



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday December 11, 2012 3 p.m.

Law Library - Calhoun County Administrative Building

The meeting was called to order by Chairman Frank Peterson at 3:00 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Frank Peterson, Chairperson
Sheriff Al Byam, Vice Chairperson
Ken Tsuchiyama, City of Battle Creek
Susan Baldwin, City of Battle Creek
Jeff Albaugh, Township Association
Steve Frisbie, Calhoun County Board of Commissioners

Directors Excused: Brent Williams, City of Marshall
Mike Herman, City of Albion
Lt. Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Richard Lindsey
Jill Fish

AGENDA APPROVAL

A motion was made Al Byam to approve the December 2012 agenda as presented. The motion was seconded by Jeff Albaugh.

All in favor.

Motion approved.

MEETING MINUTES

A motion was made by Al Byam to approve the November 2012 CCCDA Board meeting minutes. Ken Tsuchiyama seconded the motion.

All in favor

Motion approved

PUBLIC COMMENT

No comments were offered.

CONSENT AGENDA

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. November 2012 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Statistics
5. Quality Assurance Reports
6. Memo – 2012 Budget Line-item Transfers dated 11/20/2012

A motion was made by Al Byam to approve the December 2012 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor.

Motion Approved.

REPORTS

Technical Advisory Committee

No report as the November 2012 TAC meeting was cancelled.

Executive Director

Jeff advised that the final round of dispatch applicant interviews would be held on December 12, 2012. Jeff stated that there were a number of good candidates in this group. Jeff noted that one trainee was terminated from employment with CCCDA as their training had not progressed successfully. The Deputy Director's position initially had 29 applicants, of those, 15 were selected for first round interviews. From those first round interviews, three finalists have been selected to go on to the final panel interview that will be held on December 18, 2012. Frank Peterson, Phyllis Fuller, Director of Barry County Central Dispatch, Kim Grafton, and Jeff Troyer will be on the panel. Any CCCDA board member who would also like to participate in the panel interview should contact Jeff Troyer. Jeff anticipates choosing a candidate for this position before Christmas.

OLD BUSINESS

Public Safety System RFP Update

Jeff advised that the City of Battle Creek and Calhoun County have contracted a consultant. A Statement of Work will be developed and meetings between stakeholders will occur once every two weeks. The contract negotiations are still scheduled to occur in March 2013. Jeff will be meeting with LifeCare with regards to the CAD to CAD costs and facilitation.

PUBLIC HEARING for 2013 Budget Proposal

Sheriff Al Byam made a motion to open the Public Hearing to approve the 2013 CCCDA Budget. Steve Frisbie seconded the motion.

All in favor.
Motion approved.

Public Hearing opened at 3:10 p.m.

Jeff Troyer gave an overview of the Public Hearing notices that were published throughout Calhoun County. Revenue dollar amounts were reviewed including the Call for Service Formula revenues which will go into effect July 1, 2013. Staffing proposals include one new position – a part time administrative assistant. The MERS defined benefit line item was significantly reduced due to the funding percentages of the plans. The Debt Service for 2013 is \$462,000. Capital outlay for 2013 includes replacement of chairs in the dispatch center, and improvements to the current VHF communications system will be initiated. Frank Peterson noted that an amendment will be required for the 2013 CCCDA budget once the CAD project has been finalized. A general discussion was had regarding possible rebates to municipalities contributing monies to CCCDA since we began operations. Troyer indicated that this topic will be evaluated after all revenues and expenditures for 2012 are finalized; most likely at the March meeting. If the board chooses to issue any rebates, they can be applied to the 2013 second quarter invoices.

Public Hearing was closed at 3:15 p.m.

Sheriff Byam made a motion to approve the Fiscal Year 2013 Budget as set forth in the attached document, with total expenditures of \$3,618,370. Susan Baldwin seconded the motion.
All in favor.
Motion approved.

NEW BUSINESS

Call for Service Formula Implementation Guideline

Jeff Troyer reviewed this document with the board. He explained how the document was developed by the Call for Service Workgroup and reviewed each section of the implementation guidelines.

