motion passed unanimously.

#### **5. Report on Mid-Year Budgeted Revenues for FY 2021**

**Sheila Jennings, Director of Administration**

Ms. Jennings discussed the changes in revenue for FY'21 referring to her memo and attachment in the agenda packet. She explained the purpose of this item is to provide an update of actual funding for the year since when the budget is adopted each year in September, CAPCOG staff is projecting funding amounts from some of the grants and contracts.

No action is required.

#### **6. Consider Adopting a Resolution for Prioritized List of General Victim Assistance Direct Services Program Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division**

**Matt Holderread, Regional Research Coordinator**

Mr. Holderread requested adoption of a resolution authorizing the submission of a prioritized list of General Victim Assistance Direct Services Program application to the Office of the Governors (OG), Public Safety Office for funding consideration. The CJAC reviewed twenty-nine applications, requesting a little over \$10 million dollars. These projects represent programs that provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. On April 14<sup>th</sup>

and 15<sup>th</sup>, the CJAC met and score the applications. The CJAC voted to recommend funding for these projects based on a score from highest to lowest until all available funding is exhausted. Thirteen projects would receive full funding with the fourteenth project to receive partial funding.

Council Member Heath questioned if the Executive Committee wished to continue the scoring process from a top-down allocation. Judge Pape asked Ms. Voights to include this on a future agenda for discussion. Ms. Voights stated that she asked Mr. Holderread at last month's Executive Committee meeting if there was any negotiation with any of the applicants regarding the funding since we are again receiving the RBE or regional budget estimate, in advance of scoring. The goal should be to stretch the funding we are getting over as many applicants as possible. Ms. Voights said there had also been questions about why a member of the CJAC could also make a presentation to the committee representing his or her organization's application and this issue would need to be addressed when the CJAC policies are reviewed again.

Council Member Heath pointed out that by sitting on the board and reviewing the presentation of others, that person gets the opportunity for insight and how the rest of the board is scoring them. He stated he felt this needed to be a larger policy question. He continued that even if the person does not score themselves, they are affecting their own ranking.

Commissioner Long questioned if it might be possible to change the pace of the meetings since CJAC has intense multiple days, unlike other committees which meet for several days. She suggested that had the CJAC not taken full requests and done a next level analysis on scaling, more programs could have been funded with better geographic distribution. She also brought up the possibility of a limit on the percentage any one entity may receive. Judge Pape asked Ms. Voights if there was a committee that could look at this policy and bring back recommendations to the Executive Committee.

Commissioner Boles pointed out that this was a dramatic swing in the funding and questioned how the distribution and recommendations were made. Council Member Heath responded that he brought up this point in April and had also brought this issue to Ms. Voights attention. He stated the decision to have a wider discussion or modify the recommendations was up to the Executive Committee. He stated he was hesitant to make a specific recommendation but thought that it was worth having the discussion to the points that Commissioner Boles and Commissioner Long brought up.

There was more discussion about the CJAC policy and whether the committee followed it. Ms. Voights indicated that the committee had complied with the policy, but the policy needs to be addressed and she would benchmark what other COGs are doing. Judge Pape asked if there was a deadline to submit the resolutions to the OG, to which Ms. Voights stated that the CJAC has a short window of time to work with due to the when applications are received from the OG.

The question was raised regarding whether CJAC had a conflict-of-interest provision in the CJAC policy, to which Mr. Holderread indicated CJAC does have a conflict-of-interest provision in the policy statement.

A motion was made by Commissioner Shea to adopt a resolution for prioritized list of General Victim Assistance Direct Services Program projects for Plan Year 2022 funding consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division. Mayor Pro Tem Nelson seconded the motion.

The motion passed with nine opposing votes from Council Member Baker, Commissioner Boles, Judge Cunningham, Council Member Heath, Judge Haden, Commissioner Howard, Commissioner Long, Mayor Rydell and Mayor Sederquist.

