CAECD Board of Managers | Agenda

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, July 14, 2021
CAPCOG Lantana Room
6800 Burleson Rd., Bldg. 310, Suite 155
Austin, Texas 78744

Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**
Judge James Oakley, Burnet County, **Second Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, 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
Mayor Pro Tem Kevin Pitts, City of Georgetown
Commissioner Debbie Ingalsbe, Hays County

Ms. Sandy Cox, City of Lakeway
Mayor Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Mike Heath, 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 by the Chair**

2. **Consider Approval of Minutes for the April 14 and May 12, 2021 CAECD Board of Managers Meeting**

3. **Consider Accepting the Financial Report for the Period October 1, 2020 to May 31, 2021**
   Lisa Bowman, Director of Finance

4. **Consider Adopting a Resolution Setting the 9-1-1 Service Fee for FY2022**
   Richard Morales Jr., Director of Emergency Communications

5. **Consider Approving Amendments to 9-1-1 GIS Contracts**
   Andrew Hoekzema, Director of Regional Planning & Services

6. **Consider Approving a Contract with AT&T to Obtain MIS Services and Support**
   Richard Morales Jr., Director of Emergency Communications

7. **Consider Approving the FY 2022 CAECD Budget**
   Sheila Jennings, Director of Administration

8. **Staff Reports**
   Betty Voights, Executive Director

9. **Adjourn**

CAECD Board of Managers |Summary Minutes

10:30 a.m., or upon adjournment of the Executive Committee
Wednesday, April 14, 2021
Access via Zoom or Conference Call
https://zoom.us/j/97000961700?pwd=bWVQOG53azg1UGpocjFlZWppSnRoZz09
Dial In: +1 346 248 7799
Meeting ID: 970 0096 1700
Passcode: 644915

Present (21)
Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**
Judge James Oakley, Burnet County, **Second Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
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Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Commissioner Debbie Ingalsbe, Hays County

Mayor Sandy Cox, City of Lakeway
Council Member Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Mike Heath, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Cynthia Long, Williamson County

Absent (3)
Commissioner Russ Boles, Williamson County
Mayor Pro Tem Kevin Pitts, City of Georgetown
Council Member Andrea Willott, City of Bee Cave

1. **Call to Order by the Chair**

   Judge Paul Pape called the meeting to order at 10:00 a.m. and confirmed the quorum

2. **Consider Approval of Minutes for the February 10, 2021 Board of Manager Meeting**

   A motion was made by Commissioner Ingalsbe to approve the February 10, 2021 meeting minutes. Mayor Hughson seconded the motion. The motion passed unanimously.

3. **Consider Accepting the Annual Financial Report for the Period October 1, 2020 to February 28, 2021**
   Lisa Bowman, Director of Finance

   Ms. Bowman noted a correction was needed to remove "annual" from the title of this agenda item. She then reported on the financial report for the period October 1, 2020 to February 28, 2021. Total revenues for the period were approximately $6,180,000.00 and total expenditures were approximately $3,830,000.00. Ms. Bowman indicated we would expect to be at about 58 percent of the budget remaining and that revenues are coming in right on mark. For expenditures, there are some projects that are still in process, especially in the capital asset area, so it looks like we are a bit underspent; operations were slightly under budget.

A motion was made by Mayor Cox to approve the financial report for the period October 1, 2020 to February 28, 2021. Mayor Pro Tem Nelson seconded the motion. The motion passed unanimously.

4. **Review Radio Interoperability Communications Gaps for Budgeting Consideration**
   Betty Voights, Executive Director

Ms. Voights deferred to Commissioner Dockery to discuss radio interoperability communications gaps for budgeting consideration. Commissioner Dockery stated he requested a preliminary list of some of the projects being discussed in the CAPCOG Regional Interoperability Communication Committee (CRICC) and estimates on needed projects throughout the region. He indicated there were no formal estimates at this time.

He went on to state he felt a review from a basic needs aspect was needed, and he advocated to include a line item in the CAPCOG budget each year for rural interoperability communications to help fund these projects. He continued that he did not think this needed to be 100 percent grant program, but that there needs to be participation from local entities.

Ms. Voights stated the officers met prior to the executive committee noting we are continuing to budget our reserve goals for operating and equipment – those reserve amounts are part of the fund balance. She went on to say that CAPCOG is still committed to the reserve goals and added that in 2017 the board felt so strongly about keeping the reserves that the board amended the bylaws to require a supermajority to spend anything out of them. She noted that the 9-1-1 mission-critical projects will continue to come first but at some point the dispatch consoles, which are clearly necessary to realized NextGen 911 benefits, would be needed and she discussed why radio interoperability projects would need to be tied to NextGen 911 if funded from an increase in fees due to the new legislation proposed

Commissioner Long commented she wanted to be sure when communicating about the list that it was a fully robust list. She then went on to state their towers and georedundant primes & other things were paid for by Williamson County and that they did not go to CAPCOG for that. She expressed she felt it was important that we understand the full picture of what each county and each entity has brought to the table and has never had either the district or homeland security or any other funding paid for. She expressed she thought it was especially important that we understand where everybody's investments are coming from. She commented, that could be a task that Mr. Morales and his staff take on, to list all the equipment we have, whether it is our equipment or not, and how that plays into the whole system.

Judge Oakley commented in support of Commissioner Dockery's point stating the gist of this is not to identify a dollar amount, but to identify a line item in the budget build that we can attribute some money to for rural needs. He went on to state that perhaps we need to come up with a decision of which counties are considered rural but that this was a way to ensure rural counties get some of the money for their essential needs for dispatch panels, etc.

Judge Pape asked if there was any other discussion on this agenda item. He then asked Ms. Voights if she had any other questions or remarks of the board and what direction she and staff was moving toward as they draft the budget. Ms. Voights responded that the Strategic Advisory Committee, the CAECD's technical committee, would be reviewing and recommending projects for the budget. She referenced the preliminary assessment by the CRICC in the agenda packet and commented that the list was boiled down because any extra funding received in the near future that would allow us to do radio operability was likely going to come from any extra revenue if the HB2911 passes. She added that the FCC is also in the process of defining 9-1-1 in response to funding diversion accusations and she didn't know how restrictive that

would be.

Judge Cunningham commented that rural counties should have the same basic capabilities as the larger counties, which he indicated was currently not the case. He continued that he was not looking for CAPCOG to pay for everything related to communication in Llano County but that he would like to be brought up to the same standards of the other counties.

Ms. Voights discussed the update of the Regional Interoperability Communications Plan (RICP) and the work of the CRICC as the process for updating what the region needs and where the gaps are; it is not a completed process.

Commissioner Dockery asked that the board instruct staff to find a funding level and put it into the budget in some form, so that the board can examine and review it at the time the boards preparing to adopt the budget.

Judge Pape confirmed with Ms. Voights that the funding level needed to be dedicated or allocated to the rural interests of our region. Ms. Voights responded that she was assuming that the 9-1-1 mission-critical projects still come first; after that is when it can be determined if there is available funding.

Judge Pape stated the Legislature is going to be voting on whether we can have an option of raising our fee and that if we could quantify what the unmet needs are in these areas, that could help us justify adjusting our fee as we get the opportunity to do so.

No action was required on this item.

5. **Consider Support for HB 2911 Authorizing Local Options for Wireless 911 Fee Increase**
   Betty Voights, Executive Director

   Ms. Voights indicated this was a follow up item that the board asked to come back for discussion because it represents a policy decision. She stated since that last meeting, the bill was discussed in the House Committee and is pending, which she indicated was not unusual for the first reading. She went on to state there were questions about whether, once a district increases its fee to fund the infrastructure for NexGen, 9-1-1, would it then lower its fee after the two years. She explained that the funding will also be needed for recurring costs once the new infrastructure is in place.

   A motion was made by Commissioner Dockery to approve support for HB 2911 authorizing local options for wireless 9-1-1 fee increase. Commissioner Shea seconded the motion. The motion passed with one opposing vote by Commissioner Long.

6. **Consider Approving Contract for Priority Dispatch Corporation Services and Support**
   Richard Morales Jr., Director of Emergency Communications

   Mr. Morales explained that this item was an annual contract for review for a five-year time frame and that it allows 9-1-1 call takers to provide pre-arrival protocols before the first responders arrive. He went on to explain there are specific protocols that the telecommuters go through when they receive a call, and that this was a particularly good tool and includes an education section where personnel can get certified. He then requested the board approve the five-year contract and receive services.

A motion was made by Judge Oakley to approve the contract for priority dispatch corporation services and support. Mayor Hughson seconded the motion. Ms. Voights explained that this had previously been a large budget item every other year so this contract would allow the costs to be spread over five years. Judge Pape then called for a vote; the motion passed unanimously.

7. **Staff Reports**

Betty Voights, Executive Director

Ms. Voights deferred to Mr. Morales to provide a brief update on emergency communication stats. Judge Pape stated that Ms. Voights informed him that CAPCOG staff would be returning to working in the office June 1. He went on to state he would like to suggest that the board consider returning to in person meetings with a virtual option. There was some discussion surrounding telecommuting. Ms. Voights explained that CAPCOG had expanded its telework policy from one to two days per week for eligible employees. She also noted that Governor Abbott had waived open meetings requirements during the pandemic but was not likely to keep that in place.

Mr. Morales reported 20 PSAPS visits this past quarter – a lot had to do with our cut overs NexGen 9-1-1 issue. Regarding call volume – 472,300 calls, 2,096 text messages, and a 97.8 percent answer time, which is above the 90 percent NENA requires. We had thirteen courses for the telecommunicators. We also had virtual academy courses, 122 of those courses were taken with a total of 189 training hours.

8. **Adjourn**

The meeting was adjourned at 11:55 a.m.

Mayor Lew White, Secretary   Date
Executive Committee
Capital Area Council of Governments

CAECD Board of Managers |Summary Minutes

Present (23)

Judge Paul Pape, Bastrop County, **Chair**
Mayor Brandt Rydell, City of Taylor, **First Vice Chair**
Judge James Oakley, Burnet County, **Second Vice Chair**
Mayor Lew White, City of Lockhart, **Secretary**
Judge Ron Cunningham, Llano County, **Parliamentarian**
Mayor Jane Hughson, City of San Marcos, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Pro Tem Lyle Nelson, City of Bastrop
Council Member Andrea Willott, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Mayor Pro Tem Kevin Pitts, City of Georgetown
Commissioner Debbie Ingalsbe, Hays County

Council Member Christine Sederquist, City of Leander
Commissioner Steven Knobloch, Lee County
Council Member Mike Heath, 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

Absent (2)
Judge Brett Bray, Blanco County
Ms. Sandy Cox, City of Lakeway

1. **Call to Order by the Chair**
   Judge Pape called the meeting to order at 11:21 a.m. and confirmed a quorum.

2. **Consider Approving Purchase of Additional Communications Circuit to Provide Redundancy for Hays County PSAP**

   Richard Morales Jr., Director of Emergency Communications

   Mr. Morales explained that Hays County Public Safety Building (PSB) which houses Hays County SO, Kyle PD, and Texas State PD is currently the only location in the CAECD region that does not have a backup network in place.

   During the construction of the new PSB, AT&T announced that the ASE network components that had been used regionwide would no longer be available for new installation. Instead they presented a new product called ASE On-Demand which was extremely costly and would also require upgrades to all existing ASE classic sites. Without upgrading all other PSAPs, Hays County PSB would essentially be isolated in the event of an outage effectively defeating the role of contingency or fail-over routing.

   Through further discussions with AT&T CAPCOG staff concluded that the most efficient and timely solution is to diversify the existing AT&T Virtual Private Network (AVPN) and provide Hays County PSB with an additional circuit. The AVPN is an established fiber pathway leading into the Hays County PSB, but the duel circuits will route through different Central Offices eliminating a single point of failure. The cost for one-

time construction is $566,000 with an annual cost for the duel AVPN circuits of $31,000. This item was not budgeted and would require use of the CAECD Unassigned Funds. Ms. Voights pointed out the CAECD maintains an unassigned balance in its budget to ensure funds are available for unexpected projects such as this one.

Commissioner Long commented she understood that part of what the CAECD set out to do shortly after becoming a district was to build in redundancy in our network, noting this was a key priority and that this is in support of that priority. Mr. Morales concurred, he went on to state that there is a single failure point right now and that the CAECD wants to diversify that with the different central offices. Commissioner Long then questioned if there were any other gaps that still needed to be filled in terms of that level of redundancy to every PSAP. Mr. Morales indicated that there were no other gasps in terms of redundancy except for Hays. Ms. Voights noted that this is a consolidation of existing PSAPs but in a new building which is why we don't already have the redundancy.

Judge Oakley voiced concerns about agreeing to a recurring annual cost. Mr. Morales explained that this was the cost for the circuit and that there are recurring costs for all PSAPs.

A motion was made by Mayor Hughson to approve the purchase of additional communications circuit to provide redundancy for Hays County PSAP. Council Member Sederquist seconded the motion. The motion passed unanimously.