A discussion was had about the CCCDA operating budget for the years 2014 through 2016. Discussion about the rate of inflation, or deflation should be addressed with the Call for Service formula. Frank indicated that language to the Call for Service Guidelines should be added to address economic deflation scenarios, as well as debt elimination language. Susan indicated that the language should remain flat. Discussions about the 10% cap were had discussing how municipalities would be required to apply for the cap. Each municipality's written request for the cap to be in effect for their jurisdiction would be dealt with on an individual basis. The question was asked if a municipality was given the 10% cap would that adversely affect the other units of local government who would have to pay additional dollars to cover for the cap being given to a municipality. Jeff and Frank advised that the 10% cap would not have a negative impact on other service users. Steve Frisbie stated that response to a catastrophic event was limited, and would have limited effect on the CCCDA budget.

Frank indicated that this should be a line item in the CCCDA budget. Jeff Albaugh asks what if the catastrophic event had an effect on a number of units of local government. Jeff Troyer stated that all agencies would have an inflated number of calls for service for a limited time only. Those calls for service would roll to the next year's averages and still have minimal impact. An amendment portion of the Call for Service document should assure that CCCDA cannot summarily change the language in this agreement. Susan Baldwin reviewed several grammar and typing errors in the document which will be corrected.

Al Byam made a motion to adopt the Call for Service Implementation Guidelines with the added language as agreed upon by the CCCDA Board members. Ken Tsuchiyama seconded the motion.
All in favor.
Motion approved.

MERS HCSP Resolution and Agreement

Jeff Troyer introduced the MERS HCSP Resolution and Agreement which CCCDA agreed to create for the retiring Deputy Director.

A motion was made by Al Byam to approve the MERS HCSP Uniform Resolution and Participation Agreement as presented. Jeff Albaugh seconded the motion.
All in favor
Motion approved.

MOU – 2013 Telecommunicator Wage Rates

Jeff reviewed the letter from POAM's business representative requesting meeting to discuss a wage re-opener. A 1% wage increase was agreed upon during the November 29th meeting. Pay steps between Step 1 and Step 2 were discussed. An additional pay step, reflecting eight (8) pay steps for anyone hired from this time forward will be in effect. Jeff Troyer will be sitting down with non-union employees (supervisory and administrative staff) to discuss wages as well. Jeff will present the outcome of that meeting with the board members when finalized.

Al Byam made a motion to approve the Memorandum of Understanding with the Calhoun County Association of Emergency Telecommunicators regarding 2013 telecommunicator wage rates. Steve Frisbie seconded the motion.
All in favor
Motion approved

Executive Director Performance Criteria

In accordance with Section 10 of the Executive Director's Employment Agreement, three (3) mutually agreed upon performance criteria must be identified. Troyer recommended the following:

1. *VHF Radio System Upgrades*

Completion of the following upgrades (or to the extent allowed with \$300,000 in the 2013 Capital Project budget) to the existing County and Township Fire VHF Systems:

- Add simulcast sites to the County Fire network in Albion and Tekonsha
- Convert Township Fire network into a two site simulcast system
- Installation of tower site buildings at Bedford and Albion towers
- Install on-demand generators at Sonoma and Albion sites
- Replace existing generator at the Pennfield site

2. *Implementation of Phase III of the CCCDA Quality Assurance Program*

Create and implement phase III of our Quality Assurance Program. This will involve a process of randomly selecting calls for service and gathering input from those reporting the incident in an attempt to rate our quality of service. This will also involve the build-out of our webpage to allow for the service questionnaire to be completed online as well as an alternative method (mailing, postcard, etc) for citizens that do not have internet access to complete the same questionnaire. The program will combine EMD QA, Law and Fire QA, and Customer Service QA scores into one in order to establish the basis for a Quality Assurance Incentive Program.

3. *New Computer Aided Dispatch (CAD) and Mobile Data Computer (MDC) System*

To have a contract negotiated for a new CAD and MDC System, and to have the build-out phase of the same system 50% complete.

Al Byam made a motion to approve the Executive Director Performance Criteria to be evaluated in October 2013 (as presented). Susan Baldwin seconded the motion.

