



## Executive Committee | Agenda

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10 a.m., Wednesday, April 9, 2025

CAPCOG Lantana Room

6800 Burleson Road, Building 310, Suite 165, Austin, Texas 78744

Judge Brett Bray, *Blanco County*, **Chair**  
Mayor Pro Tem Doug Weiss, *City of Pflugerville*  
**1st Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair**  
**and Parliamentarian**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*,  
**Secretary**  
Mayor Lew White, *City of Lockhart*, **Immediate Past**  
**Chair**  
Mayor Kirk Watson, *City of Austin*  
Commissioner Clara Beckett, *Bastrop County*  
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*  
Commissioner Walt Smith, *Hays County*  
Council Member David McDonald, *City of Leander*  
Commissioner Steven Knobloch, *Lee County*  
Council Member Frank Ortega, *City of Round Rock*  
Mayor Jane Hughson, *City of San Marcos*  
Council Member Cathy Meek, *City of Smithville*  
Council Member Robert Garcia, *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 Vikki Goodwin  
Representative Caroline Harris-Davila

- 1. Call to Order and Opening Remarks by the Chair**
- 2. Pledge to U.S. and Texas Flags**
- 3. Recognition of Guests**
- 4. Consider Approving Minutes for the March 12, 2025, Meeting**
- 5. Consider Adding Judge Bryan Wilson to the Executive Committee Board**  
Chris Miller, Executive Director
- 6. Consider Approving Criminal Justice Grant Recommendation to the Office of the Governor**  
Charles Simon, Director of Regional Planning and Services
- 7. Consider Updating Record Retention Schedule**  
Andrew Hoekzema, Deputy Executive Director
- 8. Receive Update on Upcoming Wildfire Conference**  
Martin Ritchey, Homeland Security Director
- 9. Consider Approval of an Amendment of Interlocal Agreement with Texas Transportation Institute (TTI) for Emissions Inventory Development**  
Anton Cox, Air Quality Program Manager
- 10. Consider Proclaiming May 5 – May 9, 2025, Air Quality Awareness Week in the CAPCOG Region**  
Anton Cox, Air Quality Program Manager

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).



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

Andrew Hoekzema, Deputy Executive Director

**12. Receive Update on Regional Outreach**

Chris Miller, Executive Director

- Potential New Program Directions / Initiatives for Regional Outreach
- Local Government Services / Grant Coordination
- Water Policy Initiatives
- Regular County “Pop-Up” meetings throughout the year

**13. Executive Committee Member Information Sharing**

**14. Receive Reports from Advisory Committee Liaison**

**15. Staff Reports**

- Area Agency on Aging Update – Jennifer Scott, Director of AAA

**16. Executive Director Report**

Chris Miller, Executive Director

**17. Adjourn**





## Executive Committee | Summary Minutes

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10 a.m., Wednesday, March 12, 2025  
CAPCOG Lantana Room  
6800 Burleson Road  
Building 310, Suite 155  
Austin, Texas 78744

### **Present (18)**

Judge Brett Bray, *Blanco County*, **Chair**  
Council Member Doug Weiss, *City of Pflugerville*, **1<sup>st</sup> Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair & Parliamentarian**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*, **Secretary**  
Mayor Lew White, *City of Lockhart*, **Immediate Past Chair**  
Commissioner Clara Beckett, *Bastrop County*  
Council Member Kevin Hight, *City of Bee Cave*  
Judge Hoppy Haden, *Caldwell County*

Commissioner Joe Don Dockery, *Burnet County*  
Commissioner Walt Smith, *Hays County*  
Council Member David McDonald, *City of Leander*  
Commissioner Steven Knobloch, *Lee County*  
Council Member Frank Ortega, *City of Round Rock*  
Council Member Cathy Meek, *City of Smithville*  
Council Member Robert Garcia, *City of Taylor*  
Judge Andy Brown, *Travis County*  
Commissioner Ann Howard, *Travis County*  
Commissioner Cynthia Long, *Williamson County*

### **Absent (4)**

Judge Dan Mueller, *Fayette County*  
Council Member Ron Garland, *City of Georgetown*

Mayor Jane Hughson, *City of San Marcos*  
Commissioner Russ Boles, *Williamson County*

#### **1. Call to Order and Opening Remarks by the Chair**

The meeting was called to order at 10:05 a.m.

#### **2. Pledge to U.S. and Texas Flags**

#### **3. Recognition of Guests**

Mr. Zachary Uger of Congressman Michael McCall's Office introduced himself.

Mr. Chuck Brotherton introduced himself.

Ms. Brianna McBride, Policy Advisor for Commissioner Ann Howard introduced herself.

#### **4. Consider Approving Minutes for the February 12, 2025, Meeting**

Commissioner Long made a motion to approve the February 12, 2025 meeting minutes. Judge Cunningham seconded the motion. The motion passed unanimously.

#### **5. Proclaiming Recognition of National Public Safety Telecommunicator's Week (April**

##### **Jenna Barrington, 9-1-1 Assistant Director Policy and Administration**

Ms. Barrington presented the Proclamation, recognizing National Public Safety Telecommunicator's Week, April 13-19, 2025. Mayor White made a motion to approve, and Judge Cunningham seconded the motion. The motion passed unanimously.

#### **6.**

##### **Consider Approval of the CAPCOG FY 2026 Homeland Security Grant Program Prioritized Project List and Proclamation.**





## Executive Committee | Summary Minutes

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10 a.m., Wednesday, March 12, 2025  
CAPCOG Lantana Room  
6800 Burleson Road  
Building 310, Suite 155  
Austin, Texas 78744

### **Present (18)**

Judge Brett Bray, *Blanco County*, **Chair**  
Council Member Doug Weiss, *City of Pflugerville*, **1<sup>st</sup> Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair & Parliamentarian**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*, **Secretary**  
Mayor Lew White, *City of Lockhart*, **Immediate Past Chair**  
Commissioner Clara Beckett, *Bastrop County*  
Council Member Kevin Hight, *City of Bee Cave*  
Judge Hoppy Haden, *Caldwell County*

Commissioner Joe Don Dockery, *Burnet County*  
Commissioner Walt Smith, *Hays County*  
Council Member David McDonald, *City of Leander*  
Commissioner Steven Knobloch, *Lee County*  
Council Member Frank Ortega, *City of Round Rock*  
Council Member Cathy Meek, *City of Smithville*  
Council Member Robert Garcia, *City of Taylor*  
Judge Andy Brown, *Travis County*  
Commissioner Ann Howard, *Travis County*  
Commissioner Cynthia Long, *Williamson County*

### **Absent (4)**

Judge Dan Mueller, *Fayette County*  
Council Member Ron Garland, *City of Georgetown*

Mayor Jane Hughson, *City of San Marcos*  
Commissioner Russ Boles, *Williamson County*

#### **1. Call to Order and Opening Remarks by the Chair**

The meeting was called to order at 10:05 a.m.

#### **2. Pledge to U.S. and Texas Flag**

#### **3. Recognition of Guests**

Mr. Zachary Uger of Congressman Michael McCall's Office introduced himself.  
Mr. Chuck Brotherton introduced himself.  
Ms. Brianna McBride, Policy Advisor for Commissioner Ann Howard introduced herself.

#### **4. Consider Approving Minutes for the February 12, 2025, Meeting**

Commissioner Long made a motion to approve the February 12, 2025 meeting minutes. Judge Cunningham seconded the motion.

#### **5. Proclaiming Recognition of National Public Safety Telecommunicator's Week (April**

##### **Jenna Barrington, 9-1-1 Assistant Director Policy and Administration**

Ms. Barrington presented the Proclamation, recognizing National Public Safety Telecommunicator's Week, April 13-19, 2025. Mayor White made a motion to approve, and Judge Cunningham seconded the motion.

#### **6. Consider Approval of the CAPCOG FY 2026 Homeland Security Grant Program Prioritized Project List and Proclamation.**



**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey presented the FY 2026 Homeland Security Grant. He requested approval for the proclamation. Judge Cunningham made a motion to approve the proclamation. Mayor White seconded the motion. The motion passed unanimously.

**7. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2026 UASI Common Operating Picture Data Project by the Capital Area Council of Governments.**

**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey presented and requested approval for the Resolution authorizing submittal of the Homeland Security Grant Program Application. Commissioner Long made a motion to approve, and Mayor Pro Tem Hougen seconded the motion. The motion passed unanimously.

**8. Regional Impact Presentation**

**Ms. Heather Page, Co-Founding Partner of the Shine Company- Community Film Industry Opportunities.**

Ms. Page presented information on bringing more film tourism and production opportunities to the State of Texas. She explained all the aspects of film tourism. Commissioner Smith described how his district had fifteen productions going at one time. Commissioner Smith explained the logistics needed to make film production go smooth in his county. It involves contacting the constables' offices, coordinating with emergency services, and having traffic control. Council Member Meeks explained how Smithville is extremely engaged in film tourism as well. Council Member Meeks said, film tourism is a priority for her district. Judge Bray asked how the company dealt with towns that did not want to participate in film tourism. Ms. Page explained their primary focus is studio development.

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

**Andrew Hoekzema, Deputy Executive Director**

Mr. Hoekzema presented the AAC, CJAC, GISP, HSTF, and SWAC appointments. He asked the Board to approve the seven nominations that were received. The nominations received are: Brent Richards, AAA; Dr. Eloise Sepeda, CJAC; Victoria Berry; CJAC; Toby Fletcher, CJAC; Tracie Davidson, GIS; Joseph Chacon, HSTF; and Chad Collier, SWAC. Mr. Hoekzema announced nominations from Council Member Weiss were being reviewed for eligibility issues. Council Member Weiss said he got District 2 Fire Chief from his district. The ESD covers 125,000 to 130,000 people. Commissioner Dockery announced that his district appointed a new judge. Bryan Wilson is the new county judge, and he was sworn in by Commissioner Dockerty on March 12, 2025. Commissioner Dockery requested that Judge Wilson be added to the General Assembly. Judge Wilson can obtain membership to the Executive Committee Board, once the members vote on it at the April 9, 2025 Executive Committee Board Meeting.

**10. Liaison EDAC Report**

**Commissioner Howard, Executive Committee Board Member**

Commissioner Howard, Economic Development Advisory Committee Liaison, presented the EDAC Report. Commissioner Howard informed the Board that the committee has a new name and will continue to work on economic development. A subcommittee has been appointed to work on the Comprehensive Economic Development Strategy (CEDS). CEDS will conduct research and provide their findings to the EDAC. Tamara Atkinson of Austin Community College recently conducted a presentation on Austin Infrastructure Academy. Judge Brown is involved with the Austin Infrastructure Academy. Many residents are being trained at the Academy. Commissioner Howard is also the liaison for the Clean Air Coalition. Recently a presentation about freight moving on rail in Texas. This is significant in reducing the carbon footprint in Texas. Texas has one of the highest rail crash fatalities in the country. Many railways in Texas need to be repaired.



## **11. Regional Round Table / Member Sharing**

Executive Committee Members

Council Member Ortega shared the groundbreaking of the district in Round Rock. It's a big investment for the City of Round Rock, and a great investment.

Commissioner Smith spoke about the Texas Legislator controlling what cities and counties could spend CO's on. In the past no list existed specifying where municipalities and cities could not CO funds. There was a list stating where the municipalities and cities could spend CO funds, but the list was not clear and was not all inclusive. Commissioner Smith stated that when the CO funds were backed by Tax Increment Reinvestment Zones (TIRZ) funds, it expanded the developments that CO funds could be used on. He encouraged members to look at their TIRZ. There's good opportunities for some municipalities and cities to look at new projects.

## **12. Staff Reports**

- Homeland Security Division Update – Martin Ritchey, Director of Homeland Security
- Status of Wildfire Threat – Martin Ritchey, Director of Homeland Security

Mr. Ritchey presented the Homeland Security organization chart and discussed the continued efforts of each of the Homeland Security areas. He discussed the different areas of Homeland Security, the staff, and also discussed the ongoing wildfire issues.

The Wildlife Resistance Summit will take place on April 22, 2025.

- Area Agency on Aging Update – Jennifer Scott, Director of AAA **(Will be presented on 4/9/25 due to time constraints)**

## **13. Executive Director Report**

**Chris Miller, Executive Director**

There were no items to discuss for the Executive Director Report.

## **14. Adjourn**

The meeting adjourned at 11:48 am



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Mayor Pro Tem Dr. Steve Hougen, Secretary  
Capital Area Council of Governments  
Executive Committee

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Date



## EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 9, 2025

AGENDA ITEM: 5. Consider Appointment of Burnet County Committee Member

### GENERAL DESCRIPTION OF ITEM:

The Burnet County slot on the Executive Committee has been vacant since the beginning of the year due to former Judge James Oakley's resignation as County Judge on December 31, 2024, and the requirement in CAPCOG's Bylaws that a member of the Executive Committee be an elected official on the first day of the calendar year when the terms for Executive Committee members begin (see section 5.2(d) of the bylaws).

On March 11, 2025, the Burnet County Commissioners Court appointed Bryan Wilson as the new County Judge. Then, on March 17, 2025, the Court appointed him to serve on CAPCOG's General Assembly, thereby qualifying him to serve on CAPCOG's Executive Committee. Pursuant to Section 5.7(d) of the bylaws, the nominating committee has recommended appointing Judge Wilson to fill the Burnet County vacancy.

### 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:

Chris Miller, Executive Director

### 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:

Appoint Burnet County Judge Bryan Wilson to serve as Executive Committee Member.

### BACK-UP DOCUMENTS ATTACHED:

1. Excerpts from CAPCOG's Bylaws
2. Minutes from Burnet County Commissioners' Court Meeting March 17, 2025

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

None



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

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

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

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

#### **Section 4.5 – General Responsibilities**

The General Assembly has the following general responsibilities:

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

### **ARTICLE V – THE EXECUTIVE COMMITTEE**

#### **Section 5.1 – Governing Body**

The Executive Committee is the governing body of the Council between meetings of the General Assembly. Members of the Executive Committee shall also serve on the Board of Managers of the Capital Area Emergency Communications District (CAECD) as an additional duty.

#### **Section 5.2 – Composition**

- (a) The composition of the Executive Committee is as follows:



- (1) two representatives from Travis County;
- (2) one representative from each of the other nine counties in State Planning

**Region 12;**

- (3) one representative from the City of Austin;
- (4) one representative from a city with a population in excess of one hundred thousand (100,000);
- (5) four representatives from cities with populations between 25,000 and 100,000;
- (6) five representatives from cities with populations under 25,000; and
- (7) three at-large members.
- (8) at least one State of Texas Legislator in accordance with Local Government Code, Section 391.006(c).

- (b) At each Annual Meeting, the General Assembly shall elect members from the categories described in Subsections (a) (1) through (7) of this section 5.2.

(c) In selecting the medium-sized city, small city and at-large representatives, the General Assembly shall consider population and geography to ensure diversity among the members of the Executive Committee.

(d) All of the Executive Committee members, except for the ex-officio State Legislator, must be elected officials of the governing bodies of the full members of the Council.

(e) An elected official of the governing body of a full member of the Council may complete his or her term on the Executive Committee if he or she was an elected official at the time of election to the Executive Committee and he or she continues as a representative on the General Assembly.

(f) A State Legislator selected for the Executive Committee shall serve as an ex-officio member, will not be eligible to vote, to serve as an officer of the Council, or to serve on subcommittees, and will not count toward a quorum.

### **Section 5.3 – Meetings**

- (a) The Executive Committee shall meet regularly each month at a time and place specified by resolution.

(b) The Executive Committee shall meet specially on call of the chairperson of the Council or upon the written request of at least one-third of the members of the Executive Committee.

### **Section 5.4 – Notice**

Notice of regular and special meetings of the Executive Committee must comply with the Open Meetings Act.

### **Section 5.5 – Quorum and Action**

(a) A quorum of the Executive Committee consists of a majority of the total number of members, excluding vacancies, but a quorum may not consist of fewer than thirteen members.

- (b) If a quorum is present when a vote is taken, the affirmative vote of a majority of the members



present is the act of the Executive Committee.

## **Section 5.6 – Term**

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

## **Section 5.7 – Vacancy**

(a) A vacancy on the Executive Committee occurs:

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

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

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

(d) If a vacancy occurs on the Executive Committee, the Nominating Committee may nominate at the request of the Executive Committee, and the Executive Committee shall elect a replacement to serve for the remainder of the unexpired term if the vacancy occurs and the nomination process is completed no later than June 15 of that year.

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

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

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

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



## EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 9, 2025

AGENDA ITEM: 6. Consider Approving Scoring and Funding Recommendations for 2026 Criminal Justice (DJ/JAG), Violence Against Women Justice and Training Program (VAWA), General Victim Assistance (VOCA), Juvenile Justice (JJ), and Truancy Prevention (TP) Fund Sources

### GENERAL DESCRIPTION OF ITEM:

The Criminal Justice (DJ/JAG), Violence Against Women Justice and Training Program (VAWA), General Victim Assistance Grant Program (VOCA), Juvenile Justice (JJ), and Truancy Prevention (TP) grant programs are five grant categories administered by the Office of the Governor (OOG) that CAPCOG's Criminal Justice Advisory Committee (CJAC) reviews each year. This year, a total of 59 applications were submitted across these categories, requesting \$16,227,116.56 in funding. On March 24 and 25, the CJAC reviewed the applications, heard presentations from the applicants and scored each application in accordance with the policy that was adopted by the Executive Committee in November 2024. At its March 26 meeting, the CJAC reviewed the scores it assigned to the applications and recommended funding for them. The funding recommendations are included in the attachment titled Priority Listing and Funding Recommendations. Unlike previous years, a single item is included on the agenda for action on all five grant categories instead of a separate item for each category. Like last year, a suggested motion is included below that has been modified to include all grant categories.