3. **Consider Approving Additional Year Subscription of Data Hub with GeoComm**
   Susan Cooper, GIS Program Manager
   Andrew Hoekzema, Director of Regional Planning & Services

Mr. Hoekzema explained that CAPCOG began using the GeoComm's Data Hub system in 2019; it is used for the 9-1-1 GIS mapping work necessary to support a high level of accuracy in preparation for NextGen9-1-1. He went on to state the initial subscription was purchased for one year and that this agenda item seeks to renew the subscription for another year. Mr. Hoekzema stated the total estimated cost was $68,940.04. He went on to say the amount requested was less than the budgeted amount in the event an upgrade from monthly to weekly system uploads was needed, noting monthly uploads are currently being used and seem to be working.

A motion was made by Mayor Hughson to approve an additional year subscription of Data Hub with GeoComm. Mayor Sederquist seconded the motion. The motion passed unanimously.

4. **Consider Approving Appointments to the CAECD Strategic Advisory Committee**
   Deborah Brea, Executive Assistant

Ms. Brea announced the following recommendations for the CAECD Strategic Advisory Committee (SAC): Commissioner Long recommended Thomas Piche to the Williamson County slot. Judge Cunningham recommended Doni Whitecotton to the Llano County slot.

A motion was made by Commissioner Dockery to approve the appointments to the CAECD SAC as presented. Council Member Heath seconded the motion. The motion passed unanimously.

5. **Staff Reports**
   Betty Voights, Executive Director

Ms. Voights asked for discussion on the board resuming in person meetings. Judge Pape recommended the board reconvene in-person meetings for Executive Committee meetings starting in June, with the option of video conferencing, for now. Ms. Voights stated that unless there is a bill passed that changes the open meetings requirements, the Governor has only extended the option to allow us to do fully virtual for 30 days. There was discussion surrounding in-person meetings and the benefits of teleworking. It was decided that the Executive Committee meetings will reconvene with on-site meetings with a video option starting June 9.

6. **Adjourn**

   The meeting was adjourned at 11:47 a.m.

   _____   _____
   Mayor Lew White, Secretary   Date
   Executive Committee
   Capital Area Council of Governments

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING

MEETING DATE: <u>July 14, 2021</u>

AGENDA ITEM: <u>#3 Accept the Financial Report for the Period October 1, 2020 to May 31, 2021</u>

GENERAL DESCRIPTION OF ITEM:

This is the fiscal year to date financial report for CAECD, for the eight months October 1, 2020 to May 31, 2021. Included in the report is the Balance Sheet indicating total assets, liabilities, and fund equity at May 31, 2021. Also included in the report is the Statement of Revenues and Expenditures as of May 31, 2021.

Total Revenues as of May 31, 2021 $ 10,055,946.41
Total Expenditures as of May 31, 2021 $ 7,417,439.11

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: Lisa Bowman, CAPCOG Director of Finance

BUDGETARY IMPACT OF AGENDA ITEM:
     Total estimated cost: N/A
     Source of funds:
     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.? _____

PROCUREMENT: N/A

ACTIONS REQUESTED:
Accept the financial report for the period of October 1, 2020 to May 31, 2021

BACK-UP DOCUMENTS ATTACHED:
1. Unaudited Balance Sheet at May 31, 2021
2. Unaudited Statement of Revenues and Expenditures as of May 31, 2021

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

Capital Area Emergency Communications District
Balance Sheet - **Unaudited**
May 31, 2021

<u>Assets</u>

Cash and Short Term Investments	$ 29,500,605.00
Accounts Receivable	978,756.96
Other Assets	2,243,119.53
Total Assets	$ 32,722,481.49

<u>Liabilities and Fund Equity</u>

Accounts Payable	$ 566,413.52
Due to CAPCOG	247,441.15
Total Liabilities	$ 813,854.67
Beginning Fund Balance	$ 29,270,119.52 **
Change in Fund Balance	2,638,507.30
Total in Fund Equity	$ 31,908,626.82
Total Liabilities and Fund Equity	$ 32,722,481.49

** This beginning fund balance includes all of the year end adjustments at
9-30-20, including the AT&T Credit prior period adjustment for
$3,236,784. This beginning fund balance agrees with the ending fund
balance in the audited Annual Report for the year ended 9-30-20.

Capital Area Emergency Communications District
Statement of Revenue and Expenditures - **Unaudited**
For the Eight Months Ending May 31, 2021

	Fiscal Year to Date Actual		Total Budget	Percent Total Budget Remaining
Revenue				
Checking Acct Interest	$ 90.57	$	1,000.00	90.9%
Investment Interest	10,831.78		149,000.00	92.7%
911 Wireline Fees	1,999,631.24		3,532,250.00	43.4%
911 Wireless Fees	6,954,026.50		9,547,200.00	27.2%
911 Prepaid Wireless Fees	1,053,712.63		1,656,400.00	36.4%
911 Private Switch	22,616.19		43,350.00	47.8%
911 Other Revenues	15,037.50		20,050.00	25.0%
Total Revenue	$ 10,055,946.41	$	14,949,250.00	32.7%
Expenditures				
911-Program Management	$ 1,683,490.62	$	2,721,640.00	38.1%
911-Network	2,698,380.34		5,341,088.00	49.5%
911-GIS/DB Maintenance	1,268,204.42		2,729,905.00	53.5%
911-Equipment Maintenance	434,163.12		2,125,405.00	79.6%
911-PSAP Services	282,676.95		922,201.00	69.3%
911-Training & Education	157,217.88		328,488.00	52.1%
911-Capital Assets	566,066.90		5,020,000.00	88.7%
Regional Notification System	271,497.94		577,042.00	53.0%
WebEOC	55,740.94		179,011.00	68.9%
Total Expenditures	$ 7,417,439.11	$	19,944,780.00	62.8%
Net Revenue Over/(Under) Expenditures	$ 2,638,507.30	$	(4,995,530.00)	

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING

MEETING DATE: <u>July 14, 2021</u>

AGENDA ITEM: <u>#4 Consider Adoption of Resolution Setting the 9-1-1 Service Fee for FY2022</u>

GENERAL DESCRIPTION OF ITEM:
In Texas, there are three components to the overall 9-1-1 fee:
- **9-1-1 Service Fee**; charged to each local access line or equivalent and known as traditional landline service, currently $.50 per month.
- **9-1-1 Wireless Fee**; charged to each activated cell phone, currently $.50 per month.
- **9-1-1 Prepaid Wireless Fee**, currently two percent (2%) of the purchase price.

The 9-1-1 wireless fee and the 9-1-1 prepaid wireless fee are set at the state level. The 9-1-1 service fee is set by the state for the Councils of Government and by the boards of each Emergency Communications District or Municipal Emergency Communication District.

Texas Health and Safety Code Section 772.516 (e) requires the district board to set the 9-1-1 service fee each year as part of the annual budget. The 9-1-1 service fee pertains to the traditional landline and Voice over Internet (VoIP) telephone services within the district and is charged to each residential line, business line and business trunk. The FY 2022 budget to be approved by the Board at the July 2021 BOM will retain the $.50 rate for Fiscal Year 2022.

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 Emergency Communications**

BUDGETARY IMPACT OF AGENDA ITEM:
Total estimated cost: NA
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.? _____

PROCUREMENT: NA

ACTIONS REQUESTED:
Approve the resolution to set the 9-1-1 Service Fee at $.50 per line for Fiscal Year 2022.

BACK-UP DOCUMENTS ATTACHED:
1. Resolution setting the 9-1-1 Service Fee
2. Service Fee Category Chart

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

RESOLUTION

A RESOLUTION CLASSIFING RATES FOR THE 9-1-1 EMERGENCY SERVICE FEE ON SERVICE USERS FOR LOCAL EXCHANGE ACCESS LINES AND EQUIVALENT LOCAL EXCHANGE ACCESS LINES

WHEREAS, the Capital Area Emergency Communications District Board of Managers is authorized by Texas Health and Safety Code, Chapter 772 to impose a 9-1-1 emergency service fee on service users for local exchange access lines and equivalent local exchange access lines;

WHEREAS, in accordance with Texas Health and Safety Code, Section 771.063, the Capital Area Emergency Communications District is required to follow the definition of a local exchange access line and an equivalent local exchange access line as adopted by rule by the Commission on State Emergency Communications;

WHEREAS, in accordance with Texas Health and Safety Code Chapter 772.516(d), the rate of the fee may not exceed six percent of the monthly base rate charged a service user by the principal service supplier in the participating jurisdiction;

WHEREAS, in accordance with Texas Health and Safety Code Chapter 772.516(e), the board shall set the amount of the fee each year as part of the annual budget; and

WHEREAS, the schedule of fee rates and classifications recommended by District management for Fiscal Year 2022 complies with the six percent cap in Texas Health and Safety Code, Chapter 772.516(d).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT THAT: The 9-1-1 emergency service fee rates and classifications for Fiscal Year 2022 are hereby levied at the monthly rate of $.50 per line for residential lines, business lines and business trunks. The fees are applied to a maximum of 100 lines per customer bill, per location.

Passed and approved on this first and final reading on this 14th day of July 2021.

_____   _____
Judge Paul Pape, Chair   Mayor Lew White, Secretary
Board of Managers Emergency Communications
District

CAPITAL AREA EMERGENCY COMMUNICATIONS FY22 9-1-1 FEE CATEGORIES

Fee Type	Rate	Annual Total Collected	% of Service Fee Revenue
9-1-1 Service Fee (Traditional Landline)	$.50	$2,905,001	19%
9-1-1 Wireless Fee (Mobile Phone Service)	$.50	$11,016,827	72%
Pre-paid Wireless Service Fee (Mobile Phone Service- advanced purchases)	% of final purchase price	$1,466,119	9%
Total Forecasted Fee Collection		**$15,387,948**	**100%**

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING

MEETING DATE: <u>July 14, 2021</u>

AGENDA ITEM: <u>#5 Consider Approving Amendments to 9-1-1 GIS Contracts</u>

GENERAL DESCRIPTION OF ITEM:

The CAECD Strategic Advisory Committee, at a recent meeting on June 23rd, reviewed the feasibility of transitioning all ten CAPCOG counties to NG9-1-1 with consideration to the minimum mapping accuracy requirements of 98 percent to transition and voted to recommend to the board that counties be transitioned as they reach this standard. Since it is unknown how many will meet the August 1st deadline for accuracy, staff is recommending the existing 9-1-1 GIS contracts be extended through the first quarter of FY '22 with several necessary amendments which are discussed in the attached memo.

Current contracts expire on 9/30, and staff expects to bring a new contract for the remainder of FY'22 to the board at its October meeting; those will more directly address the work required for NG9-1-1 and broader data quality and performance goals once the transition is complete.

The recommended amendments for October-December 2021 adjust the contract amounts per the adopted formula based on mapping features, adds NG9-1-1 transition protocol to be used by those ready to transition on August 1, 2021, and clarifies CAPCOG must maintain call routing boundaries related to PSAPs, Emergency Service Zones, et al. Specifically, the SAC recommended:

1. CAPCOG should transition counties to NG9-1-1 individually upon completion of technical requirements;
2. If a county is not able to reach 98% match between ALI and Road Centerline records by August 1, CAPCOG staff should provide direct staff assistance to bring them up to 98% as soon as possible; and
3. CAPCOG should control the boundaries for PSAPs and emergency service providers in the 9-1-1 system due to the high potential for errors in these files to cause widespread issues in quality of service.

THIS ITEM REPRESENTS A:
- [ ] New issue, project, or purchase
- [ ] Routine, regularly scheduled item
- [x] Follow-up to a previously discussed item
- [ ] Special item requested by board member
- [ ] Other

PRIMARY CONTACT/STAFF MEMBER: **Andrew Hoekzema, Director of Regional Planning & Services**

BUDGETARY IMPACT:
Total estimated cost: <u>$473,266.55 (1/4 of FY 2022 annual budget)</u>
Source of Funds: <u>CAECD revenue</u>
Is item already included in fiscal year budget? [x] Yes [ ] No
Does item represent a new expenditure? [ ] Yes [x] No
Does item represent a pass-through purchase? [x] Yes [ ] No
If so, for what city/county/etc.? Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties, and with City of Austin.

PROCUREMENT: <u>N/A</u>

ACTION REQUESTED:
Approve Amendments to FY 2021 9-1-1 GIS Contracts

BACK-UP DOCUMENTS ATTACHED:
1. 9-1-1 GIS Local Government Contract Amendment Memo
2. Draft Amended ILA for 9-1-1 GIS Database Management (showing changes relative to current contract)
3. Attachment A
4. Attachment B

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

BASTROP   BLANCO   BURNET   CALDWELL   FAYETTE   HAYS   LEE   LLANO   TRAVIS   WILLIAMSON

MEMORANDUM
June 25, 2021

TO: **CAECD Board of Managers**

FROM: **Andrew Hoekzema, Director of Regional Planning and Services**

RE: **Proposed Amendments to Local Government 9-1-1 GIS Contracts**

At the April CAECD Strategic Advisory Committee (SAC) meeting, CAPCOG staff discussed the current status of 9-1-1 GIS mapping accuracy and the challenges with a September transition to NG9-1-1 which requires 98 percent accuracy by August 1st. A work group of the SAC was appointed and met twice to address whether the region should postpone the transition if all counties were not at that accuracy level. The work group composed of SAC Officers David Smith and Dawn Moore as well as Commissioner Ed Theriot, DeLynn Peschke, and Julie Sommerfield recommended that the counties meeting the accuracy requirements on August 1st be moved into the transition protocol with assurance from CAPCOG staff there are no logistical or financial ramifications if all counties aren't transitioned at the same time. They further recommended that CAPCOG's GIS staff provide assistance to address errors more quickly for those counties not reaching the required accuracy.