All in favor

Motion approved

CCFDA 2013 Meeting Dates

Jeff Troyer noted that the annual organizational portion of the January 8, 2013 CCCDA meeting is set to begin before the regular meeting process. Steve Frisbie noted that he would not be able to attend the January 8th meeting. The schedule of meeting dates (second Tuesday of each month at 3 p.m.) would remain the same in 2013.

Al Byam made a motion to accept the CCCDA board meeting dates and times as identified. Ken Tsuchiyama seconded the motion.

All in favor

Motion approved.

Public Comments

None

Meeting adjourned at 3:52 p.m.



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

TO: CCCDA Governing Board of Directors


FROM: Jeff Troyer, Executive Director
Calhoun County Consolidated Dispatch Authority

DATE: Monday, December 3, 2012

SUBJECT: Fiscal Year 2013 Executive Director's Recommended Budget

INTRODUCTION

I hereby present to you for consideration, my recommendation for Calhoun County Consolidated Dispatch Authority's (CCFDA) Fiscal Year 2013 Budget. This proposal was prepared in accordance with Generally Accepted Accounting Principles and in compliance with the Uniform Budget and Accounting Act, and CCCDA's Fiscal Policies. The following Public Hearing Notice is posted on CCCDA's website (www.calhouncounty911.org) and was published in the Battle Creek Shopper and the Ad-visor & Chronicle:



**Calhoun County
Consolidated Dispatch Authority**
Serving Our Community One Call at a Time

Notice of Public Hearing

The Calhoun County Consolidated Dispatch Authority's Governing board of Directors will hold a public hearing on Tuesday, December 11th at 3:05 p.m. The purpose of the hearing will be for public to comment on the proposed budget for fiscal year ending December 31st, 2013. Budgetary expenditures totaling \$3,618,370 is proposed for fiscal year 2013.

The hearing will be held in the Law Library Conference Room on the third floor at the Calhoun County Administrative Building, 315 W. Green St., Marshall, Michigan. A copy of the proposed budget may be obtained and examined on our website at www.calhouncounty911.org or from the Calhoun County Consolidated Dispatch Authority between the hours of 9:00 a.m. and 4:00 p.m.; Monday through Friday.

SUMMARY

The recommended 2013 Budget includes estimated revenues of \$3,621,433 and expenditures totaling \$3,618,370; resulting in a \$3,063 surplus. The following are key factors in this budgetary proposal:

- REVENUE

Effective July 1, 2013, CCCDA will implement the Call for Service Formula. This formula will replace the current contributions being made by some service users (or municipalities) in accordance with the CCCDA Interlocal Agreement Initial Funding Plan. This formula is anticipated to generate \$1,241,374 from July 1, 2013 thru December 31, 2013.

- AUTHORIZED STAFFING

The 2013 Personnel Proposal includes 30 full-time dispatch center staff (26 Emergency Telecommunicators and 4 Dispatch Supervisors), 2 part-time Emergency Telecommunicators, 3 full-time administrative positions (CAD Administrator, Deputy Director, and Executive Director), and one part-time Administrative Assistant. The Administrative Assistant position is new for 2013 and is related to the administrative tasks of implementing the Call for Service Formula: monthly reporting, municipal correspondence, invoice processing and accounts receivable. In addition to these duties, this position will assist with processing Freedom of Information Act requests and accounts payable. The estimated total cost of this additional position is \$13,690 for 2013.

- RETIREMENT COSTS

In 2010, CCCDA closed enrollment to its defined benefit employee retirement plans and implemented defined contribution programs. A recent Actuarial Valuation of the defined benefit plans by Municipal Employees' Retirement System (MERS) revealed the following funding levels for each division: Administrator (1 active member) - 124.4%, Supervisors (5 active members) - 116.4%, and Emergency Telecommunicators (16 active members) - 128.4%. As a result of no unfunded accrued liabilities, CCCDA's contribution to these plans has been drastically reduced by 90% from last year's budget. This is reflected in the retirement line item 2911-725-010 titled MERS Defined Benefit.

