



Capital Area Council of Governments General Assembly | Agenda

11:30 a.m. Wednesday, September 17, 2025

St. Edward's University

Mabee Ballroom

3001 South Congress Ave.

Austin, Texas 78704

11:30 a.m. Registration/Lunch

12:00 p.m. Call to Order and Opening Remarks

Judge Brett Bray, Chair

Approve Minutes of December 11, 2024 Meeting

Judge Brett Bray, Chair

Presentation of the of Action Items – Chris Miller, Executive Director

- Election of Nominating Committee for 2025 – 2026 Term
- Adoption of Fiscal Year 2025 – 2026 Budget

12:15 p.m. Texas Demographic Center

Xiuhong “Helen” You, Ph.D., Associate Director (TDC) and Senior Demographer
University of Texas at San Antonio Institute for Demographic and
Socioeconomic Research

Monica Cruz, Ph.D., Special Research Associate
University of Texas at San Antonio Institute for Demographic and
Socioeconomic Research

1:00 p.m. Adjourn



CAPCOG General Assembly | Summary Minutes

11:30 a.m. Wednesday, December 11, 2024

Austin Southpark Hotel

4140 Governor's Row

Austin, Texas 78744

1. Call to Order and Opening Remarks

Mayor Lew White, Chair

Mayor White called the meeting to order at 12:14 p.m. and welcomed the CAPCOG General Assembly representatives and guests. Mayor White introduced Chris Miller as the new Executive Director. Mayor White acknowledged Betty Voights as the outgoing Executive Director.

2. Approve September 11, 2024, Meeting Minutes

Mayor White motioned to approve the September 11, 2024 minutes. The minutes were approved.

3. Election of 2025 Executive Committee

Mr. Miller made a presentation for the nominating committee recommendation for the executive committee for the 2025 term. Mr. Miller momentarily deviated from the agenda to introduce Tonya Domingo with the Regional Law Enforcement Academy. Ms. Domingo introduced a few recent graduates of BPOC 101. She introduced recent graduates, Jaden Miller, Darius Green, Justin Miller, and David Palacios. There were 25 cadets that graduated from the most recent class. The next class will have 47 cadets attending.

Mr. Miller presented the nominating committee recommendations for the executive committee for the 2025 term. Commissioner Beckett, Bastrop County; Judge Brett Bray, Blanco County; James Oakley, Burnet County; Judge Hoppy Haden, Caldwell County; Judge Dan Miller, Fayette County; Commissioner Walt Smith, Hays County; Commissioner Steven Knobloch, Lee County; Judge Ron Cunningham, Lee County; Judge Andy Brown, Travis County; Commissioner Ann Howard, Travis County; Commissioner Russ Boles, Williamson County. Councilmember Mackenzie Kelly will be leaving, and we will get an Austin representation soon. The City of Round Rock (Cities with more than 100,000) Councilmember Frank Ortega; The City of Georgetown (Cities with 25,000 -100,000) Councilmember Ron Garland; City of Leander, Councilmember David McDonald; City of Pflugerville, Mayor Pro Tem David Weiss; The City of San Marcos, Mayor Jane Hughson; The City of Bee Cave (City with less than 25,000), Councilmember Kevin Hight; City of Granite Shoals, Mayor Pro Tem Steve Hougen; City of Lockhart, Mayor Lew White; City of Smithville, City Councilmember Cathy Meek; City of Taylor, Councilmember Robert Garcia. For the At Large Positions: City of Bastrop, Mayor Lyle Nelson; Burnet County, Commissioner Joe Don Dockery; Williamson County, Commissioner Cynthia Long. Our three legislators serving on the CAPCOG Board are: Senator Pete Flores; Representative

Caroline Harris Davila; and Representative Vikki Goodwin. The recommended officers are: Incoming Chair, Judge Brett Bray; First Vice Chair, Mayor Pro Tem Doug Weiss; Second Vice Chair, Judge Ron Cunningham; Secretary, Mayor Pro Tem Steve Hougan; Immediate Pass Chair, Mayor Lew White. Motion passed unanimously.

4. Water in the Region and Conservation

John Dupnik, Deputy Executive Administrator of the Texas Water Development Board

Mr. Dupnik provided an overview of the Texas Water Development Board (TWDB), which was established in 1957. TWDB was previously focused on droughts, and later added flood concerns to their area of expertise. Mr. Dupnik explained the TWDB's Financial Assistance Program. TWDB is also a bank, providing funds for expensive projects. He shared the map of the Palmer Drought Severity Index, and explained that a drought is always present in some part of Texas. He described how many droughts end because of flooding.

The Bottom-Up statewide flood planning effort was described. Interesting facts that enlightened the audience were big aquifers are diminishing, reservoirs are losing capacity due to sedimentation, and the demand for water is increasing. Mr. Dupnik showed how these issues are affecting the CAPCOG counties.

An audience member inquired about the TWDB's priorities for the 2025 Legislative Session. The TWDB's priorities are internal resources and acquiring more staff to implement the Texas Water Fund, and expanding the TWDB's data collection networks.

5. Award Presentation

Air Central Texas Awards and Bill Gill Air Quality Leadership Award

Anton Cox, Air Program Manager

Mr. Cox presented Air Central Texas Awards to the groups making an effort to improve air quality in the region. This year's recipients were: SPEER; CBS Austin Chief Meteorologist, Chikage Windler; CREAM, and Adele Noel.

Recognition of Advisory Committee Members and Presentation of 2023 Volunteer Service Award

Chris Miller, Executive Director

Mr. Miller presented the Phill Parmer Volunteer Service Award to Jay Monkerud.

**Presentation of Jack Griesenbeck Leadership in Regionalism Award
Mayor Lew White, Chair**

Mayor White presented the Jack Griesenbeck Leadership in Regionalism Award to Betty Voights.

6. Adjourn

Mayor Lew White adjourned the meeting at 1:23 p.m.

Judge Ron Cunningham, Secretary
Executive Committee
Capital Area Council of Governments

Date



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

Sept. 2, 2025

TO: CAPCOG General Assembly Representatives

FROM: Chris Miller, CAPCOG Executive Director

RE: Nominating Committee Elections

In August of every year, the Executive Committee recommends city and county elected officials to serve on the CAPCOG Nominating Committee, which is elected by the General Assembly each September according to Article IV, Section 4.4 (attached) of CAPCOG's Bylaws. The Nominating Committee proposes a slate of self-nominated General Assembly representatives to be elected at the December General Assembly meeting as the upcoming year's Executive Committee.

