



## CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee

Wednesday, July 9, 2025

CAPCOG Pecan Room

6800 Burleson Road

Bldg. 310, Ste. 155

Austin, Texas 78744

Judge Brett Bray, *Blanco County*, **Chair**  
Council Member Doug Weiss, *City of Pflugerville*  
**1st Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2nd 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 Kerry Fossler, *City of Bastrop*  
Council Member Kevin Hight, *City of Bee Cave*  
Commissioner Joe Don Dockery, *Burnet County*  
Judge Bryan Wilson, *Burnet County*  
Judge Hoppy Haden, *Caldwell County*

Commissioner Clint Sternadel, *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. **Consider Approving Minutes for the June 11th Meeting**
3. **Consider Accepting the Financial Report for the Period of October 1, 2024 to May 31, 2025.**  
Silvia Alvarado, Director of Finance
4. **Consider Approving Appointments on the CAECD Strategic Advisory Committee (SAC). The SAC currently has the following vacancies:**  
Richard Morales Jr., Director of Emergency Communications
5. **Consider Amending the CAECD Fund Balance Policy**  
Andrew Hoekzema, Deputy Executive Director
6. **Consider Approving the FY 2026 CAECD Budget**  
Richard Morales Jr., Director of Emergency Communications
7. **Consider Approving 9-1-1 GIS Contracts**  
Charles Simon, Director of Regional Planning and Services
8. **Staff Reports**  
Chris Miller, Executive Director
9. **Adjourn**

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



## CAECD Board of Managers | MINUTES

10:30 a.m., or upon adjournment of the Executive Committee  
Wednesday, June 11, 2025  
CAPCOG Pecan Room  
6800 Burleson Road  
Bldg. 310, Ste. 155  
Austin, Texas 78744

### Present (19):

Judge Brett Bray, *Blanco County*, **Chair**  
Council Member Doug Weiss, *City of Pflugerville*  
**1st Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2nd Vice**  
**Chair and 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*  
Commissioner Joe Don Dockery, *Burnet County*  
Commissioner Clint Sternadel, *Fayette County*  
Council Member Ron Garland, *City of Georgetown*  
Commissioner Walt Smith, *Hays County*  
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*  
Judge Andy Brown, *Travis County*  
Commissioner Ann Howard, *Travis County*  
Commissioner Russ Boles, *Williamson County*  
Commissioner Cynthia Long, *Williamson County*

### Absent (7):

Mayor Kirk Watson, *City of Austin*  
Judge Hoppy Haden, *Caldwell County*  
Council Member David McDonald, *City of Leander*  
Council Member Robert Garcia, *City of Taylor*  
Senator Pete Flores  
Representative Vikki Goodwin  
Representative Caroline Harris-Davila

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

Judge Brett Bray called the meeting to order at 11:34am

### 2. Consider Approving Minutes for the May 14, 2025 Meeting

Commissioner Ann Howard was first to motion to approve meeting minutes for May 2025 CAECD Meeting. Mayor Jane Hughson seconded the motion. Motion passed unanimously by committee members.

### 3. Consider Approving Request from Hays County Sheriff's Office for Additional 9-1-1 Call Handling Equipment and Mapping Equipment

Richard Morales Jr., Director of Emergency Communications, requested the committee members approve Additional 9-1-1 Call Handling Equipment and Mapping Equipment for Hays County Sheriff's Office. Commissioner Walt Smith was first to motion to approve request. Mayor Pro Tem Steven Hougen seconded the motion. The motion passed unanimously by committee members.

### 4. Consider Approving AT&T Cyber Security Services Proposal

Richard Morales Jr., Director of Emergency Communications, requested consideration for approving AT&T Cyber Security Services Proposal. Mr. Morales provided information relating to project start date, project deliverables, basis for this vendor being sole source, costs, and AT&T proprietary system limits access to network. Mr. Morales also provided answers related to contract renewability and cancellation. Commissioner Cynthia Long made a motion to approve. Judge Ron Cunningham seconded the motion. Motion passed unanimously by committee members.

**5. Consider Approving Appointments to Strategic Advisory Committee**

No nominations were announced.

**6. Staff Reports**

No Staff Reports were presented.

**7. Adjourn**

Meeting adjourned at 11:47am

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

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Date

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

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 3. Consider accepting the Financial Report for the Period of October 1, 2024, to May 31, 2025

**GENERAL DESCRIPTION OF ITEM:**

This is the fiscal year to date financial report for CAECD, for the eight months beginning October 1, 2024, and ending May 31, 2025. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity. The fund equity balance of \$47,269,572 as of May 31, 2025, represents resources planned to be used to support continuing operations and existing obligations, for maintaining the reserves as approved by this board to cover emergency operations, and for equipment replacement. The Statement of Revenues and Expenditures as of May 31, 2025, is also included.

Total Revenues as of May 31, 2025: \$ 12,813,783

Total Expenditures as of May 31, 2025: \$ 10,260,328

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

**THIS ITEM REPRESENTS A:**

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

**PRIMARY CONTACT/STAFF MEMBER:** Silvia Alvarado, CAPCOG Director of Finance

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds:

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

Does item represent a new expenditure? ☐ Yes ☐ No

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

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

**PROCUREMENT:** N/A

**ACTIONS REQUESTED:**

Accept the financial report for the period of October 1, 2024, to May 31, 2025.

**BACK-UP DOCUMENTS ATTACHED:**

1. Unaudited Balance Sheet as of May 31, 2025
2. Unaudited Statement of Revenues and Expenditures as of May 31, 2025

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

**Capital Area Emergency Communications District**  
**Balance Sheet - Unaudited**  
**May 31, 2025**

Assets

Cash and Short Term Investments	\$	47,919,833.00
Accounts Receivable		1,294,688.00
Other Assets		832,708.00
Total Assets	\$	<u>50,047,229.00</u>

Liabilities & Fund Equity

Accounts Payable	\$	2,402,451.00
Due to CAPCOG		375,206.00
Total Liabilities	\$	<u>2,777,657.00</u>
Beginning Fund Balance	\$	44,716,116.00
Change in Fund Balance	\$	2,553,456.00
Total in Fund Equity	\$	<u>47,269,572.00</u>
Total Liabilities and Fund Equity	\$	<u>50,047,229.00</u>

**Capital Area Emergency Communications District**  
**Statement of Revenue and Expenditures - Unaudited**  
**For the fiscal year ending September 30, 2025**  
**For the eight months ending May 31, 2025**

	Fiscal Year to Date		Percent of Total
	Actual	Total Budget	Budget Remaining (Over)
Revenue			
Checking Acct Interest	\$ 339.00	\$ 101.00	-235%
Investment Interest	1,387,873.00	1,500,000.00	7%
911 Wireline Fees	1,558,764.00	2,354,054.00	34%
911 Wireless Fees	9,204,461.00	12,890,178.00	29%
911 Prepaid Wireless Fees	652,790.00	959,713.00	32%
911 Private Switch	9,556.00	34,886.00	73%
Total Revenue	\$ 12,813,783.00	\$ 17,738,932.00	
Expenditures			
911-Program Management	\$ 2,091,678.00	\$ 3,451,721.00	39 %
911-Network	1,730,740.00	4,433,467.00	61 %
911-GIS/DB Maintenance	3,195,407.00	5,630,894.00	43 %
911-Equipment Maintenance	736,290.00	1,291,464.00	43 %
911-PSAP Services	1,213,152.00	2,567,072.00	53 %
911-Training & Education	208,891.00	347,531.00	40 %
911-NG911 Call Equipment	610,805.00	3,133,446.00	81 %
911-Capital Projects	0.00	2,503,744.00	100 %
Regional Notification System	313,498.00	501,381.00	37 %
WebEOC	\$ 159,866.00	\$ 202,284.00	21 %
Total Expenditures	\$ 10,260,328.00	\$ 24,063,004.00	
Net Revenue Over/(Under) Expenditures	\$ 2,553,456.00	\$ (6,324,072.00)	

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

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 4. Consider Approving Appointments to Strategic Advisory Committee

**GENERAL DESCRIPTION OF ITEM:**

This is the monthly item for filling positions on the CAECD Strategic Advisory Committee (SAC). The SAC currently has the following vacancies:

- City of Austin: Vacant since February 2023.

Nominations can be made and approved at the board meeting as well. 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:**

**Richard Morales, Director of Emergency  
Communications**

**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 appointments to the Strategic Advisory Committee

**BACK-UP DOCUMENTS ATTACHED:**

None

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

CAECD SAC Roster and Attendance Record

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT

## BOARD OF MANAGERS MEETING

MEETING DATE: July 9, 2025

AGENDA ITEM: 5. Consider Amending the CAECD Fund Balance Policy

### GENERAL DESCRIPTION OF ITEM:

In November 2013, the CAECD Board of Managers adopted CAPCOG's existing Fund Balance Policy for the district. This policy defined five levels of fund balance restrictions, designated the board as the entity responsible for a fund balance "commitment" and the Executive Director as responsible for a fund balance "assignment." It also set a goal for unassigned fund balance of \$800,000. Subsequently, the Executive Director created an Operations Reserve and Equipment Reserve, which the board then set as "Committed" fund balances in 2017. Currently, the target for the Operations Reserve is \$13.5 million and the target for the Equipment Reserve is \$5 million. As part of the process for preparing the FY 2026 budget, staff analyzed the existing policy document, the existing restrictions on the use of the reserves, and their target levels, and decided to recommend updates to the policy to better reflect best practices, statutory requirements, and existing board policy. Ultimately, these changes would:

1. Directly incorporate the Operations and Equipment Reserves into the policy;
2. Align the intended uses of the Operations and Equipment Reserves with statutory language;
3. Establish generalized principles for the targets for the reserves and unassigned fund balance;
4. Describe steps to take to replenish a fund balance if it falls below its target level;
5. Define the period of time over which a fund balance should be replenished if it falls below its targets.

### 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: Consider Approving Amendments to CAECD Fund Balance Policy

### BACK-UP DOCUMENTS ATTACHED:

1. Memo on Recommended Changes to CAECD Fund Balance Policy
2. Best Practices for Fund Balance Policies from Government Finance Officers Association
3. 2013 Briefing Document on Fund Balance Policies Defining Intended Uses of Reserves
4. Proposed Amendment to CAECD Fund Balance Policy

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





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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

June 25, 2025

**TO: Capital Area Emergency Communications District Board of Managers**

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

**RE: Review of District's Fund Balance Targets and Policies**

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### Overview of Existing Policies and Fund Targets

Section 772.516(f) of the Health and Safety Code requires the board to attempt to match the district's revenues to the district's operating expenditures and *"provide reasonable reserves for contingencies and for the purchase and installation of 9-1-1 emergency service equipment."* In November 2013, shortly after the creation of the district, the board adopted CAPCOG's 2011 fund balance policy and the Executive Director established "assigned" operations and equipment reserves. The board then formally "committed" these funds and targets in July 2017. This memo is intended to provide a review of existing policies and targets and make recommendations to the board to consider updates to these policies and targets.

- **Fund Balance Policy:**

- Originally adopted by the CAPCOG Executive Committee in 2011 and then adopted by the CAECD Board of Managers in 2013.
- Defines different types of fund balances and establishes policies related to several types.
  - "Restricted fund balances:" amounts that can only be spent for the specific purpose stipulated by external resource providers either constitutionally or through enabling legislation. All 9-1-1 fees are restricted for use in Emergency Communications, for example.
  - "Committed fund balances:" amounts set aside for specific purposes by the board. Examples include the Operations and Equipment reserves.
  - "Assigned fund balances:" amounts set aside for specific purposes by the Executive Director. There are currently no assigned fund balances.
  - "Unassigned fund balance:" residual amounts not otherwise classified available for any purpose. For the purposes of the district, this would be the balance of restricted funds not committed by the board or assigned by the Executive Director for a specific purpose.
- Minimum "unassigned" target fund balance of \$800,000.

- **Operating Reserve:**
  - Originally an “assigned” fund balance set at \$13.5 million; established as “committed” fund balance at the July 12, 2017, board meeting.
  - This amount represented 150% of estimated annual operating expenditures in 2013.
  - Stated rationale in November 2013 memo: *“Provide the ability for the district to maintain operations for at least a year in case of a catastrophic event.”*
- **Equipment Reserve:**
  - Originally an “assigned” fund balance set at \$5 million; established as “committed” fund balance at July 12, 2017, board meeting.
  - This amount represented 47% of the \$10.6 million valuation of the district’s equipment.
  - Stated rationale in November 2013 memo: *“Provide the ability to replace equipment quickly while processing any insurance claims.”*
- **October 2017 Bylaws Change:**
  - Section 4.3 of the CAECD’s bylaws was updated to require a vote of two-thirds of the voting members to modify the intended use of funds in the Operations Reserve and Equipment Reserve Funds or spend from these funds except in emergencies.
  - Therefore, a minimum of 17 votes would be needed to modify the intended uses of these funds, rather than a minimum of 7 votes that is required for other board actions (including a bylaws amendment) if the minimum number of board members were present for a quorum.

