
**9-1-1 Emergency Communications
District Board of Managers
September 24, 2009
Minutes**

Members Present:

Dr. Alan Stafford, County Representative
Jeff Wyatt, Municipal Representative
Dewayne Bush, County Representative
Jim Bryan, Municipal Representative
Byron Bush, 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:

Jim Berry, Abilene Police Department
Carol Taylor, Taylor County Sheriffs' Office
Mindy Patterson, Director Finance, City of Abilene
Theresa James, Legal, City of Abilene
Terry Shuffield, Administrative Services, City of Abilene
Wayne Brandt, Abilene Police Department
Ken Dozier, Abilene Fire Department
Randy Williams, Taylor County Commissioner

Item 1 - Call to Order

Dr. Alan Stafford called the meeting to order at 3:30 p.m. in the City Hall Basement Conference Room.

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

Terry Shuffield administered the oaths of office to Dewayne Bush and Byron Bush. Dewayne Bush replaced Don Russom as the Taylor County Representative. The board wishes to recognize Mr. Russom for his outstanding years of service on the 911 District Board of Managers. 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 September 30 and October 7, 2008 Board Minutes

A motion was made and seconded to approve the September 30, 2008 board minutes. **This was unanimously approved by the board.**

A copy of the minutes is posted on: <http://www.abilenetx.com/AgendasandMinutes/index.htm>.

Item 5 - Presentation and Acceptance of Annual Audit Ending in September 2008

Finance Director Mindy Patterson gave an Annual Audit presentation for the year ending in September in 2008. 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 – Budget Requests by Taylor County and City of Abilene for FY 2010

Carol Taylor, Taylor County Sheriff's Office, requested the 9-1-1 Board to approve the following budget requests:

<u>Recorder Maintenance agreement</u>	\$2912
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<u>Critical Testing Software Maintenance agreement</u>	
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Either of the following:

1 year option	\$1099
2 year option:	\$2090
3 year option:	\$2960
4 year option:	\$3700

Xybix Furniture units (3) plus shipping and handling	\$5481
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A motion was made and seconded to approve the budget requests with the 4 year option. This was approved by the board.

The City of Abilene and Taylor County requested a Spanish course for 9-1-1 personnel. This course would be taught through the City of Abilene Administrative Services Department at an affordable rate at \$50 dollars per student. This course would last 20 weeks and be T-Close certified.

A motion was made and seconded to approve the Spanish course purchase. This was unanimously approved by the board

Item 7 – Revised Budget for FY 2009

Mark Hoover presented the proposed revised budget for 2009 **(Attachment 2)**. The FY 2009 original budget expenditures were \$1,067,563. The proposed revised budget for FY 2009 was reduced to \$988,647. The following line items represent the most significant change.

- o **(Professional/Contractual)** -- Because of Texas 9-1-1 Alliance decision to delay VDP Validation Database, this expense was deferred to FY 2010.

A motion was made and seconded to approve the revised 2009 budget. The Revised 2009 Budget was unanimously approved.

Item 8 – Proposed Budget for FY 2010

Mark Hoover presented the FY 2010 9-1-1 budget for consideration **(Attachment 2)**. The proposed budget for FY 2010 expenditures is \$1,071,241. The following line items represent the most significant changes.

- **Professional/Contractual** -- This item was not completed in FY 09 because of a 9-1-1 VDB delay -- this expense was shifted to FY 2010.
- **Other Services and Material** -- Includes salary increases for Taylor County dispatchers is included in this line item.
- **General Services/Charges** -- Includes salary increase for City of Abilene dispatchers is included in this line item
- **4494 (Indirect Cost Reimbursement)** -- Increase represents a reasonable reimbursement fee for the Administration of 9-1-1 program.

A motion was made and seconded to approve the FY 2009 Budget. The board approved the FY 2010 Budget.

Item 9 – Setting of the 9-1-1 Emergency Service Fee for FY 2010

Mark Hoover and Mike Saxton led the discussion of the 9-1-1 service fee for 2009. The fee was recommended to be continued at the same rate as the previous year (6% per land line and 50 cents per month on cellular phones.)