- DEBT SERVICE

CCCDA will incur a debt service (capital lease) payment to the City of Battle Creek as a result of an Equipment Lease Agreement both parties entered into in December of 2009. This capital lease payment equals \$462,320 for 2013 and is reflected in line items 2911-992-010 (Lease - Principal) and 2911-992-020 (Lease - Interest). CCCDA will incur similar debt service payments related to this agreement in 2014 and 2015.

- CAPITAL OUTLAY

There are two (2) Capital Projects recommended as part of this proposal:

315 West Green Street *** Marshall, MI 49068 *** (269) 781-0911

- *Dispatch Center Chairs*
\$11,500 is requested to replace the existing dispatch center chairs with 24/7 Emergency Communications Center rated chairs. CCCDA will transfer the existing chairs (those still functioning) from the primary dispatch center to the back-up dispatch center.

- *Radio System Upgrades*
\$300,000 is requested to begin improvements to the Township and County Fire VHF Systems. The upgrades are intended to increase coverage in degraded areas as a result of narrowbanding. This includes but may not be limited to: add simulcast sites to the County Fire network in Albion and Tekonsha, convert Township Fire network to a two site (Sonoma and Pennfield) simulcast system, install tower site buildings at the Albion and Bedford towers, install on-demand generators at repeater sites in Tekonsha, Albion, and Sonoma, and replace the existing generator at the Pennfield tower site.

CONCLUSION

The following documentation and itemized allocation spreadsheets will provide further explanation as it relates to CCCDA's operational expenditures, anticipated revenues, authorized staffing, maintenance and service contracts, and capital projects.



Calhoun County Consolidated Dispatch Authority - 2013 Budget



Ledger Acct #	Account Description/Explanation	2011 Actual Amount	2012 Adopted Budget	2012 Amended Budget	2012 YTD thru 10/31	2013 Proposed BUDGET
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2911 - Dispatch Operations Revenue

Operational Revenues

607-015	FOIA Requests	\$533	\$400	\$400	\$353	\$450
615-010	State 911 Surcharge	\$302,868	\$295,000	\$295,000	\$227,148	\$300,000
615-020	Local 911 Surcharge	\$863,670	\$875,000	\$875,000	\$526,104	\$875,000
615-030	Local Agency Service Charge	\$2,611,085	\$2,337,056	\$2,337,056	\$2,336,222	\$2,415,483
671-000	Miscellaneous Revenue	\$193,898	\$0	\$0	\$11,510	\$0
<i>Operational Revenue Totals</i>		\$3,972,054	\$3,507,456	\$3,507,456	\$3,101,337	\$3,590,933

2911 - Dispatch Operations Revenue TOTAL:

		\$3,972,054	\$3,507,456	\$3,507,456	\$3,101,337	\$3,590,933
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2911 - Dispatch Operations Expense

Personnel Services

702-020	Salaries - Regular	\$1,379,257	\$1,465,000	\$1,465,000	\$1,102,820	\$1,509,301
702-030	Salaries - Overtime	\$118,495	\$120,000	\$120,000	\$78,558	\$120,000
702-050	Salaries - S & A (Short Term Disability)	\$5,451	\$12,000	\$12,000	\$19,542	\$15,000
703-000	Longevity Pay	\$9,175	\$0	\$0	\$0	\$0
704-030	Bereavement Pay	\$172	\$3,000	\$3,000	\$1,560	\$3,000
706-000	Termination Pay	\$2,702	\$3,000	\$3,000	\$192	\$21,000
710-000	Payment in Lieu of Insurance	\$10,275	\$12,000	\$12,000	\$9,597	\$11,882
715-020	Auto Allowance	\$3,900	\$3,600	\$3,600	\$2,700	\$5,400
<i>Personnel Services Totals</i>		\$1,529,426	\$1,618,600	\$1,618,600	\$1,214,967	\$1,685,583

