



**Calhoun County
Consolidated Dispatch Authority**

Serving Our Community One Call at a Time

Fiscal Year 2020 Budget



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

TO: CCCDA Governing Board of Directors

FROM: Richard Feole, Executive Director
Calhoun County Consolidated Dispatch Authority

DATE: November 12, 2019

SUBJECT: Fiscal Year 2020 Budget Proposal

INTRODUCTION

I hereby present to you for consideration, my recommendation for Calhoun County Consolidated Dispatch Authority's (CCCD) Fiscal Year 2020 Budget. This proposal was prepared in accordance with Generally Accepted Accounting Principles and in compliance with the Uniform Budget and Accounting Act, as well as CCCDA's Fiscal Policies. The following Public Hearing Notice will be posted on CCCDA's website (www.calhouncounty911.org) and published in the Battle Creek Shopper and the Ad-visor & Chronicle:

NOTICE OF PUBLIC HEARING – 2020 BUDGET

The Calhoun County Consolidated Dispatch Authority's Governing Board of Directors will hold a public hearing on Tuesday, December 10th at 2:40 p.m. The purpose of the hearing will be for public to comment on the proposed budget for fiscal year ending December 31, 2020. The 2020 proposed budget includes \$3,963,854 in revenues and expenditures totaling \$3,963,854.

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 Administrative Office (315 W. Green St., Room #1-800, Marshall, Michigan) between the hours of 9:00 a.m. and 3:00 p.m.; Monday through Friday.

The recommended 2020 Budget includes estimated revenues of \$3,963,854 and expenditures totaling \$3,963,854 resulting in a balanced budget. This budget is separated into TWO (2) Business Units:

- **2911 – General Dispatch Operations**
All revenue and expenditures related to normative 911 and public safety dispatch services.
- **2912 – CCCDA Training**
Dedicated training fund revenue received from the State of Michigan and all expenditures related to State 9-1-1 Committee approved training.

REVENUES

An itemized list of revenue sources is listed on page 7. I anticipate all 911 surcharge revenues (local and State) will remain stable for 2020. This includes the dedicated training funds to assist PSAPs in meeting the State’s minimum training standards for Emergency (9-1-1) Telecommunicators.

For 2020, the revenue generated from the call for service will be \$1,990,871.

INSURANCES

CCCDA will continue to offer fully-funded Health, Vision, and Dental plans to full-time employees. Additionally, full-time employees electing the health insurance can participate in the CareHere Health and Wellness Center. This clinic provides an opportunity for employees to pick up prescriptions, see doctors for colds or chronic conditions, and generally improve their overall health.

Health

This proposal complies with Public Act 152 of 2011 by electing the “Hard Cap” option. The cost limitations for Public Employer Contributions to Medical Benefit Plans for calendar year 2020 were increased 2% and are detailed on Page 8 and are listed below:

- \$6,818.87 for single person plans
- \$14,260.37 for individual/spouse plans
- \$18,596.96 for family plans

Page 9 identifies the annual and monthly premiums for the two Health Plans and also provides the “per pay” cost share for the employees. The 2020 Premium rates for the employee were increased by 6% in both plans due to premiums being increased.

Dental

CCCDCA will continue to offer full-time employees the core (base) Dental plan as well as a buy-up option. CCCDA will pay for the CORE option and if the employee elects the buy-up option, he/she is responsible for the cost of the buy-up. Page 10 summarizes the renewal rates for the base and buy-up plans. 2020 rates decreased slightly over 2019 rates.

Vision

CCCDCA will continue to offer full-time employees vision insurance at no cost. Premium rates for CCCDA stayed the same as they were for 2019.

PERSONNEL/POSITION BUDGET

The following is a list of positions by classification:

26 - Full-time Emergency Telecommunicators	1 - Full-time Systems Administrator
4 - Part-time Emergency Telecommunicators	1 - Full-time Executive Assistant
4 - Full-time Dispatch Supervisors	1 - Full-time Deputy Director
1 - Full-time QA/Training Supervisor	1 - Full-time Executive Director

As part of this proposal, I recommend the following wage scale adjustments (cost-of-living adjustments):

- ✓ Full-time Emergency Telecommunicators – 2% wage scale increase effective the first full payroll period beginning on or after January 1, 2020 (agreed to in the first year of collective bargaining agreement).
- ✓ Part-time Emergency Telecommunicators –2% wage scale increase effective January 1, 2020.
- ✓ Full-time Dispatch Supervisors –2% wage scale increase effective January 1, 2020.
- ✓ Full-time Systems Administrator - 5% wage scale increase effective January 1, 2020.
- ✓ Full-time Executive Assistant – 2% wage scale increase effective January 1, 2020.
- ✓ Full-time Deputy Director – 2% wage scale increase effective January 1, 2020.
- ✓ Full-time Executive Director – TBD by Board

DEFINED BENEFIT RETIREMENT COSTS

Pages 11-13 are excerpts from CCCDA's annual actuarial valuation conducted by Municipal Employees' Retirement System (MERS) for the three defined benefit plans/divisions (which were all closed in 2009). The plans/divisions are funded at the following percentages: 01-Admin – 79.1%, 10-Supervisors –83.7 %, & 11-Emergency Telecommunicators –101.1 %. The

actuarial resulted in a required minimum employer contribution of \$8728 per month or \$104,736 for the year.

