



COMMONWEALTH of VIRGINIA

Virginia E-911 Services Board

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

Jeffrey D. Stern
Chairman
VDEM

David A. Von Moll
Treasurer
Comptroller

Robert Kemmler
Lt. Colonel
Virginia State Police

Danny Garrison
Richmond Ambulance
Authority

Robert Layman
AT & T

Diane Harding
Verizon Wireless

Jim Junkins
Harrisonburg-Rockingham
ECC

Anthony McDowell
Fire Chief
Henrico County

Nelson P. Moe, Jr.
CIO - VITA

David Ogburn
Verizon

Kathleen Seay
Hanover County

Dennis E. Hale
Chief of Fire and EMS
Dinwiddie County

Honorable Kevin W. Hall
Sheriff of the City of
Covington

Steve Hudson
Chief of Police
Prince William County

Jolena Young
Twin County

Dep Secretary Adam Thiel
Office of the Governor
Advisor

Finance Committee Meeting Agenda

December 3, 2015 10:00 am
Commonwealth Enterprise Solutions Center

1. Call Meeting of the Committee to Order..... Chairman
 2. Approval of Minutes from the last meeting Chairman
 3. FY2015 Financial ReportsISP Director
 4. Wireless E-911 Fund Cash Reserve PolicyISP Director
- “It shall be the policy of the Virginia E-911 Services Board to maintain a cash reserve **at least** equal to the average amount of projected expenses for one month of the following fiscal year. As permitted by Section 56-484.17(D) of the Code of Virginia, the Board will, to the maximum extent possible, retain some or all of uncommitted funding at the end of each fiscal year for a reserve balance pursuant to this policy.”
5. Old Business
 6. New Business
 7. Public Comment..... Chairman
 8. Adjourn Meeting of the Committee Chairman

Audio Conference available at
(866) 842-5779
Passcode - 8157412586

Finance Committee of the E911 Service Board

Meeting Minutes

December 15, 2014
10:00 AM - CESC

Members Present: David Von Moll, Chairman
Jim Junkins
Lt. Col. Robert Kemmler
David Ogburn

Members Absent:

Staff Present: Dorothy Spears-Dean, Coordinator
Steve Marzolf, ISP Director

Note: An audio conference bridge was provided to allow the public to listen to the proceedings if they were unable to attend in person. No roll call was taken of the bridge participants.

1. CALL TO ORDER

Chairman David Von Moll called the meeting to order at 10:00 AM. The Chairman welcomed everyone to the meeting.

2. APPROVAL OF THE MINUTES FROM NOVEMBER 8, 2013

Chairman David Von Moll asked for changes/additions to the November 8, 2013 minutes, and there were none. Lt. Col. Kemmler made a motion to approve the Minutes of their January 6th meeting. Mr. Junkins seconded the motion. Chairman Von Moll called for the vote, and the vote passed unanimous; 4-0-0.

3. FY2014 FINANCIAL REPORTS

Mr. Marzolf presented the Committee with Balance Sheet and Income Statement for the fiscal year ending June 30, 2013 (FY2013). The reports showed an uncommitted balance of \$7.8 million. He also provided detailed spending reports.

4. WIRELESS E-911 FUND CASH RESERVE POLICY

Mr. Marzolf reminded the Committee of the current Cash Reserve Policy Statement, which states:

It shall be the policy of the Virginia E-911 Services Board to maintain a cash reserve at least equal to the average amount of projected expenses for one month of the following fiscal year. As permitted by Section 56-484.17(D) of the Code of Virginia, the Board will, to the maximum extent possible, retain some or all of uncommitted funding at the end of each fiscal year for a reserve balance pursuant to this policy.

Based on the uncommitted balance at the end of FY2014, the Committee discussed the amount of funding that should be held in reserve in support of that policy. Mr. Marzolf presented the projected monthly costs for FY2014, which includes the funding distributed to the PSAPs by the Department of Taxation for a total of \$4,513,555. Mr. Marzolf reminded the Committee that the remaining balance, approximately \$3.3 million, could be distributed as part of the PSAP grant program for a total of \$7.75 million. Since this was in keeping with current Board policy and practices, no motion was needed or made.

5. NG-911 FEASIBILITY STUDY

Mr. Marzolf provided the Committee with an update on the NG-911 Feasibility Study. After reviewing the project drivers, potential cost considerations and preliminary recommendation from the consultant regarding Governance and Legislation, he recommended that the Board recommend no legislative action during the 2015 General Assembly Session. The Committee discussed this recommendation and concurred.

6. OLD BUSINESS:

There was no old business to come before the committee.

7. NEW BUSINESS

There was no new business to come before the committee.