Ledger Acct #	Account Description/Explanation	2011 Actual Amount	2012 Adopted Budget	2012 Amended Budget	2012 YTD thru 10/31	2013 Proposed BUDGET
<i>Fringe Benefit</i>						
719-000	Workers Compensation	\$8,446	\$6,000	\$6,000	\$4,532	\$6,185
720-010	Hospitalization Insurance	\$327,860	\$250,000	\$273,579	\$221,597	\$321,000
720-020	Dental Insurance	\$19,934	\$23,000	\$23,000	\$18,100	\$24,544
720-030	Vision Insurance	\$2,440	\$2,579	\$4,000	\$3,282	\$4,445
720-040	Life Insurance	\$3,096	\$4,300	\$4,300	\$2,131	\$3,108
720-050	Unemployment Insurance	\$190	\$400	\$400	\$152	\$200
721-000	Social Security	\$113,477	\$113,000	\$113,000	\$90,945	\$115,660
725-010	Retirement - MERS Defined Benefit	\$186,366	\$160,000	\$135,000	\$93,370	\$12,000
725-020	Retirement - MERS Defined Contribution	\$38,471	\$35,846	\$35,846	\$26,390	\$48,000
	<i>Fringe Benefit Totals</i>	\$700,280	\$595,125	\$595,125	\$460,499	\$535,142
<i>Supplies</i>						
727-000	General Supplies (Office, Computer, Printing etc)	\$5,817	\$9,000	\$9,000	\$4,823	\$9,000
730-000	Maintenance Supplies	\$296	\$1,000	\$1,000	\$771	\$1,000
740-000	Uniform Supplies	\$336	\$4,000	\$4,000	\$1,036	\$3,500
760-000	Kitchen Supplies	\$584	\$1,200	\$1,200	\$107	\$1,200
	<i>Supplies Totals</i>	\$7,033	\$15,200	\$15,200	\$6,737	\$14,700
<i>Other Services & Charges</i>						
801-010	Contractual Services	\$246,097	\$288,771	\$288,771	\$252,034	\$304,480
805-020	Professional Services - Consultant Fees	\$0	\$1,000	\$800	\$0	\$0
805-070	Professional Services - Audit Fees	\$7,500	\$7,500	\$7,700	\$7,700	\$8,000
810-000	Administrative Fees	\$55,000	\$50,000	\$50,000	\$49,240	\$50,000
813-010	Legal Fees: General	\$639	\$10,000	\$10,000	-\$8	\$10,000
820-010	Interpreter Fees	\$0	\$500	\$500	\$11	\$500

Ledger Acct #	Account Description/Explanation	2011 Actual Amount	2012 Adopted Budget	2012 Amended Budget	2012 YTD thru 10/31	2013 Proposed BUDGET
<i>Other Services & Charges (cont.)</i>						
835-020	Medical Services - Employee Physical Exams	\$401	\$800	\$800	\$376	\$800
835-030	Medical Services - Drug Testing	\$20	\$720	\$720	\$0	\$720
850-020	Communications - Cell Phone Service	\$2,080	\$2,300	\$2,300	\$1,440	\$3,040
850-030	Communications - Telephone Service	\$25,859	\$29,000	\$29,000	\$19,182	\$28,000
850-060	Communications - Internet Service	\$733	\$7,500	\$7,500	\$6,529	\$7,500
850-070	Communications - Copying	\$425	\$2,000	\$2,000	\$650	\$2,000
850-080	Communications - Mailing	\$246	\$3,000	\$3,000	\$238	\$1,500
870-010	Travel Expense - Other (lodging, food, etc)	\$2,922	\$6,000	\$6,000	\$3,150	\$6,000
870-020	Travel Expense - Mileage	\$1,056	\$2,500	\$2,500	\$1,486	\$2,500
870-030	Travel Expense - Training	\$2,525	\$5,000	\$5,000	\$2,570	\$5,000
871-010	Education Expense	\$4,271	\$5,000	\$5,000	\$668	\$5,000
900-000	Printing Expense	\$1,230	\$2,500	\$2,500	\$1,053	\$1,500
905-000	Advertising Expense	\$1,284	\$2,000	\$4,000	\$3,281	\$2,000
915-000	Subscription Fees Expense	\$1,190	\$2,300	\$2,300	\$1,387	\$2,300
920-010	Utilities - Gas	\$339	\$2,500	\$2,500	\$1,474	\$2,500
920-020	Utilities - Electric	\$17,596	\$25,000	\$25,000	\$20,282	\$26,000
934-010	Equipment Maintenance/Repair	\$7,750	\$12,000	\$12,000	\$8,136	\$15,000
940-030	Rent: Building/Office Space	\$21,284	\$21,285	\$21,285	\$21,284	\$21,285
955-000	Miscellaneous Operating Expense	\$6,484	\$6,500	\$6,500	\$3,460	\$7,000
958-010	Insurance Premium (Liability)	\$39,089	\$42,000	\$42,000	\$35,279	\$40,000
<i>Other Services & Charges Totals</i>		\$446,017	\$537,676	\$539,676	\$440,901	\$552,625