The CAPCOG Bylaws require the Nominating Committee to be composed of seven General Assembly representatives, including at least two who do not serve on the Executive Committee. The Executive Committee Chair serves as the Nominating Committee Chair.

The Nominating Committee meets one to three times in October to review the nominations received by eligible city and county officials as well as state legislators. Its recommendations should be based on a balance of rural and urban communities and be geographically representative of the region according to the bylaws. Its recommendation will be sent by the executive director to all General Assembly representatives no later than October 31. The Nominating Committee also recommends the Executive Committee's Officers for the upcoming year and determines the recipient of the Jack Griesenbeck Leadership in Regionalism Award. The committee serves for a year from its election to the following September General Assembly meeting.

The CAPCOG Executive Committee has recommended from the Executive Committee — Burnet County Commissioner Joe Don Dockery, Llano County Judge Ron Cunningham, City of Pflugerville Council Member Doug Weiss, Williamson County Commissioner Cynthia Long, San Marcos Mayor Jane Hughson — and from the General Assembly Hays County Commissioner Debbie Ingalsbe and Round Rock Council Member Hilda Montgomery. Judge Brett Bray will serve as its chair.

Attached is Section 4.4 of the bylaws and tentative schedule for the Nominating Committee.

Executive Committee Nominations and Review Timeline – 2025

Request for Nominations sent to elected official representatives on General Assembly	August 28-29, 2025
Nominating Committee elected at General Assembly	September 17, 2025
Nominations due from eligible elected officials seeking slot on Executive Committee	September 30, 2025
First Nominating Committee Meeting – held in conjunction with/prior to Executive Committee meeting	October 8, 2025
--Review nominations & develop draft slate --Discuss officers --Identify candidates for Regionalism award	
Second Nominating Committee Meeting (Can be held by conference call)	October 22, 2025
-Finalize recommendations for slate including officers -Finalize recommendations for Regionalism award	
Third Nominating Committee Meeting	Called if needed
Recommended slate for Executive Committee with officers sent to General Assembly members	October 31, 2025
Possible meeting to discuss slate changes due to November 4th elections	November 12, 2025
Last day for challenge for slot on Executive Committee	November 30, 2025
Cities and counties must pay membership dues for candidates from that local government to be considered at the December General Assembly meeting	December 1, 2025

Section 4.4 – Nominating Committee

(a) At its summer or fall meeting each year the General Assembly shall appoint a seven-person Nominating Committee to nominate Executive Committee members and officers of the Council to serve during the following year. The Nominating Committee members serve for a year or until a new Nominating Committee, which may include members of the former Committee, is appointed.

(b) A Nominating Committee member must be a General Assembly representative of a full member, an associate member, or a citizen representative. Two Nominating Committee members must be Executive Committee members and at least two members must be General Assembly members not currently serving on the Executive Committee. The chair of the Council shall serve as the Nominating Committee chair, or the vice chair in the absence of the chair.

(c) The Nominating Committee shall nominate at least one qualified representative for each position on the Executive Committee. The Nominating Committee shall also nominate one Executive Committee member for each office of the Council. In making nominations to the Executive Committee, the Nominating Committee shall consider the economic, urban-rural, geographic, ethnic, and gender diversity of the Region and, insofar as possible, shall make its nominations to reflect this diversity. In the case of November elections, a person who has been elected but not sworn into office may be considered by the Nominating Committee contingent upon the candidate being designated as the General Assembly representative of that local government at the time of the General Assembly election.

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

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

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

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

**CAPITAL AREA COUNCIL OF GOVERNMENTS
ANNUAL BUDGET AND WORK PLAN
FISCAL YEAR 2026
OCTOBER 1, 2025 – SEPTEMBER 30, 2026**



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Budget Summary

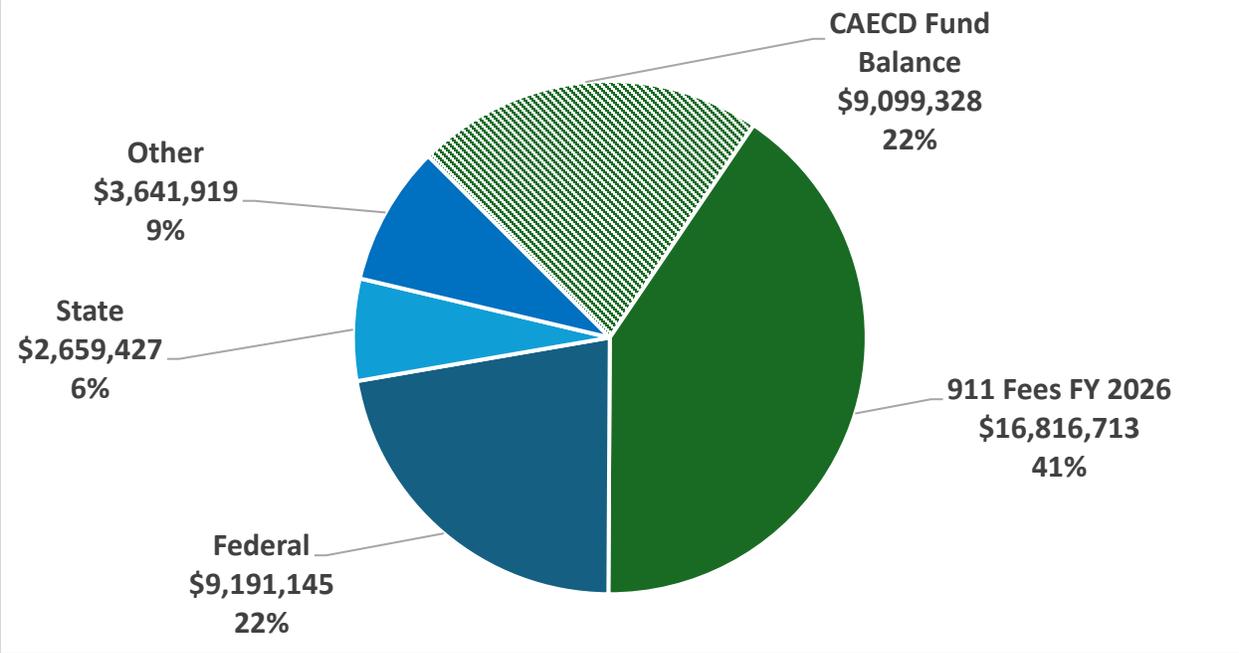
CAPCOG's proposed budget for FY 2025 is \$41,408,533. CAPCOG expects to receive \$31,056,405 in new revenue for FY 2026, with the balance expected to be covered from carry-forward balances from the Capital Area Emergency Communications District (CAECD) designated for one-time capital expenses in FY 2026 (\$9,099,332), the Capital Area Initiatives Foundation (CAIF) (\$831,896), and Older Americans Act (OAA) funding awarded in FY 2025 (\$420,904).