### Suggested Motion to Accomplish the CJAC's Recommendation

Recommend funding the Criminal Justice (DJ/JAG), Violence Against Women Justice and Training Program (VAWA), General Victim Assistance Grant Program (VOCA), Juvenile Justice (JJ), and Truancy Prevention (TP) applications listed in the Priority Listing and Funding Recommendations document in the order indicated in the Rank Number column for the amount indicated in the Recommended Funding column to the extent that funds are available, partially funding the last application if funds are not available for the entire amount indicated.

### 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 and Services

### BUDGETARY IMPACT:

Total estimated cost: \$0

Source of Funds: NA

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: NA

ACTION REQUESTED:



Consider approving prioritization and funding recommendations for Criminal Justice (DJ/JAG), Violence Against Women Justice and Training Program (VAWA), General Victim Assistance Grant Program (VOCA), Juvenile Justice (JJ), and Truancy Prevention (TP) Grants for Plan Year 2026 with the indicated suggested motion.

**BACK-UP DOCUMENTS ATTACHED:**

1. Memo of supplemental information to consider Scoring, and Funding Recommendations.
2. Summary of Project Scores, Ranking, Funding Requests, and Funding Recommendations
3. Required Resolution

**BACK-UP DOCUMENTS NOT ATTACHED:**

NA





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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

April 9, 2025

**TO:** Executive Committee

**FROM:** Charles Simon, Director of Regional Planning and Services

**RE:** Supplemental Information to Consider Scoring and Funding Recommendations of Plan Year 2026 Criminal Justice Grants

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Each year, the Criminal Justice Advisory Committee (CJAC) reviews applications that have been submitted to the Office of the Governor (OOG) for several criminal justice grant programs. This year, the grant programs for which applications were reviewed are listed below. The commonly used names and abbreviations for the programs are indicated in the parentheses.

- General Victim Assistance Grant Program (VOCA or VA)
- Violence Against Women Justice and Training Program (VAWA or WF)
- Criminal Justice Grant Program (JAG or DJ)
- Juvenile Justice Grant Program (JJ)
- Truancy Prevention Grant Program (JJ)

### Method for reviewing OOG Criminal Justice grant applications:

#### Scoring

This year scoring is composed of two components: an objective score and a discretionary score.

The objective score is applied to an application's total score and is dependent on the applicant: 1) attending CAPCOG's criminal justice workshop held in January (5 points), and 2) submitting the project summary sheet that was due in February (up to 10 points). If the applicant submitted the project summary sheet after the posted deadline and no later than five days before the presentation meetings, they received 5 points instead of 10. Last year, there was no grace period for late submittals and prior to last year the policy automatically assigned a score of zero and a funding recommendation of zero dollars if either of these tasks were not accomplished.

Out of 59 applicants, 48 attended the Criminal Justice Workshop and 58 submitted a Project Summary Sheet (either late or on time).



All 59 applications were reviewed by the CJAC members individually and the CJAC met three times from March 24 – 26 to hear presentations from applicants and collaborate on the applications. Each CJAC member scored the applications based on how well they addressed regional priorities (0-10 points), the content of the written application (0-50 points), and the content of the presentation (0-25 points) which made up the discretionary score. The scores were then totaled using the methodology outlined in the Plan Year 2026 Policy Statement. The CJAC finalized scoring and made funding recommendations for each application on Wednesday, March 26th, 2025.

### **Funding recommendations:**

The tables that accompany the agenda items for each fund category – labeled *Priority Listing and Funding Recommendations* – illustrate CJAC’s recommendation. This year, CJAC members indicated their individual recommendation for funding on each application at the same time that they scored it. The individual recommendation funding recommendations were averaged and then presented to the CJAC to consider when making its collective recommendation. In many cases the recommended funding for applications is the amount that resulted from the individual scoring and in other case, the CJAC recommends the full amount that an application is entitled to receive.

### **Reasonable Budget Estimate**

Typically, the reasonable budget estimate (RBE) – the amount of funding that the OOG expects to be available to award to grants in each category – is known before the CJAC scoring meetings. Both the CJAC and the Executive Committee value knowing the RBE at the time that they are considering funding recommendations so that they can have a reasonable expectation of which applications will receive funding based on money available. The RBE was not available at the time that the CJAC reviewed the applications, nor was it available at the time that these materials for the Executive Committee were prepared. Therefore, the RBE amounts for Plan Year 2025 are being used in the accompanying tables. We will provide additional information at the Executive Committee meeting if we receive any prior to then.

### **Shelters as a Priority**

The CJAC supports funding all shelter projects in the VOCA category before funding others. To achieve that goal, the CJAC moved all shelter projects to the top of the funding order in the category, then ordered them by the score they received and then ranked all remaining applications by score received.

### **Austin ISD, Manor ISD Applications Possibly Miscategorized**

Austin ISD’s application has one application included in the Juvenile Justice (JJ) category. Late in the scoring meetings, CAPCOG learned of the applicant’s intent for it to be included in the Truancy Prevention (TP) category instead. The OOG advised us to indicate if the CJAC has any concerns regarding the way the application was categorized. CAPCOG is not able to move an application from one category to another. The way that the concern will be communicated to the OOG is to add a note indicating that the AISD and a similarly situated application from the Manor ISD are more appropriately categorized as TP. If the two applications are moved from JJ to TP, the scores they’ve received will rank them below the three applications initially in the TP category.



*100%, 80%, 60%, 40% Funding recommendation* – The CAPCOG Plan year 2026 Policy Statement includes a provision that applications submitted by local governments are subject to a reduction in funding based on the amount of funding that it was awarded in its first year. Nine applications were found to be subject to the decreasing funding ratio. To determine the status of projects, CAPCOG staff reviewed all applications and determined if they met the definition of a continuation project. The CJAC's continuation subcommittee reviewed the staff's determinations and made one modification based on additional information provided by the applicant.

*Progressed Projects* – Staff also determined if applications first received funding in 2022 or earlier. Two applications met that criterion and therefore were defined as *progressed projects*. As continuation projects, the applications received an automatic funding recommendation of \$0 from the CJAC. The applications for progressed projects were reviewed by the CJAC just like others, and their score was multiplied by 0.5 in order to assign a lower priority to them after scoring.

*Required Resolution*- A contract requirement is for the COG to submit a resolution indicating the COG's action. A resolution in the proper form is included with this item.



# **Resolution**

## **A Resolution Prioritizing and Recommending Funding of Criminal Justice Grant Applications by the Capital Area Council of Governments**

**WHEREAS**, pursuant to an interlocal agreement with the Office of the Governor (OOG), CAPCOG is responsible for reviewing applications for grants in the General Victim Assistance Grant Program (VOCA), Violence Against Women Justice and Training Program (VAWA), Criminal Justice Grant Program (JAG), Truancy Prevention (TP), and Juvenile Justice (JJ) programs, prioritizing the applications, and recommending funding for each;

**WHEREAS**, the Criminal Justice Advisory Committee (CJAC), in accordance with established policy, reviewed applications, received applicant presentations, and scrutinized each application based on the benefit to be gained by implementation of the project and to the extent to which the project addresses regional priorities;

**WHEREAS**, after reviewing all applications and independently voting on each, the CJAC recommended to the CAPCOG Executive Committee the priority listings of the applications and the recommended funding for each application in all five grant categories; and

**WHEREAS**, the CJAC recommendations were presented to the CAPCOG Executive Committee for its review and further discussion;

**NOW THEREFORE, BE IT RESOLVED** that the Capital Area Council of Governments Executive Committee hereby approves the CAPCOG Plan Year 2026 Criminal Justice Grant Program prioritized project list for the General Victim Assistance Grant Program (VOCA), Violence Against Women Justice and Training Program (VAWA), Criminal Justice Grant Program (JAG), Truancy Prevention (TP), and Juvenile Justice (JJ) programs as voted on and adopted at its April 9, 2025, meeting and attached hereto.

**SUBMITTED AND PASSED**, Resolution adopted by the Capital Area Council of Governments Executive Committee on this 9<sup>th</sup> day of April 2025.

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Judge Bret Bray, Chair  
Executive Committee  
Capital Area Council of Governments

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Mayor Pro Tem Dr. Steve Hougen, Secretary  
Executive Committee  
Capital Area Council of Governments



PY 26 General Victim Assistance Grant Program (VOCA) CJAC Funding Prioritization (PY25 RBE: \$7,846,267.63)									
Scoring Rank	Rank Number	Grant Number	Applicant	Project Title	Requested Amount	Score	CJAC Recommendation	Balance after recommended funding	Footnote
1	1	2903008	Bastrop County Women's Shelter	Comprehensive Victim Services	\$361,544.82	93.1538	<b>\$361,544.82</b>	\$7,484,722.81	5
4	2	2884908	Williamson County Crisis Center dba Hope Alliance	Services for Victims of Domestic and Sexual Violence	\$1,056,909.04	87.7692	<b>\$1,052,916.04</b>	\$6,431,806.77	5
5	3	1366424	Hays County Women's Center	Safety and Healing for Victims of Abuse	\$1,428,437.00	87.3846	<b>\$1,389,941.85</b>	\$5,041,864.92	5
7	4	1366824	Highland Lakes Family Crisis Center Inc	Family Violence/Sexual Assault Services	\$742,234.76	86.4615	<b>\$718,814.03</b>	\$4,323,050.89	5
9	5	1400525	The SAFE Alliance	Comprehensive Services for Family and Sexual Violence Victims	\$1,988,901.20	86.3333	<b>\$1,924,016.83</b>	\$2,399,034.06	5,6
2	6	4702503	Volunteer Legal Services of Central Texas	Pro Bono Legal Services for Victims/Survivors of Domestic Violence	\$91,995.54	90	<b>\$91,995.54</b>	\$2,307,038.52	
3	7	2551013	SAHELI dba Asian Family Support Services of Austin	Regional Domestic & Sexual Violence Non-residential Services	\$1,600,000.00	89.3846	<b>\$1,600,000.00</b>	\$707,038.52	
6	8	4443504	The SAFE Alliance	SAFE CARES (Collaboration, Advocacy, Response, and Engagement)- Drop-In Program	\$313,334.05	86.6154	<b>\$313,334.05</b>	\$393,704.47	7



**PY 26 Violence Against Women Justice and Training Program (VAWA) CJAC Funding Prioritization  
(PY25 RBE: \$507,877.61)**

<b>Rank Number</b>	<b>Grant Number</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Requested Amount</b>	<b>Score</b>	<b>CJAC Recommendation</b>	<b>Balance after recommended funding</b>	<b>Footnote</b>
1	4772903	Burnet County	Women's Victim Advocate	\$58,647.00	87.0769	<b>\$34,232.40</b>	\$473,645.21	3
2	4233905	SAHELI dba Asian Family Support Services of Austin	Regional Justice Services- Strengthening Response to Underserved Survivors of DV/SV	\$307,072.48	87.0625	<b>\$297,255.42</b>	\$176,389.79	
3	5348101	Bluebird's Hope Inc	Education and Training in CAPCOG for Law Enforcement, Prosecution Personnel, & First Responders	\$49,597.41	83.8462	<b>\$49,243.73</b>	\$127,146.06	
4	5336301	Hays County	Hays County Justice and Training Program	\$16,263.66	83.6923	<b>\$15,972.05</b>	\$111,174.01	
5	5380301	Austin, City of	City of Austin Digital Evidence Management Project	\$94,559.00	81.3846	<b>\$89,479.78</b>	\$21,694.23	
6	5424901	Brave Alliance Mission	Enhancing Training on Sexual Assault, Domestic Violence, Strangulation, and Stalking	\$37,352.00	74.6429	<b>\$36,298.00</b>	<b>(\$14,603.77)</b>	1
7	5411001	Cedar Park, City of	Victim Services Program	\$14,530.00	24.2308	\$0.00	<b>(\$14,603.77)</b>	2,4,5



PY 26 Truancy Prevention CJAC Funding Prioritization (PY25 RBE: \$639,351.48)								
Rank Number	Grant Number	Applicant	Project Title	Requested Amount	Score	CJAC Recommendation	Balance after recommended funding	Footnote
1	4808703	Austin, City of	Go ATX Youth	\$400,005.44	86.7692	<b>\$241,162.79</b>	\$398,188.69	3
2	5121302	Smithville, City of	Mentorship at the Gardens 2024	\$19,920.00	84.6923	<b>\$19,920.00</b>	\$378,268.69	2,3
3	4741203	Del Valle ISD	Truancy Prevention Program	\$234,311.00	77.7857	<b>\$234,311.00</b>	\$143,957.69	3

1. The applicant did not attend the Grant Workshop.
2. The applicant submitted the Project Summary Sheet after the deadline.
3. The applicant is subject to the Decreasing Funding Ratio policy (CAPCOG Criminal Justice Policy Statement 8.1).



8	9	4942702	Austin Child Guidance Center	Mental Health Services for Child Survivors of Crime	\$225,000.00	86.3846	<b>\$219,230.77</b>	\$174,473.70	
10	10	5379801	Austin, City of	Austin/Travis County Legal Advocacy for Violent Crime Victims Project	\$120,912.00	86	<b>\$120,841.85</b>	\$53,631.85	
11	11	3633307	Helping Hand Home for Children	Trauma-Informed Residential Treatment for Abused and Neglected Children	\$366,582.00	85.2308	<b>\$364,537.23</b>	(\$310,905.38)	
12	12	4426204	Travis County	Specialized and Trauma Informed Services for Victims of Family Violence	\$65,683.60	84.2308	<b>\$65,246.35</b>	(\$376,151.73)	3
13	13	5332001	Hays County	Victim Assistance General Direct Services Project	\$59,351.58	84.0769	<b>\$58,478.38</b>	(\$434,630.11)	
14	14	4994002	Bluebird's Hope Inc	Crisis Services and Case Coordination for Victims of Trauma in CAPCOG Communities	\$104,298.51	82.6429	<b>\$103,920.01</b>	(\$538,550.12)	
15	15	4228005	The Ecumenical Center	Hill Country Counseling Program	\$68,669.62	81.9231	<b>\$67,951.22</b>	(\$606,501.34)	8



16	16	3947606	The Settlement Home for Children	Programs, Services & Intervention for Children Who Are Victims of Abuse, Neglect and Other Crimes	\$551,500.00	81.9231	\$535,884.62	(\$1,142,385.96)	8
17	17	4990502	Williamson County	Sheriff's Office Victim Assistance Unit	\$26,688.00	81.6429	\$26,642.40	(\$1,169,028.36)	3
18	18	4728303	Red Oak Hope	Victim Services for Sexually Exploited and Trafficked Individuals	\$307,708.00	76.9231	\$289,599.08	(\$1,458,627.44)	
19	19	5022902	Del Valle ISD	Del Valle ISD VOCA Support Services	\$259,296.00	74.8571	\$252,253.71	(\$1,710,881.15)	3
20	20	5411301	Cedar Park, City of	Victims Services Program	\$59,774.00	26.125	\$0.00	(\$1,710,881.15)	1,2,3,4

1. The applicant did not attend the Grant Workshop.
2. The applicant submitted the Project Summary Sheet after the deadline.
3. The applicant is subject to the Decreasing Funding Ratio policy (CAPCOG Criminal Justice Policy Statement 8.1).
4. The applicant received a score below 70 resulting in \$0.00 recommendation (CAPCOG Criminal Justice Policy Statement 8.3).
5. The CJAC has identified this application as a Priority One application.
6. The applicant designated this project as their primary application.
7. The applicant designated this project as their secondary application.
8. These applicants had tied scores, and a tie-breaker was applied (CAPCOG Criminal Justice Policy 6.4.d.(10)).