Ledger Acct #	Account Description/Explanation	2011 Actual Amount	2012 Adopted Budget	2012 Amended Budget	2012 YTD thru 10/31	2013 Proposed BUDGET
<i>Capital Outlay</i>						
976-000	Project Costs Expense	\$11,416	\$0	\$0	\$0	\$6,000
980-000	Equipment: Capital (over \$1000)	\$42,977	\$68,250	\$82,015	\$17,015	\$311,500
980-010	Equipment: Small Equipment (under \$1000)	\$13,559	\$12,000	\$12,000	\$4,786	\$20,000
	<i>Capital Outlay Totals</i>	\$67,952	\$80,250	\$94,015	\$21,801	\$337,500
<i>Debt Service</i>						
991-010	Debt Service - Loan Principal	\$645,099	\$0	\$0	\$0	\$0
991-020	Debt Service - Loan Interest	\$23,280	\$0	\$0	\$0	\$0
992-010	Leases - Principal	\$385,000	\$430,940	\$400,000	\$430,940	\$415,000
992-020	Leases - Interest	\$75,894	\$30,940	\$61,880	\$30,940	\$47,320
	<i>Debt Service Totals</i>	\$1,129,273	\$461,880	\$461,880	\$461,880	\$462,320
2911 - Dispatch Operations Expense TOTAL:		\$3,879,981	\$3,308,731	\$3,324,496	\$2,606,786	\$3,587,870
2911 - DISPATCH OPERATIONS SUMMARY						
	Revenue Total:	\$3,972,054	\$3,507,456	\$3,507,456	\$3,101,337	\$3,590,933
	Expense Total:	\$3,879,981	\$3,308,731	\$3,324,496	\$2,606,786	\$3,587,870
		\$92,073	\$198,725	\$182,960	\$494,552	\$3,063

Ledger Acct #	Account Description/Explanation	2011 Actual Amount	2012 Adopted Budget	2012 Amended Budget	2012 YTD thru 10/31	2013 Proposed BUDGET
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2912 - CCCDA Training Revenue

Training Revenue

615-010	State Surcharge - SNC Training Funds	\$28,952	\$27,500	\$27,500	\$16,864	\$30,500
	<i>Training Revenue Totals</i>	\$28,952	\$27,500	\$27,500	\$16,864	\$30,500

2912 - CCCDA Training Revenue TOTAL:

		\$28,952	\$27,500	\$27,500	\$16,864	\$30,500
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2912 - CCCDA Training Expense

Personnel Services

702.020	Salaries Regular	\$0	\$0	\$0	\$0	\$9,500
	<i>Personnel Services Totals</i>	\$0	\$0	\$0	\$0	\$9,500

Other Services & Charges

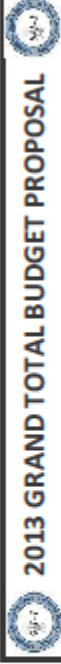
870-010	Travel Expense - Other (lodging, food, etc)	\$4,532	\$5,500	\$9,000	\$5,098	\$6,000
870-020	Travel Expense - Mileage	\$1,653	\$3,000	\$3,000	\$1,579	\$3,000
870-030	Travel Expense - Training	\$15,029	\$19,000	\$15,500	\$11,118	\$12,000
	<i>Other Services & Charges Totals</i>	\$21,214	\$27,500	\$27,500	\$17,795	\$21,000

2912 - CCCDA Training Expense TOTAL:

		\$21,214	\$27,500	\$27,500	\$17,795	\$30,500
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2912 - CCCDA TRAINING SUMMARY

	2011 Actual Amount	2012 Adopted Budget	2012 Amended Budget	2012 YTD thru 10/31	2013 Proposed BUDGET
Revenue Total:	\$28,952	\$27,500	\$27,500	\$16,864	\$30,500
Expense Total:	\$21,214	\$27,500	\$27,500	\$17,795	\$30,500
	\$7,738	\$0	\$0	-\$931	\$0



2013 GRAND TOTAL BUDGET PROPOSAL

2013 Grand Total Revenue:	\$3,621,433
2013 Grand Total Expense:	\$3,618,370
	\$3,063

CCCGA Revenue Sources

Agency/Entity Received From:	Explanation/Description of Revenue:	2011	2012	2013
2911 - DISPATCH OPERATIONS				
<i>607.015 - Department Fees FOIA</i>				
Various Individuals/Entities	Fees associated to the fulfillment of Freedom of Information Act requests.	\$400	\$400	\$450
<i>615.010 - Surcharges State</i>				
State of Michigan	Department of Treasury distributes State Surcharge revenues quarterly. These revenues are generated based on a .19 cent State Surcharge and distributed to counties based on 60% per capita and 40% equally.	\$295,000	\$295,000	\$300,000
<i>615.020 - Surcharges 911</i>				
Various Service Suppliers	These revenues are generated from the Calhoun County Local 9-1-1 Surcharge of .60 cents. Service suppliers collect and remit this revenue to the County Treasurer.	\$900,000	\$875,000	\$875,000
<i>615.030 - Surcharges Local Service</i>				
Albion, City of	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$207,571	\$188,890	\$94,445
Bedford Township	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$4,400	\$4,004	\$2,002
Leroy Township	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$5,417	\$4,929	\$2,465
Newton Township	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$3,837	\$3,492	\$1,746
Pennfield Township	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$90,698	\$90,698	\$45,349
Springfield, City of	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$95,551	\$86,951	\$43,476
Battle Creek, City of	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$1,824,351	\$1,660,159	\$830,080
Emmett Township	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$103,935	\$94,581	\$47,291
Marshall, City of	Amount designated by CCCGA Interlocal Agreement; first 6 months	\$221,906	\$201,934	\$100,967
Huron Potawatomi PD	Tribal Police Dispatch Agreement	\$8,000	\$7,280	\$3,640
Barry County Central Dispatch	T1 Cost Share - BCCD pay's 1/3 of the cost of the RCM T1 line. Invoiced quarterly (NOTE: 2010 was only 3/4's of the year).	\$1,463	\$1,950	\$1,950
Dept. of Veteran Affairs PD	The VA utilized two (2) CCCGA PMDC licenses to connect to LEIN and process general queries in '11 & '12. They will have four in '13.	\$350	\$350	\$700
Calhoun County Service Users - All Municipalities	Revenue to be generated by the Call for Service formula implementation; July - December 2013	\$0	\$0	\$1,241,374
2912 - CCCGA TRAINING				
<i>615.010 - Surcharges State</i>				
State of Michigan	State 9-1-1 Committee Training Funds - these funds can only be utilized for approved training courses and are distributed twice each year.	\$27,500	\$27,500	\$30,500
REVENUE TOTAL:		\$3,621,433		