After the actuarial valuation was conducted in 2015, MERS had made two significant changes in their methods of valuation computation:

1. Investment Rate of Return Assumption

MERS lowered the Rate of Return Assumption for all assets from 7.75% to 7.35%. This will result in increased costs for CCCDA as less pension payments will come from investment earnings.

2. Amortization Policy

Historically, CCCDA's pension plans have used a rolling amortization period of 20 years to amortize payments toward unfunded accrued liability (UAL). To decrease contribution volatility, MERS reduced the amortization period for "Closed Plans" to a 10 year fixed period.

<u>PENSION PLAN</u>	<u>MONTHLY</u>	<u>ANNUAL</u>
01-Administrators (1)	\$578	\$6936
10-Supervisors (5)	\$6573	\$78,876
11-Emergency Telecommunicators (18)	\$1577	\$18,924
TOTALS:	\$8728	\$104,736

This annual contribution is built into the 2020 Budget proposal under the Retirement CCCDA MERS DB line item account: 2911-725.010.

In August, MERS did a Projection Scenario for CCCDA. It was determined that the required employer contribution would actually be \$133,000 and that a shortfall contribution of \$239,000 would need to be made during 2020 to maintain the 95% funding level set forth in the Interlocal agreement. This scenario projection is shown on page 14. For this reason, \$372,000 has been budgeted for CCCDA DB plans for 2020.

MAINTENANCE/SERVICE CONTRACTS

Page 15 details all maintenance and service contracts with vendors as well as cost share agreements with other municipalities.

OPERATIONAL PROJECTS

There are seven (7) operational projects recommended as part of this proposal. They are:

PC and Monitor replacement \$15,000

Replace LAN PC, purchase spare PC, Monitors and cables.

Backup Center- \$10,000

Move MCC5500 consoles to backup center

Tower site study and maintenance-\$35,000

Tower studies done at sites and maintenance, replace generator and roof at Pennfield

VHF improvements - \$90,000

Improvements to VHF systems to improve/increase coverage

UPS upgrade- \$4000

Capacitor upgrade

Recording system upgrade-\$17,000

Equature system upgrade

Center maintenance and upgrades-\$10,000

Replace flooring, paint

CONCLUSION

This memorandum is to be utilized as a guide while reviewing the budgetary documentation and itemized spreadsheets contained herein that will further explain CCCDA's anticipated revenues and expenditures (personnel, maintenance and service contracts, projects, and debt services) for the forthcoming fiscal year.

If you have any questions or concerns regarding this budgetary proposal, please feel free to contact me at (269) 781-9709 or via email at rfeole@calhouncountymi.gov.

2020 Revenue Sources

Agency/Entity Received From:	Explanation/Description of Revenue:	Busn. Unit	2017 Actual	2018 Actual	2019 Budget	2020
<i>607.015 - Department Fees FOIA</i>						
Various Individuals/Entites	Fees associated to the fulfillment of Freedom of Information Act requests.	2911	\$158	\$152	\$0	\$0
<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.	2911	\$310,257	\$357,385	\$308,000	\$370,000
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.	2912	\$31,466	\$30,152	\$35,000	\$35,000
<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.	2911	\$766,417	\$762,974	\$773,000	\$770,000
		2913	\$0	\$0	\$0	\$0
<i>615.030 - Surcharges Local Service</i>						
Calhoun County Service Users - All Municipalities	Call for Service (CFS) formula "Revenue to be Generated"	2911	\$2,246,157	\$1,983,160	\$1,699,630	\$1,990,871
		2913	\$0	\$0	\$0	\$0
Marshall Area Fire Fighters Ambulance Authority	Contractual Agreement with MAFFAA for receiving and dispatching normative hospital transfer calls for service.	2911	\$12,500	\$12,500	\$12,500	\$12,500
Calhoun County Intermediate School District	Tower Space Lease Agreement with CISD for use of the 18 1/2 Mile Road tower. Administrative and utility cost recovery only.	2911	\$1,200	\$1,200	\$1,200	\$1,200
Calhoun County Road Department	Radio communciations infrastructure cost share agreement (Utilities at Sonoma and Albion tower sites, maintenance and support on three 4.9 MHz microwave paths, shelter, HVAC, and generator).	2911	\$2,980	\$2,980	\$2,980	\$2,980
Lakeview School District	Tower Space Lease Agreement with Lakeview School District for use of the Sonoma tower. Administrative and utility cost recovery only.	2911				\$1,200
Dept. of Veteran Affairs PD	The VA utilizes four (4) MCT licenses to connect to LEIN and process general queries. The VA Police Department pays for the annual maintenance and support on said licenses.	2911	\$900	\$900	\$900	\$900
<i>664.000 - Interest and Dividends Revenue</i>						
Chemical Bank	Interest and Dividends Revenue	2911	\$2,780	\$10,763	\$1,500	\$3,000
<i>671.00 - Miscellaneous Revenue</i>						
Multiple	Miscellaneous Revenues: FireKeepers Local Revenue Sharing Board Disbursements, fund balance carryover etc.	2911	\$0	\$0	\$0	\$776,203
<i>676.00 - Reimbursements Miscellaneous</i>						
SMPA Members	Cost-shares for Southern Michigan PSAP Alliance Members	2913	\$0	\$0	\$17,936	\$0
REVENUE TOTAL:			\$3,374,815	\$3,162,166	\$2,852,646	\$3,963,854



