

**CITY OF EL PASO, TEXAS  
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** City Manager's Office

**AGENDA DATE:** August 26, 2008

**CONTACT PERSON/PHONE:** Joseph Lorkowski, 911 District, 562-3911; Leila Melendez, City Manager's Office, 541-4859

**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

Discussion and action on the approval of El Paso County 911 District FY2009 budget to be presented by Joseph Lorkowski, Director of El Paso County 911 District.

**BACKGROUND/DISCUSSION:**

In accordance with the Texas Health and Safety Code, the District's Board of Managers is submitting the attached FY08-09 budget to the District's participating jurisdiction for the City Council's comment and approval.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

Yes, July 31, 2007.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

**BOARD/COMMISSION ACTION:**

**Enter appropriate comments or N/A.**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: If RCA is initiated by Purchasing, client department should sign also). *Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** Jaime G. Miles

**DATE:** 8/17/08

EL PASO COUNTY 911 DISTRICT, 200 N. KANSAS ST., EL PASO, TX 79901 - 915 562 3911

CITY CLERK DEPT.  
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July 11, 2008

The Honorable John Cook  
Mayor of El Paso  
#2 Civic Center Plaza  
El Paso, TX 79999

*Request made via email*  
*Mayor@elpasotexas.gov*  
*with attachment(s)*

Dear Mr. Mayor:

In accordance with the Texas Health and Safety Code, the District's Board of Managers is submitting the attached FY 08-09 Budget to the District's participating jurisdictions for City Council's comment and approval.

Please place the matter on the agenda of your governing body on July 29, 2008 or later and inform the District of the date and time of the meeting.

Sincerely,

/JL/

Joseph Lorkowski  
Director

Attachment(s): FY08-09 Budget

EL PASO COUNTY 911 DISTRICT

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FY 2008-2009  
BUDGET ANALYSIS FOR PRESENTATION

		Year-End Projection 2008
September 2007-2008 Fund Balance Year-End	\$	8,251,000
<b>REVENUES</b>		
Operating Revenues - 911 Fees		4,900,000
Interest Income - Investments		150,000
<b>TOTAL FUND</b>		<b>\$13,301,000</b>
<b>EXPENSES</b>		
<b>9-1-1 DISTRICT</b>		
Personnel Services	598,108	
Materials and Supplies	41,000	
Property and Equipment	30,000	
Administrative Expenses	<u>213,300</u>	
		882,408
<b>9-1-1 SYSTEM</b>		
Contractual Operating Agreements	1,666,000	
Network Operating	729,300	
Facility Operating	<u>258,990</u>	
		2,654,290
<b>TOTAL EXPENSES REQUESTED FOR 2008-2009</b>		<b>\$3,536,698</b>
<b>DIFFERENCE FUND LESS EXPENDITURES:</b>		<b>\$9,764,302</b>
<b>PROJECTS</b>		
A) Project - New CAD Equipment	4,135,000	
B) Project - New Backup 911 Center	200,000	
C) Project - Facility/PSAP Improvements	740,000	
D) Project - 2nd Floor Build-Out	120,000	
E) Project - Enhance Emergency Communications	200,000	
F) Project - Next Generation (NG) 911	132,000	
G) Project - Calltaker Crosstraining	100,000	
<b>TOTAL PROJECTS REQUESTED FOR 2008-2009</b>	<b>\$5,627,000</b>	<b>\$5,627,000</b>

**FUND BALANCE @ September 30, 2009** **\$4,137,302**

The budget approved and adopted by the 9-1-1 Board of Managers is adopted subject to adjustment which the Board may make from time to time with respect to individual line items, including the fund balance shown above. The total fund utilized for expenditures will not exceed the funds available as shown in this budget without approval of the governmental entities which comprise the 9-1-1 District.

The approved budget includes a revenue estimate based on a residential service fee of \$0.40/month, business lines are \$1.00/month and PBX trunks are \$1.60 as set by the Board of Managers and cellular fees @ \$0.50/month set by the Texas Legislature.

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EL PASO COUNTY 911 DISTRICT

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FORM C - FY 2008-2009  
BUDGET STAFFING TABLE

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ENTITY: EL PASO COUNTY 911 DISTRICT  
OFFICE STAFF

	AUTHORIZED FY08-09	ACTUAL FY08-09
<b><u>PERMANENT POSITIONS</u></b>		
DIRECTOR	1	1
ASSISTANT DIRECTOR	1	1
ADMINISTRATIVE ANALYST	1	1
OPERATIONS MANAGER	1	1
IT ENGINEER	1	1
GEOGRAPHIC INFORMATION SYSTEMS MGR.	1	1
NEW POSITION	1	1
TOTAL PERMANENT	7	7
<b><u>TEMPORARY POSITIONS</u></b>		
GIS Technician	1	1
Computer Technician	1	1
TOTAL TEMPORARY	2	2