2013 Personnel Proposal

Position	Wage	Tax	Workers' Comp	TOTAL
9010101 - CAD Administrator	\$54,379	\$4,166	\$223	\$58,768
9010301 - Deputy Director	\$70,045	\$5,364	\$287	\$75,696
9010001 - Dispatcher	\$32,472	\$2,490	\$133	\$35,095
9010002 - Dispatcher	\$40,267	\$3,086	\$165	\$43,518
9010003 - Dispatcher	\$35,736	\$2,740	\$146	\$38,622
9010004 - Dispatcher	\$44,621	\$3,419	\$183	\$48,223
9010005 - Dispatcher	\$41,956	\$3,215	\$172	\$45,343
9010006 - Dispatcher	\$43,556	\$3,338	\$178	\$47,072
9010007 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010008 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010009 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010010 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010011 - Dispatcher	\$30,507	\$2,339	\$125	\$32,971
9010012 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010013 - Dispatcher	\$43,648	\$3,345	\$179	\$47,172
9010014 - Dispatcher	\$35,736	\$2,740	\$146	\$38,622
9010015 - Dispatcher	\$30,507	\$2,339	\$125	\$32,971
9010016 - Dispatcher	\$39,166	\$3,002	\$161	\$42,329
9010017 - Dispatcher	\$37,840	\$2,900	\$155	\$40,895
9010018 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010019 - Dispatcher	\$43,323	\$3,320	\$178	\$46,821
9010020 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010021 - Dispatcher	\$43,648	\$3,345	\$179	\$47,172
9010022 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010023 - Dispatcher	\$43,596	\$3,341	\$179	\$47,116
9010024 - Dispatcher	\$36,467	\$2,795	\$149	\$39,411
9010025 - Dispatcher	\$36,467	\$2,795	\$149	\$39,411
9010026 - Dispatcher	\$32,472	\$2,490	\$133	\$35,095
9010027 - Dispatcher - PT	\$12,826	\$987	\$53	\$13,866
9010028 - Dispatcher - PT	\$12,826	\$987	\$53	\$13,866
9010401 - Executive Director	\$88,052	\$6,742	\$361	\$95,155
9010201 - Shift Supervisor	\$54,884	\$4,204	\$225	\$59,313
9010202 - Shift Supervisor	\$53,899	\$4,129	\$221	\$58,249
9010203 - Shift Supervisor	\$53,899	\$4,129	\$221	\$58,249
9010204 - Shift Supervisor	\$55,063	\$4,218	\$226	\$59,507
Position Subtotal:	\$1,496,626	\$114,693	\$6,137	\$1,617,456

Request to Add

NEW - Administrative Assistant April thru December for 2013 25 hrs/wk @ \$13.00/hr	\$12,675	\$967	\$48	\$13,690
Personnel Proposal TOTAL:	\$1,509,301	\$115,660	\$6,185	\$1,631,146

2013 Maintenance/Service Contracts

Vendor	Description	2011	2012	2013 Budget
Advanced Wireless (AWT)	Vesta Pallas 9-1-1 Phone System Support (some services pd thru 2013)	X	\$24,556	\$26,602
Bridgeway Cummins	Generator maintenance and service	\$1,600	\$1,600	\$1,511
CORE Technologies	Support for MultiBridge Enterprise & 3 Talon Licenses (added in 2012)	\$1,250	\$1,500	\$1,800
Critical System Service	Maintenance & 24/7 Response for Air Handling Systems	\$6,167	\$5,808	\$5,808
DSS Corporation	Equature Recording System (1st yr included w/purchase)	\$4,825	\$4,825	\$4,825
Eaton	UPS Maintenance/Service	X	X	\$4,467
ESRI	Map Editor for CAD Map	\$2,200	\$2,200	\$2,100
Midwest Communications	Tower Lease - Girard Rd (Contractual 2% increase each year)	\$10,200	\$10,500	\$10,710
Motorola	CAD System Maintenance	\$133,111	\$137,104	\$145,000
MPSCS	800 MHz Radio System Mic Fees for our portable radios	\$1,500	\$1,000	\$1,000
MPSCS	Maintenance on MPSCS Towers - 5706 and 5704	X	\$12,000	\$12,000
MSP - CJIS Division	LEIN Agency and Station Fee	\$4,550	\$7,500	\$7,000
MSP - CJIS Division	LGNet Connection	\$2,500		
Note Page	Paging Software	\$345	\$425	\$425
Priority Dispatch	ProQA Software and 3 Cardsets Support/Maintenance	X	\$5,440	\$5,500
Radio Communications	Antenna Sites and Radio Network Equipment	\$50,666	\$48,890	\$50,000
Radio Communications	Tower Lease (176 Meachem Ave)	\$14,928	\$15,423	\$15,732
Various Vendors	Time and materials contracts with various vendors.	\$10,000	\$10,000	\$10,000
TOTAL:				\$304,480