A motion was made and seconded to approve the 9-1-1 “surcharge” as the same rate as 2009. The motion was unanimously approved by the board.

Item 10 – Ratification of Flatwire Settlement Agreement

The Phase I and Phase II E9-1-1 Service Agreement between Abilene/Taylor County 9-1-1 District and Flat Wireless, LLC was brought before the board, for ratification and payment of Phase I and Phase II E9-1-1 Service in compliance with the FCC order. Abilene/Taylor County 9-1-1 District acknowledges that Flatwire will incur costs in installing, testing, and providing and maintaining Phase I and Phase II E9-1-1 Service to 9-1-1 government entity and agrees to reimburse WSP for reasonable costs incurred by WSP in accordance with the provisions of the Settlement Agreement's cost reimbursement table.

A motion was made and seconded to approve the proposed *Flatwire Settlement Agreement*. The board approved the resolution.

Item 11 - Adjourn

Board Chairman Dr. Alan Stafford adjourned the meeting at 5:15 p.m.

<p>Approved: <u>Alan Stafford</u></p> <p>Chairman</p> <p>Date: <u>30 SEPTEMBER 2010</u></p>

Attachment one

**CITY OF ABILENE,
TEXAS**

**ANNUAL FINANCIAL
REPORT**

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

Year Ended

September 30, 2008

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, 2008, 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, 2008, and the respective changes in the financial position and cash flows 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 23, 2009 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.

The management's discussion and analysis and the budgetary comparison information and other required supplemental information on pages 2 through 13 and 64 through 69, are not a required part of 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 supplemental information of 9-1-1 Emergency Communication District on pages 70 through 72 is presented for purposes of additional analysis and is not a required part of the basic financial statements. 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, PC

DAVIS KINARD & CO, PC

Abilene, Texas
February 23, 2009

CITY OF ABILENE, TEXAS
9-1-1 EMERGENCY COMMUNICATION DISTRICT
BALANCE SHEETS
SEPTEMBER 30, 2008 AND 2007

	<u>2008</u>	<u>2007</u>
ASSETS		
Cash and cash investments	\$ 1,310,686	\$ 1,050,841
Investments	358,332	187,252
Accounts receivable	33,920	34,860
Due from other funds	<u>44,652</u>	
Total Assets	<u>\$ 1,747,590</u>	<u>\$ 1,272,953</u>
LIABILITIES AND FUND BALANCES		
Liabilities		
Vouchers payable	\$ <u>35,644</u>	\$ <u>36,741</u>
Total Liabilities	<u>35,644</u>	<u>36,741</u>
Fund balances		
Unreserved, undesignated	<u>1,711,946</u>	<u>1,236,212</u>
Total Fund Balances	<u>1,711,946</u>	<u>1,236,212</u>
Total Liabilities and Fund Balances	<u>\$ 1,747,590</u>	<u>\$ 1,272,953</u>

CITY OF ABILENE, TEXAS
9-1-1 EMERGENCY COMMUNICATION DISTRICT
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEARS ENDED SEPTEMBER 30, 2008 AND 2007

	<u>2008</u>	<u>2007</u>
REVENUES:		
Wireless service fees	\$ 551,209	\$ 523,814
Wireline service fees	653,709	642,138
Interest	<u>43,688</u>	<u>83,815</u>
Total revenues	<u>1,248,606</u>	<u>1,249,767</u>
EXPENDITURES:		
Current:		
Office supplies	548	1,307
Educational supplies	1,904	648
Postage	141	138
Street sign maintenance	1,532	853
Phone service	136,843	259,703
Equipment use charge	4,942	3,936
Technology	11,306	19,728
Professional fees	7,775	9,006
Printing	3,100	3,287
Dispatchers	133,134	115,332
Employee development	393	287
Dues		120
Administrative services	421,753	408,180
Indirect costs	11,050	11,050
Capital Outlay:		
Communication center equipment	<u>38,451</u>	<u>853,758</u>
Total expenditures	<u>772,872</u>	<u>1,687,333</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	475,734	(437,566)
FUND BALANCES - BEGINNING OF YEAR	<u>1,236,212</u>	<u>1,673,778</u>
FUND BALANCES - END OF YEAR	\$ <u><u>1,711,946</u></u>	\$ <u><u>1,236,212</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, 2008