#### **Evaluation of Existing Policies and Targets for Operating Reserve and Unassigned Fund Balance**

While the district’s projected FY 2026 operating costs are \$18.5 million, the combined total of the \$13.5 million Operations Reserve and \$800,000 minimum unassigned fund balance would only cover 9 months of operating expenditures rather than the 12 months goal that had previously been established. Ideally, the district would have at least 3 months’ worth of operating expenses available as an unassigned fund balance to ensure adequate cash flow. Increasing the target for the unassigned fund balance this way would ensure at least 12 months of operating funds between the Operations Reserve and the Unassigned Fund balance.

While current policy ties the use of the Operating Reserve to a “catastrophic event,” there are “contingencies” under the meaning of the law beyond a “catastrophic event” that could necessitate the use of the Operating Reserve. Since the legislative directive is for the district to have “reasonable” reserves for “contingencies” rather than a “catastrophic event,” modifying the policy for use of this fund may bring the district’s policy more in line with legislative direction.

#### **Evaluation of Existing Policies and Targets for Equipment Reserve**

While the existing policy for the equipment reserve provides for \$5 million for replacement of equipment, its purpose is currently restricted to situation in which a catastrophe occurred and we needed to order replacement equipment while waiting for insurance claims to process. This purpose is much more limited than the statutory directive to establish a reserve for “purchase and installation of 9-1-1 emergency service equipment.” This reserve could not, as currently established, be used to replace equipment as needed or make new installations, both of which would fall into the broader directive in statute. The recently completed project replacing call-handling equipment (CHE) at all of the CAECD public safety answering points (PSAPs) required \$9.7 million for consoles and an additional \$524k for other related mapping equipment for a total of \$10.2 million.

## **Recommendations**

Therefore, the staff is recommending that the board consider the following changes for the policies and targets related to fund balances:

1. Include references to the relevant statutory direction regarding the need for contingency and equipment reserves.
2. Modify the target for unassigned fund balance from a fixed \$800,000 to three months' worth of operating expenses, calculated annually as part of the budget (\$4.625 million for FY 2026), to be replenished by the end of the next fiscal year if it falls below the target level.
3. Directly incorporate the "Operations Reserve" into the policy and set the target at 9 months' worth of operating expenditures, calculated annually as part of the budget (\$13.5 million for FY 2026) to be replenished by the end of the next fiscal year if it falls below the target level. Together with the 3 months' of expenditures in the unassigned fund balance, the district should have at least 12 months of expenditures available in the fund balance as existing policy had intended.
4. Directly incorporate the "Equipment Reserve," and define the intent for the target to be sufficient to fully replace all equipment within the region, set annually during the budget process (\$10 million for FY 2026). Define the replenishment period to be based on useful life of equipment purchased from the reserve.

## **Comparison of Current and Proposed Fund Balances**

The following table shows the projected allocation of the district's fund balance under the current and proposed alternative policies as of the end of FY 2026 based on the proposed FY 2026 budget:

*Table 1. Comparison of Projected Ending Fund Balance Allocation Options at end of FY 2026*

<b>Fund Balance Type</b>	<b>Allocation of Balances Under Current Policy</b>	<b>Allocation of Balances Under Proposed Policy Updates</b>
<b>Overall Fund Balance</b>	<b>\$29,427,882</b>	<b>\$29,427,882</b>
Operations Reserve	\$13,500,000	\$13,500,000
Equipment Reserve	\$5,000,000	\$10,000,000
Unassigned	\$10,927,882	\$5,927,882
<i>Minimum</i>	<i>\$800,000</i>	<i>\$4,625,000</i>
<i>Additional</i>	<i>\$10,127,882</i>	<i>\$1,302,882</i>



## BEST PRACTICES

# Fund Balance Guidelines for the General Fund

Governments should establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.

In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.<sup>1</sup> While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.<sup>2</sup> The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.

2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.
3. Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

**GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.<sup>3</sup> Such a guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.<sup>4</sup> In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.**

*Appropriate Level.* The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to

explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.<sup>5</sup> The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.<sup>6</sup> Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

### *Use and Replenishment.*



The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

Generally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

*Unrestricted Fund Balance Above Formal Policy Requirement.* In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed.

Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

Notes:

1. For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
2. These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
3. Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.
4. See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
5. In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
6. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues



and/or expenditures, that decision should be followed consistently from period to period.

*This best practice was previously titled Appropriate Level of Unrestricted Fund Balance in the General Fund.*

**Board approval date: Wednesday, September 30, 2015**

## Fund Balance

In checking with other emergency communications districts, we found a wide variation in how each district determines an adequate fund balance. The following summarizes our findings and is based on data from FY2012.

The two largest districts maintained over 150% of their annual revenue in fund balance accounts. The following table shows typical examples of the range of fund balances. Several of the midsize and smaller districts maintained minimal fund balances.

District	Annual Revenue	Balance	Percent of Annual Revenue
Greater Harris County	\$37.1M	\$57.9M	156%
Tarrant County	\$13.9M	\$21.8M	157%
DENCO	\$4.5M	\$3.7M	82%
Wichita-Wilbarger	\$0.9M	\$1.3M	144%

Bexar Metro, the third largest district, uses a project based contingency allocation fund each year. At the end of the year, funds are restricted and remain dedicated to that project until project completion. Any remaining funds after the project completion are transferred to their general fund.

The Capital Area Emergency Communications District is the fourth largest district with annual revenue of about \$13.0 million. Our annual expenditures for 9-1-1 (excluding equipment purchase or replacement) are about \$9 million annually. Of that amount, \$7 million is directly related to on-going monthly costs for contracted 9-1-1 services including tariffed network and wireless fees, maintenance, language line, database routing and mandated training. We currently have over \$10.6 million in 9-1-1 equipment value insured.

Staff is recommending a reserve fund with a target balance of about \$13.5 million and an equipment fund balance of about \$5.0 million. At these levels, the two funds would provide an overall reserve/dedicated balance of funds of \$18.5 million or 140% of the projected annual revenue. The reserve fund amount would provide the ability for the district to maintain operations for at least a year in case of a catastrophic event. The equipment fund would provide the ability to replace equipment quickly while processing any insurance claims.

# Fund Balance Policy

## Capital Area Emergency Communications District

### Purpose

The purpose of this policy is to fulfill the statutory requirement in Texas Health and Safety Code §772.516(f) for the district's board to "provide reasonable reserves for contingencies and for the purchase and installation of 9-1-1 emergency service equipment" and to establish a key element of the financial stability of the Capital Area Emergency Communications District (CAECD) by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. The fund balance provides cash flow liquidity for CAPCOG's general operations. It is essential that CAECD maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

### Definitions

Capital: any long-lived asset of the district, following the Fixed Asset Policy of the Capital Area Council of Governments (CAPCOG). Examples that might fall within this policy are: call-handling equipment, installation of fiber connections, servers, and major software and upgrades.

*Fund Equity* – A fund's equity is generally the difference between its assets and liabilities.

*Fund Balance* – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken up into five categories:

- 1) **Nonspendable fund balance** – includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.
- 2) **Restricted fund balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
- 3) **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the governments highest level of decision-making authority. Commitments may be changed or lifted only by the government taking some formal action that imposed the constraint originally.
- 4) **Assigned fund balance** – comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Operating expenditures: includes all on-going expense of the district, such as personnel, supplies, and services, but does not include major capital expenditures.

5) \_\_\_\_\_

## Policy

### Overall Policy

The district will spend all funds in accordance with state law to provide effective and efficient emergency communications services to the region. Within that authority, the district may establish multiple funds/restricted ledger accounts for tracking and management of monies for prudent long-term planning for such items as capital acquisition, special projects, or local government reimbursements.

### Restricted Fund Balance

The portion of the fund balance attributable to accumulated 9-1-1 service fees and any grant revenue received to support emergency communications shall be considered Restricted Fund Balance. Within the Restricted Fund Balance, CAECD may also create committed and assigned fund balances as described below.

### Committed Fund Balance

The CAECD Board of Managers has the decision-making authority to establish, modify, or rescind a fund balance commitment by resolution. The resolution must either be approved or rescinded, as applicable, at an CAECD Board of Managers meeting prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period. At a minimum, the CAECD shall have two committed fund balances:

Operations Reserve – An amount able to cover 9 months' worth of the district's operating expenses. If the operations reserve is used, it shall be replenished by the end of the subsequent fiscal year.

Equipment Reserve – An amount able to cover all anticipated 9-1-1 equipment installation costs for the next ten years. If the equipment reserve is used, it shall be replenished by the end of the fiscal year in which the equipment is expected to reach the end of its useful life.

The CAECD Board of Managers shall set targets for committed fund balances each year as part of the CAECD budget.

### Assigned Fund Balance

The CAECD Director is authorized to assign fund balance to a specific purpose as approved by this fund balance policy. Any assigned balances should be reflected on the CAECD's budget and financial reports.

### Minimum Target for Goal for a Minimum Unassigned Fund Balance

It is the goal of CAECD to achieve and maintain an unassigned fund balance in the District's general fund equal to \$800,000 equal to at least three months' worth of operating expenditures. The CAECD Board of Managers shall set the target for this fund balance each year as part of the CAECD budget. The CAECD Board of Managers considers a balance of less than \$800,000 below this level to be cause for concern, barring unusual or deliberate circumstances.

**Commented [AH1]:** Described in 2013 when established as follows: "The reserve fund amount would provide the ability for the district to maintain operations for at least a year in case of a catastrophic event." Existing \$13.5 million target represented 150% of annual operating expenditures but represents about 75% of current operating expenditures.

**Commented [AH2]:** Described in 2013 when established as follows: "The equipment fund would provide the ability to replace equipment quickly while processing any insurance claims." The \$5 million target corresponded to about 47% of estimated value of all installed equipment at the time.

**Commented [AH3]:** \$800,000 represented just over 1 month's worth of operating expenditures in 2013 but less than half a month's worth in FY 2025. The target should be defined relative to operating expenses or revenue rather than a fixed amount. The Government Finance Officer's Association recommends that the target for unassigned fund balance be at least 2 months' worth of operating expenses. Combined with Operations Reserve, updated Policy would still call for fund balance sufficient to cover 12 months of operating expenses.

### **Unassigned Fund Balance in Excess of Minimum Target**

Any unassigned fund balances that exceed the minimum target may be designated for new capital projects or additional reimbursements to local governments beyond what is already budgeted.

### **Steps to Maintain and Replenish Fund Balances**

If a fund balance is projected to fall below a target level established by this policy, the district staff and board shall consider one or more of the following options to maintain and replenish these balances:

- 1) Reduce spending on operations in the current fiscal year;
- 2) Reduce spending on operations in the next fiscal year;
- 3) Reduce spending on capital projects in the current fiscal year;
- 4) Reduce spending on operations in the next fiscal year; or
- 5) Increasing 9-1-1 fees.

DRAFT

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

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 6. Consider Approving the FY 2026 CAECD Budget

**GENERAL DESCRIPTION OF ITEM:**

This item establishes the CAECD's budget for Fiscal Year 2026 (10/1/2025 – 9/30/2026). For FY 2026, revenues include \$16,816,713 in service fees and \$1,262,821 in non-service fee revenues for a total of \$18,079,534. Proposed expenditures total \$17,175,484, including \$18,079,534 in operating expenditures and \$9,075,040 in capital expenditures, resulting in a decrease in fund balance of \$9,095,950. The attached memo and spreadsheet provide details on the proposed changes for the FY 2026 budget relative to the 2025 budget. A projection of revenues, expenditures, and fund balances through FY 2030 for the district is also included for planning purposes.

**THIS ITEM REPRESENTS A:**

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

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

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: \$27,175,484

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

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

Does item represent a new expenditure? ☒ Yes ☐ No

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

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

**PROCUREMENT:** NA

**ACTIONS REQUESTED:**

Approve the Fiscal Year 2026 Capital Area Emergency Communications District Budget.

**BACK-UP DOCUMENTS ATTACHED:**

1. Memo
2. FY 2026 Proposed Budget

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



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

## **MEMORANDUM**

**July 1, 2025**

**TO: CAECD Board of Managers**

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

**RE: Proposed FY 2026 Emergency Communications District Budget**

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The proposed FY 2026 budget includes just over \$18 million in revenue and about \$27 million in expenditures, resulting in a \$9 million decrease in fund balance.

- Revenue consists of 9-1-1 service fees (\$16.8 million) and interest (\$1.2 million).
- Expenditures include \$18 million for operations and \$9 million for capital investments.
- The fund balance is projected to decrease from \$44 million at the start of FY 2025 to \$38 million at end of FY 2025, and then decreasing further to \$29 million at the end of FY 2026. After FY 2026, the fund balance is projected to stabilize.
- Consistent with the proposed updated fund balance policy, the projected ending fund balance breaks down as follows:
  - Operations reserve: \$13.5 million, corresponding to 9 months' worth of operating expenditures
  - Equipment reserve: \$10.0 million, corresponding to capital needed over 10 years.
  - Unassigned: \$5.9 million, \$1.3 million above the target level of \$4.3 million for FY 2026.