The largest portion of CAPCOG's budget is CAPCOG's Emergency Communications Division, which accounts for 64% of proposed expenditures, followed by the Aging Services Division, which accounts for 25% of proposed expenditures. The Regional Planning and Service Division accounts for 5% of the budget, the Homeland Security Division accounts for 4% of the budget, and the Regional Law Enforcement Academy accounts for 2% of the budget.

CAPCOG's proposed FY 2026 budget incorporates the FY 2026 CAECD budget, which was adopted by the CAECD Board of Managers on July 9, 2025. This accounts for 9-1-1 operations and projects managed by the Emergency Communications Division, for the Regional Notification System (RNS) and WebEOC programs managed by the Homeland Security Division, and for most of the cost of the Geographic Information Systems (GIS) program managed by the Regional Planning and Services Division. About \$8.3 million of the CAECD budget is set aside for capital costs associated with design, construction, and furniture costs for potential new office space that may be needed beyond the tenant improvement allowance for a new lease. The CAECD budget assumes that other CAPCOG funding sources would repay its share of these costs over 10 years with interest.

CAPCOG's individual grant budgets are prepared and finalized in consultation with funding agencies at varying timelines that do not necessarily coincide with the timeline for preparing and finalizing CAPCOG's annual budget. This makes CAPCOG's budget process somewhat different from the process our member city and county governments follow. We typically are fairly certain about which grants and programs will be funded during the year and, except mainly for the use of unrestricted funds, proposed expenditures just match anticipated revenue and represent a 12-month snapshot of the various funding sources and expenditures.

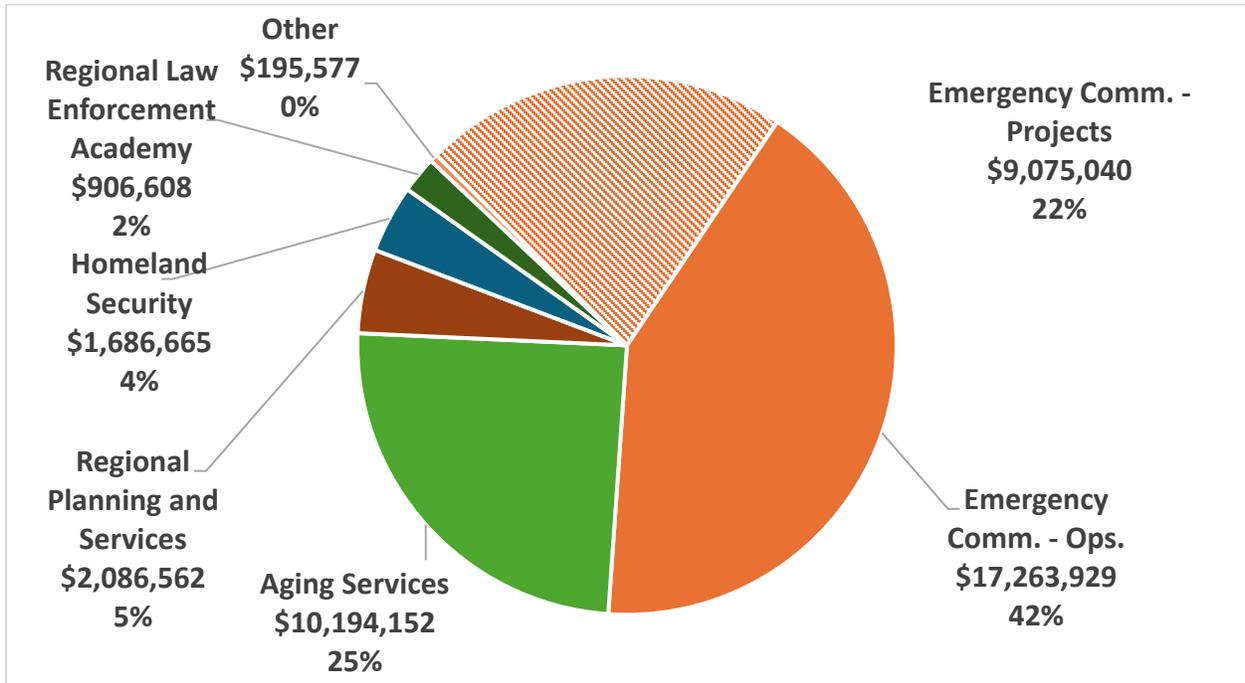
Revenue by Source Type



FY 2026 CAPCOG BUDGET

<u>SOURCES OF FUNDS</u>	<u>FY 2026</u>
LOCAL & NON-GRANT	
Membership Dues	\$331,204
Local Air Quality Contributions	\$334,571
RLEA Tuition and Fees	\$300,685
Private Switch Agreements	\$14,986
Interest/Misc. Income	\$1,330,085
Subtotal	\$2,311,530
9-1-1 SERVICE FEES	
CAECD Fund Balance	\$9,099,328
Landline Fee-FY 2026	\$2,027,927
Wireless Fee-FY 2026	\$13,930,638
Prepaid Wireless Fee-FY 2026	\$858,148
Subtotal	\$25,916,041
STATE	
Office of the Governor - Criminal Justice/Law Enforcement	\$446,941
Office of the Governor - Homeland Security	\$40,700
Texas Commission on Environmental Quality	\$1,124,385
Texas Department of Transportation	\$200,000
Texas Department of Agriculture	\$12,993
Texas Health and Human Services Commission	\$834,408
Subtotal	\$2,659,427
FEDERAL - (Through State/Other Agency)	
City of Austin (Climate Protection Grant)	\$50,000
Office of the Governor - Criminal Justice/Law Enforcement	\$291,564
Office of the Governor - Homeland Security	\$805,995
Tx. Health and Human Services Commission - Current Year	\$7,502,651
Tx. Health and Human Services Commission - Carry-Forward	\$420,904
Subtotal	\$9,071,114
FEDERAL - (Direct)	
Economic Development Administration	\$70,000
Environmental Protection Agency	\$50,031
Subtotal	\$120,031
OTHER GRANTS	
City of Austin Congregate Meal Funding	\$367,134
CAIF - St. David's Foundation - Current Year	\$131,359
CAIF - St. David's Foundation - Carry-Forward	\$831,896
Subtotal	\$1,330,389
TOTAL FUNDS AVAILABLE	\$41,408,533