**7. Adopting a Resolution for Prioritized List of Violence Against Women Justice and Training Program Projects for Plan Year 2022 Funding Consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division**

**Matt Holderread, Regional Research Coordinator**

Mr. Holderread requested adoption of a resolution authorizing the submission of a prioritized list of Violence Against Women, Justice and Training Program applications to the Office of the Governor, Public Safety Office for funding consideration. The Crime Justice Advisory Committee (CJAC) reviewed five applications, requesting over \$900,000 to provide communities in the CAPCOG region with programs that improve the justice systems response to domestic violence, sexual assault, dating violence, stalking and other violent crimes committed against women. On April 14<sup>th</sup> and 15<sup>th</sup>, the CJAC met and scored the applications. The CJAC voted to recommend funding for these projects based on a score from highest to lowest until all available funding is exhausted. One project would receive full funding and a second project would receive partial funding.

Commissioner Long requested an amendment to the CJAC funding amount recommendations with the first highest ranking to receive \$95,000, the second highest ranking to receive \$100,000, the third highest ranking to receive \$100,000 and the fourth highest ranking to receive \$37,700. She then made a motion to adopt the resolution for prioritized list of Violence Against Women Justice and Training Program projects for Plan Year 2022 funding consideration through the Office of the Governor, Public Safety Office's Criminal Justice Division as amended. Commissioner Dockery seconded the motion. The motion passed unanimously.

**8. Consider Adopting a Resolution Declaring May 9 – May 15, 2021 as Hurricane Preparedness Week**

**Martin Ritchey, Director Homeland Security**

Mr. Ritchey announced that it was Hurricane Preparedness Week and discussed some of the issues related to hurricanes' impact on Central Texas counties. Judge Pape suggested that, since they were in the middle of Hurricane Preparedness Week, the resolution should have been on last month's agenda.

A motion was made by Judge Oakley to adopt a resolution declaring May 9- May 15, 2021 as Hurricane Preparedness Week. Council Member Heath seconded the motion. The motion passed unanimously.

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

**Deborah Brea, Executive Assistant**

Ms. Brea announced there were no nominations. The following nominations were made from the floor: Commission Knobloch nominated Commissioner Mark Matthijetz to the Aging Advisory Council and Dale Bolt to the Geographic Information Systems Planning Council.

Judge Weber nominated Paul Zapalac to the Solid Waste Advisory Committee.

Council Member Heath nominated Council Member Mackenzie Kelly to serve as the CJAC board liaison.

A motion was made by Commissioner Howard to approve appointments to Advisory Committees a presented. Commissioner Long seconded the motion. The motion passed unanimously.

**10. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights reported upcoming trainings for Area on Aging – estate planning on May 18 and a webinar on scams May 24. She discussed GIS 9-1-1 performance and explained the need for accurate mapping. She then touch on performance throughout the region.

**11. Adjourn**

The meeting was adjourned at 11:21 a.m.

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Mayor Lew White, Secretary  
Executive Committee  
Capital Area Council of Governments

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Date

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 9, 2021

AGENDA ITEM: #3 Consider Electing Replacement to Serve Remainder of Term for Council Member Andrea Willott

### GENERAL DESCRIPTION OF ITEM:

When a member of the Executive Committee is unable to complete his or her term on the Executive Committee, CAPCOG's Bylaws provide that the Executive Committee shall elect a replacement; this action can be taken with or without a request for the Nominating Committee to meet, per Section 5.7(c). This slot must be filled by a city official from a city with a under 25,000 in population. Council Member Willott has recommended consideration of fellow Bee Cave Council Member Kevin Hight. Council Member Hight has been appointed to Bee Cave's General Assembly slot and has submitted his Nomination Form to serve on the Executive Committee for the remainder of 2021.

### THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER:

Betty Voights, Executive Director

### BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: \_\_\_\_\_

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

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

PROCUREMENT: N/A

### ACTION REQUESTED:

Consider electing Council Member Kevin Hight to the Executive Committee for the remainder of the 2021 term.

### BACK-UP DOCUMENTS ATTACHED:

1. Council Member Nomination Form.
2. General Assembly Appointment
3. Resignation from Council Member Andrea Willott
4. Excerpt from CAPCOG Bylaws regarding Executive Committee vacancies.

