



CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, July 10, 2024
CAPCOG Lantana Room
6800 Burleson Road, Bldg. 310, Ste. 155
Austin, Texas 78744

Mayor Lew White, *City of Lockhart*, **Chair**
Judge Brett Bray, *Blanco County*, **1st Vice Chair**
Mr. Matthew Baker, *City of Round Rock*, **2nd Vice Chair**
Judge Ron Cunningham, *Llano County*, **Secretary & Parliamentarian**
Judge James Oakley, *Burnet County*, **Immediate Past Chair**
Council Member Mackenzie Kelly, *City of Austin*
Commissioner Clara Beckett, *Bastrop County*
Mayor Lyle Nelson, *City of Bastrop*
Council Member Kevin Hight, *City of Bee Cave*
Commissioner Joe Don Dockery, *Burnet County*
Judge Hoppy Haden, *Caldwell County*
Judge Dan Mueller, *Fayette County*
Council Member Ron Garland, *City of Georgetown*

Mayor Pro Tem Steve Hougen, *City of Granite Shoals*
Commissioner Walt Smith, *Hays County*
Ms. Esmeralda Mattke Longoria, *City of Leander*
Commissioner Steven Knobloch, *Lee County*
Mayor Pro Tem Doug Weiss, *City of Pflugerville*
Mayor Jane Hughson, *City of San Marcos*
Ms. Janice Bruno, *City of Smithville*
Mr. Brandt Rydell, *City of Taylor*
Judge Andy Brown, *Travis County*
Commissioner Ann Howard, *Travis County*
Commissioner Russ Boles, *Williamson County*
Commissioner Cynthia Long, *Williamson County*
Senator Pete Flores
Representative Stan Gerdes
Representative Vikki Goodwin

1. **Call to Order and Opening Remarks by the Chair**
2. **Consider Approving Minutes for the June 12, 2024, CAECD Board of Managers Meeting**
3. **Consider Accepting the Financial Report for the Period October 1, 2023 to May 31, 2024**
Silvia Alvarado, Director of Finance
4. **Consider Approving the FY 2025 CAECD Budget**
Andrew Hoekzema, Deputy Executive Director
5. **Consider Approving FY 2025 GIS Interlocal Agreements**
Charles Simon, Director of Regional Planning and Services
6. **Consider Awarding Contract for Electrical Services to Richard's Electric**
Richard Morales, Director of Emergency Communications
7. **Consider Approving Committee Appointments**
Betty Voights, Executive Director
8. **Staff Reports**
Betty Voights, Executive Director
9. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, June 12, 2024
6800 Burleson Road
Building 310, Suite 165
Austin, Texas 78744

Present (20)

Mayor Lew White, City of Lockhart, **Chair**
Judge Brett Bray, Blanco County, **1st Vice Chair**
Mr. Matthew Baker, City of Round Rock, **2nd Vice Chair**
Judge Ron Cunningham, Llano County, **Secretary & Parliamentarian**
Judge James Oakley, Burnet County, **Immediate Past Chair**
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County

Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Steve Hougen, City of Granite Shoals
Commissioner Walt Smith, Hays County
Ms. Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Ms. Janice Bruno, City of Smithville
Mr. Brandt Rydell, City of Taylor
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County
Representative Vikki Goodwin

Absent (6)

Council Member Mackenzie Kelly, City of Austin
Judge Hoppy Haden, Caldwell County
Judge Dan Mueller, Fayette County

Mayor Jane Hughson, City of San Marcos
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County

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

Mayor White called the meeting to order at 10:30 a.m.

2. **Consider Approving Minutes for the May 8, 2024 CAECD Board of Managers Meeting**

Mayor White asked the board to consider approving the May 8, 2024 CAECD Board of Managers meeting minutes. Commissioner Long made a motion to approve the minutes. Commissioner Dockery seconded the motion. It passed unanimously.

3. **Consider Adopting a Resolution Setting the 9-1-1 Service Fee for FY 2025**

Richard Morales Jr., Emergency Communications Director

Mr. Morales asked the Board to consider adopting a resolution setting the monthly 9-1-1 service fee rate at \$.50 for FY 2025. He shared that in Texas, there are three components to the overall 9-1-1 fee:

- 9-1-1 Service Fee; charged to each local access line or equivalent and known as traditional landline service, currently \$.50 per month.
- 9-1-1 Wireless Fee; charged to each activated cell phone, currently \$.50 per month.
- 9-1-1 Prepaid Wireless Fee, currently two percent (2%) of the purchase price.

The 9-1-1 wireless fee and the 9-1-1 prepaid wireless fee are set at the state level. The 9-1-1 service fee is set by the state for the Councils of Government and by the boards of each emergency communications district.

Ms. Voights noted there is currently a concerning trend with the wireless fee revenue because it is not increasing at the same rate as past years and this begins to have an impact on our budget beginning the next fiscal year with a deficit; however, Proposition 8 funding passed last November was provided in lieu

of a wireless fee increase, so it's fitting that we begin using it to make up wireless revenue. This is not a long-term solution however and noted she expected this issue to be discussed at TARC meetings later that week.

Mayor White asked for a motion to approve the adoption of a resolution setting the monthly 9-1-1 service fee rate at \$.50 for FY 2025. Council Member Garland made a motion to approve. Ms. Bruno seconded the motion. It passed unanimously.

4. Consider Amending FY 2024 Budget to Add Proposition 8 Funding

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema ask the Board to consider amending the FY 2024 CAECD budget to add Proposition 8 funding in the amount of \$12,400,329.42. This is the funding that the Commission on State Emergency Communications (CSEC) allocated to the CAECD in March 2024, from the Proposition 8 funding that passed in November 2023.

CAPCOG's share of the funding was based on population and a redistribution to ensure that all districts received at least \$373,492.32 in funding. The CAECD has already received half of the allocation, and we expect to receive the additional funding in the final quarter of FY 2024.

Mayor White asked for a motion to approve the amendment of the FY 2024 CAECD budget to add Proposition 8 funding. Commissioner Smith made a motion to approve. Commissioner Dockery seconded the motion. It passed unanimously.

5. Consider Approving Committee Appointments

Betty Voights, Executive Director

Ms. Voights mentioned reaching out to the City of Austin to fill the last Austin spot on the Emergency Communications District's Strategic Advisory Committee.

6. Staff Reports

Betty Voights, Executive Director

Ms. Voights did not have any staff reports to share with the board.

Mr. Morales reviewed the timeline for installation and activation of the new call handling equipment. He said that Bastrop is getting all its next generation equipment in and will be the first PSAP that will be Next Generation 9-1-1 capable. It will take about 3 months for everyone else, and the current system will be running alongside the new one.

7. Adjourn

Mayor White adjourned the meeting at 11:01 a.m.

Judge Ron Cunningham, Secretary
Board of Managers
Capital Area Emergency Communications District

Date

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING**

MEETING DATE: July 10, 2024

AGENDA ITEM: 3. Consider Accepting the Financial Report for the Period October 1, 2023, to May 31, 2024

GENERAL DESCRIPTION OF ITEM:

This is the fiscal year to date financial report for CAECD, for the eight months October 1, 2023, to May 31, 2024. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity as of this period. The fund equity balance of \$39,448,852, as of May 31, 2024, represents resources planned to be used to support continuing operations and existing obligations, and for maintaining the reserves approved by this board to cover emergency operations, and for equipment replacement. The Statement of Revenues and Expenditures as of May 31, 2024, is also included:

Total Revenues as of May 31, 2024	\$ 22,072,790
Total Expenditures as of May 31, 2024	\$ 13,254,375

The financial statements have been prepared in accordance with applicable state and federal requirements and are unaudited.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER:

Silvia Alvarado, CAPCOG Director of Finance

BUDGETARY IMPACT OF AGENDA ITEM:

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

ACTIONS REQUESTED:

Accept the financial report for the eight-month period from October 1, 2023, to May 31, 2024.

BACK-UP DOCUMENTS ATTACHED:

1. Unaudited Balance Sheet as of May 31, 2024
2. Unaudited Statement of Revenues and Expenditures as of May 31, 2024

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

Capital Area Emergency Communications District
Balance Sheet - **Unaudited**
May 31, 2024

Assets

Cash and Short Term Investments	\$	35,587,575
Accounts Receivable	\$	4,758,926
Other Assets	\$	483,023
Total Assets	\$	40,829,524

Liabilities & Fund Equity

Accounts Payable	\$	1,076,409
Due to CAPCOG	\$	304,263
Total Liabilities	\$	1,380,672
Beginning Fund Balance	\$	30,630,437
Change in Fund Balance	\$	8,818,415
Total in Fund Equity	\$	39,448,852
Total Liabilities and Fund Equity	\$	40,829,524

Capital Area Emergency Communications District
Statement of Revenue and Expenditures - **Unaudited**
For the Eight Months Ending May 31, 2024

	Fiscal Year to Date Actual	Total Budget	Percent of Total Budget Remaining
Revenue			
911 Wireline Fees	\$ 1,725,516	\$ 2,575,833	33%
911 Wireless Fees	8,652,696	12,734,869	32%
911 Prepaid Wireless Fees	831,412	1,031,515	19%
911 Private Switch	23,100	65,000	64%
911 Other Revenues	10,025	20,050	50%
State Grants Applied	3,499,601	8,835,500	60%
Proposition 8 Funding	6,239,415	12,400,329	50%
Checking Acct Interest	751	100	-651%
Investment Interest	1,090,274.00	720,000	-51%
Total Revenue	<u>\$ 22,072,790</u>	<u>\$ 38,383,196</u>	42%
Expenditures			
911-Program Management	\$ 1,934,243	\$ 3,101,808	38 %
911-Network	3,552,690	5,176,073	31 %
911-GIS/DB Maintenance	1,365,342	2,804,935	51 %
911-Equipment Maintenance	612,953	1,200,976	49 %
911-PSAP Services	1,151,920	2,495,265	54 %
911-Training & Education	120,610	326,250	63 %
911-NG911 Call Equipment	3,713,001	11,483,610	68 %
911-Capital Projects	384,852	1,558,387	75 %
Regional Notification System	309,474	522,810	41 %
WebEOC	109,290	193,597	44 %
Total Expenditures	<u>\$ 13,254,375</u>	<u>\$ 28,863,711</u>	54 %
Net Revenue Over/(Under) Expenditures	<u><u>\$ 8,818,415</u></u>	<u><u>\$ 9,519,485</u></u>	

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING**

MEETING DATE: July 10, 2024

AGENDA ITEM: 4. Consider Approving the FY 2025 CAECD Budget

GENERAL DESCRIPTION OF ITEM:

This item establishes the CAECD's budget for Fiscal Year 2025 (10/1/2024 – 9/30/2025). For FY 2025, revenues include \$16,203,945 in service fees and \$1,534,986 in non-service fee revenues for a total of \$17,738,931. Proposed expenditures total \$20,068,247, which leaves a deficit of \$2,329,316. We plan to cover that deficit using a portion of the \$12.4 million in Proposition 8 funding that the CAECD is receiving in FY 2024. The attached memo and spreadsheet provide details on the proposed changes for the FY 2025 budget relative to the 2024 budget. A projection of revenues and expenditures through FY 2029 for the district is also included for planning purposes.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Andrew Hoekzema, Deputy Executive Director**

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: \$20,068,247

Source of funds: 9-1-1 Fees and Other Revenue

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: NA

ACTIONS REQUESTED:

Recommend approval of the FY 2025 CAECD budget to the General Assembly.

BACK-UP DOCUMENTS ATTACHED:

1. Memo
2. FY2025 Proposed Budget

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



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

June 24, 2024

TO: CAECD Board of Managers

FROM: Andrew Hoekzema, Deputy Executive Director
Richard Morales, Director of Emergency Communications

RE: Proposed FY 2025 Emergency Communications Budget

The proposed FY2025 budget includes some increases triggered by our move into NextGen 9-1-1 implementation and while most projected expenditures are known, it is likely we will encounter a few additional costs which comes with the deployment of new technology. Appropriately, we have received \$12.4 million in Proposition 8 funds which will ensure sufficient funding for several fiscal years. This comes at a time when we are seeing a statewide trend of decreasing wireless fee revenue along with the continued decline in prepaid wireless and landline revenue. Because of this, our Prop 8 funding will offset some additional budgetary costs in this FY25 budget.

FY 2025 expenditures are \$8 million less than the current year's amended budget, mainly due to the anticipated completion of the call-handling replacement project; however, we have increased the budget for network and PSAP operations costs and will begin budgeting for additional CHE equipment since we were unable to buy extra units with the original purchase in late 2023. In September 2014 the board adopted a goal for the operating reserve of \$13 million; we are budgeting the final \$500,000 needed to reach that level by the end of FY 2025.

Expenditures

Projected expenditures are presented in the attached proposed budget under the following categories:

Program Management:	\$3,445,882
Network:	\$7,165,291
GIS Database Management:	\$2,895,501
Equipment Maintenance:	\$1,291,464
PSAP Operations:	\$2,567,072
Training and Education:	\$347,531
Other Emergency Communications Systems:	\$705,506
Equipment & Projects:	\$1,650,000
TOTAL Expenditures:	\$20,068,247

In the attached handout on the FY 2025 proposed budget, the following items reflect notable changes from the FY 2024 budget.

