
**9-1-1 Emergency Communications
District Board of Managers
September 18, 2012
Minutes**

Members Present:

Dr. Alan Stafford, County Representative
Jeff Wyatt, Municipal Representative
Dewayne Bush, County Representative
Jim Bryan, Municipal Representative
Gene Dettmann, 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

Others Present:

Judge Downing Bolls, Taylor County
Stan Standridge, Abilene Police Department
Ken Dozier, Abilene Fire Department
Theresa James, City of Abilene Legal
Mindy Patterson, Director Finance, City of Abilene
Wayne Brandt, City of Abilene Dispatch
Carol Taylor, Taylor County Sheriffs' Office
Jodi Dyer, Taylor County Sheriffs' Office
Steve Campbell, City of Merkel
Judy Pope, Administrative Services, City of Abilene

Item 1 - Call to Order

Dr. Alan Stafford called the meeting to order at 3:00 p.m. in the City Hall Basement Conference Room. All Board members were present.

Items 2 and 3 - Swearing in of Appointed and Re-appointed Officers; Election of Officers

Judy Pope administered the oaths of office to Dr. Alan Stafford, Jeff Wyatt, and Jim Bryan. Dr. Stafford will remain 9-1-1 Board Chairman, Jeff Wyatt will remain Vice-Chair, and Jim Bryan will continue to serve as 9-1-1 Board Secretary.

Item 4 – Approval of Board Minutes

A motion was made and seconded to approve September 21st, 2011 board minutes.

This was unanimously approved by the board.

A copy of the minutes will be posted on: <http://www.abilenetx.com/AgendasandMinutes/index.htm> and a voice recording of all minutes are on file at the City of Abilene.

Item 5 - Presentation and Acceptance of Annual Audit Ending in September 2011

Finance Director Mindy Patterson gave an Annual Audit presentation for the year ending in September in 2011. The individual auditor's report was accomplished by Davis Kinard & Company and found all records in outstanding 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)

A motion was made and seconded to approve the presented audit and budget reports. This was unanimously approved by the board.

Item 6 – Discussion of City of Abilene and Taylor County equipment needs.

City of Abilene Administration Staff presented the Abilene/Taylor County 9-1-1 Board of Managers with present and future needs resulting from two previous meetings. Administration staff met with dispatch representatives and ATT to discuss equipment and software needs to bring the 911 system to the next level with upgrades and diversification.

Taylor County installed a PALLAS software system in 2006. This software requires updating for more capability. In addition to software updates, Taylor County will need to update hardware in three older workstations. With the addition of Pictometry capability, they uncovered many memory and hardware issues to run this program. Administration Staff is currently seeking bids for hardware to operate the next level PALLAS software and Pictometry.

The City of Abilene operates Sentinel software purchased in May 2007. They need major software upgrades to move to the next level to further enhance capability. These upgrades will allow the systems of the city and the county to mirror each other if they desire.

Diversification is the ability to sustain operations in case of incident, accident, or terrorist event. After further reviewing the local 911 system connectivity, Administration staff considered diversification to be an important issue. Once implemented, diversification will ensure continuous service for both the primary and backup dispatch centers. ATT, the area 911 provider, provided input to the problem and is helping 911 staff to work the solution.

Item 7 – City of Merkel Request

The City of Merkel requested \$10,000 for the next fiscal year to assist with the costs of processing 911 calls for the City of Merkel. The city dispatches Police, Fire, and EMS from 7:30 to 4:30 on Monday through Friday. Steve Campbell, City of Merkel City Manager, presented a spreadsheet showing the 911 call volume.

A motion was made and seconded to approve the City of Merkel Dispatcher personnel cost reimbursement request in the amount of \$10,000. This was unanimously approved by the board.

Item 8 – Revised Budget for FY 2012

Mark Hoover presented the proposed revised budget for 2012 (Attachment 2). The FY 2012 original ending budget balance was \$2,992,520 and increased to 2,997,402. Revenues increased \$96,000 based on an increase of wireless and 9-1-1 surcharges. Expenditures were static with

the exception of the Communication/Maintenance costs. A five year maintenance renewal fee was paid to ATT in the amount of \$58,000.

A motion was made and seconded to approve the revised 2012 budget. The Revised 2012 Budget was unanimously approved.

Item 9 – Proposed Budget for FY 2013

Mark Hoover presented the FY 2013 9-1-1 budget for consideration (**Attachment 2**). The proposed budget for FY 2013 is \$2,997,402. Land line revenue is forecasted to increase \$25,000. Expenditures are similar to previous years with the exception of General Fund Services reflecting an increase for payroll raises.