Expenditures by Division



FY 2026 CAPCOG BUDGET

<u>USES OF FUNDS</u>	<u>FY 2026</u>
AGING SERVICES	
Area Agency on Aging - Program Operations	\$9,608,164
Aging and Disability Resource Center	\$277,983
Alzheimers Disease and Related Disability Grant	\$149,923
St. David's Foundation Programs	\$158,082
Subtotal	\$10,194,152
EMERGENCY COMMUNICATIONS	
Operations	\$17,263,929
Projects	\$9,075,040
Subtotal	\$26,338,969
HOMELAND SECURITY	
Homeland Security Planning and Training	\$846,695
Regional Notification System	\$621,197
WebEOC	\$218,773
Subtotal	\$1,686,665
REGIONAL LAW ENFORCEMENT ACADEMY	
Peace Officer Training	\$867,364
Jailer Training	\$39,245
Subtotal	\$906,608
REGIONAL PLANNING AND SERVICES	
Air Quality	\$1,199,490
Community Development Block Grant - Rural Areas	\$12,993
Criminal Justice Planning	\$132,582
Economic Development	\$140,000
Solid Waste	\$366,497
Transportation	\$200,000
Other Projects	\$35,000
Subtotal	\$2,086,562
OTHER AND CONTINGENCY	\$195,577
TOTAL FUNDS USED	\$41,408,533

Unrestricted Funding

CAPCOG's small amount of unrestricted revenue comes primarily from membership dues, but also includes investment interest, credit card rebates, and other small miscellaneous sources. **For FY 2026, CAPCOG estimates \$406,454 in unrestricted revenue.**

These funds are budgeted as follows:

1. **\$175,877 for required match for grant programs:**
 - a. \$105,877 for a 25% match for administration of the Area Agency on Aging (AAA)
 - b. \$70,000 for a 50% match for the Economic Development Administration (EDA) planning grant.
2. **\$169,142 for staff to work on activities that fall outside of CAPCOG's existing grants.**
 - a. \$134,142 for a new Local Government Coordinator position.
 - b. \$35,000 for Regional Planning and Services staff time to work on non-grant projects.
3. **\$61,435 for other expenses:**
 - a. \$28,100 for certain expenses that are not eligible for reimbursement from grants, such as food costs for CAPCOG's General Assembly meetings.
 - b. \$33,335 for other contingencies.

As a result of new Justice Assistance Grant (JAG) funding that we expect to receive from the Office of the Governor (OOG), the Regional Law Enforcement Academy (RLEA) no longer requires local funding in the FY 2026 budget. Freeing up these funds from being needed for the RLEA is enabling CAPCOG to create a new Local Government Coordinator position to assist local governments with pursuing and managing grants within the region and otherwise serve as a liaison between CAPCOG and the region's local governments.

FY 2026 UNRESTRICTED FUNDING

Revenue	<u>FY 2026</u>
Membership Dues	\$331,204
Misc. Income/Rebates	\$75,250
Total Revenue	\$406,454
Specified Expenditures	
Match - Area Agency on Aging Administration	\$105,877
Match - Economic Development (EDA)	\$70,000
Regional Academy	\$0
Regional Planning & Services	\$35,000
Other (GA Meetings, Meeting Food, etc.)	\$28,100
Local Government Coordinator	\$134,142
Subtotal	\$373,119
Unassigned/Contingency	
CAPCOG Unassigned/Contingency	\$33,335
Subtotal	\$33,335

Staffing and Salaries

CAPCOG's FY 2026 budget includes a 3% across-the-board labor market adjustment to salaries, plus allowances for additional performance-based increases to base pay up to 3%.

Under state law, COGs are required to have pay plans that limit pay for positions to no more than the state pays for equivalent positions. CAPCOG complies with this requirement by assigning an equivalent state job description to every CAPCOG position and then apply the state's pay scale for that position to the equivalent CAPCOG position. Under state law, this plan is required to be submitted to the state no later than 45 days prior to the start of CAPCOG's fiscal year (i.e., August 17), so the plan presented to the Executive Committee on August 13 was submitted to the state following that meeting.

The pay plan identifies planned position for FY 2026, along with the corresponding state pay range. CAPCOG's budget accounts for a total of 82 positions, including 3 temporary positions. CAPCOG is adding positions in all divisions other than Homeland Security and Information Technology Services. Specific positions, titles, pay ranges, etc. may change throughout the year as needed.

CAPCOG FY 2026 Salary Plan

#	CAPCOG Job Title	Pay Grp.	Min.	Max.
Administration				
1	ADM_01 Executive Director	EX. 07	\$166,860	\$268,900
2	ADM_18 Director of Administrative Services	B33	\$149,134	\$252,224
3	ADM_15 Director of Human Resources	B27	\$84,182	\$142,374
4	ADM_17 Local Government Specialist	B21	\$54,278	\$87,046
5	ADM_16 Public Information Officer	B20	\$51,158	\$81,351
6	ADM_14 Executive Assistant	B19	\$48,244	\$76,028
7	ADM_04 Front Office Coordinator	A15	\$38,976	\$58,045
Finance				
8	FIN_01 Director of Finance	B28	\$92,600	\$156,612
9	FIN_02 Assistant Director of Finance	B26	\$76,530	\$129,430
10	FIN_06 Finance Operations Manager	B24	\$65,104	\$106,634
11	FIN_05 Accountant V-Aging	B22	\$57,614	\$93,138
12	FIN_07 Accounting Analyst	B20	\$51,158	\$81,351
13	FIN_04 Accounting Analyst	B18	\$45,521	\$71,055
Information Technology Services				
14	ITS_01 Chief Information Security Officer	B32	\$135,577	\$229,295
15	ITS_03 Network Administrator	B23	\$61,184	\$99,658
16	ITS_04 System Support Specialist	B20	\$51,158	\$81,351
Aging Services				
17	AAA_01 Director of Aging Services	B28	\$92,600	\$156,612
18	AAA_38 Assistant Director of Aging Services for Program Implementation	B25	\$69,572	\$114,099
19	AAA_48 Special Projects Manager	B25	\$69,572	\$114,099
20	AAA_45 Program Manager for Care Coordination and Caregiver Support	B21	\$54,278	\$87,046
21	AAA_44 Program Manager for Nutrition and Benefits Counseling	B20	\$51,158	\$81,351
22	AAA_30 Ombudsman Program Manager	B20	\$51,158	\$81,351
23	AAA_07 Aging Program Specialist	B19	\$48,244	\$76,028
24	AAA_36 ADRC Program Specialist	B19	\$48,244	\$76,028
25	AAA_54 ADRD Project Coordinator	B19	\$48,244	\$76,028
26	AAA_46 Lead Care Coordinator	B19	\$48,244	\$76,028
27	AAA_14 Care Coordinator	B19	\$48,244	\$76,028
28	AAA_15 Care Coordinator	B19	\$48,244	\$76,028
29	AAA_26 Care Coordinator	B19	\$48,244	\$76,028
30	AAA_29 Care Coordinator	B19	\$48,244	\$76,028
31	AAA_49 Information, Referral, and Assistance Navigator	B19	\$48,244	\$76,028
32	AAA_50 Information, Referral, and Assistance Navigator	B19	\$48,244	\$76,028
33	AAA_51 Information, Referral, and Assistance Navigator	B19	\$48,244	\$76,028
34	AAA_55 Ombudsman Volunteer Coordinator	B19	\$48,244	\$76,028
35	AAA_28 ASC/ADRC Network Coordinator	B17	\$42,976	\$64,469
36	AAA_13 Benefits Counselor	B18	\$45,521	\$71,055
37	AAA_19 Benefits Counselor	B18	\$45,521	\$71,055
38	AAA_43 Benefits Counselor	B18	\$45,521	\$71,055
39	AAA_47 Health and Wellness Program Coordinator	B17	\$42,976	\$64,469