1. **Program Management:** reflects division re-organization that occurred in mid-FY 2024.
2. **Network:**
 - a. Break out of various components of the AT&T charges and updated costs to reflect actual and anticipated charges.
 - b. Added a \$1.5 million “Network Contingency” item to cover any currently unidentified costs associated with the transition to next generation 9-1-1 (NG9-1-1) or post-transition costs.
 - c. DIR and Frontier Communications costs updated to reflect actual and anticipated charges.
3. **GIS Database Management:** The increase in CAPCOG GIS costs in this category reflects an update to estimates of the amount of time the GIS staff spends on the core 9-1-1 GIS program versus RNS and WebEOC, so there are corresponding decreases in the GIS budgets for those two programs.
4. **Equipment Maintenance:**
 - a. City of Austin Voice Recorder maintenance increased from \$126,756 to \$256,000 per year
 - b. Cedar Park Voice Recorder maintenance increased from \$3,819 to \$26,407 per year
 - c. Motorola maintenance returns to \$68,000 per year from \$136,000 for FY 2024
 - d. Note that the significant increases in maintenance won’t start until November 2025
5. **PSAP Operations:**
 - a. \$180,831 per year added for GeoComm hosting and spatial interface services for mapping
 - b. Split out the costs for Criticall testing from other contractual expenses
 - c. Increased “PSAP Supplies” budget and broadened the items covered a bit; now labeled “PSAP Assistance” this line item had never been increased. Amendments to our PSAP ILAs with each jurisdiction will be needed.
6. **Training & Education:** No major changes
7. **Other Emergency Communications Systems:** Costs now reflect long-term contracts executed with Everbridge and Juvare for RNS and WebEOC systems.
8. **Equipment & Projects:**
 - a. We have moved the “PSAP Room Prep” line item from PSAP operations to Equipment and Projects since these expenses constitute capital expenses. We have also retitled it “PSAP Room Modification” and increased the budget to \$450,000 per year in order to ensure that sufficient funds are budgeted for large-scale PSAP relocations/co-locations/consolidations.
 - b. We have added \$1.2 million/year for life cycle equipment replacement as a set-aside line item since the CHE is replaced every 5-6 years; we will also need to prepare for CTECC 2.0. Although we don’t expect to replace any equipment soon, this would be used but most likely it will roll forward annually.
9. **Allocated costs for Lago Vista have been re-allocated to the other PSAPs.**

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
OVERVIEW

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 <i>Projected Budget</i>	FY 2027 <i>Projected Budget</i>	FY 2028 <i>Projected Budget</i>	FY 2029 <i>Projected Budget</i>
PROJECTED REVENUE	\$28,045,846	\$20,068,247	\$20,552,793	\$20,910,493	\$18,010,962	\$16,615,776
PROJECTED EXPENDITURES	\$28,045,846	\$20,068,247	\$20,552,793	\$20,910,493	\$21,000,624	\$21,254,554
PROJECTED CHANGE TO FUND BALANCE	\$0	\$0	\$0	\$0	(\$2,989,662)	(\$4,638,778)

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
PROJECTED REVENUE

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
SERVICE FEES						
Emergency Service Fee (\$0.50 per line per month)	\$2,575,833	\$2,354,054	\$2,236,352	\$2,124,534	\$2,018,307	\$1,917,392
Wireless Service Fee (\$0.50 per line per month)	\$12,734,869	\$12,890,178	\$12,954,629	\$13,019,402	\$13,084,499	\$13,149,922
Prepaid Wireless Service Fee (2% of final purchase price)	\$1,031,515	\$959,713	\$815,756	\$693,393	\$589,384	\$500,976
Total Service Fee Revenue:	\$16,342,217	\$16,203,945	\$16,006,737	\$15,837,329	\$15,692,190	\$15,568,290
OTHER REVENUE						
Interest - Checking	\$100	\$100	\$100	\$100	\$100	\$100
Interest - Investment (3.75% interest rate)	\$720,000	\$1,500,000	\$1,387,500	\$1,275,000	\$1,162,500	\$1,012,500
Private Switch Agreements	\$65,000	\$34,886	\$34,886	\$34,886	\$34,886	\$34,886
Service Contracts	\$20,050	\$0	\$0	\$0	\$0	\$0
SB8 CSEC Grant	\$8,835,500	\$0	\$0	\$0	\$0	\$0
Proposition 8 Funding Applied (\$12.4 million total)	\$2,062,979	\$2,329,316	\$3,123,570	\$3,763,178	\$1,121,286	\$0
Total Other Revenue	\$11,703,629	\$3,864,302	\$4,546,056	\$5,073,164	\$2,318,772	\$1,047,486
TOTAL REVENUE:	\$28,045,846	\$20,068,247	\$20,552,793	\$20,910,493	\$18,010,962	\$16,615,776

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
PROJECTED EXPENDITURE SUMMARY

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
OPERATING EXPENDITURES						
Program Management	\$3,096,584	\$3,445,882	\$3,542,461	\$3,648,735	\$3,758,198	\$3,870,943
Network	\$4,558,832	\$7,165,291	\$6,983,900	\$7,000,645	\$7,011,833	\$7,011,884
GIS Database Management	\$2,804,935	\$2,895,501	\$3,001,285	\$3,056,171	\$3,112,920	\$3,170,444
Equipment Maintenance	\$1,200,975	\$1,291,464	\$1,723,633	\$1,728,739	\$1,731,920	\$1,732,069
PSAP Operations	\$2,395,265	\$2,567,072	\$2,568,572	\$2,721,823	\$2,609,010	\$2,610,649
Telecommunicator Training and Education	\$326,250	\$347,531	\$352,498	\$363,072	\$373,964	\$385,183
Other Emergency Communications Systems	\$716,408	\$705,506	\$730,444	\$741,308	\$752,779	\$823,382
SUBTOTAL - OPERATING EXPENDITURES	\$15,099,250	\$18,418,247	\$18,902,793	\$19,260,493	\$19,350,624	\$19,604,554
CAPITAL EXPENDITURES - EQUIPMENT AND PROJECTS	\$12,946,596	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000
TOTAL EXPENDITURES:	\$28,045,846	\$20,068,247	\$20,552,793	\$20,910,493	\$21,000,624	\$21,254,554

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
PROGRAM MANAGEMENT

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
Personnel Services	\$1,073,208	\$1,231,912	\$1,268,869	\$1,306,935	\$1,346,144	\$1,386,528
Contractual & Operating	\$191,027	\$205,651	\$203,478	\$209,582	\$215,870	\$222,346
Supplies & Material	\$90,965	\$93,694	\$96,505	\$99,400	\$102,382	\$105,453
Travel	\$64,225	\$81,700	\$85,696	\$88,267	\$90,915	\$93,642
Leases & Utilities	\$679,839	\$748,893	\$771,360	\$794,501	\$818,336	\$842,886
Internal Expense Allocation - CAPCOG	\$997,320	\$1,084,032	\$1,116,553	\$1,150,050	\$1,184,551	\$1,220,088
Total Program Management	\$3,096,584	\$3,445,882	\$3,542,461	\$3,648,735	\$3,758,198	\$3,870,943

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
NETWORK

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
AT&T ESI Connectivity	\$2,584,892	\$2,218,668	\$2,218,668	\$2,218,668	\$2,218,668	\$2,218,668
AT&T Legacy Circuits	\$0	\$1,384,759	\$1,384,759	\$1,384,759	\$1,384,759	\$1,384,759
AT&T Fiber	\$317,499	\$315,218	\$321,511	\$331,153	\$337,830	\$337,830
AT&T Text to 9-1-1	\$113,371	\$109,131	\$109,131	\$109,131	\$109,131	\$109,131
Century Link	\$11,589	\$11,937	\$12,295	\$12,664	\$13,044	\$13,044
Colorado Valley Communications	\$511	\$527	\$543	\$559	\$576	\$576
Colorado Valley Telephone	\$1,519	\$1,565	\$1,612	\$1,660	\$1,710	\$1,761
DIR-AVPN	\$376,856	\$686,474	\$491,892	\$491,892	\$491,892	\$491,892
Foremost Telecommunications	\$2,046	\$2,107	\$2,170	\$2,235	\$2,302	\$2,302
Frontier	\$264,810	\$670,955	\$670,955	\$670,955	\$670,955	\$670,955
Grande Communications	\$2,623	\$2,701	\$2,782	\$2,865	\$2,952	\$2,952
LCRA	\$10,758	\$11,080	\$11,413	\$11,755	\$12,108	\$12,108
Level 3	\$15,473	\$15,937	\$16,415	\$16,908	\$17,415	\$17,415
Logix	\$3,069	\$3,160	\$3,255	\$3,353	\$3,453	\$3,453
Richard's Electric	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Suddenlink Communications	\$2,292	\$2,360	\$2,431	\$2,504	\$2,504	\$2,504
Telecomm. Specialists - Text 2 911	\$0	\$48,168	\$48,168	\$48,168	\$48,168	\$48,168
Time Warner Cable/Spectrum	\$19,587	\$20,175	\$20,780	\$21,403	\$22,045	\$22,045
UMB Bank (Sprint Wireless Recovery)	\$151,601	\$156,150	\$160,834	\$165,658	\$167,896	\$167,896
Wireless Test Phones	\$2,154	\$2,218	\$2,285	\$2,354	\$2,424	\$2,424
Network Contingency	\$678,184	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Total Network	\$4,558,832	\$7,165,291	\$6,983,900	\$7,000,645	\$7,011,833	\$7,011,884

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
GIS DATABASE MAINTENANCE

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
Interlocal GIS Contracts	\$2,001,218	\$2,026,952	\$2,068,871	\$2,106,426	\$2,145,325	\$2,185,611
9-1-1 Database Maintenance	\$79,198	\$53,418	\$53,974	\$54,547	\$55,136	\$55,136
CAPCOG GIS Services	\$429,439	\$519,163	\$534,738	\$550,780	\$567,303	\$584,322
Aerial Photography	\$211,000	\$201,640	\$246,974	\$247,484	\$248,008	\$248,008
Software Subscription & Maintenance	\$84,081	\$94,328	\$96,728	\$96,935	\$97,147	\$97,366
Total GIS Database Management	\$2,804,935	\$2,895,501	\$3,001,285	\$3,056,171	\$3,112,920	\$3,170,444

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
EQUIPMENT MAINTENANCE

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
Regional Network Maint. (Solocom, Intrado, Motorola)	\$883,672	\$815,672	\$1,242,883	\$1,242,883	\$1,242,883	\$1,242,883
UPS Maintenance	\$19,791	\$20,385	\$20,997	\$21,627	\$21,627	\$21,627
Generator Maintenance	\$54,410	\$57,942	\$59,681	\$61,471	\$63,315	\$63,464
Ancillary Equipment Maintenance (Voice Recorders)	\$243,102	\$397,465	\$400,072	\$402,758	\$404,096	\$404,096
Total Equipment Maintenance	\$1,200,975	\$1,291,464	\$1,723,633	\$1,728,739	\$1,731,920	\$1,732,069

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
PSAP OPERATIONS

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
PSAP Assistance	\$87,500	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000
PSAP Interpreter Services	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
MIS Reporting System (ECATS/Rapid Deploy Eclipse)	\$451,908	\$451,908	\$451,908	\$451,905	\$337,500	\$337,500
Criticall Testing Services	\$45,000	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
Other Contractual Services	\$289,524	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Priority Dispatch/Software Subscription	\$1,011,393	\$1,011,393	\$1,011,393	\$1,163,102	\$1,163,102	\$1,163,102
Mapping Services (GeoComm/Radius Mapping and Hosting)	\$329,940	\$510,771	\$510,771	\$510,771	\$510,771	\$510,771
Total PSAP Operations	\$2,395,265	2,567,072	2,568,572	2,721,823	2,609,010	2,610,649

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
TRAINING AND EDUCATION

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
Educational Software	\$0	\$6,193	\$6,379	\$6,570	\$6,767	\$6,970
Contractual Services	\$236,250	\$243,338	\$250,638	\$258,157	\$265,902	\$273,879
Educational Supplies	\$90,000	\$98,000	\$95,481	\$98,345	\$101,295	\$104,334
Total Telecommunicator Training and Education	\$326,250	\$347,531	\$352,498	\$363,072	\$373,964	\$385,183

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
OTHER EMERGENCY COMMUNICATIONS SYSTEMS

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	<i>FY 2026 Projected Budget</i>	<i>FY 2027 Projected Budget</i>	<i>FY 2028 Projected Budget</i>	<i>FY 2029 Projected Budget</i>
Regional Notification System	\$522,810	\$504,480	\$508,594	\$512,832	\$517,196	\$580,467
WebEOC	\$193,597	\$201,026	\$221,850	\$228,476	\$235,583	\$242,915
Total Other Emerg. Communication Systems	\$716,408	705,506	730,444	741,308	752,779	823,382

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
PROPOSED FY 2025 Budget and Projected FY 2026-2029 Budgets
EQUIPMENT AND PROJECTS

	FY 2024 Budget (amended 6/12/2024)	FY 2025 Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
1: Console Replacements and Integration	\$11,337,919	\$0	\$0	\$0	\$0	\$0
2: Backup Center Radio: BUC/RBUC/DSR	\$211,690	\$0	\$0	\$0	\$0	\$0
3: Caldwell County Tower Site	\$384,952	\$0	\$0	\$0	\$0	\$0
4: Llano County Radio Dispatch and Network Connectivity	\$187,035	\$0	\$0	\$0	\$0	\$0
5: Solacom Console Replacements & Spares	\$225,000	\$0	\$0	\$0	\$0	\$0
6: Generator Replacement	\$300,000	\$0	\$0	\$0	\$0	\$0
7: Contracted Services PSAP Best Practices Study	\$200,000	\$0	\$0	\$0	\$0	\$0
8: PSAP Room Modification	\$100,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
9: <i>Equipment Replacement</i>	\$0	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
Total Equipment & Projects	\$12,946,596	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT

BOARD OF MANAGERS MEETING

MEETING DATE: July 10, 2024

AGENDA ITEM: 5. Consider Approving FY 2025 GIS Interlocal Agreements

GENERAL DESCRIPTION OF ITEM:

This agenda item is to approve the 9-1-1 GIS interlocal agreements with local governments for FY 2025. CAPCOG relies on these contracts to obtain monthly updates to the address points and road centerlines used by 9-1-1 call-takers in mapping applications, as well as updates to city limits and emergency service zones (ESZs) when those change. When the region is ready to transition to Next Gen 9-1-1, these data will also be used as the basis for routing 9-1-1 calls to the appropriate Public Safety Answering Point (PSAP).

Funding for each local government's contract is based on the size of its 9-1-1 GIS database and a funding formula approved by the CAECD Board in 2020, as is explained in the attached memo. FY 2025 funding is \$46,873.80 higher than FY 2024 funding (a 2.34% increase), reflecting growth in the size of the GIS databases.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: Charles Simon, Director of Regional Planning & Services

BUDGETARY IMPACT:

Total estimated cost: \$2,048,091.55

Source of Funds: 9-1-1 Service Fees

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.? Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson counties, and City of Austin.

PROCUREMENT: Interlocal Agreements

ACTION REQUESTED: Approve FY 2025 9-1-1 GIS Contracts

BACK-UP DOCUMENTS ATTACHED:

1. 9-1-1 GIS Local Government Contract Amendment Memo
2. FY 2025 ILA for 9-1-1 GIS Database Management
3. FY 2025 ILA Attachment A: Scope of Work
4. FY 2025 ILA Attachment B: CAPCOG NG9-1-1 GIS Data Requirements

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



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

July 10, 2024

TO: CAECD Board of Managers

FROM: Charles Simon, Director of Regional Planning and Services

RE: FY 2025 9-1-1 GIS Contracts

The Regional Planning and Services (RPS) division is requesting approval of 9-1-1 GIS contracts with City of Austin and Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties to support ongoing work to maintain and update GIS databases needed to ensure accurate and efficient routing of 9-1-1 calls and text messages and response to those calls. Funding amounts are based on a formula established by the board in February 2020¹ and the number of records in each local government's databases as of June 2024. The funding for each local government is shown below.

Local Government	FY 2024 Funding Amount	Database Records 6/1/2024	FY 2025 Funding Amount	Change in Funding)	% Change in Funding
Bastrop	\$148,906.25	69,092	\$151,455.80	\$2,549.55	1.71%
Blanco	\$50,141.00	10,741	\$51,019.75	\$878.75	1.75%
Burnet	\$124,871.25	47,574	\$126,710.10	\$1,838.85	1.47%
Caldwell	\$101,990.85	27,236	\$103,321.40	\$1,330.55	1.30%
Fayette	\$102,317.45	26,684	\$102,686.60	\$369.15	0.36%
Hays	\$209,845.90	127,740	\$218,901.00	\$9,055.10	4.32%
Lee	\$63,070.50	13,544	\$64,334.00	\$1,263.50	2.00%
Llano	\$95,803.85	20,995	\$96,144.25	\$340.40	0.36%
City of Austin	\$634,539.75	496,216	\$642,648.40	\$8,108.65	1.28%
Williamson	\$469,730.95	364,235	\$490,870.25	\$21,139.30	4.50%
Total	\$2,001,217.75	1,204,057	\$2,048,091.55	\$46,873.80	2.34%

This year's contracts will include the usual updates to data submission and other important dates. Substantial changes were made to the contracts last year. The only changes proposed this year are to reflect the dates relevant to Fiscal Year 2025.