A motion was made and seconded to approve the FY 2013 Budget. The board approved the FY 2013 Budget.

Item 10 – Setting of the 9-1-1 Emergency Service Fee for FY 2013

Mark Hoover led the discussion of the 9-1-1 service fee for 2013. The fee was recommended to be continued at the same rate as the previous year (6% of the base rate of the primary service provider (ATT))

A motion was made and seconded to approve the 9-1-1 "surcharge" as the same rate as 2012. The motion was unanimously approved by the board.

Item 11 – Discussion of Future meetings

Administration staff requested additional meetings to discuss and present needs for hardware, software, and system diversification to bring the 911 system to the next level in the future. The 9-1-1 Board of Managers agreed to meet to discuss these issues as needed.

Item 12 - Adjourn

Board Chairman Dr. Alan Stafford adjourned the meeting at 4:15 p.m.

| |
|--|
| Approved: _____ Chairman Date: _____ |
|--|

ATTACHMENT ONE

CITY OF ABILENE, TEXAS

ANNUAL FINANCIAL REPORT

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

Year Ended September 30, 2011

CITY OF ABILENE, TEXAS

**Annual Financial Report
Year Ended September 30, 2011**

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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 City of Abilene, Texas, as of and for the year ended September 30, 2011, 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 the 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, 2011, and the respective changes in the financial position and cash flows, where applicable, thereof for the year then ended in conformity with the accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 20, 2012 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 grants 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.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and other required supplementary information on pages 3 through 15 and 57 through 59 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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 supplemental information of 9-1-1 Emergency Communication District on pages 60 through 62 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 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Dennis Kinard & Co., PC
Certified Public Accountants

Abilene, Texas
February 20, 2012

CITY OF ABILENE, TEXAS
9-1-1 Emergency Communication District
Balance Sheets
September 30, 2011 and 2010

| | <u>2011</u> | <u>2010</u> |
|--|----------------------------|----------------------------|
| ASSETS | | |
| Cash and cash investments | \$ 2,669,379 | \$ 2,463,263 |
| Investments | - | 64,544 |
| Accounts receivable | <u>53,492</u> | <u>49,471</u> |
| Total Assets | <u>\$ 2,722,871</u> | <u>\$ 2,577,278</u> |
| LIABILITIES AND FUND BALANCES | | |
| Liabilities | | |
| Accounts payable | <u>\$ 44,377</u> | <u>\$ 40,651</u> |
| Total Liabilities | <u>44,377</u> | <u>40,651</u> |
| Fund balances | | |
| Unassigned, undesignated | <u>2,678,494</u> | <u>2,536,627</u> |
| Total Fund Balances | <u>2,678,494</u> | <u>2,536,627</u> |
| Total Liabilities and Fund Balances | <u>\$ 2,722,871</u> | <u>\$ 2,577,278</u> |

CITY OF ABILENE, TEXAS
9-1-1 Emergency Communication District
Statement of Revenues, Expenditures and Changes in Fund Balances
Years Ended September 30, 2011 and 2010

| | <u>2011</u> | <u>2010</u> |
|---|---------------------|---------------------|
| REVENUES: | | |
| Wireless service fees | \$ 651,826 | \$ 593,547 |
| Wireline service fees | 820,105 | 754,387 |
| Interest | 10,500 | 8,730 |
| | <u>1,482,431</u> | <u>1,356,664</u> |
| Total revenues | | |
| EXPENDITURES: | | |
| Current: | | |
| Office supplies | 251 | 1,195 |
| Educational supplies | 2,348 | 1,945 |
| Postage | 130 | 113 |
| Communication equipment maintenance | 2,912 | 6,612 |
| Street sign maintenance | 587 | 1,577 |
| Phone service | 197,932 | 206,223 |
| Wireless settlement | - | 42,000 |
| Equipment use charge | 4,164 | 7,417 |
| Technology | 6,202 | 7,576 |
| Professional fees | 9,002 | 7,751 |
| Printing | 5,002 | 4,118 |
| Dispatchers | 197,817 | 151,489 |
| Employee development | 798 | 362 |
| Dues | 22 | 22 |
| Administrative services | 523,753 | 463,870 |
| Indirect costs | 41,440 | 41,400 |
| Capital Outlay: | | |
| Communication center equipment | <u>348,204</u> | <u>5,481</u> |
| | <u>1,340,564</u> | <u>949,151</u> |
| Total expenditures | | |
| EXCESS OF REVENUES OVER EXPENDITURES | 141,867 | 407,513 |
| FUND BALANCES - BEGINNING OF YEAR | <u>2,536,627</u> | <u>2,129,114</u> |
| FUND BALANCES - END OF YEAR | <u>\$ 2,678,494</u> | <u>\$ 2,536,627</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, 2011