### **Expenditures**

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

Program Management:	\$3,199,904
Network:	\$6,083,043
GIS Database Management:	\$3,011,396
Equipment Maintenance:	\$1,385,732
PSAP Operations:	\$3,282,284
Training and Education:	\$301,193
Other Emergency Communications Systems:	\$836,893
Equipment & Projects:	\$9,075,040
<b>TOTAL Expenditures:</b>	<b>\$27,175,484</b>

In the attached table for the FY 2026 proposed budget, the following items reflect notable changes from the FY 2025 budget. The budget also anticipates adoption of a proposed updated fund balance policy.

1. **Program Management:**

- a. Adding 1 Cyber Security Analyst and 1 Training and Education Specialist
- b. Upgrading existing Senior Training and Education Coordinator to a Manager position
- c. Costs for Backup Center Rent shifted to PSAP Operations

2. **Network:**

- a. Added AT&T Cybersecurity contract expenses
- b. Reduced costs for AT&T Legacy Circuits and Frontier Communications
- c. Increased costs for DIR
- d. Reduced network contingency to \$1 million; this item can cover any currently unidentified costs associated with the transition to next generation 9-1-1 (NG9-1-1) or post-transition costs.

3. **GIS Database Management:** Increase in aerial imagery costs reflects expiration of existing DIR contract this year and likelihood of higher rates for FY 2026.

4. **Equipment Maintenance:**

- a. Increased costs for dedicated technicians and network monitoring begin in November 2025
- b. Voice recorder maintenance costs adjusted to reflect only costs actually being reimbursed; previously, the budget included amounts for all PSAPS, but only about half seek reimbursement
- c. Shifted backup center generator and UPS maintenance costs to PSAP operations

5. **PSAP Operations:**

- a. PSAP Assistance increase relative to FY 2025 actual expenses. This increase was also included in the FY 2025 budget but has not yet been implemented. We expect this to occur in fall 2025 with updated PSAP interlocal agreements.
- b. Costs for rent, generator maintenance, and UPS maintenance for the Backup Center were shifted to this category. We are also anticipating reimbursing City of Austin for taking over the BUC space from April 2027 – November 2029 to allow for a transition period for the Backup Center.

6. **Training & Education:** Slight reduction to budgeted costs to reflect actual spending levels in recent years. The addition of the full-time training/public education specialist may enable the district to spend less on contracted instructors.

7. **Other Emergency Communications Systems:** \$100,000 added for Warn Central Texas website revamp

8. **Equipment & Projects:**

- a. \$8.3 million budgeted for capital costs related to a new building lease. This amount represents the high-end out-of-pocket capital costs for a potential new 40,000 office space lease, including construction and furniture (\$10.3 million), minus a low-end estimate of a tenant improvement allowance (\$2 million). CAPCOG would then pay the district back its pro-rated share of these costs over the 10-year period of the lease, with interest (\$about \$900k per year).
- b. Shifted the \$1.2 million budgeted for equipment replacement in FY 2025 into the equipment reserve fund balance. Actual equipment replacement is not expected to start being needed until FY 2030, five years after installation.
- c. Added \$300,000 for replacement of the Backup Center generator for a total of \$600,000 when combined with the \$300,000 budgeted in FY 2025.



Overview						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
PROJECTED REVENUE	\$17,744,160	\$18,079,534	\$19,107,299	\$19,411,590	\$19,711,795	\$19,970,182
PROJECTED EXPENDITURES	\$23,599,021	\$27,175,484	\$19,029,269	\$19,380,131	\$19,855,762	\$22,210,836
PROJECTED CHANGE TO OVERALL FUND BALANCE	(\$5,854,861)	(\$9,095,950)	\$78,030	\$31,459	(\$143,967)	(\$2,240,654)
PROJECTED YEAR-END BALANCE	\$38,452,277	\$29,356,327	\$29,434,357	\$29,465,815	\$29,321,848	\$27,081,194

Revenue						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
SERVICE FEES						
Emergency Service Fee (\$0.50 per line per month)	\$2,354,054	\$2,027,927	\$1,841,950	\$1,655,973	\$1,469,995	\$1,284,018
Wireless Service Fee (\$0.50 per line per month)	\$12,890,178	\$13,930,638	\$14,515,719	\$15,100,800	\$15,685,881	\$16,270,962
Prepaid Wireless Service Fee (2% of final purchase price)	\$959,713	\$858,148	\$761,320	\$664,492	\$567,664	\$470,836
Total Service Fee Revenue:	\$16,203,945	\$16,816,713	\$17,118,989	\$17,421,264	\$17,723,540	\$18,025,816
OTHER REVENUE						
Interest - Checking	\$100	\$100	\$100	\$100	\$100	\$100
Interest - Investment (3.75% interest rate)	\$1,505,229	\$1,247,735	\$1,065,046	\$1,067,061	\$1,064,991	\$1,021,102
CAPCOG Share of New Lease Capital Costs	\$0	\$0	\$908,178	\$908,178	\$908,178	\$908,178
Private Switch Agreements	\$34,886	\$14,986	\$14,986	\$14,986	\$14,986	\$14,986
Total Other Revenue	\$1,540,215	\$1,262,821	\$1,988,310	\$1,990,326	\$1,988,255	\$1,944,366
TOTAL REVENUE:	\$17,744,160	\$18,079,534	\$19,107,299	\$19,411,590	\$19,711,795	\$19,970,182

Expenditures						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
OPERATING EXPENDITURES						
Program Management	\$2,919,463	\$3,199,904	\$3,480,036	\$3,684,488	\$3,815,345	\$3,912,246
Network	\$7,678,448	\$6,083,043	\$6,118,211	\$6,222,065	\$6,282,883	\$6,440,260
GIS Database Management	\$2,899,069	\$3,011,396	\$3,096,211	\$3,183,599	\$3,269,062	\$3,349,089
Equipment Maintenance	\$1,213,137	\$1,385,732	\$1,390,017	\$1,394,431	\$1,494,613	\$1,533,106
PSAP Operations	\$3,168,658	\$3,282,284	\$3,433,890	\$3,362,994	\$3,380,811	\$2,776,109
Training & Education	\$347,531	\$301,193	\$310,229	\$319,536	\$329,122	\$338,995
Other Emergency Communications Systems	\$703,665	\$836,893	\$750,674	\$763,018	\$833,927	\$911,030
SUBTOTAL - OPERATING EXPENDITURES	\$18,929,971	\$18,100,444	\$18,579,269	\$18,930,131	\$19,405,762	\$19,260,836
CAPITAL EXPENDITURES - EQUIPMENT AND PROJECTS	\$4,669,050	\$9,075,040	\$450,000	\$450,000	\$450,000	\$2,950,000
TOTAL EXPENDITURES:	\$23,599,021	\$27,175,484	\$19,029,269	\$19,380,131	\$19,855,762	\$22,210,836

Program Management (911)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
Personnel Services	\$1,236,583	\$1,348,563	\$1,389,020	\$1,430,691	\$1,473,612	\$1,517,820
Contractual & Operating	\$197,784	\$213,078	\$211,362	\$216,503	\$222,013	\$228,672
Supplies & Material	\$93,694	\$67,810	\$53,776	\$51,252	\$74,098	\$58,763
Travel	\$81,700	\$87,500	\$90,331	\$93,041	\$95,832	\$98,707
Leases & Utilities	\$220,140	\$260,325	\$476,241	\$595,915	\$613,792	\$632,206
Internal Expense Allocation - CAPCOG	\$1,089,562	\$1,222,628	\$1,259,306	\$1,297,086	\$1,335,998	\$1,376,078
Total Program Management	\$2,919,463	\$3,199,904	\$3,480,036	\$3,684,488	\$3,815,345	\$3,912,246

Network (921)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
AT&T ESI Connectivity	\$2,246,160	\$2,246,160	\$2,246,160	\$2,246,160	\$2,246,160	\$2,246,160
AT&T ESI Net - Host Charges	\$216,312	\$216,312	\$216,312	\$216,312	\$216,312	\$250,765
AT&T ESI Net - GIS Data Charges	\$269,352	\$269,352	\$269,352	\$269,352	\$269,352	\$312,253
AT&T Cyber Security	\$848,499	\$735,750	\$735,750	\$803,974	\$828,094	\$852,936
AT&T Legacy Circuits	\$1,384,758	\$143,853	\$144,429	\$144,429	\$144,429	\$144,429
AT&T Fiber	\$315,216	\$254,983	\$262,633	\$270,512	\$278,627	\$286,986
AT&T Text to 9-1-1	\$109,130	\$109,130	\$109,130	\$109,130	\$109,130	\$126,512
Century Link	\$11,937	\$12,817	\$13,202	\$13,598	\$14,005	\$14,426
Colorado Valley Communications	\$527	\$468	\$468	\$468	\$468	\$468
Colorado Valley Telephone	\$1,565	\$1,404	\$1,404	\$1,404	\$1,404	\$1,404
DIR-AVPN	\$686,479	\$784,282	\$807,810	\$832,045	\$857,006	\$882,716
DIR-Municipal Charges	\$0	\$62,676	\$64,556	\$66,493	\$68,488	\$70,542
Foremost Telecommunications	\$2,107	\$1,872	\$1,872	\$1,872	\$1,872	\$1,872
Frontier	\$670,955	\$200,325	\$200,893	\$201,478	\$202,080	\$202,700
Grande Communications	\$2,701	\$0	\$0	\$0	\$0	\$0
LCRA	\$11,080	\$10,140	\$10,140	\$10,140	\$10,140	\$10,140
Lumen (formerly Level 3)	\$15,937	\$14,137	\$14,137	\$14,137	\$14,137	\$14,137
Logix	\$3,160	\$0	\$0	\$0	\$0	\$0
Richard's Electric	\$2,000	\$0	\$0	\$0	\$0	\$0
Optimum (formerly Suddenlink Communications)	\$2,360	\$2,337	\$2,407	\$2,480	\$2,554	\$2,631
Telecomm. Specialists - Text 2 911	\$48,168	\$0	\$0	\$0	\$0	\$0
Time Warner Cable/Spectrum	\$20,175	\$16,305	\$16,794	\$17,298	\$17,817	\$18,351
UMB Bank (Sprint Wireless Recovery)	\$156,149	\$0	\$0	\$0	\$0	\$0
Wireless Test Phones	\$2,218	\$739	\$762	\$784	\$808	\$832
Network Contingency	\$651,501	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Total Network	\$7,678,448	\$6,083,043	\$6,118,211	\$6,222,065	\$6,282,883	\$6,440,260

GIS Database Maintenance (931)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
Interlocal GIS Contracts	\$2,026,952	\$2,091,889	\$2,154,646	\$2,219,285	\$2,285,864	\$2,354,440
9-1-1 Database Maintenance	\$53,418	\$14,986	\$14,986	\$14,986	\$14,986	\$14,986
CAPCOG GIS Services	\$512,731	\$558,905	\$580,191	\$602,143	\$620,207	\$638,814
Aerial Photography	\$201,640	\$246,000	\$246,480	\$246,974	\$247,484	\$248,008
Software Subscription & Maintenance	\$104,328	\$99,616	\$99,909	\$100,211	\$100,522	\$92,842
Total GIS Database Management	\$2,899,069	\$3,011,396	\$3,096,211	\$3,183,599	\$3,269,062	\$3,349,089

Equipment Maintenance (941)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
Regional Network Maint. (AT&T Intrado, COA/Motorola)	\$815,672	\$1,242,883	\$1,242,883	\$1,242,883	\$1,338,518	\$1,372,328
Ancillary Equipment Maintenance (Voice Recorders)	\$397,465	\$142,849	\$147,134	\$151,548	\$156,095	\$160,777
Total Equipment Maintenance	\$1,213,137	\$1,385,732	\$1,390,017	\$1,394,431	\$1,494,613	\$1,533,106

PSAP Operations (951)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
PSAP Support	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000
PSAP Interpreter Services	\$180,000	\$312,500	\$257,500	\$265,225	\$273,182	\$281,377
MIS Reporting System (ECATS/Rapid Deploy Eclipse)	\$451,908	\$451,908	\$451,905	\$337,500	\$337,500	\$391,255
Criticall Testing Services	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275	\$57,964
Other Contractual Services	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Priority Dispatch/Software Subscription	\$1,011,393	\$1,010,755	\$1,171,742	\$1,171,742	\$1,171,742	\$1,171,742
Backup Center Rent	\$523,258	\$528,905	\$570,339	\$603,928	\$610,488	\$0
Backup Center Generator Routine Maintenance and Repairs	\$57,942	\$27,019	\$28,885	\$28,688	\$29,523	\$0
Backup Center UPS Maintenance	\$20,385	\$25,926	\$26,703	\$27,504	\$28,330	\$0
Mapping Services (GeoComm/Radius Mapping and Hosting)	\$510,771	\$510,771	\$510,771	\$510,771	\$510,771	\$510,771
Total PSAP Operations	\$3,168,658	\$3,282,284	\$3,433,890	\$3,362,994	\$3,380,811	\$2,776,109