#		CAPCOG Job Title	Pay Grp.	Min.	Max.
Aging Services (continued)					
40	AAA_17	Program Monitor	B17	\$42,976	\$64,469
41	AAA_20	Data Entry Clerk	B17	\$42,976	\$64,469
42	AAA_40	Data Entry Clerk	B17	\$42,976	\$64,469
43	AAA_52	Information, Referral, and Assistance Navigator	B17	\$42,976	\$64,469
44	AAA_53	Information, Referral, and Assistance Navigator	B17	\$42,976	\$64,469
45	AAA_21	Ombudsman	B17	\$42,976	\$64,469
46	AAA_31	Ombudsman	B17	\$42,976	\$64,469
47	AAA_33	Ombudsman	B17	\$42,976	\$64,469
48	AAA_35	Ombudsman	B17	\$42,976	\$64,469
49	AAA_12	Intake Specialist	B14	\$37,144	\$55,134
50	AAA_22	Intake Specialist	B14	\$37,144	\$55,134
51	AAA_10	Administrative Assistant	A13	\$35,439	\$52,388
Emergency Communications					
52	ECD_01	Director of Emergency Communications	B30	\$112,047	\$189,499
53	ECD_02	9-1-1 Assistant Director - Operations	B26	\$76,530	\$129,430
54	ECD_11	9-1-1 Assistant Director - Policy and Administration	B26	\$76,530	\$129,430
55	ECD_15	Cyber Security Specialist	B25	\$69,572	\$114,099
56	ECD_16	9-1-1 Training and Public Education Manager	B25	\$69,572	\$114,099
57	ECD_03	9-1-1 Telecommunications Technologies Project Manager	B24/B25	\$69,572	\$106,634
58	ECD_05	9-1-1 Telecommunications Coordinator A	B24	\$65,104	\$106,634
59	ECD_08	9-1-1 Telecommunications Coordinator B	B24	\$65,104	\$106,634
60	ECD_12	9-1-1 Telecommunications Coordinator C	B24	\$65,104	\$106,634
61	ECD_14	Trainer/Public Education Specialist	B23	\$61,184	\$99,658
62	ECD_09	Administrative Coordinator	A15	\$38,976	\$58,045
Homeland Security					
63	HLS_01	Director of Homeland Security	B27	\$84,182	\$142,374
64	HLS_08	Emergency Management Information Systems Manager	B23	\$61,184	\$99,658
65	HLS_05	Homeland Security Planner	B20	\$51,158	\$81,351
66	HLS_07	Homeland Security Program Manager	B22	\$57,614	\$93,138
Regional Law Enforcement Academy					
67	RLE_01	Director of Regional Law Enforcement Academy	B26	\$76,530	\$129,430
68	RLE_03	Chief Academy Instructor	B23	\$61,184	\$99,658
69	RLE_05	Remote BPOC Coordinator	B23	\$61,184	\$99,658
70	RLE_04	Academy Office Coordinator	A19	\$48,244	\$76,028

#		CAPCOG Job Title	Pay Grp.	Min.	Max.
Regional Planning and Services					
71	RPS_01	Director of Regional Planning and Services	B26	\$76,530	\$129,430
72	RPS_04	GIS Program Manager	B24	\$65,104	\$106,634
73	RPS_10	GIS Operations Coordinator	B24	\$65,104	\$106,634
74	RPS_13	Planning and Economic Development Coordinator	B24	\$65,104	\$106,634
75	RPS_16	Transportation Planner	B22	\$57,614	\$93,138
76	RPS_03	Air Quality Program Manager	B23	\$61,184	\$99,658
77	RPS_15	Solid Waste Program Manager	B23	\$61,184	\$99,658
78	RPS_07	Community Development Coordinator	B20/B21	\$54,278	\$81,351
79	RPS_09	GIS Database Specialist II	B20	\$51,158	\$81,351
80	RPS_12	Air Quality Program Specialist	B19	\$48,244	\$76,028
81	RPS_17	Air Quality Program Specialist	B19	\$48,244	\$76,028
82	RPS_11	Administrative Coordinator	A15	\$38,976	\$58,045

Fringe Benefits

CAPCOG's fringe rate for FY 2026 is 55.22%, representing the ratio between the estimated fringe cost pool and the portion of salaries paid to regular employees for time worked. The fringe pool includes benefits, the employer portion of Social Security and Medicaid/Medicare taxes, paid leave, merit bonuses, and benefit consulting services. CAPCOG's benefit package includes medical, vision, dental, life, and long-term disability insurance for employees, as well as a retirement plan and a wellness program. The proposed FY 2026 pool includes an adjustment to account for over-recovery of fringe costs in FY 2024.

- **Health, Dental, Vision, Life, and Long-Term Disability Insurance:**
 - Insurance is on a calendar year basis rather than a fiscal year basis, and currently, CAPCOG's medical, dental, and vision insurance plans are provided by Cigna and life and long-term disability insurance plans are provided by Ochs.
 - The proposed fringe rate accounts for a possibility of an increase in medical rates of up to 10% in calendar year 2026 as advised by our benefits consultant but staff will not know final rates or the structure of the plan until October.
 - CAPCOG's health benefits package includes a Health Reimbursement Account (HRA) for each employee to defray unreimbursed health care costs. These funds belong to the employer rather than the employee and are retained by CAPCOG if not used by the employee.
- **Retirement Plan:**
 - CAPCOG's retirement plan is a voluntary, defined contribution 401k plan.
 - Employees receive employer contributions semi-annually, with a five-year vesting schedule.
 - The FY 2026 budget continues to allow for employer matching contributions up to 8% of the employee's earnings for the period.
- **Paid Leave:**
 - Paid time off for employees includes 12 days of holiday time, 2 personal holidays, sick leave, vacation leave, and administrative leave.
 - Since employees are able to get paid for up to 240 hours of unused vacation leave and 48 hours of sick leave upon separation, the pool also includes amounts set aside to cover those costs.
- **Other:**
 - The fringe pool also includes various costs associated with staffing, including the employer portion of payroll taxes, workers' compensation insurance, and unemployment insurance.
 - The costs for CAPCOG's benefits consultant are also included in the fringe pool.