STATE OF MICHIGAN
DEPARTMENT OF TREASURY

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

March 25, 2019

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2020**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.


For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2019, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 6,685.17 times the number of employees and elected public officials with single-person coverage
- \$13,980.75 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$18,232.31 times the number of employees and elected public officials with family coverage.

The limits for 2020 equal the 2019 limits increased by **2.0 percent**. The 2.0 percent is the percentage change in the medical care component from the period March 2017-February 2018 to the period March 2018-February 2019.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2020, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$ 6,818.87** times the number of employees and elected public officials with single-person coverage
- **\$14,260.37** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$18,596.96** times the number of employees and elected public officials with family coverage.


Rachael Eubanks
State Treasurer

March 25, 2019

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

2020 Health Insurance Rates for ALL Staff

SCENARIO: Hard Cap Allowance utilized as the base throughout all plans. Employee responsible for all costs above the PA 152 Hard Cap Allowance.

ANNUAL PREMIUMS		% Change	2019 Rates BCBS				2020 Rates BCBS			
2019 BCBS	2020 BCBS		Plan Monthly Cost	CCDA Monthly Cost (Hard Cap)	Employee Contribution Per Month	Per Pay	Plan Monthly Cost	CCDA Monthly Cost (Hard Cap)	Employee Contribution Per Month	Per Pay
PPO 250			Hard Cap Implemented				Hard Cap Implemented			
Single	\$8,408.23	\$8,645.40	\$700.69	\$557.10	\$143.59	\$66.27	\$720.45	\$568.24	\$152.21	\$70.25
Dual	\$16,816.46	\$17,266.20	\$1,401.37	\$1,165.06	\$236.31	\$109.07	\$1,438.85	\$1,188.36	\$250.49	\$115.61
Family	\$22,954.52	\$23,602.56	\$1,912.88	\$1,519.36	\$393.52	\$181.62	\$1,966.88	\$1,549.75	\$417.13	\$192.52
Health Savings Account			Hard Cap Implemented				Hard Cap Implemented			
Single	\$5,350.33	\$5,525.52	\$	614.61	\$57.52	\$ 26.55	\$629.21	\$568.24	\$60.97	\$28.14
Dual	\$2,025.00	\$2,025.00	\$	1,229.22	\$64.16	\$ 29.61	\$1,256.37	\$1,188.36	\$68.01	\$31.39
Family	\$10,700.66	\$11,026.44	\$	1,554.70	\$35.33	\$ 16.31	\$1,587.21	\$1,549.75	\$37.46	\$17.29
	\$4,050.00	\$4,050.00								
	\$14,606.35	\$14,996.52								
	\$4,050.00	\$4,050.00								
P.A. 152: YES										
			Hard Cap Allowance				CCCDA Allowed Cost			
			\$6,818.87				\$343,434.48			
			\$14,260.37							
			\$18,596.96							

2020 CCCDA Dental Renewal

Plan		Core		Buy-Up	
Delta Dental					
Benefits					
Class I (Preventative Care)	100%			100%	
Class II (Basic Restorative)	50%			80%	
Class III (Major Restorative)	50%			80%	
Class IV (Orthodontia - up to age 19)	50%			50%	
Annual Deductible	\$0			\$0	
Annual Maximum (Classes II & III)	\$1,000			\$1,000	
Lifetime Maximum (Class IV only)	\$1,000			\$1,000	
Rate Guarantee Expiration					January 1, 2021
ASO Fee	13	19	Current	Renewal	
Administrative Fee			\$5.71		\$5.05
Monthly Fixed Costs			\$183		\$162
Annual Fixed Costs			\$2,193		\$1,939
\$ Difference from Current			---		(\$253)
% Difference from Current			---		-11.6%
Illustrative Rates	Core	Buy-Up	Current	Renewal	Renewal
Employee Only	5	7	\$20.96	\$18.42	\$28.32
Employee + 1	0	6	\$41.72	\$34.74	\$54.63
Employee + 2 or more	8	6	\$78.81	\$70.19	\$103.09
Estimated Monthly Costs			\$735	\$654	\$1,145
Estimated Annual Costs			\$8,823	\$7,843	\$13,735
\$ Difference from Current			---	(\$980)	---
% Difference from Current			---	-11.1%	-4.7%