Training & Education (961)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
Educational Software	\$6,193	\$6,193	\$6,379	\$6,570	\$6,767	\$6,970
Contractual Services	\$243,338	\$200,000	\$206,000	\$212,180	\$218,545	\$225,102
Educational Supplies	\$98,000	\$95,000	\$97,850	\$100,786	\$103,809	\$106,923
Total Telecommunicator Training and Education	\$347,531	\$301,193	\$310,229	\$319,536	\$329,122	\$338,995

Other ECD Systems (991 and 992)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
Regional Notification System	\$503,381	\$619,200	\$523,079	\$528,342	\$591,948	\$665,103
WebEOC	\$200,284	\$217,693	\$227,595	\$234,676	\$241,979	\$245,927
Total Other Emerg. Communication Systems	\$703,665	\$836,893	\$750,674	\$763,018	\$833,927	\$911,030

Equipment & Projects (970 / 981)						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget	FY 2030 Projected Budget
1: Console Replacements and Integration	\$3,365,306	\$0	\$0	\$0	\$0	\$0
2: Backup Center Radio: BUC/RBUC/DSR	\$243,267	\$0	\$0	\$0	\$0	\$0
3: Llano County Radio Dispatch and Network Connectivity	\$110,477	\$0	\$0	\$0	\$0	\$0
4: Generator Replacement	\$300,000	\$300,000	\$0	\$0	\$0	\$0
5: Contracted Services PSAP Best Practices Study	\$200,000	\$0	\$0	\$0	\$0	\$0
6: PSAP Room Modification	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
7: Capital Costs for new CAECD lease	\$0	\$8,325,040	\$0	\$0	\$0	\$0
8: Equipment Replacement	\$0	\$0	\$0	\$0	\$0	\$2,500,000
Total Equipment & Projects	\$4,669,050	\$9,075,040	\$450,000	\$450,000	\$450,000	\$2,950,000

Fund Balance						
	FY 2025 Projected	FY 2026 Proposed Budget	FY 2027 <i>Projected Budget</i>	FY 2028 <i>Projected Budget</i>	FY 2029 <i>Projected Budget</i>	FY 2030 <i>Projected Budget</i>
Starting Fund Balance	\$44,307,138	\$38,452,277	\$29,356,327	\$29,434,357	\$29,465,815	\$29,321,848
Operations Reserve	\$12,500,000	\$13,500,000	\$13,500,000	\$13,500,000	\$13,500,000	\$13,500,000
Equipment Reserve	\$5,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Unassigned	\$26,807,138	\$14,952,277	\$5,856,327	\$5,934,357	\$5,965,815	\$5,821,848
Change in Fund Balance	(\$5,854,861)	(\$9,095,950)	\$78,030	\$31,459	(\$143,967)	(\$2,240,654)
Operations Reserve	\$1,000,000	\$0	\$0	\$0	\$0	\$0
Equipment Reserve	\$5,000,000	\$0	\$0	\$0	\$0	(\$2,500,000)
Unassigned	(\$11,854,861)	(\$9,095,950)	\$78,030	\$31,459	(\$143,967)	\$259,346
Projected Ending Fund Balance	\$38,452,277	\$29,356,327	\$29,434,357	\$29,465,815	\$29,321,848	\$27,081,194
Operations Reserve	\$13,500,000	\$13,500,000	\$13,500,000	\$13,500,000	\$13,500,000	\$13,500,000
Equipment Reserve	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$7,500,000
Unassigned	\$14,952,277	\$5,856,327	\$5,934,357	\$5,965,815	\$5,821,848	\$6,081,194
Target Minimum Unassigned Fund Balance	\$4,625,000	\$4,625,000	\$4,625,000	\$4,625,000	\$4,625,000	\$4,625,000
Unassigned Fund Balance Beyond Minimum	\$10,327,277	\$1,231,327	\$1,309,357	\$1,340,815	\$1,196,848	\$1,456,194

# CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS MEETING

**MEETING DATE:** July 9, 2025

**AGENDA ITEM:** 7. Consider Approving 9-1-1 GIS Contracts

**GENERAL DESCRIPTION OF ITEM:**

This agenda item is to approve the 9-1-1 GIS contracts with local governments for 10/1/2025 – 9/30/2026. CAPCOG relies on these contracts to obtain monthly updates to the address points and road centerlines used by 9-1-1 call-takers in mapping applications, as well as updates to city limits and emergency service zones (ESZs) when those change. Now that the region has transitioned to Next Gen 9-1-1, these data will be used as the basis for routing 9-1-1 calls to the appropriate Public Safety Answering Point (PSAP).

Funding for each local government's contract is based on the size of its 9-1-1 GIS database and a funding formula approved by the CAECD Board in 2020, as is explained in the attached memo. FY2026 funding is \$43,797.53 higher than FY2025 funding (a 2.14% increase), reflecting growth in the size of the GIS databases.

**THIS ITEM REPRESENTS A:**

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

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

**BUDGETARY IMPACT:**

Total estimated cost: \$2,091,889.08

Source of Funds: 9-1-1 Service Fees

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

Does item represent a new expenditure? ☐ Yes ☒ No

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

If so, for what city/county/etc.? Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties, and City of Austin.

**PROCUREMENT:** Interlocal Agreements

**ACTION REQUESTED:** Approve FY2026 9-1-1 GIS Contracts

**BACK-UP DOCUMENTS ATTACHED:**

1. 9-1-1 GIS Local Government Contract Amendment Memo
2. FY2026 ILA for 9-1-1 GIS Database Management
3. FY2026 ILA Attachment A: Scope of Work
4. FY2026 ILA Attachment B: CAPCOG NG9-1-1 GIS Data Requirements
5. FY2026 ILA Attachment C: Project Representatives and Records Location

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





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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

### July 9, 2025

**TO:** CAECD Board of Managers

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

**RE:** FY2026 9-1-1 GIS Contracts

The Regional Planning and Services (RPS) division is requesting approval of 9-1-1 GIS contracts with City of Austin and Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties to support ongoing work to maintain and update GIS databases needed to ensure accurate and efficient routing of 9-1-1 calls and text messages and response to those calls. Funding amounts are based on a formula established by the board in February 2020<sup>1</sup> and the number of records in each local government's databases as of June 2025. The funding for each local government is shown below.

Local Government	FY2025 Funding Amount	Database Records 6/1/2025	FY2026 Funding Amount	Change in Funding	% Change in Funding
Bastrop	\$151,455.80	72,748	\$155,660.20	\$4,204.40	2.78%
Blanco	\$51,019.75	11,121	\$52,824.76	\$1,805.01	3.54%
Burnet	\$126,710.10	48,905	\$128,240.76	\$1,530.66	1.21%
Caldwell	\$103,321.40	29,021	\$105,374.16	\$2,052.76	1.99%
Fayette	\$102,686.60	26,997	\$103,046.56	\$359.96	0.35%
Hays	\$218,901.00	131,274	\$222,965.12	\$4,064.12	1.86%
Lee	\$64,334.00	13,744	\$65,284.00	\$950.00	1.48%
Llano	\$96,144.25	21,234	\$96,419.12	\$274.87	0.29%
City of Austin	\$642,648.40	503,474	\$650,995.20	\$8,346.80	1.30%
Williamson	\$490,870.25	381,808	\$511,079.20	\$20,208.95	4.12%
Total	\$2,048,091.55	1,240,326	\$2,091,889.08	\$43,797.53	2.14%

Relatively few changes were made to the contracts last year. This year's contracts will incorporate the new contract template and offer greater flexibility with invoicing options, allowing for quarterly, semi-annual, or annual billing. Additionally, the contracts will include expanded training opportunities for counties, along with the standard updates to data submission deadlines.

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

# **CAPITAL AREA COUNCIL OF GOVERNMENTS INTERLOCAL AGREEMENT FOR 9-1-1 GEOGRAPHIC INFORMATION SYSTEM DATABASE MANAGEMENT FY 2026**

## **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. One of CAPCOG's functions includes the operation of the Capital Area Emergency Communications District ("CAECD" or "the District") a regional emergency communications district of the State of Texas organized and operating under Chapter 772, Subchapter G of the Health and Safety Code, as amended. On behalf of the District, CAPCOG desires to ensure the highest quality in its 9-1-1 Geographic Information System (GIS) data in order to ensure the success of the region's transition to Next Generation 9-1-1 emergency communications service within the District.
- 1.2. For the purpose of carrying out CAPCOG's duties and obligations under this agreement, the parties understand and agree that references to CAPCOG includes its employees, officers, directors, volunteers, agents (including the Capital Area Council of Governments – CAPCOG), and their representatives, individually, officially, and collectively.
- 1.3. TEXAS COUNTY ("PUBLIC AGENCY") is a Texas County that has agreed to participate in maintaining and updating the district's 9-1-1 GIS database and exercises its authority under Sec. 251.013 of the Texas Transportation Code to name public roads and assigning address numbers to property located in unincorporated areas of the county.
- 1.4. CAPCOG has received funding in order to compensate the PUBLIC AGENCY for the work required to maintain and update the district's 9-1-1 GIS database.
- 1.5. The services required by PUBLIC AGENCY are available from only one responsible source and no other type of supplies or services will satisfy CAPCOG requirements. Therefore, full and open competition need not be provided.
- 1.6. This Contract is entered into under chapter 791 of the Texas Government Code.

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

- 2.1. PUBLIC AGENCY agrees to provide CAPCOG the goods and services described in Attachment A, Scope of Work in accordance with the data requirements in Attachment B and the budget as itemized in Sec. 4.

## **Sec. 3. Term of Contract**

- 3.1. This contract begins on October 1, 2025, and ends on September 20, 2026, unless sooner terminated under Sec. 14, or extended by mutual agreement of both parties.



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

- 4.1. CAPCOG agrees to compensate PUBLIC AGENCY for the goods and services provided under this Contract in the amount of \$000,000.00.
- 4.2. PUBLIC AGENCY agrees to submit invoices for the exact amounts indicated, quarterly activity reports, and other documents as required to CAPCOG for deliverables outlined in Attachment A according to the following schedule:

a. Quarterly Option:

October 1, 2025 – December 31, 2025: \$000,000.00, continuity plan, budget estimate, invoice and quarterly activity report due by close of business, Monday, January 12, 2026;

January 1, 2026 – March 31, 2026: \$000,000.00, invoice and quarterly activity report due by close of business, Monday, April 13, 2026;

April 1, 2026 – June 30, 2026: \$000,000.00, invoice and quarterly activity report due by close of business, Monday, July 13, 2026; and

July 1, 2026 – September 30, 2026: \$000,000.00, invoice and quarterly activity report due by close of business, Monday, October 12, 2026.

b. Semi-Annual Option:

October 1, 2025 – December 31, 2025: continuity plan, budget estimate and quarterly activity report due by close of business, Monday, January 12, 2026;

January 1, 2026 – March 31, 2026: \$000,000.00, invoice and quarterly activity report due by close of business, Monday, April 13, 2026;

April 1, 2026 – June 30, 2026: quarterly activity report due by close of business, Monday, July 13, 2026; and

July 1, 2026 – September 30, 2026: \$000,000.00, invoice and quarterly activity report due by close of business, Monday, October 12, 2026.

c. Annual Option:

October 1, 2025 – December 31, 2025: continuity plan, budget estimate and quarterly activity report due by close of business, Monday, January 12, 2026;

January 1, 2026 – March 31, 2026: quarterly activity report due by close of business, Monday, April 13, 2026;

April 1, 2026 – June 30, 2026: quarterly activity report due by close of business, Monday, July 13, 2026; and

July 1, 2026 – September 30, 2026: **\$000,000.00**, invoice and quarterly report due by close of business, Monday, October 12, 2026.

- 4.3. Timely submission of invoices will be considered in CAPCOG's evaluation of PUBLIC AGENCY's performance of this ILA, and CAPCOG reserves the right to reject any invoice submitted after the due date.
- 4.4. PUBLIC AGENCY agrees to certify each invoice as follows:
  - a. PUBLIC AGENCY certifies that this invoice is correct and complete, that the amount requested has not been received.
  - b. PUBLIC AGENCY agrees to submit a quarterly activity report along with each invoice in accordance with the scope of work in Attachment A. If CAPCOG determines that PUBLIC AGENCY has not met performance expectations described in Attachment A, CAPCOG will provide a written explanation to PUBLIC AGENCY, and PUBLIC AGENCY agrees to provide, within five business days, a comprehensive explanation of the performance deficiency and a plan for achieving performance targets during the next quarter.
- 4.5. CAPCOG agrees to pay PUBLIC AGENCY the amount owed on each invoice within 30 calendar days after CAPCOG determines that the PUBLIC AGENCY has fulfilled its obligations for the quarter in accordance with Attachment A.

## **Sec. 5. Independent Public Agency**

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

## **Sec. 6. Assignment and Subcontracting**

- 6.1. Except as described herein, PUBLIC AGENCY may not assign its rights or subcontract its duties under this contract without the prior written consent of CAPCOG. An attempted assignment or subcontract in violation of this Sec. 6.1 is void.
- 6.2. If CAPCOG consents to PUBLIC AGENCY's subcontracting of duties, each subcontract is subject to all the terms and conditions of this ILA, and PUBLIC AGENCY agrees to furnish a copy of this ILA to each subcontractor and furnish, upon request, a copy of PUBLIC AGENCY's contract with any subcontractor to CAPCOG.
- 6.3. If PUBLIC AGENCY wishes to assign the role of project representative to anyone other than a PUBLIC AGENCY employee to serve as its project representative for this ILA, it shall provide documentation to CAPCOG that the subcontractor consents to serve in this capacity.