**PY 26 Criminal Justice Grant Program (DJ/ JAG) CJAC Funding Prioritization (PY25 RBE: \$728,160.11)**

<b>Scoring Rank</b>	<b>Rank Number</b>	<b>Grant Number</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Requested Amount</b>	<b>Score</b>	<b>CJAC Recommendation</b>	<b>Balance after recommended funding</b>	<b>Footnote</b>
1	1	5318101	Capital Area Council of Governments	Chief Instructor Position	\$153,175.00	96.25	<b>\$152,264.83</b>	\$575,895.28	7
2	2	5380401	Austin, City of	Regional Special Operations Training Program	\$121,240.00	92.6667	<b>\$121,240.00</b>	\$454,655.28	
3	3	5018102	Lockhart, City of	Patrol Laptop Improvement	\$65,399.00	92.3333	<b>\$64,949.08</b>	\$389,706.20	
4	4	5318201	Capital Area Council of Governments	Remote Basic Peace Officer Course	\$117,100.00	90.9167	<b>\$115,175.00</b>	\$274,531.20	8
5	5	5318401	Capital Area Council of Governments	Basic Corrections Officer Courses	\$24,135.00	87.6154	<b>\$24,124.62</b>	\$250,406.58	9
6	6	5032402	Burnet County	Courthouse Metal Detectors and Panic Button Project	\$110,027.43	87.5	<b>\$32,980.48</b>	\$217,426.10	3
7	7	5361901	Lakeway, City of	TruNarc Narcotics Analyzer	\$61,453.00	82.75	<b>\$30,726.50</b>	\$186,699.60	
8	8	5394501	Round Rock ISD	Advancing the Safety and Wellness of School Police and Community	\$36,706.20	82.5833	<b>\$35,314.02</b>	\$151,385.58	1
9	9	4993002	Hays County	Environmental Enforcement Program	\$113,747.20	82.0833	<b>\$109,476.89</b>	\$41,908.69	3
11	10	5341101	Giddings, City of	Virtual Reality Training Simulator Program	\$46,000.00	77.0833	<b>\$46,000.00</b>	(\$4,091.31)	1,2
10	11	5488401	Del Valle ISD	Safety and Security Project	\$199,285.36	79	<b>\$142,190.24</b>	(\$146,281.55)	
12	12	5406001	Bastrop, City of	3D Crime Scene Scanner	\$72,072.15	76.5833	<b>\$72,072.15</b>	(\$218,353.70)	3



13	13	5444401	Luling, City of	Enhanced Traffic Safety Initiative: Modernizing Luling Police Department's Traffic Enforcement Equip	\$42,952.56	72	<b>\$41,370.28</b>	<b>(\$259,723.98)</b>	1,2
14	14	4782503	MELJ Center	MELJ Expansion	\$211,475.00	68.4167	<b>\$0.00</b>	<b>(\$259,723.98)</b>	1,5,7
15	15	5473301	MELJ Center	Key2Door	\$300,000.00	64.8133	<b>\$0.00</b>	<b>(\$259,723.98)</b>	1,5,8
16	16	5370401	Other Ones Foundation Inc	Esperanza Community Safety & Re-Entry Program	\$2,032,992.00	64.1667	<b>\$0.00</b>	<b>(\$259,723.98)</b>	1,5
17	17	5513701	K9s4COPs	K9 and Office Training for Eanes ISD Police Department	\$20,000.00	63.75	<b>\$0.00</b>	<b>(\$259,723.98)</b>	1,5

1. The applicant did not attend the Grant Workshop.
2. The applicant submitted the Project Summary Sheet after the deadline.
3. The applicant failed to submit a Project Summary Sheet.
4. The applicant is subject to the Decreasing Funding Ratio policy (CAPCOG Criminal Justice Policy Statement 8.1).
5. The applicant received a score below 70 resulting in \$0.00 recommendation (CAPCOG Criminal Justice Policy Statement 8.3).
6. The CJAC voted to reduce the award amount by 50%.
7. The applicant designated this project as their primary application.
8. The applicant designated this project as their secondary application.
9. The applicant designated this project as their tertiary application.



## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** April 9, 2025

**AGENDA ITEM:** 7. Consider Updating Record Retention Schedule

### GENERAL DESCRIPTION OF ITEM:

CAPCOG's Record Retention Schedule defines the periods of time that CAPCOG is required to retain various records. Under state law, all units of local government, which CAPCOG is classified as, are required to maintain a record retention schedule that is consistent with the minimum retention periods required by the state. CAPCOG's current record retention schedule was last updated in 2016. This update incorporates changes to the minimum requirements promulgated by the Texas State Archives, as well as grant-specific changes that now necessitate longer retention periods than the state minimums. The following are a list of some key items that are being updated.

1. **GR1000-01; Agendas:** Removal of Capital Area Initiative Foundation (CAIF) and Capital Area Economic Development District (CAEDD) meeting agendas from retention periods association with Open Meetings Act.
2. **GR1000-03g; Minutes – Supporting Documentation:** Added retention of supporting documentation for information presented at a meeting if action on it is reflected in minutes (2 years).
3. **GR1000-07; Proclamations:** Added (2 years).
4. **GR1000-25; Contracts, Leases, and Agreements:** The retention period for certain grant records and contracts for all federally funded grants are being extended from 4 to 7 years consistent with grant requirements. Previously, only Homeland Security and Criminal Justice Grants were required to be retained for 7 years.
5. **GR1000-54; Committee Records:** Minutes for Law Enforcement Education Committee (LEEC) meetings are being extended from 2 years to 5 years, consistent with the provisions of 37 TAC §215.7(e).
6. **GR1050-52b: Earnings and Deduction Records related to Retirement Plan Deductions:** added to reflect state and federal record retention requirements (PERMANENT).

### THIS ITEM REPRESENTS A:

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

**PRIMARY CONTACT/STAFF MEMBER:**

**Andrew Hoekzema, Deputy Executive Director**

### 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.? n/a

**PROCUREMENT:** n/a

### ACTION REQUESTED:

Adopt updated record retention schedule



**BACK-UP DOCUMENTS ATTACHED:**

Updated record retention schedule

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

None



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)

### ADMINISTRATIVE AND GENERAL RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
GR1000-01	AGENDAS	<p>Open meetings</p> <p>1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required.</p> <p>2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.</p> <p>Closed meetings (such as executive sessions, with certified agenda).</p>	<p>2 years.</p> <p>PERMANENT.</p> <p>2 years.</p>	<p>Executive Committee, General Assembly, <u>Capital Area Economic Development District (CAEDD)</u>, <u>Capital Area Initiatives Foundation (CAIF)</u>, and <u>Criminal Justice Advisory Committee (CJAC) meetings</u>, and <u>Homeland Security Task Force (HSTF) subject to the Texas Open Meetings Act. (grant award mtg only)</u></p>
GR1000-03	MINUTES	<p>Written minutes</p> <p>Notes or recordings of open meetings for which written minutes are prepared.</p> <p><u>Supporting documentation submitted to governing body for action if such action is reflected in the minutes</u></p>	<p>PERMANENT.</p> <p>90 days after approval of minutes</p> <p>2 years.</p>	<p>For Executive Committee, <u>General Assembly, CAEDD, CAIF, and CJAC meetings</u>, and <u>HSTF meetings subject to the Texas Open Meetings Act. and other committees subject to open meetings</u></p>
GR1000-04	OPEN MEETING NOTICES		2 years.	
GR1000-05	RESOLUTIONS		PERMANENT.	Includes resolutions that have been repealed, revoked, or amended.
GR1000-25	CONTRACTS LEASES & AGREEMENTS		4 years after expiration or termination	<p>For grant-funded contracts – <u>see "Grant Records."</u> <del>4 years after closeout of the grant.</del></p> <p><del>* For Homeland Security and CJ interlocals, records must be kept +7.</del></p>
GR1000-26	CORRESPONDENCE	Administrative	4 years	On the formulation, planning, implementation, or modification of programs, services, or projects.
		General	2 years	On the regular operation of the programs, services, or projects.



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)

		Routine	AV	Such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.
GR1000-29	INSURANCE POLICIES	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel, including documentation on renewal	4 years after expiration or termination of the policy	
GR1000-30	LEGAL OPINIONS		PERMANENT	
GR1000-34	PUBLIC INFORMATION ACT REQUESTS		Date request for records fulfilled or withdrawn + 1 year.	
GR1000-38	POLICIES AND PROCEDURES	Documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government.	US + 5 years.	
GR1000-39	PUBLICATIONS	Printed by or for a local government or any of its departments or programs and intended for distribution to the public on request, and program newsletters designed for internal distribution.	One copy of each - PERMANENT	
GR1000-41	<u>REPORTS AND STUDIES</u> <del>ACTIVITY REPORTS</del>	<u>Activity Reports:</u> Monthly, bimonthly, quarterly, or semi-annual reports to the governing body or chief executive.  <u>Annual Reports: Report required by law or regulation on the non-fiscal performance of a department, program, or project or for planning purposes</u>	FE + 3 years  <u>PERMANENT</u>	
<del>GR1000-41</del>	<del>ANNUAL REPORTS</del>	<del>Report required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes.</del>	<del>PERMANENT</del>	<del>Also a publication of the agency.</del>
GR1000-43	CONFLICT DISCLOSURE STATEMENTS	Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons	Date of filing + 3 years.	
GR1000-51	SPEECHES, PAPERS, AND PRESENTATIONS	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government.	2 years.	
GR1000-54	COMMITTEE RECORDS	Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence.	2 years. <u>5 years.</u>	For most Advisory Committees. <u>Law Enforcement Education Committee.</u> <del>Be mindful of additional grant requirements for specific committees!</del>



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)

### GRANT RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
GR1025-08a	GRANT RECORDS	Grant administrative records including applications and proposals and any documentation that modifies the terms of a grant. State or Federal DIRECT grants Federal Pass-thru	FE + 3 years FE + <u>7</u> years	Aging, Homeland Security
GR1025-08b	GRANT RECORDS	Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. State or Federal DIRECT grants Federal Pass-thru	FE + 3 years FE + <u>7</u> years	Aging, Homeland Security
GR1025-08c	GRANT RECORDS	Records created for and used in the development of successful grant proposals.	3 years.	

### FINANCIAL RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
GR1025-01	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.  Working papers, summaries, and similar records created for the purposes of conducting an audit.	PERMANENT.  3 years after all questions arising from the audit have been resolved.	
GR1025-04	BUDGETS AND BUDGET DOCUMENTATION	Annual budgets (including amendments).  Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	PERMANENT.  3 years.	
GR1025-05	CAPITAL ASSETS RECORDS	Equipment records containing data on initial cost, disposal authorizations when disposed of, depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.  Equipment or property inventories.	FE of date of disposal + 3 years  US + 3 years.	
GR1025-07	FINANCIAL REPORTS	Monthly, bimonthly, quarterly, or semi-annual reports.  Annual reports.	FE + 3 years.  PERMANENT.	



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

*(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)*

GR1025-09a	INVESTMENT TRANSACTION RECORDS	Documentation relating to the investment of public funds	FE + 5 years.	
GR1025-26	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including reimbursement to employees for travel and other employment-related expenses.	FE of date of final payment + 3 years	
GR1025-27a	ACCOUNTS RECEIVABLE RECORDS	Bill copies or stubs, statements, billing registers, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, and similar records that serve to document money owed to or received and its collection or receipt.	FE of date of receipt + 3 years	
GR1025-28	BANKING RECORDS	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	FE + 5 years.	
GR1025-29	COST ALLOCATION AND DISTRIBUTION RECORDS	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions.	FE + 3 years	
GR1025-30a	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	General ledger showing receipts and expenditures from all accounts and funds of a local government.	FE + 5 years.	For fiscal years for which an annual financial audit report exists.



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)

### PAYROLL RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
GR1050-50	DEDUCTION AUTHORIZATIONS		4 years after separation or 4 years after amendment, expiration, or termination of authorization	
GR1050-52a	EARNINGS AND DEDUCTION RECORDS	A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid for each payroll period, including all deductions, and date of payment.	4 years	
GR1050-53a	FEDERAL AND STATE TAX FORMS AND REPORTS	W-4 Forms	4 years after separation or 4 years after form amended	
GR1050-54b	LEAVE RECORDS	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave	FE + 3 years	
GR1050-56	TIME AND ATTENDANCE REPORTS		4 years.	

### PERSONNEL RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
GR1050-04	CERTIFICATES AND LICENSES	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	US or separation of employee + 5 years.	
GR1050-06b	COUNSELING PROGRAM RECORDS	Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related problems, including any warnings associated with the counseling. Usually maintained at the supervisory level or by human resources departments.	3 years after termination of counseling.	
GR1050-07	DISCIPLINARY ACTION	Records in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee	2 years after case closed or action taken, as applicable.	
GR1050-08a	EMPLOYEE PENSION AND BENEFITS RECORDS	Employee benefit plans; life, health, and disability insurance; and deferred compensation plans, including amendments	Termination of plan + 1 year.	
		Enrollment forms providing personal identifying data, beneficiary information, and similar information.		



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

*(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)*

GR1050-08b	EMPLOYEE PENSION AND BENEFITS RECORDS	(A) Deferred compensation.  (B) Life, health, accidental death, and disability insurance.	Date of separation +75 years. Termination of coverage +4 years.	
GR1050-13	EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS	Advertisements or postings relating to job openings.	2 years.	
GR1050-14a	EMPLOYMENT APPLICATIONS	Applications and resumes	2 years if not hired Date of separation + 5 years if hired	
GR1050-16a	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports.	3 years.	EEO forms from applications and those from new hires.
GR1050-21	JOB EVALUATIONS	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees.	US + 2 years or date of separation + 2 years, whichever sooner.	
GR1050-24	PERSONNEL ACTION NOTICES	Documents to create or change information in personnel records of individual employees for hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions.	2 years from the date of creation.	
GR1050-26a	JOB DESCRIPTIONS	Job descriptions - also includes documentation concerning the development and analysis of job descriptions and classification systems	US or position abolished + 4 years.	
GR1050-28a	TRAINING/EDUCATIONAL ACHIEVEMENT	Records documenting the training, testing, or continuing education of an employee if such training or testing is required for the position held or if the educational or skill attainment could affect career advancement	Date of separation + 5 years.	
GR1050-29	UNEMPLOYMENT CLAIMS	Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.	After closed + 5 years.	
GR1050-30	VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (Form I-9)		3 years from hire or 1 year after separation, whichever later.	
GR1050-32a	WORKERS COMPENSATION CLAIM RECORDS	Initial and supplemental incident forms, reports, or logs.	CE + 5 years.	
GR1050-35	EMPLOYEE EXIT INTERVIEWS	Records of interviews and other supporting documentation conducted at time of employee termination.	Date of separation + 2 years.	



## CAPITAL AREA COUNCIL OF GOVERNMENTS

### Records Retention Schedule

*(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)*

<b>GR1050-36</b>	<b>CRIMINAL HISTORY CHECKS</b>	Used for condition of or in conjunction with employment application.	End of employee's probationary period or after immediate purpose is fulfilled	
<b>GR1050-37</b>	<b>EMPLOYEE ACKNOWLEDGEMENT FORMS</b>	Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures.	US or date of separation +2 years, as applicable.	
<b>GR1050-44</b>	<b>AMERICANS WITH DISABILITIES ACT (ADA) DOCUMENTATION</b>	Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3 years.	



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)

### PURCHASING/EQUIPMENT RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
GR1075-01	BIDS AND BID DOCUMENTATION	Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.  Unsuccessful bids.	FE + 3 years  2 years.	
GR1075-03	PURCHASE ORDER AND RECEIPT RECORDS	Purchase orders, requisitions, and receiving reports.  Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3 years  FE + 3 years.	
GR1075-18a	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Vehicles and equipment. (1) Routine inspection records. (2) Maintenance and repair records.	1 year. Life of asset.	
GR1075-23	WARRANTIES	Warranties for vehicles and equipment.	Expiration of warranty + 1 year.	
GR1075-24	VEHICLE TITLES AND REGISTRATIONS	Vehicle titles and registrations of government- owned vehicles.	LA.	
GR1075-26	EQUIPMENT MANUALS	Equipment manuals, owner's manuals, instructional manuals, or other similar documentation for government owned equipment	LA.	

### TRAINING ACADEMY RECORDS

Record No.	Record Title	Record Description	Retention Period	Remarks
JC3700-01	ADMISSION AND ASSESSMENT RECORDS	Applications for admission or readmission, including accompanying documentation	TE + 5 years	TCOLE Requirement
JC3725-01	ACADEMIC ACTION NOTIFICATIONS	Copies of documentation notifying students of dismissal, academic probation, etc.	TE + 5 years	TCOLE Requirement
JC3725-02	CREDIT RECORDS	Copies of any documentation allowing a student to apply credit from prior education or assessment to a course of student	TE + 5 years	TCOLE Requirement
JC3725-04	COURSE REGISTRATION AND STATUS RECORDS	Registration forms, class rosters, and similar records providing information on which courses students are registered for	TE + 5 years	TCOLE Requirement
JC3725-05	DEGREE PLANS	Plans for completing a course of study at CAPCOG	TE + 5 years	TCOLE Requirement



# CAPITAL AREA COUNCIL OF GOVERNMENTS

## Records Retention Schedule

(Based on the TSLAC LOCAL SCHEDULE GR, Revised Fifth Edition)

<b>JC3725-06</b>	<b><u>GRADE AND COURSE CREDIT RECORDS</u></b>	<u>Grade records</u>	<u>TE + 5 years</u>	<u>TCOLE Requirement</u>
<b>JC3725-08</b>	<b><u>GRADE AND COURSE CREDIT RECORDS</u></b>	<u>Lists of students graduating or completing a course</u>	<u>TE + 5 years</u>	<u>TCOLE Requirement</u>
<b>JC3725-11</b>	<b><u>GRADE AND COURSE CREDIT RECORDS</u></b>	<u>Transcript, or a record equivalent in function, of the academic achievement of each enrolled student, documenting courses taken, credits granted, grades received, and any certifications awarded (including any narrative assessments or evaluations prepared in lieu of an assigned grade)</u>	<u>TE + 5 years</u>	<u>TCOLE Requirement</u>
<b>JC3725-12</b>	<b><u>WITHDRAWAL AUTHORIZATIONS</u></b>	<u>Authorizations fo a student to withdraw from classes after calendar deadlines without academic penalty for reasons acceptable to the district.</u>	<u>TE + 5 years</u>	<u>TCOLE Requirement</u>
<b>JC3900-01</b>	<b><u>CURRICULUM DEVELOPMENT FILES</u></b>	<u>Reports, studies, and similar records documenting the development of new courses and programs</u>	<u>TE + 5 years</u>	<u>TCOLE Requirement</u>
<b>JC3900-02</b>	<b><u>DISCIPLINARY RECORDS</u></b>	<u>Documentation relating to violations and alleged violations of rules and policies by students, including records relating to suspension, expulsion, or other disciplinary action</u>	<u>TE + 5 years</u>	<u>TCOLE Requirement</u>

### ABBREVIATIONS USED IN THIS SCHEDULE

AV	As long as administratively valuable
FE	Fiscal year end
TAC	Texas Administrative Code
US	Until superseded
LA	Life of asset
CE	Calendar year end
TE	<u>Termination of Enrollment</u>

Items on this schedule are common to the business of the Capital Area Council of Governments (CAPCOG), and is not all-inclusive. For records not on this schedule, consult the Texas State Library and Archives Commission, Local Schedule GR: Records Common to All Local Governments (Revised 5th Edition) [www.tsl.texas.gov/slr/recordspubs/localretention.html](http://www.tsl.texas.gov/slr/recordspubs/localretention.html)



## EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 9, 2025

AGENDA ITEM: 8. Consider a Discussion of the Second Annual Wildfire Resilience Summit by the Capital Area Council of Governments

### GENERAL DESCRIPTION OF ITEM:

The CAPCOG Region historically has had some of the largest wildfires in the State; specifically, the Bastrop Complex fire in 2011. The National Weather Service has reported that current drought and fire weather conditions are worse than those experienced in 2011. To date in 2025, 11 wildfires have burned more than 11,000 acres in the CAPCOG region. More than 50 percent of structures in Austin and 65 percent of the structures in Travis County are located within 1.5 miles of the Wildland Urban Interface (WUI). The Homeland Security Division strategy to mitigate the ever-present threat of wildfire in the region includes hosting the Second Annual Wildfire Resilience Summit to foster essential collaboration and coordination among local and state government officials; utility providers, and representatives of private-sector and voluntary agencies to develop comprehensive community mitigation, preparedness and response.