FY 2026 CAPCOG FRINGE RATE

<u>Release Time</u>	<u>FY 2026</u>
Holiday and Admin	\$403,626
Vacation	\$296,784
Sick Leave	\$213,685
Total Release Time	\$914,095

<u>Benefits</u>	
Employee Insurance	\$915,221
Health Reimbursement Accounts	\$151,422
Payroll Taxes	\$486,518
Retirement	\$469,231
Bonuses	\$0
Potential Leave Payout	\$23,799
Consulting Services/Other Services	\$29,790
Workman's Compensation	\$20,575
Unemployment Insurance	\$10,553
Wellness Program and Employee Assistance Program	\$9,750
Fees for Flexible Spending and Dependent Care Accounts	\$1,200
Total Benefits	\$2,118,059

<u>Total Paid Time Off and Benefits</u>	\$3,032,154
Carry-Forward Adjustment from Last Audit FY	(\$128,271)
Total Fringe Pool	\$2,903,883

<u>Salary Base</u>	
Total Regular Salaries	\$6,173,110
Less Release Time	(\$914,095)
Total Salary Base	\$5,259,015

<u>Fringe Rate (Total Fringe Pool/Total Salary Base)</u>	55.22%
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Indirect Rate

CAPCOG has certain costs, such as general administration and common areas of the office space that need to be allocated as an indirect cost to the various programs that we administer. **CAPCOG's proposed FY 2026 indirect cost pool includes \$1.5 million in expenditures.** In order to recover indirect costs from grants, CAPCOG uses a negotiated indirect cost rate agreement (NICRA) that is approved by CAPCOG's Federal Cognizant Agency, which is the U.S. Department of Interior (DOI). For FY 2026, CAPCOG is splitting the cost of the indirect pool evenly between the Emergency Communications District, which constitutes more than half of the agency's total proposed FY 2026 spending, and between all other funding sources. For the portion covered by other funding sources, **CAPCOG expects a final FY 2026 indirect rate of 26.23% applied to salaries.** CAPCOG's actual final indirect rate is subject to approval of the federal government pursuant to a new NICRA, which may or may not be finalized by the start of CAPCOG's fiscal year.

FY 2026 CAPCOG ESTIMATED INDIRECT RATE

<u>Total Expenses</u>	<u>FY 2026</u>
Salaries and Fringe	\$661,211
Office Space and Facilities Maintenance	\$535,375
Information Technology Support	\$112,790
Accounting and Finance Support	\$35,053
Dues and Memberships	\$32,632
Insurance and Bonding	\$22,000
Travel and Professional Development	\$15,000
Payroll/Personnel Support	\$21,391
Office Supplies	\$11,700
Photocopies, Printing, Postage, and Delivery	\$10,053
Telecommunications	\$8,015
Software and Computer Supplies	\$5,200
Cable TV Service	\$2,000
Publications and Subscriptions	\$1,800
Legal Services	\$3,500
Other Expenses	\$37,200
Total	\$1,514,919

Cost Pool For Indirect Rate

50% Charged to CAECD	(\$757,460)
Carryforward Adjustment for Other Sources	(\$11,517)

Indirect Cost Pool	\$745,942
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Salary Base

Total Salary Expenses (not including paid time off)	\$5,368,855
Minus Indirect, Accounting, IT, and HR/Payroll Salary Expenses	(\$1,301,304)
Minus CAECD and Related Salary Expenses	(\$1,223,636)

Salary Base	\$2,843,915
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Indirect Rate (Indirect Cost Pool / Base)	26.23%
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Indirect costs are not to be considered administrative or overhead costs. It is an accounting method used when costs are: (a) incurred for a common joint purpose benefiting more than one cost objective; and (b) not readily assignable to the cost objective specifically benefited, without effort disproportionate to the results achieved. This method is outlined in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) as an allowable method of cost distribution. CAPCOG uses total direct salaries and wages as the basis for distributing indirect costs to individual program areas, resulting in each award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs. Separate cost pools have been established for Accounting Services, Personnel/Payroll Services, Information Technology Services, Office Space, Telephone Services, Photocopies, and Postage, and are allocated as direct costs to program areas based on allocation methods included in CAPCOG's Cost Allocation Plan. Indirect rate for budget year may not yet been approved by CAPCOG's Federal Cognizant Agency.

Aging Services Division

The Aging Services Division serves as the Area Agency on Aging (AAA) of the Capital Area, providing Older Americans Act (OAA) services to older individuals and their caregivers. The CAPCOG AAA is also the lead agency for the region's Aging and Disability Resource Center (ADRC), which supports older individuals with disability under the age of 60 seeking long-term services. Starting in FY 2025, the Aging Services division also added an Alzheimer's and Dementia-Related Disease (ADRD) program through a new state grant. The Aging Services division also administers privately funded programs on behalf of the Capital Area Initiatives Foundation (CAIF).

Major Activities/Outputs

- **Benefit counseling:** assist residents with applying for and understanding public benefits.
- **Care coordination:** assess need and authorize short-term in-home support services.
- **Caregiver support coordination:** assess and coordinate caregiver support services.
- **Health and wellness:** provide programs for healthy aging, including falls prevention, disease management, self-management, and caregiver stress relief.
- **Housing navigation:** advocate for affordable and accessible housing in the region, maintain an inventory of resources, and coordinate with developers to build housing capacity.
- **Information, referral, and assistance:** provide information on regional resources and make referrals.
- **Lifespan respite care program:** provide short-term respite for caregivers caring for children with special needs or adults of all ages with a disability.
- **Local contact agency services:** provide decision support guidance for non-Medicaid nursing facility residents seeking information about available community-based options for care.
- **Nutrition programs:** contract with providers for home-delivered and congregate meals.
- **Ombudsman services:** advocate for the rights of residents of long-term care facilities.
- **Senior center operations:** support for regional senior centers.
- **Transportation:** provide transportation demand response services for seniors.
- **Special grant programs:** manage special grant projects funded outside of traditional AAA and ADRC funding, including the Aging Services Council (ASC) / ADRC Network Coordinator position funded by St. David's Foundation through the CAIF.