## **Sec. 7. Liability Insurance**

- 7.1. PUBLIC AGENCY agrees to maintain throughout the term of this contract sufficient insurance coverage to meet the following requirements:
  - a. Commercial general liability insurance with the minimum coverages of \$100,000 for each occurrence, \$300,000 annual aggregate, and \$100,000 excess liability coverage.
  - b. Texas workers' compensation insurance with coverage satisfying the statutory requirements plus Employers' Liability insurance with minimum coverages per

- employee of \$100,000 for bodily injury and \$300,000 for disease for each accident; and
- c. Comprehensive automobile liability insurance with limits of at least \$300,000 combined single limit for bodily injury and property damage for each occurrence.
  - d. If PUBLIC AGENCY's insurance policies are not written for amounts specified above, PUBLIC AGENCY shall carry umbrella or excess liability insurance for any differences in amounts specified. If excess liability insurance is provided, it shall follow the form of the primary coverage.
- 7.2. PUBLIC AGENCY agrees to name CAPCOG as an additional insured on each of the insurance policies, except the worker's compensation policy, maintained under Sec. 7.1.2. Each of PUBLIC AGENCY's insurance policies maintained under Sec. 7.1 must contain provisions (1) that the SUBRECIPIENT will notify CAPCOG least 30 calendar days in advance of (i) cancellation or nonrenewal of the policy, (ii) or any reduction in the policy amounts., and (iii) deletion of CAPCOG as an additional insured; and waivers of subrogation in CAPCOG's favor.
- 7.3. PUBLIC AGENCY agrees to furnish CAPCOG a copy of the declarations page or a certificate of insurance for each insurance policy maintained under Sec. 7.1 within 30 calendar days after the effective date of this contract.

## **Sec. 8. Indemnification**

- 8.1. PUBLIC AGENCY agrees at its own expense to defend CAPCOG, its governing body members, officers, employees, and agents against any claim, suit, or administrative proceeding, and to indemnify them against any liability (including all expenses and reasonable counsel fees incurred), to the extent arising out of any intentional, grossly negligent, or negligent act or omission of PUBLIC AGENCY 's governing body member, officer, employee, or agent under this contract.
- 8.2. If PUBLIC AGENCY is served with process in a suit or proceeding described in Sec. 8.1, PUBLIC AGENCY agrees promptly to furnish CAPCOG with a copy of the process.
- 8.3. PUBLIC AGENCY agrees that its obligations under Secs. 8.1 and 8.2 apply to causes of action accruing during the term of this contract, and that for this purpose the obligations will survive the ending or early termination of this contract.

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

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

## **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 PUBLIC AGENCY believes that information it submits to CAPCOG is proprietary or confidential and is not disclosable to a third party, PUBLIC AGENCY must clearly mark the information as proprietary or confidential and inform CAPCOG in writing that PUBLIC AGENCY 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 PUBLIC AGENCY's desire to keep the information confidential, CAPCOG agrees to use the information only in performing this contract 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 PUBLIC AGENCY of any request for disclosure of the information under the Texas Public Information Act.
- 10.4. CAPCOG's sole obligation to protect allegedly proprietary or confidential information submitted by PUBLIC AGENCY is described in this Sec. 10.

## **Sec. 11. Intellectual Property**

- 11.1. For purposes of this Sec. 11, "intellectual property" means a discovery or invention for which patent, trademark, or trade secret rights may be acquired; designs, plans, maps, computer programs, reports, manuals, or other copyrightable materials; and any other materials in which intellectual property rights have been or may be acquired.
- 11.2. Unless specifically identified in accordance with Sec. 11.3, CAPCOG will hold an exclusive right to all intellectual property produced under this contract.
- 11.3. If PUBLIC AGENCY creates intellectual property in the performance of this contract or purchases intellectual property with contract funds, PUBLIC AGENCY shall promptly notify CAPCOG of the creation or purchase and supply CAPCOG with sufficient technical detail to identify the property and describe its likely applications.
- 11.4. CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, copy, sell, or license, and to license others to use, reproduce, copy, sell, or license, for a governmental purpose, any intellectual property created in the performance of this contract and to use, reproduce, or copy data purchased with contract funds.

## **Sec. 12. Applicable Law**

- 12.1. In carrying out this contract, PUBLIC AGENCY agrees to comply with all applicable laws. This Contract is governed by and shall be construed in accordance with the laws of the State of Texas.
- 12.2. To the extent that conditions are attached to any source of funding that CAPCOG uses to pay for this contract flows down to sub-contracts, those provisions also apply to this contract.

### **Sec. 13. Suspension or Termination of Contract for Unavailability of Funds**

- 13.1. PUBLIC AGENCY acknowledges that CAPCOG is a governmental entity without taxing power and agrees that CAPCOG may suspend its payment obligations under or terminate this contract in whole or part if CAPCOG learns that funds to pay for all or part of the goods or services will not be available at the time of delivery or performance. If CAPCOG suspends or terminates only part of this contract for unavailability of funds, PUBLIC AGENCY agrees to perform the unsuspended or unterminated part if CAPCOG so requests.
- 13.2. CAPCOG suspends or terminates this contract for unavailability of funds by giving PUBLIC AGENCY 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 contract is suspended or terminates on the specified termination date.
- 13.3. If this contract is suspended or terminated for unavailability of funds under this Sec. 13, PUBLIC AGENCY is entitled to compensation for the services it performed before it received notice of suspension or termination. However, CAPCOG is not liable to PUBLIC AGENCY for costs it paid or incurred under this contract after or in anticipation of its receipt of notice of suspension or termination.

### **Sec. 14. Termination for Breach of Contract**

- 14.1. If PUBLIC AGENCY or CAPCOG breaches a material provision of this contract, 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 contract or either party may invoke the dispute resolution process of Sec. 14.
- 14.2. Termination for breach under this Sec. does not waive either party's claim for damages resulting from the breach.

### **Sec. 15. Suspension or Termination of Contract for Convenience**

- 15.1. CAPCOG may, upon providing at least 10 days' written notice to PUBLIC AGENCY, partially or fully suspend or terminate this contract for convenience. Termination shall not prejudice any other right or remedy of CAPCOG or PUBLIC AGENCY. PUBLIC AGENCY may request reimbursement for conforming work and timely, reasonable costs directly attributable to termination. PUBLIC AGENCY shall not be paid for work not performed, loss of anticipated profits or revenue, consequential damages or other economic loss arising out of or resulting from termination. If CAPCOG suspends or terminates only part of this contract, PUBLIC AGENCY agrees to perform the unsuspended or unterminated part if CAPCOG so requests.

### **Sec. 16. Dispute Resolution**

- 16.1. The parties desire to resolve disputes arising under this contract without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the

dispute between themselves. To this end, the parties agree not to sue one another, except to enforce compliance with this Sec. 16, toll the statute of limitations, or seek an injunction, until they have exhausted the procedures set out in this Sec. 16.

- 16.2. At the written request of either party, each party shall appoint one nonlawyer representative to negotiate informally and in good faith to resolve any dispute arising under this contract. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.
- 16.3. If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to refer the dispute to the Dispute Resolution Center of Austin for mediation in accordance with the Center's mediation procedures by a single mediator assigned by the Center. Each party shall pay half the cost of the Center's mediation services.
- 16.4. The parties agree to continue performing their duties under this contract, which are unaffected by the dispute, during the negotiation and mediation process.

## **Sec. 17. Notice to Parties**

- 17.1. 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 acknowledged as received via email by the intended recipient; (2) when it is delivered to the party personally; (3) 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. 17.2 and signed on behalf of the party; (4) three business days after its deposit in the United States mail, with first-class postage affixed, addressed to the party's address specified in Sec. 17.2; or (5) one business day after it is submitted by email to the party's email address specified in Sec. 17.2.
- 17.2. CAPCOG's address is 6800 Burleson Road, Building 310, Suite 165, Austin, Texas 78744, Attention: Chris Miller, Executive Director, [cmiller@capcog.org](mailto:cmiller@capcog.org). PUBLIC AGENCY'S mailing address is **1234 MAIN STREET, CITY, TEXAS 77777**, Attention: **FIRST LAST, COUNTY JUDGE, COUNTY.JUDGE@EMAIL.ORG**.
- 17.3. A party may change its address or email address by providing notice of the change in accordance with Sec. 17.1.

## **Sec. 18. Conflict of Interest**

- 18.1. Chapter 176 of the Texas Local Government Code requires PUBLIC AGENCYs and consultants seeking to do business with CAPCOG to file a conflict-of-interest questionnaire (CIQ) if they have an employment or other business relationship with a CAPCOG officer or an officer's close family member. The required questionnaire and instructions are located at the Texas Ethics Commission website [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf). CAPCOG officers include the Executive Committee and Executive Director, who are listed on the CAPCOG website. The CIQ must be completed and filed with a bid, request for proposal or quote, if an employment or business relationship defined in the law exists.

## **Sec. 19. Gift to Public Servant**

- 19.1. PUBLIC AGENCY warrants that it has not given, offered to give, nor does it intend to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Agreement.

## **Sec. 20. Equal Opportunity**

- 20.1. PUBLIC AGENCY will be required to comply with all Equal Employment Opportunity laws and regulations.

## **Sec. 21. Title VI Requirements**

- 21.1. PUBLIC AGENCY is required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Sec. 2000d), the regulations of DOT issued hereunder (49 C.F.R. part 21), and the assurances by CAPCOG thereto.

## **Sec. 22. Miscellaneous**

- 22.1. Each individual signing this contract on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.
- 22.2. This contract shall be construed and interpreted in accordance with the laws of the State of Texas. Venue for all disputes hereunder shall be solely in Travis County.
- 22.3. CAPCOG is a governmental agency and is exempt from payment of sales tax. Unless CAPCOG's request for quote or specifications specifically indicate otherwise, the price bid must be net exclusive of the previously mentioned taxes.
- 22.4. If the total amount of this Agreement is in excess of \$100,000, and if the PUBLIC AGENCY is required to make a certification pursuant to Texas Government Code, Sec. 2274.002 (as added by Acts 2021, 87th Leg., R.S., S.B. 13, § 2), the PUBLIC AGENCY certifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement. If the PUBLIC AGENCY does not make that certification, the PUBLIC AGENCY must state why the certification is not required.
- 22.5. The PUBLIC AGENCY represents that neither the PUBLIC AGENCY, nor any affiliate of the PUBLIC AGENCY, (i) is an entity listed by the Texas Comptroller of Public Accounts under Texas Government Code, Secs. 2252.153 or 2270.0201; (ii) constitutes a "scrutinized company" as defined by Texas Government Code, Sec. 2270.0001 (9); or (iii) has contracts with, provides supplies or services to, or is otherwise engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Texas Government Code, Sec. 2252.152.
- 22.6. PUBLIC AGENCY understands that CAPCOG will adhere to the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing - Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, and PUBLIC AGENCY certifies that it and its principals are eligible to participate in this Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity; that it is in compliance with Texas statutes and rules; and that it is not listed on the federal government's terrorism watch list.
- 22.7. If the total amount of this Agreement is in excess of \$100,000, and if the PUBLIC AGENCY is required to make a certification pursuant to Texas Government Code, Sec. 2274.002 (as added by Acts 2021, 87th Leg., R.S., S.B. 19, § I), the PUBLIC AGENCY certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of this Agreement against a firearm entity or firearm trade association. If the PUBLIC AGENCY does not make that certification, the PUBLIC AGENCY must state why the certification is not required.

- 22.8. If the total amount of this Agreement is in excess of \$100,000, and if the PUBLIC AGENCY is required to make a certification pursuant to Texas Government Code, Sec. 2271.002, the PUBLIC AGENCY certifies that the PUBLIC AGENCY: (1) does not boycott Israel; and (2) will not boycott Israel during the term of this Agreement.
- 22.9. If the total amount of this Agreement is in excess of \$100,000, PUBLIC AGENCY certifies that it will not use and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. PUBLIC AGENCY also agrees to disclose any lobbying with nonfederal funds that takes place in connection with obtaining any Federal award or contract.
- 22.10. If the total amount of this Agreement is in excess of \$150,000, the PUBLIC AGENCY certifies it will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387).
- 22.11. The PUBLIC AGENCY represents and warrants that it will comply with Sec. 6002 of the federal Solid Waste Disposal Act (42 USC§ 6962), as amended by the Resource Conservation and Recovery Act, and Title 40, Part 247 of the Code of Federal Regulations.
- 22.12. To the extent applicable, PUBLIC AGENCY represents and warrants that it will buy Texas products, services, and materials for use in providing the services authorized herein when such products, services, and materials are available at a comparable price and in a comparable period of time when compared to non-Texas products, services, and materials.
- 22.13. This contract states the entire agreement of the parties, and may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this contract which are required by changes in Federal and State law or regulations are automatically incorporated into this contract without written amendment hereto and shall become effective on the date designated by such law or regulation.
- 22.14. This contract is executed through signatures affixed electronically or scanned by both parties and transmitted electronically.