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

### BUDGETARY IMPACT:

Total estimated cost: \$5,500.00

Source of Funds: Federal Homeland Security Grant Program

Is item already included in fiscal year budget? ☒ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☒ No

Does item represent a pass-through purchase? ☐ Yes ☒ No

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

PROCUREMENT: N/A

### ACTION REQUESTED:

Consider a discussion of the Second Annual Wildfire Resilience Summit by the Capital Area Council of Governments.

### BACK-UP DOCUMENTS ATTACHED:

1. 2025 Second Annual Wildfire Resilience Summit Flyer

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

1. 2025 Second Annual Wildfire Resilience Summit proposed agenda



# Capital Area Council of Governments Annual Wildfire Resilience Summit

**DATE:**

Tuesday, April 22, 2025

**TIMES:**

8:30 AM– 4:30 PM

Sign in: 8:00 – 8:30 AM

**LOCATION:**

University of Texas  
Commons Conference Center  
10100 Burnet Road, Bldg 137  
Austin, TX 78758

**REGISTRATION:**

Pre-registration is required  
[www.capcog.org](http://www.capcog.org)

**FACILITATED BY:**

CAPCOG  
Homeland Security Division

**COSTS:**

There is no cost to attend the Summit. Attendees must pay for their own food and beverages. Snacks, beverages, and meals are available on-site at the Commons Café or at nearby restaurants.

**ASSISTANCE:**

Lance Byers  
512-916-6014

**Description**

The CAPCOG Annual Wildfire Resilience Summit provides training and information to emergency responders, elected and appointed officials at all levels of government and the private-sector.

**Objectives:**

- Identifying jurisdiction wildfire threats and hazards
- Identifying gaps or vulnerabilities in jurisdiction, agency, and departmental plans
- Regional networking opportunities, best- practices, doctrine and statutory updates

**Audience:**

Public Safety Officials, Emergency Responders, Elected and Appointed Officials, Senior Decision Makers, Emergency Managers, School Officials, etc.

**Topics:**

- New NWS Weather and Wildfire programs
- Biosecurity and Carcass Disposal
- Unmanned Aircraft Systems in Wildfire prevention, response, and recovery operations
- Local Evacuation and Sheltering Planning Activities
- IPAWS and Local Emergency Warning Best Practices
- Debris Management
- Media and Public Relations
- Internal and External Communications
- CAPCOG Aging Services Assistance Programs





# Capital Area Council of Governments Regional Wildfire Resilience Summit

## Preliminary Agenda

April 22, 2025

University of Texas Commons Conference Center

10100 Burnet Rd, Building 137

JJ Pickle Research Campus

Austin, TX 78758

8:00-8:30 AM	<b>REGISTRATION</b>
8:30-8:45 AM	<b>Introduction</b> Chris Miller, CAPCOG, Executive Director– Big Tex
8:45-9:45 AM	<b>Plenary Session</b> <ul style="list-style-type: none"><li>▪ <u>Severe Weather Panel</u>– Big Tex<ul style="list-style-type: none"><li>- Troy Kimmel, Incident Response Meteorologist/ University of Texas, Austin (Panel Discussion Leader)</li><li>- Brandon Gale, ERCOT Meteorologist</li><li>- Chikage Windler, CBS Austin Chief Meteorologist</li><li>- Bob Rose, LCRA Chief Meteorologist</li></ul></li></ul>
9:45-10:00 AM	<b>Break</b>
10:00-11:00 AM	<b>Workshop One</b> <ul style="list-style-type: none"><li>▪ <u>Travis County Fire Evacuation Plan</u> – Big Tex<ul style="list-style-type: none"><li>- Ken Bailey, Travis County ESD 11, Fire Chief</li></ul></li><li>▪ <u>From Ashes to Action: Navigating Wildfire Debris</u>– Bevo Room<ul style="list-style-type: none"><li>- Lauren Serrato, Texas Department of Emergency Management, ISTF Coordinator- Region 8.</li><li>- Matthew Weeks, Texas Department of Emergency Management, Travis County Recovery Coordinator</li></ul></li><li>▪ <u>Think Mitigation</u>– Longhorn Room<ul style="list-style-type: none"><li>- Kari Hines, Texas A&amp;M Forest Service, Fire Adapted Communities Coordinator</li><li>- Brian Hurtuk, Texas A&amp;M Forest Service, Regional Operations Chief</li></ul></li><li>▪ <u>DPS Regional Drone Capabilities, Drone Mutual Aid</u>– Balcones Room<ul style="list-style-type: none"><li>- Jason Day, Texas Department of Public Safety, UAS Program Director</li><li>- John Cummins, Cedar Park Emergency Management, EMC</li></ul></li><li>▪ <u>First Responder Mental Health</u> – Stadium Room<ul style="list-style-type: none"><li>- Randy Consford, Hill County MHDD, Disaster Response Coordinator</li><li>- Jonathan Lemuel, Bluebonnet Trails Community Services, Director of Forensic Services</li></ul></li></ul>
11:00-11:15 AM	<b>Break</b>
11:15 AM-12:15 PM	<b>Workshop Two</b> <ul style="list-style-type: none"><li>▪ <u>Parmer Lane Fire</u>– Big Tex<ul style="list-style-type: none"><li>- Kari Hines, Texas A&amp;M Forest Service, Fire Adapted Communities Coordinator</li><li>- Brian Hurtuk, Texas A&amp;M Forest Service, Regional Operations Chief</li></ul></li><li>▪ <u>Area Agency on Aging (AAA) Resources</u>– Bevo Room<ul style="list-style-type: none"><li>- Jennifer Scott, CAPCOG AAA, Aging Services Director</li><li>- Siena Lindemann, CAPCOG AAA, Assistant Director of Program Implementation</li></ul></li><li>▪ <u>Wildfire Basics</u>– Longhorn Room<ul style="list-style-type: none"><li>- Chris Dibrell, AFD Wildfire Division, Fire Adapted Communities Coordinator</li></ul></li><li>▪ <u>Animal Sheltering Operations</u>– Balcones Room<ul style="list-style-type: none"><li>- Kyra Sucharski, Texas A&amp;M AgriLife, Disaster Assessment &amp; Recovery Agent-District 12</li></ul></li><li>▪ - Sean Semko, Texas A&amp;M AgriLife, Disaster Assessment &amp; Recovery Agent -District 10</li><li>▪ <u>RNS Incident Templates and FEMA Message Construction</u>– Stadium Room<ul style="list-style-type: none"><li>- Gabriel Bailey, CAPCOG Homeland Security, Information Systems Manager</li></ul></li></ul>



12:15-1:30 PM	<p style="text-align: center;"><b>LUNCH ON YOUR OWN</b>  <i>Consider the On-Site Commons Café</i></p>
1:30-2:30 PM	<p><b>Workshop Three</b></p> <ul style="list-style-type: none"> <li>▪ <u>Interoperability Panel</u>– Big Tex <ul style="list-style-type: none"> <li>- Steven Long, Bastrop County, Wireless Radio System Manager (Panel Discussion Leader)</li> <li>- Shawn Lang, Lower Colorado River Authority (LCRA), Telecommunication Specialist</li> <li>- Colin Zapalac, Burnet County, Western Region Radio System Manager</li> <li>- Aaron Slaughter, Texas Department of Public Safety, Statewide Interoperability Coordinator</li> </ul> </li> <li>▪ <u>LCRA – Bevo Room</u> <ul style="list-style-type: none"> <li>- Sam Woolard, Lower Colorado River Authority (LCRA), Vice President for Transmission Services Construction and Maintenance</li> </ul> </li> <li>▪ <u>Small Business Resiliency</u>– Longhorn Room <ul style="list-style-type: none"> <li>- Justen Noakes, Before During After, Executive Director</li> </ul> </li> <li>▪ <u>Mitigation: Workforce Development and Capacity Building in Central Texas</u>– Balcones Room <ul style="list-style-type: none"> <li>- Glen Gillman, Travis County Fire Marshal's Office, Wildfire Mitigation Officer</li> </ul> </li> <li>▪ <u>Wildfire Forecasting and Air Quality</u> – Stadium Room <ul style="list-style-type: none"> <li>- Paul Yura, National Weather Service, Warning Coordination Meteorologist</li> </ul> </li> </ul>
2:30-2:45 PM	<p style="text-align: center;"><b>BREAK</b></p>
2:45-3:45 PM	<p><b>Plenary Session</b></p> <ul style="list-style-type: none"> <li>▪ <u>Regional Stakeholder Discussion</u> – Big Tex <ul style="list-style-type: none"> <li>- Speakers TBD/ Waiting for confirmation</li> </ul> </li> </ul>
3:45 PM	<p><b>Closing Remarks &amp; Adjourn</b>  Martin Ritchey, CAPCOG, Director of Homeland Security – Big Tex</p>

Please Pre-register at <https://www.capcog.org/trainings/wildfire-summit-2025/> for a seat at this Summit and to receive your parking permit



## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** 9. April 9, 2025

**AGENDA ITEM:** Consider Approval of an Amendment of Interlocal Agreement with Texas Transportation Institute (TTI) for Emissions Inventory Development

### GENERAL DESCRIPTION OF ITEM:

Under CAPCOG's 2024-2025 "Near-Nonattainment"/Rider 7 grant from the Texas Commission on Environmental Quality, CAPCOG has access to state funding to conduct air monitoring and emissions inventory development related to ground-level ozone (O<sub>3</sub>) for the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA).

CAPCOG's Statement of Work for this funding involves the development of updated emissions inventories and the Executive Committee approved an interlocal agreement with TTI to provide services related to that task on August 14, 2024. The agreement provides for TTI to inventory emissions data from fleet vehicles of participating local governments. This proposed amendment to that agreement adds two new tasks to the existing scope of work to aid CAPCOG with: 1). the development of on-road emissions trends between 2025-2035, and 2). to develop non-road emissions trend for 2025-2035.

### 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:** Anton Cox, Air Quality Program Manager

### BUDGETARY IMPACT:

Total estimated cost: \$240,000

Source of Funds: TCEQ Rider 7 "Near-Nonattainment" Grant

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:** Interlocal Agreement

### ACTION REQUESTED:

Consider amending an interlocal agreement with the Texas Transportation Institute to develop emissions inventories under CAPCOG's Rider 7 near-nonattainment grant, adding two new tasks and added budget to pay for those tasks.

### BACK-UP DOCUMENTS ATTACHED:

1. Draft Interlocal Agreement
2. Memo further explaining the additional tasks

### BACK-UP DOCUMENTS NOT ATTACHED:

None





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

## **MEMORANDUM**

**April 9, 2025**

**TO: Executive Committee**

**FROM: Anton Cox, Air Quality Program Manager**

**RE: Amendment to the Texas Transportation Institute (TTI) Emissions Inventory Study ILA**

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The Texas Commission on Environmental Quality (TCEQ) awarded the Capital Area Council of Governments (CAPCOG) funding for the 2024-2025 fiscal years for the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA), which consists of Bastrop, Caldwell, Hays, Travis, and Williamson Counties. The statement of work associated with the funding allows for ozone (O<sub>3</sub>) monitoring and conducting emissions inventory project.

In 2024, CAPCOG staff began work on the potentially 'higher cost' projects funded by this grant, including the Fleet Emissions Study, and Air Quality Monitoring studies, with the intend of working on additional 'lower cost' projects as our funding allowed.

In August 2024, CAPCOG staff received approval from the Executive Committee to contract with TTI to assist with the analysis of data related to the aforementioned Fleet Emissions Study. We are now seeking approval to work on two additional emission inventory projects with TTI.

The first new project is the development of on-road emission estimates trends for each year from 2025-2035 using the latest information regarding activity data, projected vehicle characteristics, and vehicle age distributions. In addition, this project will compare the modeled emissions estimates to the previous emissions estimates from 2020-2030. This data will be broken out by county and broken down by ozone season day (May 1- September 30) and annual emission rates. The maximum cost for this task is estimated to be \$65,000 and all project deliverables are due by November 28, 2025.

The second project is similar to the on-road emission estimates but instead will look at non-road emissions, meaning mobile sources of emissions that typically do not operate on roadways, like construction & agricultural equipment. TTI will develop emissions estimates trends for each year from 2025-2035 using the latest information regarding activity data, projected equipment characteristics, and equipment age distributions. This data will be broken out by county and broken down by ozone season day and annual emission rates. The maximum cost for this task is estimated to be \$55,000 and all project deliverables are due by November 28, 2025.



TTI was selected for this project because they are a leading when it comes to vehicle emissions used frequently by the state agencies like the Texas Commission on Environmental Quality and the Texas Department of Transportation.



# **Capital Area Council of Governments Interlocal Agreement for Fleet Vehicle Emissions Study & On-Road and Non- Road Emissions Studies, Amendment 1**

## **Sec. 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.
- 1.2. The Texas A&M Transportation Institute ("TTI") is a member of the Texas A&M University System, and an agency of the State of Texas.
- 1.3. CAPCOG has received funding from the Texas Commission on Environmental Quality (TCEQ) that can be used to develop emissions inventories.
- 1.4. TTI is capable of providing technical assistance to CAPCOG by developing emissions inventory reports.
- 1.5. This agreement is entered into between CAPCOG and TTI pursuant to Texas Government Code chapter 791.
- 1.6. For purposes of carrying out CAPCOG's duties and obligations under this agreement, the parties understand 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.
- 1.7. Each CAPCOG and TTI being referred to individually as the "Party" or collectively are referred to as "Parties" in this document.

## **Sec. 2. Goods and Services**

- 2.1. TTI agrees to provide CAPCOG with the goods and services described in Attachment A.

## **Sec. 3. Term of Agreement**

- 3.1. The effective date of this agreement is upon execution or August 1, 2024, whichever is sooner, and ends, unless sooner terminated under Sec. 9, 10, or 11, on November 30, 2025, or extended by written mutual agreement of the Parties.

## **Sec. 4. Agreement Price and Payment Terms**

- 4.1. CAPCOG agrees to compensate TTI for the goods and services provided under this Agreement, in a fixed price amount not to exceed ~~\$120,000.00~~ \$240,000.00 as described in Attachment A.
- 4.2. TTI invoice to CAPCOG for work performed no more than monthly.



- 4.3. The invoices requesting payment must be delivered via e-mail to CAPCOG's project representative described in Attachment B.
- 4.4. TTI agrees to certify each invoice as follows:

TTI certifies that this invoice is correct and complete and that the amount requested has not been received.
- 4.5. CAPCOG agrees to pay TTI the amount owed on each invoice within 30 calendar days after its receipt, subject to acceptance of the invoice and deliverables as specified in Attachment A

## **Sec. 5. Rights and Duties**

- 5.1. To the extent authorized under Texas law, as to any judicial or administrative suit, claim, investigation, or proceeding (each a "Proceeding") brought by someone other than TTI that arises out of TTI's breach of this agreement or any negligent or intentional act of TTI under this agreement or any of the transactions contemplated under this agreement, TTI shall indemnify CAPCOG, its directors, officers, employees, and agents (collectively, "CAPCOG Indemnitees") against all (a) amounts awarded in, or paid in settlement of, the Proceeding, including any interest, and (b) any out-of-pocket expense incurred in defending the Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys' and other professionals' fees and disbursements (collectively, "Indemnifiable Losses") except to the extent that a CAPCOG Indemnatee negligently or intentionally caused those Indemnifiable Losses. To the extent authorized under Texas law, as to any Proceeding brought by someone other than CAPCOG that arises out of CAPCOG's breach of this agreement or any negligent or intentional act of CAPCOG under this agreement or any of the transactions contemplated under this agreement, CAPCOG shall indemnify TTI, The Texas A&M University System, its regents, officers, employees, students, and agents (collectively, "TTI Indemnitees") against all Indemnifiable Losses except to the extent that a TTI Indemnatee negligently or intentionally caused those Indemnifiable Losses.
- 5.2. For purposes of this agreement, "Force Majeure Event" means, with respect to a Party, any event or circumstance, whether or not foreseeable, that was not caused by that Party (other than a strike or other labor unrest that affects only that Party, an increase in prices or other change in general economic conditions, a change in law, or an event or circumstance that results in that Party's not having sufficient funds to comply with an obligation to pay money) and any consequences of that event or circumstance. If a Force Majeure Event prevents a Party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that Party uses reasonable efforts to perform those obligations, (2) that Party's inability to perform those obligations is not due to its failure to (a) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (b) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that Party complies with its obligations under this section. If a Force Majeure Event occurs, the noncomplying Party shall promptly notify the other Party of the occurrence of that Force Majeure Event, its effect on performance, and how long the noncomplying Party expects it to last. Thereafter the noncomplying Party shall update that information as reasonably necessary.



