



NOTICE and AGENDA for
Kalamazoo County Consolidated Dispatch Authority
BOARD OF DIRECTORS
May 11, 2023 – Regular Meeting

PLEASE TAKE NOTICE that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, Michigan on **Thursday, May 11th, 2023** at 3:30 p.m. for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. March 9th – Regular Meeting

ITEM 4 – CITIZENS' TIME

The Board welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand at the podium and state your full name and address for the record. Each member of the public is limited to four minutes or less.

ITEM 5 – FOR CONSIDERATION

- A. Executive Director Report
 - 1. Special Presentation – Young Hero Mahidis Hussaini
 - 2. Administrative Monthly Report
 - 3. March and April Reconciliation Reports
 - 4. Year-to-Date Budget Performance Report
 - a. Fiscal Year 2022 (Final)
 - b. Fiscal Year 2023
 - 5. Correspondence
- B. Committee Reports
 - 1. Executive Committee – Jan Van Der Kley
 - a. Meeting Minutes from May 2, 2023 (Informational only)
 - b. MERS DC Plan Documents
 - c. MERS Authorized Signer Resolution
 - 2. Personnel Committee – Pat McGinnis
 - a. Meeting Minutes from March 7th (Informational only)
 - 3. Technical Advisory Committee – Scott Merlo
 - a. Meeting Minutes from March 1st and May 3rd (Informational only)
 - 4. Finance Committee – Don Martin
 - a. Meeting Minutes from April 24th (Informational only)
 - b. Fiscal Year 2022 Audit Presentation
 - c. 2023 Budget Amendment – REVISION I (*Roll Call Vote*)
- C. Old Business
- D. New Business

1. RESOLUTION 2023-01: Authority to Submit Conditional Offers to Purchase Real Property

ITEM 7 – OTHER ITEMS

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – July 13, 2023 (Chief Switalski Meeting Room)

ITEM 8 – ADJOURNMENT

Kalamazoo County Consolidated Dispatch Authority (KCCDA) meetings are open to all without regard to race, color, national origin, sex or handicap. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact the KCCDA by writing (email: admin@kccda911.org) or calling: Chris McComb, KCCDA, 7040 Stadium Drive, Kalamazoo, 49009, Telephone: (269) 488-8911.



MINUTES

REGULAR MEETING

March 9, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, March 9, 2023.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Pat McGinnis, Vic Ledbetter, Rick Fuller, Dale Deleeuw, Scott Ernstes, Dexter Mitchell, Jan VanDerKley, Scott Merlo, Greg McComb

Others Present: Kevin Catlin, Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the January 12, 2023, Regular Meeting

“Motion by Mr. McGinnis, second by Mr. Ritsema to approve the minutes of the January 12, 2023, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 – CITIZENS’ TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the monthly report was not complete yet but should be soon. He stated work on capital projects has begun. The MPSCS expansion project went live on February 7 and Portage transitioned on February 13. He stated he was very happy with the coverage study testing that was completed. Mr. Troyer presented a review of current and planned staffing and workload statistics from the ice storm on February 22nd and 23rd.

2. January and February Reconciliation Reports

Mr. Troyer stated the reconciliation reports for January and February were in the packet. He noted the MI Class account has been performing well and he is keeping as much in the account as possible due to the interest we are earning.

3. Year-to-Date Budget Performance Report

- a. Fiscal Year 2022
- b. Fiscal Year 2023

Mr. Troyer stated the YTD budget performance report was included in packet. He stated 2022 was is pretty much closed out and the auditors will be on site March 13 and 14.

4. Correspondence

- a. Kalamazoo County Board of Commissioners Appointments
- b. City of Kalamazoo Appointments
- c. City of Portage Ambulance Provider
- d. Comstock Township Ambulance Provider
- e. Texas Township Ambulance Provider

B. Committee Reports

1. Executive Committee – Jan VanDerKley

There was no meeting and no report.

2. Personnel Committee – Pat McGinnis

- a. 2023 Executive Director Performance Objectives
- b. Administrative Assistant Job Description

Mr. McGinnis stated the Committee discussed the Executive Director’s performance goals and the new Administrative Assistant job description. He stated the Committee is recommending approval of both.

“Motion by Mr. Mitchell, second by Mr. Merlo to approve the Executive Director’s Performance Objectives for 2023 as presented.”

On a voice vote, MOTION CARRIED.

“Motion by Mr. Fuller, second by Mr. Ritsema to approve the Administrative Assistant job description as presented.”

On a voice vote, MOTION CARRIED.

3. Technical Advisory Committee – Scott Merlo

- a. Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access

Mr. Merlo stated the Committee is recommending approval of the ISK agreement to allow three of their personnel read only access to CAD incidents coded with a behavioral health disposition code.

“Motion by Mr. Ernstes, second by Mr. McGinnis to approve the Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access as presented.”

On a voice vote, MOTION CARRIED.

4. Finance Committee – Don Martin

Mr. Martin stated he had no updates, as the committee had not met.

C. Old Business

There was none.

D. New Business

There was none.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

There was none.

B. Next regular scheduled meeting – May 11, 2023 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors

KCCDA Administrative Report

April 2023

(Completed May 2nd)

Meetings, Discussions, Conference Calls, & Events

The following is a summary of meetings/conference calls, events, and presentations attended by KCCDA's Administrative Team during the timeframe indicated above:

- 48 – Meetings, Video/Telephone Conferences, and Presentations

Tasks and/or Projects

The following are tasks worked on by the KCCDA Administration during this period.

- ARPA Grant Applications
Both ARPA grant reimbursements are scheduled to be deposited on May 4th. After receipt of the funds, administration will close out the grants with the County.
- 2023 CAPITAL IMPROVEMENT PROJECTS
 - PROJECT #2 – Dell VXRail Upgrade
The hardware for the upgraded VXRail (server room environment) was installed and brought online on April 25th. The migration to the new environment is scheduled for the week of May 10th and we anticipate no down time.
 - PROJECT #3 – Palo Alto Firewall Upgrade
The new firewalls have arrived. IT staff is waiting until the migration to the new Dell VxRail environment is complete to replace the firewalls. This will allow problems/issues to be isolated to one major system.
 - PROJECT #4 – CAD and LAN Computer Replacement
These are two separate PC's currently and we have spec'd out a single computer that is robust enough to operate/perform all functions and monitors. The PC's were received the second week of March. IT staff have installed the new computers at all positions except for five and those are anticipated to be complete in the next few weeks.
 - PROJECT #6 – Chief Switalski Meeting Room Upgrade
Administration has a meeting this week with a vendor to look at the room and provide a budgetary cost estimation. This will determine whether an RFP needs to be issued for the project.
 - PROJECT #8 – Dedicated Back-up Operational Facility
Administration has looked at two separate facilities that were identified by broker Jodi Milks. One of the two sites is a viable option but will require HVAC, electrical and

roofing upgrades. Administration will continue to work on budgetary cost estimates for the upgrades. In the interim, KCCDA's broker will continue to evaluate options that become available.

- COMPUTER AIDED DISPATCH AND MOBILE COMPUTING SYSTEM

Administration continues to work closely with partner agencies as they explore various records management systems but after the last critical defect in the Tyler system, it is believed that we will be better served with a different system.

- At the January TAC Meeting, a request was made from the law enforcement agencies for KCCDA administration to investigate and provide an overall analysis (cost, time and staff) for being the server environment host for their new RMS/JMS system that is being considered by multiple agencies. Network and Systems Administrator, Jon Moored, presented the cost analysis to TAC at the March 1st meeting. Administration also submitted a request to counsel for an opine in determining whether this would be an allowable 911 expenditure and the opine summary will be shared at the May meeting.
- KCCDA Administration is working on drafting an RFP for CAD and Mobile software and all associated interfaces the current CAD system has. The goal is to have the RFP finalized and released by the end of the summer.

- PUBLIC SAFETY RADIO COMMUNICATIONS EXPANSION PROJECT

A temporary (deployable) microwave is still installed from 5108 to 5112 until the MetroNet fiber construction is complete. The fiber has been pulled into the shelter and terminated. We are only waiting on MetroNet to install their NID, turn up the service and run a few tests with MPSCS. We hope to have this project closed out by the end of May!

- COUNTY FIRE – RICHLAND TOWER SITE MOVE

Last year, KCCDA approved the move of the Richland Leased Tower Site to the newly erected Augusta Tower (305 W. Jefferson St.) in 2022. Unfortunately, this project was not completed. Currently the Richland leased site is a leg (single connection that has been rock solid) coming off the network ring from the Gull Road Water Tower. This will remain the same when the site moves to Augusta. We will also complete as much work as possible in advance of move day to limit the amount of down time for the departments in the northeast. Administration continues to work with Roe Comm to see to it this project gets completed soon.

- KCCDA STAFFING

The following is a snapshot of KCCDA staffing levels as of May 2, 2023:

POSITION/TITLE	Staffing from former PSAPs	POSITIONS Budgeted	POSITIONS Filled	NOTES
ECO – I	0	12	8	
ECO – II	28	36	27	
PT ECO's	0	4	8	2-PT Pool/Contract
Dispatch Supervisor	6	6	5	
TOTAL:	34	58	48	

We had one ECO-II in training resign her position after five months of training. Three new ECO-I's will be starting on May 20th – Katelyn Hatfield, Amber Perkins, and Angleic VanOmmeren.

We will be posting openings for the QA Supervisor and Administrative Assistant positions this week.

- **MONTH END FINANCIALS**

The March bank statement for the Mercantile checking account was reconciled on May 1st and the Michigan Class investment account was reconciled on May 2nd.