## **Sec. 23. Attachments**

- 23.1 The following Attachments are part of this Contract:
- A. Scope of Work
  - B. CAPCOG Next Generation 9-1-1 GIS Data Requirements
  - C. Project Representatives and Records Location



## Signatures

### TEXAS COUNTY

By

\_\_\_\_\_  
COUNTY JUDGE  
County Judge

Date

\_\_\_\_\_

\_\_\_\_\_  
Date of Governing Board Approval (if Entity  
is a County)

### Capital Area Council of Governments

By

\_\_\_\_\_  
Chris Miller  
Executive Director

Date

\_\_\_\_\_

# Attachment A: Scope of Work

## Overview

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

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

## Definitions

### Core 9-1-1 GIS data terminology:

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

11. **Positional Accuracy:** The measure of how an object is accurately positioned on the map with respect to its true position on the ground or its intended designation.

**Specialized NG9-1-1 GIS terminology:**

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

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

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

**Quality Control terminology:**

1. **Enterprise Geospatial Data Management System (EGDMS):** A cloud-based quality control platform provided by AT&T/Intrado used for identifying critical errors that affect call and dispatch routing that will be used by the PUBLIC AGENCY to provision (determines

acceptable) data to CAPCOG's NG9-1-1 system for call routing. EGDMS does not assess "significant" errors that affect dispatch.

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

### **General Terminology**

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

## Qualifications

PUBLIC AGENCY represents and warrants that all personnel assigned to perform 9-1-1-related tasks possess the requisite qualifications to effectively carry out such duties. For the purposes of this agreement, personnel shall be deemed qualified if they have a minimum of one (1) year of experience utilizing ESRI ArcGIS Pro software and receive certification by successfully completed training provided by CAPCOG.

## Task 1: Basic Work

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

### Task 1.A.

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

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

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

### Task 1.B.

PUBLIC AGENCY shall enter into and maintain agreements with all other local governments with the authority to assign address points, assign road names and address ranges, alter municipal boundaries, or change the geographic coverage of emergency service providers in order to ensure that these entities provide such data to PUBLIC AGENCY in a timely manner. When such changes occur, PUBLIC AGENCY shall provide CAPCOG with adequate advance notice of any substantive changes that could or should affect PSAP boundaries, ESB boundaries, provisioning boundaries, or any sub-contracting in order for an orderly transition as a result of any pending new agreement, amendment, or agreement termination. PUBLIC AGENCY shall submit a copy of each of these agreements to CAPCOG no later than October 6, 2025.

### Task 1.C.

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

#### **Task 1.D.**

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

#### **Task 1.E.**

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

#### **Task 1.F.**

PUBLIC AGENCY shall provide to CAPCOG information from any County Commissioners' Court meetings or City Council meetings that would affect PUBLIC AGENCY's performance of this contract, including (but not limited to) changes to PSAPs, ESBs/ESZs, annexation, or subcontracting. PUBLIC AGENCY's Project Representative is expected to keep track of County Commissioners Court and City Council meeting agendas to determine if an item may affect the performance of this contract and notify CAPCOG's project representative of any such issues as soon as possible, but no later than 2 days prior to the Commissioners Court or City Council meeting. Such information includes, but is not limited to, annexation notices, disannexation notices, and interlocal agreements related to emergency services and coverage areas. To the extent possible, CAPCOG will use the ESB and ESZ data submitted by the PUBLIC AGENCY in the 9-1-1 system. However, CAPCOG reserves the right to make adjustments to these data and/or reinstate prior versions if the data submitted by PUBLIC AGENCY are found to have errors. Regardless of any such changes made by local governments within their Provisioning Boundary, those changes will not be made in the 9-1-1 system until this information is provided to CAPCOG, CAPCOG accepts the information, and makes the corresponding changes in the 9-1-1 system. CAPCOG shall make PUBLIC AGENCY aware of any required changes to these boundaries within three business days of being provided with the polygon data. Note that changes to this data may be sent to CAPCOG at any point during the month.

#### **Task 1.G.**

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

#### **Task 1.H.**

By October 6, 2025, PUBLIC AGENCY shall submit to CAPCOG a list of which agencies are responsible for assigning 9-1-1 addresses within all areas of their Provisioning Boundary.

#### **Task 1.I.**

PUBLIC AGENCY shall prepare a budget estimate for the time period 10/01/2025-09/30/2026 in a form provided by CAPCOG and submit it to CAPCOG no later than due by close of business, Monday, January 12, 2026.

### **Task 1.J.**

PUBLIC AGENCY shall develop and maintain a continuity plan, in a form provided by CAPCOG, to be implemented in the event the PROJECT REPRESENTATIVE becomes unavailable. The continuity plan shall identify a designated alternate and shall include the alternate's name, contact information, date of qualification by CAPCOG, and signature.

The designated alternate shall possess sufficient knowledge of the submission process, a working understanding of the PUBLIC AGENCY's database, and access to all files and systems necessary to perform the responsibilities of the PROJECT REPRESENTATIVE.

The completed continuity plan form shall be submitted to CAPCOG no later than close of business on Monday, January 12, 2026.

## **Task 2: Feature Class Quality Control**

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

### **Task 2.A.**

PUBLIC AGENCY must download the ALI extract data from the site provided by CAPCOG within seven days of being notified by CAPCOG that it is available.

### **Task 2.B.**

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

### **Task 2.C.**

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

### **Task 2.D.**

PUBLIC AGENCY must correct any errors that are indicated in the Quality Control Reports obtained by performing Tasks 2.B and 2.C. as soon as possible.

#### **Task 2.E.**

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

### **Task 3: GIS Work for PSAP Map Updates**

Task 3 involves GIS work needed for directly maintaining and updating the 9-1-1 GIS database for use in monthly updates to PSAP mapping applications. CAPCOG's expectation is that this work would be performed by a person, either on staff or subcontracted by the PUBLIC AGENCY, with responsibilities, knowledge, skills, education, and experience comparable to the state's "Geographic Information Specialist II" job description.<sup>1</sup> Task 2 includes the following sub-tasks:

#### **Task 3.A.**

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

#### **Task 3.B.**

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

#### **Task 3.C.**

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

### **Task 4: Updates for Call-Routing**

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

#### **Task 4.A.**

PUBLIC AGENCY shall submit the most recent 9-1-1 road (RCL) and street address (SSAP) Feature Class datasets to EGDMS at least once during the Submission Window. CAPCOG will assess compliance with Performance Standard Accuracy indicated for each Feature Class in Attachment

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



B based on the last submission during the Submission Window. Road (RCL) updates submitted by PUBLIC AGENCY to EGDMS will automatically update PUBLIC AGENCY's GeoMSAG.

#### **Task 4.B.**

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

### **Content of Quarterly Reports**

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

- For each applicable governmental entity with administrative boundaries within PUBLIC AGENCY's Provisioning Boundary, PUBLIC AGENCY shall provide a summary of actions taken each month relevant to the 9-1-1 GIS database, including any new records added since the last update and errors corrected.
- The date and time of the PUBLIC AGENCY's last backup of its 9-1-1 GIS database.
- Dates and basic summaries (such as total number of features) of data submissions to CAPCOG.
- A summary of any work that involved resolution of boundary issues with other entities, correction of errors and resolution of any other issues related to this contract
- An explanation for any performance issues during the quarter and corrective action that will be taken to address and prevent such issues in the future, including:
  - Late or incomplete data submissions;
  - Failure to meet performance expectations for ALI to RCL match accuracy rates, critical error accuracy rates, or significant error rates; and
  - Any other issue identified by CAPCOG in a Comprehensive Performance Report.

### **Operational Timeline**

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

<b>Month</b>	<b>Submission Window</b>	<b>Error Correction Window</b>	<b>CAPCOG Pushes out PSAP Map Update</b>
Oct 2025	2025-09-24 – 2025-10-01	2025-10-02 – 2025-10-07	2025-10-09
Nov 2025	2025-10-27 – 2025-11-03	2025-11-04 – 2025-11-07	2025-11-12
Dec 2025	2025-11-24 – 2025-12-01	2025-12-02 – 2025-12-06	2025-12-10
Jan 2026	2025-12-23 – 2026-01-02	2026-01-03 – 2026-01-06	2026-01-12
Feb 2026	2026-01-26 – 2026-02-02	2026-02-03 – 2026-02-06	2026-02-10

Month	Submission Window	Error Correction Window	CAPCOG Pushes out PSAP Map Update
Mar 2026	2026-02-23 – 2026-03-02	2026-03-03 – 2026-03-06	2026-03-10
Apr 2026	2026-03-25 – 2026-04-01	2026-04-02 – 2026-04-07	2026-04-09
May 2026	2026-04-24 – 2026-05-01	2026-05-02 – 2026-05-07	2026-05-11
Jun 2026	2026-05-22 – 2026-06-01	2026-06-02 – 2026-06-05	2026-06-09
Jul 2026	2026-06-24 – 2026-07-01	2026-07-02 – 2026-07-08	2026-07-10
Aug 2026	2026-07-27 – 2026-08-03	2026-08-04 – 2026-08-07	2026-08-11
Sep 2026	2026-08-25 – 2026-09-01	2026-09-02 – 2026-09-08	2026-09-10

## CAPCOG Guidance and Direction

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

# **Attachment B: CAPCOG Next Generation 9-1-1 GIS Data Requirements Version 3 (October 2025)**

## **Sec. 1. Summary**

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

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

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

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

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

## **Sec. 2. Feature Class Schema Guidelines**

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

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

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

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

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

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

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

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

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

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

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

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

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

## Sec. 3. NENA Globally Unique IDS (NGUID)

In this version of the NG9-1-1 GIS Data Model, the format of the NENA Globally Unique ID (NGUID) has changed. The changes make the form of these IDs match other similar IDs in *NENA i3 Standard for Next Generation 9-1-1* (see the Reference Documents section at the end of this document). Like the changes in i3, this change lets a user see what kind of data the ID is from (GIS data), what layer it is from, and which organization created the data. Converting from the NGUID in CAPCOG GIS Data Model Version 1 is simple. A layer-sensitive string precedes the existing data and the "@" sign is replaced with a colon. Additionally, the new format allows a host name containing the agency identifier to be used after the final colon, although using only the agency identifier is acceptable. The extra information in the host name allows more than one system or instance in an agency to create identifiers without the risk of a duplicate identifier. For example, one system could use "system1.example.com" and another could use "system2.example.com."

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

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

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

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

### Example NGUID:

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

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

<b>URN</b>	urn:emergency:uid:gis
<b>Layer Indicator</b>	RCL
<b>Local Unique ID</b>	{AD873541-F41C-409E-A0BE-1B0C583902A4}

Agency Identifier	wilco.org
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#### Layer Indicators

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

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

## Sec. 4. Road Centerlines (RCL)

**Type of Data:** Line

**Performance Standard Accuracy:** 98%

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

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

### 4.1. Graphic (Spatial) Edits

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

### 4.2. Database Format

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

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DiscrpAgID	Discrepancy Agency ID	YES	TEXT	100	MIXED	Agency that last updated the record. Valid values are: <b>Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson</b>
DateUpdate	Date Updated	YES	DATE	N/A	N/A	Date of last update using ISO 8601 format
Effective	Effective Date	NO	DATE	N/A	N/A	Date the new record information goes into effect in ISO 8601 format
NGUID	NENA Globally Unique ID	YES	TEXT	254	MIXED	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:RCL:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org
AdNumPre_L	Left Address Number Prefix	CONDITIONAL	TEXT	15	MIXED	Part of an address preceding the numeric address on Left
AdNumPre_R	Right Address Number Prefix	CONDITIONAL	TEXT	15	MIXED	Part of an address preceding the numeric address on Right
COUNTRY	Country	YES	TEXT	2	UPPER	The value must be: <b>US</b>
FromAddr_L	Left FROM Address	YES	LONG	N/A	N/A	Left address number at the FROM node
ToAddr_L	Left TO Address	YES	LONG	N/A	N/A	Left address number at the TO node
FromAddr_R	Right FROM Address	YES	LONG	N/A	N/A	Right address number at the FROM node
ToAddr_R	Right TO Address	YES	LONG	N/A	N/A	Right address number at the TO node
Parity_L	Parity Left	YES	TEXT	1	MIXED	Valid values are: <b>E</b> = Even, <b>O</b> = Odd, <b>B</b> = Both, <b>Z</b> = Zero (if the range is 0 to 0)
Parity_R	Parity Right	YES	TEXT	1	MIXED	Valid values are: <b>E</b> = Even, <b>O</b> = Odd, <b>B</b> = Both, <b>Z</b> = Zero (if the range is 0 to 0)
St_PreMod	Street Name Pre Modifier	CONDITIONAL	TEXT	15	MIXED	Word or phrase separate from type and direction that precedes St_PreDirL e.g., <b>Access, Alternate, Business, Connector, Extension, Scenic, Spur, Ramp Underpass, Overpass</b>
St_PreDir	Street Name Pre Directional	CONDITIONAL	TEXT	10	MIXED	Spelled out leading directional prefix. Valid values are: <b>North, South, East, West, Northwest, Northeast, Southwest, Southeast.</b>
St_PreTyp	Street Name Pre Type	CONDITIONAL	TEXT	20	MIXED	Spelled out word or phrase that precedes and identifies a type of thoroughfare. Must be fully spelled out, e.g., "Farm to Market Road" instead of "FM". Restricted values found in <a href="#">NENA Registry of Street Name Pre Types and Street Name Post Types</a> (see the Reference Documents section at the end of this document).
St_PreSep	Street Name Pre Type Separator	CONDITIONAL	TEXT	20	MIXED	A preposition or prepositional phrase between St_PreTyp and St_Name, e.g., " <b>of the</b> " in "Avenue of the Stars". Restricted to values found in <a href="#">NENA Registry of Street Name Pre Type Separators</a> (see the Reference

