



# Capital Area Council of Governments

6800 Burseson Road, Building 310, Suite 165

Austin, Texas 78744-2306

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

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

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

August 22, 2024

The Honorable Kirk Watson  
Mayor of the City of Austin  
P. O. Box 1088  
Austin, TX 78767

Dear Mayor Watson,

It is with great pride and enthusiasm that I introduce myself as the next Executive Director of the Capital Area Council of Governments (CAPCOG). I am both honored and humbled to have been chosen to succeed such a dedicated and talented public servant as Ms. Betty Voights in this role and look forward to the opportunity to facilitate and support CAPCOG, its member governments, and regional partners in delivery essential services to enhance the region's quality of life and continued growth and development. While I officially take over the Executive Director role on September 1, I started in a transitional role in July so I could work with Betty to ensure a smooth leadership handoff while also gaining valuable knowledge and familiarity with the region, CAPCOG's staff, their work and you — our members.

I come to CAPCOG with more than three decades of experience serving local and regional governments including service as a city administrator in two communities and as a county administrator; so I have walked in your shoes through the issues local governments face and understand their pressures. I also served as the Executive Director of a regional council of governments and of a transportation and mobility authority. Accordingly, I know well the great importance of having strong regional collaboration and partnerships.

I look forward to stepping into Betty's shoes as your next Executive Director, and I say this with all sincerity and admiration that under her guidance for the last 28 years, CAPCOG has done an outstanding job of strengthening the region in several areas. As we embark on this transition, Betty has left me with a strong law enforcement academy that has maintained a 100 percent pass rate on the Texas State Licensing Exam for cadets who have graduated from its basic peace officer courses over the last decade. The region also is leading the way in obtaining next-generation 9-1-1; equipment to handle the enhanced call-taking and dispatching capabilities should be installed by the end of the year with emergency telecommunicator training on the new systems to be completed shortly thereafter. CAPCOG's aging services division continues its mission of ensuring older adults can age in a place of their choosing while the demographic continues to grow throughout the region. Our air quality program has started studying particulate matter along with ozone pollution to help the region stay within national air quality standards, while the rest of regional planning services continues to enhance and update its many planning initiatives.

CAPCOG could never accomplish these items alone; the support and work of local governments like yours lifts CAPCOG up to achieving these feats. One type of support is your annual membership dues which CAPCOG uses for local match on grants supporting the COG's operations. Another valuable form of support is your fellow elected officials and staff who sit on our numerous regional committees and assist in guiding and implementing our regional programs.

As the incoming Executive Director, I want to thank you for your continued support. Since I have started, I have been able to meet with several elected officials and plan to continue this essential form of outreach and support over the coming months and as well as on a regular basis. Accordingly, both my assistant and I will be reaching out to representatives of our member governments and regional partners to schedule convenient times for on-site visits and meetings. However, please feel free to contact me sooner if there is a time and date that works conveniently for you. I can be reached at 512-916-6018 or [cmiller@capcog.org](mailto:cmiller@capcog.org).

Sincerely,

A handwritten signature in black ink that reads "Christopher Miller". The signature is written in a cursive, slightly slanted style.

Chris Miller

Enc.    Membership Invoice  
      General Assembly Representation Summary  
      General Assembly Appointment Form



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## **General Assembly Representation Summary for the City of Austin**

CAPCOG's General Assembly is the organization's governing body for the purposes of selecting the Executive Committee, amending the council's bylaws, adopting budgets, determining membership dues, and guiding the organization's mission. Each CAPCOG member appoints representatives to serve as their voice on the General Assembly, and every year CAPCOG provides a list to ensure member's representative are current. According to the CAPCOG bylaws, full members — counties and municipalities — are entitled at least one representative on the General Assembly; however, they can have additional representatives based on population as shown below:

<b>Counties</b>	<b>Municipalities</b>	<b>No. of Representatives</b>
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
-----	100,000+	4

Associate members — special government districts, school districts, nonprofits, utilities, chambers of commerce, and other governmental agencies — can appoint one representative to the General Assembly. Sustaining members, any person or organization with a positive interest in the welfare of the region, can participate as a non-voting General Assembly representative. At least two-thirds of the General Assembly's voting representatives must be elected officials.

Based on the U.S. Census' most recent population estimates and CAPCOG's bylaws, the **City of Austin** qualifies for **4 representative(s)** on the General Assembly. Its current representatives are:

- **Mr. Steve Adler**
- **Mr. Sabino Renteria**
- **Mr. DeWayne Lofton**
- **Council Member Mackenzie Kelly**

Please provide any updates to **City of Austin's** representative(s) by completing the attached form. More information about CAPCOG's General Assembly representation is at <https://www.capcog.org/about/general-assembly/>.

As a reminder, General Assembly Representatives are invited to the September 11th General Assembly Meeting at the Austin SouthPark Hotel, 4140 Governors Row in Austin. Representatives can RSVP at <https://www.capcog.org/trainings/general-assembly/>.



**Capital Area Council of Governments**  
6800 Burleson Road  
Building 310, Suite 165  
Austin, TX 78744  
Phone: 512-916-6000 Fax: 512-916-6001  
Federal Tax ID: 74-1689381  
State of Texas Vendor #17416893810

# Invoice

**To:** City of Austin  
Attn: Cassandra Alexander  
Planning Department  
P.O. Box 1088  
Austin, TX 78704

**Date:** August 23, 2024  
**Invoice No.:** 2025M 101  
**Due Before:** December 1, 2024

Description	Amount
2025 CAPCOG Annual Membership Dues	\$ 97,988.20
<b>Total Due</b>	<b>\$ 97,988.20</b>

For assistance, please contact Mason W. Canales at 512-916-6163 or [mcanales@capcoq.org](mailto:mcanales@capcoq.org), or Silvia Alvarado at 512-916-6170 or [salvarado@capcoq.org](mailto:salvarado@capcoq.org).

Thank you.

Serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties. Visit our website at [www.capcoq.org](http://www.capcoq.org)

*Remittance Stub*

**Please detach and return with payment**

**Invoice Date:** August 23, 2024  
**2025 Annual Membership Dues**

**Customer ID:** COA-DUES  
City of Austin  
Attn: Cassandra Alexander  
Planning Department  
P.O. Box 1088  
Austin, TX 78704

**Invoice No.:** 2025M 101

**Total Amount Due:** \$ 97,988.20

**Amount Enclosed:** \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO:**  
Capital Area Council of Governments  
6800 Burleson Road, Building 310, Suite 165  
Austin TX 78744



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

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

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

### PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

\_\_\_\_\_ County Commissioners Court (e.g., Travis County Commissioners Court)

**-OR-**

\_\_\_\_\_ City Council (e.g., Austin City Council)

**-OR-**

\_\_\_\_\_ Other (Board or other governing body)

\_\_\_\_\_  
**City, County, or Organization being represented**

\_\_\_\_\_  
**Name of Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, Zip Code**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**Email address (General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)**

**Check One:**

\_\_\_\_\_ Reappointment

\_\_\_\_\_ Filling Vacancy

\_\_\_\_\_ Changing Representative

\_\_\_\_\_  
**Name of Previous Representative**

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

Representative for the above entity on \_\_\_\_\_.

**Date of Meeting**

\_\_\_\_\_  
**Signature of Chief Elected Official/Chair of Governing Board**

\_\_\_\_\_  
**Date**

Email this form to [execadmin@capcog.org](mailto:execadmin@capcog.org) or fax it to 512-916-6001. For questions about completing this form, call Teresa Williams at 512-916-6018.