¹ *\$4.75 per record for 1st 20,000 records, \$1.15 per record beyond the first 20,000. Includes address points, road centerlines, city limits, emergency service zones (ESZs), fire emergency service boundaries (ESB), law enforcement ESB, and emergency medical service ESB

Capital Area Council of Governments Interlocal Agreement for 9-1-1 Geographic Information System Database Management FY 2025

1. Parties and Purpose

- 1.1. The Capital Area Council of Governments ("CAPCOG") is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, chapter 391 of the Local Government Code. One of CAPCOG's functions includes the operation of the Capital Area Emergency Communications District ("CAECD" or "the District") a regional emergency communications district of the State of Texas organized and operating under Chapter 772, Subchapter G of the Health and Safety Code, as amended. On behalf of the District, CAPCOG desires to ensure the highest quality in its 9-1-1 Geographic Information System (GIS) data in order to ensure the success of the region's transition to Next Generation 9-1-1 emergency communications service within the District.
- 1.2. «Local_Government_Name» ("PUBLIC AGENCY") is a Texas County that has agreed to participate in maintaining and updating the district's 9-1-1 GIS database and exercises its authority under Section 251.013 of the Texas Transportation Code to name public roads and assigning address numbers to property located in unincorporated areas of the county.
- 1.3. This Interlocal Agreement (ILA) is entered into between CAPCOG and PUBLIC AGENCY under Chapter 791 of the Texas Government Code in order to compensate the PUBLIC AGENCY for the work required to maintain and update the district's 9-1-1 GIS database.
- 1.4. For the purpose of carrying out CAPCOG's duties and obligations under this agreement, the parties understand and agree that references to CAPCOG includes its employees, officers, directors, volunteers, agents (including the Capital Area Council of Governments – CAPCOG), and their representatives, individually, officially, and collectively.

2. Goods and Services

- 2.1. PUBLIC AGENCY agrees to carry out the scope of work in Attachment A in accordance with the data requirements in Attachment B.

3. Cooperative Purchasing

- 3.1. CAPCOG may periodically identify opportunities to cooperatively purchase goods or services for the 9-1-1 GIS data for participating organizations.
- 3.2. If PUBLIC AGENCY chooses to participate in a cooperative purchase of 9-1-1 GIS goods or services organized by CAPCOG, PUBLIC AGENCY agrees that CAPCOG may deduct the cost of PUBLIC AGENCY's share of those goods or services from the contract price otherwise payable to the PUBLIC AGENCY.

4. Effective Date and Term of Contract

- 4.1. This contract takes effect October 1, 2024, and terminates on September 30, 2025, unless terminated earlier under Section 10.

5. Contract Price and Payment Terms

- 5.1. For work performed under this agreement, CAPCOG agrees to compensate PUBLIC AGENCY an amount not to exceed «FY_2023_Contract_Amount».
- 5.2. PUBLIC AGENCY agrees to invoice CAPCOG as follows for deliverables as described in Attachment A for these quarters:

October 1, 2024 – December 31, 2024: «Q1_Amount», invoice due by close of business, Monday, January 13, 2025

January 1, 2025 – March 31, 2025: «Q2_Amount», invoice due by close of business, Monday, April 7, 2025;

April 1, 2025 – June 30, 2025: «Q3_Amount», invoice due by close of business, Monday, July 7, 2025; and

July 1, 2025 – September 30, 2025: «Q4_Amount», invoice due by close of business, Monday, October 13, 2025.

Timely submission of invoices will be considered in CAPCOG's evaluation of PUBLIC AGENCY's performance of this ILA, and CAPCOG reserves the right to reject any invoice submitted more than 90 days after the end of each quarter.

- 5.3. PUBLIC AGENCY agrees to submit a performance report along with each invoice in accordance with the scope of work in Attachment A. If CAPCOG determines that PUBLIC AGENCY has not met performance expectations described in Attachment A, CAPCOG will provide a written explanation to PUBLIC AGENCY, and PUBLIC AGENCY agrees to provide, within five business days, a comprehensive explanation of the performance deficiency and a plan for achieving performance targets during the next quarter.
- 5.4. CAPCOG agrees to pay invoices within 30 days after receiving a correct invoice, after CAPCOG determines that the PUBLIC AGENCY has fulfilled its obligations for the quarter in accordance with Attachment A.
- 5.5. CAPCOG reserves the right to reject in whole or part a quarterly invoice in part or in whole if PUBLIC AGENCY has not adequately fulfilled its obligations under this ILA.

6. Compliance with Applicable Law and Policy

- 6.1. PUBLIC AGENCY agrees to comply with all applicable law and policy in carrying out this ILA.

7. Independent Contractor, Assignment, and Subcontracting

- 7.1. PUBLIC AGENCY is not an employee or agent of CAPCOG, but furnishes goods and services under this ILA solely as an independent contractor.

- 7.2. PUBLIC AGENCY may not assign its rights or subcontract its duties without the written consent of CAPCOG. An attempted assignment or subcontract in violation of this section is void.
 - 7.3. If CAPCOG consents to PUBLIC AGENCY's subcontracting of duties, each subcontract is subject to all of the terms and conditions of this ILA, and PUBLIC AGENCY agrees to furnish a copy of this ILA to each subcontractor and furnish, upon request, a copy of PUBLIC AGENCY's contract with any subcontractor to CAPCOG.
 - 7.4. If PUBLIC AGENCY wishes to assign the role of project representative to anyone other than a PUBLIC AGENCY employee to serve as its project representative for this ILA, it shall provide documentation to CAPCOG that the subcontractor consents to serve in this capacity.
8. Records and Monitoring
 - 8.1. PUBLIC AGENCY agrees to maintain records adequate to document its performance and costs of carrying out this ILA at PUBLIC AGENCY's offices.
 - 8.2. Subject to additional requirements of section 8.3, PUBLIC AGENCY agrees to preserve the records for three fiscal years after receiving final payment under this ILA.
 - 8.3. If an audit or information in the records is disputed or the subject of litigation, PUBLIC AGENCY agrees to preserve the records until the dispute or litigation is finally concluded, regardless of the ending or early termination of this contract.
 - 8.4. Upon advance and reasonable notice to the PUBLIC AGENCY, CAPCOG is entitled to inspect and copy, during normal business hours at PUBLIC AGENCY's offices where they are maintained, the records maintained under this contract for as long as they are preserved. CAPCOG is also entitled to visit PUBLIC AGENCY's offices, talk to its personnel, and audit its records, all during normal business hours, to assist in monitoring its performance under this contract.
 - 8.5. CAPCOG reserves the right to visit PUBLIC AGENCY's offices to monitor performance of this contract at least during the performance period to ensure compliance with applicable law and policy. If CAPCOG exercises this option, it will provide PUBLIC AGENCY with a written monitoring report within 30 calendar days of the visit. The report will describe any compliance issues and schedule a follow-up visit if necessary.
 - 8.6. CAPCOG agrees to notify PUBLIC AGENCY at least 24 hours in advance of any intended visit under this Section other than as described in Section 8.5. Upon receipt of CAPCOG's notice, PUBLIC AGENCY agrees to notify the appropriate department(s) specified in the notice of CAPCOG's intended visit.
 9. Nondiscrimination and Equal Opportunity
 - 9.1. PUBLIC AGENCY shall not exclude anyone or entity from participating in PUBLIC AGENCY's duties under this ILA, deny benefits under this ILA, or otherwise discriminate against anyone in carrying out this contract because of any protected category under CAPCOG's personnel policies, which include race, color, religion, sex, age, disability, handicap, veteran status, national origin, sexual orientation, or gender identity.

- 9.2. If PUBLIC AGENCY procures goods or services with funds made available under this ILA, PUBLIC AGENCY agrees to comply with CAPCOG's affirmative action procurement policy, which is set out in CAECD's 9-1-1 Policies and Procedures Manual.

10. Early Termination of Contract

- 10.1. If CAPCOG or PUBLIC AGENCY breaches a material provision of this ILA, the other may notify the breaching party describing the breach and demanding corrective action. The breaching party has five business days from its receipt of notice to correct the breach, or to begin and continue with reasonable diligence and in good faith to correct the breach. If the breach cannot be corrected within a reasonable time as agreed by the parties, despite the breaching party's reasonable diligence and good faith effort to do so, the non-breaching party may terminate the contract or may invoke the dispute resolution process of section 11.
- 10.2. If this ILA is terminated under this section, CAPCOG and PUBLIC AGENCY are entitled to compensation for goods and services provided the other before receiving notice of the suspension or termination. However, neither CAPCOG nor PUBLIC AGENCY is liable to the other for costs it paid or incurred under this contract made after or in anticipation of its receipt of notice of suspension or termination. The fraction of the maximum amount owed for each period described in sections 5.1 and 5.2 will be calculated based on the quarterly amount and fraction of CAPCOG business days during that quarter when the PUBLIC AGENCY carried out work pursuant to this ILA.
- 10.3. Termination for breach under Section 10.1 does not waive either party's claim for direct damages resulting from the breach, and both CAPCOG and PUBLIC AGENCY among other remedies may withhold from compensation owed the other an amount necessary to satisfy its claim against the other.
- 10.4. The termination of this contract does not affect PUBLIC AGENCY's duty to preserve its records and permit inspection, copying, and auditing of its records and visitation of its premises and personnel under section 8.

11. Dispute Resolution

- 11.1. The parties desire to resolve disputes arising under this ILA without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between themselves. To this end, the parties agree not to sue one another, except to enforce compliance with this Section 11, toll the statute of limitations, or seek an injunction until they have exhausted the procedures set out in this Section 11.
- 11.2. At the written request of either party, each party shall promptly appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising under this ILA. The representatives appointed shall promptly determine the location, format, frequency, and duration of the negotiations.
- 11.3. If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to refer the dispute to the Dispute Resolution Center of Austin for mediation in accordance with the Center's mediation procedures by a single

mediator assigned by the Center. Each party agrees to pay half the cost of the Center's mediation services.

- 11.4. The parties agree to continue performing their duties under this contract, which are unaffected by the dispute, during the negotiation and mediation process.
- 11.5. If mediation does not resolve the parties' dispute, the parties may pursue their legal and equitable remedies.
- 11.6. A party's participation in or the results of any mediation or other non-binding dispute resolution process under this section or the provisions of this section shall not be construed as a waiver by party of: (1) any rights, privileges, defenses, remedies, or immunities available to a party; (2) a party's termination rights; or (3) other termination provisions or expiration dates of this ILA.
- 11.7. Nothing shall prevent either party from resorting to judicial proceedings if (a) good faith efforts to resolve a dispute under these procedures have been unsuccessful, or (b) interim resort to a court is necessary to prevent serious and irreparable injury to a party or to others.

12. Notice to Parties and Project Representatives

- 12.1. Notice to be effective under this ILA must be in writing and received by the party against whom it is to operate. Notice is received by a party: A) when it is delivered to the party personally; B) on the date shown on the return receipt if mailed or registered or certified mail, return receipt requested, to the party's address specified in 12.2 or 12.3 and signed for on behalf of the party; or C) three business days after its deposit in the United States mail, with first-class postage affixed, addressed to the party's address specified in Section 12.2 or 12.3.
- 12.2. CAPCOG's address is 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744, Attn: Executive Director
- 12.3. PUBLIC AGENCY's address is: «Representative_Address».
- 12.4. A party may change its address by providing notice of the change in accordance with Section 12.1
- 12.5. Rob Buckhouse, CAPCOG GIS Program Manager, is CAPCOG's Project Representative, who is authorized to give and receive communications and directions on behalf of CAPCOG. All communications including all payment requests must be addressed to the CAPCOG's Project Representative or his designee. CAPCOG's Project Representative or its Executive Director may indicate a designee through an e-mail to PUBLIC AGENCY's project representative. CAPCOG's Project Representative's phone number is (512) 916-6033, and his e-mail is rbuckhouse@capcog.org
- 12.6. «Project_Representative» is PUBLIC AGENCY's Project Representative, who is authorized to give and receive communications and directions on behalf of PUBLIC AGENCY. All communications must be addressed to the PUBLIC AGENCY's Project Representative or «HisHer» designee. The PUBLIC AGENCY's Project Representative or the individual signing this contract for PUBLIC AGENCY may indicate a designee through an e-mail to CAPCOG's project

representative. PUBLIC AGENCY's Project Representative's phone number is «Representative_Phone_Number», and «HisHer» e-mail is «Project_Representative_email».

13. Miscellaneous

- 13.1. Each individual signing this contract on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken. The undersigned warrants that he or she: A) has actual authority to execute this contract on behalf of the governing body identified in this agreement; and verifies the governing body, by either minute order, resolution, or ordinance approved this agreement as required by Texas Government Code Section 791, as amended
- 13.2. This ILA shall be construed and interpreted in accordance with the laws of the State of Texas. Venue for all disputes hereafter shall be solely in Travis County.
- 13.3. This ILA states the entire agreement of the parties, and may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this ILA which are required by changes in Federal or State law or regulation are automatically incorporated into this contract without written amendment hereto and shall become effective on the date designated by such law or regulation.
- 13.4. The following Attachments are part of this ILA: A) Scope of Work; and B) Data Requirements.
- 13.5. This contract is executed in duplicate originals.

«Local_Government_Name»

CAPITAL AREA COUNCIL OF GOVERNMENTS

By: _____

By: _____

Name: _____

Betty Voights

Title _____

Executive Director

Date: _____

Date: _____

Date of County Governing Body Approval:

Attachment A: Scope of Work

Overview

The goal of this scope of work is to facilitate the exchange of geospatial information between PUBLIC AGENCY and CAPCOG to help ensure efficient and accurate response to emergency calls and text messages in all areas of the Capital Area Emergency Communications District (CAECD). In order to accomplish this:

1. Calls and texts must be routed to the correct public safety answering point (PSAP)
2. The correct emergency service provider must be dispatched to the appropriate location
3. The emergency responders must be able to know the most efficient route to reach that location.

Definitions

Core 9-1-1 GIS data terminology:

1. **9-1-1 GIS Database:** The geospatial database maintained and updated by the PUBLIC AGENCY that includes, at a minimum, all address points (SSAPs), road centerlines (RCLs), PSAP boundaries, Emergency Service Boundaries (ESBs), Emergency Service Zones (ESZs) boundaries, and city limit (municipal) boundaries for the PUBLIC AGENCY's Provisioning Boundary.
2. **Data Layer:** Also known as a Feature Class, is a group of geographic features that reside in a table of information with corresponding locations on the earth (map) represented as either points, lines, or polygons.
3. **Feature Class:** See Data Layer.
4. **Address Points (SSAPs):** A data layer of points identifying sites or structures associated with a street address, or the location of access to a site or structure, but may also represent landmarks.
5. **Road (Street) Centerlines (RCLs):** A data layer of lines estimating the centerline of a roadway that contains information such as road name, road classification, and address range.
6. **City Limit (Municipal) Boundary:** A polygon data layer representing the geographic extent of a city's administrative boundary, not including any extra-territorial jurisdiction. Updates to City Limit boundaries are used to update PSAP, ESB, and ESZ boundaries.
7. **Automatic Location Information (ALI) Database:** A tabular database of landline telephone numbers with associated location information used to route 9-1-1 calls to a PSAP.
8. **Legacy Master Street Address Guide (MSAG) Database:** A tabular database of street names and house number ranges within their associated communities defining ESZs and their associated Emergency Service Numbers (ESNs) to enable proper routing of 9-1-1 calls.
9. **Topology:** The spatial relationships between adjacent or neighboring features.
10. **Performance Standard Accuracy:** The minimum accuracy rate that must be achieved in each of the Data Hub, EGDMS, and CAPCOG quality control reports.
11. **Positional Accuracy:** The measure of how an object is accurately positioned on the map with respect to its true position on the ground or its intended designation.