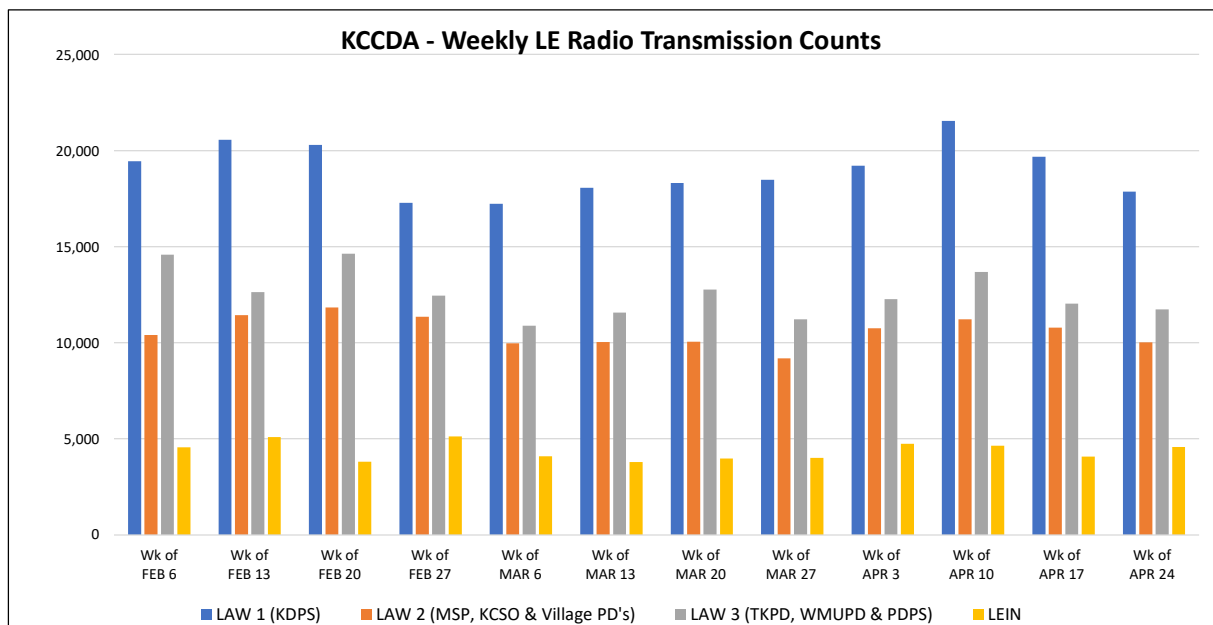
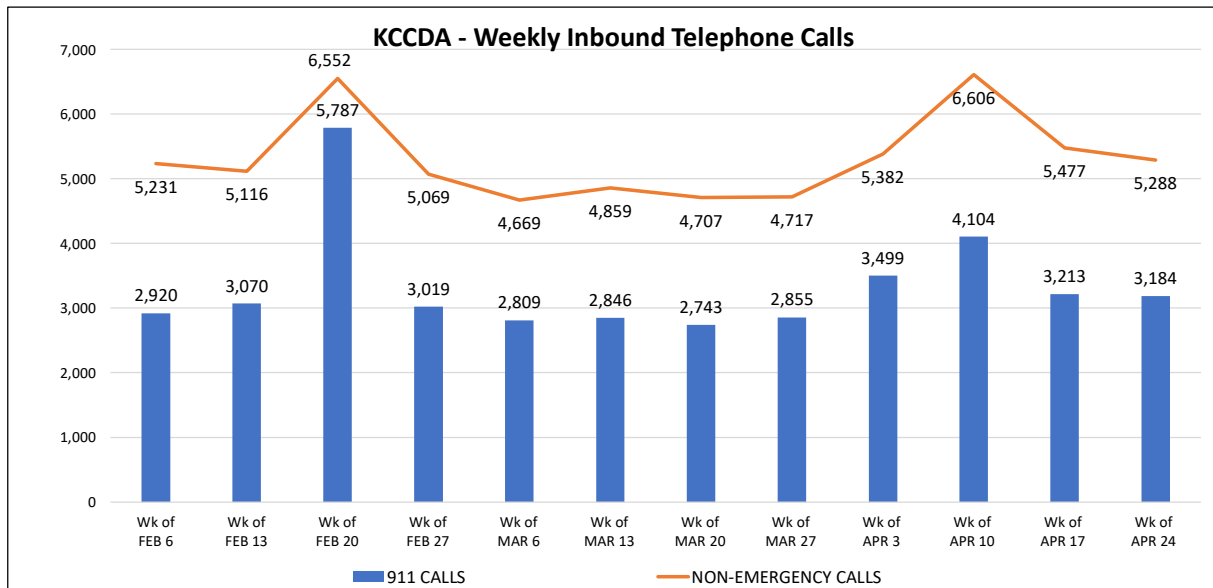
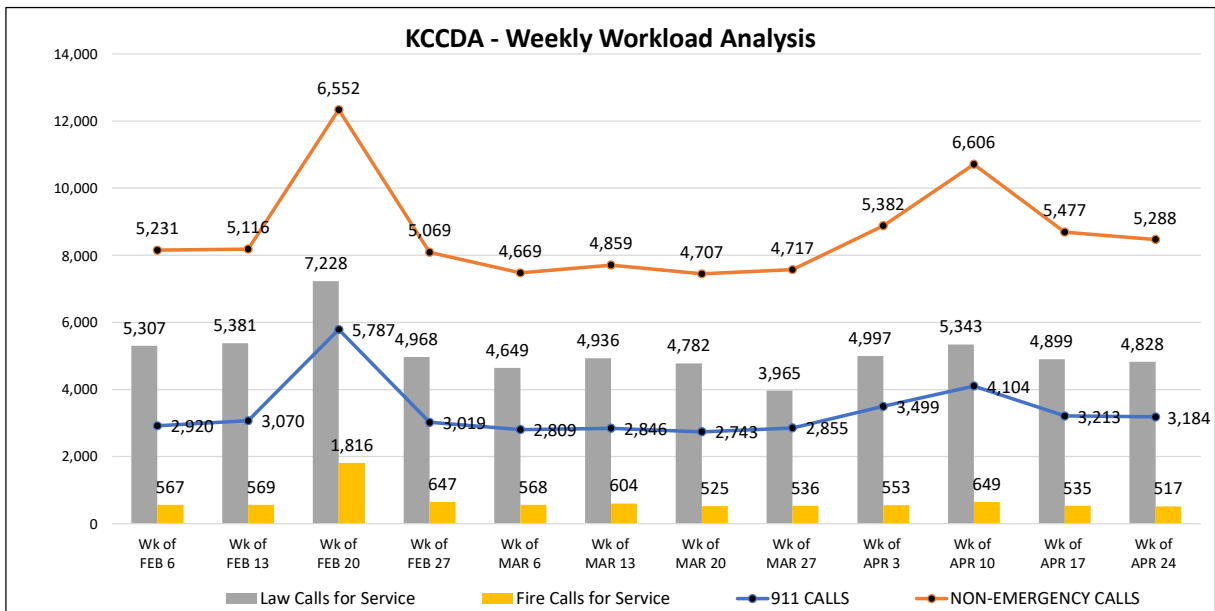
- **STATISTICS & METRICS**

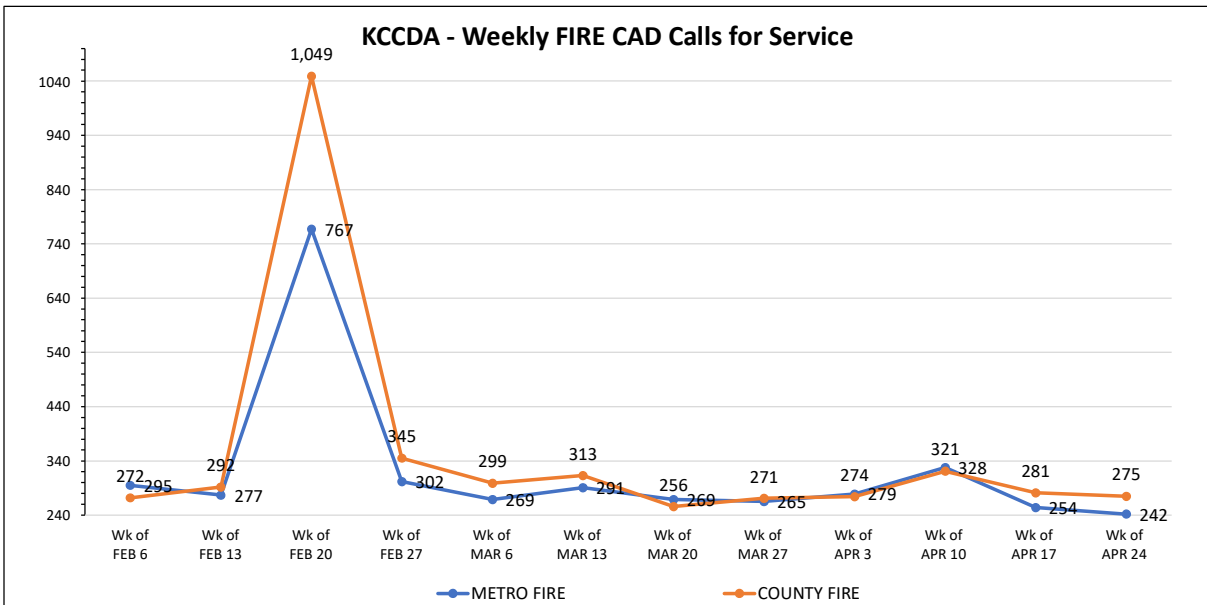
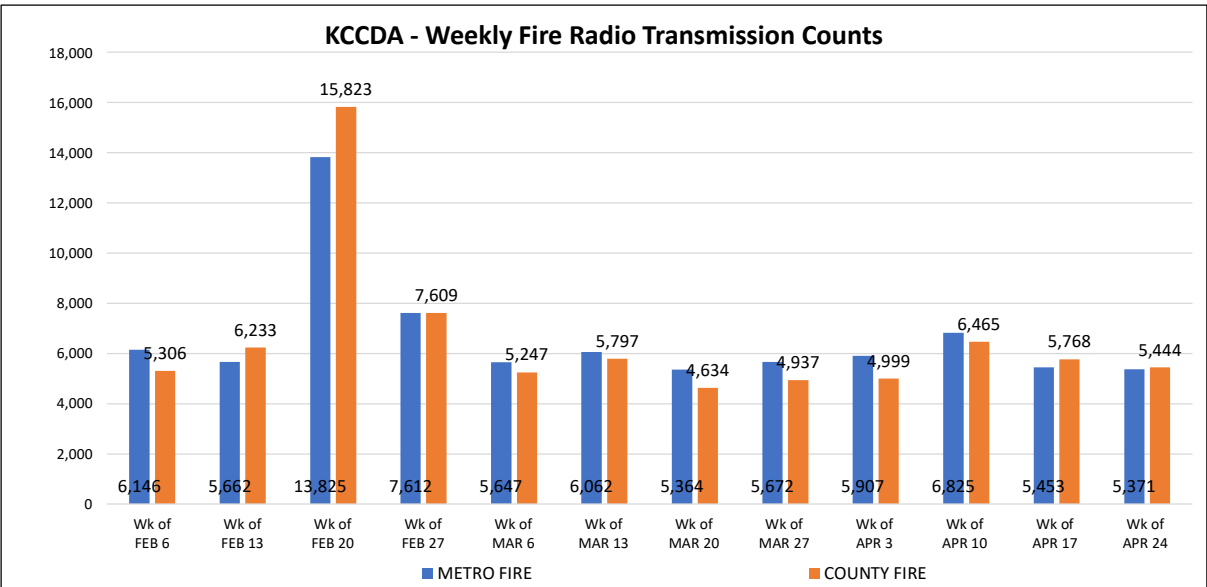
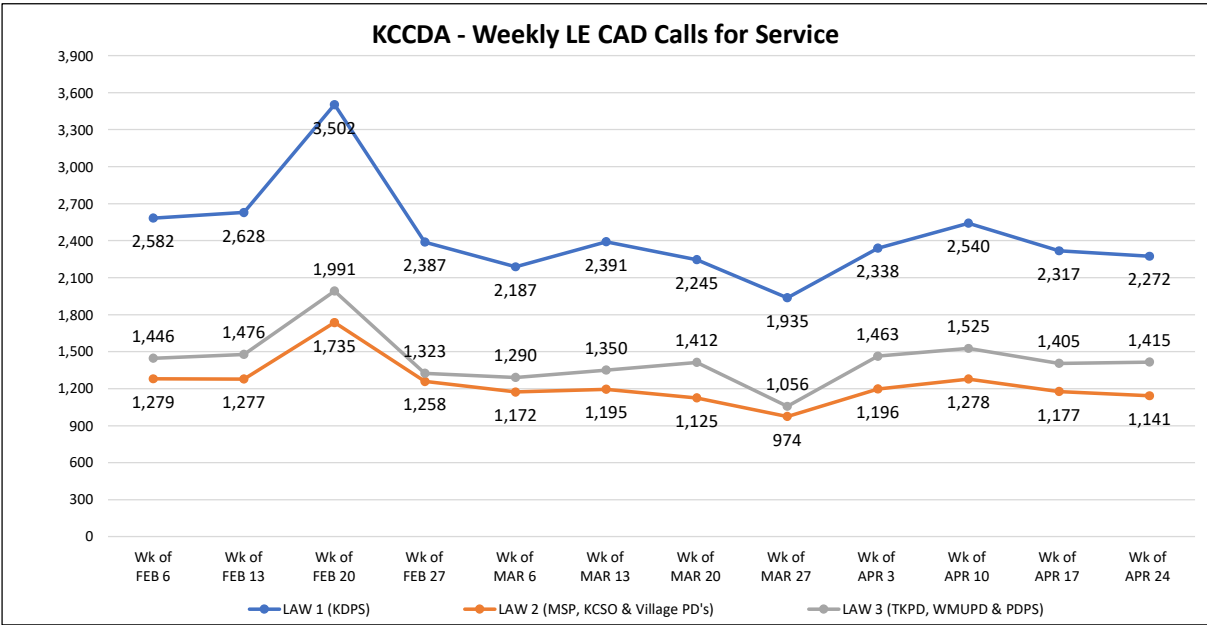
Attached are several different statistical and performance metrics reports:

- ✓ Monthly Accolades, Complaints and Suggestions
- ✓ Weekly Workload Graphs
- ✓ 2023 and 2022 Monthly workload statistics
- ✓ Emergency Call Wait Time Report

April 2023 - Accolades, Complaints and Suggestions

Date Recvd	Related Dept	Received From	Incident Number	Date of Incident	Chief Accolade, Complaint or Suggestion	Investigative Results	KCCDA Actions (if any)
4/13/2023	Comstock FD	Chief Beauchamp	CFS #2693	4/13/2023	MSU3 was toned out with MSU1/2 tones instead of toning out Comstock where MSU3 is housed.	Dispatcher didn't realize it was MSU3 until after she had closed out the run card and forgot it was housed at Comstock Fire Station.	Dispatcher was spoken to regarding it. The Fire Run cards do have notes in the narrative that state Comstock Fire needs to be toned for MSU3.
4/14/2023	Citizen	Dave Ostrem	CFS #3463	4/14/2023	Citizen called in as house was filling with smoke. Ended up being an issue with the water pump in the basement. Citizen contacted DD Rose to state the call taker was very professional and efficient.		Citizen comments were relayed to the call taker.
4/14/2023	PDPS	Sgt. Doster	CFS #3371	4/14/2023	"I just wanted to let someone know that I was impressed with Cameron Vanzile's dispatching this morning. He was right on it! Had the info I wanted before I asked for it. There was a slurry of departments involved on tac 3 and everything went pretty smooth. I'm sure he had some help but he was the voice on the radio. Anyway, the team agreed that Vanzile was on it."		Email was relayed to ECO Vanzile
4/27/2023	Kalamazoo Township FD	Acting Chief Weidemann	CFS #6217	4/26/2027	Kalamazoo Township FD was dispatched to a leaking fire hydrant.	Call taker and dispatcher did not follow standard operating procedure 08.08 - Hydrant Notifications. The CAD incident was created as a Special Service instead of using the "Hydrant" nature code. Subsequently, the Metro Fire dispatcher dispatched th call.	Corrective actions were taken with the call taker and dispatcher involved.





2023 ALL RADIO TRANSMISSIONS

(Includes Dispatch to Field Units, Field Unit to Dispatch, and Field Unit to Field Unit)

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<u>Primary Dispatch:</u>													
LAW 1	78,060	77,005	78,928	83,364									317,357
LAW 2	46,053	44,784	44,821	45,054									180,712
LAW 3	62,826	55,292	52,252	52,421									222,791
METRO FIRE	25,117	31,539	25,635	25,267									107,558
COUNTY FIRE	25,787	35,097	24,633	23,800									109,317
LEIN	18,707	17,654	18,161	19,318									73,840
<u>Tactical Channels:</u>													
800-TAC 1	6,729	4,692	4,169	6,148									21,738
800-TAC 2	923	435	753	683									2,794
800-TAC 3	339	1764	1537	1249									4,889
800-TAC 4	144	236	50	443									873
800-TAC 5	348	480	805	473									2,106
800-TAC 6	108	111	200	306									725
800-TAC 7	1	5	0	0									6
800-TAC 8	77	0	10	3									90
TOTAL:	265,219	269,094	251,954	258,529	0	0	0	0	0	0	0	0	1,044,796
<i>Compared to 2022:</i>	<i>-4.13%</i>	<i>0.74%</i>	<i>-12.27%</i>	<i>-7.26%</i>									

2023 TELEPHONE CALLS

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
PHONE CALLS													
911 CALLS	12,789	14,238	13,566	14,899									55,492
NON-EMERGENCY	22,436	21,335	22,775	24,073									90,619
TOTAL:	35,225	35,573	36,341	38,972	0	0	0	0	0	0	0	0	146,111
<i>Compared to 2022:</i>	<i>1.94%</i>	<i>9.43%</i>	<i>1.60%</i>	<i>10.24%</i>									

2023 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<u>DISPATCH POSITION:</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,819	10,258	10,122	10,106									40,305
LAW 2	4,963	4,868	4,899	5,055									19,785
LAW 3	6,030	5,889	5,833	6,106									23,858
METRO FIRE	1,172	1,497	1,197	1,180									5,046
COUNTY FIRE	1,308	1,713	1,159	1,218									5,398
TOTAL:	23,292	24,225	23,210	23,665	0	0	0	0	0	0	0	0	94,392
<i>Compared to 2022:</i>	<i>3.82%</i>	<i>11.09%</i>	<i>-1.84%</i>	<i>-0.09%</i>									

2022 ALL RADIO TRANSMISSIONS

(Includes Dispatch to Field Units, Field Unit to Dispatch, and Field Unit to Field Unit)

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<u>Primary Dispatch:</u>													
LAW 1	80,131	81,948	88,383	88,511	98,170	89,346	97,840	95,490	90,787	91,760	79,757	77,185	1,059,308
LAW 2	54,502	48,102	50,238	46,911	54,416	50,563	52,471	50,117	50,095	48,914	47,738	43,843	597,910
LAW 3	62,381	62,493	62,827	61,175	66,899	63,239	74,087	71,539	70,727	67,870	60,653	62,373	786,263
METRO FIRE	26,232	24,094	26,285	27,192	29,567	29,471	30,523	35,760	31,868	32,460	30,919	29,478	353,849
COUNTY FIRE	25,775	24,678	23,817	22,586	29,909	27,774	28,890	31,811	25,880	26,656	29,166	29,343	326,285
LEIN	18,550	20,658	21,960	21,053	21,045	20,218	22,352	23,387	23,164	20,892	18,022	15,918	247,219
<u>Tactical Channels:</u>													
800-TAC 1	5,830	3,680	5,528	5,444	8,414	7,093	7,825	6,454	6,577	4,618	5,112	5,592	72,167
800-TAC 2	917	631	1,103	689	1277	1935	1533	1870	1355	774	440	634	13,158
800-TAC 3	350	234	911	462	624	599	372	361	336	771	740	1550	7,310
800-TAC 4	384	176	278	1363	1405	736	801	1035	1009	1706	82	485	9,460
800-TAC 5	303	350	1,391	1,772	987	1,495	2,139	1,456	1,873	1,186	126	1,135	14,213
800-TAC 6	138	49	154	70	162	203	511	2,927	1,406	108	38	265	6,031
800-TAC 7	12	1	1	78	6	4	502	2	240	70	0	2	918
800-TAC 8	665	14	0	0	10	26	116	2	153	15	26	1	1,028
TOTAL:	276,170	267,108	282,876	277,306	312,891	292,702	319,962	322,211	305,470	297,800	272,819	267,804	3,495,119
<i>Compared to 2021:</i>	<i>-5.93%</i>	<i>8.24%</i>	<i>-4.80%</i>	<i>-6.00%</i>	<i>-1.27%</i>	<i>-9.74%</i>	<i>0.11%</i>	<i>-3.47%</i>	<i>0.44%</i>	<i>-5.98%</i>	<i>-6.52%</i>	<i>-8.56%</i>	

2022 TELEPHONE CALLS

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
PHONE CALLS													
911 CALLS	12,341	11,372	12,713	12,415	14,952	14,122	14,796	16,126	14,212	13,955	12,952	13,012	162,968
NON-EMERGENCY	22,199	20,846	23,047	22,567	25,115	24,879	25,093	25,987	24,885	23,476	22,355	22,727	283,176
TOTAL:	34,540	32,218	35,760	34,982	40,067	39,001	39,889	42,113	39,097	37,431	35,307	35,739	446,144
<i>Compared to 2021:</i>	<i>-0.12%</i>	<i>-2.60%</i>	<i>-2.96%</i>	<i>-6.16%</i>	<i>-1.47%</i>	<i>-14.95%</i>	<i>-9.24%</i>	<i>-7.08%</i>	<i>-6.82%</i>	<i>-14.88%</i>	<i>-7.41%</i>	<i>-4.93%</i>	