During a Force Majeure Event, the noncomplying Party shall use reasonable efforts to limit damages to the other Party and to resume its performance under this agreement.

## **Sec. 6. Compliance with Applicable Law and Policy**

- 6.1. TTI agrees to comply with all APPLICABLE LAW and POLICY in carrying out this Agreement, including any purchases or reimbursement requests made hereunder.

## **Sec. 7. Independent Contractor**

- 7.1. TTI is not an employee or agent of CAPCOG, but it performs this contract solely as an independent contractor.

## **Sec. 8. Assignment and Subcontracting**

- 8.1. TTI may not assign its rights or subcontract its duties under this Agreement without the prior written consent of CAPCOG. An attempted assignment or subcontract in violation of this Sec. 8.1 is void.

## **Sec. 9. Records and Inspections**

- 9.1. TTI agrees to maintain records adequate to document its performance, costs, and receipts under this Agreement. TTI agrees to maintain these records at TTI's office address described in Sec. 15.
- 9.2. Subject to the additional requirement of Sec. 9.3, TTI agrees to preserve the records for four years after receiving its final payment under this Agreement.
- 9.3. If an audit of or information in the records is disputed or the subject of litigation, TTI, agrees to preserve the records until the dispute or litigation is finally concluded, regardless of the ending or early termination of this Agreement.
- 9.4. CAPCOG is entitled to inspect and copy, during normal business hours at TTI's offices where they are maintained, the records maintained under this Agreement for as long as they are preserved.
- 9.5. CAPCOG is also entitled to visit TTI's offices and talk to its personnel during normal business hours to assist in evaluation of its performance under this Agreement.

## **Sec. 10. Proprietary or Confidential Information**

- 10.1. All information in CAPCOG's possession is public information and is subject to disclosure to third parties upon request, unless exempted from disclosure by the Texas Public Information Act.
- 10.2. If TTI believes that information it submits to CAPCOG is proprietary or confidential and is not disclosable to a third party, TTI must clearly mark the information as proprietary or confidential and inform CAPCOG in writing that TTI will contest disclosure of the information if disclosure is requested under the Texas Public Information Act.
- 10.3. If the allegedly proprietary or confidential information is clearly marked as such and CAPCOG was informed of TTI's desire to keep the information confidential, CAPCOG agrees to use the information only in performing this Agreement and to take reasonable precautions to protect the information from unauthorized disclosure to third parties. CAPCOG agrees to refuse to



disclose the information, if requested to do so under the Texas Public Information Act, and instead to request an Attorney General's decision on whether the information may be disclosed. CAPCOG agrees to inform TTI of any request for disclosure of the information under the Texas Public Information Act.

## **Sec. 11. Termination of Agreement without Cause**

- 11.1. Agreement may be terminated by either Party with a 60 day written notice delivered under the terms of Section 15.

## **Sec. 12. Suspension or Termination of Agreement for Unavailability of Funds**

- 12.1. TTI acknowledges that CAPCOG is a governmental entity without taxing power and agrees that CAPCOG may suspend its payment obligations under or terminate this Agreement in whole or part if CAPCOG learns that funds to pay for all or part of the goods and services will not be available at the time of delivery or performance. If CAPCOG suspends or terminates only part of this agreement for unavailability of funds, TTI agrees to perform the unsuspended or unterminated part if CAPCOG so requests.
- 12.2. CAPCOG suspends or terminates this agreement for unavailability of funds by giving TTI notice of the suspension or termination, as soon as it learns of the funding unavailability, specifying the suspension or termination date, which may not be fewer than 10 business days from the notice date, and describing the part or parts suspended or terminated. The Agreement is suspended or terminates on the specified termination date.
- 12.3. If this agreement is suspended or terminated for unavailability of funds under this Sec. 12, TTI is entitled to compensation for the services it performed before it received notice of suspension or termination. However, CAPCOG is not liable to TTI for costs it paid or incurred under this Agreement after or in anticipation of its receipt of notice of suspension or termination.

## **Sec. 13. Termination for Breach of Contract**

- 13.1. If TTI or CAPCOG breaches a material provision of this Agreement, 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 the 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, despite the breaching party's reasonable diligence and good faith effort to do so, the parties may agree to terminate the Agreement or either party may invoke the dispute resolution process of Sec. 14.
- 13.2. Termination for breach under this section does not waive either party's claim for damages resulting from the breach.

## **Sec. 14. Dispute Resolution**

- 14.1. The parties desire to resolve disputes arising under this Agreement without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between themselves.
- 14.2. CAPCOG shall use the dispute resolution process provided in Chapter 2260 of the Texas Government Code to attempt to resolve a dispute arising under this contract and such process



is a required prerequisite to suit in accordance with Chapter 107, Texas Civil Practice and Remedies Code. CAPCOG must submit written notice of a claim of breach of contract under this chapter to Texas A&M Transportation Institute, Attn: Becky Carranza, Director, Risk and Compliance, 1111 RELIS Parkway, Bryan, Texas 77807, email address: [b-carranza@tti.tamu.edu](mailto:b-carranza@tti.tamu.edu).

- 14.3. The parties agree to continue performing their duties under this Agreement, which are unaffected by the dispute, during the negotiation and mediation process.

## **Sec. 15. Notice to Parties**

- 15.1. Notice to be effective under this contract must be in writing and received by the party against whom it is to operate. Notice is received by a party: (1) when it is delivered to the party personally; (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in Sec. 15.2 and signed on behalf of the party; or (3) three business days after it's deposited in the United States mail, with first-class postage affixed, addressed to the party's address specified in Sec. 15.2.
- 15.2. CAPCOG's address is 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744, Attention: ~~Betty Voights~~ Chris Miller, Executive Director, [bvoights@capcog.org](mailto:bvoights@capcog.org) [cmiller@capcog.org](mailto:cmiller@capcog.org).
- 15.3. TTI's address is Texas A&M Transportation Institute, 1111 RELIS Parkway, Bryan Texas 77807, Attention: [awards@tamu.edu](mailto:awards@tamu.edu).
- 15.4. A Party may change its address by providing notice of the change in accordance with Sec. 15.1.

## **Sec. 16. Attachments**

- 16.1. The following attachments are part of this agreement:
- Attachment A: Scope of Services
- Attachment B: Project Representatives and Records Location

## **Sec. 17. Miscellaneous**

- 17.1. Each individual signing this Agreement 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.
- 17.2. This Agreement states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.
- 17.3. This Agreement is binding on and inures to the benefit of the parties' successors in interest.
- 17.4. This Agreement is performable in Travis County, Texas, and Texas law governs the interpretation and application of this contract.
- 17.5. This Agreement is executed in duplicate originals.



Texas A&M Transportation Institute

Capital Area Council of Governments

By \_\_\_\_\_

Lesli Kerth

Associate Director

By \_\_\_\_\_

~~Betty Voights~~ Chris Miller

Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT



## **Attachment A: Scope of Services**

### **Background**

Pursuant to Rider 7 to its fiscal year 2024-2025 budget the Texas Commission on Environmental Quality (TCEQ) awarded the Capital Area Council of Governments (CAPCOG) funding for 2024-2025 for ozone (O<sub>3</sub>)-related monitoring and emissions inventory work for the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA) (Bastrop, Caldwell, Hays, Travis, and Williamson Counties). CAPCOG's Statement of Work (SoW) with TCEQ for 2024-2025 includes several emissions inventory projects that the Texas Transportation Institute (TTI) has agreed to assist with under Task 3.1.2.

### **Task 1: Fleet Emissions Monitoring Project**

Under this task, TTI will collaborate with CAPCOG on a project aimed at implementing vehicle activity monitoring systems, data collection, and emissions estimation. Currently, CAPCOG plans to fund the installation and maintenance of telematic (also known as data loggers) monitoring devices across approximately 6,000 vehicles owned by various local governments. As part of this project, TTI will perform the following activities:

- a. Developing a data collection plan that will be submitted to TCEQ for approval as a Quality Assurance Project Plan (QAPP).
- b. Advise CAPCOG on which data elements will need to be collected, which equipment should be eligible for consideration, protocols for reporting, and other aspects of the data collection effort.
- c. Coordinate CAPCOG with the procurement of data loggers to be installed on the city fleets.
- d. Assist CAPCOG (and other interested organizations) in the configuration, installation, and data retrieval from the activity monitoring systems.
- e. Develop emissions rates necessary for developing on-road emissions inventory for fleet activity data collected through this project.
- f. Compile a spreadsheet or series of spreadsheets showing hourly emissions for each vehicle for September 1, 2024 – August 31, 2025, and a report documenting the work performed for this task.

#### **Deliverable 1.1: Data Collection Plan**

Due Date: August 31, 2024

#### **Deliverable 1.2: Draft Report and MOVES Inputs, including exports to Microsoft Excel with inventory data**

Due date: September 30, 2025

#### **Deliverable 1.3: Final Report and MOVES Inputs, including exports to Microsoft Excel with inventory data**

Due date: October 31, 2025

**Cost estimate:** \$120,000



## **Task 2: Development of Austin Area Trends Emissions Inventories by Model Year Using Latest Activity and EPA Emissions Model**

Under this task, TTI will develop ozone season day (OSD) and annual emissions inventories for the five counties in the Austin-Round Rock-San Marcos MSA, covering each year from 2025 to 2035. These inventories will include all source types and will be based on the latest available activity data, vehicle age distributions, and vehicle characteristics.

Fuel parameter data and vehicle inspection and maintenance (I/M) program data must align with the assumptions used in TCEQ's most recent county databases (CDBs) submitted to the U.S. Environmental Protection Agency (EPA) for the 2023 National Emissions Inventory (NEI), or as otherwise specified by TCEQ. Additionally, the effects of the Texas Low-Emission Diesel (TxLED) program will be incorporated in accordance with TCEQ assumptions, including the necessary post-processing of the model outputs.

As part of this task, TTI will review and compare the activity and emissions outputs at the county level produced using the previous version of the MOVES model.

The model outputs will include:

- Carbon monoxide (CO)
- Nitrogen oxides (NO<sub>x</sub>)
- Nitrogen oxide (NO)
- Nitrogen dioxide (NO<sub>2</sub>)
- Nitric Acid (HONO)
- Particulate matter 10 micrometers in diameter or less (PM<sub>10</sub>) – exhaust
- Particulate matter 10 micrometers in diameter or less (PM<sub>10</sub>) – tirewear
- Particulate matter 10 micrometers in diameter or less (PM<sub>10</sub>) – brakewear
- Particulate matter 2.5 micrometers in diameter or less (PM<sub>2.5</sub>) – exhaust
- Particulate matter 2.5 micrometers in diameter or less (PM<sub>2.5</sub>) – tirewear
- Particulate matter 2.5 micrometers in diameter or less (PM<sub>2.5</sub>) – brakewear
- Sulfur dioxide (SO<sub>2</sub>)
- Volatile organic compounds (VOC)
- Total Energy Consumption (TEC)
- Atmospheric carbon dioxide (CO<sub>2</sub>)
- Ammonia (NH<sub>3</sub>)
- Nitrous Oxide (N<sub>2</sub>O)
- Methane (CH<sub>4</sub>)

**Deliverable 2.1: Data Collection Plan/Quality Assurance Project Plan**

**Due Date: April 30, 2025**

**Deliverable 2.2: Draft Report & spreadsheets with inventory data**

**Due date: August 31, 2025**

**Deliverable 2.3: Final Report & spreadsheets with inventory data**

**Due date: October 31, 2025**



**Deliverable 2.4: Spatial Allocations for photochemical modeling**

**Due date: November 28, 2025**

**Cost estimate: \$65,000**

**Task 3: Development of Non-Road Emissions Trends Using the latest version of the TexN Model**

Under this task, TTI will develop ozone season day (OSD) and annual emissions inventories for the five counties in the Austin-Round Rock-San Marcos MSA for each year from 2025 to 2035. These inventories will encompass all equipment types and will be generated using the latest version of the TexN model.

The equipment population, activity levels, and any control programs must align with the assumptions outlined in the most recent county databases (CDBs) submitted by TCEQ to the U.S. Environmental Protection Agency (EPA) for the 2023 National Emissions Inventory (NEI), or as otherwise specified by TCEQ. Furthermore, the effects of the Texas Low-Emission Diesel (TxLED) program will be incorporated in accordance with TCEQ's assumptions, including the necessary post-processing of the model outputs.

As part of this task, TTI will review the activity and emissions outputs at the county level. Based on this review, TTI will provide recommendations for improvements, either by using the published data or through a comparative analysis employing approved alternative methodologies.

The model outputs will include:

- Carbon monoxide (CO)
- Nitrogen oxides (NO<sub>x</sub>)
- Nitrogen oxide (NO)
- Nitrogen dioxide (NO<sub>2</sub>)
- Nitric Acid (HONO)
- Particulate matter 10 micrometers in diameter or less (PM<sub>10</sub>) – exhaust
- Particulate matter 10 micrometers in diameter or less (PM<sub>10</sub>) – tirewear
- Particulate matter 10 micrometers in diameter or less (PM<sub>10</sub>) – brakewear
- Particulate matter 2.5 micrometers in diameter or less (PM<sub>2.5</sub>) – exhaust
- Particulate matter 2.5 micrometers in diameter or less (PM<sub>2.5</sub>) – tirewear
- Particulate matter 2.5 micrometers in diameter or less (PM<sub>2.5</sub>) – brakewear
- Sulfur dioxide (SO<sub>2</sub>)
- Volatile organic compounds (VOC)
- Total Energy Consumption (TEC)
- Atmospheric carbon dioxide (CO<sub>2</sub>)
- Ammonia (NH<sub>3</sub>)
- Nitrous Oxide (N<sub>2</sub>O)
- Methane (CH<sub>4</sub>)

**Deliverable 3.1: Data Collection Plan/Quality Assurance Project Plan**

**Due Date: April 30, 2025**

**Deliverable 3.2: Draft Report & spreadsheets with inventory data**

**Due date: August 31, 2025**



**Deliverable 3.3: Draft Report, Microsoft Excel spreadsheets with inventory data**

**Due date: September 30, 2025**

**Deliverable 3.4: Spatial Allocations for photochemical modeling**

**Due date: November 28, 2025**

**Cost estimate: \$55,000**

DRAFT



## **Attachment B: Project Representatives and Records Location**

### **CAPCOG Project Representative**

The individual named below is the CAPCOG 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 Project Representative or his or her designee. The CAPCOG Project Representative may indicate a designee through an e-mail to [M-Venugopal@tti.tamu.edu](mailto:M-Venugopal@tti.tamu.edu) and [awards@tamu.edu](mailto:awards@tamu.edu).

Anton Cox  
(Name)  
Air Quality Program Manager  
(Title)

Capital Area Council of Governments  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

Telephone No.: (512) 916-6036

Facsimile No.: (512) 916-6001

E-mail: [acox@capcog.org](mailto:acox@capcog.org)

### **TTI Project Representative**

The individual named below is the TTI Project Representative, who is authorized to give and receive communications and directions on behalf of TTI. All communications must be addressed to the TTI Project Representative or his or her designee, with a copy sent to [awards@tamu.edu](mailto:awards@tamu.edu). The TTI Project Representative may indicate a designee through an e-mail to [acox@capcog.org](mailto:acox@capcog.org).

Madhusudhan Venugopal  
(Name)  
Research Engineer  
(Title)

Texas A&M University Sponsored Research Services  
400 Harvey Mitchell Parkway S. Suite 300  
College Station, Texas 77845-4375.

Telephone No.: (817) 714-5855

Facsimile No.: N/A

E-mail: [M-Venugopal@tti.tamu.edu](mailto:M-Venugopal@tti.tamu.edu)

## **Submittal of Payment Requests**

Payment requests must be submitted to the CAPCOG Project Representative.

## **Designated Location for Records Access and Review**

TTI designates the physical location below for record access and review pursuant to any applicable provision of this Contract:

Texas A&M University Sponsored Research Services  
400 Harvey Mitchell Parkway S. Suite 300  
College Station, Texas 77845-4375



## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** April 9, 2025

**AGENDA ITEM:** 10. Consider Proclaiming May 5 – May 9, 2025, Air Quality Awareness Week in the CAPCOG Region

**GENERAL DESCRIPTION OF ITEM:**

The US Environmental Protection Agency (EPA), National Aeronautics and Space Administration (NASA), National Weather Service (NWS), Centers for Disease Control and Prevention (CDC), U.S. Forest Service, National Park Service, U.S. Department of Energy, and U.S. Fish and Wildlife Service, have announced that Air Quality Awareness Week 2025 will be May 5 – May 9.

CAPCOG's Air Quality Program will promote this week through our Air Central Texas website and social media accounts, and by encouraging our Clean Air Coalition members to proclaim the week Air Quality Awareness Week. In addition, we also ask that the CAPCOG Executive Committee join in proclaiming the week as Air Quality Awareness Week in the CAPCOG region.