Specialized NG9-1-1 GIS terminology:

1. **Provisioning Boundary**: The authoritative polygon data layer that defines the PUBLIC AGENCY's geographic area of 9-1-1 GIS responsibility. This should be the entire extent of the PUBLIC AGENCY's administrative boundary, plus any other adjacent areas or minus areas within its administrative boundaries as agreed to between the PUBLIC AGENCY and another city or county. Provisioning boundaries may only be modified with express written concurrence between the PUBLIC AGENCY, adjacent PUBLIC AGENCIES, and CAPCOG.

The Provisioning Boundary should include the area that the PUBLIC AGENCY assigns address points and road names under its own authority, plus any other areas that the PUBLIC AGENCY does not have such authority, but with which it has entered into an exclusive agreement to obtain this information for the 9-1-1 GIS database. Situations that may warrant a change to a Provisioning Boundary include (but are not limited to): municipal annexations, disannexations, consolidation of two or more municipalities, formation of new municipalities, changes in PSAP service areas, and changes in emergency responder service areas.

2. **PSAP boundary**: The authoritative polygon data layer representing the geographic area within a Provisioning Boundary served by a single 9-1-1 call center (a PSAP), to which all emergency requests are initially routed.
3. **Emergency Service Boundary (ESB)**: A polygon data layer that represents the geographic area of responsibility for emergency response providers within the geographic extent of the Provisioning Boundary. Each 9-1-1 GIS database includes, at a minimum, a law ESB layer, a fire ESB layer, and an Emergency Medical Services (EMS) ESB layer.
4. **Emergency Service Zone (ESZ)**: A polygon data layer representing the area within a Provisioning Boundary served by a unique combination of police, fire, and EMS responders.
5. **Database Schema**: Also known as Data Model, is the database structure with regard to field properties, including data type, field value constraints, etc. Converting one database schema to another involves field-matching (field-mapping) and other compatibility considerations.
6. **Geo-MSAG**: A geospatially-based database that replaces the Legacy MSAG and is created and managed using a road centerline GIS dataset. A city or county must first transition from a traditional tabular MSAG to a Geo-MSAG before it can transition to NG9-1-1. In order to qualify to initiate the transition to a Geo-MSAG, a county must achieve at least 98% match between ALI to RCL records as described later in this document.
7. **Globally Unique IDs (GUIDs)**: A unique identifier that is assigned to each record (feature) in a PUBLIC AGENCY's 9-1-1 GIS database; a GUID uniquely identifies a feature both within the PUBLIC AGENCY's 9-1-1 GIS database Provisioning Boundary and across all 9-1-1 GIS databases.

Quality Control terminology:

1. **Enterprise Geospatial Data Management System (EGDMS)**: A cloud-based quality control platform provided by AT&T/Intrado used for identifying critical errors that affect call and dispatch routing that will be used by the PUBLIC AGENCY to provision (determines acceptable) data to CAPCOG's NG9-1-1 system for call routing. EGDMS does not assess "significant" errors that affect dispatch.
2. **Data Hub**: a cloud-based quality control platform provided by GeoComm that, in addition to being able to identify critical errors, can also identify "significant" and "other" errors in a PUBLIC

AGENCY's 9-1-1 GIS database. Data Hub is the system that will provide data to a call taker's map display..

3. **New Error**: Any error present in the PUBLIC AGENCY's 9-1-1 GIS database update for the first time.
4. **Legacy Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database update that was also present in a preceding update.
5. **Accuracy Rate**: The percentage of features that Data Hub, EGDMS, and CAPCOG quality control reports each indicate are free of critical or significant errors and match a related database.
6. **Error Rate**: The percentage of features that Data Hub, EGDMS, and CAPCOG quality control reports indicate have critical or significant errors, or that do not match a related database.
7. **Critical Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database assessed by EGDMS or Data Hub that cause, or have a potential of causing, a critical fault in the routing of a 9-1-1 emergency service request call or text to the correct PSAP; the EGDMS system prevents data with critical errors from being uploaded to the NG9-1-1 system. Examples include (but are not limited to) gaps and overlaps between several of the data layers described above.
8. **Significant Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database update found by GeoComm's Data Hub quality control software that cause, or have a potential of causing, a critical fault in Computer-Aided Dispatch (CAD) mapping platforms or other related systems.
9. **Other Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database identified by GeoComm's Data Hub quality control software other than a "critical" or "significant" error.
10. **Quality Control Reports**: Any of the reports generated by Data Hub, EGDMS, or CAPCOG that evaluates a Feature Class provided by Public Agency and indicates critical, significant, or other errors as well as additional information that evaluates the quality of the data entered relative to requirements for NG9-1-1.
11. **Comprehensive Performance Report**: A monthly CAPCOG produced report that details accuracy and error rates as they relate to the defined performance standards for critical and significant errors. The report will also provide metrics for ALI to RCL and SSAP match rates, legacy errors, and unique features with errors.

General Terminology

12. **Submission Window**: The period of time during which Public Agency can upload Feature Class datasets to CAPCOG to be included in the 9-1-1 database. It is defined as ending at the end of the first day of each month and beginning at the start of the day five days prior to the first day of the month.
13. **Quarterly Report**: A report provided by Public Agency each quarter that indicates the work performed on the 9-1-1 GIS database over the course of the previous quarter. This report is used in conjunction with the Public Agency's invoice in order for CAPCOG to provide reimbursement to the Public Agency.

Task 1: Basic Work

Task 1 involves information gathering and data preparation needed for the 9-1-1 GIS database.

Task 1.A: PUBLIC AGENCY shall constantly maintain a comprehensive record of 9-1-1 related information needed for complete and updated 9-1-1 GIS database records in the formats specified for each Feature Class in Attachment B for all areas within the PUBLIC AGENCY's Provisioning Boundary consisting of:

1. Street Addresses
2. Roads
3. Municipal boundaries
4. Police ESB
5. Fire ESB
6. Emergency Medical Service ESB
7. ESZs

Data submitted by PUBLIC AGENCY must adhere to requirements for Feature Class datasets specified in Attachment B.

Task 1B: PUBLIC AGENCY shall enter into and maintain agreements with all other local governments with the authority to assign address points, assign road names and address ranges, alter municipal boundaries, or change the geographic coverage of emergency service providers in order to ensure that these entities provide such data to PUBLIC AGENCY in a timely manner. When such changes occur, PUBLIC AGENCY shall provide CAPCOG with adequate advance notice of any substantive changes that could or should affect PSAP boundaries, ESB boundaries, provisioning boundaries, or any sub-contracting in order for an orderly transition as a result of any pending new agreement, amendment, or agreement termination. PUBLIC AGENCY shall submit a copy of each of these agreements to CAPCOG no later than October 6, 2023.

Task 1.C: If CAPCOG identifies any situations in which a road centerline is coincident with a Provisioning Boundary, PUBLIC AGENCY is responsible for coordinating with any adjacent agencies sharing responsibility for that road centerline to determine which agency will be responsible for maintaining which portions of the road centerline data to avoid duplication.

Task 1.D: At least once a month, PUBLIC AGENCY shall back up the 9-1-1 GIS database and store it in a secure place. PUBLIC AGENCY shall include a record of the dates the database was backed up in the activity reports that are required to be submitted with quarterly invoices.

Task 1E: PUBLIC AGENCY shall be responsible for conveying any relevant information from CAPCOG regarding 9-1-1 GIS database integrity to other local governments and governmental entities partially or wholly within its Provisioning Boundary.

Task 1F: PUBLIC AGENCY shall provide to CAPCOG information from any County Commissioners' Court meetings or City Council meetings that would affect PUBLIC AGENCY's performance of this contract, including (but not limited to) changes to PSAPs, ESBs/ESZs, annexation, or subcontracting. PUBLIC AGENCY's Project Representative is expected to keep track of County Commissioners Court and City Council meeting agendas to determine if an item may affect the performance of this contract, and notify CAPCOG's project representative of any such issues as soon as possible, but no later than 2 days prior to the Commissioners Court or City Council meeting. Such information includes, but is not limited to, annexation notices, disannexation notices, and interlocal agreements related to emergency services and coverage areas. To the extent possible, CAPCOG will use the ESB and ESZ data submitted by the PUBLIC

AGENCY in the 9-1-1 system. However, CAPCOG reserves the right to make adjustments to these data and/or reinstate prior versions if the data submitted by PUBLIC AGENCY are found to have errors. Regardless of any such changes made by local governments within their Provisioning Boundary, those changes will not be made in the 9-1-1 system until this information is provided to CAPCOG, CAPCOG accepts the information, and makes the corresponding changes in the 9-1-1 system. CAPCOG shall make PUBLIC AGENCY aware of any required changes to these boundaries within three business days of being provided with the polygon data. Note that changes to these data may be sent to CAPCOG at any point during the month.

Task 1.G: PUBLIC AGENCY shall send at least one representative to each scheduled 9-1-1 GIS User Group meetings (GMUG) and at least one training workshop hosted by CAPCOG during the performance period of this agreement.

Task 1.H: By October 7, 2024, PUBLIC AGENCY shall submit to CAPCOG a listing of which agencies are responsible for assigning 9-1-1 addresses within all areas of their Provisioning Boundary.

Task 2: Feature Class Quality Control

Task 2 involves uploading the Feature Class datasets to designated quality control services one or more times a month in order to check the integrity of the data for the purpose of ensuring that it is accurate for 9-1-1 use, meets the requirements for an NG9-1-1 system, and gives Public Agency the opportunity to correct errors before submitting the monthly upload required in Task 3.

Task 2.A: Public Agency must download the ALI extract data from the site provided by CAPCOG within seven days of being notified by CAPCOG that it is available.

Task 2.B: Public Agency must upload Feature Class datasets to Data Hub to obtain Quality Control Reports at least once a month, and not more frequent than once per week. The roads (RCL) and street addresses (SSAP) need to be included in every upload. The Municipal Boundaries, Emergency Service Zones (ESZ), Police (ESB), Fire (ESB), and Emergency Medical Service (ESB) Feature Classes only need to be uploaded when the Feature Class has changed since the previous month. The downloaded ALI extract data specified in Task 2.A must be included with at least one of the uploads per month.

Task 2.C: Public Agency must upload Feature Class datasets to EGDMS to obtain Quality Control Reports at least once a month. There is no limit to the number of times that Public Agency can upload data to EGDMS. The roads (RCL) and street addresses (SSAP) need to be included in every upload. The Municipal Boundaries, Emergency Service Zones (ESZ), Police (ESB), Fire (ESB), and Emergency Medical Service (ESB) Feature Classes only need to be uploaded when the Feature Class has changed since the previous month.

Task 2.D: Public Agency must correct any errors that are indicated in the Quality Control Reports obtained by performing Tasks 2.B and 2.C. as soon as possible.

Task 2.E: PUBLIC AGENCY shall address any other discrepancies identified by authorized stakeholders including, but not limited to, PSAP 9-1-1 call-takers and CAPCOG staff.

Task 3: GIS Work for PSAP Map Updates

Task 2 involves GIS work needed for directly maintaining and updating the 9-1-1 GIS database for use in monthly updates to PSAP mapping applications. CAPCOG's expectation is that this work would be performed by a person, either on staff or subcontracted by the PUBLIC AGENCY, with responsibilities, knowledge, skills, education, and experience comparable to the state's "Geographic Information Specialist II" job description.¹ Task 2 includes the following sub-tasks:

Task 2.A: PUBLIC AGENCY must maintain at least one ESRI ArcGIS software license in order to carry out this work.

Task 2.B: PUBLIC AGENCY shall submit to CAPCOG all information required under Task 1.A that corresponds to GIS data layers in the 9-1-1 GIS database at least once a month in ESRI File geodatabase format (.gdb) pursuant to the specifications in Attachment B and any other CAPCOG guidance during the Submission Window. The latest submission that complies with the Performance Standard Accuracy will be used for the 9-1-1 database update.

Task 2.F: In addition, PUBLIC AGENCY shall maintain the ALI database within the PUBLIC AGENCY's Provisioning Boundary. This includes, but is not limited to, correcting telephone number database errors, maintenance and quality-control of an accurate 9-1-1 call location map.

Task 4: Updates for Call-Routing

In a NG9-1-1 environment, the GIS database is used not only for PSAP mapping applications, but also to route both cell and landline phone calls to the proper PSAP.

Task 3.A: PUBLIC AGENCY shall submit the most recent 9-1-1 road (RCL) and street address (SSAP) Feature Class datasets to EGDMS at least once during the Submission Window. CAPCOG will assess compliance with Performance Standard Accuracy indicated for each Feature Class in Attachment B based on the last submission during the Submission Window. Road (RCL) updates submitted by PUBLIC AGENCY to EGDMS will automatically update PUBLIC AGENCY's GeoMSAG.

Task 3.B: Public Agency must correct any errors that are indicated in the Quality Control Reports obtained by performing Tasks 3.A prior to the next monthly submission. Failure to make progress in correcting critical errors identified in the prior month's submission will be noted in CAPCOG's Comprehensive Performance Reports and must be noted and explained in Quarterly Reports submitted by PUBLIC AGENCY when submitting an invoice to CAPCOG.

Content of Quarterly Reports

Along with each quarterly invoice, PUBLIC AGENCY will submit an activity report using the templates provided by CAPCOG that contains all of the following information related to activities that occurred in the quarter:

- For each applicable governmental entity with administrative boundaries within PUBLIC AGENCY's Provisioning Boundary, PUBLIC AGENCY shall provide a summary of actions taken

¹ Available online at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions/>

each month relevant to the 9-1-1 GIS database, including any new records added since the last update and errors corrected.

- The date and time of the PUBLIC AGENCY’s last backup of its 9-1-1 GIS database.
- Dates and basic summaries (such as total number of features) of data submissions to CAPCOG .
- A summary of any work that involved resolution of boundary issues with other entities, correction of errors and resolution of any other issues related to this contract
- An explanation for any performance issues during the quarter and corrective action that will be taken to address and prevent such issues in the future, including:
 - Late or incomplete data submissions;
 - Failure to meet performance expectations for ALI to RCL match accuracy rates, critical error accuracy rates, or significant error rates; and
 - Any other issue identified by CAPCOG in a Comprehensive Performance Report.