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						Documents section at the end of this document).
St_Name	Street Name	YES	TEXT	254	MIXED	Legal street name as assigned by local addressing authority. The street name does not include any street types, directionals, or modifiers, e.g., “Fifth” in “Fifth Avenue” or “2244” in “Farm to Market Road 2244” The value must be “Driveway” for unnamed streets.
St_PosTyp	Street Name Post Type	CONDITIONAL	TEXT	50	MIXED	Word or phrase that follows the St_Name element and identifies a type of thoroughfare in a complete St_Name, e.g., “Parkway” in “Ocean Parkway”. Restricted to values found in <a href="#">NENA Registry of Street Name Pre Types and Street Name Post Types</a> (see the Reference Documents section at the end of this document).
St_PosDir	Street Name Post Directional	CONDITIONAL	TEXT	10	MIXED	Trailing directional suffix. Valid values are: <b>North, South, East, West, Northwest, Northeast, Southwest, Southeast.</b>
St_PosMod	Street Name Post Modifier	CONDITIONAL	TEXT	25	MIXED	Word or phrase separate from type and direction that follows St_Name, e.g., “Number 5” in “Fire Road Number 5”; “Northbound” in “North Interstate 35 Northbound”
LSt_PreDir	Legacy Street Name Pre Directional	CONDITIONAL	TEXT	2	UPPER	Leading directional prefix. Valid values are: <b>N</b> = North, <b>S</b> = South, <b>E</b> = East, <b>W</b> = West, <b>NW</b> = Northwest, <b>NE</b> = Northeast, <b>SE</b> = Southeast, and <b>SW</b> = Southwest.
LSt_Name	Legacy Street Name*	CONDITIONAL	TEXT	75	UPPER	Legal street name as assigned by local addressing authority. The value must be “DRVW” for unnamed streets.
LSt_Typ	Legacy Street Name Type*	CONDITIONAL	TEXT	4	UPPER	Type of street following the street name, valid entries on USPS Pub 28, e.g., RD, ST, TRL.
LSt_PosDir	Legacy Street Name Post Directional*	CONDITIONAL	TEXT	2	UPPER	Trailing directional suffix. Valid values are: <b>N</b> = North, <b>S</b> = South, <b>E</b> = East, <b>W</b> = West, <b>NW</b> = Northwest, <b>NE</b> = Northeast, <b>SE</b> = Southeast, and <b>SW</b> = Southwest.
FULL_NAME	Full Street Name	YES	TEXT	125	UPPER	Full street name, should be a concatenation of 4 fields: LSt_PreDir, LSt_Name, LSt_Type and LSt_PosDir with no trailing or leading spaces
ESN_L	ESN Left	YES	TEXT	5	N/A	5-digit Emergency Service Number as identified by ESN on Left. If the ESN number has fewer than 5 digits, it must include leading zeros
ESN_R	ESN Right	YES	TEXT	5	N/A	5-digit Emergency Service Number as identified by ESN on Right. If the ESN number has fewer than 5 digits, it must include leading zeros.



FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
MSAGComm_L	MSAG Community Name Left*	CONDITIONAL	TEXT	30	UPPER	Valid service community as identified by MSAG on Left
MSAGComm_R	MSAG Community Name Right*	CONDITIONAL	TEXT	30	UPPER	Valid service community as identified by MSAG on Right
Country_L	Country Left	YES	TEXT	24	UPPER	Value must be: <b>US</b>
Country_R	Country Right	YES	TEXT	24	UPPER	Value must be: <b>US</b>
State_L	State or Equivalent Left (A1)	YES	TEXT	2	UPPER	Value must be: <b>TX</b>
State_R	State or Equivalent Right (A1)	YES	TEXT	2	UPPER	Value must be: <b>TX</b>
County_L	County or Equivalent Left (A2)	YES	TEXT	100	MIXED	Fully spelled county name on the left side of the road. Valid values are: <b>Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson.</b>
County_R	County or Equivalent Right (A2)	YES	TEXT	100	UPPER	Fully spelled county name on the right side of the road. Valid values are: <b>Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson.</b>
AddCode_L	Additional Code Left	CONDITIONAL	TEXT	6	MIXED	A code on the left side of the road that specifies a geographic area
AddCode_R	Additional Code Right	CONDITIONAL	TEXT	6	MIXED	A code on the right side of the road that specifies a geographic area
IncMuni_L	Incorporated Municipality Left (A3)	YES	TEXT	100	MIXED	Name of municipality on Left, if none populate with <b>"Unincorporated"</b>
IncMuni_R	Incorporated Municipality Right (A3)	YES	TEXT	100	MIXED	Name of municipality on Right, if none populate with <b>"Unincorporated"</b>
UnincCom_L	Unincorporated Community Left (A4)	NO	TEXT	100	MIXED	The unincorporated community, either within an incorporated municipality or in an unincorporated portion of a county, or both, on the left side of the street, e.g., Del Valle, Kingsland.
UnincCom_R	Unincorporated Community Right (A4)	NO	TEXT	100	MIXED	The unincorporated community, either within an incorporated municipality or in an unincorporated portion of a county, or both, on the right side of the street, e.g., Del Valle, Kingsland.
NbrhdCom_L	Neighborhood Community Left (A5)	NO	TEXT	100	MIXED	Name of neighborhood or subdivision on Left
NbrhdCom_R	Neighborhood Community Right (A5)	NO	TEXT	100	MIXED	Name of neighborhood or subdivision on Right

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
PostCode_L	Postal Code Left	NO	TEXT	5	MIXED	The ZIP code on the left side of the street
PostCode_R	Postal Code Right	NO	TEXT	5	MIXED	The ZIP code on the right side of the street
PostComm_L	Postal Community Name Left	NO	TEXT	40	MIXED	City name for the ZIP code of an address, as given in the USPS on Left
PostComm_R	Postal Community Name Right	NO	TEXT	40	MIXED	City name for the ZIP code of an address, as given in the USPS on Right
RoadClass	Road Class	NO	TEXT	15	UPPER	See valid Road Class I Types in Section 4.3
CLASS	Road Class Code	YES	TEXT	4	UPPER	Street type designation code (See Road Class Codes in Section 4.4
OneWay	One-Way	NO	TEXT	2	UPPER	Valid values are: <b>B</b> = Both, <b>FT</b> = FROM node to TO node, <b>TF</b> = TO node to FROM node
SpeedLimit	Speed Limit	NO	LONG	N/A	N/A	Posted speed limit in MPH
Valid_L	Validation Left	NO	TEXT	1	UPPER	Indicates if the address range on the left side of the road segment, relative to the FROM node, should be used for civic location validation. A value of "Y" MAY be entered if any Address Number within the address range on the left side of the road segment should be considered by the LVF to be valid. A value of "N" MAY be entered if the Address Number should only be validated using the SiteStructureAddressPoint layer. If not present, a value of "Y" is assumed.
Valid_R	Validation Right	NO	TEXT	1	UPPER	Indicates if the address range on the right side of the road segment, relative to the FROM node, should be used for civic location validation. A value of "Y" MAY be entered if any Address Number within the address range on the left side of the road segment should be considered by the LVF to be valid. A value of "N" MAY be entered if the Address Number should only be validated using the SiteStructureAddressPoint layer. If not present, a value of "Y" is assumed.
NOTES	Notes	NO	TEXT	75	UPPER	Additional information

### 4.3. Road Class I Types

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

- PRIMARY
- SECONDARY
- LOCAL (City, Neighborhood, or Rural Road)
- RAMP

- SERVICE (usually along a limited access highway)
- VEHICULAR TRAIL (4WD, snowmobiles)
- WALKWAY (Pedestrian Trail, Boardwalk)
- ALLEY
- PRIVATE (service vehicles, logging, oil fields, ranches, etc.)
- PARKING LOT
- TRAIL (Ski, Bike, Walking / Hiking Trail)

#### **4.4. Road Class Codes ('Street Type') Designation**

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

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

## **Sec. 5. Site / Structure Address Points (SSAP)**

**Type of Data:** Point

**Performance Standard Accuracy:** 98%

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

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

### **5.1. Graphic (Spatial) Edits**

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

## 5.2. Database Format

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

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

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
St_PreDir	Street Name Pre Directional	CONDITIONAL	TEXT	10	MIXED	Leading directional prefix. Valid values are: North, South, East, West, Northwest, Northeast, Southwest, Southeast. MUST be fully spelled out.
St_PreTyp	Street Name Pre Type	CONDITIONAL	TEXT	20	MIXED	Spelled out word or phrase that precedes and identifies a type of thoroughfare. Must be fully spelled out, e.g. "Farm to Market Road" for "FM". Restricted values found in <a href="#">NENA Registry of Street Name Pre Types and Street Name Post Types</a> (see the Reference Documents section at the end of this document)
St_PreSep	Street Name Pre Type Separator	CONDITIONAL	TEXT	20	MIXED	A preposition or prepositional phrase between the Street Name Pre Type and Street Name. Ex. "of the" in "Avenue of the Stars". Restricted to values found in <a href="#">NENA Registry of Street Name Pre Type Separators</a> (see the Reference Documents section at the end of this document).
St_Name	Street Name	YES	TEXT	254	MIXED	Legal street name as assigned by local addressing authority. The street name does not include any street types, directionals, or modifiers. Ex. "Fifth" in "Fifth Avenue" or "2244" in "Farm to Market Road 2244"
St_PosTyp	Street Name Post Type	CONDITIONAL	TEXT	50	MIXED	Word or phrase that follows the St_Name element and identifies a type of thoroughfare in a complete street name. Ex, "Parkway" in "Ocean Parkway". Restricted values found in <a href="#">NENA Registry of Street Name Pre Types and Street Name Post Types</a> (see the Reference Documents section at the end of this document)
St_PosDir	Street Name Post Directional	CONDITIONAL	TEXT	10	MIXED	Trailing directional suffix. Valid values are: North, South, East, West, Northwest, Northeast, Southwest, Southeast.
St_PosMod	Street Name Post Modifier	CONDITIONAL	TEXT	25	MIXED	Word or phrase separate from type and direction that follows St_Name, e.g., "Number 5" in "Fire Road Number 5"; "Northbound" in "North Interstate 35 Northbound"
LSt_PreDir	Legacy Street Name Pre Directional	CONDITIONAL	TEXT	2	UPPER	Leading directional prefix. Valid values are: <b>N</b> = North, <b>S</b> = South, <b>E</b> = East, <b>W</b> = West, <b>NW</b> = Northwest, <b>NE</b> = Northeast, <b>SE</b> = Southeast, and <b>SW</b> = Southwest.
LSt_Name	Legacy Street Name	CONDITIONAL	TEXT	75	UPPER	Legal street name as assigned by local addressing authority
LSt_Typ	Legacy Street Name Type	CONDITIONAL	TEXT	4	UPPER	Type of street following the street name, valid entries on USPS Pub 28, e.g., RD, ST,

