
9-1-1 Emergency Communications
District Board of Managers
September 27, 2007
Minutes

Members Present:

Dr. Alan Stafford, County Representative
Jeff Wyatt, Cities Fire Department Representative
Don Russom, County Representative
Jim Bryan, Cities Representative

Members Absent:

John Bogart, Volunteer Fire Department Representative

Staff Present:

Ronnie Kidd, 9-1-1 District Director
Mark Hoover, 9-1-1 Assistant Director
Mike Saxton, 9-1-1 Program Coordinator
Greg Brown, GIS Administrator

Others Present:

Stan Egger, Taylor County Commissioner
Melvin Martin, Chief, APD
Jim Berry, Asst. Chief, APD
Wayne Brandt, APD
Ken Dozier, Chief, AFD
Carol Taylor, Taylor County Sheriffs Department
Windy Whisenhunt, Asst. Director Finance, City of Abilene
Theresa James, Legal, City of Abilene
Sondra Cox, Administrative Services, City of Abilene
Brenda Browning, AT@T

Agenda Item 1 - Call to Order

Dr. Alan Stafford called the meeting to order.

Agenda Item 2 - Swearing in of re-appointed officers

Sondra Cox administered the oaths of office to Don Russom.

Agenda Item 3 - Presentation and Acceptance of Annual Audit ending in September 2006

Assistant Finance Director Mindy Whisenhunt gave an Annual Audit presentation for the year ending in September in 2006. **(Attachment 1)** The individual auditor's report was accomplished by Davis Kinard & Company and found all records in conformity with accounting principles accepted in the United States.

The next item for review consisted of the 9-1-1 Emergency Communication District Balance sheets, statement of revenues (expenditures and changes in fund balance), and Statement of Revenues (expenditures and changes in fund balance- budget and actual). **(Attachment 1)**

There was a board motion to approve the presented audit and budget reports. This was approved by the board.

Agenda Item 4 Public Meeting on 911 Service Feedback Report and Action

Mike Saxton, 9-1-1 Program Coordinator reported on the September 7, 2007 Public meeting which is required at least once every three years. No one attended this meeting and there was no comment. Mr. Saxton asked for the 9-1-1 District and surcharge to be approved and not participate in the state plan for 9-1-1.

Agenda Item 5 Revised Budget for 2007

Mark Hoover led the discussion of the revised budget for 2007 (**Attachment 2**). There were increases the areas of Educational Supplies for additional item purchased for Telecommunications week. Professional/Contractual area was increased for district portion of some Alliance increase in advocacy, regulatory and legal support services.

There was a board motion to approve the revised 2007 budget. The motion was seconded and approved by the board.

Agenda Item 6 Proposed Budget for 2008

Mark Hoover presented the 2008 9-1-1 budget for consideration (**attachment 3**). Line item 4503, Communication equipment, decreased dramatically because all equipment was purchased in FY 2007. Line item 4459 (Other services and materials) and Line item 4485 (General services and materials) increased for Taylor County and City of Abilene employee positions.

There was a board motion to approve the 2008 budget. The board motion was seconded and approved by the board.

Agenda item 7 Setting of the 9-1-1 Emergency Service Fee for 2008

Mark Hoover and Mike Saxton led the discussion of the 9-1-1 Service fee for 2008. The fee was recommended to be continued at the same rate as the previous year.

There was a board motion to approve 911 surcharge as the same rate as 2007. The motion was seconded and approved by the board

Agenda item 8 & 9 Pictometry demonstration and Communication Center tour

Greg Brown demonstrated the multiple uses of Pictometry to the 9-1-1 board, staff and guests. The group then toured the new Communications Center for Tailor County and the City of Abilene.

Agenda item 10

Board Chairman Dr. Alan Stafford adjourned the meeting at 2:00

Approved: _____ Chairman Date: _____
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Attachment 1

**CITY OF ABILENE,
TEXAS**

**ANNUAL FINANCIAL
REPORT**

**With Supplemental
Information for 9-1-1
Emergency Communication
District**

**Year Ended
September 30, 2006**

CITY OF ABILENE, TEXAS

Annual Financial Report
Year Ended September 30, 2006

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INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor
Members of the City Council
City of Abilene, Texas:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Abilene, Texas, as of and for the year ended September 30, 2006, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City of Abilene, Texas' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Abilene, Texas, as of September 30, 2006, and the respective changes in the financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 12, 2007, on our consideration of the City of Abilene, Texas' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and the budgetary comparison information and other required supplemental information on pages 2 through 13 and 62 through 66 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Abilene, Texas' basic financial statements. The supplementary information for 9-1-1 Emergency Communication District on pages 67 through 69 is presented for purposes of additional analysis and is not a required part of the basic financial statements of the City of Abilene, Texas. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Davis, Kinard & Co., P.C.