We had anticipated having new contracts for all ten counties reflecting modifications in the scope of work had a region-wide transition occurred; however, the SAC and staff agreed extending existing contracts for another quarter with necessary modifications would be the best approach. At this time, the attached contract is amended as follows:

1. **Extend end date of contract from 9/30/2021 to 12/31/2021**. Since the scope of work other than adjustments in deadlines and boundary files, is mostly staying the same except for language related to NG9-1-1 transition, we are recommending extending the existing contract for an additional quarter into FY'22. A contract with more revisions will be brought to the board in October.
2. **Increase for FY'22 budgeted amount.** Budgeted amounts are currently based on each county's database records (map features) based on a formula approved by the board in 2020 and updated for each fiscal year. The rate is $4.75 per record for the first 20,000, and $1.15 per record beyond that.
3. **CAPCOG will maintain control over authoritative versions of boundary files, as recommended by the SAC.** The scope of work now clarifies that CAPCOG will maintain the authoritative versions of all boundary files – Public Safety Answering Points (PSAPs), Emergency Service Zones (ESZs), and Provisioning Boundaries, and establishes procedures and expectations for requesting updates to these

boundaries. This will help minimize the possibility of errors in any of these records inadvertently causing broader 9-1-1 system problems that may extend beyond an individual local government's area.

4. **Addenda for Post-Transition NG9-1-1 work**. CAPCOG is including provisions for issuing addenda for those counties that complete the transition to NG9-1-1 prior to the end of the year. This is necessary because the work flow will need to be different in an NG9-1-1 environment that the current work flow provides for.

5. **NG9-1-1 Transitional GIS Data Requirements (Attachment B) Updates**. These updates mainly involve two items. First is removing requirements to submit ESBs and ESZs, corresponding with the SAC recommendation (these will be updated by CAPCOG following a request from local governments using the City Limit boundary submissions or other information needed to change these files) and updating expectations about the timing of submissions, clarifying that CAPCOG prefers updates being submitted on the first business day of the month in order to capture as many updates as possible in the PSAP map update, but will accept submissions up to five days in advance of the first business day of the month, and cannot guarantee that anything submitted after the first business day of the month will be included in that month's PSAP map update.

Amendment 1 to Capital Area Council of Governments Interlocal Agreement for 9-1-1 Geographic Information System Database Management

The Capital Area Council of Governments ("CAPCOG") entered into an Interlocal Agreement (ILA) with PUBLIC AGENCY on [Execution Date]. This amendment is authorized under Section 13.3 of the original ILA, which amendments by mutual agreement. The purpose of this amendment is to update the scope of work and data requirements related to the transition to Next-Generation 9-1-1 (NG9-1-1) that is expected to occur between September 30 and December 31, 2021, and to extend the performance period and add funding to cover the costs of performing work during these months.

AMENDMENT

Section 4: Effective Date and Term of Contract is amended as follows:

4.1: This contract takes effect October 1, 2020, and terminates on ~~September 30~~ December 31, 2021, unless terminated sooner under Section 10.

Section 5: Contract Price and Payment Terms is amended as follows:

5.1: For work performed under this agreement, CAPCOG agrees to compensate PUBLIC AGENCY an amount not to exceed [FY 2021 Contract Amount plus ¼ of budgeted FY 2022 amount].

5.2: PUBLIC AGENCY agrees to invoice CAPCOG for ~~one quarter of~~ the amounts listed under section 5.1 within five business days of the end of each of the following quarters and as directed by CAPCOG for work performed during these quarters:

> October 1 – December 31, 2020: [FY 21 Q1 amount], due by close of business, Friday, January 8, 2021;

> January 1 – March 31, 2021: [FY 21 Q2 amount], due by close of business, Wednesday, April 7, 2021;

> April 1 – June 30, 2021: [FY 21 Q3 amount], due by close of business, Thursday, July 8, 2021;

> July 1 – September 30, 2021: [FY 21 Q4 amount], due by close of business, Thursday, October 7, 2021; and

> October 1 – December 31, 2021: [FY 22 Q1 amount], due by close of business, Monday, January 10, 2022.

Attachment A: Scope of Work is amended as indicated in Attachment A to this document.

Attachment B: Technical Requirements is amended as indicated in Attachment B to this document.

Commented [HA1]: FY 2022 amounts;

Bastrop Co:	$141,198.95	**Q1: $35,299.74**
Blanco Co:	$46,906.25	**Q1: $11,726.56**
Burnet Co:	$121,073.95	**Q1: $30,268.49**
Caldwell Co:	$99,395.30	**Q1: $24,848.83**
Fayette Co.:	$101,082.35	**Q1: $25,270.59**
Hays Co.	$193,725.20	**Q1: $48,431.30**
Lee Co.	$59,755.00	**Q1: $14,938.75**
Llano Co.	$95,680.80	**Q1: $23,920.20**
City of Austin	$614,575.75	**Q1: $153,643.94**
Williamson Co.	$419,672.60	**Q1: $104,918.15**

«Local_Government_Name»   CAPITAL AREA COUNCIL OF GOVERNMENTS

By: _____   By: _____

Name: _____   Betty Voights

Title _____   Executive Director

Date: _____   Date: _____

Date of County Governing Body Approval:

_____

Attachment A: Scope of Work

Overview

The goal of this scope of work is to facilitate the exchange of geospatial information between CAPCOG and the PUBLIC AGENCY to help ensure that efficient and accurate response to emergency calls and text messages in all areas of the Capital Area Emergency Communications District. In order to accomplish this:

1. Calls and texts must be routed to the correct public safety answering point (PSAP);
2. The correct emergency service provider must be dispatched to the appropriate location; and
3. The emergency responders must be able to know the most efficient route to reach that location.

Definitions

Core 9-1-1 GIS data terminology:

1. **9-1-1 GIS Database**: The geospatial database maintained and updated by the PUBLIC AGENCY that includes, at a minimum, all address points (SSAPs), road centerlines (RCLs), PSAP boundaries, Emergency Service Boundaries (ESBs), Emergency Service zZone (ESZ) boundaries, and city limit (municipal) boundaries for the PUBLIC AGENCY's provisioning boundary
2. **Data Layer**: Also known as a Feature Class, is a group of geographic features that reside in a table of information with corresponding locations on the earth (map) represented as either points, lines, or polygons.
3. **Address Points (SSAPs)**: A data layer of points identifying sites or structures associated with a street address, or the location of access to a site or structure, but may also represent landmarks.
4. **Road (Street) Centerlines (RCLs)**: A data layer of lines estimating the centerline of a roadway that contains information such as road name, road classification, and address range
5. **City Limit (Municipal) Boundary**: A polygon data layer representing the geographic extent of a city's administrative boundary, not including any extra-territorial jurisdiction. Updates to City Limit boundaries are used to update PSAP, ESB, and ESZ boundaries.
6. **Automatic Location Information (ALI) Database**: A tabular database of landlines telephone numbers with associated location information used to route 9-1-1 calls to a PSAP.
5.7. **Master Street Address Guide (MSAG) Database:** A tabular database of street names and house number ranges within their associated communities defining ESZs and their associated Emergency Service Numbers (ESNs) to enable proper routing of 9-1-1 calls.

Specialized NG9-1-1 GIS terminology:

1. **Provisioning Boundary**: The authoritative polygon data layer that defines the PUBLIC AGENCY's geographic area of 9-1-1 GIS responsibility. This should be the entire extent of the PUBLIC AGENCY's administrative boundary, plus any other adjacent areas or minus areas within its administrative boundaries as agreed to between the PUBLIC AGENCY and another city or county. Provisioning boundaries may only be modified with express written concurrence between the PUBLIC AGENCY, adjacent PUBLIC AGENCIES, and CAPCOG.

   Note:

The provisioning boundary should include the area that the PUBLIC AGENCY assigns address points and road names under its own authority, plus any other areas that the PUBLIC AGENCY does not have such authority, but with which it has entered into an exclusive agreement to obtain this information for the 9-1-1 GIS database. Situations that may warrant a change to a provisioning boundary include (but are not limited to): municipal annexations, disannexations, consolidation of two or more municipalities, formation of new municipalities, changes in PSAP service areas, and changes in emergency responder service areas.

2. ~~Public Safety Answering Point~~ **(PSAP~~)~~ boundary**: The authoritative polygon data layer representing the geographic area within a provisioning boundary served by a single 9-1-1 call center (a PSAP), to which all emergency requests are initially routed.

3. **Emergency Service Boundary (ESB)**: A polygon data layer that represents the geographic area of responsibility for emergency response providers within the geographic extent of the provisioning boundary. Each 9-1-1 GIS database includes, at a minimum, a law ESB layer, a fire ESB layer, and an Emergency Medical Services (EMS) ESB layer.

4. **Emergency Service Zone (ESZ)**: A polygon data layer representing the area within a provisioning boundary served by a unique combination of law, fire, and EMS responders. ESZs are optional for inclusion in the NG9-1-1 GIS database.

5. **Database Schema**: Also known as Data Model, is the database structure with regard to field properties, including data type, field value constraints, etc. Converting one database schema to another involves field-matching (field-mapping) and other compatibility considerations.

~~5.~~6. **Geo-MSAG**: A geospatially-based database that replaces the MSAG and is created and managed using a road centerline GIS dataset. A city or county must first transition from a traditional tabular MSAG to a Geo-MSAG before it can transition to NG9-1-1. In order to qualify to initiate the transition to a Geo-MSAG, a county must achieve at least 98% match between ALI to RCL records as described later in this document.

~~6.~~7. **Globally Unique IDs (GUIDs)**: A unique identifier that is assigned to each record (feature) in an PUBLIC AGENCY's 9-1-1 GIS database; a GUID uniquely identifies a feature both within the PUBLIC AGENCY's 9-1-1 GIS database provisioning boundary and across all 9-1-1 GIS databases.

Quality Control terminology:

1. **Enterprise Geospatial Data Management System (EGDMS)**: A cloud-based quality control platform provided by AT&T/Intrado used for identifying critical errors that affect call and dispatch routing that will ultimately be used by the PUBLIC AGENCY ~~that~~ to provision~~s~~ (determines acceptable) data ~~for~~ to CAPCOG's NG9-1-1 system in the near future. EGDMS cannot assess "significant" errors that affect dispatch.

2. **Data Hub**: a cloud-based quality control platform provided by GeoComm that, in addition to being able to identify critical errors, can also identify "significant" and "other" errors in an PUBLIC AGENCY's 9-1-1 GIS database. DataHub is the system that will provide data to a call taker's map display in the near future.

3. **New Error**: Any error present in the PUBLIC AGENCY's 9-1-1 GIS database update for the first time.

4. **Legacy Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database update that was also present in a preceding update

5. **Accuracy Rate**: The percentage of features that have been assessed by EGDMS, DataHub, or both, as being free of errors or matching a related database.

5.6. **Error Rate**: The ~~ratio of total number of~~percentage of features that have been assessed as having a critical error, significant error, or as not matching a related database. ~~errors to total number of features (records) within a specific data layer, or in aggregate for a defined geographic area~~

6.7. **Critical Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database ~~update found by the AT&T/Intrado Enterprise Geospatial Database Management (~~assessed by EGDMS~~)~~ or ~~GeoComm's~~ DataHub ~~quality-control software~~ that cause, or have a potential of causing, a critical fault in the routing of a 9-1-1 emergency service request call or text to the correct PSAP; the EGDMS system prevents data with critical errors from being uploaded to the NG9-1-1 system. Examples include (but are not limited to) gaps and overlaps between several of the data layers described above.

7.8. **Significant Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database update found by GeoComm's Data Hub quality control software that cause, or have a potential of causing, a critical fault in Computer-Aided Dispatch (CAD) mapping platforms or other related systems.

8.9. **Other Error**: Any error in the PUBLIC AGENCY's 9-1-1 GIS database identified by GeoComm's Data Hub quality control software other than a "critical" or "significant" error.

Task 1: Basic Work

Task 1 involves information gathering and data preparation needed for the 9-1-1 GIS database but does NOT involve updating the 9-1-1 GIS database directly.

Task 1.A: PUBLIC AGENCY shall submit to CAPCOG, at least once a month, a comprehensive record of 9-1-1 related information needed for complete and updated 9-1-1 GIS database records for all areas within the PUBLIC AGENCY's Provisioning Boundary consisting of:

1. Street Addresses
2. Roads
3. City limit boundaries
4. ~~PSAP boundaries~~
5. ~~Law ESB~~
6. ~~Fire ESB~~
7. ~~Emergency Medical Service ESB~~
8.4. Other pertinent information

Data submitted by PUBLIC AGENCY must adhere to requirements laid out in Attachment B.