**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:** **Anton Cox, Air Quality Program Manager**

**BUDGETARY IMPACT:**

Total estimated cost: none

Source of Funds: N/A

Is item already included in fiscal year budget?

n/a

Does item represent a new expenditure?

☐ Yes

☒ No

Does item represent a pass-through purchase?

☐ Yes

☒ No

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

**PROCUREMENT:** n/a

**ACTION REQUESTED:**

Proclaim the week of May 5 – May 9, 2025, as Air Quality Awareness Week

**BACK-UP DOCUMENTS ATTACHED:**

1. Proclamation for Air Quality Awareness Week 2025
2. Overview of the 2019-2026 Regional Air Quality Plan

**BACK-UP DOCUMENTS NOT ATTACHED:**

None





**A PROCLAMATION  
RECOGNIZING MAY 5 – 9, 2025  
AS AIR QUALITY AWARENESS WEEK**

**WHEREAS**, air quality can threaten our environment, economy, and the health of the residents of the Capital Area Council of Governments (CAPCOG) region; and

**WHEREAS**, children, older adults, people with lung disease and people with heart disease are particularly affected by poor air quality, which makes up about half of all residents in Central Texas; and

**WHEREAS**, in 2024 air quality in the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA) was moderate or worse according to the Air Quality Index (AQI) nearly 50% of days; and

**WHEREAS**, in 2024, the Austin-Round Rock-San Marcos MSA exceeded the federal 8-hour ozone standard and the annual fine particulate matter standard which increases the region's risk of being designated nonattainment; and

**WHEREAS**, remaining in compliance with the NAAQS is important not only for public health, but also for the region's economy and ability to conduct transportation planning; and

**WHEREAS**, the goals of the 2019-2026 Austin-Round Rock-San Marcos MSA Regional Air Quality Plan is to maximize probability of compliance with the National Ambient Air Quality Standards and minimize health and environmental impacts of air pollutions; and

**WHEREAS**, the U.S. Environmental Protection Agency has designated May 5 - 9, 2025, as National Air Quality Awareness Week; and

**WHEREAS**, Capital Area Council of Governments supports the efforts of the Central Texas Clean Air Coalition and the U.S. Environmental Protection Agency to promote air quality.

**THEREFORE**, The Executive Committee of the Capital Area Council of Governments hereby proclaims May 5 - 9, 2025 as **"Air Quality Awareness Week"** in the CAPCOG region and encourages residents and employees to act to 'Be Air Aware' and educate themselves about local air quality by visiting CAPCOG's Air Central Texas website at [AirCentralTexas.org](http://AirCentralTexas.org) and by promoting air quality and air quality awareness within our region.

Proclamation adopted by the Capital Area Council of Governments Executive Committee on this 9<sup>th</sup> day of April 2025.

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Judge Bret Bray, Chair  
Executive Committee  
Capital Area Council of Governments

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Mayor Pro Tem Dr. Steve Hougen, Secretary  
Executive Committee  
Capital Area Council of Governments





# 2019– 2023 Austin– Round Rock– Georgetown MSA Regional Air Quality Plan Overview



# Contents

1

Introduction

2

Issues and Objectives

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Actions

## The Plan

The 2019-2023 Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA) Regional Air Quality Plan is a guide to addressing regional air pollution issues for Bastrop, Caldwell, Hays, Travis, and Williamson Counties.

The plan is designed to help the region:

1. Maintain and improve outdoor air quality within the MSA
2. Reduce the impact of emissions from within the region on air quality issues in nearby areas and elsewhere
3. Mitigate the health, environmental, economic, and social impacts of the remaining regional air pollution.

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The entire plan is accessible at  
<https://www.capcog.org/divisions/regional-planning-services#air>.





# Introduction

## Ozone

Of all of the air pollutants that are measured in the MSA, ground-level ozone is the one of most concern in the region. While the region's air pollution levels meet federal requirements, we sometimes have days when ground-level ozone reaches levels that are considered unhealthy for sensitive groups, such as children, older individuals, and adults with respiratory problems, such as asthma.

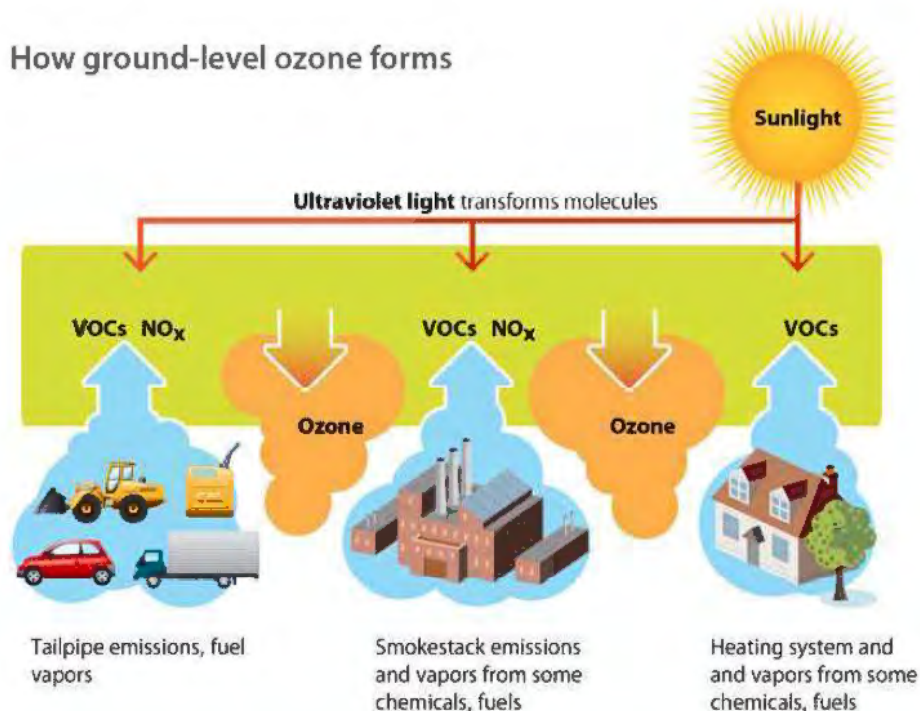
99%

Region's ozone levels as a percentage of the maximum allowable under the federal standard

The Environmental Protection Agency (EPA) sets the National Ambient Air Quality Standards (NAAQS) at levels that are necessary to protect public health and the environment. Currently, the region is designated as attainment for all of the NAAQS. **However, the region's 2015-2017 ozone levels were 69 parts per billion (ppb), while the 2015 ozone NAAQS is set at 70 ppb.**

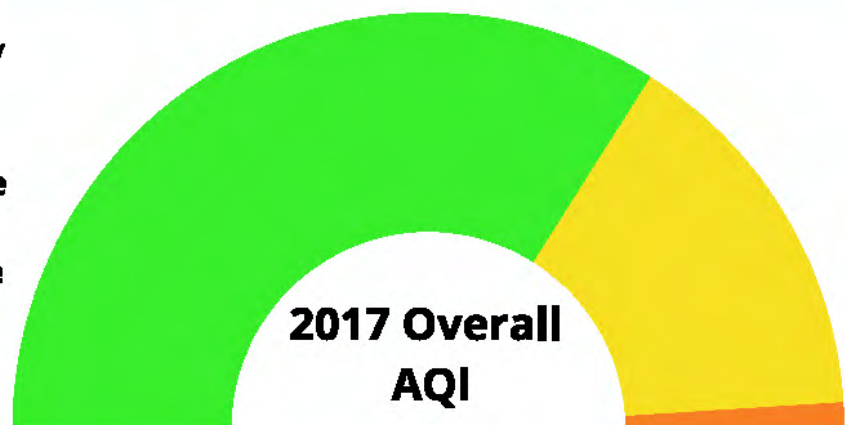
The Air Quality Index (AQI) reports daily air quality and the associated health effects from air pollution. EPA calculates the AQI for the 5 major air pollutants under the NAAQS.

How ground-level ozone forms



Source: <https://www.pca.state.mn.us/air/ozone>

**Ozone is a colorless gas made up of three oxygen atoms. Ground-level ozone is not emitted directly into the air, rather it is formed through chemical reactions between natural and man-made emissions of nitrogen oxides (NO<sub>x</sub>) and volatile organic compounds (VOCs) in the presence of sunlight. These gaseous compounds mix in the air. When they interact with sunlight, ozone is formed.**



● Good ● Moderate ● Unhealthy for Sensitive Groups





# Issues & Objectives

## Regional Air Quality Issues

To achieve clean air in Central Texas, the plan addresses the following air quality issues:

- 1 Regional compliance with the NAAQS
- 2 Periodic exposure to “criteria” air pollution concentrations that EPA considers to be “moderate” or worse based on its AQI
- 3 Exposure to hazardous air pollutants
- 4 Exposure to nuisance odors
- 5 Environmental justice considerations
- 6 Impact of activities within the region on air quality issues elsewhere

## Plan Objectives

In order to address the six issues above, this plan has two objectives:

**1** Maximize the probability of compliance with the NAAQS region-wide

**2** Minimize the health and environmental impacts of regional air pollution





# Actions

In order to achieve the objectives, the plan focuses on six general strategies:

## **Implementation of NOx Emissions Control Measures**

1

NOx controls include measures that reduce the overall mass of NOx emitted across the year, during the ozone season, or on individual days. They can also include measures that minimize the impact of the NOx emissions that do occur on peak ozone days by changing the timing or location of the emissions.

**The implementation of NOx reductions are necessary for reducing the region's ozone design value and reaching the 0.70 – 1.00 ppb target for ozone reductions.**

2

## **Outreach, Education, and Technical Support to Enhance NOx Reductions**

This type of outreach is focused on persuading people to take action to reduce emissions or otherwise providing them with the information needed to take action to maximize the amount of NOx emissions reductions that they can achieve.

3

## **Outreach and Education to Reduce Exposure for Public Health**

While reducing NOx emissions can help control ambient air pollution concentrations, these pollutants can still reach levels considered “moderate” or “unhealthy for sensitive groups,” based on EPA’s AQI. Over 40% of the region’s population is vulnerable to adverse health impacts from exposure to air pollution when it reaches levels considered “unhealthy for sensitive groups.”

4

## **Ambient Air Monitoring**

Air monitoring is a critical strategy for achieving the region’s air quality objectives. CAPCOG will conduct non-regulatory ozone monitoring to supplement the 2 regulatory monitors. Ozone data collected can demonstrate air pollution coming from outside the MSA, provide better public information about air pollution, help other MSA counties stay within the NAAQS if Travis County violated the standard, and indicate the need for additional regulatory monitors.

5

## **Other Air Quality Research and Planning Activities**

Ongoing research and planning activities beyond simply collecting air quality data is important for the region’s ability to achieve its air quality objectives. These activities are necessary for continual improvement in reducing emissions, reducing exposure to poor air quality, and working with counterparts at the state and federal level to avoid a nonattainment designation for the region if the area does measure air quality that violates the NAAQS.

6

## **Policy Advocacy**

From time to time, the CAC has weighed in on policy matters at the TCEQ, the legislature, and EPA, and within the region because of the potential impact on the region’s air quality, regulations related to air quality, and our ongoing air quality planning efforts.





2019-  
2026

Addendum to  
Austin-  
Round Rock-  
Georgetown  
MSA  
Regional Air  
Quality Plan



# Contents

## 1 Introduction

## 2 Actions

## 3 Gaps

## 4 Extension

### Updates

The Addendum to 2019-2023 Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA) Regional Air Quality Plan is intended to:

1. Include fine particulate matter (PM<sub>2.5</sub>), as a focus of this plan in order to comply with the Plan's two objectives:
  - a. **Primary objective:** maximize the probability of compliance with the NAAQS (National Ambient Air Quality Standards) region-wide; and
  - b. **Secondary objective:** otherwise minimizing the health and environmental impacts of regional air pollution.
2. Update the Plan's end date from December 31, 2023, to December 31, 2026. Prompting for updated name.

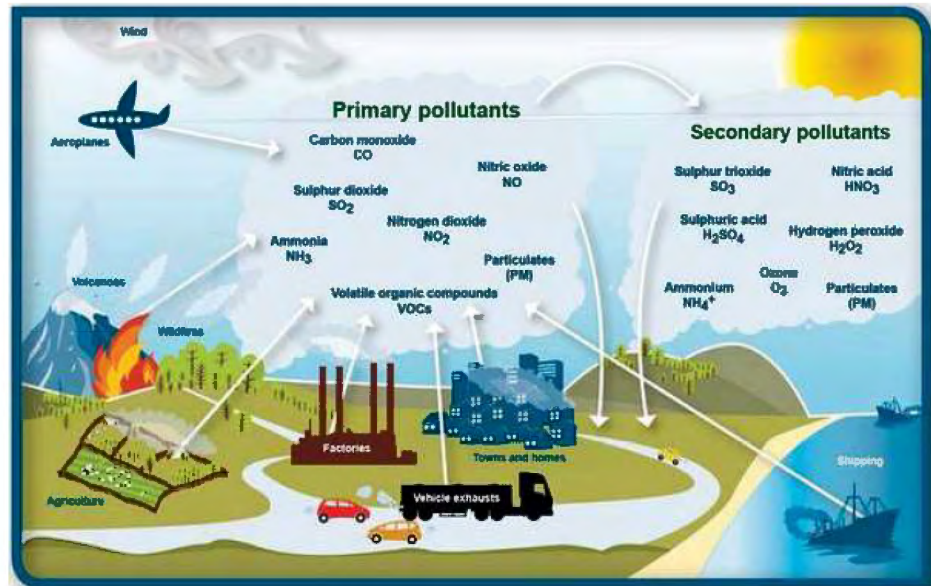




# Introduction

## Particulate Matter

In fall of 2019, the Environmental Protection Agency (EPA) noted the increases in the Austin area's PM "design values" in recent years and suggested that the Clean Air Coalition (CAC) may wish to consider participating in EPA's PM Advance Program. The Austin-Round Rock-Georgetown MSA 2017-2019 annual PM<sub>2.5</sub> "design value" was 9.8 µg/m<sup>3</sup>. This indicated that the MSA's annual PM<sub>2.5</sub> concentrations might exceed the level of the NAAQS, putting it at **risk of a nonattainment designation for the annual PM<sub>2.5</sub> NAAQS if EPA changes the PM NAAQS**



Source:

<https://www.globalweatherclimatecenter.com/air-quality-topics/why-particulate-matters>

**3.8 billion/yr**

<sup>1</sup>Estimated Monetized Impacts of Regional Emissions of NOX, SO2, and PM<sub>2.5</sub>

PM contains microscopic solids or liquid droplets that are so small that they can be inhaled and cause serious health problems. Some particles less than 10 micrometers in diameter can get deep into the lungs and may even get into the bloodstream. Therefore, PM poses the greatest risk to health. Additionally, exposure to PM<sub>2.5</sub> can disproportionately affect certain populations such as people of color, low income households, linguistic isolation, and education levels.

The Capital Area Council of Governments (CAPCOG) has worked with the Clean Air Coalition (CAC) and Clean Air Coalition Advisory Committee (CACAC) to develop an update to the 2019-2023 Regional Air Quality Plan to add measures designed to reduce annual & peak 24-hour PM<sub>2.5</sub> concentrations beyond the measures that are already being implemented to **reduce peak 8-hour O<sub>3</sub> concentrations. This involved asking existing CAC members to consider adopting new measures targeted at reducing PM pollution.**

<sup>1</sup> CAPCOG calculated this estimate by using the <https://www.epa.gov/benmap/sector-based-pm25-benefit-ton-estimates> and <https://www.epa.gov/air-emissions-inventories/2017-national-emissions-inventory-nei-data>





# Gaps

CAPCOG and the CACAC identified a number of important gaps to our technical knowledge about regional PM pollution and issues related to PM<sub>2.5</sub> that this plan does not yet address. Moving forward, **CAPCOG and the CAC will track these issues and work on ways to try to close these knowledge or policy gaps.**

- 1 Lack of Speciated PM<sub>2.5</sub> Monitoring Data within the Region**
- 2 Limited Spatial Coverage of PM<sub>2.5</sub> Monitors within the Region**
- 3 Lack of Concrete Batch Plants within National/State/Regional Emissions Inventories**
- 4 High Degrees of Uncertainty in Nonpoint Emissions Estimates**
- 5 Difficulty in Quantifying Emission Reductions**
- 6 Lack of Modeling Data**
- 7 Lack of Grant Programs for PM**
- 8 Lack of PM Pollution Understanding Within the Community and the Legislature**

## Extension of Plan Timeframe

On January 20, 2021, the Biden administration issued an **Executive Order that included direction to EPA to review the prior administration's decisions to retain the existing PM and O3 NAAQS**. If, as is anticipated, this reconsideration leads to more stringent NAAQS, EPA would be required to complete a new round of attainment/nonattainment designations for all areas of the country by the end of **2025 or 2026**

Updating the Plan's end date from **December 31, 2023, to December 31, 2026** will cover the entire period in which EPA is expected to use for determining which areas to designate "nonattainment" for any revised PM or O3 standards, if that occur. It also provides an additional year after the next reviews to prepare for any updates or extensions to the plan at that time, if needed.