Notes:
 1) This is intended to be an easy to read summary. Where differences between this and the contract occur, the contract will prevail.
 2) Headcounts were provided by Delta Dental as of 8/31/18.



**Table 6: Actuarial Accrued Liabilities and Valuation Assets
as of December 31, 2018**

Division	Actuarial Accrued Liability						Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total				
01 - Administrators	\$ 0	\$ 0	\$ 305,734	\$ 0	\$ 305,734	\$ 241,854	79.1%	\$ 63,880	
10 - Supervisors & Deputy Director	1,541,802	0	658,688	0	2,200,490	1,842,657	83.7%	357,833	
11 - Emergency Telecom	1,656,105	254,925	2,378,732	24,565	4,314,327	4,359,683	101.1%	(45,356)	
Total	\$ 3,197,907	\$ 254,925	\$ 3,343,154	\$ 24,565	\$ 6,820,551	\$ 6,444,194	94.5%	\$ 376,357	

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

Executive Summary

Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While funding ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

	12/31/2018	12/31/2017
Funded Ratio*	94%	103%

* Reflects assets from Surplus divisions, if any.

There has been a change in actuary and actuarial software since the December 31, 2017 valuation. Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Table 1: Employer Contribution Details For the Fiscal Year Beginning January 1, 2020

Division	Total Normal Cost	Employee Contrib. Rate	Employer Contributions ¹			Computed Employer Contrib. With Phase-In	Blended ER Rate No Phase-In ⁵	Blended ER Rate With Phase-In ⁵	Employee Contrib. Conversion Factor ²
			Employer Normal Cost	Payment of the Unfunded Accrued Liability ⁴	Computed Employer Contrib. No Phase-In				
Percentage of Payroll									
01 - Administrators	0.00%	2.00%	-	-	-	-	-	-	-
10 - Supervisors & Deputy Director	14.61%	4.16%	-	-	-	-	-	-	-
11 - Emergency Telecom	14.75%	7.30%	-	-	-	-	-	-	-
Estimated Monthly Contribution³									
01 - Administrators			\$ 0	\$ 600	\$ 600	\$ 578			
10 - Supervisors & Deputy Director			2,964	3,609	6,573	6,573			
11 - Emergency Telecom			1,522	55	1,577	1,577			
Total Municipality			\$ 4,486	\$ 4,264	\$ 8,750	\$ 8,728			
Estimated Annual Contribution³			\$ 53,832	\$ 51,168	\$ 105,000	\$ 104,736			

¹ The above employer contribution requirements are in addition to the employee contributions, if any.

² If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1%, because employee contributions may be refunded at termination of employment, and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.

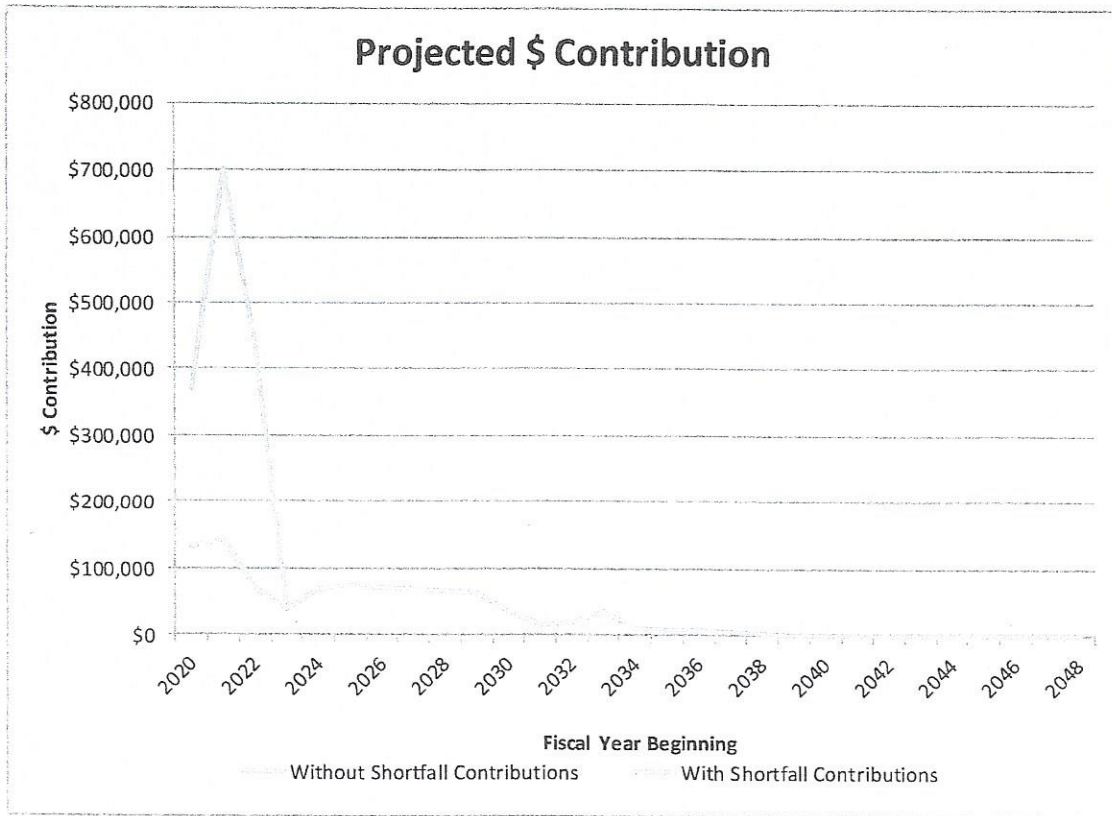
³ For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.