Task 1B: PUBLIC AGENCY shall enter into and maintain agreements with all other local governments with the authority to assign address points, assign road names and address ranges, ~~alter PSAP boundaries, or alter ESB boundaries~~alter municipal boundaries, or change the geographic coverage of emergency service providers in order to ensure that these entities provide such data to PUBLIC AGENCY in a timely manner. When such changes occur, PUBLIC AGENCY shall provide a timely request to CAPCOG ~~with adequate advance notice of any substantive changes that could or should affect PSAP boundaries, ESB boundaries, provisioning boundaries, or any sub-contracting in order for an orderly transition as a result of any pending new agreement, amendment, or agreement termination.~~with shapefiles that CAPCOG

would need to alter these boundaries in the 9-1-1 GIS database, along with documentation from affected jurisdictions (i.e., annexation notices, disannexation notices, interlocal agreements related to emergency services and coverage areas, and potentially others). Note that regardless of any such changes made by local governments within PUBLIC AGENCY's provisioning boundary, those changes will not be made in the 9-1-1 system until this information is provided to CAPCOG, CAPCOG accepts the information, and makes the corresponding changes in the 9-1-1 system.

Task 1C: PUBLIC AGENCY shall be responsible for conveying any relevant information deriving from CAPCOG regarding 9-1-1 GIS database integrity to other local governments and governmental entities partially or wholly within its provisioning boundary.

Task 1D: PUBLIC AGENCY shall provide to CAPCOG information from any County Commissioners' Court meetings or City Council meetings that would affect PUBLIC AGENCY's performance of this contract, including (but not limited to) changes to PSAPs, ESBs/ESZs, annexation, or subcontracting. PUBLIC AGENCY's Project Representative is expected to keep track of County Commissioners Court and City Council meeting agendas to determine if an item may affect the performance of this contract, and notify CAPCOG's project representative of any such issues as soon as possible, but no later than 2 days prior to the Commissioners Court or City Council meeting.

Task 1.E: PUBLIC AGENCY shall send at least one representative to each scheduled quarterly 9-1-1 GIS User Group meetings (GMUG) and at least one training workshop hosted by CAPCOG during the performance period of this agreement.

Task 2: GIS Work

Task 2 involves GIS work needed for directly maintaining and updating the 9-1-1 GIS database. This is work that CAPCOG would need to perform if the PUBLIC AGENCY did not do so. CAPCOG's expectation is that this work would by a person, either on staff or subcontracted by the PUBLIC AGENCY, with responsibilities, knowledge, skills, education, and experience comparable to the state's "Geographic Information Specialist II" job description.[1] . PUBLIC AGENCY must maintain at least one ESRI's ArcGIS software license as specified in Attachment B in order to carry out this work. Task 2 includes the following sub-tasks:

Task 2.A: PUBLIC AGENCY shall submit all information required under Task 1.A that corresponds to GIS data layers in the 9-1-1 GIS database. This will be provided in ESRI File geodatabase format (.gdb) pursuant to CAPCOG guidance at least once a month to CAPCOG, or more frequently as specified by CAPCOG once PUBLIC AGENCY has completed the transition to NG9-1-1. PUBLIC AGENCY shall first submit data to EGDMS and Data Hub in order to address any mismatches between the ALI database and PUBLIC AGENCY's RCL and address point data, "critical" errors, or and "significant" errors. These quality control systems require the 9-1-1 GIS database to match the standardized database schema (data model) for these systems through field-matching (field-mapping) procedures and other standards. Based on the recommendations of CAPCOG's GIS Planning Committee, CAPCOG staff will develop performance standards for target error rates, and will communicate these performance standards to PUBLIC AGENCY at a later date through guidance.[HA1]

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[1] Available online at: http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions/

Task 2.B: PUBLIC AGENCY shall address any errors identified by EGDMS and Data Hub validation checks (reports) or CAPCOG Quality Control reports from those systems as soon as possible, but no later than the following conventional monthly submission to CAPCOG. This includes coordination with adjacent PUBLIC AGENCIES and CAPCOG where necessary.

Task 2.C: PUBLIC AGENCY shall address any other discrepancies identified by authorized stakeholders including, but not limited to, PSAP 9-1-1 call-takers.

Task 2.D: At least once a month, PUBLIC AGENCY shall back up the 9-1-1 GIS database and store it in a secure place. PUBLIC AGENCY shall include a record of the dates the database was backed up in the activity reports that are required to be submitted with quarterly invoices.

Task 2.E: In addition, PUBLIC AGENCY shall maintain the ~~automatic location information (~~ALI~~)~~ and MSAG databases within the PUBLIC AGENCY's provisioning boundary. This includes, but is not limited to, correcting telephone number database errors, maintenance and quality-control of an accurate 9-1-1 call location map, and providing ~~Master Street Address Guide (~~MSAG~~)~~ updates and corrections to the database vendor. If PUBLIC AGENCY has met the required 98% match between ALI to RCL s determined by Intrado and transitioned to a GeoMSAG, MSAG database updates and management will be made through uploads of the RCL GIS feature class to EGDMS.

Content of Quarterly Reports

Along with each quarterly invoice, PUBLIC AGENCY will submit an activity report that contains all of the following information related to activities that occurred in the quarter:

- For each applicable governmental entity with administrative boundaries within PUBLIC AGENCY's provisioning boundary, PUBLIC AGENCY shall provide a summary of actions taken each month relevant to the 9-1-1 GIS database ~~or certify that no action was taken relevant to the 9-1-1 GIS database~~, including any new records added since the last update and errors corrected.
- ~~If applicable, t~~The date and time of the PUBLIC AGENCY's last backup of its 9-1-1 GIS database each month of the quarter.
- Dates and basic summaries (such as total number of features) of data submissions to CAPCOG.
- A summary of any work that involved resolution of boundary issues with other entities, correction of errors and resolution of any other issues related to this contract
- An explanation for any performance issues ~~in the prior month~~during the quarter and corrective action that will be taken to address and prevent such issues in the future, including:
  - Late or incomplete data submissions;
  - ~~Submission of data with legacy errors;~~
  - ~~Submission of data with new errors;~~
  - Failure to meet performance expectations for ALI to RCL match accuracy rates, critical error accuracy rates, ~~and~~or significant error rates; and
  - Any other issue identified by CAPCOG in a performance report.

CAPCOG will provide PUBLIC AGENCY the template to use for activity reports.

CAPCOG Guidance and Direction

In addition to the Performance Reports identified in Task 2.B, CAPCOG may issue technical guidance or direction to PUBLIC AGENCY's Project Representative that provides further clarification, interpretation, and details. Failure to follow any such guidance would constitute a performance deficiency for this agreement.

Prior to transitioning PUBLIC AGENCY to NG9-1-1, CAPCOG will issue an addendum with a modified scope of work that will cover expectations once a transition to NG9-1-1 occurs. CAPCOG also anticipates issuing updated performance goals for critical error accuracy rates, significant error accuracy rates, and frequency of database updates once a local government has transitioned to NG9-1-1 following the 7/23/2021 GISPC meeting.

CAPCOG NG9-1-1 Transitional GIS Data Requirements
Version 2.~~0~~ 3 (~~2017~~2021)

1   Summary

The following geospatial data and corresponding attribute specifications are required to be regularly maintained by each county for Mapped Automated Location Information (ALI) and use in a Next Generation 9-1-1 system which relies on GIS for call and dispatch routing through the). Location Validation Function (LVF) and Emergency Call Routing Function (ECRF).

This document is referenced in the Capital Area Council of Governments Interlocal Agreement for 9-1-1 Geographic Information System Database Management ~~Capital Area Emergency Communications District Interlocal Contractfor Geographic Information System Data and the Capital Area Emergency Communications District Interlocal Contract for Next Generation 9-1-1 Database Program documents~~ and is commonly called "Attachment B Requirements".

The GIS Data requirements in this document are a condensed version of, and based upon, data standards created by NENA (National Emergency Number Association) ~~standards~~ as they are developed and evolve over time. ~~We are in a lengthy transitional period to Next Generation 9-1-1 (NG9-1-1).~~ These ~~d~~Data model standards should be more thoroughly reviewed in the "NENA Standard for NG9-1-1 GIS Data Model" document. Specifics regarding address point placement methodologies should be reviewed in the "NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1" document. There are other useful resources and training, as well, that~~and~~ CAPCOG has created and ~~will~~ can provide. ~~several of these on its own Web Site.~~

As per "Task 1.A and Task 2.A" in "Attachment A: Scope of Work", p~~P~~lease provide monthly updates of the 9-1-1 datasets referenced in this document in ESRI file geodatabase format to the GeoComm GIS Data Hub, Intrado EGDMS, and CAPCOG FTP location by close of business the~~the~~ 1st business day of each mont~~h~~. This ensures that data is available for the PSAPs~~h~~ by close of the 7th business day of that month. ~~.~~Submissions may be sent up to five business days before the 1st business day of the next month, but ideally would be sent on the 1st business day as CAPCOG wants to capture as many edits as possible that happen over the course of a given month. ~~.~~Incomplete datasets or other data abnormalities related to requirements may be returned to the county for correction, and must be returned by close of business the 5th business day, however, this does not guarantee that the submission will be included in the dataset provided to the PSAPs. If there is a situation in which a submission is not possible by the end of the 1st business day of the month, CAPCOG must be made aware and will work with county. to obtain that month's data. ~~To be included in thatmonth's PSAP update, the data must be returned to CAPCOG by the 5th business day of that month.~~

CAPCOG will update, create, and otherwise manage the ESZ, ESBs, PSAP, and Provisioning Boundaries for each local jurisdiction and provide these data layers to jurisdiction for Task 2: GIS Work. CAPCOG will also provision these datasets to both quality-control systems for their use in call and dispatch routing as well as map display and reference. As described in "Task 1B", county shall enter into and maintain agreements with all other local governments with the authority to assign address points, assign road names and address ranges, alter municipal boundaries, or change the geographic coverage of emergency service providers in order to ensure that these entities provide such data to local jurisdiction in a timely manner. When such changes occur, jurisdiction shall provide a timely request to CAPCOG with shapefiles that CAPCOG would need to alter these boundaries in the 9-1-1 GIS database, along with documentation from affected jurisdictions (i.e., annexation notices, de-annexation notices, interlocal agreements related to emergency services and coverage areas, and potentially others). Note that regardless of any such changes made by local governments within their provisioning boundary, those changes will not be made in the 9-1-1 system until this information is provided to CAPCOG, CAPCOG accepts the information, and makes the corresponding changes in the 9-1-1 system.

Regarding database fields and data types, each is very specific and must follow the exact guidelines outlined below. ~~For example, the "L_ESN" field must be Text type with a character width of 5.~~ Remember

to keep the field names in your database the same as those listed, and in the same order, and that all entries for every field must be in UPPER CASE. The complete attribute definitions shown in the GIS data tables are described and defined in the "Database Format" sections for each dataset. The data fields shown as **M**andatory and **C**onditional must be present in the data. In the tables below, the column **M/C/O** is to indicate whether the attribute values is Mandatory (**M**), Conditional (**C**), or Optional (**O**).

- **Mandatory** signifies an attribute value must exist
- **Conditional** signifies that if the attribute information exists in the real world, it must be included. If no value exists for the feature, the individual value is left blank without an empty space (if text), or 0 (if numeric)
- **Optional** signifies an attribute value may or may not be included in the data field

In the GIS data tables below, the **TYPE** column indicates the data type used for the data field.

- **TEXT** – string of alphanumeric characters including any combination of alphabetical letters A-Z and numbers 0-9
- **DATE** – Date and **time** using ISO 8601 compliant formats which are in the format of YYYY-MM-DD HH:MM:SS
- **DOUBLE** – double precision floating point numeric values with decimals

LONG – whole numeric values ranging from -2,147,483,648 to 2,147,483,647 without decimalsIn the GIS data tables below, the **WIDTH** column indicates the number of allowable characters withineach field.

2   Road Centerlines (RCL)

This line data represents road networks in the CAPCOG region. This layer includes the street names and address ranges used to assign an address.

2.1   Graphic (Spatial) Edits

Each named street needs to be represented in the GIS graphically and include attribution for all database fields listed below. All unnamed streets included in the street centerline layer are required to have the designation "DRVW" entered in the 'street name (ST_NAME)' field and have any other relevant attribute information completed, including the 'CLASS' field. When a street centerline is created or edited, several sources and methods can be used, including current aerial imagery, georeferenced survey plats, computer-aided design (CAD) files, parcels, mapping-grade GPS units in the field, or other authoritative sources or methods. The positional accuracy of addressed structures should be within +/- 5 feet of the center of the roadbed (the part on which vehicles travel) noting that when roadways are divided (i.e by a median) the roadbeds on each side should have a centerline drawn. In all cases each new street centerline will need to be split, or checked for gaps, at each jurisdiction and ESN line/boundary intersection. Street segment direction must be correct as well. These items and other geometric relationships are referred to as "topology", and especially important for NG9-1-1 purposes.