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

None



# Nomination Form to Serve on the Executive Committee

I, Kevin Hight, Councilmember representing City of Bee Cave  
(Please print name) (Office or Title) (Name of Jurisdiction)

place my name in nomination for the following seat on Capital Area Council of Governments (CAPCOG) Executive Committee (Check one appropriate designation):

- |  |  |
|--|--|
| <input type="checkbox"/> Representative of a County                | <input type="checkbox"/> City with population between 25,000 and 100,000 |
| <input type="checkbox"/> Representative of the City of Austin      | <input checked="" type="checkbox"/> City with population under 25,000    |
| <input type="checkbox"/> City with population of more than 100,000 | <input type="checkbox"/> At-Large  |

PLEASE COMPLETE THE FOLLOWING SECTION

Kevin Hight  
Name of Representative

11717 Astoria Drive  
Address

512-568-0428  
Telephone Number

khight@beecavetexas.gov  
Email address

Bee Cave, TX 78738  
City, Zip Code

Kaylyn Holloway (Kholloway@beecavetexas.gov)  
Support Staff Contact Information

With my signature below, I acknowledge the following:

- I am a designated representative to the CAPCOG General Assembly for my jurisdiction.
- I am an elected or newly-elected (and not yet sworn in) official of the governing body of my jurisdiction.
- I understand that membership on the Executive Committee requires my attendance at meetings on the second Wednesday of every month, and that per the bylaws, four absences may result in vacating the seat.
- I understand that this nomination is for a term from Jan. 1, 2021 to expire Dec. 31, 2021.
- I understand in order to serve on the Executive Committee my jurisdiction must pay its CAPCOG membership dues by Dec. 1, 2020.
- I ensure that I will perform my duties as a public official in compliance with the nepotism provisions defined in Texas Government Code Chapter 573.

Kevin Hight  
Signature

5/22/2021  
Date

Submit this form via mail to the Capital Area Council of Council of Governments, 6800 Burluson Road, Building 301, Suite 165, Austin, TX 78744 or fax it to 512-916-6001; Attn: Deborah Brea. Or submit it via email to [dbrea@capcog.org](mailto:dbrea@capcog.org) with the subject line "2021 EC Nomination".



# APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.  
Cities, Towns, Villages: Official appointments are made at City Council meetings.  
Organizations: Official appointments are made by the Board or other governing body.

**PLEASE COMPLETE THE FOLLOWING SECTION**

Governing Body:

- County Commissioners Court (e.g., Travis County Commissioners Court)
- OR-
- City Council (e.g., Austin City Council)
- OR-
- Other (Board or other governing body)

City of Bee Cave

City, County, or Organization being represented

Kevin Hight

Council Member

Name of Representative

Position

4000 Galleria Parkway

Address

Bee Cave, TX 78738

City, Zip Code

512-767-6641

Telephone Number

Fax Number

khight@beecavetexas.gov

Email address (General Assembly Reps. will be subscribed to the CAPCOG Connections, Training, & Data Points email lists)

Check One:

- Reappointment
- Filling Vacancy
- Changing Representative

Andrea Willott

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly

Representative for the above entity on May 11, 2021

Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

5-11-21

Date

Please fax this form to 512-916-6001 or email it to [dbrea@capcog.org](mailto:dbrea@capcog.org). For questions about completing this form, call Deborah Brea at 512-916-6018.

## **Voights, Betty**

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**From:** Andrea Willott <satalamo@yahoo.com>  
**Sent:** Sunday, May 2, 2021 1:35 PM  
**To:** Voights, Betty  
**Subject:** Resignation

Dear Betty,

Although I have enjoyed my time on the CAPCOG Executive Committee and being a member of the Clean Air Coalition, I am submitting my resignation from both effective immediately. I was just re-elected to Bee Cave City Council and it is going to take away my time needed to do my positions at CAPCOG justice.

Thank you for all you do.