FY 2026 Budget Highlights

- **The FY 2026 Aging Services budget is \$6 million below its FY 2025 budget.**
- **Loss of OAA Carry-Forward:** CAPCOG's FY 2025 budget anticipated carrying forward about \$7.5 million in federal OAA funding from FY 2024 into FY 2025 and \$5 million from FY 2025 into FY 2026, the FY 2026 budget only anticipates approximately \$420k to carry-forward into FY 2026 and none from FY 2026 into FY 2027. This is the result of two factors:
 - The Texas Health and Human Services Commission (HHSC) has withheld approximately \$3.4 million in unexpended balances from FY 2023 and FY 2024 funding awarded to CAPCOG due to issues with securing the state's portion of the required match for certain funding categories.
 - During FY 2025, HHSC advised CAPCOG not to count on being able to carry forward funding requiring a state match from FY 2025 into FY 2026, leading CAPCOG to instead plan to spend down as much of these balances as possible in FY 2025.

- **Level Annual OAA Funding Projected:** While historically, CAPCOG has received significant increases in “regular” OAA funding year over year due to the state’s funding formula and population increases both statewide and within our region, CAPCOG actually received less “regular” OAA funding in FY 2025 than in FY 2024. This was due to the state receiving less funding and less funding awarded nation-wide. Therefore, in order to be conservative, CAPCOG is not projecting any increase in OAA funding for FY 2026.
- **St. David’s Foundation Funding:** St. David’s Foundation has decided to sunset the CAPABLE and Aging Services Council (ASC) / Aging and Disability Resource Center (ADRC) Coordinator grants. However, they have agreed to allow CAPCOG to use any unexpended balances from previously issued grants to support aging services in Bastrop, Caldwell, Hays, Travis, and Williamson Counties.
- **Alzheimer’s Grant:** The FY 2026 budget includes a new grant related to Alzheimer’s and other dementia-related diseases that CAPCOG was awarded starting in FY 2025 and which is continuing into FY 2026.
- **City of Austin Congregate Meal Funding:** The budget includes about \$367k in “new” revenue from the City of Austin Parks and Recreation Department for congregate meals at their senior centers. CAPCOG had been receiving this funding from FY 2014 - FY 2020 until the start of COVID-19. This funding was not needed for the last several years as a result of a large infusion of federal funding related to COVID, but since that funding has now ended, City of Austin is now resuming this funding in FY 2026.

Emergency Communications Division

CAPCOG's Emergency Communications Division provides funding, planning, equipment, technical support, training, and educational outreach assistance to 30 Public Safety Answering Points (PSAPs) throughout the CAPCOG region to enable those agencies to deliver advanced regional emergency 9-1-1 telecommunications systems and services to residents, employees, and visitors to the region.

Major Activities/Outputs

- **Operational Support:**
 - Plan, fund, deploy, and maintain advanced fully redundant emergency telecommunications network infrastructure and equipment to support the delivery of 9-1-1 calls to the region's 30 PSAPs with accurate caller location and telephone number information for responding emergency services.
 - Provide an operational regional backup 9-1-1 center for emergency contingency use for continuous 9-1-1 call delivery and dispatch by regional governments.
- **Training:**
 - Operate a fully equipped training facility used to instruct over 800 call-takers on the effective use of 9-1-1 equipment.
 - Provide over 20 mandated and continuing education courses on state and national standards including topics related to 9-1-1 operations skills and leadership.
- **Public Outreach:**
 - Promote the proper use of 9-1-1 by educating regional school children, neighborhood, and community outreach programs.
 - Provide diverse educational support materials and promotional items designed to enhance the understanding of the 9-1-1 program.

FY 2026 Budget Highlights

- **CAECD Budget:** The FY 2026 CAPCOG budget incorporates the budget of the Capital Area Emergency Communications District (CAECD), which was adopted by the CAECD's Board of Managers in July. The CAECD is a separate legal entity but is administered by CAPCOG and is considered a business unit of CAPCOG financially.
- **One-Time Projects:** The FY 2026 CAECD budget includes \$9 million in capital projects that will be funded out of the CAECD fund balance, including \$8.3 million set aside for capital costs related to a potential new lease starting in FY 2027.
- **New Positions:** The FY 2026 budget includes funding for two new positions in the Emergency Communications division: a new cyber security analyst to help protect the 9-1-1 system from cyber threats, and a new 9-1-1 training and public education specialist to enhance CAPCOG's ability to meet the region's 9-1-1 training needs and expand public understanding of when and how to use 9-1-1 services.

Homeland Security Division

CAPCOG's Homeland Security Division assists local governments in preparing, planning, responding to, mitigating, and recovering from terrorism, man-made disasters, natural disasters.

Major Activities/Outputs

- **Best Practices:** identify and promote the use of best practices in hazard mitigation and emergency management within the CAPCOG region.
- **Grant Prioritization:** assist the Office of the Governor (OOG) Public Safety Office (PSO) in prioritizing projects for Homeland Security grant funding within the region.
- **Grant Technical Assistance:** provide technical assistance to local governments in meeting grant eligibility and funding requirements for the State Homeland Security grant program and support pursuit of other grants such as State Regional Interoperability Grants, Assistance to Firefighter Grants, and Community Development Block Grant Mitigation funds.
- **Local Emergency Management Plans:** Assist jurisdictions with developing and updating local emergency management plans.
- **Mutual Aid Agreements:** Promote the use of mutual aid agreements and monitor their implementation throughout the region.
- **Regional Notification System (RNS):** Operate a regional emergency notification system and provide technical assistance and training to jurisdictions on its use.
- **Regional Plans:** Coordinate the development and maintenance of regional emergency management plans.
- **Stakeholder Groups:** Host regional meetings with stakeholder groups to improve all phases of emergency management and awareness.
- **Training and Exercises:** conduct and support regional training and exercises.
- **Warn Central Texas:** maintains the Warn Central Texas (www.warncentraltexas.org) website and support its promotion.
- **WebEOC:** Operate a regional WebEOC situational awareness system and provide technical assistance and training to jurisdictions on its use.