⁴ Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions to not add across.

⁵ For linked divisions, the employer will be invoiced the Computed Employer Contribution with Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown above, by contacting MERS at 800-767-MERS (6377).

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

**Municipal Employees' Retirement System of Michigan
 Calhoun Co Conso Dispatch Auth (1316) – All Divisions
 Projected Employer Contributions
 7.35% Investment Rate/3.00% Wage Inflation**



Fiscal Year Beginning January 1,	Required Employer Contribution	Shortfall Contributions ¹	Total Employer Contribution
2020	\$133,000	\$239,000	\$372,000
2021	143,000	557,000	700,000
2022	72,900	374,000	446,900
2023	38,700	0	38,700
2024	70,400	0	70,400
2025	73,700	0	73,700
2026	72,100	0	72,100
2027	69,700	0	69,700
2028	67,000	0	67,000
2029	64,900	0	64,900
2030	36,200	0	36,200

* Market value asset amount determined as of the applicable December 31 valuation date without adjustment for timing of payments.

See page 3 for additional comments.

This report may be provided to parties other than the municipality only in its entirety.

2020 Maintenance/Service Contracts and Cost Share Agreements

Vendor	Description	2017	2018	2019	2020 Budget
INDigital	Vesta 911 Phone system	\$0	\$0	\$0	\$32,500
Bridgeway Cummins	Primary PSAP Generator maintenance and service	\$1,576	\$1,576	\$1,576	\$1,600
CORE Technologies	Support for MultiBridge Enterprise & 3 Talon Licenses (added in 2012)	\$2,100	\$2,308	\$2,450	\$2,500
Critical System Service	Maintenance & 24/7 Response for Air Handling Systems	\$5,981	\$6,280	\$6,300	\$6,300
DSS Corporation	Equature Recording System (1st yr included w/purchase)	\$5,400	\$9,000	\$11,200	\$11,200
Eaton	UPS Maintenance/Service	\$5,000	\$5,000	\$5,000	\$5,100
ESRI	Map Editor for CAD Map	\$2,200	\$2,200	\$2,200	\$2,200
Central Square	CAD and MCT Software Support/Maintenance	\$66,459	\$67,570	\$71,000	\$73,500
Stratus Server	Maintenance on Stratus Server	\$5,988	\$6,300	\$6,500	\$0
MPSCS	800 MHz Radio System Mic Fees for portable radios	\$1,000	\$1,000	\$1,000	\$1,000
MPSCS	Maintenance on MPSCS Tower Microwave - Teki to BC	\$7,500	\$10,000	\$10,000	\$11,000
MSP - CJS Division	LGNet Connection	\$7,000	\$7,000	\$7,000	\$9,600
NotePage	Paging Software (TWO Interfaces and THREE Connectors)	\$750	\$800	\$900	\$900
Priority Dispatch	ProQA Software and 3 Cardsets Support/Maintenance	\$5,282	\$5,282	\$5,282	\$5,300
Motorshop Electric	One Preventative Maintenance Checks for Tower Site Generators	\$7,000	\$7,000	\$7,000	\$4,000
Roe Comm	Township/County Fire Simulcast System/City Fire/Dispatch	\$22,000	\$22,260	\$41,742	\$36,221
Radio Communications	Tower Lease (176 Meachem Ave - Contractual 2% increase each year)	\$16,567	\$16,900	\$17,300	\$17,700
DJ Lawn & Landscaping	Tower Site mowing and plowing	\$7,500	\$8,000	\$8,200	\$8,600
Various Vendors	Time and materials contracts with various vendors.	\$10,000	\$10,000	\$15,000	\$15,000
TOTAL:		\$179,303	\$188,476	\$219,650	\$242,043