2.2 Database Format

FIELD NAME	M/C/O	TYPE	WIDTH	DESCRIPTION/ VALID ENTRIES
SOURCE	M	TEXT	75	Agency that last updated the record, i.e. FAYETTE, TRAVIS
PROVIDER	M	TEXT	75	The name of the regional 911 authority *CAPCOG will populate*
LAST_MOD	M	DATE	26	Date of last update using ISO 8601 format
EFF_DATE	O	DATE	26	Date the new record information goes into effect in ISO 8601 format
SEGMENTID	O~~M~~	LONG	DEFAULT	Unique segment ID *CAPCOG will populate prior to uploading to PSAP. May also serve as a placeholder field to populate SITEUNGID field*
RCL_UNIQID	M	TEXT	100	~~ID for each road segment - CAPCOG will populate~~Globally Unique ID for each road segment. Ex. 894RCL@co.blanco.tx.us
COUNTRY	M	TEXT	2	Country name represented by two capital letters
L_STATE	M	TEXT	2	Left state name by two letters defined by USPS publication 28
R_STATE	M	TEXT	2	Right state name by two letters defined by USPS publication 28
L_COUNTY	M	TEXT	40	Fully spelled county name on the left side of the road

Field		Type	Length	Description
R_COUNTY	M	TEXT	40	Fully spelled county name on the right side of the road
L_MUNI	M	TEXT	100	Name of municipality on Left, if none populate with "UNINCORPORATED"
R_MUNI	M	TEXT	100	Name of municipality on Right, if none populate with "UNINCORPORATED"
L_MUNI_DIV	C	TEXT	100	Name of municipality division on Left, i.e. "WARD 5 FRIENDSHIP DISTRICT"
R_MUNI_DIV	C	TEXT	100	Name of municipality division on Right i.e. "WARD 5 FRIENDSHIP DISTRICT"
L_NBRHOOD	O	TEXT	100	Name of neighborhood or subdivision on Left
R_NBRHOOD	O	TEXT	100	Name of neighborhood or subdivision on Right
L_RNG_PRE	C	TEXT	15	Part of an address preceding the numeric address on Left
R_RNG_PRE	C	TEXT	15	Part of an address preceding the numeric address on Right
LF_ADDR	M	LONG	DEFAULT	Left address number at the FROM node
LT_ADDR	M	LONG	DEFAULT	Left address number at the TO node
RF_ADDR	M	LONG	DEFAULT	Right address number at the FROM node
RT_ADDR	M	LONG	DEFAULT	Right address number at the TO node
L_PARITY	M	TEXT	1	E, O, B, Z for Even, Odd, Both, or Zero (if the range is 0 to 0)
R_PARITY	M	TEXT	1	E, O, B, Z for Even, Odd, Both, or Zero (if the range is 0 to 0)
L_POST_COM	C	TEXT	40	City name for the ZIP of an address, as given in the USPS on Left
R_POST_COM	C	TEXT	40	City name for the ZIP of an address, as given in the USPS on Right
L_ZIP	C	TEXT	5	5-digit numeric postal code area on Left
R_ZIP	C	TEXT	5	5-digit numeric postal code area on Right
L_ESN	M	TEXT	5	5-digit Emergency Service Number as identified by ~~MSAG~~ ESN on Left. If theESN number only has 2-3 digits, it must be preceded by zeros
R_ESN	M	TEXT	5	Emergency Service Number as identified by ~~MSAG~~ ESN on Right. Must bePreceded by zeros if less than 5 digits, i.e. "00088" for ESN 88
L_MSAG	M	TEXT	30	Valid service community as identified by MSAG on Left
R_MSAG	M	TEXT	30	Valid service community as identified by MSAG on Right
PRE_MOD	O	TEXT	15	Word or phrase separate from type and direction that precedes PRE_DIR i.e.Access, Alternate, Business, Connector, Extension, Scenic, Spur, Ramp Underpass, Overpass
PRE_DIR	C	TEXT	2	Leading directional prefix N, S, E, W, NE, NW, SE, SW
PRE_TYPE	C	TEXT	20	Spelled out word or phrase that precedes and identifies a type of thoroughfare
ST_NAME	M	TEXT	60	**Legal** street name as assigned by local addressing authority
ST_TYPE	C	TEXT	4	Type of street following the street name, valid entries on USPS Pub 28
POST_DIR	C	TEXT	2	Trailing directional suffix N, S, E, W, NE, NW, SE, SW
POST_MOD	C	TEXT	12	Word or phrase separate from type and direction that follows ST_NAME
FULL_NAME	M	TEXT	125	Full street name, should be a concatenation of 4 fields : PRE_DIR, ST_NAME, ST_TYPE and POST_DIR with no trailing or leading spaces
ST_ALIAS	C	TEXT	125	Entire alias street name assigned to street segment
ONE_WAY	O	TEXT	2	**B, FT, TF** for **B**oth, **F**ROM node to **T**O node, **T**O node to **F**ROM node
SP_LIMIT	O	LONG	DEFAULT	Posted speed limit in MPH
CLASS	M	TEXT	4	Street type designation code (See ROC Codes below)
RDCLS_TYP	O	TEXT	15	See valid Road Class Types below
NOTES	O	TEXT	75	Additional information

2.2 ROC Codes ('Street Type' Designation)
IH – Interstate
US – US highways
SH – State highways
FM – Farm to Market, Ranch Road, Ranch to Market
LS – City Street, County Road, Park Road, Recreational, Frontage Road
AC – Access Road, Crossover
PVT- Private Road

TR – Toll Road
RAMP- On-ramp, Off-ramp
DW –– Driveways

2.3 Road Class Types
Primary
Secondary
Local (City, Neighborhood, or Rural Road)
Ramp
Service (usually along a limited access highway)
Vehicular Trail (4WD, snowmobiles)
Walkway (Pedestrian Trail, Boardwalk)
Alley
Private (service vehicles, logging, oil fields, ranches, etc.)
Parking Lot
Trail (Ski, Bike, Walking / Hiking Trail)

3   Site / Structure Address Points (AP)

This point data represents addressable sites, structures, or property entrances that exist within the CAPCOG region.

3.1 Graphic (Spatial) Edits

All addressed site/structures must be represented in the address point layer. When a site/structure point is created or edited, several sources and methods can be used, including aerial imagery, georeferenced survey plats, computer-aided design (CAD) files, parcels, mapping-grade GPS units in the field, or other authoritative sources and methods. When the actual structure location is known, the symbol should represent the general center of the structure. In other cases, please refer to the "NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1" document. In any case, the positional accuracy of structures or designated site locations should be within +/- 25 feet of their true location or intended designation.

3.2 Database Format

FIELD NAME	M/C/O	TYPE	WIDTH	DESCRIPTION/ VALID ENTRIES
SOURCE	M	TEXT	75	Agency that last updated the record, i.e. HAYS, WILLIAMSON
PROVIDER	M	TEXT	75	The name of the regional 911 authority *CAPCOG will populate*
LAST_MOD	M	DATE	26	Date of last update using ISO 8601 format
EFF_DATE	O	DATE	26	Date the new record information goes into effect in ISO 8601 format
SITE_ID	~~M~~O	LONG	DEFAULT	Unique site ID *CAPCOG will populate prior to uploading to PSAP. May also serve as a placeholder field to populate SITEUNGID field*
SITEUNQID	M	TEXT	100	~~Globally Unique~~unique ID for each address site or structure. Ex. 2545AP@co.lee.tx.us ~~- CAPCOG will populate~~
COUNTRY	M	TEXT	2	Country name represented by two capital letters
STATE	M	TEXT	2	State name by two letters defined by USPS publication 28
COUNTY	M	TEXT	40	County name or equivalent fully spelled out
MUNICIPAL	M	TEXT	100	Name of municipality, if none populate with "UNINCORPORATED"
MUNI_DIV	C	TEXT	100	Name of municipality division i.e. "WARD 5 FRIENDSHIP DISTRICT"
NBRHOOD	C	TEXT	100	Name of neighborhood or subdivision where the address is located
ADDNUM_PRE	O	TEXT	15	Part of an address leading the numeric address
ADDR_NUM	M	LONG	DEFAULT	Numeric identifier of a location along a thoroughfare
ADDNUM_SUF	C	TEXT	15	Part of an address following the address number i.e. ½, B
PRE_MOD	O	TEXT	15	Word or phrase separate from type and direction that precedes PRE_DIR i.e. Access, Alternate, Business, Connector, Extension, Scenic, Spur, Ramp Underpass, Overpass

Field	Req	Type	Length	Description
PRE_DIR	C	TEXT	2	Leading directional prefix N, S, E, W, NE, NW, SE, SW
PRE_TYPE	O	TEXT	20	Spelled out word or phrase that precedes and identifies a type of thoroughfare
ST_NAME	M	TEXT	60	**Legal** street name as assigned by local addressing authority
ST_TYPE	C	TEXT	4	Type of street following the street name, valid entries on USPS Pub 28
POST_DIR	C	TEXT	2	Trailing directional suffix N, S, E, W, NE, NW, SE, SW
POST_MOD	O	TEXT	12	Word or phrase separate from type and direction that follows ST_NAME
FULL_NAME	M	TEXT	125	Full street name, must be identical to the site's related road FULL_NAME
ST_ALIAS	C	TEXT	125	Entire alias street name assigned to related street segment
FULL_ADDR	M	TEXT	170	Full address, should be a concatenation of ADDNUM_PRE + ADDR_NUM + ADDNUM_SUF + FULL_NAME with no extra, leading and trailing spaces
ESN	M	TEXT	5	Emergency Service Number associated with the address and community name Preceded by '0' if digits are less than 5
MSAG_COM	M	TEXT	30	Valid service community associated with the location of the address
POSTAL_COM	M	TEXT	40	City name for the ZIP of an address, as given in the USPS
ZIP	C	TEXT	5	5-digit numeric postal code area
ZIP4	O	TEXT	4	ZIP plus 4 code without the dash
BLDG	O	TEXT	75	One among a group of buildings that have the same address
FLOOR	O	TEXT	75	A floor, story or level within a building
UNIT	O	TEXT	75	A suite or group of rooms within a building that share the same entrance
ROOM	O	TEXT	75	A single room within a building
SEAT	O	TEXT	75	A place where a person sits within a building i.e. cubicle
LANDMARK	O	TEXT	150	The name by which a prominent feature is publicly known or Vanity address
MILEPOST	C	LONG	DEFAULT	A posted numeric measurement from a given beginning point
SITE_TYPE	C	TEXT	50	Type of feature identified by the address i.e. residential, office, store, school
POINT_X	O	DOUBLE	DEFAULT	Longitude of point in decimal degrees using EPSG: 4326
POINT_Y	O	DOUBLE	DEFAULT	Latitude of point in decimal degrees using EPSG: 4326
NOTES	O	TEXT	254	Additional location information, which is not a building, floor, unit, room or seat
ELEVATION	O	DOUBLE	DEFAULT	Height above Mean Sea Level in meters

4   Emergency Service Zone (ESZ)

This polygon data consists of the intersection of law enforcement, fire district, and emergency medical service and telephone exchange boundaries in the CAPCOG region.

4.1 Graphic (Spatial) Edits

These areas need to accurately reflect the boundaries of each geographically unique combination of fire, law and EMS responder zones. This layer is created and maintained by overlaying with some combination of street centerlines, municipal (i.e. city limit) boundaries, parcels boundaries, or other data to determine each jurisdiction's emergency response service areas. As new emergency response services are added to, or change in an area, this boundary file will need to be modified accordingly. Communications must be regularly preserved with all fire, law, and emergency medical responders to obtain the information required to maintain updated ESZ boundaries. These ESZ boundaries should be within +/- 50 feet of their true location with no gaps or overlaps. These items and other geometric relationships are referred to as "topology", and especially important for NG9-1-1 purposes. **In addition, it is very important that all features with identical attribute information are merged into one multipart polygon.**

FIELD NAME	M/C/O	TYPE	WIDTH	DESCRIPTION/ VALID ENTRIES
SOURCE	M	TEXT	75	Agency that last updated the record, i.e. BASTROP, BURNET
PROVIDER	M	TEXT	75	The name of the regional 911 authority *CAPCOG will populate*
LAST_MOD	M	DATE	26	Date of last update using ISO 8601 format
EFF_DATE	O	DATE	26	Date the new record information goes into effect in ISO 8601 format
ES_UNQID	M	TEXT	100	ID for each emergency service polygon - *CAPCOG will populate*
LAW	M	TEXT	60	Name of law service provider
FIRE	M	TEXT	60	Name of fire service provider
MEDICAL	M	TEXT	60	Name of medical service provider
COUNTRY	M	TEXT	2	Country name represented by two capital letters
STATE	M	TEXT	2	State name by two letters defined by USPS publication 28
COUNTY	M	TEXT	40	County name fully spelled out
URI	M	TEXT	254	URN/URL for routing. Example: sip:sos.law@city.eoc.tx.us
URN	M	TEXT	50	The URN for the Emergency Service or other Well-Known Service*
ESN	M	TEXT	5	ESN of the responding agency preceded by '0' if number of digits < 5
TANDEM	M	TEXT	3	911 Selected Router Code
TANDEM2	C	TEXT	3	911 Selected Router Code
ESSID	M	TEXT	2	Unique tandem routing code *CAPCOG will populate*
ESNGUID	M	TEXT	8	Concatenation of ESN and ESSID separated by a single forward slash "/" CAPCOG will concatenate
AVCARDURI	C	TEXT	254	URI for the vCARD of contact information

~~* Example: "urn:service:sos" for a PSAP or "urn:service:sos.ambulance" for an ambulance service~~

~~54~~ Municipal Boundary

This polygon data represents municipal boundaries in the CAPCOG region.