Sincerely,  
Andrea Willott  
Bee Cave City Council Member

Sent from [Mail](#) for Windows 10

present is the act of the Executive Committee.

### **Section 5.6 – Term**

Executive Committee members serve one-year terms, beginning on the date they are elected and expiring on December 31. An Executive Committee member may complete his or her term if or until his or her successor is elected and the member continues to meet the requirements as set out in Section 5.2.

### **Section 5.7 – Vacancy**

A vacancy on the Executive Committee occurs:

- (1) when a member dies;
- (2) when a member resigns;
- (3) when a member is removed;
- (4) when a member becomes disqualified to serve; or
- (5) when a member incurs four absences as described in subsection (b).

(b) If an Executive Committee member misses three Executive Committee meetings in a calendar year, the Executive Director shall notify the Executive Committee member in writing of the absences and that a fourth absence will vacate the member's position on the Executive Committee. If the Executive Committee member misses a fourth Executive Committee meeting, having received the Executive Director's notice, the Executive Committee shall declare the absent member's position on the Executive Committee vacant unless the member persuades the Executive Committee, at its next meeting, that there was good cause for the absence.

(c) Executive Committee members shall also serve on the Board of Managers of the CAECD; a missed meeting of the CAECD shall be counted toward the absences described in (b).

(c) If a vacancy occurs on the Executive Committee, the Nominating Committee may nominate at the request of the Executive Committee, and the Executive Committee shall elect a replacement to serve for the remainder of the unexpired term.

### **Section 5.8 – Powers and Responsibilities**

(a) The Executive Committee has the following general powers:

- (1) to sue and be sued in the name of the Council;
- (2) to contract;
- (3) to acquire, own, lease, transfer, or otherwise dispose of real and personal property, tangible or intangible, or any interest in it;
- (4) to invest the Council's assets in real or personal property, tangible or intangible, or any interest in it;
- (5) to sell, assign, mortgage, or pledge all or any part of the Council's real or personal property, or any interest in it;
- (6) to borrow or lend money or other property;
- (7) to apply for, receive, and use contributions and grants.

(b) The Executive Committee has the following general responsibilities:

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 9, 2021

AGENDA ITEM: #4 Review of the CAPCOG Investment Policy

### GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act (PFIA) requires the CAPCOG's Executive Committee to review the investment policy annually. It is the policy of CAPCOG to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of CAPCOG and conforming to all state and federal statutes governing the investment of public funds. There are no revisions to the investment policy. The investment policy approved at the August 12, 2020 board meeting is attached for your review.

### THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Lisa Bowman, Director of Finance**

### BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: \_\_\_\_\_

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

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

PROCUREMENT: N/A

### ACTION REQUESTED:

Review the CAPCOG Investment Policy.

### BACK-UP DOCUMENTS ATTACHED:

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

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

None

## **CAPITAL AREA COUNCIL OF GOVERNMENTS Investment Policy**

### **1. Policy**

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

### **2. Scope**

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

### **3. Prudence**

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

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

### **4. Training and Education**

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

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

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

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

## **5. Objectives**

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

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

## **6. Delegation of Authority**

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

## **7. Ethics and Conflicts of Interest**

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

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

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

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

#### **8. Authorized Financial Dealers and Institutions**

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

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

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

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

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

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

#### **9. Authorized & Suitable Investments**

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

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

Only those investments listed in this section are authorized.

**10. Collateralization**

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

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

**11. Safekeeping and Custody**

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

**12. Diversification**

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

**13. Maximum Maturities**

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

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

**14. Internal Control**

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

**15. Performance Standards**

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

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

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

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

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

#### **16. Reporting**

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

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

#### **17. Investment Policy Adoption and Review**

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

## Glossary

**AGENCIES:** Federal agency securities.

**ASKED:** The price at which securities are offered.

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

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

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

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

**CERTIFICATE OF DEPOSIT (CD):**

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

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

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

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

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

**DELIVERY VERSUS PAYMENT:**

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

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

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

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

**FEDERAL CREDIT AGENCIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**OPEN MARKET OPERATIONS:**

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

**PORTFOLIO:** Collection of securities held by an investor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 9, 2021

AGENDA ITEM: #5 Consider Accepting and Verifying the Completion of Cybersecurity Awareness Training for All CAPCOG employees

### GENERAL DESCRIPTION OF ITEM:

Per HB 3834, it is necessary for all employees of CAPCOG to be given cybersecurity awareness training via a Department of Information Resources certified program. The cybersecurity awareness training was to have been completed before the June 14<sup>th</sup> deadline and then reported to the state by June 15<sup>th</sup>. Upon notification to the CAPCOG Executive Committee, all of the prescribed requirements will have been met.