8. PUBLIC COMMENT

There was no additional public comment from those present at the meeting site or on the audio conference.

9. ADJOURNMENT OF THE MEETING

Chairman Von Moll adjourned the meeting of the Committee.

Respectfully Submitted:

Steve Marzolf

(Date)



Virginia Information Technologies Agency
Combining Balance Sheet
Enterprise Funds
June 30, 2015

Program (Layout): RPT8024

	<u>E-911 Wireless</u>
Assets	
Current Assets:	
Cash with Treasurer of Virginia	\$ 13,619,957.02
Petty Cash and Travel Advances	-
Accounts Receivable	2,500,000.00
Due From Other Funds	-
Due from Commonwealth of Virginia	-
Investments	-
Prepaid Expenses	-
Total Current Assets	<u>16,119,957.02</u>
Noncurrent Assets	
Depreciable Capital Assets, Net	-
Total Assets	<u>\$ 16,119,957.02</u>
Liabilities	
Current Liabilities:	
Accounts payable	\$ 6,677,649.21
Interest Payable	-
Capital Lease Obligations	-
Due to Other Funds	9,093.13
Due to Other Agencies	-
Notes Payable	-
Advances from Treasurer of Virginia	-
Accrued Compensated Absences	65,872.96
Deferred Contract Revenue	-
Other Deferred Revenue	-
Due to Federal Government	-
Other Liabilities	-
Total Current Liabilities	<u>6,752,615.30</u>
Noncurrent Liabilities:	
Notes Payable	-
Accrued Compensated Absences	57,533.64
Capital Lease Obligations	-
Deferred Contract Revenue	-
Total Noncurrent Liabilities	<u>57,533.64</u>
Total Liabilities	<u>6,810,148.94</u>
Net Assets	
Investment in Capital Assets, Net of Related Debt	-
Unrestricted	9,309,808.08
Total Net Assets	<u>9,309,808.08</u>
Total Liabilities and Net Assets	<u>\$ 16,119,957.02</u>

Run: August 7, 2015 at 10:15 AM



Virginia Information Technologies Agency
Combining Statement of Revenues, Expenses,
and Changes in Net Assets
Enterprise Funds
For the Period Ended: June 30, 2015

Program (Layout): RPT8029

	E-911
	Wireless
Operating Revenues	
Charges for Services	\$ 30,087,423.51
Total Operating Revenues	<u>30,087,423.51</u>
Operating Expenses	
Payments to Virginia Interactive	-
Personal Expenses	1,451,922.22
Contractual Services	816,828.43
Supplies and Materials	11,656.82
Rent, Insurance & Other Related Charges	2,814.59
Depreciation	-
Expendable Equipment/Improvements	675.24
Non-recurring Cost Estimate Payments to Providers	14,044,805.08
Total Operating Expenses	<u>16,328,702.38</u>
Operating Income (Loss)	<u>13,758,721.13</u>
Nonoperating Revenues(Expenses)	
Interest	-
Revenue from the Sale of Recyclable Materials	-
Receipts on Behalf of Others	-
Payments for Receipts Collected on Behalf of Others	-
Loss on Fixed Asset Disposal	-
Total Nonoperating Revenues (Expenses)	<u>-</u>
Income (Loss) Before Transfers	<u>13,758,721.13</u>
Transfers	
Transfers from Other Funds	-
Transfers to Other Funds	(13,450,000.44)
Transfers In-General/Non-General Funds	-
Transfers Out-General/Non-General Funds	-
Cash Transfer In-Appropriation Act	-
Transfers to the General Fund of the Commonwealth	-
Total Transfers	<u>(13,450,000.44)</u>
Increase (Decrease) in Net Assets	308,720.69
Total Net Assets, July 1	<u>9,001,087.39</u>
Total Net Assets, June 30	<u>\$ 9,309,808.08</u>

Run: August 7, 2015 at 10:15 AM



Virginia Information Technologies Agency
Fiscal Year Budget vs. Expenses
For the Period Ended: June 30, 2015
Public Safety Comm Division
702