| | <u>Budget</u> | <u>Actual</u> | <u>Variance Positive (Negative)</u> |
|---|---------------------|---------------------|---|
| REVENUES: | | | |
| Wireless service fees | \$ 600,000 | \$ 651,826 | \$ 51,826 |
| Wireline service fees | 800,000 | 820,105 | 20,105 |
| Interest | 11,000 | 10,500 | (500) |
| Total revenues | <u>1,411,000</u> | <u>1,482,431</u> | <u>71,431</u> |
| EXPENDITURES: | | | |
| Current: | | | |
| Office supplies | 900 | 251 | 649 |
| Educational supplies | 2,400 | 2,348 | 52 |
| Postage | 230 | 130 | 100 |
| Communication equipment maintenance | 11,000 | 2,912 | 8,088 |
| Street sign maintenance | 1,600 | 587 | 1,013 |
| Phone service | 205,000 | 197,932 | 7,068 |
| Equipment use charge | 5,140 | 4,164 | 976 |
| Technology | 7,710 | 6,202 | 1,508 |
| Professional fees | 9,000 | 9,002 | (2) |
| Printing | 6,000 | 5,002 | 998 |
| Dispatchers | 204,070 | 197,817 | 6,253 |
| Employee development | 2,000 | 798 | 1,202 |
| Dues | 300 | 22 | 278 |
| Administrative services | 523,750 | 523,753 | (3) |
| Indirect costs | 41,440 | 41,440 | - |
| Contingency | 5,000 | - | 5,000 |
| Capital Outlay: | | | |
| Communication center equipment | 350,000 | 348,204 | 1,796 |
| Total expenditures | <u>1,375,540</u> | <u>1,340,564</u> | <u>34,976</u> |
| EXCESS OF REVENUES OVER EXPENDITURES | 35,460 | 141,867 | 106,407 |
| FUND BALANCES - BEGINNING OF YEAR | <u>2,536,627</u> | <u>2,536,627</u> | <u>-</u> |
| FUND BALANCES - END OF YEAR | <u>\$ 2,572,087</u> | <u>\$ 2,678,494</u> | <u>\$ 106,407</u> |

ATTACHMENT TWO

Abilene/Taylor County 9-1-1 District
FY 12 Revised Budget and FY 13 Proposed Budget

| Line Item Description | FY 2012 Approved Budget | FY 2012 Revised | FY 2013 Proposed |
|-------------------------------|--|----------------------------|-----------------------------|
| Beginning Balance | \$2,678,494 | \$2,678,494 | \$2,997,402 |
| Revenues | | | |
| Wireless Service Fee Revenue | 625,000 | 650,000 | 650,000 |
| 9-1-1 Surcharge | 800,000 | 875,000 | 900,000 |
| Interest Income | 11,000 | 7,000 | 7,000 |
| Total Revenues | \$1,436,000 | \$1,532,000 | \$1,557,000 |
| Total Resources | \$4,114,494 | \$4,210,494 | \$4,554,402 |
| Expenditures | | | |
| Office Supplies | 500 | 500 | 500 |
| Educational Supplies | 2,500 | 2,500 | 2,500 |
| Postage | 230 | 200 | 200 |
| Comm/RDR Maintenance | 58,000 | 156,000 | 58,000 |
| Traffic Sign Maintenance | 1,600 | 1,600 | 1,600 |
| Phone Service | 180,000 | 180,000 | 180,000 |
| Professional/Contractual | 8,500 | 6,000 | 8,658 |
| Other Services/Materials | 214,865 | 214,865 | 221,311 |
| Printing | 5,000 | 5,000 | 5,000 |
| Employee Development | 2,000 | 2,000 | 2,000 |
| Dues/Subscriptions | 300 | 350 | 350 |
| Contingency | 5,000 | 5,000 | 5,000 |
| Indirect Cost Allocation | 45,663 | 45,663 | 45,663 |
| Equipment Use Charges | 5,140 | 5,232 | 5,496 |
| Technology Fund Transfer | 9,210 | 9,216 | 7,932 |
| General Services/Charges | 531,609 | 531,609 | 550,215 |
| Communications Equipment | 26,857 | 17,857 | 17,857 |
| Wireless | | | |
| Monthly Recurring Costs (MRC) | 25,000 | 29,500 | 29,500 |
| Settlement Payments | 0 | 0 | 0 |
| Wireless Equipment | 0 | 0 | 0 |
| Total Expenditures | \$1,121,974 | \$1,213,092 | \$1,141,782 |
| Ending Balance | \$2,992,520 | \$2,997,402 | \$3,412,620 |