In accordance with Section 2054.5191, Government Code, the governing body of a local government shall:

- Verify and report on the completion of a cybersecurity training program by employees of the local government, and
- Require periodic audits to ensure compliance with this section.

Upon completion of the cybersecurity training, CAPCOG reported the agencies completion to the state using the online form provided by DIR on their website. CAPCOG will maintain the annual cybersecurity training records and any necessary documentation for auditing purposes.

### THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Kelly Clafin, Director of Information Technology Services**

### BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: \_\_\_\_\_

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

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

PROCUREMENT: N/A

### ACTION REQUESTED:

Accept the Report for the completion of Cybersecurity Awareness Training Requirements.

### BACK-UP DOCUMENTS ATTACHED:

1. Cybersecurity Awareness Training – Status Report memo

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

None



6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

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

[www.capcog.org](http://www.capcog.org)

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

## **MEMORANDUM**

**May 24, 2021**

**TO: CAPCOG Executive Committee**

**FROM: Kelly Claflin, Director of Information Technology Services**

**RE: Cybersecurity Awareness Training – Status Report**

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### **Overview**

House Bill (HB) 3834 was passed in June of 2019 and is a requirement that certain state and local government employees and state contractors complete a cybersecurity awareness training program certified by the Department of Information Resources (DIR) on an annual basis. The purpose of this bill is to ensure that local and state government employees and relevant state contractors are properly trained in recognizing security threats in an effort to prevent unauthorized data breaches and to ensure the integrity of the state's digital infrastructure. The annual training must be completed by all governmental entities by June 14<sup>th</sup> and reported to the State by June 15<sup>th</sup>, in accordance with Section 2054.5191, Government Code.

### **Training**

In accordance with HB 3834, CAPCOG training is provided by the Texas Association of Councils (TAC) utilizing their online training portal. The online training system is provided on the Litmos platform and is certified by DIR. All CAPCOG employees were submitted to TAC and entered into their system. The IT Director and HR Coordinator are currently administrators of the system and responsible for maintaining an up to date roster of employee completion of training. As of May 21<sup>st</sup>, 2021, all CAPCOG employees completed the required cybersecurity training and received a Certificate of Completion. It is necessary that CAPCOG can show in good faith that all members of the Executive Committee have taken and completed a certified cybersecurity training course, regardless of whether you have an agency computer account or not.

## Reporting

In accordance with Section 2054.5191, Government Code, the governing body of a local government shall:

- Verify and report on the completion of a cybersecurity training program by employees of the local government, and
- Require periodic audits to ensure compliance with this section.

Upon completion of the cybersecurity training and notification to the Executive Committee, CAPCOG will report the agencies completion to the state using the online form provided by DIR on their website. A form is being provided to the Executive Committee as **House Bill 3834 Certification for Local Governments**. This form does not need to be reported to the Texas Department of Information Resources (DIR), but kept for our own records. CAPCOG will maintain the annual cybersecurity training records and any necessary documentation for auditing purposes.