Program (Layout): RPT8036

Account	Fiscal Year Budget	YTD Budget	Current Month Expenses	YTD Expenses	Percent Spent YTD
E1111 Employer Retirement Contrib	115,473.35	115,473.35	11,844.20	116,495.52	
E1112 FICA-Salaried Employees	70,860.30	70,860.30	6,990.77	67,836.11	
E1113 FICA-Wage Employees	578.34	578.34	-	67.70	
E1114 Group Insurance	11,144.63	11,144.63	1,143.10	11,185.31	
E1115 Medical/Hosp Insurance	168,888.00	168,888.00	15,022.00	167,661.66	
E1116 Retiree Med/Hosp Ins Credit	9,833.50	9,833.50	1,008.61	9,877.74	
E1117 LT Disability Insurance	6,181.05	6,181.05	633.98	6,235.46	
E1128 Salaries - IT Employees	936,523.48	936,523.48	96,059.72	939,693.69	
E1129 Overtime - IT Employees	-	-	-	345.49	
E1138 Deferred Comp Match Payments	2,160.00	2,160.00	260.00	2,220.00	
E1149 Wage - Info Tech Employees	7,560.00	7,560.00	-	885.00	
E1100 Personal Services	1,329,202.65	1,329,202.65	132,962.38	1,322,503.68	99.50%
E1214 Postal Services	300.00	300.00	-	358.23	
E1215 Printing Services	4,000.00	4,000.00	-	10.50	
E1217 Telecom Svcs - Non State	6,000.00	6,000.00	534.28	6,742.52	
E1221 Organization Memberships	1,680.00	1,680.00	150.00	3,741.00	
E1222 Publications and Subscriptions	6,872.00	6,872.00	-	679.00	
E1224 Employee Training Courses	4,852.00	4,852.00	599.00	4,543.00	
E1225 Employee Tuition Reimbursement	507.00	507.00	-	-	
E1226 Employee Training Consulting	298.00	298.00	-	-	
E1227 Employee Training Other	10,000.00	10,000.00	1,014.81	13,178.19	
E1228 IT Training Courses	3,017.00	3,017.00	-	-	
E1242 Fiscal Services	35,000.00	35,000.00	-	-	
E1244 Management Services	-	-	75,540.00	635,480.00	
E1264 Food/Dietary (Catering) Svcs	10,000.00	10,000.00	502.29	1,251.87	
E1267 Production Services	4,000,000.00	4,000,000.00	-	-	
E1273 ADP Consulting (State)	-	-	-	128.80	
E1276 Comp Operating Services (VITA)	10,000.00	10,000.00	-	-	
E1278 Comp Operating Svcs (State)	5,000.00	5,000.00	-	-	
E1282 Travel, Personal Vehicle	7,200.00	7,200.00	856.97	9,359.62	
E1283 Travel, Public Carriers	1,200.00	1,200.00	67.26	3,087.77	
E1284 Travel, State Vehicle	20,000.00	20,000.00	736.68	9,701.82	
E1285 Travel, Subsistence and Lodging	4,400.00	4,400.00	1,106.68	9,778.68	
E1288 Travel Meal Reimb (Non-Tax)	4,500.00	4,500.00	549.00	5,522.50	
E1295 Contractual Services - Rollup	978,585.46	978,585.46	-	-	
E1299 Distributed Overhead	100,100.00	100,100.00	9,093.13	113,264.93	
E1200 Contractual Services	5,213,511.46	5,213,511.46	90,750.10	816,828.43	15.67%
E1312 Office Supplies	10,000.00	10,000.00	27.13	6,141.53	
E1323 Gasoline	-	-	433.62	2,436.30	
E1353 Elec Repair/Maint Materials	1,000.00	1,000.00	-	-	
E1373 ADP Supplies	7,000.00	7,000.00	243.95	3,078.99	
E1300 Supplies and Materials	18,000.00	18,000.00	704.70	11,656.82	64.76%
E1436 Aid to Local Govts-Technology	7,803,968.00	7,803,968.00	(70,669.38)	6,004,836.43	
E1452 Grants to Nongovernmental Orgs	4,991,968.00	4,991,968.00	227,232.86	8,039,968.65	
E1400 Transfer Payments	12,795,936.00	12,795,936.00	156,563.48	14,044,805.08	109.76%
E1534 Equipment Rentals	4,000.00	4,000.00	-	-	
E1535 Building Rentals	5,000.00	5,000.00	262.50	3,733.15	
E1500 Continuous Charges	9,000.00	9,000.00	262.50	3,733.15	41.48%
E1600 Depreciation	-	-	-	-	
E2211 Desktop Client Computers	5,000.00	5,000.00	-	-	
E2217 Other Computer Equipment	10,000.00	10,000.00	398.00	675.24	
E2218 Software (Off-the-Shelf)	2,500.00	2,500.00	-	-	
E2233 Expl Voice/Data Trans Equip	2,000.00	2,000.00	-	-	
E2200 Expendable Equipment	19,500.00	19,500.00	398.00	675.24	3.46%
E1180 Turnover/Vacancy	-	-	-	-	
E1613 Budget Reduction	-	-	-	-	
Grand Total	19,385,150.11	19,385,150.11	381,641.16	16,200,202.40	83.57%

Run: August 7, 2015 at 10:40 AM