DAVIS, KINARD & CO., P.C.

Abilene, Texas
January 12, 2007

CITY OF ABILENE, TEXAS
9-1-1 EMERGENCY COMMUNICATION DISTRICT
BALANCE SHEETS
SEPTEMBER 30, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
ASSETS		
Cash and cash investments	\$ 1,192,716	\$ 1,038,805
Investments	479,754	516,549
Accounts receivable	<u>31,173</u>	<u>21,828</u>
Total Assets	<u><u>\$ 1,703,643</u></u>	<u><u>\$ 1,577,182</u></u>
 LIABILITIES AND FUND BALANCES		
Liabilities		
Vouchers payable	\$ <u>29,865</u>	\$ <u>64,262</u>
Total Liabilities	<u>29,865</u>	<u>64,262</u>
Fund balances		
Unreserved, undesignated	<u>1,673,778</u>	<u>1,512,920</u>
Total Fund Balances	<u>1,673,778</u>	<u>1,512,920</u>
Total Liabilities and Fund Balances	<u><u>\$ 1,703,643</u></u>	<u><u>\$ 1,577,182</u></u>

CITY OF ABILENE, TEXAS
9-1-1 EMERGENCY COMMUNICATION DISTRICT
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEARS ENDED SEPTEMBER 30, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
REVENUES:		
Wireless service fees	\$ 478,760	\$ 424,411
Wireline service fees	537,224	431,207
Interest	<u>70,695</u>	<u>42,696</u>
Total revenues	<u>1,086,679</u>	<u>898,314</u>
EXPENDITURES:		
Current:		
Office supplies	1,330	1,580
Educational supplies	273	260
Postage	294	321
Street sign maintenance		741
Phone service	241,903	387,801
Equipment use charge	3,443	4,530
Technology	7,819	8,545
Professional fees	7,929	4,199
Printing	3,491	3,100
Dispatchers	98,631	92,184
Employee development	403	862
Dues	190	190
Administrative services	337,160	324,156
Indirect costs	11,050	11,050
Capital outlay:		
Funding communication center equipment	<u>211,905</u>	
Total expenditures	<u>925,821</u>	<u>839,519</u>
EXCESS OF REVENUES OVER EXPENDITURES	160,858	58,795
FUND BALANCES - BEGINNING OF YEAR (RESTATED)	<u>1,512,920</u>	<u>1,454,125</u>
FUND BALANCES - END OF YEAR	\$ <u><u>1,673,778</u></u>	\$ <u><u>1,512,920</u></u>

CITY OF ABILENE, TEXAS
9-1-1 EMERGENCY COMMUNICATION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL
YEAR ENDED SEPTEMBER 30, 2006

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
REVENUES:			
Wireless service fees	\$ 460,000	\$ 478,760	\$ 18,760
Wireline service fees	470,000	537,224	67,224
Interest	60,000	70,695	10,695
Total revenues	<u>990,000</u>	<u>1,086,679</u>	<u>96,679</u>
EXPENDITURES:			
Current:			
Office supplies	1,500	1,330	170
Educational supplies	300	273	27
Postage	300	294	6
Street sign maintenance	500		500
Phone service	258,430	241,903	16,527
Equipment use charge	4,630	3,443	1,187
Technology	7,700	7,819	(119)
Professional fees	7,250	7,929	(679)
Printing	3,500	3,491	9
Dispatchers	97,260	98,631	(1,371)
Employee development	500	403	97
Dues	300	190	110
Administrative services	337,160	337,160	
Indirect costs	11,050	11,050	
Capital outlay:			
Funding communication center equipment	<u>235,170</u>	<u>211,905</u>	<u>23,265</u>
Total expenditures	<u>965,550</u>	<u>925,821</u>	<u>39,729</u>
EXCESS OF REVENUES OVER EXPENDITURES	24,450	160,858	136,408
FUND BALANCES - BEGINNING OF YEAR (RESTATED)	<u>1,512,920</u>	<u>1,512,920</u>	
FUND BALANCES - END OF YEAR	\$ <u><u>1,537,370</u></u>	\$ <u><u>1,673,778</u></u>	\$ <u><u>136,408</u></u>