	Budget	Actual	Variance Positive (Negative)
REVENUES:			
Wireless service fees	\$ 525,000	\$ 551,209	\$ 26,209
Wireline service fees	600,000	653,709	53,709
Interest		43,688	43,688
Total revenues	<u>1,125,000</u>	<u>1,248,606</u>	<u>123,606</u>
EXPENDITURES:			
Current:			
Office supplies	1,200	548	652
Educational supplies	1,300	1,904	(604)
Postage	200	141	59
Street sign maintenance	1,930	1,532	398
Phone service	195,000	136,843	58,157
Equipment use charge	4,850	4,942	(92)
Technology	11,310	11,306	4
Professional fees	11,000	7,775	3,225
Printing	3,500	3,100	400
Dispatchers	134,080	133,134	946
Employee development	2,000	393	1,607
Dues	300		300
Administrative services	433,100	421,753	11,347
Indirect costs	11,050	11,050	
Contingency	5,000		5,000
Capital Outlay:			
Communication center equipment	<u>31,930</u>	<u>38,451</u>	<u>(6,521)</u>
Total expenditures	<u>847,750</u>	<u>772,872</u>	<u>74,878</u>
EXCESS OF REVENUES OVER EXPENDITURES	277,250	475,734	198,484
FUND BALANCES - BEGINNING OF YEAR	<u>1,236,212</u>	<u>1,236,212</u>	
FUND BALANCES - END OF YEAR	\$ <u><u>1,513,462</u></u>	\$ <u><u>1,711,946</u></u>	\$ <u><u>198,484</u></u>

DESCRIPTION OF BUDGET EXPENSE ACCOUNTS

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

FY09 REVISED	\$600	FY10	\$600
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Educational Supplies: Books, publications, and other supplies used for educational purposes. Also includes promotional items.

FY09 REVISED	\$2,000	FY10	\$2,000
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Postage: Cost for stamps and mailing.

FY09 REVISED	\$230	FY10	\$230
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Traffic Sign Maintenance: Maintenance of county road signs.

FY09 REVISED	\$1,500	FY10	\$1,500
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Telephone Service: Cost of providing telephone service. This includes monthly lease and maintenance of PSAP equipment, Master Street Address Guide maintenance, and cost recovery payments to incumbent wireline carriers

FY09 REVISED	\$200,000	FY10	\$200,000
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Equipment Use Charges: Gas and maintenance charges associated with assigned vehicle and replacement fund charge.

FY09 REVISED	\$4,240	FY10	\$4,600
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Technology Fund Transfer: Charges for computer software, licenses, etc.

FY09 REVISED	\$21,350	FY10	\$7,530
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FY09 reflected initial costs associated for upgrade of ArcGIS license to ArcEditor.

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

FY09 REVISED	\$19,800	FY10	\$108,306
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FY10 increase for District portion of Alliance purchase of the Voice over Internet Protocol Database/Emergency Response Database (VDB/ERDB), project completion delayed from FYs 08 & 09.

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

FY09 REVISED	\$3,600	FY10	\$3,600
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Other Services/Materials (Special Services): Reimbursement of Taylor County Telecommunication positions.

FY09 REVISED	\$143,462	FY10	\$150,635
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FY10 increase for anticipated 5% overall increase in County payroll.

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

FY09 REVISED	\$2,000	FY10	\$2,000
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Dues/Subscriptions: Cost of memberships in professional organizations and subscriptions to professional publications.

FY09 REVISED	\$300	FY10	\$300
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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.

FY09 REVISED	\$450,357	FY10	\$460,000
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FY10 increase for anticipated 2% overall increase in City of Abilene payroll.

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

FY09 REVISED	\$15,208	FY10	\$41,440
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FY10 increase for administrative reimbursement fee increase.

Communication Equipment: Equipment used for receiving 9-1-1 calls at primary service answering point (PSAP), CPE (Customer Premises Equipment) also called "core" equipment.

FY09 REVISED	\$27,000	FY10	\$33,500
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Contingency: Funds for unexpected or undetermined costs (unobligated balance).

