
**9-1-1 Emergency Communications
District Board of Managers
September 21, 2011
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:

Jim Berry, Abilene Police Department
Theresa James, City of Abilene Legal
Stan Eggers, Taylor County Commissioner Precinct 3
Carol Taylor, Taylor County Sheriffs' Office
Jodi Dyer, Taylor County Sheriff's Office
Mindy Patterson, Director Finance, City of Abilene
Terry Shuffield, Administrative Services, City of Abilene
Ken Dozier, Abilene Fire Department
Greg Brown, City of Abilene GIS
Tiffany Durant, City of Merkel Dispatch
S.L. Bradshaw, Moro Volunteer Fire Department
Larry Webb, Moro Volunteer Fire Department

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 Gene Dettmann. Mr. Dettmann is a new board member and replaces Byron Bush. 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 9/30/2010 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>.

Item 5 - Presentation and Acceptance of Annual Audit Ending in September 2010

Finance Director Mindy Patterson gave an Annual Audit presentation for the year ending in September in 2010. 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 – Renewal Agreement between Abilene/Taylor County 9-1-1 Board of Managers and the City of Abilene for the administering the 9-1-1 program.

City of Abilene Administration Staff presented the Abilene/Taylor County 9-1-1 Board of Managers with a five year agreement for their services administrating the 9-1-1 program. The cost will be \$45,633 per year, up from \$41,440 from 2011. The increase reflects the higher salaries for the upcoming year.

A motion was made and seconded to approve the presented Agreement to Administer 911 Program. This was unanimously approved by the board.

Item 7 – Budget Requests by Taylor County and City of Abilene for FY 2011

Staff presented requests from the City of Abilene and Taylor County for the following items: Code Red system with Weather Warning (\$54,350/yr), Pictometry for both Centers (\$16,856.67/yr), Emergency Back Up Center equipment for Taylor County (\$179,756), Master Address Repository software licenses (\$8,000), one additional position each for the city and the county (\$89,034.25) and equipment for the new county person (\$88,000).

Motions were made and seconded to approve all of the various requests by the staff for the District, City of Abilene, and Taylor County in the amounts listed above. These motions were approved by the board.

The City of Merkel requested \$10,000 for purchasing a Computer Aided Dispatch unit (CAD) and a wireless headset for their full time dispatcher hired in February of 2011. They also requested \$9,000 to offset their cost of personnel. After some discussion, the 9-1-1 Board of Managers agreed to grant the cost of the equipment and the personnel costs. Carol Taylor, Taylor County Dispatch supervisor, suggested \$10,000 was very low for the requested equipment. The 9-1-1 Board then agreed to table the equipment request and asked for an updated cost of exactly what is sought for the CAD and headset. Another meeting will be called to revisit this issue in the near future.

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

Item 8 – Revised Budget for FY 2011

Mark Hoover presented the proposed revised budget for 2011 (**Attachment 2**). The FY 2011 original budget revenues were projected to be \$1,407,500 and expenditures were projected to be \$1,356,540. The proposed revised budget for FY 2011 was increased to \$1,411,000 in revenues and \$1,375,540 in expenditures. Areas of increase were printing costs and communications equipment.

A motion was made and seconded to approve the revised 2011 budget. The Revised 2011 Budget was unanimously approved.

Item 9 – Proposed Budget for FY 2012

Mark Hoover presented the FY 2012 9-1-1 budget for consideration (**Attachment 2**). The proposed budget revenues for FY 2012 were projected to be \$1,436,000 and projected expenditures were projected to be \$1,121,974. An increase in Communications (VistaCom and CodeRed) annual maintenance cost and General Fund Services (includes payroll raises) represent the most significant increases to the budget. The communication equipment, another significant change, has decreased in this budget from \$350,000 dollars to \$26,857. A plan for future equipment upgrades to communication equipment in following budget years after FY 2012 resulted in this year's reduction.

A motion was made and seconded to approve the FY 2012 Budget. The board approved the FY 2012 Budget.

Item 10 – Setting of the 9-1-1 Emergency Service Fee for FY 2012

Mark Hoover led the discussion of the 9-1-1 service fee for 2012. 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 2011. The motion was unanimously approved by the board.

Item 11 – Discussion of the meeting frequency

Administration staff offered to increase the frequency of meetings offering a workshop in the spring of 2012. The 9-1-1 Board of Managers approved the concept of other meeting as warranted,

Item 12 - Adjourn

Board Chairman Dr. Alan Stafford adjourned the meeting at 5:00 p.m.

Approved: _____ Chairman Date: _____
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ATTACHMENT ONE

CITY OF ABILENE, TEXAS

ANNUAL FINANCIAL REPORT

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

Year Ended September 30, 2010

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, 2010, 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, 2010, 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 22, 2011 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 60 through 63, 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 64 through 66 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

Abilene, Texas
February 22, 2011

**CITY OF ABILENE, TEXAS
 9-1-1 EMERGENCY COMMUNICATION DISTRICT
 BALANCE SHEETS
 SEPTEMBER 30, 2010 AND 2009**

	<u>2010</u>	<u>2009</u>
ASSETS		
Cash and cash investments	\$ 2,463,263	\$ 2,006,586
Investments	64,544	128,204
Accounts receivable	<u>49,471</u>	<u>33,597</u>
Total Assets	\$ <u>2,577,278</u>	\$ <u>2,168,387</u>
 LIABILITIES AND FUND BALANCES		
Liabilities		
Vouchers payable	\$ 40,651	\$ 38,023
Due to other funds		<u>1,250</u>
Total Liabilities	<u>40,651</u>	<u>39,273</u>
 Fund balances		
Unreserved, undesignated	<u>2,536,627</u>	<u>2,129,114</u>
Total Fund Balances	<u>2,536,627</u>	<u>2,129,114</u>
Total Liabilities and Fund Balances	\$ <u>2,577,278</u>	\$ <u>2,168,387</u>