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						TRL
LSt_PosDir	Legacy Street Name Post Directional	CONDITIONAL	TEXT	2	UPPER	Trailing directional suffix. Valid values are: <b>N</b> = North, <b>S</b> = South, <b>E</b> = East, <b>W</b> = West, <b>NW</b> = Northwest, <b>NE</b> = Northeast, <b>SE</b> = Southeast, and <b>SW</b> = Southwest.
FULL_NAME	Full Street Name	YES	TEXT	125	UPPER	Full street name, must be identical to the site's related road FULL_NAME in the RCL Feature Class
FULL_ADDR	Full Address	YES	TEXT	170	UPPER	Full address, should be a concatenation of AddNum_Pre + Addr_Number + AddNum_Suf + FULL_NAME with no extra, leading or trailing spaces
ESN	ESN	YES	TEXT	5	N/A	Emergency Service Number associated with the address and community name preceded by leading zeroes if digits are fewer than 5
MSAGComm	MSAG Community Name	YES	TEXT	30	UPPER	Valid service community associated with the location of the address, e.g., Del Valle, Kingsland.
Post_Comm	Postal Community Name	NO	TEXT	40	MIXED	City name for the ZIP code of an address, as given in the USPS
Post_Code	Postal Code	NO	TEXT	5	N/A	5-digit numeric ZIP code area
PostCodeEx	Postal Code Extension	NO	TEXT	4	N/A	ZIP code + 4 extension
Building	Building	NO	TEXT	75	N/A	One among a group of buildings that have the same address
Floor	Floor	NO	TEXT	75	N/A	A floor, story, or level within a building
Unit	Unit	NO	TEXT	75	N/A	A suite or group of rooms within a building that share the same entrance
Room	Room	NO	TEXT	75	N/A	A single room within a building
Seat	Seat	NO	TEXT	75	N/A	A place where a person sits within a building, e.g., cubicle
Addt_Loc	Additional Location Information	NO	Text	225	N/A	A part of the sub-address that is not a building, floor, room, or seat
LandmkName	Complete Landmark Name	CONDITIONAL	TEXT	150	MIXED	The name by which a prominent feature is publicly known or vanity address
Milepost	Milepost	CONDITIONAL	LONG	N/A	N/A	A posted numeric measurement from a given beginning point
Place_Type	Place Type	NO	TEXT	50	MIXED	Type of feature identified by the address, e.g. residential, office, store, school
Placement	Placement Method	NO	TEXT	25	MIXED	Methodology used for placement of the address point. Restricted values found in <a href="#">NENA Address Point Placement Registry</a> (see the Reference Documents section at

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						the end of this document)
Longitude	Longitude	YES	DOUBLE	N/A	N/A	Longitude of point in decimal degrees using EPSG: 4326
Latitude	Latitude	YES	DOUBLE	N/A	N/A	Latitude of point in decimal degrees using EPSG: 4326
Elevation	Elevation	NO	DOUBLE	N/A	N/A	Height above Mean Sea Level in meters
ST_ALIAS	Street Alias	CONDITIONAL	TEXT	125	UPPER	Entire alias street name assigned to related street segment
NOTES	Notes	NO	TEXT	254	MIXED	Additional location information, which is not a building, floor, unit, room, or seat

## Sec. 6. Emergency Service Zones (ESZ)

**Type of Data:** Polygon

**Performance Standard Accuracy:** 100%

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

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

### 6.1. Graphic (Spatial) Edits

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

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

### 6.2. Database Format

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

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
SOURCE	Source	YES	TEXT	75	UPPER	Agency that last updated the record. Valid values are: <b>BASTROP, BLANCO, BURNET, CALDWELL, FAYETTE, HAYS, LEE, LLANO, TRAVIS, WILLIAMSON.</b>

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
PROVIDER	Provider	EMPTY	TEXT	75	UPPER	The name of the regional 911 authority <i>CAPCOG will populate</i>
LAST_MOD	Last Modification	YES	DATE	N/A	UPPER	Date of last update using ISO 8601 format
EFF_DATE	Effective Date	No	DATE	N/A	UPPER	Date the new record information goes into effect in ISO 8601 format
ES_UNQID	Emergency Service Unique ID	EMPTY	TEXT	100	UPPER	ID for each emergency service polygon - <i>CAPCOG will populate</i>
POLICE	Police	YES	TEXT	60	UPPER	Name of police service provider
FIRE	Fire	YES	TEXT	60	UPPER	Name of fire service provider
MEDICAL	Medical	YES	TEXT	60	UPPER	Name of medical service provider
COUNTRY	Country	YES	TEXT	2	UPPER	The value must be: <b>US</b>
STATE	State	YES	TEXT	2	UPPER	The value must be: <b>TX</b>
COUNTY	County	YES	TEXT	40	UPPER	County name fully spelled out. Valid values are: <b>BASTROP, BLANCO, BURNET, CALDWELL, FAYETTE, HAYS, LEE, LLANO, TRAVIS, WILLIAMSON.</b>
URI	URI	YES	TEXT	254	UPPER	URN/URL for routing. Example: sip:sos@ausxtxm1.travis.tx.us
URN	URN	NO	TEXT	50	UPPER	The URN for the Emergency Service or other Well-Known Service (Example: "urn:service:sos" for a PSAP or "urn:service:sos.ambulance" for an ambulance service )
ESN	ESN	YES	TEXT	5	UPPER	ESN of the responding agency preceded by '0' if number of digits are fewer than 5.
TANDEM	Tandem	YES	TEXT	3	UPPER	911 Selected Router Code
TANDEM2	Tandem 2	CONDITIONAL	TEXT	3	UPPER	911 Selected Router Code
ESSID	ESSID	EMPTY	TEXT	2	UPPER	Unique tandem routing code <i>CAPCOG will populate</i>
ESNGUID	ESN GUID	EMPTY	TEXT	8	UPPER	Concatenation of ESN and ESSID separated by a single forwardslash "/" CAPCOG will concatenate
AVCARDURI	AV Card ID	CONDITIONAL	TEXT	254	UPPER	URI for the vCARD of contact information

## Sec. 7. Emergency Service Boundaries (ESB)

**Type of Data:** Polygon

**Performance Standard Accuracy:** 100%

**Positional Accuracy:** Emergency Service Boundaries must adhere to the specifications of CAPCOG's



QC systems and have no gaps or overlaps within a topology tolerance of 3,600 sq meters.

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

## 7.1. Graphic (Spatial) Edits

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

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

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

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

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

## 7.2. Database Format

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

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DISCRPAGID	Discrepancy Agency ID	YES	TEXT	75	MIXED	Agency that last updated the record. Valid values are: <b>Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson</b>
DATEUPDATE	Date Updated	YES	DATE	26	UPPER	Date of last update using ISO 8601 format
EXPIRE	Expiration Date	EMPTY	DATE	26	N/A	Unique tandem routing code <i>CAPCOG will populate</i>
EFFECTIVE	Effective Date	NO	DATE	26	N/A	The date and time when the information in the record is no longer considered valid.
NGUID	NENA Globally Unique ID	YES	TEXT	254	N/A	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:[xxx]:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org [xxx] must be replaced with <b>Pol, Fire, or Ems</b> for

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
						the corresponding Feature Layer.
STATE	State	YES	TEXT	2	UPPER	The value must be: <b>TX</b>
AGENCY_ID	Agency Identifier	YES	TEXT	100	MIXED	A Domain Name System (DNS) domain name which is used to uniquely identify an agency. Ex. austintexas.gov
SERVICEURI	Service URI	YES	TEXT	254	N/A	URN/URL for routing. Example: sip:sos@ausxtxem1.travis.tx.us
SERVICEURN	Service URN	YES	TEXT	50	N/A	The URN for the Emergency Service or other Well-Known Service*
SERVICENUM	Service Number	YES	TEXT	15	N/A	The numbers that would be dialed on a 12-digit keypad to reach the emergency service appropriate for the location. Ex: 911
AVCARD_URI	AV Card URI	CONDITIONAL	TEXT	254	MIXED	URI for the vCARD of contact information
DISPLAYNAME	Display Name	YES	TEXT	60	UPPER	Name of the service provider that offers services within the area of an Emergency Service Boundary

## Sec. 8. Municipal Boundaries

**Type of Data:** Polygon

**Performance Standard Accuracy:** 100%

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

This dataset represents municipal boundaries in the CAPCOG region.

### 8.1. Graphic (Spatial) Edits

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

### 8.2. Database Format

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

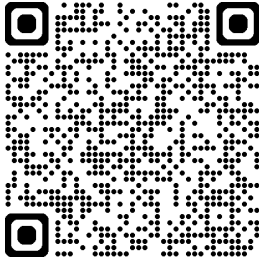
FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
DiscrpAgID	Discrepancy Agency ID	YES	TEXT	75	MIXED	Agency that last updated the record. Valid values are: <b>Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson.</b>
DateUpdate	Date Updated	YES	DATE	N/A	N/A	Date of last update using ISO 8601 format
Effective	Effective Date	NO	DATE	N/A	N/A	Date the new record information goes into effect in ISO 8601 format

FIELD NAME	DESCRIPTIVE NAME	REQUIRED	TYPE	WIDTH	CASE	DESCRIPTION/ VALID ENTRIES
NGUID	NENA Globally Unique ID	YES	TEXT	254	MIXED	Globally Unique ID for each road segment. Ex. urn:emergency:uid:gis:A3:{AD873541-F41C-409E-A0BE-1B0C583902A4}:wilco.org
Country	Country	YES	TEXT	2	UPPER	The value must be: <b>US</b>
State	State	YES	TEXT	2	UPPER	The value must be: <b>TX</b>
County	County	YES	TEXT	40	UPPER	County name fully spelled out. Valid values are: <b>Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson</b>
AddCode	Additional Code	NO	TEXT	6	MIXED	A code that specifies a geographic area
Inc_Muni	Incorporated Municipality (A3)	YES	TEXT	100	MIXED	Name of municipality e.g., " <b>Austin</b> "

## Sec. 9. Reference Documents

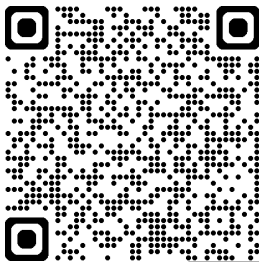
### 9.1. NENA i3 Standard for Next Generation 9-1-1

[https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/NENA-STA-010.3f-2021\\_i3\\_Stan.pdf](https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/NENA-STA-010.3f-2021_i3_Stan.pdf)



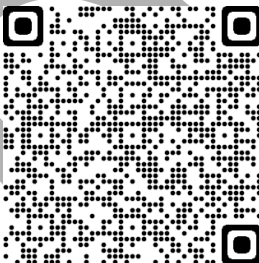
### 9.2. NENA Standard for NG9-1-1 GIS Data Model

[https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/nena-sta-006.2a\\_ng9-1-1\\_gis\\_.pdf](https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/nena-sta-006.2a_ng9-1-1_gis_.pdf)



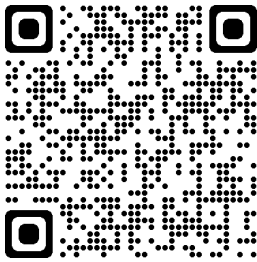
### 9.3. NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1

[https://cdn.ymaws.com/www.nena.org/resource/resmgr/Standards/NENA-INF-014.1-2015\\_SSAP\\_INF.pdf](https://cdn.ymaws.com/www.nena.org/resource/resmgr/Standards/NENA-INF-014.1-2015_SSAP_INF.pdf)



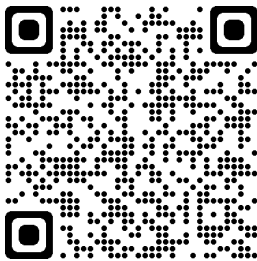
#### 9.4. NENA Master Glossary of 9-1-1 Terminology

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



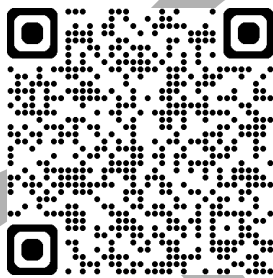
#### 9.5. NENA Registry of Street Name Pre Types and Street Name Post Types

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



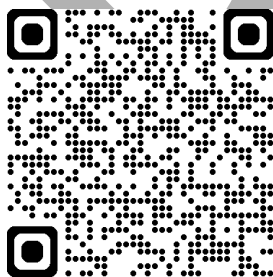
#### 9.6. NENA Registry of Street Name Pre Type Separators

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



#### 9.7. NENA Address Point Placement Registry

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



# Attachment C: Project Representatives and Records Location

## Sec. 1. 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 designee. The CAPCOG Project Representative may indicate a designee through an email to: [PROJECT.REPRESENTATIVE@EMAIL.ORG](mailto:PROJECT.REPRESENTATIVE@EMAIL.ORG).

Rob Buckhouse  
(Name)

Telephone No.: 512-916-6933

CAPCOG GIS Project Manager  
(Title)

Email: [rbuckhouse@capcog.org](mailto:rbuckhouse@capcog.org)

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

## Sec. 2. PUBLIC AGENCY Project Representative

The individual named below is the PUBLIC AGENCY Project Representative, who is authorized to give and receive communications and directions on behalf of PUBLIC AGENCY. All communications must be addressed to the PUBLIC AGENCY Project Representative or their designee. The PUBLIC AGENCY Project Representative may indicate a designee through an email to [rbuckhouse@capcog.org](mailto:rbuckhouse@capcog.org).

PROJECT REPRESENTATIVE  
(Name)

Telephone No.: 999-999-9999

REPRESENTATIVE TITLE  
(Title)

Email: [PROJECT.REPRESENTATIVE@EMAIL.ORG](mailto:PROJECT.REPRESENTATIVE@EMAIL.ORG)

TEXAS COUNTY  
1234 MAIN STREET  
CITY, TEXAS 77777

## Sec. 3. Submittal of Payment Requests

Submit payment invoices to CAPCOG's Project Representative, Accounts Payable Invoices at [apinvoices@capcog.org](mailto:apinvoices@capcog.org) and Charles Simon at [csimon@capcog.org](mailto:csimon@capcog.org).

## Sec. 4. Designated Location for Records Access and Review

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

TEXAS COUNTY  
1234 MAIN STREET  
CITY, TEXAS 77777