Operational Timeline

The following timeline should be used by PUBLIC AGENCY in planning its submission of data to DataHub and CAPCOG for PSAP map updates (Task 3) and to EGDMS for and call-routing updates (Task 4):

Month	Submission Window	Error Correction Window	CAPCOG Pushes out PSAP Map Update
Oct 2024	2024-09-24 – 2024-10-01	2024-10-02 – 2024-10-07	2024-10-09
Nov 2024	2024-10-25 – 2024-11-01	2024-11-02 – 2024-11-07	2024-11-12
Dec 2024	2024-11-21 – 2024-12-02	2024-12-03 – 2024-12-06	2024-12-10
Jan 2025	2024-12-20 – 2025-01-02	2025-01-03 – 2025-01-08	2025-01-10
Feb 2025	2025-01-27 – 2025-02-03	2025-02-04 – 2025-02-07	2025-02-11
Mar 2025	2025-02-24 – 2025-03-03	2025-03-04 – 2025-03-07	2025-03-11
Apr 2025	2025-03-25 – 2025-04-01	2025-04-02 – 2025-04-07	2025-04-09
May 2025	2025-04-24 – 2025-05-01	2025-05-02 – 2025-05-07	2025-05-09
Jun 2025	2025-05-23 – 2025-06-02	2025-06-03 – 2025-06-06	2025-06-10
Jul 2025	2025-06-24 – 2025-07-01	2025-07-02 – 2025-07-08	2025-07-10
Aug 2025	2025-07-25 – 2025-08-01	2025-08-02 – 2025-08-07	2025-08-11
Sep 2025	2025-08-26 – 2025-09-02	2025-09-03 – 2025-09-08	2025-09-10

Review of Deliverables and Invoices

Upon receipt of each quarterly invoice, CAPCOG will divide payment into sixths, reflecting the submission of a complete road centerline and address point database in each of the three months that is useable in that month’s PSAP map update:

1. Month 1: complete, updated road centerline database provided usable for map update by 5th business day of the month: 1/6 of quarterly invoice
2. Month 1: complete, updated address point database provided usable for map update by 5th business day of the month: 1/6 of quarterly invoice

3. Month 2: complete, updated road centerline database provided usable for map update by 5th business day of the month: 1/6 of quarterly invoice
4. Month 2: complete, updated address point database provided usable for map update by 5th business day of the month: 1/6 of quarterly invoice
5. Month 3: complete, updated road centerline database provided usable for map update by 5th business day of the month: 1/6 of quarterly invoice
6. Month 3: complete, updated address point database provided usable for map update by 5th business day of the month: 1/6 of quarterly invoice

CAPCOG Guidance and Direction

In addition to the Comprehensive Performance Reports identified in Task 3.B, CAPCOG may issue technical guidance or direction to PUBLIC AGENCY's Project Representative that provides further clarification, interpretation, and details. Failure to follow any such guidance would constitute a performance deficiency for this agreement.

Attachment B: CAPCOG Next Generation 9-1-1 GIS Data Requirements Version 2 (October 2024)

1 Summary

The following geospatial data and corresponding attribute specifications are required to be regularly maintained by each county for Mapped Automated Location Information (ALI) and use in a Next Generation 9-1-1 system which relies on GIS data for call and dispatch routing through the Emergency Call Routing Function/Location Validation Function (ECRF/LVF) as defined in the *NENA Master Glossary of 9-1-1 Terminology* (see the Reference Documents section at the end of this document).

This document is referenced in the Capital Area Council of Governments Interlocal Agreement for 9-1-1 Geographic Information System Database Management and is commonly called “Attachment B”.

The GIS Data requirements in this document are a condensed version of, and based upon, data standards created by NENA (National Emergency Number Association) as they are developed and evolve over time. These data model standards should be more thoroughly reviewed in *NENA Standard for NG9-1-1 GIS Data Model* (see the Reference Documents section at the end of this document).

Specifics regarding address point placement methodologies should be reviewed in *NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1* (see the Reference Documents section at the end of this document).

To the extent possible, CAPCOG will use the ESB and ESZ data submitted by Public Agency in the 9-1-1 system. However, CAPCOG reserves the right to make adjustments to these data or reinstate prior versions if the data submitted are found to have errors. CAPCOG shall make PUBLIC AGENCY aware of any changes it makes to these boundaries within three business days of being provided with the polygon data. Note that changes to these data may be sent to CAPCOG at any point during the month. The local jurisdiction is responsible for downloading and using the latest authoritative version of the ESZ/ESB files used in the 9-1-1 system from CAPCOG at the beginning of each month to avoid repetition of errors if they have occurred.

2 Feature Class Schema Guidelines

The schema for each required dataset includes fields with specific names, data types, and widths. Some fields require a value, others require a value only under certain conditions, some can optionally contain a value or not contain a value, and others must not contain a value. The tables provided in this document in the “Database Format” section for each Feature Class indicate these preferences as well as a description of the values that need to be provided for the field. Additionally, a descriptive name is provided for each field that can be used to easily refer to it in conversation.

The name, data types, and widths are specific to each field and must follow the exact guidelines outlined in the tables for each dataset. When creating datasets, fields must be kept in the same order as listed in

the tables.

The tables of field definitions that are included in the “Database Format” section for each Feature Class include the same five columns: FIELD NAME, REQUIRED, TYPE, DESCRIPTION / VALID ENTRIES, and DESCRIPTIVE NAME. A description of each is provided below.

FIELD NAME: The required name for the field that must be entered exactly as it appears in the table. Some field names are all UPPER CASE and some use CamelCase.

DESCRIPTIVE NAME: A name that can be used in conversation to refer to the field that is more easily understandable than the actual field name. The common name is not used in any other context.

REQUIRED: This indicates if the field is required to contain a value, or not. The column indicates one of the following four choices to indicate the value requirement:

- YES – The field **MUST** contain a non-NULL value and cannot be blank.
- **CONDITONAL** – The field must contain a non-NULL value if the attribute information exists in the real world. If no value exists for the feature, the individual value is left:
 - NULL without an empty space (if TEXT),
 - 0 (if LONG), or
 - 0.0 (if FLOAT)
- NO – An optional value can be entered or can be NULL, or
- **EMPTY** – The field value must be NULL.

TYPE: The **TYPE** column indicates the data type required for the field.

- **TEXT** – string of printable UTF-8 characters including any combination of alphabetical letters, numbers, and printable special characters plus spaces. Non-breaking spaces and non-printable characters are not included.
- **DATE** – Date and time using ISO 8601 compliant formats which are in the format of YYYY-MM-DD HH:MM:SS
- **DOUBLE** – double precision floating point numeric values with decimals
- **LONG** – whole numeric values ranging from -2,147,483,648 to +2,147,483,647 without decimals

WIDTH: the number of allowable characters for each field having a TEXT data type.

CASE: the case requirements for the value entered into the field. Allowable cases are:

- **UPPER:** all characters must be in uppercase
- **MIXED:** characters should be entered using both uppercase and lowercase as deemed appropriate by Public Agency

DESCRIPTION / VALID ENTRIES: A description of the value that is expected in the field including any required formatting, references to standards to use, valid values if limited to a determined set, required value if it is to be constant across records, and other helpful information.

3 NENA Globally unique IDS (NGUID)

In this version of the NG9-1-1 GIS Data Model, the format of the NENA Globally Unique ID (NGUID) has changed. The changes make the form of these IDs match other similar IDs in *NENA i3 Standard for Next*

Generation 9-1-1 (see the Reference Documents section at the end of this document). Like the changes in i3, this change lets a user see what kind of data the ID is from (GIS data), what layer it is from, and which organization created the data. Converting from the NGUID in CAPCOG GIS Data Model Version 1 is simple. A layer-sensitive string precedes the existing data and the "@" sign is replaced with a colon. Additionally, the new format allows a host name containing the agency identifier to be used after the final colon, although using only the agency identifier is acceptable. The extra information in the host name allows more than one system or instance in an agency to create identifiers without a risk of a duplicate identifier. For example, one system could use "system1.example.com" and another could use "system2.example.com."

NGUIDs SHALL be generated and maintained within a GIS database by concatenating "urn:emergency:uid:gis:[Layer Indicator]:[Local Unique ID]:[Agency Identifier/Host Name]" where the elements are defined as:

- urn:emergency:uid:gis – standardized unique prefix that defines this class of IDs associated with GIS data.
- Layer Indicator – the shorter name for the GIS data layer the feature is associated with as defined by the GIS Data Layers Registry in NENA-STA-010 [3]. See section 7.2 in this document for Layer Indicator values.
- Local Unique ID – a GIS Data Provider generated "locally assigned ID," which can be numeric and/or text. This local ID MUST be unique within the GIS Data Provider's dataset for all features associated with a specific Agency Identifier.
- Agency Identifier/Host Name – a fully qualified domain name (FQDN) representing the GIS Data Provider, which is an "Agency." Agency and Agency Identifier are as defined in NENA-STA-010 [3]. The domain name is obtained from any Domain Name System (DNS) registrar.

Each NGUID MUST be unique as an aggregated NGUID following the structure described in this section.

The combination of the Local Unique ID with the rest of the values that construct the NGUID, provides a unique NGUID when multiple Public Agency submissions are aggregated. The NGUID SHOULD be stable for as long as possible, so that it supports the reporting and resolution of errors from a quality control process, including the discrepancy reporting. The consistency of the ID between submissions also assists with managing downstream data sets.

Example NGUID:

urn:emergency:uid:gis:RCL:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org

In the example above, the parts of the NGUID are:

URN	urn:emergency:uid:gis
Layer Indicator	RCL
Local Unique ID	{AD873541-F41C-409E-A0BE-1B0C583902A4}
Agency Identifier	wilco.org

Layer Indicators

The possible values for the Layer Indicator component of the NGUID must be the one appropriate for the Feature Class as indicated in the table below.

Feature Class	Layer Name
Road Centerline	RCL
Site Structure Address Point	SSAP
Police ESB	Pol
Fire ESB	Fire
EMS ESB	Ems
Incorporated Municipalities	A3

4 Road Centerlines (RCL)

Type of Data: Line

Performance Standard Accuracy: 98%

Positional Accuracy: Street centerlines must be within +/- 5 feet of the center of the roadbed.

This dataset represents road networks in the CAPCOG region. This layer includes the street names and address ranges used to assign an address.

4.1 Graphic (Spatial) Edits

Each named street needs to be represented in the GIS graphically and include attribution for all database fields listed below. All unnamed streets included in the street centerline layer are required to have the designation "Driveway" entered in the St_Name field, "DRVW" entered in the LSt_Name and FULL_NAME fields, and have any other relevant attribute information completed, including the 'CLASS' field. When a street centerline is created or edited, several sources and methods can be used, including current aerial imagery, georeferenced survey plats, computer-aided design (CAD) files, parcels, mapping-grade GPS units in the field, or other authoritative sources or methods. The roadbed is defined as the part on which vehicles travel, noting that when roadways are divided (i.e., by a median) the roadbeds on each side should have a centerline drawn. In all cases each street centerline will need to be split, or checked for gaps, at each jurisdiction and ESN line/boundary intersection.

4.2 Database Format

The following table details the data format requirements for the RCL database.

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DiscrpAgID	Discrepancy Agency ID	YES	TEXT	100	MIXED	Agency that last updated the record. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson
DateUpdate	Date Updated	YES	DATE	N/A	N/A	Date of last update using ISO 8601 format
Effective	Effective Date	NO	DATE	N/A	N/A	Date the new record information goes into effect in ISO 8601 format

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
NGUID	NENA Globally Unique ID	YES	TEXT	254	MIXED	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:RCL:{AD873541-F41C-409E-A0BE-1B0C583902A4};wilco.org
AdNumPre_L	Left Address Number Prefix	CONDITIONAL	TEXT	15	MIXED	Part of an address preceding the numeric address on Left
AdNumPre_R	Right Address Number Prefix	CONDITIONAL	TEXT	15	MIXED	Part of an address preceding the numeric address on Right
COUNTRY	Country	YES	TEXT	2	UPPER	The value must be: US
FromAddr_L	Left FROM Address	YES	LONG	N/A	N/A	Left address number at the FROM node
ToAddr_L	Left TO Address	YES	LONG	N/A	N/A	Left address number at the TO node
FromAddr_R	Right FROM Address	YES	LONG	N/A	N/A	Right address number at the FROM node
ToAddr_R	Right TO Address	YES	LONG	N/A	N/A	Right address number at the TO node
Parity_L	Parity Left	YES	TEXT	1	MIXED	Valid values are: E = Even, O = Odd, B = Both, Z = Zero (if the range is 0 to 0)
Parity_R	Parity Right	YES	TEXT	1	MIXED	Valid values are: E = Even, O = Odd, B = Both, Z = Zero (if the range is 0 to 0)
St_PreMod	Street Name Pre Modifier	CONDITIONAL	TEXT	15	MIXED	Word or phrase separate from type and direction that precedes St_PreDir e.g., Access, Alternate, Business, Connector, Extension, Scenic, Spur, Ramp Underpass, Overpass
St_PreDir	Street Name Pre Directional	CONDITIONAL	TEXT	9	MIXED	Spelled out leading directional prefix. Valid values are: North, South, East, West, Northwest, Northeast, Southwest, Southeast.
St_PreTyp	Street Name Pre Type	CONDITIONAL	TEXT	20	MIXED	Spelled out word or phrase that precedes and identifies a type of thoroughfare. Must be fully spelled out, e.g., "Farm to Market Road" instead of "FM". Restricted values found in NENA Registry of Street Name Pre Types and Street Name Post Types (see the Reference Documents section at the end of this document).
St_PreSep	Street Name Pre Type Separator	CONDITIONAL	TEXT	20	MIXED	A preposition or prepositional phrase between St_PreTyp and St_Name, e.g., " of the " in "Avenue of the Stars". Restricted to values found in NENA Registry of Street Name Pre Type Separators (see the Reference Documents section at the end of this document).
St_Name	Street Name	YES	TEXT	254	MIXED	Legal street name as assigned by local addressing authority. The street name does not include any street types, directionals, or modifiers, e.g., " Fifth " in " Fifth Avenue " or " 2244 " in " Farm to Market Road 2244 ". The value must be " Driveway " for unnamed

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						streets.
St_PosTyp	Street Name Post Type	CONDITIONAL	TEXT	50	MIXED	Word or phrase that follows the St_Name element and identifies a type of thoroughfare in a complete St_Name, e.g., “ Parkway ” in “ Ocean Parkway ”. Restricted to values found in NENA Registry of Street Name Pre Types and Street Name Post Types (see the Reference Documents section at the end of this document).
St_PosDir	Street Name Post Directional	CONDITIONAL	TEXT	9	MIXED	Trailing directional suffix. Valid values are: North, South, East, West, Northwest, Northeast, Southwest, Southeast .
St_PosMod	Street Name Post Modifier	CONDITIONAL	TEXT	25	MIXED	Word or phrase separate from type and direction that follows St_Name, e.g., “Number 5” in “Fire Road Number 5”; “Northbound” in “North Interstate 35 Northbound”
LSt_PreDir	Legacy Street Name Pre Directional	CONDITIONAL	TEXT	2	UPPER	Leading directional prefix. Valid values are: N = North, S = South, E = East, W = West, NW = Northwest, NE = Northeast, SE = Southeast, and SW = Southwest.
LSt_Name	Legacy Street Name*	CONDITIONAL	TEXT	75	UPPER	Legal street name as assigned by local addressing authority. The value must be “ DRVW ” for unnamed streets.
LSt_Typ	Legacy Street Name Type*	CONDITIONAL	TEXT	4	UPPER	Type of street following the street name, valid entries on USPS Pub 28, e.g., RD, ST, TRL.
LSt_PosDir	Legacy Street Name Post Directional*	CONDITIONAL	TEXT	2	UPPER	Trailing directional suffix. Valid values are: N = North, S = South, E = East, W = West, NW = Northwest, NE = Northeast, SE = Southeast, and SW = Southwest.
FULL_NAME	Full Street Name	YES	TEXT	125	UPPER	Full street name, should be a concatenation of 4 fields: LSt_PreDir, LSt_Name, LSt_Type and LSt_PosDir with no trailing or leading spaces
ESN_L	ESN Left	YES	TEXT	5	N/A	5-digit Emergency Service Number as identified by ESN on Left. If the ESN number has fewer than 5 digits, it must include leading zeros
ESN_R	ESN Right	YES	TEXT	5	N/A	5-digit Emergency Service Number as identified by ESN on Right. If the ESN number has fewer than 5 digits, it must include leading zeros.
MSAGComm_L	MSAG Community Name Left*	CONDITIONAL	TEXT	30	UPPER	Valid service community as identified by MSAG on Left
MSAGComm_R	MSAG Community Name Right*	CONDITIONAL	TEXT	30	UPPER	Valid service community as identified by MSAG on Right
Country_L	Country Left	YES	TEXT	24	UPPER	Value must be: US