5.1 Graphic (Spatial) Edits
When city limits change due to annexations, metes and bounds surveys or other related information must be acquired to update the city limit boundaries. Coordinate geometry (COGO) – is one of the preferred methods for calculating coordinate points from surveys and can be used to update the city limit boundaries in the GIS within + or – 50 feet of their true location with no gaps or overlaps

5.2 Database Format

FIELD NAME	M/C/O	TYPE	WIDTH	DESCRIPTION/ VALID ENTRIES
SOURCE	M	TEXT	75	Agency that last updated the record, i.e. CALDWELL, LLANO
PROVIDER	M	TEXT	75	The name of the regional 911 authority *CAPCOG will populate*
LAST_MOD	M	DATE	26	Date of last update using ISO 8601 format
EFF_DATE	O	DATE	26	Date the new record information goes into effect in ISO 8601 format
POLY_ID	~~O~~M	LONG	DEFAULT	Numeric Polygon ID *CAPCOG will populate prior to uploading to PSAP. May also serve as a placeholder field to populate MUNIUNQID field. Ex. 9847INCM@austintexas.gov*
MUNIUNQID	M	TEXT	100	Globally Unique ID for each municipality - *CAPCOG will populate*

COUNTRY	M	TEXT	2	Country name represented by two capital letters
STATE	M	TEXT	2	State Name (eg: TX)
COUNTY	M	TEXT	40	County name fully spelled out
MUNI_NM	M	TEXT	100	Name of municipality i.e. "AUSTIN"

Attachment B, Part 2:

Guidance Document for CAPCOG Next Generation 9-1-1 GIS Data (Version 2, 2020)

Guidance Document for CAPCOG Next-Generation 9-1-1 GeographicInformation System (GIS) Data
Version 2: April 2020

Introduction:

As the Transition Workflow Cycle of the Next-Generation 9-1-1 Database Program Interlocal Agreement(ILA) describes, our region is moving closer and closer to deploying a Next-Gen 9-1-1 system that enables emergency calls to route to the correct PSAP based on GIS data. This transition begins the process of moving away from our traditional MSAG-based (tabular database) routing system to one thatwill be faster, more reliable, and enable multimedia such as pictures and videos to be sent to 9-1-1 call takers. However, in order to move to this new system, several changes need to be made to our workflows and data. Perhaps the biggest change is that we will be utilizing new cloud-based software packages to assist with quality-control (QC). One of these solutions will also ultimately become the mechanism by which 9-1-1 GIS data is supplied to PSAPs, which could ultimately be done at any time throughout the month as opposed to just once.

The intention of this document is to serve as a guide for county coordinators in the preparation of thistransition, and to provide detailed technical information regarding how to prepare the 9-1-1 GIS data submission. CAPCOG reserves the right to unilaterally update this guidance document at any time.

Summary of Changes:

Below is a list of items we need to accomplish, as outlined in the Transition Workflow Cycle of the ILA.

- Create globally unique IDs (GUIDs) for all features in all feature classes of the GIS database inorder to track changes to data over time
- Utilize the "Last_Modified" date field in order to track new and legacy data
- Incorporate emergency service boundaries into data or determine a process to create andmanage them
- Determine if changes to PSAP boundary coverage areas need to be made
- Determine if changes to provisioning boundaries need to be made
- Participate in training opportunities for the EGDMS and Data Hub QC platforms
- Field map and upload data to EGDMS and Data Hub
- Retrieve errors from QC software and correct them

Globally Unique IDs (GUIDs):

In a Next-Gen 9-1-1 system, a new requirement has been set by NENA (National Emergency NumberAssociation) that stipulates data must include Globally Unique IDs, or GUIDs. GUIDs are created by constructing unique feature IDs using a format as described in the associated document provided byCAPCOG.

1

~~Each GUID should remain unchanged for the life-span of the GIS data so that it supports the resolution of errors through quality control discrepancy reporting, and allows for us to track changes to data overtime.~~

~~Using the "LAST_MOD" Field:~~

~~Attachment B of the ILA, entitled "*CAPCOG NG9-1-1 Transitional GIS Data Requirements*" describes a "LAST_MOD" or Last Modified date field in each of the GIS data layers and is marked as mandatory for completion. In order for CAPOG to begin tracking what is 'new' data and what is 'legacy' data, we need this field to be completed in each of the data layers. Our goal in differentiating between these two datatypes is so that we can determine if progress is being made in data error correction. Use of this field will also be monitored and included in the performance reports that CAPCOG will send out each month.~~

~~If there is a GIS feature that was created prior to October 1, 2019 and the LAST_MOD field is NULL or otherwise not known, this field should be populate with a date of 10/1/2019 and will be counted as legacy data. One way to have this field updated automatically when editing or creating features is to use 'editor tracking' on the feature class. This can be done by right-clicking the feature class in ArcCatalog and then selecting 'Properties'. When the Feature Class Properties dialog box opens, select the 'Editor Tracking' tab. The below image shows how this can be set up:~~
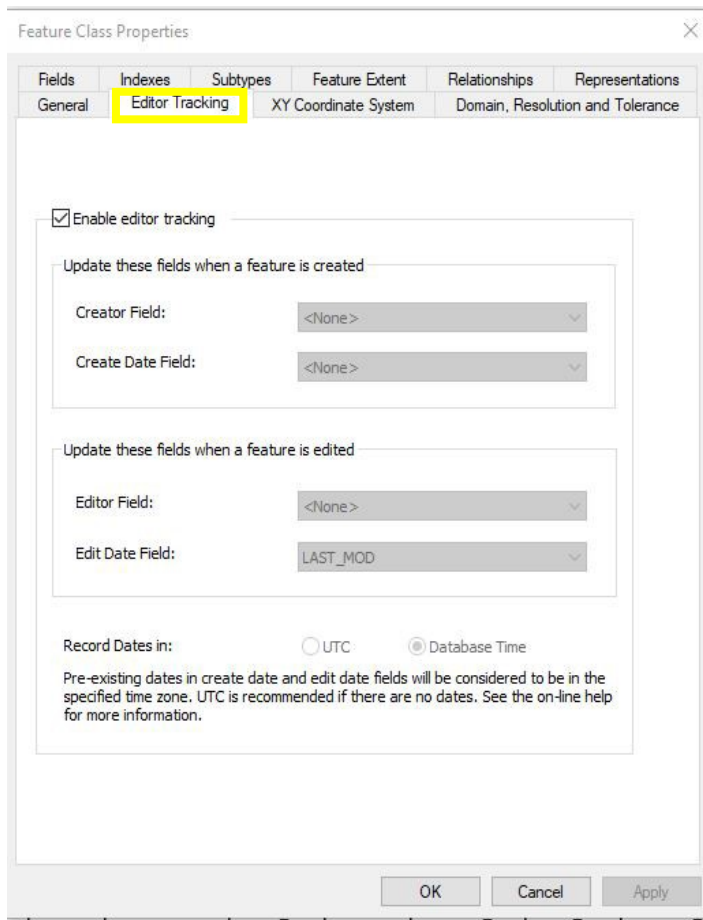
- *Check the 'Enable editor tracking' box*
- *Set the 'Edit Date Field' to LAST_MOD*
- *Select 'Database Time' to record dates*

New Quality-Control (QC) Platforms:

The Capital Area Emergency Communications District (CAECD) has purchased two all-new quality-control systems for our counties to use. These will be used as a means to not only quality control GIS data and return the results of errors but, in the case of the Enterprise Geospatial Database Management System (EGDMS), will actually *provide* data to the functional elements of a NG9-1-1 environment. Again, in NG9-1-1, GIS data is the driver of call routing!

Enterprise Geospatial Database Management System (EGDMS)
Vendors: AT&T and Intrado

The Enterprise Geospatial Database Management System (EGDMS) is a web application that serves as the front-end user interface for the NENA Spatial Interface (SI) requirement. GIS data submitted through EGDMS is validated, coalesced, and used for provisioning to NG9-1-1 (sometimes referred to as i3) systems which are called the ECRF and LVF. These stand for Emergency Call Routing Function and the Location Validation Function. Both of these elements are major components in the NG9-1-1 environment

One of the biggest advantages in moving to this system is that it will enable counties the ability to update PSAP map data much more frequently than our current workflow of just once a month.

EGDMS includes the following features:
- Secure 2-factor authentication
- A file-upload user interface that enables customers to identify the contents of the upload
- Acceptance of file geodatabase files and shapefiles (although no one should be using shapefiles!)
- Attribute field mapping configuration that is customer-driven
- Automated schema change detection and error notification
- Automated email notification for upload and processing status
- GIS data validation report retrieval

As a QC platform, EGDMS will find "critical" errors as outlined in ~~Transition Workflow Cycle~~Attachment A: Scope of Work ~~of the ILA~~. Critical errors have the potential to negatively affect the call routing process and, as such, need to be corrected. Please review the EGDMS user guide for detailed information on the error types.

A note: CAPCOG will provide a spreadsheet that shows the fields used by EGDMS and the corresponding CAPCOG data model fields. This will aid in the field mapping portion of configuring your agency EGDMS account.

Each coordinator, and in some cases staff, will be provided a username by Intrado in order to login. Previous Entrust tokens can still be used. Those that do not have Entrust tokens will be provided one by CAPCOG. Entrust tokens are key fobs that provide a unique number that is to be used when accessing EGDMS.

After an initial upload of GIS data has been submitted to EGDMS, Intrado will then provide a subsequent training session in which they will discuss how to retrieve errors from the system.

In addition to also being able to find critical errors like EGDMS, Data Hub will also find "significant" and "other" errors as d. As described in the Transition Workflow Cycle of the ILAAttachment A: Scope of Work, significant error types are those that negatively impact dispatch systems and other systems used for routing of emergency vehicles. As such, they should be corrected. Other error types are those that, while they may not impact system functionality, are recommended to be corrected to maintain

agreed to by all adjoining data provisioning providers. When submitting GIS data, a 9-1-1 Authority (or 9-1-1 Authority designee) MUST only include GIS data for their geographic area of responsibility (provisioning boundary) and MUST ensure the data includes coverage for the entire extent of that area.CAPCOG will provide Provisioning Boundaries to all counties with the expectation that we will all work together should they need to be altered. These boundaries are continually updated and as they are finalized, CAPCOG will make updated versions available to all partner 9-1-1 authorities to use in the subsequent month's data upload, and quality-checks should be made only against the provisioning boundaries provided by CAPCOG.

Emergency Service Boundaries:
Not to be confused with Emergency Service Zones (ESZs, sometimes referred to as ESNs) which are polygon layers that represent unique combinations of fire, law, and EMS responder zones for a geographic area, Emergency Service Boundaries are **individual** GIS data layers that define the geographic area for **single** response service types. This means that instead of one polygon layer representing all responder types, there are now three separate GIS layers for Law, Fire, and EMS. Eachof these layers is used by the NG9-1-1 system to perform a geographic query to determine which Emergency Service Providers are responsible for providing service to a location. Emergency Service Boundaries are used by PSAPs to identify the appropriate entities/first responders to be dispatched.
There MUST be a **SEPARATE** Emergency Service Boundary layer for each type of service.

The set of Emergency Service Boundaries MUST include the following:
- Law Enforcement (LAW)
- Fire
- Emergency Medical Services (EMS)

The addition of ESBs does not mean that our traditional ESZ (sometimes referred to as ESN) layer will bediscontinued. CAPCOG still expects counties to maintain and submit ESZ layers as they have. Counties MAY maintain the Emergency Service Boundary layers as a combined or single layer for each emergencyservice, however, when exchanging emergency service boundary information in an NG9-1-1 environment, Emergency Service Boundaries MUST be exchanged as individual layers for each emergency service type (e.g. one for law, one for fire, and one for EMS).

ESB maintenance is described in detail in the CAPCOG document titled "Globally Unique IDs (GUIDs)".

Note, these new layers must be in the correct schema which CAPCOG will also provide. The schema thatwill be used is also shown in the associated *"EGDMS Field Mapping to CAPCOG"* spreadsheet.

***Expected Field Values**: With the addition of the ESBs to our workflow, there are a couple of new fieldsthat come with these layers that have haven't used before. Please consult the associated field mapping documentation for further information. The new fields are:

- **Service URI**: In the case of ESBs, this field corresponds to the PSAP covering that area and shouldonly be completed if the responding agency is also a PSAP
  - **Ex:** *The Leander PD polygon in the LAW ESB for Williamson County would get the associated Service URI for the Leander PD PSAP. However, the polygon for Granger PD'scoverage area would NOT get a Service URI as it is not a PSAP. A list of Service URIs for*

each PSAP can be found in the Transitional Guidance folder CAPCOG uploaded to the FTPsite.

- **Discrepancy Agency ID**: This is the name of the data source. It will be the name of the countysubmitting the upload.
- **Agency ID**: Domain name of the agency (county) uploading. A list of these domains can befound in the *"How to Create Globally Unique IDs (GUIDs)"* document

PSAP Boundaries:
PSAP boundaries are a single GIS layer that is comprised of polygons (in some cases just a single polygon)that show the geographic coverage area for PSAPs within your county. The primary use for this layer
is to route and deliver 9-1-1 calls to the correct PSAP, thus making it the **most important layer.** It is critical that there are no **gaps** or **overlaps** between external (at county borders) and internal (borderswithin the county). This layer will be managed and edited by CAPCOG but it is absolutely imperative that county coordinators work with CAPCOG to ensure things are correct.