CITY OF ABILENE, TEXAS
9-1-1 EMERGENCY COMMUNICATION DISTRICT
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEARS ENDED SEPTEMBER 30, 2010 AND 2009

	<u>2010</u>	<u>2009</u>
REVENUES:		
Wireless service fees	\$ 593,547	\$ 586,910
Wireline service fees	754,387	707,278
Interest	<u>8,730</u>	<u>19,343</u>
Total revenues	<u>1,356,664</u>	<u>1,313,531</u>
EXPENDITURES:		
Current:		
Office supplies	1,195	544
Educational supplies	1,945	1,723
Postage	113	176
Communication equipment maintenance	6,612	
Street sign maintenance	1,577	
Phone service	206,223	219,796
Wireless settlement	42,000	
Equipment use charge	7,417	4,926
Technology	7,576	14,235
Professional fees	7,751	9,714
Printing	4,118	3,580
Dispatchers	151,489	142,386
Employee development	362	2,465
Dues	22	97
Administrative services	463,870	455,121
Indirect costs	41,400	15,208
Capital Outlay:		
Communication center equipment	<u>5,481</u>	<u>26,392</u>
Total expenditures	<u>949,151</u>	<u>896,363</u>
EXCESS OF REVENUES OVER EXPENDITURES	407,513	417,168
FUND BALANCES - BEGINNING OF YEAR	<u>2,129,114</u>	<u>1,711,946</u>
FUND BALANCES - END OF YEAR	<u>\$ 2,536,627</u>	<u>\$ 2,129,114</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, 2010

	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
REVENUES:			
Wireless service fees	\$ 724,000	\$ 593,547	\$ (130,453)
Wireline service fees	590,000	754,387	164,387
Interest	7,400	8,730	1,330
	<u>1,321,400</u>	<u>1,356,664</u>	<u>35,264</u>
Total revenues			
EXPENDITURES:			
Current:			
Office supplies	900	1,195	(295)
Educational supplies	2,000	1,945	55
Postage	230	113	117
Communication equipment maintenance	6,620	6,612	8
Street sign maintenance	1,600	1,577	23
Phone service	220,000	206,223	13,777
Wireless settlement	42,000	42,000	
Equipment use charge	6,600	7,417	(817)
Technology	7,580	7,576	4
Professional fees	7,500	7,751	(251)
Printing	3,900	4,118	(218)
Dispatchers	147,770	151,489	(3,719)
Employee development	2,000	362	1,638
Dues	300	22	278
Administrative services	463,870	463,870	
Indirect costs	41,400	41,400	
Contingency	5,000		5,000
Capital Outlay:			
Communication center equipment	5,500	5,481	19
	<u>964,770</u>	<u>949,151</u>	<u>15,619</u>
Total expenditures			
EXCESS OF REVENUES OVER EXPENDITURES	356,630	407,513	50,883
FUND BALANCES - BEGINNING OF YEAR	<u>2,129,114</u>	<u>2,129,114</u>	
FUND BALANCES - END OF YEAR	\$ <u>2,485,744</u>	\$ <u>2,536,627</u>	\$ <u>50,883</u>

ATTACHMENT TWO

Abilene/Taylor County 9-1-1 District			
Line Item Description	FY 2011 Original Budget	FY 2011 Revised	FY 2012 Proposed
Beginning Balance	\$2,485,744	\$2,536,627	\$2,572,087
Revenues			
9-1-1 Surcharge	800,000	800,000	800,000
Interest Income	7,500	11,000	11,000
Wireless Service Fee Revenue	600,000	600,000	625,000
Total Revenues	\$1,407,500	\$1,411,000	\$1,436,000
Total Resources	\$3,893,244	\$3,947,627	\$4,008,087
Expenditures			
Office Supplies	900	900	500
Educational Supplies	2,000	2,400	2,500
Postage	230	230	230
Communications Maintenance	11,000	11,000	58,000
Traffic Sign Maintenance	1,600	1,600	1,600
Phone Service	190,000	180,000	180,000
Equipment Use Charges	5,140	5,140	5,140
Technology Fund Transfer	6,210	7,710	9,210
Professional/Contractual	9,000	9,000	8,500
Printing	3,900	6,000	5,000
Other Services/Materials	204,067	204,067	214,865
Employee Development	2,000	2,000	2,000
Dues/Subscriptions	300	300	300
General Services/Charges	523,753	523,753	531,609
Indirect Cost Allocation	41,440	41,440	45,663
Communications Equipment	325,000	350,000	26,857
Contingency	5,000	5,000	5,000
Wireless			
Monthly Recurring Costs (MRC)	25,000	25,000	25,000
Settlement Payments	0	0	0
Wireless Equipment	0	0	0
Total Expenditures	\$1,356,540	\$1,375,540	\$1,121,974
Ending Balance	\$2,536,704	2,572,087	\$2,886,113