2022 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<u>DISPATCH POSITION:</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,691	9,487	10,742	10,293	11,248	10,500	10,567	10,419	10,354	10,386	9,232	10,169	123,088
LAW 2	5,019	4,501	5,055	5,047	5,397	5,224	5,613	5,108	4,974	5,025	5,018	4,611	60,592
LAW 3	5,189	5,330	5,660	5,991	6,134	5,700	6,534	6,197	6,237	6,397	6,039	5,906	71,314
METRO FIRE	1,185	1,085	1,138	1,236	1,298	1,258	1,300	1,344	1,318	1,314	1,358	1,377	15,211
COUNTY FIRE	1,318	1,135	1,043	1,120	1,339	1,415	1,425	1,542	1,265	1,385	1,464	1,439	15,890
TOTAL:	22,402	21,538	23,638	23,687	25,416	24,097	25,439	24,610	24,148	24,507	23,111	23,502	286,095
<i>Compared to 2021:</i>	<i>-1.12%</i>	<i>3.82%</i>	<i>-3.57%</i>	<i>-0.06%</i>	<i>1.97%</i>	<i>-3.44%</i>	<i>0.80%</i>	<i>4.36%</i>	<i>1.66%</i>	<i>2.60%</i>	<i>1.75%</i>	<i>-0.71%</i>	

Emergency Call Wait Time Range

For (Month)



Creation Date: 05/01/2023 09:52:32 AM

Grouping: Month

Date Range: 04/01/2023 12:00:00 AM - 04/30/2023 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Information

Month	None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Total	83	12,903	1,483	308	65	17	2	1	14,862
		87 %	97 %	99 %	100 %	100 %	100 %	100 %	

Emergency Call Wait Time Range

For (Month)



Creation Date: 05/01/2023 09:52:32 AM

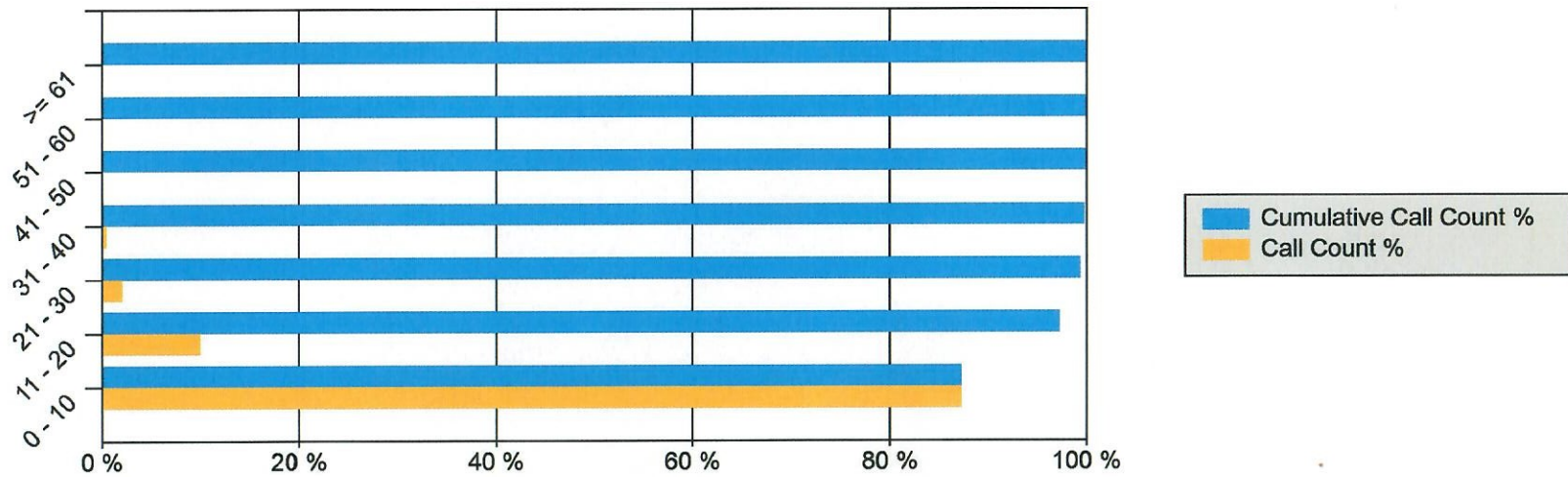
Grouping: Month

Date Range: 04/01/2023 12:00:00 AM - 04/30/2023 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Chart

Call Count % by Wait Time Range



Emergency Call Wait Time Range

For (Month)



Creation Date: 05/01/2023 09:52:32 AM

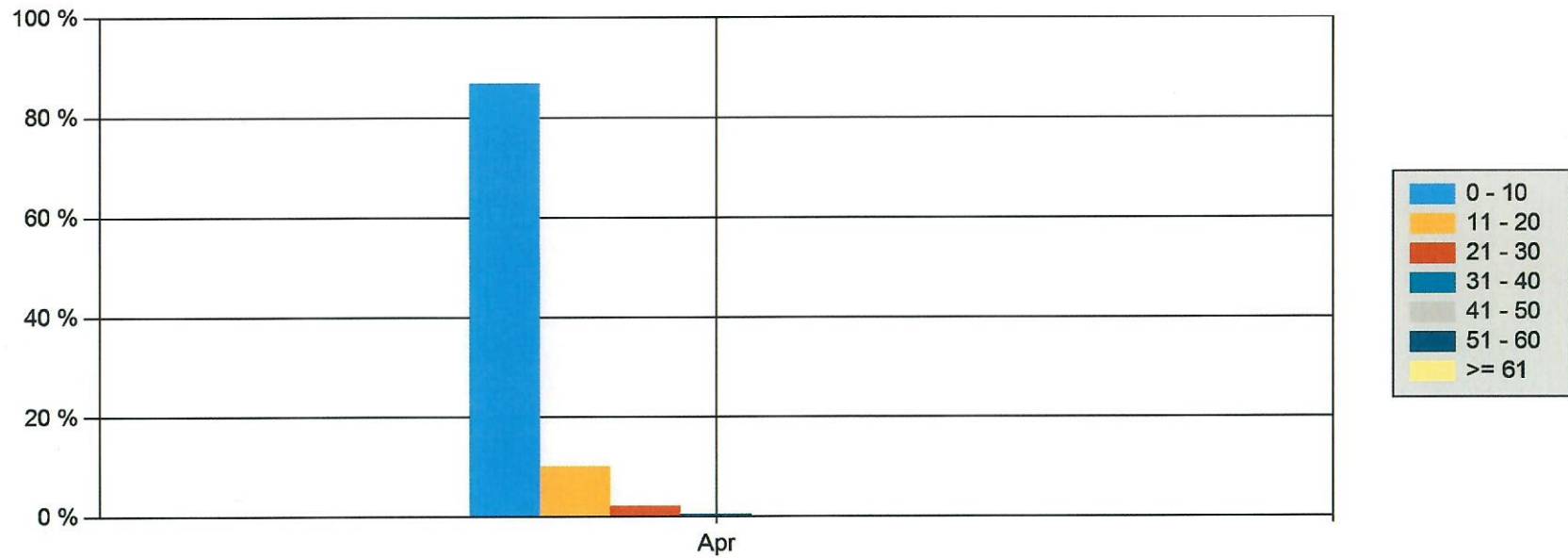
Grouping: Month

Date Range: 04/01/2023 12:00:00 AM - 04/30/2023 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Detail Chart

Call Count % by Wait Time (Month)



Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 03/31/2023

RECONCILIATION REPORT

Reconciled on: 04/03/2023

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		481,376.55
Checks and payments cleared (45)		-1,751,994.87
Deposits and other credits cleared (4)		2,003,665.44
Statement ending balance		733,047.12
Uncleared transactions as of 03/31/2023		-26,630.01
Register balance as of 03/31/2023		706,417.11

Details

Checks and payments cleared (45)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/16/2023	Bill Payment	3302	DL Gallivan Office Solutions	-61.63
03/10/2023	Expense	031023	PAYROLL	-139,105.28
03/11/2023	Expense	031023	MERS - Alerus Financial	-495.78
03/11/2023	Expense	031023	MERS - Alerus Financial	-350.00
03/11/2023	Expense	031023	MERS - Alerus Financial	-15,069.39
03/11/2023	Expense	031023	MERS - Alerus Financial	-4,447.26
03/13/2023	Bill Payment	3316	AT&T - Box 5011	-2,661.48
03/13/2023	Bill Payment	3334	Williams Building Services LLC	-2,260.00
03/13/2023	Transfer			-1,000,000.00
03/13/2023	Bill Payment	3307	911 Training Institute	-418.00
03/13/2023	Bill Payment	3308	TransUnion Risk and Alternative Data Soluti...	-300.00
03/13/2023	Bill Payment	3309	VISA - Mercantile Bank of Michigan	-4,373.19
03/13/2023	Bill Payment	3310	AT&T Mobility	-541.54
03/13/2023	Bill Payment	3311	NTC Welding & Fabrication	-300.00
03/13/2023	Bill Payment	3312	Besco	-199.25
03/13/2023	Bill Payment	3313	Consumers Energy	-710.24
03/13/2023	Bill Payment	3314	Rose Pest Solutions	-92.00
03/13/2023	Bill Payment	3315	DirecTV	-138.24
03/13/2023	Bill Payment	3335	Cohl, Stoker & Toskey, P.C.	-572.00
03/13/2023	Bill Payment	3317	DL Gallivan Office Solutions	-133.24
03/13/2023	Bill Payment	3318	Roe Comm	-42,136.00
03/13/2023	Bill Payment	3319	Sohn Linen Service	-85.96
03/13/2023	Bill Payment	3320	Carl Clatterbuck Agency	-900.00
03/13/2023	Bill Payment	3321	Insight Public Sector, Inc.	-936.09
03/13/2023	Bill Payment	3322	Language Line Services, Inc	-224.98
03/13/2023	Bill Payment	3323	Crown Castle	-6,888.11
03/13/2023	Bill Payment	3324	Dixon Lawn Care	-1,050.00
03/13/2023	Bill Payment	3326	Hopkins Propane	-694.68
03/13/2023	Bill Payment	3327	MEC	-303.75
03/13/2023	Bill Payment	3328	Metronet	-3,897.83
03/13/2023	Bill Payment	3329	Peninsula Fiber Network	-2,135.00
03/13/2023	Bill Payment	3330	DeWolf & Associates	-845.00
03/13/2023	Bill Payment	3331	Dixon Engineering, Inc.	-1,750.00
03/13/2023	Bill Payment	3332	Integrity Business Solutions	-101.53
03/13/2023	Bill Payment	3333	Michigan State Police - Cashiers Office	-387.00
03/15/2023	Expense		Mercantile Bank of Michigan	-50.00
03/17/2023	Expense	031723 - Special	PAYROLL	-303,207.26
03/24/2023	Expense	032423	PAYROLL	-126,764.14
03/25/2023	Expense	032423	MERS - Alerus Financial	-4,447.87
03/25/2023	Expense	032423	MERS - Alerus Financial	-495.79
03/25/2023	Expense	032423	MERS - Alerus Financial	-13,860.62
03/25/2023	Expense	032423	MERS - Alerus Financial	-350.00
03/28/2023	Expense	Mar&Apr HMO	Blue Cross Blue Shield of Michigan	-7,711.18
03/28/2023	Expense	March 23	Consumers Life Insurance Company	-870.20
03/28/2023	Expense		Blue Cross Blue Shield of Michigan	-59,673.36
Total				-1,751,994.87