CAPCOG will provide to the counties PSAP boundaries we have created and will continually make updates to them as needed and send to county coordinators. Coordinators will need to review this layerand send CAPCOG any suggested edits or questions. CAPCOG created these using the city limits layer submitted by each county. Coordinators should use the latest PSAP boundaries provided by CAPCOG for the subsequent month's data upload. Quality-checks should be made only against the provisioning boundaries provided by CAPCOG.

BASTROP   BLANCO   BURNET   CALDWELL   FAYETTE   HAYS   LEE   LLANO   TRAVIS   WILLIAMSON

MEMORANDUM
June 18, 2021

TO: **CAECD Board of Managers**

FROM: **Richard Morales Jr., Director - Emergency Communications**

RE: **Approval of Contract Initiation with AT&T to Obtain MIS Services and Support**

In Emergency Communications having the ability to analyze call statistics is imperative. Previously in 2011 CAECD purchased a management information system (MIS) product through AT&T called ECaTS (Emergency Call Tracking System). ECaTS receives raw data from the customer premise equipment (CPE) provider, in our case Solacom, and generates concise, descriptive reports for PSAPs and CAPCOG staff.

This is not a new budget item. Each year MIS – EcaTS is included in the annual budget under PSAP Operations at over $200,000. That amount is for all of the ECaTS packages and modules that CAECD has purchased to include the core analytics package (MIS) and the additional modules/reports such as the Dashboard, Text-to-9-1-1 reporting, Wireless Routing Analysis, Staffing Forecast, and customized reports. As additional modules/reports are purchased new pricing schedules are initiated by AT&T and then invoicing begins. Although AT&T has been invoicing for the additional modules, they have not invoiced for the core MIS package in several years. That package includes individual PSAP access for all standard reporting packages, ad-hoc & custom reports, 24x7 solution monitor & response, and access to ECaTS customer care center.

AT&T has agreed to initiate a new contract and pricing schedule to begin upon Board approval and waive any request for back-payment due to their oversight. The provided pricing schedule is for 65 months beginning in July 2021 to be invoiced monthly at $9,533.75. The total for 65 months is $619,693.75. This breaks down to $47,668.75 for the remainder of 2021 (calendar year) and then $114,405 annually thereafter until December 31, 2026. At which point a re-negotiation and renewal would be required.

ECATS MIS

for

CAECD, TX

(AT&T)

Quote Number: 67032

Version: 1

June 21, 2021

Summary All Sites

Item	Cost
MIS - 65 Months (07/15/2021 - 11/30/2026)	$619,693.75

Summary MIS - 65 Months (07/15/52021 - 11/30/2026)

Item	Cost
Recurring Services	$619,693.75
Total:	**$619,693.75**

Model #	Description	Qty	Selling Price	Total
ECATS Recurring Fees				
ES-T1-MIS	MIS Data Services - Tier 1 : 0-24,999K (1-2 Pos) 5 Months	17	$116.53	$23,772.80
ES-T3-MIS	MIS Data Services - Tier 3 : 50K - <250K (5-9 Pos) 5 Months	10	$145.51	$17,461.50
ES-T4-MIS	MIS Data Services - Tier 4 : 250K - <500K (10-19 Pos) 5 Months	2	$165.45	$3,970.70
ES-T6-MIS	MIS Data Services - Tier 6 : 1M - <2M (40-75 Pos) 5 Months	1	$205.31	$2,463.75
ES-T1-MIS	MIS Data Services - Tier 1 : 0-24,999K (1-2 Pos) Year 1 (monthly)	17	$279.68	$57,054.72
ES-T3-MIS	MIS Data Services - Tier 3 : 50K - <250K (5-9 Pos) Year 1 (monthly	10	$349.23	$41,907.60
ES-T4-MIS	MIS Data Services - Tier 4 : 250K - <500K (10-19 Pos) Year 1	2	$397.07	$9,529.68
ES-T6-MIS	MIS Data Services - Tier 6 : 1M - <2M (40-75 Pos) Year 1 (monthly)	1	$492.75	$5,913.00
ES-T1-MIS	MIS Data Services - Tier 1 : 0-24,999K (1-2 Pos) Year 2	17	$279.68	$57,054.72
ES-T3-MIS	MIS Data Services - Tier 3 : 50K - <250K (5-9 Pos) Year 2	10	$349.23	$41,907.60
ES-T4-MIS	MIS Data Services - Tier 4 : 250K - <500K (10-19 Pos) Year 2	2	$397.07	$9,529.68
ES-T6-MIS	MIS Data Services - Tier 6 : 1M - <2M (40-75 Pos) Year 2	1	$492.75	$5,913.00
ES-T1-MIS	MIS Data Services - Tier 1 : 0-24,999K (1-2 Pos) Year 3	17	$279.68	$57,054.72
ES-T3-MIS	MIS Data Services - Tier 3 : 50K - <250K (5-9 Pos) Year 3	10	$349.23	$41,907.60
ES-T4-MIS	MIS Data Services - Tier 4 : 250K - <500K (10-19 Pos) Year 3	2	$397.07	$9,529.68
ES-T6-MIS	MIS Data Services - Tier 6 : 1M - <2M (40-75 Pos) Year 3	1	$492.75	$5,913.00
ES-T1-MIS	MIS Data Services - Tier 1 : 0-24,999K (1-2 Pos) Year 4	17	$279.68	$57,054.72
ES-T3-MIS	MIS Data Services - Tier 3 : 50K - <250K (5-9 Pos) Year 4	10	$349.23	$41,907.60
ES-T4-MIS	MIS Data Services - Tier 4 : 250K - <500K (10-19 Pos) Year 4	2	$397.07	$9,529.68
ES-T6-MIS	MIS Data Services - Tier 6 : 1M - <2M (40-75 Pos) Year 4	1	$492.75	$5,913.00
ES-T1-MIS	MIS Data Services - Tier 1 : 0-24,999K (1-2 Pos) Year 5	17	$279.68	$57,054.72
ES-T3-MIS	MIS Data Services - Tier 3 : 50K - <250K (5-9 Pos) Year 5	10	$349.23	$41,907.60
ES-T4-MIS	MIS Data Services - Tier 4 : 250K - <500K (10-19 Pos) Year 5	2	$397.07	$9,529.68
ES-T6-MIS	MIS Data Services - Tier 6 : 1M - <2M (40-75 Pos) Year 5	1	$492.75	$5,913.00
			Subtotal	**$619,693.75**
				$619,693.75

ECaTS
Information into Insights

The new standard for public safety MIS reporting.

You're there for us. So we're here for you. Let's connect.

Next-Gen Public Safety has arrived.
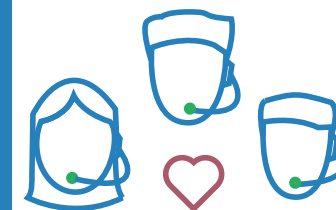
Introducing ECaTS: the first ever MIS designed exclusively for public safety.

ECaTS, or Emergency Call Tracking System, takes raw 911 call data and turns it into a neat, informative package that tells you everything you need to know about your PSAP's performance and future needs. That gives you the power to effect change and fulfill your mission to save lives.

Basically: This could be the best investment your PSAP ever makes.

🏠 3009 Douglas Blvd, Suite 300
Roseville, CA 95661

📞 (916) 787-2200

✉️ info@ECaTS911.com

🌐 www.ECaTS911.com

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The first ever online MIS in 9-1-1 is starting a revolution...

And you're invited.
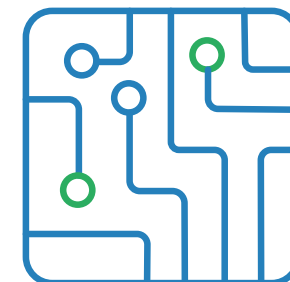
Get the 4-1-1 on 9-1-1.

Every day, your PSAP compiles masses of information from every 9-1-1 call: where the calls originate, where they are sent, how many calls must be transferred, how long callers wait for a response, call duration, when the busiest hours are, circuit utilization, and much more.

The question is, what can you do with that information? The short answer is: When you're armed with intelligent insights, you can do anything. Oh, you want specifics? Keep reading.

Your mission is our mission.

As public safety personnell, we know that you're out to save lives. We also know that there are obstacles in your way: low budgets, old equipment, red tape, insufficient number of staff, and inefficient location devices, to name a few.

ECaTS provides the reports and analysis that give you the tools you need to fix those problems—and become pioneers and leaders in next-gen 9-1-1 service. That data already exists—why not use it to make your PSAP the best it can be?

Not just a pretty (inter)face.

### First - and best - in the business.

20 years ago, ECaTS changed the standards for 9-1-1 call tracking and reporting by creating the first ever online public safety MIS. Today, we're still the only reporting system in our class—and that's because we designed it with dispatchers, directors, and citizens in mind (not stakeholders and profits).

Tech no one else has thought of.

Let's face it…information is better when it's easy to read and convenient to access. That's why we created the Dashboard, an interactive display that shows every 9-1-1 call, outage, and response in real time on a map. No other MIS has that. Oh, and did we mention that ECaTS is the only reporting solution for Text-to-9-1-1 technology?

Unmatched customer service.

Only ECaTS offers unlimited service with every contract—and we do mean unlimited. That doesn't just include our personal phone support and webinars: we'll actually develop custom reports for your specific needs. If you need to show data from X area that shows Y and is cross-referenced with Z, we will code it, just for you.

Let's talk about you.

Good technology is created for those who use it, not for the ego of its creators. For that reason, ECaTS is designed to make your work easier. Basically: **We like you just the way you are.**

That means no complicated tech talk, no sales-y buzzwords, and no painful transitions—just tracking and reporting made simple. ECaTS works with all CPE providers and adapts to suit the tech you already work with. We aren't out change the way you work—we adjust to you so we can supercharge your PSAP's results.

That's part of our commitment to serving the human side of public safety.

You'll be in good company.

30+ states served

1,900+ PSAPs converted

1/3+ of all PSAPs nationwide
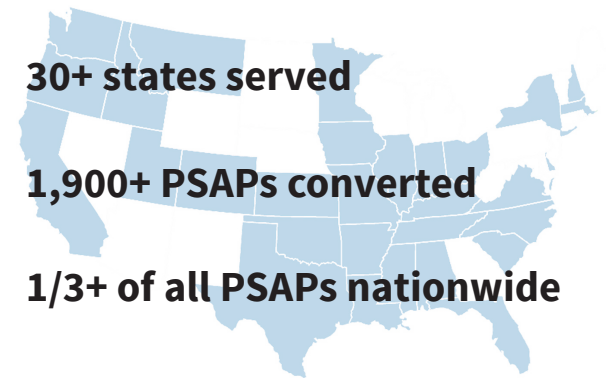
You could say we get around. From California to Indiana to Virginia and beyond, there's a good chance your neighbors are already using ECaTS. Ask them how they like it—and then, why not try it out yourself?

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF MANAGERS MEETING

MEETING DATE: <u>July 14, 2021</u>

AGENDA ITEM: <u>#7 Consider Approval of the FY 2022 CAECD Budget</u>

GENERAL DESCRIPTION OF ITEM:
This item provides for establishing the operating budget and expenditures for Fiscal Year 2022.

For FY 2022, revenues include $15,387,948 in service fees and $109,842 in non-service fee revenues for a total of $15,497,790; while proposed expenditures total $15,602,849. The expenditures require $605,060 transferred from Unassigned Funds balance to meet required expenditures of $105,060 and fulfill equipment reserves deposit of $500,000. No change is recommended in the District's current 9-1-1 Emergency Service Fee of $0.50 per month is required to meet budget expectations.

The attached memo and spreadsheet provide detail on the proposed changes for the FY 2022 budget. Also included is a projection of revenues and expenditures through FY 2023 for the district.

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: **Sheila Jennings, CAPCOG Director of Administration**

BUDGETARY IMPACT OF AGENDA ITEM:
   Total estimated cost: <u>$15,602,849 in expenditures</u>
   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.? _____

PROCUREMENT: NA

ACTIONS REQUESTED:
Approval of the FY 2022 CAECD budget.

BACK-UP DOCUMENTS ATTACHED:
1. Memo
2. FY2022 Proposed Budget & Financial Projection through FY 2023

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

BASTROP   BLANCO   BURNET   CALDWELL   FAYETTE   HAYS   LEE   LLANO   TRAVIS   WILLIAMSON

MEMORANDUM
June 21, 2021

TO: **CAECD Board of Managers**

FROM: **Richard Morales – Director of Emergency Communications**

              Sheila Jennings – Director of Administration

RE: **Proposed FY 2022 Emergency Communications Budget**

Proposed FY 2022 expenditures comply with the CAECD Strategic Plan and the core functions of 9-1-1 Infrastructure, Operations, Training & Education, Voice and Data Interoperability and Support Systems levels 1-4. FY 2022 expenditures as proposed are about $4.3 million less than the current year's amended budget; the largest differences in expenditures from the current year include planned completion of three (3) of our ongoing projects, re-negotiation of the Pre-Arrival Dispatch services contract for yearly costs (previously paid only in even-number years), host and PSAP uninterrupted power supply (UPS) replacement, and planned 9-1-1 call taking equipment replacement.