FY09 REVISED	\$5,000	FY10	\$5,000
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WIRELESS

Monthly recurring Costs (MRC): Monthly recurring costs associated with wireless cost recovery/reimbursement per contract/settlement agreement with wireless service providers.

FY09 REVISED	\$50,000	FY10	\$50,000
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Settlement Payments: One-time, non-recurring cost (NRC) payments associated with wireless cost recovery/reimbursement per contract/settlement agreement with wireless service providers.

FY09 REVISED	\$42,000	FY10	0
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FY09 increase for Flat Wireless deployment.

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

FY09 REVISED	0	FY10	0
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Attachment Two

Abilene/Taylor County 9-1-1 District
2009 Budget

Line Item Description	FY 2009 Budget	Current Month's (JUL) Expenditures	FY 2009 YTD (10 month total)
Beginning Balance	\$1,713,208		\$1,713,208
Revenues			
9-1-1 Surcharge	600,000	54,722	588,471
Interest Income	80,000	868	16,796
Misc Recoveries/Revenues			
Wireless Service Fee Revenue	525,000	48,544	489,119
Total Revenues	\$1,205,000	\$104,134	\$1,094,385
Total Resources	\$2,918,208	\$104,134	\$2,807,594
Expenditures			
Office Supplies	1,000	8	464
Educational Supplies	2,000	0	1,723
Postage	200	4	147
Non-capitalized Equipment	0	0	0
Traffic Sign Maintenance	1,500	0	0
Phone Service	200,000	15,041	153,038
Equipment Use Charges	5,080	603	4,182
Technology Fund Transfer	21,350	1,186	11,863
Technology PR TR	0	0	0
Professional/Contractual	108,306	0	5,834
Printing	3,500	0	3,580
Other Services/Materials	143,462	33,412	104,383
Employee Development	2,000	0	896
Dues/Subscriptions	300	1,175	1,273
General Services/Charges	450,357	37,530	375,298
Indirect Cost Allocation	15,208	1,267	12,674
Communications Equipment	52,000	0	26,392
Contingency	5,000	0	0
Wireless			
Monthly Recurring Costs (MRC)	56,300	4,544	32,437
Settlement Payments	0	0	0
Wireless Equipment	0	0	0
Total Expenditures	\$1,067,563	\$94,772	\$734,183
Ending Balance	1,850,645		2,073,411

Abilene/Taylor County 9-1-1 District			
Line Item Description	FY 2009 Original Budget	FY 2009 Revised	FY 2010 Proposed
Beginning Balance	\$1,593,132	\$1,711,946	\$1,963,299
Revenues			
9-1-1 Surcharge	600,000	625,000	625,000
Interest Income	80,000	20,000	20,000
Misc Recoveries/Revenues			
Wireless Service Fee Revenue	525,000	595,000	595,000
Total Revenues	\$1,205,000	\$1,240,000	\$1,240,000
Total Resources	\$2,798,132	\$2,951,946	\$3,203,299
Expenditures			
Office Supplies	1,000	600	600
Educational Supplies	2,000	2,000	2,000
Postage	200	230	230
Traffic Sign Maintenance	1,500	1,500	1,500
Phone Service	200,000	200,000	200,000
Equipment Use Charges	5,080	4,240	4,600
Technology Fund Transfer	21,350	21,350	7,530
Professional/Contractual	108,306	19,800	108,306
Printing	3,500	3,600	3,600
Other Services/Materials	143,462	143,462	150,635
Employee Development	2,000	2,000	2,000
Dues/Subscriptions	300	300	300
General Services/Charges	450,357	450,357	460,000
Indirect Cost Allocation	15,208	15,208	41,440
Communications Equipment	52,000	27,000	33,500
Contingency	5,000	5,000	5,000
Wireless			
Monthly Recurring Costs (MRC)	56,300	50,000	50,000
Settlement Payments	0	42,000	0
Wireless Equipment	0	0	0
Total Expenditures	\$1,067,563	\$988,647	\$1,071,241
Ending Balance	\$1,730,569	1,963,299	\$2,132,058
Note: Beginning balance for Revised FY 2009 reflects City of Abilene annual audit adjustments for end of prior period.			