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/02/2023	Deposit		Kalamazoo County - Surcharge REV	291,095.53
03/08/2023	Deposit		Kalamazoo County - Millage REV	1,711,475.00
03/16/2023	Deposit		Burnham & Flower Agency	360.62
03/31/2023	Deposit		Mercantile Bank of Michigan	734.29
Total				2,003,665.44

Additional Information

Uncleared checks and payments as of 03/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/11/2022	Bill Payment	3024	Michael Gordon	-9.89
10/18/2022	Bill Payment	3094	Dena Dunn	-198.00
03/13/2023	Bill Payment	3325	Handley's Tree Service	-2,150.00
03/28/2023	Expense	April 23	Consumers Life Insurance Company	-823.49
03/30/2023	Bill Payment	3342	Language Line Services, Inc	-502.50
03/30/2023	Bill Payment	3356	Roto-Rooter	-394.25

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/30/2023	Bill Payment	3355	Victoria Rose	-128.05
03/30/2023	Bill Payment	3354	Sohn Linen Service	-42.98
03/30/2023	Bill Payment	3353	Justin Johnson	-10.49
03/30/2023	Bill Payment	3352	Carl Clatterbuck Agency	-900.00
03/30/2023	Bill Payment	3351	DirecTV	-138.24
03/30/2023	Bill Payment	3350	Unum Insurance Company of America	-2,212.20
03/30/2023	Bill Payment	3349	Rose Pest Solutions	-92.00
03/30/2023	Bill Payment	3341	Hi-Tech Electric Company	-11,309.46
03/30/2023	Bill Payment	3357	Dena Dunn	-120.33
03/30/2023	Bill Payment	3343	Republic Services	-502.21
03/30/2023	Bill Payment	3344	Consumers Energy	-4,378.08
03/30/2023	Bill Payment	3345	Kruggel, Lawton & Company, LLC	-1,500.00
03/30/2023	Bill Payment	3346	Bronson Healthcare Group	-850.00
03/30/2023	Bill Payment	3347	Besco	-168.50
03/30/2023	Bill Payment	3348	DL Gullivan Office Solutions	-199.34
Total				-26,630.01

Uncleared deposits and other credits as of 03/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/12/2023	Bill Payment	3249	Insight Direct USA	0.00
01/31/2023	Bill Payment	3276	Blue Cross Blue Shield of Michigan	0.00
01/31/2023	Bill Payment	3277	Consumers Life Insurance Company	0.00
02/16/2023	Bill Payment	3285	Consumers Life Insurance Company	0.00
03/13/2023	Bill Payment	3336	TransUnion Risk and Alternative Data Soluti...	0.00
03/13/2023	Bill Payment	3338	AT&T Mobility	0.00
03/13/2023	Bill Payment	3339	NTC Welding & Fabrication	0.00
03/13/2023	Bill Payment	3340	Besco	0.00
03/13/2023	Bill Payment	3337	VISA - Mercantile Bank of Michigan	0.00
Total				0.00

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/01/2023

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		733,047.12
Checks and payments cleared (70)		-540,625.80
Deposits and other credits cleared (4)		250,927.92
Statement ending balance		443,349.24
Uncleared transactions as of 04/28/2023		-9,180.69
Register balance as of 04/28/2023		434,168.55

Details

Checks and payments cleared (70)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/28/2023	Expense	April 23	Consumers Life Insurance Company	-823.49
03/30/2023	Bill Payment	3344	Consumers Energy	-4,378.08
03/30/2023	Bill Payment	3343	Republic Services	-502.21
03/30/2023	Bill Payment	3342	Language Line Services, Inc	-502.50
03/30/2023	Bill Payment	3341	Hi-Tech Electric Company	-11,309.46
03/30/2023	Bill Payment	3346	Bronson Healthcare Group	-850.00
03/30/2023	Bill Payment	3345	Kruggel, Lawton & Company, LLC	-1,500.00
03/30/2023	Bill Payment	3356	Roto-Rooter	-394.25
03/30/2023	Bill Payment	3355	Victoria Rose	-128.05
03/30/2023	Bill Payment	3354	Sohn Linen Service	-42.98
03/30/2023	Bill Payment	3353	Justin Johnson	-10.49
03/30/2023	Bill Payment	3347	Besco	-168.50
03/30/2023	Bill Payment	3348	DL Gallivan Office Solutions	-199.34
03/30/2023	Bill Payment	3349	Rose Pest Solutions	-92.00
03/30/2023	Bill Payment	3350	Unum Insurance Company of America	-2,212.20
03/30/2023	Bill Payment	3351	DirecTV	-138.24
03/30/2023	Bill Payment	3352	Carl Clatterbuck Agency	-900.00
04/07/2023	Expense	040723	PAYROLL	-131,452.54
04/08/2023	Expense	040723	MERS - Alerus Financial	-14,238.34
04/08/2023	Expense	040723	MERS - Alerus Financial	-31,712.92
04/08/2023	Expense	040723	MERS - Alerus Financial	-3,999.05
04/08/2023	Expense	040723	MERS - Alerus Financial	-495.79
04/13/2023	Bill Payment	3365	Insight Direct USA	-64,295.10
04/13/2023	Bill Payment	3364	Insight Public Sector, Inc.	-630.89
04/13/2023	Bill Payment	3363	Police Legal Sciences	-4,510.00
04/13/2023	Bill Payment	3362	AT&T - Box 5011	-2,662.79
04/13/2023	Bill Payment	3361	Michigan Chapter of APCO	-2,950.00
04/13/2023	Bill Payment	3359	Michigan Municipal Risk Management Autho...	-37,848.75
04/13/2023	Bill Payment	3358	AT&T Mobility	-1,083.08
04/13/2023	Bill Payment	3366	Besco	-144.00
04/13/2023	Bill Payment	3389	Frontline Public Safety Solutions, LLC	-5,700.00
04/13/2023	Bill Payment	3387	Integrity Business Solutions	-163.80
04/13/2023	Bill Payment	3386	Williams Building Services LLC	-2,260.00
04/13/2023	Bill Payment	3385	Roe Comm	-31,900.00
04/13/2023	Bill Payment	3384	Jefferson Koch	-546.41
04/13/2023	Bill Payment	3383	911 Training Institute	-495.00
04/13/2023	Bill Payment	3367	VISA - Mercantile Bank of Michigan	-1,376.14
04/13/2023	Bill Payment	3368	Consumers Energy	-785.74
04/13/2023	Bill Payment	3369	HelpNet	-375.00
04/13/2023	Bill Payment	3370	Hi-Tech Electric Company	-340.00
04/13/2023	Bill Payment	3371	Kruggel, Lawton & Company, LLC	-2,000.00
04/13/2023	Bill Payment	3372	Language Line Services, Inc	-885.20
04/13/2023	Bill Payment	3373	Antenna Designs	-2,096.91
04/13/2023	Bill Payment	3374	Dixon Lawn Care	-1,445.00
04/13/2023	Bill Payment	3375	Metronet	-3,391.66
04/13/2023	Bill Payment	3376	Peninsula Fiber Network	-852.00
04/13/2023	Bill Payment	3377	TransUnion Risk and Alternative Data Soluti...	-300.00
04/13/2023	Bill Payment	3378	Bel Aire Heating and Air Conditioning	-958.23
04/13/2023	Bill Payment	3379	Sohn Linen Service	-42.98
04/13/2023	Bill Payment	3380	Bronson Healthcare Group	-505.00
04/13/2023	Bill Payment	3381	Travelers - RMD	-247.00
04/13/2023	Bill Payment	3382	DL Gallivan Office Solutions	-16.93
04/15/2023	Expense		Mercantile Bank of Michigan	-50.00
04/21/2023	Expense	042123	PAYROLL	-126,395.58
04/21/2023	Journal	313		-295.38
04/22/2023	Expense	042123	MERS - Alerus Financial	-325.00
04/22/2023	Expense	042123	MERS - Alerus Financial	-4,238.20
04/22/2023	Expense	04.21.23	MERS - Alerus Financial	-13,860.31
04/22/2023	Expense	042123	MERS - Alerus Financial	-495.79
04/24/2023	Bill Payment	3398	Integrity Business Solutions	-114.56
04/24/2023	Bill Payment	3395	DirecTV	-131.99
04/24/2023	Bill Payment	3400	Mutual of Omaha	-1,152.06
04/24/2023	Bill Payment	3404	Tyler Rairigh	-271.52
04/24/2023	Bill Payment	3402	Sohn Linen Service	-42.98
04/24/2023	Bill Payment	3397	Insight Direct USA	-14,128.84
04/24/2023	Bill Payment	3390	AT&T Mobility	-541.30
04/24/2023	Bill Payment	3391	Besco	-55.25
04/24/2023	Bill Payment	3401	Rose Pest Solutions	-98.00
04/24/2023	Bill Payment	3392	Cohl, Stoker & Toskey, P.C.	-726.00
04/24/2023	Bill Payment	3394	DeWolf & Associates	-845.00

Total -540,625.80

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/10/2023	Deposit		Burnham & Flower Agency	360.62
04/26/2023	Deposit		Mercantile Bank of Michigan	295.38
04/27/2023	Transfer			250,000.00
04/28/2023	Deposit		Mercantile Bank of Michigan	271.92

Total 250,927.92

Additional Information

Uncleared checks and payments as of 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/11/2022	Bill Payment	3024	Michael Gordon	-9.89
10/18/2022	Bill Payment	3094	Dena Dunn	-198.00
03/13/2023	Bill Payment	3325	Handley's Tree Service	-2,150.00
03/30/2023	Bill Payment	3357	Dena Dunn	-120.33
04/13/2023	Bill Payment	3388	Nicholas Kirk	-483.98
04/24/2023	Bill Payment	3399	Michigan Critical Power	-588.00
04/24/2023	Bill Payment	3396	DL Gallivan Office Solutions	-117.69
04/24/2023	Bill Payment	3393	Consumers Energy	-3,512.80
04/24/2023	Bill Payment	3403	Success 9-1-1	-2,000.00