The proposed budget has expenditures of $105,060 over projected revenues of $15,497,790. The Unassigned Fund Balance represents the difference between revenue and expenditures for each year; this balance may include unexpended balances when projects are not completed or under budget, or other non-expenditures in that fiscal year. This balance is used to offset expenditures over revenues in current and future budget years and is the source for possible transfers into reserve funds. With a projected ending Unassigned Fund Balance of $5,037,806, the Officers in their June budget discussion, directed staff to apply $500,000 from unassigned funds to Equipment Reserve Funds since deposits into equipment reserves last occurred in FY2019. Therefore $605,060 is reflected as a change in the unassigned fund balance to offset the $105,060 shortage in expenses and the $500,000 to the Equipment Reserve Funds.

Revenues

9-1-1 Service Fees continue to show the decline in the number of traditional landline telephones, while the overall wireless fees, including pre-paid, continue to reflect an increase. Non-Service Fees have been adjusted to reflect the trending decrease in earned interest on deposits in both the Texas Local Government Investment Pool (TexPool) and in the district checking account.

Expenditures

Projected expenditures totaling $15,602,849 are presented in the attached proposed budget under the following categories:

	FY2022
Program Management:	$2,848,620
Network:	$4,299,299
GIS Database Management:	$2,458,767
Equipment Maintenance:	$1,281,467
PSAP Operations:	$891,259
Training and Education:	$1,326,381
Other Emergency Communications Systems:	$778,057
Equipment & Replacement:	$1,719,000
TOTAL Expenditures:	**$15,602,849**

In the attached handout on the FY 2022 proposed budget, the following items reflect an important change from the previous year.

1. Program Management: Increase from the current year due primarily to increased costs in the lease and utilities, maintenance related to the HVAC for the RBUC, and salary-fringe benefits annual increases. This budget is generated each year as a component of the CAPCOG budget for all program divisions.

2. Network: FY 2022 reflects a 20% decrease from the FY2021 budget. The implementation of NG911 ESINET Phase 1 across the region allowed elimination of the AT&T CAMA trunks, and other circuit costs for a savings of approximately $763,000. There is one additional circuit diversity recurring cost required for the new Hays County Public Safety Building.

3. GIS Database Management. Decrease on the 911 Database Maintenance costs due to the change of Intrado/West services into AT&T NG911 ESINET service.

4. Equipment Maintenance: Use of the dedicated technician contract consolidated costs for equipment maintenance, allowing for some reduction in our systems maintenance. 92% of the maintenance costs are directly in support of call-taking equipment.

5. PSAP Operations: A truer cost is reflected for the MIS Reporting Systems (ECATS) for FY 2022 forward due to review and adjustment of actual billing through AT&T for this service. Trends indicate increased use of the language translation service, so we have increased this line item.

There is also an additional $140,000 in professional services for creating specialized reporting criteria and any electrical engineering reconfiguration and installation.

6. Training & Education: Pre-Arrival Dispatch services were previously paid as an on-going two-year contract, payable each even-numbered year. The renewed contract will incorporate these costs annually for the contract term of 5 years. In addition, due to COVID-19 pandemic restrictions on gatherings our public education items were not in demand so we have a significant inventory. We have reduced the cost for educational supplies by 30% so we can clear out FY2021 items and still maintain a balanced availability inventory.

7. Other Emergency Communications Systems: No major changes.

8. Equipment & Projects: These items comply with core functions.

    a. The BUC expansion (completed), Burnet County and Caldwell County radio projects are ongoing expenses of $1,200,000 through FY2023 which were initiated with the Motorola contract in 2019. At the time of this memo previous years invoicing has not been received and it is anticipated the funding will be carried forward in October again.

    b. FY 2022 includes funds for replacement of the four host sites and remote PSAPs uninterrupted power supply (UPS) totaling $294,000 are, as well as $225,000 to be used for replacing Solacom call-taking consoles and plug and play maintenance spares.

The Capital Area Emergency Communications District 9-1-1 Strategic Advisory Committee met on April 28th and reviewed technical projects and technical network cost for incorporation in this budget.

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
FY 2022 Proposed Budget

Projected Revenue						
	FY 2020 Audited Revenue	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
SERVICE FEES						
Emergency Service Fee	2,805,974	3,532,250	$3,532,250	$3,532,250	$2,905,001	$2,740,567
Wireless Service Fee	9,948,151	9,547,200	$9,547,200	$9,547,200	$11,016,827	$11,252,164
Prepaid Wireless Service Fee	1,473,450	1,656,400	$1,656,400	$1,656,400	$1,466,119	$1,396,304
Total Service Fee Revenue:	14,227,575	14,735,850	14,735,850	14,735,850	15,387,948	15,389,035
NON-SERVICE FEES						
Interest - Checking	16,888	1,000	$1,000	$1,000	$100	$100
Interest - Investment	196,696	149,000	$149,000	$149,000	$20,000	$20,000
Private Switch Agreements	35,908	43,350	$43,350	$43,350	$69,692	$71,783
Service Contracts	20,059	20,050	$20,050	$20,050	$20,050	$20,050
Training Revenue	121	$0	$0	$0	$0	$0
Total Non-Service Fee Revenue:	269,672	213,400	213,400	213,400	109,842	111,933
TOTAL REVENUE:	14,497,247	14,949,250	$14,949,250	$14,949,250	$15,497,790	$15,500,968

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
FY 2022 Proposed Budget

Proposed Expenditures						
	FY 2020 Audited Expenditure	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
PROGRAM MANAGEMENT						
Personnel Services	797,269	995,823	995,823	995,823	1,053,997	1,106,697
Contractual & Operating	191,269	193,490	193,490	193,490	183,099	192,375
Supplies & Material	53,934	69,690	69,690	69,690	67,000	67,602
Travel	3,890	52,100	52,100	52,100	41,450	42,694
Leases & Utilities	794,539	861,512	861,512	861,512	954,049	923,655
Internal Expense Allocation - CAPCOG	541,157	549,025	549,025	549,025	549,025	557,260
Total Program Management	**2,382,058**	**2,721,641**	**2,721,641**	**2,721,640**	**2,848,620**	**2,890,283**

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
FY 2022 Proposed Budget

	Proposed Expenditures					
	FY 2020 Audited Expenditure	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
9-1-1 SYSTEM						
Network						
AT&T	1,601,102	2,921,045	3,711,045	3,711,045	3,025,882	2,965,882
Century Link	10,317	10,776	10,776	10,776	10,924	11,252
Colorado Valley Communications	468	960	960	960	482	497
Colorado Valley Telephone	1,404	1,009	1,009	1,009	1,446	1,490
Contractual & Operating	13,022	40,000	40,000	40,000	-	-
DIR	690,403	1,043,764	1,043,764	1,043,764	753,225	775,812
Foremost Telecommunications	1,872	2,054	2,054	2,054	1,928	1,986
Frontier	226,947	250,275	250,275	250,275	245,701	255,046
Grande Communications	2,340	2,424	2,424	2,424	2,472	2,546
LCRA	-	-	-	-	10,140	10,444
Level 3	14,137	14,844	14,844	14,844	14,585	15,022
Logix	2,574	2,904	2,904	2,904	2,892	2,979
Suddenlink Communications	1,707	2,100	2,100	2,100	2,160	2,225
Telecommunications	48,168	62,316	62,316	62,316	64,445	66,378
Time Warner Cable/Spectrum	15,764	26,301	26,301	26,301	18,463	19,017
UMB Bank (Sprint Wireless Recovery)	177,635	166,344	166,344	166,344	142,899	147,186
XO Communication	2,325	2,652	2,652	2,652	-	-
Wireless Test Phones	1,196	1,320	1,320	1,320	1,655	1,694
Total Network	**2,811,382**	**4,551,088**	**5,341,088**	**5,341,088**	**4,299,299**	**4,279,456**
GIS Database Management						
Database Maintenance (Interlocal)	1,653,027	1,848,179	1,848,179	1,848,179	1,899,500	1,991,733
9-1-1 Database Maintenance	350,002	432,255	432,255	432,255	97,452	100,375
GIS Services	312,208	351,021	351,021	351,021	375,065	395,970
Software Subscription & Maintenance	108,135	98,450	98,450	98,450	86,750	86,999
Total GIS Database Management	**2,423,372**	**2,729,905**	**2,729,905**	**2,729,905**	**2,458,767**	**2,575,077**

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
FY 2022 Proposed Budget

Proposed Expenditures						
	FY 2020 Audited Expenditure	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
9-1-1 SYSTEM (Continued)						
Equipment Maintenance						
Equipment Maintenance	604,986	1,936,355	1,936,355	1,936,355	1,083,613	1,043,961
Ancillary (Voice Recorders)	118,597	189,050	189,050	189,050	197,854	203,790
Total Equipment Maintenance	**723,583**	**2,125,405**	**2,125,405**	**2,125,405**	**1,281,467**	**1,247,751**
PSAP Operations						
PSAP Supplies	75,000	84,000	84,000	84,000	87,500	87,500
PSAP Services	87,086	120,178	120,178	120,178	132,158	136,125
MIS Reporting System (ECATS)	-	220,786	220,786	220,786	114,408	114,408
Contractual Services	32,725	2,237	102,237	102,237	242,193	142,259
Aerial Photo	181,077	255,000	255,000	255,000	215,000	221,450
PSAP Room Prep		75,000	140,000	140,000	100,000	100,000
Total PSAP Services	**375,888**	**757,201**	**922,201**	**922,201**	**891,259**	**801,742**
TRAINING AND EDUCATION						
Telecommunicator Training						
Priority Dispatch/Software Subscription	1,918,001	-	-	-	1,011,381	1,011,387
Educational Supplies	98,545	122,488	122,488	122,488	85,000	85,000
Contractual Services	112,637	206,000	206,000	206,000	230,000	230,000
Total Training and Education	**2,129,183**	**328,488**	**328,488**	**328,488**	**1,326,381**	**1,326,387**
OTHER EMERGENCY COMMUNICATIONS SYSTEMS						
Regional Notification System	412,462	577,042	577,042	577,042	591,412	605,542
WebEOC	160,959	179,011	179,011	179,011	186,645	184,451
Total Other Systems	**573,421**	**756,053**	**756,053**	**756,053**	**778,057**	**789,992**

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT
FY 2022 Proposed Budget

Proposed Expenditures						
	FY 2020 Audited Expenditure	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
EQUIPMENT & PROJECTS						
Backup Center Expansion	535,902		167,500	167,500		
Dual Routers (host Sites)				-		
9-1-1 Host Refresh	1,235,486			-		
Backup Center Radio			1,277,000	1,277,000	-	
BUC/RBUC/DSR		810,585	1,621,170	1,621,170	810,585	810,585
Burnet County Dispatch Consoles		121,728	243,456	243,456	121,728	121,728
Caldwell County Tower Site		267,687	535,374	535,374	267,687	267,687
Bastrop 9-1-1 Workstations	34,738			-		
PSAP Router Replacement		309,500	309,500	309,500	-	
Firewall Replacement		300,000	300,000	300,000	-	
UPS Replacement Host/PSAP					294,000	-
Hays County Secondary Connectivity				566,000	-	
Solacom Console Replacements & Spares					225,000	
Total Equipment & Projects	1,806,126	1,809,500	4,454,000	5,020,000	1,719,000	1,200,000
TOTAL EXPENSES:	13,225,013	15,779,281	19,378,781	19,944,780	15,602,849	15,110,688

CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT					
FY 2022 Proposed Budget					

Projected Change in Fund Balance					
	FY 2020 Audited Amounts	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
Fiscal Year Projected Revenue Over/(Under) Expense	1,272,234	(830,031)	(4,429,531)	(4,995,530)	(105,060)	390,280
Funds (Added to)/Taken out of Prior Years' Unassigned Fund Balance	(1,272,234)	830,031	4,429,531	4,995,530	105,060	(390,280)
	-	-	-	-	-	-

****

Components of Total Fund Balance					
	FY 2020 Audited Amounts	FY 2021 Budget	FY 2021 Amended Budget 10/14/2020	FY 2021 Amended Budget 05/12/2021	FY 2022 Proposed Budget	FY 2023 Projected Budget
Total Unassigned Fund Balance - Beginning	8,761,102	10,033,336	10,033,336	10,033,336	5,037,806	4,432,746
Fiscal Year Projected Revenue Over/(Under) Expense	1,272,234	(830,031)	(4,429,531)	(4,995,530)	(105,060)	390,280
Transfer into Equipment Reserves					(500,000)	
Total Unassigned Fund Balance - Ending	10,033,336	9,203,305	5,603,805	5,037,806	4,432,746	4,823,026
Other Components of Fund Balance:						
Prior Period Adjustment - AT&T CAECD Credit	3,236,784	3,236,784	3,236,784	3,236,784	3,236,784	3,236,784
Equipment Reserve Balance	4,500,000	4,500,000	4,500,000	4,500,000	5,000,000	5,000,000
Operational Reserve Balance	11,500,000	11,500,000	11,500,000	11,500,000	11,500,000	11,500,000
Total Fund Balance - Unassigned, Prepaid & Reserves	29,270,120	28,440,089	24,840,589	24,274,590	24,169,530	24,559,810