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
Country_R	Country Right	YES	TEXT	24	UPPER	Value must be: US
State_L	State or Equivalent Left (A1)	YES	TEXT	2	UPPER	Value must be: TX
State_R	State or Equivalent Right (A1)	YES	TEXT	2	UPPER	Value must be: TX
County_L	County or Equivalent Left (A2)	YES	TEXT	100	MIXED	Fully spelled county name on the left side of the road. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson.
County_R	County or Equivalent Right (A2)	YES	TEXT	100	UPPER	Fully spelled county name on the right side of the road. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson.
AddCode_L	Additional Code Left	CONDITIONAL	TEXT	6	MIXED	A code on the left side of the road that specifies a geographic area
AddCode_R	Additional Code Right	CONDITIONAL	TEXT	6	MIXED	A code on the right side of the road that specifies a geographic area
IncMuni_L	Incorporated Municipality Left (A3)	YES	TEXT	100	MIXED	Name of municipality on Left, if none populate with "Unincorporated"
IncMuni_R	Incorporated Municipality Right (A3)	YES	TEXT	100	MIXED	Name of municipality on Right, if none populate with "Unincorporated"
UnincCom_L	Unincorporated Community Left (A4)	NO	TEXT	100	MIXED	The unincorporated community, either within an incorporated municipality or in a unincorporated portion of a county, or both, on the left side of the street, e.g., Del Valle, Kingsland.
UnincCom_R	Unincorporated Community Right (A4)	NO	TEXT	100	MIXED	The unincorporated community, either within an incorporated municipality or in a unincorporated portion of a county, or both, on the right side of the street , e.g., Del Valle, Kingsland.
NbrhdCom_L	Neighborhood Community Left (A5)	NO	TEXT	100	MIXED	Name of neighborhood or subdivision on Left
NbrhdCom_R	Neighborhood Community Right (A5)	NO	TEXT	100	MIXED	Name of neighborhood or subdivision on Right
PostCode_L	Postal Code Left	NO	TEXT	5	MIXED	The ZIP code on the left side of the street
PostCode_R	Postal Code Right	NO	TEXT	5	MIXED	The ZIP code on the right side of the street
PostComm_L	Postal Community Name Left	NO	TEXT	40	MIXED	City name for the ZIP code of an address, as given in the USPS on Left

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
PostComm_R	Postal Community Name Right	NO	TEXT	40	MIXED	City name for the ZIP code of an address, as given in the USPS on Right
RoadClass	Road Class	NO	TEXT	15	UPPER	See valid Road Class I Types in Section 4.3
CLASS	Road Class Code	YES	TEXT	4	UPPER	Street type designation code (See Road Class Codes in Section 4.4
OneWay	One-Way	NO	TEXT	2	UPPER	Valid values are: B = Both, FT = FROM node to TO node, TF = TO node to FROM node
SpeedLimit	Speed Limit	NO	LONG	N/A	N/A	Posted speed limit in MPH
Valid_L	Validation Left	NO	TEXT	1	UPPER	Indicates if the address range on the left side of the road segment, relative to the FROM node, should be used for civic location validation. A value of "Y" MAY be entered if any Address Number within the address range on the left side of the road segment should be considered by the LVF to be valid. A value of "N" MAY be entered if the Address Number should only be validated using the SiteStructureAddressPoint layer. If not present, a value of "Y" is assumed.
Valid_R	Validation Right	NO	TEXT	1	UPPER	Indicates if the address range on the right side of the road segment, relative to the FROM node, should be used for civic location validation. A value of "Y" MAY be entered if any Address Number within the address range on the right side of the road segment should be considered by the LVF to be valid. A value of "N" MAY be entered if the Address Number should only be validated using the SiteStructureAddressPoint layer. If not present, a value of "Y" is assumed.
NOTES	Notes	NO	TEXT	75	UPPER	Additional information

4.3 Road Class I Types

The following list of codes are used in the "RoadClass" field in the RCL Database:

- **PRIMARY**
- **SECONDARY**
- **LOCAL** (City, Neighborhood, or Rural Road)
- **RAMP**
- **SERVICE** (usually along a limited access highway)
- **VEHICULAR TRAIL** (4WD, snowmobiles)
- **WALKWAY** (Pedestrian Trail, Boardwalk)
- **ALLEY**
- **PRIVATE** (service vehicles, logging, oil fields, ranches, etc.)

- **PARKING LOT**
- **TRAIL** (Ski, Bike, Walking / Hiking Trail)

4.4 Road Class Codes ('Street Type') Designation

The following list of codes are used in the "CLASS" field in the RCL Database:

- **IH** – Interstate
- **US** – US highways
- **SH** – State highways
- **FM** – Farm to Market, Ranch Road, Ranch to Market
- **LS** – City Street, County Road, Park Road, Recreational, Frontage Road
- **AC** – Access Road, Crossover
- **PVT**- Private Road
- **TR** – Toll Road
- **RAMP**- On-ramp, Off-ramp
- **DW** – Driveways

5 Site / Structure Address Points (SSAP)

Type of Data: Point

Performance Standard Accuracy: 98%

Positional Accuracy: Structures or designated site locations must be within +/- 25 feet of their true location or intended designation.

This dataset represents addressable sites, structures, or property entrances that exist within the CAPCOG region.

5.1 Graphic (Spatial) Edits

All addressed site/structures must be represented in the address point layer. When a site/structure point is created or edited, several sources and methods can be used, including aerial imagery, georeferenced survey plats, computer-aided design (CAD) files, parcels, mapping-grade GPS units in the field, or other authoritative sources and methods. When the actual structure location is known, the symbol should represent the general center of the structure. In other cases, please refer to the *NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1* (see the Reference Documents section at the end of this document).

5.2 Database Format

The following table details the data format requirements for the SSAP database.

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DiscrpAgID	Discrepancy Agency ID	YES	TEXT	100	MIXED	Agency that last updated the record. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DateUpdate	Date Updated	YES	DATE	N/A	N/A	Date of last update using ISO 8601 format
Effective	Effective Date	NO	DATE	N/A	N/A	Date the new record information goes into effect in ISO 8601 format
NGUID	NENA Globally Unique ID	YES	TEXT	254	MIXED	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:SSAP:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org
Country	Country	YES	TEXT	2		The value must be: US
State	State	YES	TEXT	2		The value must be: TX
County	County	YES	TEXT	100		Fully spelled county name. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson
AddCode	Additional Codd	CONDITIONAL	TEXT	6		A code that specifies a geographic area
AddDataURI	Additional Data URI	CONDITIONAL	TEXT	254		URI for additional data associated with the address point
Inc_Muni	Incorporated Municipality	YES	TEXT	100		Name of municipality, if none populate with "Unincorporated"
Uninc_Comm	Unincorporated Community	NO	TEXT	100		The unincorporated community, either within an incorporated municipality or in a unincorporated portion of a county, or both
Nbrhd_Comm	Neighborhood Community	NO	TEXT	100		Name of neighborhood or subdivision where the address is located
AddNum_Pre	Address Number Prefix	CONDITIONAL	TEXT	15		Part of an address leading the numeric address
Add_Number	Address Number	YES	LONG	N/A	N/A	Numeric identifier of a location along a thoroughfare
AddNum_Suf	Address Number Suffix	CONDITIONAL	TEXT	15		Part of an address following the address number, e.g., ½, B
St_PreMod	Street Name Pre Modifier	CONDITIONAL	TEXT	15		Word or phrase separate from type and direction that precedes St_Pre_Dir, e.g., Access, Alternate, Business, Connector, Extension, Scenic, Spur, Ramp Underpass, Overpass
St_PreDir	Street Name Pre Directional	CONDITIONAL	TEXT	9	MIXED	Leading directional prefix. Valid values are: North, South, East, West, Northwest, Northeast, Southwest, Southeast. MUST be fully spelled out.
St_PreTyp	Street Name Pre Type	CONDITIONAL	TEXT	20		Spelled out word or phrase that precedes and identifies a type of thoroughfare. Must be fully spelled out, e.g. "Farm to Market Road" for "FM". Restricted values found in NENA Registry of Street Name Pre Types and Street Name Post Types

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						(see the Reference Documents section at the end of this document)
St_PreSep	Street Name Pre Type Separator	CONDITIONAL	TEXT	20		A preposition or prepositional phrase between the Street Name Pre Type and Street Name. Ex. “of the” in “Avenue of the Stars”. Restricted to values found in NENA Registry of Street Name Pre Type Separators (see the Reference Documents section at the end of this document).
St_Name	Street Name	YES	TEXT	254		Legal street name as assigned by local addressing authority. The street name does not include any street types, directionals, or modifiers. Ex. “Fifth” in “Fifth Avenue” or “2244” in “Farm to Market Road 2244”
St_PosTyp	Street Name Post Type	CONDITIONAL	TEXT	50		Word or phrase that follows the St_Name element and identifies a type of thoroughfare in a complete street name. Ex, “Parkway” in “Ocean Parkway”. Restricted values found in NENA Registry of Street Name Pre Types and Street Name Post Types (see the Reference Documents section at the end of this document)
St_PosDir	Street Name Post Directional	CONDITIONAL	TEXT	9		Trailing directional suffix. Valid values are: North, South, East, West, Northwest, Northeast, Southwest, Southeast.
St_PosMod	Street Name Post Modifier	CONDITIONAL	TEXT	25		Word or phrase separate from type and direction that follows St_Name, e.g., “Number 5” in “Fire Road Number 5”; “Northbound” in “North Interstate 35 Northbound”
LSt_PreDir	Legacy Street Name Pre Directional	CONDITIONAL	TEXT	2		Leading directional prefix. Valid values are: N = North, S = South, E = East, W = West, NW = Northwest, NE = Northeast, SE = Southeast, and SW = Southwest.
LSt_Name	Legacy Street Name	CONDITIONAL	TEXT	75		Legal street name as assigned by local addressing authority
LSt_Typ	Legacy Street Name Type	CONDITIONAL	TEXT	4		Type of street following the street name, valid entries on USPS Pub 28, e.g., RD, ST, TRL.
LSt_PosDir	Legacy Street Name Post Directional	CONDITIONAL	TEXT	2		Trailing directional suffix. Valid values are: N = North, S = South, E = East, W = West, NW = Northwest, NE = Northeast, SE = Southeast, and SW = Southwest.
FULL_NAME	Full Street Name	YES	TEXT	125		Full street name, must be identical to the site’s related road FULL_NAME in the RCL

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						Feature Class
FULL_ADDR	Full Address	YES	TEXT	170		Full address, should be a concatenation of AddNum_Pre + Addr_Number + AddNum_Suf + FULL_NAME with no extra, leading or trailing spaces
ESN	ESN	YES	TEXT	5		Emergency Service Number associated with the address and community name preceded by leading zeroes if digits are fewer than 5
MSAGComm	MSAG Community Name	YES	TEXT	30		Valid service community associated with the location of the address, e.g., Del Valle, Kingsland.
Post_Comm	Postal Community Name	NO	TEXT	40		City name for the ZIP code of an address, as given in the USPS
Post_Code	Postal Code	NO	TEXT	5		5-digit numeric ZIP code area
PostCodeEx	Postal Code Extension	NO	TEXT	4		ZIP code + 4 extension
Building	Building	NO	TEXT	75		One among a group of buildings that have the same address
Floor	Floor	NO	TEXT	75		A floor, story, or level within a building
Unit	Unit	NO	TEXT	75		A suite or group of rooms within a building that share the same entrance
Room	Room	NO	TEXT	75		A single room within a building
Seat	Seat	NO	TEXT	75		A place where a person sits within a building, e.g., cubicle
Addt_Loc	Additional Location Information	NO	Text	225		A part of the sub-address that is not a building, floor, room, or seat
LandmkName	Complete Landmark Name	CONDITIONAL	TEXT	150		The name by which a prominent feature is publicly known or vanity address
Milepost	Milepost	CONDITIONAL	LONG	N/A	N/A	A posted numeric measurement from a given beginning point
Place_Type	Place Type	NO	TEXT	50		Type of feature identified by the address, e.g. residential, office, store, school
Placement	Placement Method	NO	TEXT	25		Methodology used for placement of the address point. Restricted values found in NENA Address Point Placement Registry (see the Reference Documents section at the end of this document)
Longitude	Longitude	YES	DOUBLE	N/A	N/A	Longitude of point in decimal degrees using EPSG: 4326
Latitude	Lattitude	YES	DOUBLE	N/A	N/A	Latitude of point in decimal degrees using EPSG: 4326
Elevation	Elevation	NO	DOUBLE	N/A	N/A	Height above Mean Sea Level in meters

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
ST_ALIAS	Street Alias	CONDITIONAL	TEXT	125	UPPER	Entire alias street name assigned to related street segment
NOTES	Notes	NO	TEXT	254	MIXED	Additional location information, which is not a building, floor, unit, room, or seat

6 Emergency Service Zones (ESZ)

Type of Data: Polygon

Performance Standard Accuracy: 100%

Positional Accuracy: ESZ boundaries must adhere to the specifications of CAPCOG's QC systems and have no gaps or overlaps within a topology tolerance of 3,600 sq meters.

This dataset consists of the intersection of law enforcement, fire district, and emergency medical service and telephone exchange boundaries in the CAPCOG region.

6.1 Graphic (Spatial) Edits

These areas need to accurately reflect the boundaries of each geographically unique combination of fire, police, EMS responder zones, and telephone exchange boundaries. This layer is created and maintained by overlaying with some combination of street centerlines, municipal (i.e. city limit) boundaries, parcels boundaries, or other data to determine each jurisdiction's emergency response service areas. As new emergency response services are added to, or change in an area, this boundary file will need to be modified accordingly.

Communications must be regularly preserved with all fire, police, and emergency medical responders to obtain the information required to maintain updated ESZ boundaries. **In addition, it is very important that all features with identical attribute information are merged into one multipart polygon.**

6.2 Database Format

The following table details the data format requirements for the ESZ database.