Total -9,180.69

Uncleared deposits and other credits as of 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/12/2023	Bill Payment	3249	Insight Direct USA	0.00
01/31/2023	Bill Payment	3277	Consumers Life Insurance Company	0.00
01/31/2023	Bill Payment	3276	Blue Cross Blue Shield of Michigan	0.00
02/16/2023	Bill Payment	3285	Consumers Life Insurance Company	0.00
03/13/2023	Bill Payment	3339	NTC Welding & Fabrication	0.00
03/13/2023	Bill Payment	3338	AT&T Mobility	0.00
03/13/2023	Bill Payment	3337	VISA - Mercantile Bank of Michigan	0.00
03/13/2023	Bill Payment	3336	TransUnion Risk and Alternative Data Soluti...	0.00
03/13/2023	Bill Payment	3340	Besco	0.00
04/13/2023	Bill Payment	3360	Wolverine Power Systems	0.00

Total 0.00

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 03/31/2023

RECONCILIATION REPORT

Reconciled on: 04/04/2023

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	1,700,575.42
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (2).....	1,009,434.26
Statement ending balance.....	<u>2,710,009.68</u>
Register balance as of 03/31/2023.....	2,710,009.68

Details				
Deposits and other credits cleared (2)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/13/2023	Transfer			1,000,000.00
03/31/2023	Deposit		Michigan CLASS	9,434.26
Total				<u>1,009,434.26</u>

Kalamazoo County Dispatch Authority
Michigan CLASS, Period Ending 04/30/2023

RECONCILIATION REPORT

Reconciled on: 05/02/2023
Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	2,710,009.68
Checks and payments cleared (1).....	-250,000.00
Deposits and other credits cleared (1).....	11,063.48
Statement ending balance.....	<u>2,471,073.16</u>
Register balance as of 04/30/2023.....	2,471,073.16

Details				
Checks and payments cleared (1)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/27/2023	Transfer			-250,000.00
Total				-250,000.00

Deposits and other credits cleared (1)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2023	Deposit		Michigan CLASS	11,063.48
Total				11,063.48



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022 Budget - REVISION II

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Income									
400.000 Use of Fund Balance	2,318,366.00	2,318,366.00	0.00				\$2,318,366.00	\$2,318,366.00	\$0.00
402.000 Property Taxes	6,138,365.51	6,137,822.00	(543.51)				\$6,138,365.51	\$6,137,822.00	\$ (543.51)
528.000 Federal Grants - Other	78,235.00	374,395.00	296,160.00				\$78,235.00	\$374,395.00	\$296,160.00
615.010 Surcharge Revenue - State 911	494,905.00	484,000.00	(10,905.00)	53,892.00	44,000.00	(9,892.00)	\$548,797.00	\$528,000.00	\$ (20,797.00)
615.020 Surcharge Revenue - Local 911	1,151,957.88	1,120,000.00	(31,957.88)				\$1,151,957.88	\$1,120,000.00	\$ (31,957.88)
665.000 Interest Earned	25,305.68	13,000.00	(12,305.68)				\$25,305.68	\$13,000.00	\$ (12,305.68)
667.000 Rent/Lease Revenue	7,200.00	7,200.00	0.00				\$7,200.00	\$7,200.00	\$0.00
671.000 Miscellaneous Revenue	137.75	50.00	(87.75)				\$137.75	\$50.00	\$ (87.75)
Total Income	\$10,214,472.82	\$10,454,833.00	\$240,360.18	\$53,892.00	\$44,000.00	\$ (9,892.00)	\$10,268,364.82	\$10,498,833.00	\$230,468.18
GROSS PROFIT	\$10,214,472.82	\$10,454,833.00	\$240,360.18	\$53,892.00	\$44,000.00	\$ (9,892.00)	\$10,268,364.82	\$10,498,833.00	\$230,468.18
Expenses									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	289,368.01	293,643.00	4,274.99				\$289,368.01	\$293,643.00	\$4,274.99
702.020 Wages - Regular					12,000.00	12,000.00	\$0.00	\$12,000.00	\$12,000.00
702.021 Administrative Support	154,696.07	160,604.00	5,907.93	370.50		(370.50)	\$155,066.57	\$160,604.00	\$5,537.43
702.022 Dispatch Supervisors	389,076.95	394,379.00	5,302.05	4,294.68		(4,294.68)	\$393,371.63	\$394,379.00	\$1,007.37
702.023 ECO II's	1,368,430.77	1,470,496.00	102,065.23	14,327.88		(14,327.88)	\$1,382,758.65	\$1,470,496.00	\$87,737.35
702.024 ECO I's	320,790.47	301,517.00	(19,273.47)	5,668.60		(5,668.60)	\$326,459.07	\$301,517.00	\$ (24,942.07)
702.026 Bereavement	9,576.88		(9,576.88)				\$9,576.88	\$0.00	\$ (9,576.88)
702.027 Incentive/Stipend Pay		296,160.00	296,160.00				\$0.00	\$296,160.00	\$296,160.00
702.029 Healthy Wrkplc Leave	23,459.08		(23,459.08)				\$23,459.08	\$0.00	\$ (23,459.08)
702.040 Wages - Short Term Disability	7,392.96		(7,392.96)				\$7,392.96	\$0.00	\$ (7,392.96)
Total 702.020 Wages - Regular	2,273,423.18	2,623,156.00	349,732.82	24,661.66	12,000.00	(12,661.66)	\$2,298,084.84	\$2,635,156.00	\$337,071.16
702.030 Wages - Overtime		365,787.00	365,787.00				\$0.00	\$365,787.00	\$365,787.00
702.031 Administrative Support	435.99		(435.99)				\$435.99	\$0.00	\$ (435.99)
702.032 Dispatch Supervisors	91,633.58		(91,633.58)				\$91,633.58	\$0.00	\$ (91,633.58)
702.033 ECO II's	230,458.03		(230,458.03)				\$230,458.03	\$0.00	\$ (230,458.03)
702.034 ECO I's	25,861.64		(25,861.64)				\$25,861.64	\$0.00	\$ (25,861.64)
Total 702.030 Wages - Overtime	348,389.24	365,787.00	17,397.76				\$348,389.24	\$365,787.00	\$17,397.76
702.050 CTO Pay	14,182.25	23,000.00	8,817.75				\$14,182.25	\$23,000.00	\$8,817.75
706.000 Wages - Holiday Premium	127,314.53	126,869.00	(445.53)				\$127,314.53	\$126,869.00	\$ (445.53)
712.000 Payment in Lieu of Benefits	52,300.00	52,650.00	350.00				\$52,300.00	\$52,650.00	\$350.00
715.010 Auto Allowance	8,682.24	8,683.00	0.76				\$8,682.24	\$8,683.00	\$0.76
Total 700 thru 718 Personnel Services	3,113,659.45	3,493,788.00	380,128.55	24,661.66	12,000.00	(12,661.66)	\$3,138,321.11	\$3,505,788.00	\$367,466.89
719 thru 725 Benefits and Taxes							\$0.00	\$0.00	\$0.00
719.000 Workers Comp Insurance	3,142.00	10,716.00	7,574.00				\$3,142.00	\$10,716.00	\$7,574.00
720.010 Medical/Health Insurance	335,795.54	316,037.00	(19,758.54)				\$335,795.54	\$316,037.00	\$ (19,758.54)
720.020 Dental Insurance	31,126.83	26,799.00	(4,327.83)				\$31,126.83	\$26,799.00	\$ (4,327.83)



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022 Budget - REVISION II

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
720.030 Vision Insurance	4,314.40	6,049.00	1,734.60				\$4,314.40	\$6,049.00	\$1,734.60
720.040 Life Insurance	5,366.52	8,058.00	2,691.48				\$5,366.52	\$8,058.00	\$2,691.48
720.050 Unemployment		9,000.00	9,000.00				\$0.00	\$9,000.00	\$9,000.00
720.060 HSA Contributions	73,850.00	71,400.00	(2,450.00)				\$73,850.00	\$71,400.00	\$ (2,450.00)
720.070 Short-Term Disability Insurance	28,669.12	28,332.00	(337.12)				\$28,669.12	\$28,332.00	\$ (337.12)
721.000 Social Security	190,036.32	215,198.00	25,161.68				\$190,036.32	\$215,198.00	\$25,161.68
722.000 Medicare	44,443.95	50,329.00	5,885.05				\$44,443.95	\$50,329.00	\$5,885.05
725.010 Retirement - MERS DC	238,038.93	255,216.00	17,177.07				\$238,038.93	\$255,216.00	\$17,177.07
725.020 Retirement - MERS 457	8,435.79	8,736.00	300.21				\$8,435.79	\$8,736.00	\$300.21
725.030 Retirement - MERS HCSP	45,444.71	53,529.00	8,084.29				\$45,444.71	\$53,529.00	\$8,084.29
Total 719 thru 725 Benefits and Taxes	1,008,664.11	1,059,399.00	50,734.89				\$1,008,664.11	\$1,059,399.00	\$50,734.89
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00
727.000 Office Supplies	13,970.85	15,000.00	1,029.15				\$13,970.85	\$15,000.00	\$1,029.15
730.000 Maintenance Supplies	1,971.24	6,000.00	4,028.76				\$1,971.24	\$6,000.00	\$4,028.76
740.000 Uniform Supplies	4,458.25	8,000.00	3,541.75				\$4,458.25	\$8,000.00	\$3,541.75
760.000 Kitchen Supplies	237.80	1,750.00	1,512.20				\$237.80	\$1,750.00	\$1,512.20
764.000 Food Supplies	153.63	1,750.00	1,596.37				\$153.63	\$1,750.00	\$1,596.37
Total 726 thru 799 Supplies	20,791.77	32,500.00	11,708.23				\$20,791.77	\$32,500.00	\$11,708.23
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00
801.010 Contractual Services	596,054.32	639,956.00	43,901.68				\$596,054.32	\$639,956.00	\$43,901.68
805.010 Professional Services - Audit	7,100.00	7,100.00	0.00				\$7,100.00	\$7,100.00	\$0.00
810.000 Administrative Fees	3,600.00	3,600.00	0.00				\$3,600.00	\$3,600.00	\$0.00
813.000 Legal Fees	4,862.00	15,000.00	10,138.00				\$4,862.00	\$15,000.00	\$10,138.00
820.010 Interpreter Fees	4,708.77	4,800.00	91.23				\$4,708.77	\$4,800.00	\$91.23
835.010 Medical Services - Physical Exams	1,865.00	2,500.00	635.00				\$1,865.00	\$2,500.00	\$635.00
835.020 Medical Services - Drug Testing	515.00	1,500.00	985.00				\$515.00	\$1,500.00	\$985.00
850.010 Telephone Service	14,199.15	14,750.00	550.85				\$14,199.15	\$14,750.00	\$550.85
850.020 Internet Service	98,621.81	96,190.00	(2,431.81)				\$98,621.81	\$96,190.00	\$ (2,431.81)
850.030 Copying	71.81	2,500.00	2,428.19				\$71.81	\$2,500.00	\$2,428.19
850.040 Mailing	362.91	3,000.00	2,637.09				\$362.91	\$3,000.00	\$2,637.09
870.010 Travel - Training/Registration	4,176.97	6,000.00	1,823.03	14,862.00	24,000.00	9,138.00	\$19,038.97	\$30,000.00	\$10,961.03
870.020 Travel - Lodging	9,455.45	11,500.00	2,044.55	1,124.40	2,500.00	1,375.60	\$10,579.85	\$14,000.00	\$3,420.15
870.030 Travel- Meals/Food	3,628.16	6,000.00	2,371.84	226.73	2,500.00	2,273.27	\$3,854.89	\$8,500.00	\$4,645.11
870.040 Travel - Mileage	2,793.97	5,000.00	2,206.03	353.35	2,500.00	2,146.65	\$3,147.32	\$7,500.00	\$4,352.68
870.050 Travel - Other	5,722.08	8,500.00	2,777.92	60.00	500.00	440.00	\$5,782.08	\$9,000.00	\$3,217.92
871.010 Education Expense	1,084.92	2,000.00	915.08				\$1,084.92	\$2,000.00	\$915.08
900.000 Printing	94.01	2,000.00	1,905.99				\$94.01	\$2,000.00	\$1,905.99
905.000 Advertising	3,010.04	5,500.00	2,489.96				\$3,010.04	\$5,500.00	\$2,489.96
915.000 Dues & Subscriptions	4,291.96	9,000.00	4,708.04				\$4,291.96	\$9,000.00	\$4,708.04
920.010 Utilities - Gas	4,221.83	8,000.00	3,778.17				\$4,221.83	\$8,000.00	\$3,778.17