2020 CCCDA Operational Projects

PROJECT and/or EQUIPMENT:	Description	ACCOUNT #	AMOUNT
DSS Upgrade	recording system upgrade	2911.980.000	\$17,000
Center maintenance	replace flooring in dispatch/paint	2911.980.000	\$10,000
Back up Center	replace radios with MCC-5500 consoles from dispatch	2911.980.000	\$10,000
CAD PC's, laptops and Monitors	replace remaining CAD PC's at consoles and replace monitors and laptops	2911.980.000	\$15,000
UPS upgrade	Upgrade UPS	2911.980.000	\$4,000
Tower Site maintenance and repairs	Tower site study, maintenance and repairs	2911.980.000	\$35,000
VHF Improvements	VHF improvements to improve/increase coverage	2911.980.000	\$90,000
	TOTAL:		\$181,000



Calhoun County Consolidated Dispatch Authority 2020 Proposed Budget



Account Number	Description	2016 Actual Amount	2017 Actual Amount	2018 Actual Amount	2019 Amended Budget	2020 PROPOSED Budget
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REVENUES

Business Unit: 2911 - Dispatch Operations						
400.050	Carry Over (use of fund balance)	\$0	\$0	\$213,126	\$1,082,789	\$776,203
607.015	Department Fees FOIA	\$16	\$158	\$152	\$0.00	\$0
615.010	Surcharges State	\$308,160	\$310,257	\$357,385	\$308,000	\$370,000
615.020	Surcharges 911	\$776,434	\$766,417	\$762,974	\$778,000	\$770,000
615.030	Surcharges Local Service	\$2,262,500	\$2,246,157	\$1,983,160	\$1,699,630	\$2,009,651
664.000	Interest and Dividends Revenue	\$2,018	\$2,784	\$10,763	\$1,500	\$3,000
671.000	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Business Unit Total: 2911 - Dispatch Operations		\$3,349,128	\$3,325,773	\$3,327,560	\$3,869,919	\$3,928,854

Business Unit: 2912 - CCCDA Training						
400.050	Carry Over (use of Training fund balance)	\$11,592	\$0	\$0	\$0	\$0
615.010	Surcharges State	\$21,459	\$27,670	\$30,276	\$35,000	\$35,000
Business Unit Total: 2912 - CCCDA Training		\$33,051	\$27,670	\$30,276	\$35,000	\$35,000

Business Unit: 2913 - Special Projects						
400.050	Carry Over (use of fund balance)	\$0	\$0	\$0	\$0	\$0.00
615.020	Surcharges 911	\$0	\$0	\$0	\$0	\$0
615.030	Surcharges Local Service	\$9,196	\$0	\$0	\$0	\$0
676.000	Reimbursements Miscellaneous	\$17,396	\$0	\$0	\$0	\$0
696.030	Proceeds Loan	\$0	\$0	\$0	\$0	\$0
Business Unit Total: 2913 - Special Projects		\$26,592	\$0	\$0	\$0	\$0

Revenues Total		\$3,408,771	\$3,353,443	\$3,357,836	\$3,904,919	\$3,963,854
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Account Number	Description	2016 Actual Amount	2017 Actual Amount	2018 Actual Amount	2019 Amend Budget	2020 PROPOSED Budget
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EXPENDITURES

Business Unit: 2911 - Dispatch Operations						
<i>Personnel Services</i>						
702.020	Salaries Regular	\$1,390,375	\$1,515,612	\$1,629,552	\$1,757,573	\$1,735,908
702.030	Salaries Overtime	\$145,872	\$116,515	\$79,804	\$85,000	\$85,000