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
SOURCE	Source	YES	TEXT	75	UPPER	Agency that last updated the record. Valid values are: BASTROP, BLANCO, BURNET, CALDWELL, FAYETTE, HAYS, LEE, LLANO, TRAVIS, WILLIAMSON.
PROVIDER	Provider	EMPTY	TEXT	75	UPPER	The name of the regional 911 authority <i>CAPCOG will populate</i>
LAST_MOD	Last Modification	YES	DATE	N/A	UPPER	Date of last update using ISO 8601 format
EFF_DATE	Effective Date	No	DATE	N/A	UPPER	Date the new record information goes into effect in ISO 8601 format
ES_UNQID	Emergency Service Unique ID	EMPTY	TEXT	100	UPPER	ID for each emergency service polygon - <i>CAPCOG will populate</i>
POLICE	Police	YES	TEXT	60	UPPER	Name of police service provider

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
FIRE	Fire	YES	TEXT	60	UPPER	Name of fire service provider
MEDICAL	Medical	YES	TEXT	60	UPPER	Name of medical service provider
COUNTRY	Country	YES	TEXT	2	UPPER	The value must be: US
STATE	State	YES	TEXT	2	UPPER	The value must be: TX
COUNTY	County	YES	TEXT	40	UPPER	County name fully spelled out. Valid values are: BASTROP, BLANCO, BURNET, CALDWELL, FAYETTE, HAYS, LEE, LLANO, TRAVIS, WILLIAMSON.
URI	URI	YES	TEXT	254	UPPER	URN/URL for routing. Example: sip:sos@ausxtxem1.travis.tx.us
URN	URN	NO	TEXT	50	UPPER	The URN for the Emergency Service or other Well-Known Service (Example: "urn:service:sos" for a PSAP or "urn:service:sos.ambulance" for an ambulance service)
ESN	ESN	YES	TEXT	5	UPPER	ESN of the responding agency preceded by '0' if number of digits are fewer than 5.
TANDEM	Tandem	YES	TEXT	3	UPPER	911 Selected Router Code
TANDEM2	Tandem 2	CONDITIONAL	TEXT	3	UPPER	911 Selected Router Code
ESSID	ESSID	EMPTY	TEXT	2	UPPER	Unique tandem routing code <i>CAPCOG will populate</i>
ESNGUID	ESN GUID	EMPTY	TEXT	8	UPPER	Concatenation of ESN and ESSID separated by a single forwardslash "/" CAPCOG will concatenate
AVCARDURI	AV Card ID	CONDITIONAL	TEXT	254	UPPER	URI for the vCARD of contact information

7 Emergency Service Boundaries (ESB)

Type of Data: Polygon

Performance Standard Accuracy: 100%

Positional Accuracy: Emergency Service Boundaries must adhere to the specifications of CAPCOG's QC systems and have no gaps or overlaps within a topology tolerance of 3,600 sq meters.

This dataset consists of Emergency Service Boundary layers that define the geographic area for the primary providers of response services in the CAPCOG region.

7.1 Graphic (Spatial) Edits

Each of these layers is used to determine which Emergency Service Providers are responsible for providing service to a location in the event a selective transfer is desired, to direct an Emergency Incident Data Document to a secondary PSAP for dispatch, or to display the responsible agencies at the PSAP. In addition, Emergency Service Boundaries are used by PSAPs to identify the appropriate entities/first responders to be dispatched. Each Emergency Service Boundary layer may contain one or more polygon boundaries that define the primary emergency services for that geographic area. **In**

addition, it is very important that all features with identical attribute information are merged into one multipart polygon

There **MUST** be a separate Emergency Service Boundaries Feature Class for each type of service. At a minimum, the following Emergency Service Boundaries Feature Classes **MUST** be included:

- Police;
- Fire; and
- Emergency Medical Services (EMS).

Other Emergency Service Boundaries layers that **MAY** be included, are:

- Poison Control;
- Forest Service;
- Animal Control; and
- Any other boundary of an emergency service provider that provides service within PUBLIC AGENCY's Provisioning Boundary.

7.2 Database Format

The following table details the data format requirements for the ESB database.

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DISCRPAGID	Discrepancy Agency ID	YES	TEXT	75	MIXED	Agency that last updated the record. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson
DATEUPDATE	Date Updated	YES	DATE	26	UPPER	Date of last update using ISO 8601 format
EXPIRE	Expiration Date	EMPTY	TEXT	26	UPPER	Unique tandem routing code <i>CAPCOG will populate</i>
EFFECTIVE	Effective Date	NO	TEXT	26	UPPER	The date and time when the information in the record is no longer considered valid.
ES_NGUID	NENA Globally Unique ID	YES	TEXT	254	UPPER	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:[xxx]:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org [xxx] must be replaced with Pol, Fire, or Ems for the corresponding Feature Layer.
STATE	State	YES	TEXT	2	UPPER	The value must be: TX
AGENCYID	Agency Identifier	YES	TEXT	100	UPPER	A Domain Name System (DNS) domain name which is used to uniquely identify an agency. Ex. austintexas.gov
SERVICEURI	Service URI	YES	TEXT	254	UPPER	URN/URL for routing. Example: sip:sos@ausxtxem1.travis.tx.us
SERVICEURN	Service URN	YES	TEXT	50	UPPER	The URN for the Emergency Service or other Well-Known Service*
SERVICENUM	Service Number	YES	TEXT	15	UPPER	The numbers that would be dialed on a 12-digit keypad to reach the emergency service appropriate for the location. Ex: 911

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
AVCARDURI	AV Card URI	CONDITIONAL	TEXT	254	UPPER	URI for the vCARD of contact information
DISPLAYNAME	Dsisplay Name	YES	TEXT	60	UPPER	Name of the service provider that offers services within the area of an Emergency Service Boundary

8 Municipal Boundaries

Type of Data: Polygon

Performance Standard Accuracy: 100%

Positional Accuracy: Municipal boundaries must adhere to the specifications of CAPCOG's QC systems and have no gaps or overlaps within a topology tolerance of 3,600 sq meters.

This dataset represents municipal boundaries in the CAPCOG region.

8.1 Graphic (Spatial) Edits

When city limits change due to annexations, metes and bounds surveys or other related information must be acquired to update the city limit boundaries. Coordinate geometry (COGO) – is one of the preferred methods for calculating coordinate points from surveys and can be used to update the city limit boundaries.

8.2 Database Format

The following table details the data format requirements for the Municipal Boundary database.

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DiscrpAgID	Discrepancy Agency ID	YES	TEXT	75	MIXED	Agency that last updated the record. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson.
DateUpdate	Date Updated	YES	DATE	N/A	N/A	Date of last update using ISO 8601 format
Effective	Effective Date	NO	DATE	N/A	N/A	Date the new record information goes into effect in ISO 8601format
NGUID	NENA Globally Unique ID	YES	TEXT	254	MIXED	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:A3:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org
Country	Country	YES	TEXT	2	UPPER	The value must be: US
State	State	YES	TEXT	2	UPPER	The value must be: TX
County	County	YES	TEXT	40	UPPER	County name fully spelled out. Valid values are: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson
AddCode	Additional Code	NO	TEXT	6	MIXED	A code that specifies a geographic area
Inc_Muni	Incorporated Municipality (A3)	YES	TEXT	100	MIXED	Name of municipality e.g., "Austin"

9 Version 1 to Version 2 Field Mapping Guide

To convert from Version 1 to Version 2, it is necessary to add some fields which did not exist in Version 1. Some of these new fields are effectively renamed versions of the Version 1 fields with no change to the field's attributes. Some of the new fields have a new name and revised attributes, but the data stored in the field is essentially the same as a field in Version 1. The tables below indicate each Version 2 field that is replacing a Version 1 field and indicates if the attributes for the new field remain the same as the attributes for the original field in Version 1.

9.1 RCL Fields

Version 1 Field Name	Version 2 Field Name	Attributes Change
SOURCE	DiscrpAgID	YES
LAST_MOD	DateUpdate	NO
EFF_DATE	Effective	NO
RCL_UNIQID	NGUID	YES
COUNTRY ¹	Country_L	NO
	Country_R	NO
L_STATE	State_L	NO
R_STATE	State_R	No
L_COUNTY	County_L	NO
R_COUNTY	County_R	NO
L_MUNI	IncMuni_L	NO
R_MUNI	IncMuni_R	NO
L_MUNI_DIV	UnincCom_L	NO
R_MUNI_DIV	UnincCom_R	NO
L_NBRHOOD	NbhrdCom_L	NO
R_NBRHOOD	NbhrdCom_R	NO
RF_ADDR	From_Addr_R	NO
RT_ADDR	To_Addr_T	NO
LF_ADDR	From_Addr_L	NO
LT_ADDR	To_Addr_L	NO
L_RNG_PRE	AdNumPre_L	No
L_RNG_PRE	AdNumPre_R	NO
L_PARITY	Parity_L	NO
R_PARITY	Parity_R	NO
L_POST_COM	PostComm_L	NO

Version 1 Field Name	Version 2 Field Name	Attributes Change
R_POST_COM	PostComm_R	NO
L_ZIP	PostCode_L	NO
R_ZIP	PostCode_R	NO
PRE_MOD	St_PreMod	NO
PRE_DIR	St_PreDir	NO
	LSt_PreDir	NO
PRE_TYPE	St_PreTyp	NO
ST_NAME	St_Name	YES
	LSt_Name	NO
ST_TYPE	St_PosTyp	YES
	LSt_Typ	NO
POST_DIR	St_PosDir	YES
	LSt_PosDir	NO
ONE_WAY	OneWay	NO
SP_LIMIT	SpeedLimit	NO
RDCLS_TYP	RoadClass	NO
POST_MOD	St_PosMod	YES
L_MSAG	MSAGComm_L	NO
R_MSAG	MSAGComm_R	NO
L_ESN	ESN_L	NO
R_ESN	ESN_R	NO

¹While the COUNTRY field is being mapped to Country_L and Country_R, the COUNTRY field will remain.

9.2 SSAP Fields

Version 1 Field Name	Version 2 Field Name	Attributes Change
SOURCE	DiscrpAgID	YES
LAST_MOD	DateUpdate	NO
EFF_DATE	Effective	NO
SITEUNIQID	NGUID	YES
COUNTRY	Country	NO
STATE	State	NO
COUNTY	County	NO
MUNICIPAL	IncMuni	NO
NBRHOOD	NbhrdCom	NO
ADDNUM_PRE	AddNum_Pre	NO

Version 1 Field Name	Version 2 Field Name	Attributes Change
ADDR_NUM	Add_Number	NO
ADDNUM_SUF	AddNum_Suf	NO
PRE_MOD	St_PreMod	NO
PRE_DIR	St_PreDir	YES
	LSt_PreDir	NO
PRE_TYPE	St_PreTyp	NO
ST_NAME	St_Name	YES
	LSt_Name	NO
ST_TYPE	St_PosType	YES
	LSt_Typ	NO
POST_DIR	St_PosDir	YES
	LSt_PosDir	NO
POST_MOD	St_PosMod	YES
MSAG_COM	MSAGComm	NO
POSTAL_COM	Post_Comm	NO
ZIP	Post_Code	YES
ZIP4	PostCodeEx	NO
BLDG	Building	NO
FLOOR	Floor	NO
UNIT	Unit	NO
ROOM	Room	NO
SEAT	Seat	NO
LANDMARK	LandmkName	NO
MILEPOST	Milepost	NO
SITE_TYPE	Place_Type	NO
POINT_X	Longitude	NO
POINT_Y	Lattitude	NO
ELEVATION	Elevation	NO

9.3 ESZ Fields

Version 1 Field Name	Version 2 Field Name	Attributes Change
LAW	POLICE	NO

9.4 ESB Fields

No fields to map.

9.5 Municipal Boundaries Fields

Version 1 Field Name	Version 2 Field Name	Attributes Change
SOURCE	DiscrpAgID	YES
LAST_MOD	DateUpdate	NO
EFF_DATE	Effective	NO
MUNIUNIQID	NGUID	YES
COUNTRY	Country	NO
STATE	State	NO
COUNTY	County	NO
MUNI_NM	Inc_Muni	NO

10 Fields No Longer Required

In addition to the fields listed in the Field Mapping Guide above, the following fields that were required in Version 1 are not required in Version 2. Fields that are not required may remain in the Feature Class dataset. They will be ignored during Data Hub, EGDMS, and CAPCOG uploads.

10.1 Road Centerlines (RCL)

- PROVIDER
- SEGMENTID
- ST_ALIAS

10.2 Site / Structure Address Points (SSAP)

- PROVIDER
- SITE_ID

10.3 Emergency Service Zones (ESZ)

No deleted fields

10.4 Emergency Service Boundaries (ESB)

No deleted fields

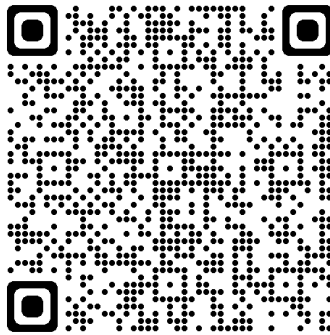
10.5 Municipal Boundaries

- PROVIDER
- POLY_ID

11 Reference Documents

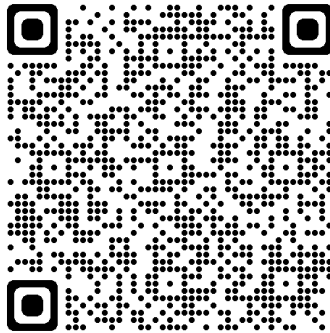
11.1 NENA i3 Standard for Next Generation 9-1-1

https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/nena-sta-010.3d-2021_i3_stan.pdf



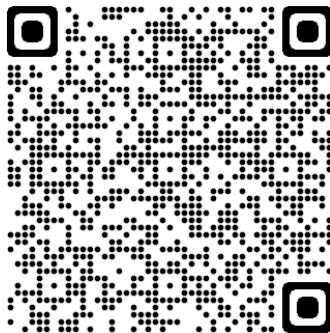
11.2 NENA Standard for NG9-1-1 GIS Data Model

https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/nena-sta-006.2-2022_ng9-1-1_.pdf



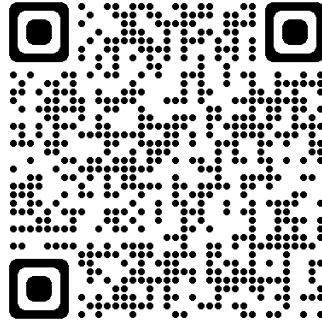
11.3 NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1

https://cdn.ymaws.com/www.nena.org/resource/resmgr/Standards/NENA-INF-014.1-2015_SSAP_INF.pdf



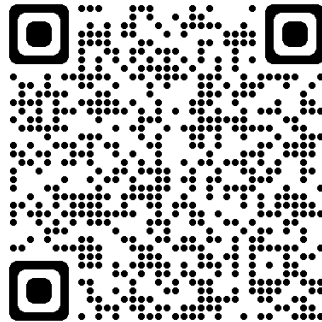
11.4 NENA Master Glossary of 9-1-1 Terminology

<https://kb.nena.org/wiki/Category:Glossary>



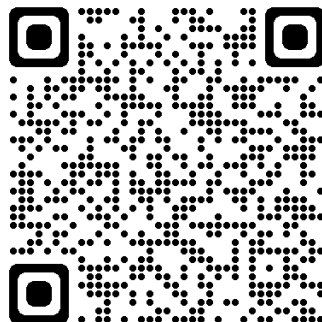
11.5 NENA Registry of Street Name Pre Types and Street Name Post Types

<http://technet.nena.org/nrs/registry/StreetNamePreTypesAndStreetNamePostTypes.xml>



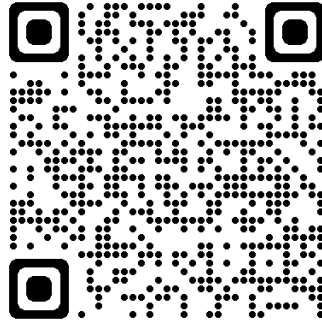
11.6 NENA Registry of Street Name Pre Type Separators

<http://technet.nena.org/nrs/registry/StreetNamePreTypeSeparators.xml>



11.7 NENA Address Point Placement Registry

<http://technet.nena.org/nrs/registry/SiteStructureAddressPointPlacementMethod.xml>



CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT

BOARD OF MANAGERS MEETING

MEETING DATE: July 10, 2024

AGENDA ITEM: 6. Consider Awarding Contract for Electrical Services to Richard's Electric

GENERAL DESCRIPTION OF ITEM:

A Request for Qualifications (RFQ) was publicly issued on May 17, 2024, for licensed and bonded electrical contractor services to be utilized across the region for operating PSAPs and host sites. The need for the services is due not only for the Caldwell County combined emergency center colocation, but also for work in our Backup Center, work with CHE installations, work in the Backup Center, and if more projects like Caldwell County's occur.