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 9, 2021

AGENDA ITEM: #6 Discussion on Aerial Imagery Acquisition Budget for 2022

### GENERAL DESCRIPTION OF ITEM:

The purpose of this agenda item is to determine how to budget for aerial imagery to support our 9-1-1 GIS mapping as well as local mapping needs. For several years, CAPCOG has purchased aerial imagery to support our 9-1-1 program. Originally, the GeoMap program involved CAPCOG procuring the vendor, specifying requirements when the areas was flown, and handling all quality control of the product; local governments participated resulting in all parties getting a cost savings. A few years ago, the Texas Natural Resource Information System (TNRIS) introduced "StratMap," which eliminated the need for GeoMap. StratMap allowed CAPCOG and other local entities to jointly provide specifications to TNRIS, which would then handle the procurement. TNRIS has informed CAPCOG that it is now offering a new, subscription-based "Texas Imagery Service," and that it will no longer handle the project administration services (procurement, QA/QC, etc.) that it had been providing. This means CAPCOG will need to acquire differently for 2022 and beyond.

Staff believe that the \$15,000 subscription to the Texas Imagery Service could better meet the imagery needs for the part of the region that TNRIS will consider "urban," since those areas will be updated once a year the same way CAPCOG has been doing, but we are not sure whether it would meet the needs of "non-urban" areas, which would be updated only once every three years. We are also not sure yet which areas will be considered "urban" and "non-urban." The attached memo explains the options and factors to consider regarding costs, frequency of aerial imagery updates, which areas are not updated as often, and how we may need to combine map purchases from more than one source. Staff is seeking seeking guidance/direction on whether we should start planning some kind of aerial imagery acquisition under the Stratmap program for 2022. We will need to get the process underway soon in order to complete the procurement by September 24<sup>th</sup> for the October 13<sup>th</sup> CAECD board meeting.

### THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Andrew Hoekzema, Director of Regional Planning and Services**

### BUDGETARY IMPACT:

Total estimated cost: \$15,000 - \$230,000

Source of Funds: 9-1-1 fees

Is item already included in fiscal year budget?

n/a – would be in FY 2022 budget

Does item represent a new expenditure?

Yes  No

Does item represent a pass-through purchase?

Yes  No

If so, for what city/county/etc.? n/a

PROCUREMENT: n/a

### ACTION REQUESTED:

Discuss and provide direction to staff on budgeting for aerial imagery for the region for 2022

BACK-UP DOCUMENTS ATTACHED: Memo with options for purchase of imagery.

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

None



6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

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

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

**MEMORANDUM**  
**5/25/2021**

**TO: CAPCOG Executive Committee**

**FROM: Andrew Hoekzema, Director of Regional Planning and Services**

**RE: Aerial Imagery**

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For years, CAPCOG's 9-1-1 program has funded the purchase of aerial imagery for use in public safety answering point (PSAP) mapping applications in order to ensure accurate public safety dispatch and response. For the past four years, CAPCOG has obtained this imagery through the Texas Natural Resource Information System (TNRIS) "StratMap" program (<https://tnris.org/stratmap/>). This process involved CAPCOG and other project participants providing specifications to TNRIS for the imagery, participating in the proposal scoring process, and then issuing purchase orders to the vendor once the vendor selection has been finalized. CAPCOG paid for 12-inch resolution imagery for whatever portion of the 10-county region is not covered by other project participants, and any higher-resolution imagery purchased by other participants within the region are used for the PSAPs covering those areas.. Even though this imagery was purchased by CAPCOG for the primary purpose of providing PSAPs with accurate mapping data, it has also available for public use for any purpose at no cost. For the 2021 imagery, CAPCOG paid \$164,619 for the 12-inch imagery for 89% of the region, and other participating agencies paid a total of \$75,000 for 6-inch imagery for the 11% covered by the six cities within the region that participated (Austin, Bastrop, Bee Cave, Horseshoe Bay, Round Rock, and Smithville), with total amounts for each city ranging from \$1,425 for Smithville to \$56,175 for Austin). If CAPCOG had acquired 12-inch imagery for the entire region, rather than just areas not covered by other local governments, it would have cost \$185,619.