702.050	Salaries S & A	\$13,816	\$16,825	\$6,791	\$13,000
704.030	Other Pay Bereavement	\$3,149	\$5,221	\$2,815	\$3,500
706.000	Termination Pay Expense	\$7,450	\$1,805	\$5,176	\$7,000
710.000	Payment in Lieu Insurance	\$28,341	\$42,556	\$36,914	\$30,000
715.020	Allowance Auto	\$4,900	\$4,800	\$4,800	\$4,800
715.030	Allowance Cell Phone	\$2,240	\$2,880	\$2,880	\$2,880
Fringe Benefits					
719.000	Worker's Comp Expense	\$6,813	\$6,483	\$7,391	\$12,000
720.010	Insurance Benefits Hospitalization	\$349,594	\$349,674	\$325,161	\$375,000
720.020	Insurance Benefits Dental	\$18,527	\$17,230	\$18,046	\$20,000
720.030	Insurance Benefits Vision	\$4,395	\$6,001	\$5,053	\$6,000
720.040	Insurance Benefits Life	\$1,123	\$1,180	\$1,136	\$1,500
720.050	Insurance Benefits Unemployment	\$1,728	\$6,778	\$6,734	\$6,200
721.000	Social Security Expense	\$117,873	\$125,601	\$131,458	\$135,000
725.010	Retirement CCCDA MERS DB	\$30,865	\$27,816	\$201,727	\$16,500
725.020	Retirement CCCDA MERS DC	\$57,529	\$70,137	\$78,982	\$93,000
Supplies					
727.000	Office Supplies Expense	\$6,554	\$3,868	\$5,353	\$7,000
730.000	Maintenance Supplies Expense	\$510	\$675	\$493	\$1,500
740.000	Uniform Supplies Expense	\$1,617	\$1,233	\$1,971	\$3,000
760.000	Kitchen Supplies Expense	\$11	\$325	\$0	\$500
764.000	Food Supplies Expense	\$263	\$108	\$219	\$300
Other Services & Charges					
801.010	Contractual Services Misc	\$216,804	\$227,195	\$201,813	\$235,910
805.070	Professional Services Audit Fees	\$5,245	\$5,300	\$5,400	\$6,000
810.000	Administrative Fees Expense	\$35,835	\$35,835	\$35,835	\$36,000
813.010	Legal Fees Misc	\$3,225	\$3,135	\$2,130	\$5,000
820.010	Interpreter Fees Misc	\$0	\$0	\$126	\$500
835.020	Medical Services Employee Physical Exams	\$719	\$1,180	\$535	\$1,000
835.030	Medical Services Drug Testing	\$74	\$0	\$120	\$500
850.020	Communications Cell Phone Service	\$0	\$0	\$0	\$0
850.030	Communications Telephone Service	\$16,689	\$16,315	\$65,485	\$50,000
850.060	Communications Internet Service	\$7,422	\$7,308	\$7,848	\$9,500
850.070	Communications Copying	\$365	\$754	\$1,007	\$1,000
850.080	Communications Mailing	\$499	\$200	\$247	\$1,000
870.010	Travel Expense Other	\$7,264	\$5,775	\$7,276	\$16,000
870.020	Travel Expense Mileage	\$1,730	\$1,945	\$1,642	\$2,800
870.030	Travel Expense Training	\$3,493	\$6,584	\$10,080	\$6,000
871.010	Education Expense	\$1,884	\$1,628	\$2,866	\$6,000
900.000	Printing Expense	\$159	\$0	\$0	\$1,500
905.000	Advertising Expense	\$1,756	\$1,127	\$502	\$1,500
915.000	Subscription Fees Expense	\$2,590	\$918	\$1,873	\$3,500

920.010	Utilities Gas	\$1,397	\$1,581	\$1,873	\$2,000	\$2,000
920.020	Utilities Electricity	\$38,551	\$37,057	\$39,453	\$39,000	\$40,000
934.010	Maintenance Equipment	\$6,708	\$6,361	\$9,753	\$10,000	\$10,000
940.030	Rentals Building/Office	\$30,206	\$30,206	\$30,208	\$30,206	\$33,000
955.000	Miscellaneous Operating Expense	\$3,140	\$7,331	\$4,887	\$7,000	\$7,000
958.010	Insurance Premium	\$28,790	\$15,060	\$26,157	\$31,000	\$31,000
964.010	Refunds and Rebates Expense	\$0	\$0	\$0	\$0	\$0
Capital Outlay						
976.000	Equipment Future Projects	\$2,355	\$0	\$0	\$3,000	\$100,000
980.000	Equipment Equipment	\$106,437	\$96,428	\$197,390	\$236,000	\$181,000
980.010	Equipment Small Equipment	\$27,123	\$7,848	\$16,582	\$24,000	\$24,000
Debt Service						
991.010	Loans Principal	\$0	\$0	\$0	\$500,000	\$160,400
991.020	Loans Interest	\$0	\$0	\$0	\$15,000	\$13,823
992.010	Leases Principal	\$0	\$0	\$0	\$0	\$0
992.020	Leases Interest	\$0	\$0	\$0	\$0	\$0
Business Unit Total: 2911 - Dispatch Operations		\$2,815,005	\$2,840,394	\$3,223,544	\$3,864,919	\$3,928,854

Business Unit: 2912 - CCCDA Training						
Personnel Services						
702.020	Salaries Regular	\$0	\$0	\$0	\$7,000	\$7,000
702.030	Salaries Overtime	\$0	\$0	\$0	\$3,500	\$3,500
Other Services & Charges						
870.010	Travel Expense Other	\$6,176	\$6,707	\$4,405	\$7,000	\$7,000
870.020	Travel Expense Mileage	\$1,916	\$2,568	\$1,607	\$3,000	\$3,000
870.030	Travel Expense Training	\$13,366	\$18,395	\$13,532	\$14,500	\$14,500
Business Unit Total: 2912 - CCCDA Training		\$21,458	\$27,670	\$19,544	\$35,000	\$35,000