**SALARY AND BENEFITS  
PROJECTED FOR 2008 - 2009 FISCAL YEAR**

**OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2009**

SALARIES	472,000
* SOCIAL SECURITY TAX (7.65%)	36,108
EMPLOYER HEALTH INSURANCE/Disability	36,000
EMPLOYER RETIREMENT CONTRIBUTION	52,000
TEXAS EMPLOYMENT COMMISSION	2,000
TOTAL SALARY AND BENEFITS	\$598,108

\* rounded

FY 2008-2009 REQUESTED BUDGET

FORM "A"  
EXPENDITURE WORKSHEET

EL PASO COUNTY 911 DISTRICT

TOTAL  
BUDGET  
FY08-2009

**9-1-1 DISTRICT**

**CHARACTER OBJECT PERSONNEL SERVICES (FORM C) SALARY EXPENSE**

6000-0 Salaries, General	472,000	
<b>TOTAL OBJECT</b>		<b>472,000</b>

**OBJECT FRINGE BENEFITS**

6010-0 FICA Taxes	36,108	
6020-0 Texas Employment Commission	2,000	
6030-0 Health/Disability Insurance	36,000	
6040-0 Retirement Contribution	52,000	
<b>TOTAL OBJECT</b>		<b>126,108</b>

**TOTAL CHARACTER 598,108**

**CHARACTER OBJECT MATERIALS & SUPPLIES (FORM 8) MATERIALS AND ADVERTISEMENTS**

6270-0 Office Supplies	10,000	
6100-0 Advertisement Expense	5,000	
6280-0 Publications Expense	1,000	
6290-0 Public Education Materials	25,000	
<b>TOTAL OBJECT</b>		<b>41,000</b>

**TOTAL CHARACTER 41,000**

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## FY 2008-2009 REQUESTED BUDGET

FORM "A"  
EXPENDITURE WORKSHEET

EL PASO COUNTY 911 DISTRICT

TOTAL  
BUDGET  
FY08-2009

CHARACTER OBJECT	EQUIPMENT ACQUISITIONS 6900 EQUIPMENT		
	6900-0 Capital Equipment/Software Purchases	20,000	
	6900-1 Non-Capital Equipment/Software Purchases	10,000	
	TOTAL OBJECT		30,000
	<b>TOTAL CHARACTER</b>		<b>30,000</b>
CHARACTER OBJECT	ADMINISTRATIVE EXPENSES CONTRACTUAL/PROFESSIONAL FEE (FORM 7)		
	6300-0 Professional Services - Lega	25,000	
	6300-4 TX 9-1-1 Alliance Participation	44,000	
	6300-3 Professional Services - Audii	5,000	
	6140-0 Contract Services	30,000	
	TOTAL OBJECT		104,000
OBJECT	UTILITIES		
	6330-0 Office Telephone	6,300	
	6340-0 Office Telephone -Long Distance	200	
	TOTAL OBJECT		6,500
OBJECT	OTHER ADMINISTRATIVE EXPENSES		
	6300-4 District Office Maintenance and Repairs	5,300	
	6041-0 Account Charges	500	
	6170-0 Freight/Shipping	1,000	
	6180-0 Insurance Expense	35,000	
	6350-0 Training/Membership Expense	15,000	
	TOTAL OBJECT		56,800
OBJECT	TRAVEL EXPENSE (FORM 9)		
	6360-0 Travel Expense	15,000	
	6120-0 Automobile Rental/Expense	1,000	
	6330-4 Building Parking	30,000	
	TOTAL OBJECT		46,000
	<b>TOTAL CHARACTER</b>		<b>213,300</b>

FY 2008-2009 REQUESTED BUDGET

FORM "A"  
EXPENDITURE WORKSHEET

EL PASO COUNTY 911 DISTRICT

TOTAL  
BUDGET  
FY08-2009

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**9-1-1 SYSTEM**

CHARACTER OBJECT	CONTRACTUAL OPERATING AGREEMENTS AGREEMENTS		
	1550-0 CAPITAL LOAN	576,000	
	6190-0 NETWORK - EQUIP MAINTENANCE & REPAIRS	250,000	
	6325-3 NETWORK - AT&T CPE	840,000	
	TOTAL OBJECT		1,666,000
	<b>TOTAL CHARACTER</b>		<b>1,666,000</b>