# Actions

In order to achieve the objectives, the plan focuses on six general strategies:

1

## **Implementation of Controls on the Emissions of PM<sub>2.5</sub>**

The existing regional air quality plan focuses on reducing O<sub>3</sub>-season NO<sub>x</sub> emissions to control peak 8-hour O<sub>3</sub> levels, and in almost all cases, these measures should also reduce annual average PM<sub>2.5</sub> concentrations, 24-hour PM concentrations, or both. This update to the regional air quality plan adds reducing direct emissions of PM<sub>2.5</sub> as a priority **on par with reducing O<sub>3</sub>-season NO<sub>x</sub> emissions to support both NAAQS compliance and general public health.**

2

## **Outreach, Education, and Technical Support to Enhance PM<sub>2.5</sub> Emission Reductions**

This type of outreach is focused on persuading people to take action to reduce emissions or otherwise providing them with the information needed to take action to maximize the amount of PM<sub>2.5</sub> emissions reductions that they can achieve.

3

## **Outreach and Education to Reduce Exposure To PM**

Educating the public, with a special focus on vulnerable populations, on the health effects of PM pollution as a way to help them better protect themselves from PM exposure and to help activate public behavior change that can help reduce PM pollution.





# Actions Continued

4

## **PM Monitoring**

Air monitoring is a critical strategy for achieving the region's air quality objectives. Since low-cost PM sensors, such as the PurpleAir sensor, are widely used, PM sensors can be a good tool to understand local PM levels without a Federal Equivalent Method/ Federal Reference Method (FEM/FRM) PM monitor. CAPCOG plans to support the monitoring objectives listed in the current Plan by operating PurpleAir sensors at all CAPCOG monitoring stations. Additionally, CAPCOG may purchase more PurpleAir sensors to place in the region to understand PM levels in areas that lack sensor data.

5

## **Other PM Research and Planning Activities**

Ongoing research and planning activities beyond simply collecting air quality data is important for the region's ability to achieve its air quality objectives. These activities are necessary for continual improvement in reducing emissions, reducing exposure to poor air quality, and CAPCOG will continue to coordinate the region's on-going planning and air quality research activities with an additional focus on PM.

6

## **PM Policy Advocacy**

From time to time, the CAC has weighed in on policy matters at the TCEQ, the legislature, EPA, and within the region because of the potential impact on the region's air quality. Moving forward, the CAC will make PM-related issues an area of advocacy.



## EXECUTIVE COMMITTEE MEETING

MEETING DATE: April 9, 2025

AGENDA ITEM: 11. Consider Approving Appointments to Advisory Committees

### GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on CAPCOG's advisory committees. Please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

### THIS ITEM REPRESENTS A:

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

PRIMARY CONTACT/STAFF MEMBER:

Andrew Hoekzema, Deputy Executive Director

### 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 recommended advisory committee appointments

### BACK-UP DOCUMENTS ATTACHED:

Advisory Committee Vacancy Memo

### BACK-UP DOCUMENTS NOT ATTACHED:

1. Advisory Committee Rosters and Attendance Records
2. Nomination Forms for Recommended Appointments





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

## **MEMORANDUM**

### **March 31, 2025**

**TO: Executive Committee**

**FROM: Andrew Hoekzema, CAPCOG Deputy Executive Director**

**RE: Advisory Committee Vacancies and Recommended Appointments**

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CAPCOG's advisory committees have the following vacancies:

- **Aging Advisory Council (AAC)\*:**
  - Burnet County (1 vacancy since November 2021);
- **Criminal Justice Advisory Committee (CJAC):**
  - City of Austin (2 vacancies out of 3 seats, 1 since March 2023, 1 since May 2022);
- **Economic Development Advisory Committee:**
  - 10 vacancies, all at-large;
- **Homeland Security Task Force (HSTF):**
  - Large Emergency Medical Services (pop. 25,000 – 899,999, 1 vacancy since January 31, 2025);  
and
- **Law Enforcement Education Committee (LEEC):**
  - Public Member (1 vacancy since November 5, 2024)\*\*

Actions requested at the April 9, 2025 meeting include the following:

1. Appoint Roland Peña, Senior Vice President of Global Investment and Innovation for Opportunity Austin, to the EDAC as a representative of the Private Sector (Travis and Williamson Counties);
2. Appoint Christina Arias, Grants Administrator for City of Luling to the EDAC as a community leader (Caldwell County);
3. Appoint Corina Zepeda, Manager of Workforce Training at Texas State Technical College as a representative of institutions of higher education (Williamson County).

We have three people interested in serving on the HSTF in the Large Emergency Medical Service slot. Since the HSTF normally reviews and recommends nominees for these at-large slots, the Director requests deferring action on filling this slot until after the HSTF makes a recommendation, which is anticipated to occur on May 1.



Nominations for filling vacancies may also be made at the meeting itself. If you have someone you would like to nominate for a position, please request a nomination form and submit it to Shaun Seale at [sseale@capcog.org](mailto:sseale@capcog.org)

Note that that there are special requirements for the composition of some committees that need to be met that may constrain who is able to be appointed. Please contact the relevant staff contact for the committee if you have questions about a potential nominee's eligibility.

\*Please note that we are able to count AAC meeting participation as an in-kind match for administration of our Area Agency on Aging, reducing the amount of local cash match required from CAPCOG's budget.

\*\*In order to qualify as a "public member" of the LEEC, based on state law, an individual must be able to meet all of the following criteria:

- Neither the person or their spouse is registered, certified, or licensed by an occupational regulatory agency in the field of law enforcement.
- Neither the person or their spouse is employed by or participates in the management of a business entity or other organization regulated by the Texas Commission on Law Enforcement (TCOLE) or receiving funds from TCOLE.
- Neither the person or their spouse owns or controls, directly or indirectly, more than a 10 percent interest in a business entity or other organization regulated by TCOLE or receiving funds from the commission.
- Neither the person or their spouse uses or receives a substantial amount of tangible goods, services, or funds from the commission, other than compensation or reimbursement authorized by law for commission membership, attendance, or expenses.
- Neither the person or their spouse is an officer, employee, or paid consultant of a law enforcement labor union.



## Aging Advisory Council Roster

#	Category	Title / Salutation	First Name	Last Name	Organization	Position	Date of Appointment or Vacancy	2024 Attendance (P / EA / UA)	2025 Attendance (P / EA / UA)
1	Bastrop County	Ms.	Mary	Moody	n/a	Private Citizen	3/11/2015	3/0/1	0/0/1
2	Blanco County	Ms.	Dawn	Capra	Community Resource Centers of Texas	Director of Community Impact	2/8/2023	3/0/1	1/0/0
3	Burnet County	VACANT	VACANT	VACANT			11/1/2021	n/a	n/a
4	Caldwell County	Commissioner	Rusty	Horne	Caldwell County	Commissioner, Precinct 2	3/8/2023	0/0/4	0/0/1
5	Fayette County	Ms.	Kelly	Franke	Combined Community Action, Inc.	Executive Director	1/8/2020	2/1/0	0/0/1
6	Hays County	Ms.	Simone	Corprew	Hays County	Grant Coordinator	7/13/2022	3/0/0	1/0/0
7	Hays County	Mr.	Matthew	Gonzales	Hays County	Health Department Manager	8/9/2023	1/0/3	0/1/0
8	Lee County	Commissioner	Mark	Matthijetz	Lee County	Commissioner, Precinct 1	5/12/2021	4/0/0	1/0/0
9	Llano County	Commisioner	Brent	Richards	Llano County	Commissioner, Precinct 3	3/12/2025	n/a	n/a
10	Travis County	Dr.	Jung	Kwak	University of Texas School of Nursing	Associate Professor	9/11/2024	1/0/0	1/0/0
11	Travis County	Mr.	Fred	Lugo	engAge Travis County	Program Manager	5/1/1997	3/0/1	1/0/0
12	Travis County	Ms.	Lucy	Oglesby	Office of Travis County Commissioner Ann Howard	Constituent Services & Communications	2/12/2025	n/a	0/0/0
13	City of Austin	Ms.	Barbara	Epstein	Law Office of Barbara Epstein	Attorney	7/13/2022	2/1/1	0/0/1
14	City of Austin	Ms.	Suzanne	Anderson	AGE of Central Texas	Chief Executive Officer	9/11/2024	1/0/0	0/1/0
15	City of Austin	Ms.	Nicole	Howe	Austin Public Health	Aging Services Program Manger	5/10/2023	4/0/0	0/0/1
16	Williamson County	Mr.	Ty	Murphy	Home Instead	Administrator	9/8/2021	4/0/0	0/1/0
17	Williamson County	Mr.	Beckye	Estill	Office of Williamson County Commissioner Cynthia Long	Assistant	1/8/2025	n/a	1/0/0
18	Executive Committee Liaison	Commissioner	Cynthia	Long	Williamson County	Commissioner, Precinct 2	1/8/2025	n/a	1/0/0
19	Texas Silver-Haired Legislator	Mr.	Paul	Stempko	Texas Sliver-Haired Legislature	Senate Legislative District	11/1/2019	3/1/0	1/0/0

Present =  
Excused Absence =  
Unexused Absence =

P  
EA  
UA



### Criminal Justice Advisory Committee Roster

#	Category	Discipline	Title / Salutation	First Name	Last Name	Organization	Position	Date of Appointment or Vacancy	2024 Attendance (P / EA / UA)	2025 Attendance (P / EA / UA)
1	Bastrop County	Victim services	Ms.	Jeni	Murphy	Children's Advocacy Center	Program Director	7/10/2024	1/0/0	2/1/0
2	Blanco County	Law enforcement	Chief Deputy	Robert	Woodring	Blanco County Sheriff's Office	Chief Deputy	2/13/2019	1/3/2	2/1/0
3	Burnet County	Law enforcement	Captain	Mike	Sorenson	Burnet County Sheriff's Office	Captain	12/1/2022	6/0/0	2/1/0
4	Caldwell County	Juvenile justice	Mr.	Jay	Monkerud	Caldwell County	Chief Juvenile Probation Officer	10/1/2021	6/0/0	3/0/0
5	Fayette County	Education	Mr.	Erwin	Sladek	n/a	Former Superintendent	6/10/2009	6/0/0	2/1/0
6	Hays County	Law enforcement	Assistant Chief	Bob	Klett	City of San Marcos Police Department	Assistant Chief	2/12/2020	5/0/1	3/0/0
7	Hays County	Prosecution/courts	Sgt.	Matthew	Grantham	Hays County District Attorney's Office	Chief Investigator	10/9/2019	6/0/0	3/0/0
8	Lee County	Prosecution/courts	Judge	Michael	York	Lee County	Precinct 2 Justice of the Peace	10/12/2016	6/0/0	3/0/0
9	Llano County	Education	Mr.	Toby	Fletcher	Llano ISD	Director of Alternative Education	3/12/2025	n/a	3/0/0
10	Travis County	Mental health	Ms.	Juliana	Guirguis	Austin Travis County Integral Care	Practice Administrator	9/14/2022	6/0/0	3/0/0
11	Travis County	Other	Ms.	Latreese	Cooke	MELJ Center	Executive Director	1/13/2021	4/2/0	2/1/0
12	Travis County	Law enforcement	Captain	Thomas	Szimanski	Travis County Sheriff's Office	Captain	8/10/2022	6/0/0	3/0/0
13	City of Austin	Victim services	Ms.	Selena	Xie	Austin EMS Association	President	1/12/2022	6/0/0	3/0/0
14	City of Austin	N/A	VACANT	VACANT	VACANT			3/1/2023	n/a	n/a
15	City of Austin	N/A	VACANT	VACANT	VACANT			5/1/2022	n/a	n/a
16	Williamson County	Law enforcement	Lieutenant	Jerod	Morris	Williamson County Sheriff's Office	Lieutenant	2/10/2021	5/0/1	2/1/0
17	Williamson County	Mental health	Ms.	Kathy	Pierce	Office of Williamson County Commissioner Cynthia Long	Executive Assistant	1/13/2010	5/0/1	2/0/1
18	City of Round Rock	Law enforcement	Lieutenant	Sean	Johnson	Round Rock Police Department	Lieutenant	11/10/2021	5/0/1	3/0/0
19	At-Large	Juvenile justice	Dr.	Eloise	Sepeda	Harmony One Restorative Justice	Founder	3/12/2025	n/a	0/0/3
20	At-Large	Juvenile justice	Ms.	Victoria	Berry	Greater San Marcos Youth Council	Associate Director	3/12/2025	n/a	3/0/0
21	Executive Committee Liaison	N/A	Commisioner	Walt	Smith	Hays County	Commissioner, Precinct 4	1/8/2025	n/a	1/1/1

Present= P  
Excused Absence= EA  
Unexcused Absence= UA



### Economic Development Advisory Committee Roster

#	Category	Title / Salutation	First Name	Last Name	Organization	Position	Date of Appointment or Vacancy	2024 Attendance* (P / EA / UA)	2025 Attendance (P / EA / UA)
1	Institution of Higher Education	Mr.	Donald	Tracy	Austin Community College	Director of Corporate & Community Education	2/12/2025	4/0/0	1/0/0
2	Private Individual	Mr.	Jimmy	Flannigan	Austin Convention Enterprises Inc.	President	2/12/2025	3/0/1	1/0/0
3	Private Sector	Mr.	Kevin	Fincher	Austin Regional Manufacturers Association	CEO and President	2/12/2025	2/0/1	0/0/1
4	Community Leader	Ms.	Adena	Lewis	Bastrop County	Director of Tourism and Economic Development	2/12/2025	3/0/1	1/0/0
5	Public Official	Judge	Brett	Bray	Blanco County	Judge	2/12/2025	1/0/3	0/0/1
6	Private Individual	Mr.	Bill	Hamilton	Bill Hamilton Associates	President	2/12/2025	4/0/0	1/0/0
7	Public Official	Judge	Hoppy	Haden	Caldwell County	Judge	2/12/2025	1/0/3	0/0/1
8	Public Official	Council Member	Kevin	Harris	City of Cedar Park	Council Member	2/12/2025	4/0/0	0/0/1
9	Private Individual	Mr.	Jim	McDonald	Three Legged Goat Restaurant	Owner	2/12/2025	2/0/2	0/0/1
10	Private Sector	Ms.	Emily	Mathes	Hays Caldwell Economic Development Partnership	Vice President of Economic Development	2/12/2025	3/0/1	0/0/1
11	Private Individual	Mr.	Fred	Terry	Hart Properties	Realtor	2/12/2025	3/0/1	0/0/1
12	Public Official	Commissioner	Walt	Smith	Hays County	Commissioner, Precinct 4	2/12/2025	0/0/0	0/0/1
13	Institution of Higher Education	Mr.	Mick	Normington	Lee College	Workforce Grants Director & Sr. Business Instructor	2/12/2025	4/0/0	0/0/1
14	Private Individual	Mr.	Maurice	Pitts	Lee County	Resident	2/12/2025	2/0/2	1/0/0
15	Community Leader	Mr.	Christian	Fletcher	Marble Falls Econ. Development Corp.	Executive Director	2/12/2025	3/0/1	1/0/0
16	Public Official	Council Member	Frank	Ortega	City of Round Rock	Council Member	2/12/2025	4/0/0	1/0/0
17	Public Official	Mayor	Jane	Hughson	City of San Marcos	Mayor	2/12/2025	3/0/1	1/0/0
18	Private Individual	Mr.	Mike	Heath	Alliance Transportation Group	President	2/12/2025	2/0/2	1/0/0
19	Workforce Development Board	Ms.	Tamara	Atkinson	Workforce Solutions Capital Area	CEO	2/12/2025	1/0/3	1/0/0
20	Workforce Development Board	Mr.	Paul	Fletcher	Workforce Solutions Rural Capital Area	Executive Director	2/12/2025	4/0/0	1/0/0
21	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
22	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
23	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
24	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
25	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
26	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
27	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
28	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
29	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
30	N/A	VACANT	VACANT	VACANT			2/12/2025	N/A	0/0/0
31	Executive Committee Liaison	Commissioner	Ann	Howard	Travis County	Commissioner, Precinct 3	2/12/2025	4/0/0	1/0/0

\*2024 attendance reflects attendance at Capital Area Economic Development District board meetings since formal appointment to the EDAC did not occur until 2/12/2025

Present = P  
Excused Absence = EA  
Unexcused Absence = UA



## Geographic Information Systems Planning Council Roster

#	Category	Title / Salutation	First Name	Last Name	Organization	Position	Date of Appointment or Vacancy	2024 Attendance (P / EA / UA)	2025 Attendance (P / EA / UA)
1	Bastrop County	Ms.	Julie	Sommerfeld	Bastrop County	Manager, GIS & Addressing Dept.	8/14/2002	4/0/0	1/0/0
2	Blanco County	Ms.	Kathy	Strickland	Blanco County	Administrative Assistant to the Judge	3/11/1998	1/1/2	1/0/0
3	Burnet County	Ms.	Jessica	Haile	Burnet County	9-1-1 Coordinator	12/14/2022	4/0/0	1/0/0
4	Caldwell County	Ms.	Jaclyn	Archer	Caldwell County	9-1-1 Coordinator	4/11/2012	3/1/0	1/0/0
5	Fayette County	Ms.	Dawn	Moore	Fayette County	9-1-1 Addressing & GIS Coordinator	7/9/1997	3/1/0	0/0/1
6	Hays County	Mr.	Killian	Sterling	Hays County	GIS Analyst	12/11/2024	n/a	1/0/0
7	Hays County	Ms.	Anna	Essington	Hays County	GIS Analyst	7/13/2022	3/1/0	1/0/0
8	Lee County	Ms.	Haley	Lohrke	Lee County	Development Services Director	9/11/2024	3/1/0	1/0/0
9	Llano County	Ms.	Tracie	Davidson	Llano County	911 Coordinator	3/12/2025	n/a	n/a
10	Travis County	Mr.	David	Shore	Travis County	GIS Manager	10/14/2009	2/2/0	1/0/0
11	Travis County	Ms.	Sara	Dilbert	Travis County	GIS Analyst	3/14/2018	1/2/1	1/0/0
12	City of Austin	Mr.	Matt	Stevens	City of Austin	Public Safety IT GIS Analyst Sr.	2/13/2025	n/a	1/0/0
13	City of Austin	Ms.	Marna	McLain	City of Austin	IT Corporate Manager, Enterprise Geospatial Services	3/8/2023	3/0/1	0/0/1
14	Williamson County	Mr.	Steve	Byrd	City of Georgetown	GIS Supervisor	4/14/2021	0/2/2	0/0/1
15	Williamson County	Mr.	Nathan	Smith	City of Round Rock	GIS Manager	2/13/2019	0/2/2	0/0/1
16	Williamson County	Mr.	George	Strebel	Williamson County	GIS Manager	1/13/2016	4/0/0	1/0/0
17	Executive Committee Liaison	Mayor	Jane	Hughson	City of San Marcos	Mayor	1/11/2017	3/1/0	0/0/1