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022 Budget - REVISION II

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
920.020 Utilities - Electricity	46,059.54	55,000.00	8,940.46				\$46,059.54	\$55,000.00	\$8,940.46
920.030 Utilities - Water & Sewer	4,287.88	4,000.00	(287.88)				\$4,287.88	\$4,000.00	\$ (287.88)
934.010 Repair & Maintenance - Equipment	20,398.38	25,000.00	4,601.62				\$20,398.38	\$25,000.00	\$4,601.62
955.000 Miscellaneous Operating	9,765.25	20,000.00	10,234.75				\$9,765.25	\$20,000.00	\$10,234.75
958.010 Insurance Premium	52,307.00	52,307.00	0.00				\$52,307.00	\$52,307.00	\$0.00
Total 800 thru 969 Services & Other Charges	903,258.21	1,010,703.00	107,444.79	16,626.48	32,000.00	15,373.52	\$919,884.69	\$1,042,703.00	\$122,818.31
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00
976.000 Project Costs	11,024.43	150,000.00	138,975.57				\$11,024.43	\$150,000.00	\$138,975.57
980.000 Equipment/Software - Capital	2,373,366.00	2,461,005.00	87,639.00				\$2,373,366.00	\$2,461,005.00	\$87,639.00
980.010 Equipment/Software - Small	37,692.75	40,000.00	2,307.25				\$37,692.75	\$40,000.00	\$2,307.25
980.020 Facility - Capital	39,254.00	45,745.00	6,491.00				\$39,254.00	\$45,745.00	\$6,491.00
980.030 Land - Capital	35,033.00	35,033.00	0.00				\$35,033.00	\$35,033.00	\$0.00
Total 970 thru 989 Equipment & Capital Outlay	2,496,370.18	2,731,783.00	235,412.82				\$2,496,370.18	\$2,731,783.00	\$235,412.82
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00
991.010 Loan/Lease - Principal	1,208,598.00	1,208,598.00	0.00				\$1,208,598.00	\$1,208,598.00	\$0.00
991.020 Loan/Lease - Interest	124,948.00	124,949.00	1.00				\$124,948.00	\$124,949.00	\$1.00
Total 990 thru 994 Debt Service	1,333,546.00	1,333,547.00	1.00				\$1,333,546.00	\$1,333,547.00	\$1.00
Total Expenses	\$8,876,289.72	\$9,661,720.00	\$785,430.28	\$41,288.14	\$44,000.00	\$2,711.86	\$8,917,577.86	\$9,705,720.00	\$788,142.14
NET OPERATING INCOME	\$1,338,183.10	\$793,113.00	\$ (545,070.10)	\$12,603.86	\$0.00	\$ (12,603.86)	\$1,350,786.96	\$793,113.00	\$ (557,673.96)
Other Expenses									
995.000 Fund Transfers Out	1,338,183.10		(1,338,183.10)	12,603.86		(12,603.86)	\$1,350,786.96	\$0.00	\$ (1,350,786.96)
Total Other Expenses	\$1,338,183.10	\$0.00	\$ (1,338,183.10)	\$12,603.86	\$0.00	\$ (12,603.86)	\$1,350,786.96	\$0.00	\$ (1,350,786.96)
NET OTHER INCOME	\$ (1,338,183.10)	\$0.00	\$1,338,183.10	\$ (12,603.86)	\$0.00	\$12,603.86	\$ (1,350,786.96)	\$0.00	\$1,350,786.96
NET INCOME	\$0.00	\$793,113.00	\$793,113.00	\$0.00	\$0.00	\$0.00	\$0.00	\$793,113.00	\$793,113.00



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - ORIGINAL

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Income									
400.000 Use of Fund Balance		162,019.00	162,019.00				\$0.00	\$162,019.00	\$162,019.00
402.000 Property Taxes	1,562,375.00	6,249,500.00	4,687,125.00				\$1,562,375.00	\$6,249,500.00	\$4,687,125.00
528.000 Federal Grants - Other	295,307.00		(295,307.00)				\$295,307.00	\$0.00	\$ (295,307.00)
573.000 Local Community Stabilization Share	149,100.00	596,400.00	447,300.00				\$149,100.00	\$596,400.00	\$447,300.00
615.010 Surcharge Revenue - State 911		484,000.00	484,000.00		45,000.00	45,000.00	\$0.00	\$529,000.00	\$529,000.00
615.020 Surcharge Revenue - Local 911		1,120,000.00	1,120,000.00				\$0.00	\$1,120,000.00	\$1,120,000.00
651.000 Charges for Services - User Fees		15,960.00	15,960.00				\$0.00	\$15,960.00	\$15,960.00
665.000 Interest Earned	37,052.95	15,000.00	(22,052.95)				\$37,052.95	\$15,000.00	\$ (22,052.95)
667.000 Rent/Lease Revenue		7,200.00	7,200.00				\$0.00	\$7,200.00	\$7,200.00
671.000 Miscellaneous Revenue	0.00	50.00	50.00				\$0.00	\$50.00	\$50.00
Total Income	\$2,043,834.95	\$8,650,129.00	\$6,606,294.05	\$0.00	\$45,000.00	\$45,000.00	\$2,043,834.95	\$8,695,129.00	\$6,651,294.05
GROSS PROFIT	\$2,043,834.95	\$8,650,129.00	\$6,606,294.05	\$0.00	\$45,000.00	\$45,000.00	\$2,043,834.95	\$8,695,129.00	\$6,651,294.05
Expenses									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	101,967.15	313,087.00	211,119.85				\$101,967.15	\$313,087.00	\$211,119.85
702.020 Wages - Regular					13,000.00	13,000.00	\$0.00	\$13,000.00	\$13,000.00
702.021 Administrative Support	60,407.23	215,529.00	155,121.77				\$60,407.23	\$215,529.00	\$155,121.77
702.022 Dispatch Supervisors	132,351.59	424,789.00	292,437.41				\$132,351.59	\$424,789.00	\$292,437.41
702.023 ECO II's	499,273.41	1,859,125.00	1,359,851.59				\$499,273.41	\$1,859,125.00	\$1,359,851.59
702.024 ECO I's	141,356.37	532,355.00	390,998.63				\$141,356.37	\$532,355.00	\$390,998.63
702.026 Bereavement	827.28		(827.28)				\$827.28	\$0.00	\$ (827.28)
702.027 Incentive/Stipend Pay	281,550.00		(281,550.00)				\$281,550.00	\$0.00	\$ (281,550.00)
702.040 Wages - Short Term Disability	(1,860.40)		1,860.40				\$ (1,860.40)	\$0.00	\$1,860.40
Total 702.020 Wages - Regular	1,113,905.48	3,031,798.00	1,917,892.52		13,000.00	13,000.00	\$1,113,905.48	\$3,044,798.00	\$1,930,892.52
702.030 Wages - Overtime		368,935.00	368,935.00				\$0.00	\$368,935.00	\$368,935.00
702.031 Administrative Support	373.20		(373.20)				\$373.20	\$0.00	\$ (373.20)
702.032 Dispatch Supervisors	32,113.81		(32,113.81)				\$32,113.81	\$0.00	\$ (32,113.81)
702.033 ECO II's	69,858.96		(69,858.96)				\$69,858.96	\$0.00	\$ (69,858.96)
702.034 ECO I's	11,269.15		(11,269.15)				\$11,269.15	\$0.00	\$ (11,269.15)
Total 702.030 Wages - Overtime	113,615.12	368,935.00	255,319.88				\$113,615.12	\$368,935.00	\$255,319.88
702.050 CTO Pay	6,148.50	23,000.00	16,851.50				\$6,148.50	\$23,000.00	\$16,851.50
706.000 Wages - Holiday Premium	33,374.59	165,454.00	132,079.41				\$33,374.59	\$165,454.00	\$132,079.41
712.000 Payment in Lieu of Benefits	19,525.00	52,650.00	33,125.00				\$19,525.00	\$52,650.00	\$33,125.00
715.010 Auto Allowance	3,619.52	8,683.00	5,063.48				\$3,619.52	\$8,683.00	\$5,063.48
Total 700 thru 718 Personnel Services	1,392,155.36	3,963,607.00	2,571,451.64		13,000.00	13,000.00	\$1,392,155.36	\$3,976,607.00	\$2,584,451.64
719 thru 725 Benefits and Taxes							\$0.00	\$0.00	\$0.00
719.000 Workers Comp Insurance	2,865.00	13,690.00	10,825.00				\$2,865.00	\$13,690.00	\$10,825.00
720.010 Medical/Health Insurance	116,961.93	437,048.00	320,086.07				\$116,961.93	\$437,048.00	\$320,086.07
720.020 Dental Insurance	9,587.01	33,195.00	23,607.99				\$9,587.01	\$33,195.00	\$23,607.99
720.030 Vision Insurance	1,808.72	6,315.00	4,506.28				\$1,808.72	\$6,315.00	\$4,506.28
720.040 Life Insurance	3,637.16	9,934.00	6,296.84				\$3,637.16	\$9,934.00	\$6,296.84