The PSAPs have unique electrical services needed for safe and redundant operations 24x7 and having an electrical contractor on standby that can service those needs is a necessity. Richard's Electric was the sole respondent to the RFQ and satisfies all the unique qualifications. The planned budgetary impact would be \$200,000 for the initial three years, which will fulfill the immediate needs of the CHE project, the Caldwell County project and any proposed PSAP modifications or remodels, an additional \$50,000 for each of the optional year extension periods for a total of \$300,000 for a 5-year contract period. Staff determined the qualifications have been met and recommends contract initiation.

THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER: **Richard Morales Jr., Director of Emergency Communications**

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: up to \$300k over 5 years (\$200k for years 1-3, optional \$50k each for year 4 & 5)

Source of funds: CAECD 9-1-1 Fees

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.? n/a

PROCUREMENT: Request for Qualifications

ACTIONS REQUESTED:

Authorize award of contract for electrical services to Richard's Electric for an initial term of three years with an option to extend for up to two additional one-year periods.

BACK-UP DOCUMENTS ATTACHED: Richard's Electric Proposal

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



Richard's Electric Proposal for

**Request for Qualifications for Electrical Services for Capital
Area Council of Governments (CAPCOG)**



Richard's Electric Inc. has been in business since 1987 in Central Texas. Richard's Electric Inc. is involved in all aspects of the electrical trade. The owner and operator is, Richard Mauck, who has been in the trade for 50+ years. He currently holds our Master Electrical License with the State of Texas. We also have a second Master Electrician with 25 years of experience Justin Mauck. We also hold an Electrical Contractors License with the State of Texas.

All employees of Richard's Electric will be expected to pass a Criminal Justice Information Services (CJIS) and Background Investigation (BI) check without the need for a waiver to work on the projects.

Richard's Electric Inc.

Federal Identification Number: 74-2542425

Texas Electrical Contractor Number: 17395

Points of Contact:

Justin Mauck

jmauck@richards-electric.com

Office (512) 259-4595

Cell (512) 845-1697

State of Texas Master Electrician # ME-202978

Richard Mauck

rmauck@richards-electric.com

Office (512) 259-4595

State of Texas Master Electrician # ME-11750

Lindsey Hudnall – Accounting

lhudnall@richards-electric.com

Office (512) 259-4595

Mailing Address

PO Box 1567

Liberty Hill, TX 78642

Physical Address

200 Industrial Blvd.

Cedar Park, TX 78613

RICHARD'S ELECTRIC, Inc.

PO Box 1567 ■ Liberty Hill, TX 78642 ■ Tel (512) 259-4595 ■ Fax (512) 259-4596

Thank You,

Rick Mauck 5/10/2024

A handwritten signature in blue ink, reading "Rick Mauck", is positioned above a solid black horizontal line.



Franchise Tax Account Status

As of : 06/04/2024 10:47:02

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

RICHARD'S ELECTRIC, INC.

Texas Taxpayer Number 17425424250

Mailing Address PO BOX 1567 LIBERTY HILL, TX 78642-1567

Right to Transact Business in Texas ACTIVE

State of Formation TX

Effective SOS Registration Date 03/09/2018

Texas SOS File Number 0802958007

Registered Agent Name KARLA H MAUCK

Registered Office Street Address 2967 HERO WAY LEANDER, TX 78641



PRICING



Richard's Electric L.P. is here for your service 24 hours / 7 days a week. We offer our services at the following rates.

Service Rates Normal Working Hours Monday – Friday 7:00am – 3:30pm

Electrician - \$92.50 Per Hour. (Minimum of 4 hours)

Service Rates After 3:30pm Monday – Friday & Weekends.

Electrician - \$138.75 Per Hour. (Minimum of 4 hour)

Materials will be marked up 15% for overhead and profit. Some material purchases may require payment in full before materials orders are placed.

Equipment rentals will be marked up 15% for overhead and profit.

Company Information

- 1. Richard's Electric L.P. has a written safety plan, drug policy and a full-time safety director. Our Experience Mod is (.87).**

These rates are subject to change. If a change is required notice will be given before the work effected will begin.

**Richard's Electric L.P.
TECL # 17395**



To: CAPCOG
Reference: Caldwell 911 Center
Attention: Renee Bell

Date: 05/11/2024
Phone:
Fax:

We are pleased to provide the following budget proposal for our understanding of the electrical activities for the above-referenced project.

Labor: \$ 28,800.00
Materials: \$ 14,950.00
Budget Proposal: \$ 43,750.00

Qualifications:

1. Procure and install one new 60-amp single phase 208 v dedicated circuit to feed owner supplied UPS. Circuit will be run from existing electric room to new 911 server room.
2. Procure and install one 3" conduit from existing server room to new 911 center server room.
3. Procure and install 2 red quad outlets at each of the eight 911 positions. Each quad will have its own dedicated circuit.
4. Procure and install 4 power poles and 4 data poles for CAPCOG data and electrical use only.

Inclusions:

1. All work will be done in a neat and workman like manner.
2. This proposal is based on a 40-hour workweek, Monday through Friday 7:00am-3:30pm.

Exclusions:

1. All Sales Tax
2. All painting and patching of any type.
3. All costs associated with engineering.
4. All costs associated with city, state, or federal permitting.
5. Any installation of network cabling.
6. All costs associated with any errors and omissions.

Richard's Electric L.P.
TECL # 17395

Richard Mauck
Justin Mauck



ATTACHMENT C: CERTIFICATIONS

**CERTIFICATION OF COMPLIANCE WITH SMALL, DISADVANTAGED, MINORITY,
WOMEN-OWNED, AND HISTORICALLY UNDERUTILIZED BUSINESS POLICY**

The undersigned certifies on behalf of the Contractor or Subcontractor that he or she has read Article VI of CAPCOG's Procurement Policy, "Small, Disadvantaged, Minority, Women-Owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements," a copy of which is attached to this Exhibit. In addition, the Contractor or Subcontractor agrees to make and demonstrate a good faith effort to include small and minority businesses, women's business enterprises, and labor surplus area firms' participation under a contract in accordance with federal procurements requirements of 2 CFR §200.321. A good faith effort must include the following affirmative steps:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation list;
- 2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- 5) Using the services and assistance as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable. comply with that policy if it procures goods or services with funds made available under this contract.

Richard's Electric

Contractor or Subcontractor

By



Rick Mauck Owner

Name and Title

Date 05/10/2024

CAPCOG'S AFFIRMATIVE ACTION PROCUREMENT POLICY

Small, Disadvantaged, Minority, Women-owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements

PART A: POLICIES

6-101 Policy Statement:

It shall be the policy of CAPCOG to assist small, DBE, MBE, women-owned businesses and HUBs in learning how to do business with CAPCOG. It shall be the further policy of CAPCOG that these sources shall have the maximum feasible opportunity to compete.

6-102 Bidder/Offeror Statement:

Every solicitation for procurement must require that each bidder or offeror include a statement that the bidder or offeror will comply with this Policy.

6-103 To ensure that CAPCOG's policy to assure that small, MBEs, DBEs, women-owned businesses, and HUBs are utilized, CAPCOG and its contractors and subcontractors should take the following affirmative steps:

1. Include qualified small, MBEs, DBEs, women-owned businesses, and HUBs on the Bidders' List. State lists may be utilized to locate such businesses by contacting the General Services Commission;
2. Assure that small, MBEs, DBEs, women-owned businesses, and HUBs are solicited whenever they may be potential sources. In this regard, CAPCOG should investigate new sources and advertise when feasible in minority publications;
3. When economically feasible, and where not in contravention of competitive bidding requirements, CAPCOG should divide the total requirements into smaller tasks or quantities so as to permit maximum small, MBE, DBE, women-owned businesses and HUB participation;
4. Use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, the Minority Business Development Agency in the Department of Labor, the Texas General Services Commission and other similar agencies for locating such businesses;
5. Require that prime contractors take affirmative and meaningful steps towards retaining small, MBE, DBE, women-owned businesses and HUB subcontractors;
6. Procure goods and services from labor surplus areas;
7. If feasible, establish delivery schedules that encourage small, MBEs, DBEs, women-owned businesses, and HUBs to participate; and,
8. Advertise, at least annually, in a newspaper of general circulation for small, MBEs, DBEs, women-owned businesses and HUBs to be added to the Bidders' List.

6-104 For such affirmative steps to be meaningful, CAPCOG should review all solicitations, offers and bids to confirm that such affirmative action steps have been taken. In addition, steps should be

taken to ensure that once a contract is awarded to a small, MBE, DBE, women-owned business, and/or HUB, or that the award is given to a contractor with such a subcontractor, that such business is retained during the entire performance of the contract.

- 6-105 Failure of a contractor to take meaningful affirmative steps at soliciting and retaining small, MBEs, DBEs, women-owned businesses and HUBs may be considered as a factor in evaluating future bids under non-compliance with public policies; however, this factor may not be a consideration in procurements involving purely state or local funds as Texas law requires awards to be made to the lowest responsible bidder.
- 6-106 For procurements costing more than \$3,500 but less than \$50,000 the Division Director shall contact at least two HUBs on a rotating basis, based on information provided by the Texas General Services Commission. If the list fails to identify a historically underutilized business in the area, the CAPCOG is exempt from this section.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR LOWER-TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this Certification, the lower-tier participant (the "Contractor" or "Subcontractor") is providing the certification set out below.
2. This certification is a material representation of fact upon which reliance was placed when the contract was signed. If it is later determined that the Contractor or Subcontractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. The Contractor or Subcontractor shall provide immediate written notice to CAPCOG if at any time the Contractor or Subcontractor learns that its certification was erroneous when signed or has become erroneous because of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Certification, have the meanings set out in the Definitions and Coverages sections of regulations implementing Executive Order 12549. You may contact CAPCOG for assistance in obtaining a copy of those regulations.
5. The Contractor or Subcontractor agrees not to knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participating in this contract, unless authorized by the department or agency with which this transaction originated.
6. The Contractor or Subcontractor also agrees to include this Certification without modification in all lower-tier covered transactions and solicitations for lower-tier covered transactions.
7. The Contractor or Subcontractor may rely upon the certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. The Contractor or Subcontractor may decide the method and frequency by which it determines the eligibility of its principals. The Contractor or Subcontractor may, but is not required to, check the Nonprocurement List.
8. Paragraph 7 does not require establishment of a system of records in order to render in good faith the required Certification. The knowledge and information of the Contractor

or Subcontractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5, if the Contractor or Subcontractor knowingly enters into a lower-tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participating in this contract, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue any available remedies, including suspension and/or debarment.

Certification

The Contractor or Subcontractor certifies, by participating in this contract, that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency.

If the Contractor or Subcontractor is unable to certify to any of the statements in this Certification, the Contractor or Subcontractor shall furnish CAPCOG a written explanation of its inability.

Richard's Electric

Contractor or Subcontractor

By 

Rick Mauck Owner

Name and Title

Date 5/10/2024

CERTIFICATION REGARDING LOBBYING**Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with the award of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit to CAPCOG Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that this Certification be included in all subcontracts under this contract, and that all subcontractors sign and submit to CAPCOG the Certification.

Richard's Electric

Contractor or Subcontractor

By 

Rick Mauck Owner

Name and Title

Date 5/10/2024

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL

Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code, Chapter 2270 states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

- "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
- "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Rick Mauck, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Richard's Electric

Contractor or Subcontractor


By 

Rick Mauck Owner

Name and Title

Date 5/10/2024

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px;">Date Received</div>	
<div style="border: 1px solid black; padding: 2px;"> 1 Name of vendor who has a business relationship with local governmental entity. </div>		
<div style="border: 1px solid black; padding: 2px;"> 2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.) </div>		
<div style="border: 1px solid black; padding: 2px;"> 3 Name of local government officer about whom the information in this section is being disclosed. </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> _____ Name of Officer </div> <p>This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>D. Describe each employment or business and family relationship with the local government officer named in this section.</p> </div>		
<div style="border: 1px solid black; padding: 2px;"> 4 <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  Signature of vendor doing business with the governmental entity </div> <div style="text-align: center;"> <u>05/10/2024</u> Date </div> </div> </div>		

Adopted 8/7/2015



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 1221 South MoPac Expressway, Suite 160 Austin TX 78746		CONTACT NAME: Larry Sue Dunn, CISR PHONE (A/C, No, Ext): 817-347-6816 FAX (A/C, No): 817-347-6981 E-MAIL ADDRESS: LDunn@higginbotham.net		
INSURED Richards Electric, Inc. P.O. Box 1567 Liberty Hill TX 78642		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Service Lloyds Insurance Co.		43389
		INSURER B: The Cincinnati Insurance Company		10677
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER: 888284510

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			EPP 0554344	10/6/2023	10/6/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EBA 0554344	10/6/2023	10/6/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP 0554344	10/6/2023	10/6/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	SLICWC0094803	10/6/2023	10/6/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Scheduled Equipment Leased/Rented Equip from Others Actual Cash Value			EPP 0554344	10/6/2023	10/6/2024	As per on file with Limit Per Item/Agg Deductible Company \$50,000/\$100,000 \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Karl Mauck, Partner, Excluded on Workers' Compensation Policy
FOR INFORMATION PURPOSE ONLY - NOT TO BE ALTERED

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

*
*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING**

MEETING DATE: July 10, 2024

AGENDA ITEM: 7. Consider Approving Appointments to the CAECD Strategic Advisory Committee

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our CAECD Strategic Advisory Committee; 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: **Teresa Williams, Senior Administrative Coordinator**

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:

N/A

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

1. CAECD Strategic Advisory Committee attendance roster