Attachment 2

Abilene/Taylor County 9-1-1 District

2007 Budget with 9-1-1 Core System Upgrade & Alternate PSAP

Line Item Description	Object Code	FY 2007 Budget	Current Month's (AUG) Expenditures	FY 2007 YTD (11 month total)
Beginning Balance		\$1,639,770		\$1,639,770
Revenues				
9-1-1 Surcharge	3429	450,000	47,417	576,707
Interest Income	3803	60,000	6,556	76,468
Misc Recoveries/Revenues				
Wireless Service Fee Revenue	3417	490,000	46,004	479,584
Total Revenues		\$1,000,000	\$99,977	\$1,132,760
Total Resources		\$2,639,770	\$99,977	\$2,772,529
Expenditures				
Office Supplies	4200	1,200	20	956
Educational Supplies	4201	500	0	648
Postage	4203	320	9	125
Non-capitalized Equipment	4210	0	0	0
Traffic Sign Maintenance	4341	2,150	0	853
Phone Service	4403	205,000	16,478	213,504
Equipment Use Charges	4425	4,830	330	3,624
Technology Fund Transfer	4426	10,580	0	19,728
Technology PR TR	4427	0	0	0
Professional/Contractual	4441	8,430	110	7,569
Printing	4447	3,500	72	3,287
Other Services/Materials	4459	130,172	0	80,721
Employee Development	4470	2,000	0	208
Dues/Subscriptions	4472	300	0	120
General Services/Charges	4485	408,178	34,015	374,165
Indirect Cost Allocation	4494	11,050	921	10,129
Communications Equipment	4503	1,026,589	21,930	550,162
Contingency	4650	5,000	0	0
Wireless				
Monthly Recurring Costs (MRC)	4405	46,800	1,283	37,972
Settlement Payments	4406	0	0	0
Wireless Equipment	4504	0	0	0
Total Expenditures		\$1,866,599	\$75,168	\$1,303,772
Ending Balance		773,171		1,468,757

DESCRIPTION OF BUDGET EXPENSE ACCOUNTS

4200 Office Supplies: Supplies necessary for general office work such as binders, pens/pencils, paper, etc. Also includes printer charges from network printers.

FY07 REVISED	\$1,200	FY08	\$1,700
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FY08 increase for printing of quick maps for area responders.

4201 Educational Supplies: Books, publications, and other supplies used for educational purposes. Also includes promotional items.

FY07 REVISED	\$648	FY08	\$1,300
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FY07 increase for additional items purchased for Telecommunications Week. FY08 increase for District portion of Alliance/CSEC statewide Pub/Ed campaign.

4203 Postage: Cost for stamps and mailing.

FY07 REVISED	\$320	FY08	\$350
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FY08 increase for recent USPS rate increase.

4210 Non-Capitalized Equipment (Office Equipment): Desks, chairs, file cabinets, etc.

FY07 REVISED	0	FY08	0
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4341 Traffic Sign Maintenance: Maintenance of county road signs.

FY07 REVISED	\$2,150	FY08	\$1,927
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4403 Telephone Service: Cost of providing telephone service. This includes monthly lease and Master Street Address Guide charges for 9-1-1 cost recovery payments to wireless carriers.

FY07 REVISED	\$205,000	FY08	\$200,000
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4405 Monthly recurring Costs (MRC): Monthly recurring costs associated with wireless cost recovery/reimbursement per contract/settlement agreement with wireless service providers.

FY07 REVISED	\$46,800	FY08	\$45,000
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4406 Settlement Payments: One-time, non-recurring cost (NRC) payments associated with wireless cost recovery/reimbursement per contract/settlement agreement with wireless service providers.

FY07 REVISED	0	FY08	0
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4425 Equipment Use Charges: Gas and maintenance charges associated with assigned vehicle and replacement fund charge.

FY07 REVISED	\$4,050	FY08	\$4,570
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4426 Technology Fund Transfer: Charges for computer software, licenses, etc.

FY07 REVISED	\$19,728	FY08	\$11,306
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FY07 increase for new ArcGIS server left out of original budget.

4427 Technology PR TR: Charges for computer hardware (projects), such as desktop and laptop computers, GPS equipment, etc.

FY07 REVISED	0	FY08	0
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4441 Professional/Contractual: Fees paid for professional services such as public affairs and regulatory representation, Texas 9-1-1 Alliance, etc.

FY07 REVISED	\$9,530	FY08	\$111,506
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FY07 increase for District portion of some Alliance increase in advocacy, regulatory, and legal support services. FY08 increase for District portion of rest of Alliance increase in advocacy, regulatory, and legal support services. Also includes District portion of Alliance purchase of the Voice over Internet Protocol Database/Emergency Response Database (VDB/ERDB).

4447 Printing: Cost of printing reports, documents, binding, 9-1-1 book covers for all Taylor County schools, stationary, envelopes, etc.

FY07 REVISED	\$3,500	FY08	\$3,500
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4459 Other Services/Materials (Special Services): Reimbursement of Taylor County Telecommunication positions.

FY07 REVISED	\$130,172	FY08	\$134,077
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FY08 increase for anticipated 3% overall increase in County payroll.

4470 Employee Development (Travel/Employee Development): Cost of attendance at training courses, seminars, conferences, 9-1-1 meetings in Dallas.

FY07 REVISED	\$2,000	FY08	\$2,000
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4472 Dues/Subscriptions: Cost of memberships in professional organizations and subscriptions to professional publications.