The option to continue to acquire imagery the same way we have been doing the past four years is no longer available, since on May 20<sup>th</sup>, CAPCOG's GIS staff were informed by TNRIS that they will no longer be providing the kind of administrative support for StratMap program (procurement, project management, QA/QC of data) since they now have a new subscription-based program called "Texas Imagery Service" (<https://tnris.org/texas-imagery-service/>) that provides 6-inch resolution imagery, with participating agencies paying a low flat fee, but updates for rural areas would be every 3 years rather than every year as we have been doing it for years. It is not entirely clear yet which areas would fall into each category, but unless the entire region is classified as an "urban" area that will be scheduled for updates each year, there would be some parts of the region that would not be getting an update in 2022 . For those areas, CAPCOG can still use the StratMap program to procure imagery at a

discounted price, but there will no longer be any clear benefit of for any area included in the “Urban Area” that will be updated every year to participate in a joint purchase with CAPCOG any longer.

The cost to CAPCOG of subscribing to Texas Imagery Service and making the data available to the PSAPs will be only \$15,000, and will include access for all of the region’s PSAPs. Due the very lost cost, staff plans to proceed with purchasing this service at some point over the next year, but we will need to determine if we should also plan to proceed with a our own aerial imagery acquisition for the areas that will not be updated in 2022 under the Texas Imagery Service. If we were to do this, we would need to get started on this very soon away because of the time it would take to complete the procurement process by the October 13<sup>th</sup> CAECD Board meeting.

There are several factors to consider for this.

- **Financial cost:** The financial cost of the acquisition relative to the \$15,000 we will be paying for the additional that will not be updated every year under Texas Imagery Service – there is a lot of uncertainty about what this might be, but it likely will be about \$120,000 - \$170,000.
- **How to structure costs:** In the past, CAPCOG would budget for acquiring 12-inch resolution imagery for the entire region every year, but if local governments wished to participate to acquire higher-resolution imagery or specialized imagery such as
- **Staff resources:** The staff work that will be involved in procurement, project management, and QA/QC of the data if CAPCOG proceeds with any type of imagery acquisition under StratMap; these are activities that TNRIS had previously taken on that they are now not providing any longer.
- **IT resources:** The resources required to store the data, which is the same as it was in prior years, but which only would be necessary if we did our own supplemental aerial imagery. There are financial costs for this as well.
- **Technical needs:** We do not know whether rural communities with lower growth rates need imagery updated annually or whether updates once every three years would be adequate. Our understanding is that the next statewide imagery acquisition that TNRIS will conduct will likely be in 2023, so the question is whether we need to acquire imagery for these areas in 2022 or not. For a lower-growth area, updates less than every year may have an equivalent benefit in terms of capturing growth as annual updates for a higher-growth area. For reference, the growth in the number of address points from May 2020 to May 2021 for three groups of counties are listed below:
  - I-35 counties (Hays, Travis, Williamson): 4.0%
  - Other MSA counties (Bastrop and Caldwell): 3.9%
  - Non-MSA counties (Blanco, Burnet, Fayette, Lee, and Llano): 2.2%

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: June 9, 2021

AGENDA ITEM: #7 Consider Approving Appointments to Advisory Committees

### GENERAL DESCRIPTION OF ITEM:

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

### THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Deborah Brea, Executive Assistant**

### BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

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

PROCUREMENT: N/A

### ACTION REQUESTED:

Approve any advisory committee recommendations.

### BACK-UP DOCUMENTS ATTACHED:

Summary memo with recommended appointments and vacancies.

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

Executive Committee attendance roster

Advisory Committee attendance rosters



6800 Burleson Road, Building 310, Suite 165  
Austin, Texas 78744-2306  
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Austin, Texas 78744-2306  
Ph: 512-916-6000 Fax: 512-916-6001  
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**BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON**

**MEMORANDUM**  
**May 24, 2021**

**TO: Executive Committee Members**

**FROM: Deborah Brea, Executive Assistant**

**RE: Advisory Committee Recommendations**

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

**Bastrop County**

- The Solid Waste Advisory Committee (SWAC) has a representative vacancy.

**City of Austin**

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Geographic Information Systems Planning Council (GISPC) has a representative vacancy.
- The CAECD Strategic Advisory Committee (SAC) has two representative vacancies.

**Williamson County**

- The Aging Advisory Council (AAC) has two representative vacancies.