



CAECD Board of Managers | Agenda (Corrected)

10: 30 a.m., or upon adjournment of the Executive Committee
Wednesday, October 12, 2022
CAPCOG Lantana Room
6800 Burlleson Road, Bld. 310, Ste. 155
Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **First Vice Chair**
Mayor Lew White, City of Lockhart, **Second Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Council Member Ron Garland, City of Georgetown

Council Member Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving the Minutes for the September 14, 2022 CAECD Board of Managers Meeting**
3. **Consider Accepting the Financial Report for the Period October 1, 2021 to August 31, 2022**
Silvia Alvarado, Director of Finance
4. **Consider Amending FY 2023 Budget to Incorporate Unused FY 2022 Funds for Project Expenditures in FY 2023**
Richard Morales, Jr., Director of Emergency Communications
5. **Consider Approving Appointments to Advisory Committee**
Deborah Brea, Executive Assistant
6. **Staff Reports**
Betty Voights, Executive Director
7. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



CAECD Board of Managers | Summary Minutes

10:30 a.m. or upon adjournment of the Executive Committee, Wednesday, Sept. 14, 2022
Hilton Austin Airport
9515 Hotel Drive
Austin, Texas 78719

Present (23)

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **1st Vice Chair**
Mayor Lew White, City of Lockhart, **2nd Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Council Member Ron Garland, City of Georgetown
Council Member Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Cynthia Long, Williamson County

Absent (5)

Commissioner Russ Boles, Williamson County
Representative John Cyrier
Representative Celia Israel

Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**

Mayor Rydell called the meeting to order at 11:05 a.m.

2. **Consider Approving the Minutes for the July 13, 2022 CAECD Board of Managers Meeting**

Mayor Rydell asked for approval of the minutes. A motion was made by Commissioner Ingalsbe to approve the July 13, 2022, CAECD Board of Managers Meeting Minutes. Judge Oakley seconded the motion. The motion passed unanimously.

3. **Consider Approving Allocation of Additional 9-1-1 Call Taking Workstation – Georgetown Emergency Communications Center**

Renee Bell, Assistant Director – Operations, Emergency Communications

Mr. Richard Morales, the CAPCOG emergency communications division director, said Georgetown requested two new call taking workstations at its emergency communications center. Since CAPCOG has started the process of buying new call handling systems, it has recommended to not purchase the workstations but to provide Georgetown with an existing one currently at CAPCOG's offices.

Mr. Morales said CAPCOG staff and the CAECD Strategic Advisory Committee reviewed the Georgetown center's call volume and the COG's public safety point answering system (emergency communications center) policy and recommended that Georgetown obtain one of the two requested. Mr. Morales said the center may qualify for the second by the time the new systems are purchased.

A motion was made by Commissioner Long to allocate an additional 9-1-1 call taking workstation to Georgetown. Council Member Ron Garland seconded the motion. The motion passed unanimously.

4. **Consider Approving Appointments to Advisory Committee**

Deborah Brea, Executive Assistant

Ms. Brea said Lee County is seeking to appoint Gregory LeBlanc, Lee County emergency management coordinator, to the CAECD Strategic Advisory Committee.

A motion was made by Commissioner Long to approve the appointment. Commissioner Shea seconded the motion. The motion passed unanimously.

5. **Staff Reports**

Betty Voights, Executive Director

Ms. Voights had no staff reports.

6. **Adjourn**

Mayor Rydell adjourned the meeting at 11:10 a.m.

Commissioner Debbie Ingalsbe, Secretary
Board of Managers
Capital Area Emergency Communications District

Date

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING**

MEETING DATE: October 12, 2022

AGENDA ITEM: #3 Consider Accepting the Financial Report for the Period October 1, 2021 to August 31, 2022

GENERAL DESCRIPTION OF ITEM:

This is the fiscal year to date financial report for CAECD, for the eleven months October 1, 2021 to August 31, 2022. Included in the report is the Balance Sheet indicating Total Assets, Liabilities, and Fund Balance, and the Statement of Revenues and Expenditures. Please note that the fund balance of \$32,058,515 as of August 31, 2022, represents resources to be used for ongoing operations and for meeting existing obligations, while maintaining the reserves set aside to cover operations in the event of an emergency, and reserves set aside for equipment replacement.

Total Revenues as of August 31, 2022	\$ 14,284,197
Total Expenditures as of August 31, 2022	\$ 11,236,996

The financial statements have been prepared in accordance with applicable state and federal requirements and are unaudited.

THIS ITEM REPRESENTS A:

- New issue, project or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: Silvia Alvarado, Director of Finance

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A

Source of funds:

- | | | |
|---|------------------------------|-----------------------------|
| Is item already included in fiscal year budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTIONS REQUESTED:

Accept the financial report for the period of October 1, 2021 to August 31, 2022

BACK-UP DOCUMENTS ATTACHED:

1. Unaudited Balance Sheet as of August 31, 2022
2. Unaudited Statement of Revenues and Expenditures as of August 31, 2022

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting): None

Capital Area Emergency Communications District
Balance Sheet - **Unaudited**
August 31, 2022

Assets

Cash and Short Term Investments	\$	31,249,256
Accounts Receivable	\$	1,042,451
Other Assets	\$	<u>297,211</u>
Total Assets	\$	<u>32,588,919</u>

Liabilities and Fund Equity

Accounts Payable	\$	247,139
Due to CAPCOG	\$	283,265
Total Liabilities	\$	<u>530,403</u>
Fund Balance	\$	29,011,315
Change in Fund Balance	\$	3,047,200
Total in Fund Balance	\$	<u>32,058,515</u>
Total Liabilities and Fund Equity	\$	<u>32,588,919</u>