Present =

P

Excused Absence =

EA

Unexcused Absence =

UA



# Homeland Security Task Force Roster

#	Category	Title/Salutation	First Name	Last Name	Organization	Position	Date of Appointment or Vacancy	2024 Attendance (P / EA / UA)	2025 Attendance (P / EA / UA)
1	Bastrop County EMC*	Mr.	James	Altgelt	Bastrop County	Coordinator	8/4/2022	8/3/0	1/1/0
2	Blanco County EMC*	Commissioner	Chris	Leismann	Blanco County	Coordinator	12/14/2011	8/3/0	2/0/0
3	Burnet County EMC*	Mr.	Derek	Marchio	Burnet County	Coordinator	2/8/2023	10/0/1	1/0/1
4	Caldwell County EMC*	Mr.	Hector	Rangel	Caldwell County	Coordinator	3/11/2020	4/1/6	2/0/0
5	Fayette County EMC*	Ms.	Angela	Hahn	Fayette County	Coordinator	1/11/2023	3/8/0	0/2/0
6	Hays County EMC*	Mr.	Mike	Jones	Hays County	Coordinator	4/14/2021	10/1/0	2/0/0
7	Lee County EMC*	Mr.	Jason	Snelgrove	Lee County	Coordinator	9/5/2024	3/0/1	2/0/0
8	Llano County EMC*	Mr.	Gilbert	Bennett	Llano County	Coordinator	4/10/2019	5/6/0	1/1/0
9	Travis County EMC*	Mr.	Eric	Carter	Travis County	Coordinator	9/12/2018	8/2/1	2/0/0
10	Williamson County EMC*	Mr.	Bruce	Clements	Williamson County	Coordinator	6/6/2024	10/1/0	2/0/0
11	Metro City EMC	Mr.	Jim	Redick	City of Austin	Director of Homeland Security & Emergency Management	3/12/2025	n/a	0/0/0
12	Large City EMC	Ms.	Christine	Rogers	City of Georgetown	Coordinator	1/10/2024	11/0/0	2/0/0
13	Small City EMC	Ms.	Wendy	Smith	City of Buda	Coordinator	12/1/2023	8/3/0	2/0/0
14	Metro City Law Enforcement	Captain	William	Poole	Travis County Sherrif's Office	Captain	7/8/2020	4/3/4	2/0/0
15	Large City Law Enforcement	Chief	Jason	O'Malley	Pflugerville Police Department	Chief	5/11/2022	0/0/11	0/0/2
16	Small City Law Enforcement	Chief	Charles David	Gilbreath	La Grange Police Department	Chief	4/13/2022	5/0/6	1/0/1
17	Metro City Fire Department	Assistant Chief	Jeffrey	Kennedy	Austin Fire Department	Assistant Chief	2/14/2024	4/2/3	1/0/1
18	Large City Fire Department	Chief	Scott	Kerwood	Hutto Fire Department	Chief	1/9/2013	5/6/0	1/1/0
19	Small City Fire Department	Chief	Randy	Jenkins	Lockhart Fire Department	Chief	4/10/2019	7/0/4	0/0/2
20	Metro City EMS	Assistant Chief	Kevin	Parker	Austin EMS	Commander	1/10/2024	7/0/4	2/0/0
21	Large City EMS	VACANT	VACANT	VACANT			1/31/2025	n/a	n/a
22	Small City EMS	Mr.	Johnny	Campbell	Marble Falls EMS	Executive Director	12/3/2003	10/1/0	1/1/0
23	TDEM District Chief, Region 8*	Mr.	Cody	McDonnell	Texas Department of Emergency Management	District Chief, Region 8	3/7/2024	6/1/2	1/0/1
24	Public Health	Ms.	Janet	Pichette	Austin Public Health	Chief Epidemiologist	4/10/2019	6/4/1	1/1/0
25	CATRAC*	Mr.	Douglas	Havron	Capital Area Trauma Regional Advisory Council	Executive Director	9/2/2021	9/2/0	2/0/0
26	Public School	Mr.	Roger	Dees	Region 13 Education Service Center	Deputy Executive Director of Administrative Services	1/10/2024	0/1/10	0/0/2
27	Executive Committee Liaison	Commissioner	Joe Don	Dockery	Burnet County	Commissioner, Precinct 4	1/14/2015	7/3/1	0/1/1

EMC = Emergency Management Coordinator

EMS = Emergency Medical Services

TDEM = Texas Department of Emergency Management

CATRAC = Capital Area Trauma Regional Advisory Council

\*Ex-Officio

Present =

Excused Absence =

Unexcused Absence =

Not Applicable =

P

EA

UA

n/a



## Law Enforcement Education Committee Roster

#	Category	Title/Salutation	First Name	Last Name	Organization	Position	Date of Appointment or Vacancy	2024 Attendance (P / EA / UA)	2025 Attendance (P / EA / UA)
1	Public Member	Mr.	Carl	Rees	n/a	Private Citizen	5/11/2022	2/0/0	0/0/0
2	Public Member	Ms.	Sareta	Davis	Wells Fargo Wealth Management	Attorney	1/12/2022	0/0/2	0/0/0
3	Public Member	Ms.	Rachel	Arnold	Office of Williamson County Commissioner Valerie Covey	Executive Assistant	7/12/2017	2/0/0	0/0/0
4	Public Member	VACANT	VACANT	VACANT			11/5/2024	n/a	n/a
5	LER <25k	Lt.	Adam	Acosta	Blanco County Sheriff's Office	Deputy	8/9/2023	1/0/1	0/0/0
6	LER <25k	Chief	David	Gilbreath	City of La Grange Police Department	Chief	1/8/2020	2/0/0	0/0/0
7	LER <25k	Constable	Steven	Pohorelsky	Fayette County Precinct 4	Constable	8/10/2022	2/0/0	0/0/0
8	LER <25k	Sgt.	Cole	Reasor	City of Horseshoe Bay Police Department	Sergeant Investigator	10/13/2021	2/0/0	0/0/0
9	LER >25k	Sheriff	Mike	Lane	Caldwell County Sheriff's Office	Sheriff	11/11/2020	1/0/1	0/0/0
10	LER >25k	Chief	Greg	Minton	City of Leander Police Department	Chief	2/8/2017	2/0/0	0/0/0
11	At-Large	Mr.	Chase	Stapp	Texas Municipal League	Law Enforcement Outreach Consultant	10/8/2014	2/0/0	0/0/0
12	At-Large	Sheriff	Anthony	Hipolito	Hays County Sheriff's Office	Sheriff	12/11/2024	n/a	0/0/0
13	Executive Committee Liaison	Judge	Ron	Cunningham	Llano County	Judge	1/8/2025	n/a	0/0/0

LER = "Law Enforcement Representative"

25k = Size of Jurisdiction

Present =

Excused Absence =

Unexcused Absence =

P

EA

UA





# Economic Development Advisory Committee Nomination Form

## **Basic Information**

Name of Nominee: Roland Peña

Title of Nominee: Senior Vice President, Global Investment & Innovation

Entity or Organization: Opportunity Austin

Email: rpena@opportunityaustin.com

Phone Number: 512-638-1613

Mailing Address: 200 W 6th St, Ste 1750 | Austin, TX 78701

Nominated By (including self): Ed Latson

## **Which jurisdiction(s) is this person eligible to represent (lives in or works in):**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Bastrop County           | <input type="checkbox"/> Blanco County                | <input type="checkbox"/> Burnet County | <input type="checkbox"/> Caldwell County |
| <input type="checkbox"/> Fayette County           | <input type="checkbox"/> Hays County                  | <input type="checkbox"/> Lee County    | <input type="checkbox"/> Llano County    |
| <input checked="" type="checkbox"/> Travis County | <input checked="" type="checkbox"/> Williamson County |  |  |

## **Interest Represented (select only one)**

- ☒ Private Sector
- ☐ State and Other Public Official
- ☐ Community Leader
- ☐ Private Individual
- ☐ Representative of Workforce Development Boards
- ☐ Institutions of Higher Education
- ☐ Minority Group
- ☐ Labor Group





# Economic Development Advisory Committee Nomination Form

## **Basic Information**

Name of Nominee: Christina Arias

Title of Nominee: Grants Administrator

Entity or Organization: City of Luling

Email: grants@cityofluling.net

Phone Number: 830-875-2481 ext. 2209

Mailing Address: 509 E. Crockett St. Luling, Texas 78648

Nominated By (including self): Christina Arias

## **Which jurisdiction(s) is this person eligible to represent (lives in or works in):**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County     | <input type="checkbox"/> Burnet County | <input checked="" type="checkbox"/> Caldwell County |
| <input type="checkbox"/> Fayette County | <input type="checkbox"/> Hays County       | <input type="checkbox"/> Lee County    | <input type="checkbox"/> Llano County               |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County |  |   |

## **Interest Represented (select only one)**

- ☐ Private Sector
- ☐ State and Other Public Official
- ☒ Community Leader
- ☐ Private Individual
- ☐ Representative of Workforce Development Boards
- ☐ Institutions of Higher Education
- ☐ Minority Group
- ☐ Labor Group





# Economic Development Advisory Committee Nomination Form

## **Basic Information**

Name of Nominee: Corina Zepeda

Title of Nominee: Manager, Workforce Training

Entity or Organization: Texas State Technical College

Email: czepeda126311@tstc.edu

Phone Number: 512-759-5900

Mailing Address: 1600 Innovation Blvd. Hutto, Texas 78634

Nominated By (including self): Corina Zepeda

## **Which jurisdiction(s) is this person eligible to represent (lives in or works in):**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County                | <input type="checkbox"/> Burnet County | <input type="checkbox"/> Caldwell County |
| <input type="checkbox"/> Fayette County | <input type="checkbox"/> Hays County                  | <input type="checkbox"/> Lee County    | <input type="checkbox"/> Llano County    |
| <input type="checkbox"/> Travis County  | <input checked="" type="checkbox"/> Williamson County |  |  |

## **Interest Represented (select only one)**

- ☐ Private Sector
- ☐ State and Other Public Official
- ☐ Community Leader
- ☐ Private Individual
- ☐ Representative of Workforce Development Boards
- ☒ Institutions of Higher Education
- ☐ Minority Group
- ☐ Labor Group



## EXECUTIVE COMMITTEE MEETING

**MEETING DATE:** April 9, 2025

**AGENDA ITEM:** 15.Consider a Proclamation Recognizing May 2025 as Older Americans Month

### GENERAL DESCRIPTION OF ITEM:

Every May, the Administration on Aging, part of the Administration for Community Living, leads our nation's observance of Older Americans Month. The 2025 theme, ***Flip the Script on Aging***, focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions. This year, join us in honoring older adults' contributions, exploring the many opportunities for staying active and engaged as we age, and highlighting the opportunities for purpose, exploration, and connection that come with aging.

This year's theme focuses on:

- Transforming how society perceives, talks about, and approaches aging.
- Encouraging individuals and communities to challenge stereotypes and dispel misconceptions
- Honoring older adults' contributions to our society
- Exploring the many opportunities for staying active and engaged as they age
- Highlighting the opportunities for purpose, exploration, and the connection that come with aging

The attached proclamation declares May 2025 to be Older Americans Month in the Capital Area Council of Governments (CAPCOG) region.

### 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:** **Jennifer Scott, Director of Aging Services**

### BUDGETARY IMPACT:

Total estimated cost: N/A

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

Is item already included in fiscal year budget?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does item represent a new expenditure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does item represent a pass-through purchase?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, for what city/county/etc.? _____		

**PROCUREMENT:** N/A

### ACTION REQUESTED:

Adopt the proclamation recognizing May 2025 as Older Americans Month in the Capital Area Council of Governments (CAPCOG) region.



**BACK-UP DOCUMENTS ATTACHED:**

1. Proclamation
2. "Changing the Script" 2025 theme handouts (English/Spanish)

**BACK-UP DOCUMENTS NOT ATTACHED:** Older Americans Month 2025 Theme link to promotional materials:

[Older Americans Month 2025 | ACL Administration for Community Living](#)





## **A PROCLAMATION RECOGNIZING MAY 2025 AS OLDER AMERICANS MONTH**

**WHEREAS**, the ten-county Capital Area Council of Governments (CAPCOG) region includes a growing number of older Americans who contribute their time, wisdom, and experience to our community; and

**WHEREAS**, communities benefit in understanding the negative effects of *Ageism* and how pervasive it is and how it can have series consequences for health, well-being, and on individual rights; and

**WHEREAS**, CAPCOG recognizes the need to ***Flip the Script on Aging*** by acknowledging that older Americans' make vast contributions in the region. CAPCOG Aging Services encourages older Americans to continue to contribute through volunteer opportunities, participating in focus groups, attending educational events, and participation on the Aging Advisory Committee. Furthermore, the Aging Division provides services that include information and referral linking older adults to social activities; funding of congregate meal sites that foster connectiveness; health and wellness programs fostering shared experiences and learning; respite care for unpaid family caregivers that ensures time to maintain their social networks; as well as other core services such as benefits counseling, in-home services, and ombudsman advocacy for facility residents.

**WHEREAS**, CAPCOG can work to build an even better community for our older residents by:

- Transforming how the region perceives, talks about, and approaches aging.
- Encouraging individuals and communities to challenge stereotypes and dispel misconceptions
- Honoring older adults' contributions to our society
- Exploring and providing opportunities for staying active and engaged as they age
- Highlighting the opportunities for purpose, exploration, and the connection that come with aging

**THEREFORE**, let it be resolved that the Executive Committee of the Capital Area Council of Governments declares the month of May 2024 to be Older Americans Month in the CAPCOG region to celebrate older adults and the people who support them, help create an inclusive society and accept the challenge of flexible thinking around aging.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 9<sup>th</sup> day of April 2025.

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Judge Brett Bray, Chair  
Executive Committee  
Capital Area Council of Governments

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Mayor Pro Tem Steve Hougen, Secretary  
Executive Committee  
Capital Area Council of Governments



# OLDER AMERICANS MONTH



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FLIP THE SCRIPT ON AGING: MAY 2025

Every May, the Administration for Community Living leads the nation's observance of Older Americans Month (OAM). The 2025 theme is ***Flip the Script on Aging***, which is a time to recognize older Americans' contributions, highlight aging trends, and reaffirm our commitment to serving older adults.

This year's theme focuses on:

- Transforming how society perceives, talks about, and approaches aging.
- Encouraging individuals and communities to challenge stereotypes and dispel misconceptions
- Honoring older adults' contributions to our society
- Exploring the many opportunities for staying active and engaged as they age
- Highlighting the opportunities for purpose, exploration, and the connection that come with aging

[Older Americans Month 2025 | ACL Administration for Community Living](#)



# MES DE LOS ESTADOUNIDENSES DE EDAD AVANZADA



## CAMBIAR LA NARRATIVA SOBRE EL ENVEJECIMIENTO: MAYO DE 2025

Cada mes de mayo, la Administración para la Vida en Comunidad lidera la celebración nacional del Mes de los Estadounidenses de Edad Avanzada, un momento para reconocer las contribuciones de los estadounidenses de edad avanzada, destacar las tendencias del envejecimiento y reafirmar nuestro compromiso de servir a los adultos mayores. El tema de 2025, *Cambiar la narrativa sobre el envejecimiento*, se centra en transformar la forma en que la sociedad percibe, habla y aborda el envejecimiento. Anima a las personas y a las comunidades a desafiar los estereotipos y a tener conversaciones significativas que ayuden a disipar ideas preconcebidas. Exploraremos estrategias que nos ayuden a redefinir y cambiar la narrativa para honrar las ricas experiencias de los adultos mayores y fomentar comunidades adaptadas a ellos. Este año, únase a nosotros para promover la importancia de ver el envejecimiento no como una limitación, sino como un viaje lleno de propósito, exploración y conexión.

El tema de este año se centra en:

1. Transformar la forma en que la sociedad percibe, habla y aborda el envejecimiento.
2. Alentar a las personas y las comunidades a desafiar los estereotipos y disipar los conceptos erróneos
3. Honrando las contribuciones de los adultos mayores a nuestra sociedad
4. Explorar las muchas oportunidades para mantenerse activo y comprometido a medida que envejecen
5. Destacando las oportunidades para el propósito, la exploración y la conexión que vienen con el envejecimiento