CHARACTER OBJECT	NETWORK OPERATING EXPENSES SERVICES AND OTHER		
	6220-0 Language Line Services	500	
	6230-0 Network - Windstream Recurring	1,600	
	6240-0 Network - Wireless 911 Recurring	210,000	
	6240-1 Network - AT&T Mobility Wireless DataBase	30,000	
	6240-2 Network - Wireless Recurring	100,000	
	6240-3 Network - CO Isolation 351 91800	8,500	
	6250-0 Network - Recurring Fees Other	16,000	
	6250-1 Network - 533-0733 Pagebridge	6,000	
	6250-2 Network - 849-7231 ISDN Circuits	4,500	
	6250-5 Network - PSAP Long Distance	1,500	
	6251-1 Network - SPD T1 915 139 5043	3,600	
	6260-0 Network - Telco Change Orders	2,000	
	6260-1 Network - 915 760 8000 PRI at Raynor	21,600	
	6260-2 Network - 915 532 3795 Positron Backup	18,000	
	6320-0 Network - Radio Site Rental	6,000	
	6325-1 Network - T1 Circuits for Radio Systems	70,000	
	6325-2 Network - Six Pots Lines 915 313 9242	6,000	
	6400-4 Network - Three PRI's 838-32xxx 832-89xx 832-4400	40,000	
	6400-6 Network - Modem Lines (Raynor)	3,500	
	TOTAL OBJECT		549,300

OBJECT	OTHER OPERATING EXPENSE		
	6150-0 Calltaker Costs	180,000	
	TOTAL OBJECT		180,000
	<b>TOTAL CHARACTER</b>		<b>729,300</b>

CHARACTER OBJECT	FACILITY OPERATING BUILDING EXPENSES		
	6330-1 Building Utilities	150,000	
	6330-6 Building Maintenance/Janitorial	108,990	
	TOTAL OBJECT		258,990
	<b>TOTAL CHARACTER</b>		<b>258,990</b>

<b>Total Expenditures - Fiscal Year 2008-2009</b>	<b>\$</b>	<b>3,536,698</b>
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**Operating Budget  
FORM 7**

EL PASO COUNTY 911 DISTRICT		
SUB-OBJECT	TITLE/DESCRIPTION/EXPLANATION/JUSTIFICATION	BUDGETED 2008-2009
<b>CONTRACTUAL SERVICES DETAIL</b>		
6300-0	PROFESSIONAL SERVICES - Legal	25,000
6300-1	PROFESSIONAL SERVICES - TX 9-1-1 Alliance Participation	44,000
6300-3	PROFESSIONAL SERVICES - Audit	5,000
6140-0	CONTRACT SERVICES	30,000
<b>ADMINISTRATIVE EXPENSES</b>		
<u>UTILITIES</u>		
6330-0	Office Telephone Local	6,300
6340-0	Office Telephone Long Distance	200
<u>OTHER ADMINISTRATIVE EXPENSES</u>		
6041-0	Account Charges	500
6120-0	Auto/mileage	1,000
6170-0	Freight/Shipping Expense	1,000
6180-0	Insurance Expense	35,000
6350-0	Training/Membership/Registration Expense	15,000
<u>BUILDING</u>		
6330-3	District Office Maintenance/Repairs	5,300
6330-4	Building Parking	30,000

**Operating Budget  
MATERIALS AND SUPPLIES EXPENSE  
FORM 8**

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EL PASO COUNTY 911 DISTRICT		
SUBJECT	TITLE/DESCRIPTION/EXPLANATION/JUSTIFICATION	BUDGETED 2008-2009
6270-0	OFFICE SUPPLIES supplies include data processing supplies, office supplies and printing services necessary for the daily operations of the District	\$10,000
6100-0	ADVERTISEMENT EXPENSE advertisement of request for bids/proposals when necessary and other legal requirements for advertising notices	\$5,000
6280-0	PUBLICATIONS EXPENSE publications necessary for geofile maintenance references and other administrative reading materials	\$1,000
6290-0	PUBLIC EDUCATION MATERIAL 911 public education material purchased by the District and reimbursed to the public safety agencies in City and County for use by their public educators	\$25,000

FY 2008-2009 REQUESTED BUDGET

FORM "R"  
REVENUE WORKSHEET

EL PASO COUNTY 911 DISTRICT

TOTAL  
BUDGET  
FY2008

ENTITY: EL PASO COUNTY 911 DISTRICT

CHARACTER GOVERNMENTAL REVENUE  
OBJECT 4000 OPERATING REVENUE

4000 911 Fees Collected 4,900,000

TOTAL OBJECT 4,900,000

OBJECT 8000 INTEREST INCOME

TOTAL OBJECT 150,000

TOTAL CHARACTER \$5,050,000

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**Operating Budget  
TRAVEL EXPENSE  
FORM 9**

EL PASO COUNTY 911 DISTRICT					
DEPT/ACCT	PURPOSE	LOCATION	INCLUSIVE DATES	TITLE(S) OF PERSONS ATTENDING	REQUESTED AMOUNT
6360-0	to attend meeting or conferences of professional or governmental organizations of which the District has membership(s) or other travel  <i>(with Board Approval)</i>	various designated cities in the United States	October 1, 2008 to September 30, 2009	May include: Board Member(s) Director Assistant Director Administrative Analyst Operations Mgr. Geographic Inf. Mgr. IT Engineer Public Safety Personnel	\$15,000

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