FY 2026 Budget Highlights

- **Recurring Funding from the Office of the Governor (OOG):** The Homeland Security Division receives recurring funding from the OOG to assist with the prioritization of Homeland Security grant applications, conduct regional planning, provide regional training, and support hazardous materials reporting. This funding accounts for approximately \$700k.
- **RNS and WebEOC:** The Homeland Security Division manages the RNS and WebEOC programs, both of which are funded by the CAECD. These programs account for approximately \$840k.
- **New Grants:** The FY 2026 budget also includes two additional grants from the OOG related to supplies for Community Emergency Response Teams (CERTs) and enhanced interface with emergency responders. These grants total approximately \$150k.

Regional Law Enforcement Academy

CAPCOG's Regional Law Enforcement Academy has been recognized as one of the premier law enforcement training institutions in the state, with regular courses to train new police officers and corrections officers and providing ongoing in-service training to maintain and enhance the skills of existing police and corrections officers.

Major Activities/Outputs

- **Basic Peace Officer Course (BPOC):**
 - **Day classes:** host three full-time BPOCs over a two-year period to train at least 25-35 cadets per class in the skills required to be licensed as a peace officer to meet the region's law enforcement staffing needs.
 - **Night classes:** host 1 part-time night BPOC each year to train 10-20 cadets who have not yet been hired by a police department or may otherwise be unable to attend CAPCOG's day class.
- **In-Service Training:** Provide regular course offerings to assist local law enforcement officers to meet specific continuing education course requirements, obtain certifications required for career advancement, or otherwise enhance skills. The following is a list of classes held over the past 12 months:
 - Basic instructor;
 - Canine encounters;
 - De-escalation techniques;
 - Field training officer;
 - Intermediate crime scene;
 - Interactive with deaf drivers;
 - Mental health officer;
 - New supervisor;
 - State and federal law updates; and
 - Spanish.
- **Basic Jailer Course:** With help from a new grant from OOG, CAPCOG is planning to resume offering basic jailer courses in FY 2026 targeted at assisting the region's smaller counties that lack their own training program.

FY 2026 Budget Highlights

- **State Training Grant:** CAPCOG receives a recurring 2-year regional law enforcement training grant from the state that provides \$314k per year. FY 2026 is the start of a new 2-year grant.
- **Tuition and fees:** The FY 2026 budget anticipates \$278k in tuition from tuition and fees.
- **New Grants for FY 2026:** The FY 2026 budget includes three federal Justice Assistance new grants from the OOG as recommended by CAPCOG's Criminal Justice Advisory Committee:
 - \$152k to cover the costs of the Chief Instructor position;
 - \$115k to provide a remote Basic Peace Officer Course; and
 - \$24k to restart offering basic jailers' courses (last offered in FY 2019).

Regional Planning and Services Division

CAPCOG's Regional Planning and Services Division includes a variety of programs that support CAPCOG's goal of coordinated, data-driving, sustainable regional planning and growth, including an air quality program, a rural community development block grant (CDBG) program, a criminal justice planning program, an economic development program, a solid waste program, and a rural transportation planning program.

Major Activities/Outputs

- **Air Quality Program:** support efforts to reduce air pollution and maintain compliance with federal air quality standards within the Austin-Round Rock-San Marcos metro area, including monitoring, emissions research, air quality data analysis, planning, technical assistance, and outreach.
- **CDBG Program:** provide technical assistance on the CDBG program to communities within the CAPCOG region that do not receive CDBG funding directly from the U.S. Department of Housing and Urban Development (also known as “non-entitlement” communities) and help set priorities for non-entitlement CDBG funding awarded within the CAPCOG region.
- **Criminal Justice Planning:** develop and update a regional criminal justice plan that identifies priorities for funding needs and assist the OOG PSO in prioritizing does of grant applications for victim's services, truancy prevention, juvenile justice, and general justice assistance grants.
- **Economic Development Program:** develop and update the regional Comprehensive Economic Development Strategy (CEDS) to support coordinated regional economic development.
- **Solid Waste Program:** support regional efforts to manage municipal solid waste, including awarding grants to support the implementation of the region's solid waste management plan and providing technical support to local efforts to deter and abate illegal dumping.
- **Transportation Program:** facilitate coordinated regional transportation efforts in rural areas of the region through the Capital Area Regional Transportation Organization (CARTPO) and various projects to support local governments in enhancing the transportation system region-wide.

FY 2026 Budget Highlights

- **Changes in Air Quality Grant Funding related to PM_{2.5}:** Two 3-year grants from the U.S. Environmental Protection Agency (EPA) related to air fine particulate matter (PM_{2.5}) monitoring are expiring in FY 2026, but state funding for PM_{2.5} will be increasing, and CAPCOG will also be receiving funding from the City of Austin as a subrecipient on a Climate Pollution Reduction Grant (CPRG) from EPA.
- **Level Funding/Small Increases for Other Programs:** All other grants for FY 2026 are projected to be level or will see small increases due to the region's population growth relative to the rest of the state.

Unrestricted Fund Balance

Staff project an ending unrestricted fund balance of \$3,106,018 for FY 2026, which is \$2,306,018 more than the \$800,000 minimum target established by CAPCOG's 2011 fund balance policy, and represents approximately 2.6 months' worth of operating expenditures.



A RESOLUTION ADOPTING THE ANNUAL BUDGET OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS FOR FISCAL YEAR 2026

WHEREAS, the Executive Director of the Capital Area Council of Governments (CAPCOG) has prepared a budget for fiscal year 2026 (FY 2026) from October 1, 2025, to September 30, 2026, of \$41,408,533; and

WHEREAS, the proposed budget has been prepared in accordance with CAPCOG's bylaws; and

WHEREAS, CAPCOG has adopted a salary plan, travel policies, and procurement policy in compliance with State Law; and

WHEREAS, CAPCOG's has submitted its FY 2026 salary plan to the State Auditor's Office at least 45 days prior to the start of FY 2026 as required by law; and

WHEREAS, CAPCOG's budget incorporates grant budgets that have been approved by State and Federal agencies and by the Capital Area Emergency Communications District Board of Managers; and

WHEREAS, CAPCOG's proposed budget incorporates a cost allocation plan developed in accordance with Title 2, Section 200 of the Code of Federal Regulations (Uniform Guidance) and the Texas Grant Management Standards (TxGMS) in accordance with instructions from CAPCOG's cognizant federal agency and in conformance with applicable laws and regulations of the State of Texas; and

WHEREAS, CAPCOG's Executive Committee reviewed the proposed budget and recommended it for approval at its August 13, 2025, meeting;

THEREFORE, BE IT RESOLVED, the General Assembly of the Capital Area Council of Governments hereby adopts the FY 2026 budget and authorizes the Executive Director to perform all duties necessary to implement this budget.

Resolution adopted by the Capital Area Council of Governments General Assembly on this 17th Day of September, 2025.

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

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