Capital Area Emergency Communications District
Statement of Revenue and Expenditures - **Unaudited**
For the Eleven Months Ending August 31, 2022

	Fiscal Year to Date Actual	Total Budget	Percent Total Budget Remaining
Revenue			
Checking Acct Interest	\$ 113	\$ 100	13.27%
Investment Interest	\$ 149,355	\$ 20,000	646.78%
911 Wireline Fees	\$ 2,611,480	\$ 2,905,001	(10.10)%
911 Wireless Fees	\$ 10,240,129	\$ 11,016,828	(7.05)%
911 Prepaid Wireless Fees	\$ 1,224,858	\$ 1,466,119	(16.46)%
911 Private Switch	\$ 38,212	\$ 69,692	(45.17)%
911 Other Revenues	\$ 20,050	\$ 20,050	0.00%
Total Revenue	\$ 14,284,197	\$ 15,497,790	(7.83)%
Expenditures			
911-Program Management	\$ 2,144,786	\$ 2,808,620	23.64%
911-Network	\$ 4,157,266	\$ 4,299,299	3.30%
911-GIS/DB Maintenance	\$ 1,887,702	\$ 2,458,767	23.23%
911-Equipment Maintenance	\$ 896,582	\$ 1,301,373	31.10%
911-PSAP Services	\$ 428,551	\$ 891,259	51.92%
911-Training & Education	\$ 1,219,779	\$ 1,326,381	8.04%
Regional Notification System	\$ 407,044	\$ 591,412	31.17%
WebEOC	\$ 95,287	\$ 186,645	48.95%
911-Capital Assets	\$ -	\$ 4,835,122	100.00%
Total Expenditures	\$ 11,236,997	\$ 18,698,878	39.91%
Net Revenue Over/(Under) Expenditures	\$ 3,047,200	\$ (3,201,088)	

**CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING**

MEETING DATE: October 12, 2022

AGENDA ITEM: #4 Consider Amending FY 2023 Budget to Incorporate Unused FY 2022 Funds for Project Expenditures in FY 2023

GENERAL DESCRIPTION OF ITEM:

The purpose of this item is to approve the carry forward of unspent FY 2022 funds totaling \$4,868,646 into FY 2023 for Expenditures, Capital Equipment & Replacements. The carry-forward funds consist of the following expenditures: \$40,000 for HVAC replacement; \$100,000 for PSAP Room Prep, \$100,000 for Consultant Study; \$200,000 for Contractual Services; \$952,726 for BUC/RBUC/DSR (Motorola & 911) project; \$365,184 for Burnet County Dispatch Consoles; \$803,061 for Caldwell County Radio Tower project; \$167,500 for Project Contingency; \$566,000 for Hays County Secondary Connectivity; \$935,175 for Llano County Dispatch Consoles and \$20,000 for Llano County Recording Maintenance.

These purchases and projects were either line-item changes or delayed due to purchasing avenues, system/vendor delays, quote updates and inter-local agreement finalizations.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER:

Richard Morales, Jr., Director of Emergency Communications

BUDGETARY IMPACT OF AGENDA ITEM:

Total estimated cost: N/A – moving existing funding into new fiscal year

Source of funds: 9-1-1 Fees

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? N/A

PROCUREMENT: N/A

ACTION REQUESTED:

Approve the FY22 Carry-forward and Amendment to FY23 CAECD budget as outlined in this item.

BACK-UP DOCUMENTS ATTACHED:

1. Proposed Budget Carry-Forward Funds & Amendments Summary

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting): None

ATT 1

Proposed FY 2022 Budget Carry-Forward Funds to Amend FY 2023 Budget				
	FY2022 Budget	FY 2022 Carry-forward	FY 2023 Approved July 2022	FY 2023 Amended Oct 2022
Program Management				
HVAC Replacement	\$40,000.00	\$40,000.00	\$50,000.00	\$90,000.00
Equipment Maintenance				
Llano County Recording	\$20,000.00	\$20,000.00	\$20,000.00	\$40,000.00
PSAP Operations				
PSAP Room Prep	\$100,000.00	\$100,000.00	\$50,000.00	\$150,000.00
Consultant Study	\$100,000.00	\$200,000.00	\$0.00	\$200,000.00
Training & Education				
Contractual Services	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00
Capital Equipment & Replacement				
BUC/RBUC/DSR	\$952,726.00	\$952,726.00	\$810,585.00	\$1,763,311.00
Burnet County Disptach Consoles	\$365,184.00	\$365,184.00	\$121,728.00	\$486,912.00
Caldwell County Tower Site	\$803,061.00	\$803,061.00	\$267,687.00	\$1,070,748.00
BUC/RBUC/DSR Project Contingency	\$167,500.00	\$167,500.00	\$0.00	\$167,500.00
Hays County Secondary Connectivity	\$566,000.00	\$566,000.00	\$0.00	\$566,000.00
Call Handling Equipment Spares	\$225,000.00	\$225,000.00	\$0.00	\$225,000.00
UPS Replacement	\$294,000.00	\$294,000.00	\$506,000.00	\$800,000.00
Llano County Dispatch Consoles	\$1,246,900.00	\$935,175.00	\$0.00	\$935,175.00
Total	\$5,080,371.00	\$4,868,646.00	\$1,826,000.00	\$6,694,646.00