FY07 REVISED	\$300	FY08	\$300
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4485 General Fund Services/Charge: Funds transferred to the City of Abilene for reimbursement of City of Abilene employee positions such as telecommunications positions, GIS Manager (cost share), and program coordinator.

FY07 REVISED	\$408,178	FY08	\$420,423
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FY08 increase for anticipated 3% overall Increase in City of Abilene payroll.

4494 Indirect Cost Allocation: Funds transferred to the City of Abilene for reimbursement of administrative fee.

FY07 REVISED	\$11,050	FY08	\$11,050
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4503 Communication Equipment: Equipment used for receiving 9-1-1 calls at primary service answering point (PSAP), CPE (Customer Premises Equipment) also called "core" equipment.

FY07 REVISED	\$1,026,589	FY08	\$31,930
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FY07 includes payment for City of Abilene Core 911 System, Loggers, furniture for both City and County communication centers, and the first year of Pictometry. FY08 amount includes the second year of Pictometry with Taylor County CAD.

4504 Wireless Equipment: Equipment used for processing wireless E911 specific information at the PSAP.

FY07 REVISED	0	FY08	0
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4650 Contingency: Funds for unexpected or undetermined costs (unobligated balance).

FY07 REVISED	\$5,000	FY08	\$5,000
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VBD/ERDB SUMMARY

What is it?

The VoIP Database/Emergency Response Database (VDB/ERDB) is the core of the i3 VoIP solution and Next Generation 9-1-1 (NG911) system as the MSAG is to the current system. The current MSAG will be incorporated into the VDB/ERDB. This will be the primal piece of the NG911 system currently undergoing standards approval through the various SDOs (Standards Development Organizations) across the nation.

Why do we need it?

Advanced technologies currently deployed and others soon to be released have made the current 9-1-1 POTS-based system obsolete. NG911 is IP-based and will allow anyone anywhere to contact 9-1-1 by any means and have it route to the closest appropriate PSAP, providing for text, video, automatic data relay, etc.

How much will it cost?

Costs have not been finalized as negotiations are still under way. Estimates and options include either an approximate \$100,506 lump sum, \$20,101.40 annually for 5 years, or a graduated annual payout from \$10,050 up to \$29,930 over the 5 years. RFP award and contract signing should occur within the next couple of months. Payout options should occur during late FY08. Once the contract is signed by the Alliance, CSEC and HRCs (Home Rule Cities) will be asked to join the contract which could then reduce our costs.

Attachment 3

Abilene/Taylor County 9-1-1 District

2008 Budget with 9-1-1 Core System Upgrade & Alternate PSAP

Line Item Description	Object Code	FY 2007 Original Budget	FY 2007 YTD (9 month total)	FY 2007 Revised	FY 2008 Proposed
Beginning Balance		\$1,639,770	\$1,639,770	\$1,639,770	\$953,555
Revenues					
9-1-1 Surcharge	3429	450,000	462,720	600,000	670,000
Interest Income	3803	60,000	63,428	80,000	80,000
Misc Recoveries/Revenues					
Wireless Service Fee Revenue	3417	490,000	389,637	510,000	550,000
Total Revenues		\$1,000,000	\$915,785	\$1,190,000	\$1,300,000
Total Resources		\$2,639,770	\$2,555,554	\$2,829,770	\$2,253,555
Expenditures					
Office Supplies	4200	1,200	929	1,200	1,700
Educational Supplies	4201	500	648	648	1,300
Postage	4203	320	105	320	350
Non-capitalized Equipment	4210	0	0	0	0
Traffic Sign Maintenance	4341	2,150	853	2,150	1,927
Phone Service	4403	205,000	145,454	205,000	200,000
Equipment Use Charges	4425	4,830	2,950	4,050	4,570
Technology Fund Transfer	4426	10,580	19,728	19,728	11,306
Technology PR TR	4427	0	0	0	0
Professional/Contractual	4441	8,430	6,259	9,530	111,506
Printing	4447	3,500	3,215	3,500	3,500
Other Services/Materials	4459	130,172	50,270	130,172	134,077
Employee Development	4470	2,000	208	2,000	2,000
Dues/Subscriptions	4472	300	120	300	300
General Services/Charges	4485	408,178	306,135	408,178	433,036
Indirect Cost Allocation	4494	11,050	8,287	11,050	11,050
Communications Equipment	4503	1,026,589	528,232	1,026,589	31,930
Contingency	4650	5,000	0	5,000	5,000
Wireless					
Monthly Recurring Costs (MRC)	4405	46,800	35,720	46,800	45,000
Settlement Payments	4406	0	0	0	0
Wireless Equipment	4504	0	0	0	0
Total Expenditures		\$1,866,599	\$1,109,113	\$1,876,215	\$998,552
Ending Balance		773,171	1,446,441	953,555	\$1,255,003

2