Business Unit: 2913 - Special Projects						
Other Services & Charges						
801.010	Contractual Services Misc	\$25,000	\$0	\$0	\$0	\$0
980.000	Equipment Equipment	\$151,291	\$222,396	\$0	\$0	\$0
Business Unit Total: 2913 - Special Projects		\$176,291	\$222,396	\$0	\$0	\$0
Expenditures Total		\$3,012,754	\$3,090,460	\$3,243,088	\$3,899,919	\$3,963,854

2911

Dispatch Operations SUMMARY	2016		2017		2018		2019		2020 PROPOSED	
	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Amend Budget	Amend Budget	Budget	Budget
Revenue Grand Totals:	3,573,696	3,266,839	3,125,166	3,864,919					\$3,928,854	\$3,928,854
Expenditure Grand Totals:	(2,815,005)	(2,796,210)	(3,223,906)	(3,864,919)					\$3,928,854	\$3,928,854
2911 - Dispatch Operations Net:	758,691	470,629	(98,740)	0					\$0	\$0

2912

CCCCA Training SUMMARY	2016		2017		2018		2019		2020 PROPOSED	
	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Amend Budget	Amend Budget	Budget	Budget
Revenue Grand Totals:	31,464	27,670	30,276	35,000					\$35,000	\$35,000
Expenditure Grand Totals:	(21,458)	(27,670)	(30,276)	(35,000)					(\$35,000)	(\$35,000)
2912 - CCCCA Training Net:	10,006	0	0	0					\$0	\$0

2913

Special Projects SUMMARY	2016		2017		2018		2019		2020 PROPOSED	
	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Amend Budget	Amend Budget	Budget	Budget
Revenue Grand Totals:	27,132	176,291	500,000	0					\$0	\$0
Expenditure Grand Totals:	(222,396)	(222,396)	(663,417)	0					\$0	\$0
2913 - Special Projects Net:	(195,264)	(46,105)	(163,417)	0					\$0	\$0

All Units

NET SUMMARY	2016		2017		2018		2019		2020 PROPOSED	
	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Actual Amount	Amend Budget	Amend Budget	Budget	Budget
Revenue Grand Totals:	3,600,828	3,465,590	3,644,712	3,899,919					\$3,963,854	\$3,963,854
Expenditure Grand Totals:	(3,450,067)	(2,993,960)	3,906,869	(3,899,919)					\$3,963,854	\$3,963,854
Net Grand Totals:	150,761	471,630	(262,157)	0					\$0	\$0

Capital Improvement

<u>Capital Improvement item</u>	<u>last purchased</u>	<u>life</u>	<u>budgetary cost</u>	<u>next purchase</u>
CAD/LAN/Admin PC's	2019	5	\$15,000.00	2020
Tower site improvements	2019	15	\$50,000.00	2020
UPS	2010	15	\$40,000.00	2025
Generator	2010	15	\$80,000.00	2025
CAD	2014	12	\$250,000.00	2026
Phone CPE	2018	12	\$300,000.00	2030
Dispatch furniture	2010	20	\$110,000.00	2030
HVAC	2010	20	\$65,000.00	2030
Radio Infrastructure	2019	12	\$75,000.00	2031
Radio Consoles	2019	12	\$600,000.00	2032

**CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
GOVERNING BOARD OF DIRECTORS
Board Policies and Practices**

CCCDA Approved: August 10, 2010

FUND BALANCE AND RESERVES POLICY

PURPOSE

To establish appropriate levels of reserves within various funds and fund types of CCCDA. The levels described in this policy are designed to ensure that adequate cash flows are maintained for operations, that adequate reserves are maintained for contingency and emergency expenditures, and that adequate fund levels are maintained for the continuation of the services provided by CCCDA.

POLICY

CCCDA shall strive to maintain an unreserved fund balance between 20 and 25% of the average annual general operating expenditures of the previous three (3) fiscal years.

2020 Fiscal Year Budget and Fund Balance Status

2016	Operating Expenditures	\$2,993,479
2017	Operational Expenditures	\$3,110,591
2018	Operational Expenditures	\$3,906,868
	Total expenditures over last 3 years	\$10,010,938
	Average expenditures over last 3 years	\$3,336,979
		Fiscal Reserve:
	Policy minimum: 20%	\$667,395
	Policy maximum: 25%	\$834,244
	Fund balance as of 12/31/2018	\$1,610,447
	Fund balance to "use" to stay within policy	\$776,203