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - ORIGINAL

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
720.050 Unemployment		9,000.00	9,000.00				\$0.00	\$9,000.00	\$9,000.00
720.060 HSA Contributions	71,100.00	86,100.00	15,000.00				\$71,100.00	\$86,100.00	\$15,000.00
720.070 Short-Term Disability Insurance	12,628.24	39,255.00	26,626.76				\$12,628.24	\$39,255.00	\$26,626.76
721.000 Social Security	85,165.97	244,317.00	159,151.03				\$85,165.97	\$244,317.00	\$159,151.03
722.000 Medicare	19,917.85	57,139.00	37,221.15				\$19,917.85	\$57,139.00	\$37,221.15
725.010 Retirement - MERS DC	93,281.41	316,533.00	223,251.59				\$93,281.41	\$316,533.00	\$223,251.59
725.020 Retirement - MERS 457	6,315.29	22,175.00	15,859.71				\$6,315.29	\$22,175.00	\$15,859.71
725.030 Retirement - MERS HCSP	31,387.92	63,663.00	32,275.08				\$31,387.92	\$63,663.00	\$32,275.08
Total 719 thru 725 Benefits and Taxes	454,656.50	1,338,364.00	883,707.50				\$454,656.50	\$1,338,364.00	\$883,707.50
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00
727.000 Office Supplies	1,199.36	15,000.00	13,800.64				\$1,199.36	\$15,000.00	\$13,800.64
730.000 Maintenance Supplies	42.38	6,000.00	5,957.62				\$42.38	\$6,000.00	\$5,957.62
740.000 Uniform Supplies		8,000.00	8,000.00				\$0.00	\$8,000.00	\$8,000.00
760.000 Kitchen Supplies	98.83	1,750.00	1,651.17				\$98.83	\$1,750.00	\$1,651.17
764.000 Food Supplies	124.92	1,750.00	1,625.08				\$124.92	\$1,750.00	\$1,625.08
Total 726 thru 799 Supplies	1,465.49	32,500.00	31,034.51				\$1,465.49	\$32,500.00	\$31,034.51
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00
801.010 Contractual Services	332,214.27	712,886.00	380,671.73				\$332,214.27	\$712,886.00	\$380,671.73
805.010 Professional Services - Audit	5,000.00	6,500.00	1,500.00				\$5,000.00	\$6,500.00	\$1,500.00
810.000 Administrative Fees		3,600.00	3,600.00				\$0.00	\$3,600.00	\$3,600.00
813.000 Legal Fees	2,112.00	20,000.00	17,888.00				\$2,112.00	\$20,000.00	\$17,888.00
820.010 Interpreter Fees	2,046.81	5,000.00	2,953.19				\$2,046.81	\$5,000.00	\$2,953.19
835.010 Medical Services - Physical Exams	890.00	2,500.00	1,610.00				\$890.00	\$2,500.00	\$1,610.00
835.020 Medical Services - Drug Testing	465.00	1,500.00	1,035.00				\$465.00	\$1,500.00	\$1,035.00
850.010 Telephone Service	5,303.15	14,500.00	9,196.85				\$5,303.15	\$14,500.00	\$9,196.85
850.020 Internet Service	23,207.31	98,920.00	75,712.69				\$23,207.31	\$98,920.00	\$75,712.69
850.030 Copying		2,500.00	2,500.00				\$0.00	\$2,500.00	\$2,500.00
850.040 Mailing		3,000.00	3,000.00				\$0.00	\$3,000.00	\$3,000.00
870.010 Travel - Training/Registration	5,345.00	8,000.00	2,655.00	10,202.00	24,000.00	13,798.00	\$15,547.00	\$32,000.00	\$16,453.00
870.020 Travel - Lodging	2,265.71	11,500.00	9,234.29		2,500.00	2,500.00	\$2,265.71	\$14,000.00	\$11,734.29
870.030 Travel- Meals/Food	470.05	5,000.00	4,529.95	193.32	2,500.00	2,306.68	\$663.37	\$7,500.00	\$6,836.63
870.040 Travel - Mileage	128.05	5,000.00	4,871.95	390.68	2,500.00	2,109.32	\$518.73	\$7,500.00	\$6,981.27
870.050 Travel - Other	1,333.08	8,500.00	7,166.92		500.00	500.00	\$1,333.08	\$9,000.00	\$7,666.92
871.010 Education Expense		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00
900.000 Printing		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00
905.000 Advertising	384.00	5,500.00	5,116.00				\$384.00	\$5,500.00	\$5,116.00
915.000 Dues & Subscriptions	1,353.00	9,000.00	7,647.00				\$1,353.00	\$9,000.00	\$7,647.00
920.010 Utilities - Gas	2,423.54	8,000.00	5,576.46				\$2,423.54	\$8,000.00	\$5,576.46
920.020 Utilities - Electricity	13,143.68	55,000.00	41,856.32				\$13,143.68	\$55,000.00	\$41,856.32
920.030 Utilities - Water & Sewer	921.75	4,000.00	3,078.25				\$921.75	\$4,000.00	\$3,078.25
934.010 Repair & Maintenance - Equipment	3,055.34	25,000.00	21,944.66				\$3,055.34	\$25,000.00	\$21,944.66
955.000 Miscellaneous Operating	4,189.85	20,000.00	15,810.15				\$4,189.85	\$20,000.00	\$15,810.15



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - ORIGINAL

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
958.010 Insurance Premium		60,000.00	60,000.00				\$0.00	\$60,000.00	\$60,000.00
Total 800 thru 969 Services & Other Charges	406,251.59	1,099,406.00	693,154.41	10,786.00	32,000.00	21,214.00	\$417,037.59	\$1,131,406.00	\$714,368.41
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00
976.000 Project Costs	1,750.00	45,000.00	43,250.00				\$1,750.00	\$45,000.00	\$43,250.00
980.000 Equipment/Software - Capital	295,156.56	425,633.00	130,476.44				\$295,156.56	\$425,633.00	\$130,476.44
980.010 Equipment/Software - Small	2,578.48	25,000.00	22,421.52				\$2,578.48	\$25,000.00	\$22,421.52
980.020 Facility - Capital	9,592.10	315,000.00	305,407.90				\$9,592.10	\$315,000.00	\$305,407.90
Total 970 thru 989 Equipment & Capital Outlay	309,077.14	810,633.00	501,555.86				\$309,077.14	\$810,633.00	\$501,555.86
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00
991.010 Loan/Lease - Principal		1,238,692.00	1,238,692.00				\$0.00	\$1,238,692.00	\$1,238,692.00
991.020 Loan/Lease - Interest		94,854.00	94,854.00				\$0.00	\$94,854.00	\$94,854.00
Total 990 thru 994 Debt Service		1,333,546.00	1,333,546.00				\$0.00	\$1,333,546.00	\$1,333,546.00
Total Expenses	\$2,563,606.08	\$8,578,056.00	\$6,014,449.92	\$10,786.00	\$45,000.00	\$34,214.00	\$2,574,392.08	\$8,623,056.00	\$6,048,663.92
NET OPERATING INCOME	\$ (519,771.13)	\$72,073.00	\$591,844.13	\$ (10,786.00)	\$0.00	\$10,786.00	\$ (530,557.13)	\$72,073.00	\$602,630.13
NET INCOME	\$ (519,771.13)	\$72,073.00	\$591,844.13	\$ (10,786.00)	\$0.00	\$10,786.00	\$ (530,557.13)	\$72,073.00	\$602,630.13



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

Proposed Motion:

No action

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



MEETING MINUTES for
Kalamazoo County Consolidated Dispatch Authority
EXECUTIVE COMMITTEE
May 2, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Executive Committee, held in the Chief Switalski Meeting Room at KCCDA, was called to order by Jan VanDerKley at 4:00 p.m. on Tuesday, May 2, 2023.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Rick Fuller, Pat McGinnis, Jim Ritsema, Don Martin

Others Present: Jeff Troyer, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Meeting Minutes from January 3, 2023

“Motion by Mr. Martin, second by Mr. Fuller to approve the meeting minutes from the January 3, 2023 as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 – CITIZENS' TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Old Business

1. UPDATE – Kalamazoo MPSCS Simulcast Subsystem Project

Mr. Troyer stated there was one tower site waiting for MetroNet to install fiber. The estimated go-live date is May 12. When that is done, we will close the project, probably by the end of May.

2. UPDATE – Sims Case

Mr. Troyer stated he included the letter and full dismissal in the packet. The case was filed in the wrong court so counsel will keep the file open in the event Sims files with the appropriate court.

B. New Business

1. Conditional Bonds

Mr. Troyer led a discussion about meetings and letters that have been sent in reference to conditional bonds. The Technical Advisory Committee is currently evaluating the discussions and dealing with this.

2. Backup Facility Search and Authorization

Mr. Troyer explained the need for a budget revision amount requested for a backup facility, as the original amount requested would not be sufficient to obtain a building to suit needs. In addition, there is a resolution under new business for the Board Meeting authorizing the Executive Director to submit conditional offers to purchase real property in consultation with the Chairperson and Vice-Chairperson. Any such offer must not exceed \$500,000 and must be contingent upon approval of the terms and conditions by the Board of Directors.

3. MERS DC Plan Documents & Authorized Signer Resolution

Mr. Troyer stated the explanation of the request with MERS was included. They are not changing anything with the plan, only the form. He stated MERS added a form that identifies a default employee contribution if the employee doesn't elect anything. They are only updating the information with the newest forms for the existing plan. In addition, there is another form called the authorized signer. This doesn't allow an individual to change plans, but it does allow a person to sign an agreement/form which then becomes effective immediately instead of waiting for and submitting the approved meeting minutes as supporting documentation.

4. Review Draft Board Agenda for 5/11 and Action Items

Mr. Troyer stated there will be a special presentation added to the agenda for the NENA Young Hero Award nomination KCCDA submitted. The Finance Committee will have two action items – the 2022 Financial Audit and 2023 Budget Amendment Revision I. There will also be a resolution to allow us to submit a conditional offer on a backup facility.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next Meeting – July 11, 2023, at 4:00 p.m.

ITEM 7 – ADJOURNMENT

The meeting adjourned at 4:47 p.m.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

As part of a review, MERS has been through all participating municipalities to update plans with current forms. They now have a revised form that is supplemental to the Defined Contribution Adoption Agreement that an employer must identify the default amount for employee contributions if the employee does not elect one. Therefore, the attached Amendment to the Adoption Agreement and associated addendum is recommended by our MERS Benefit Plan Advisor.

NOTE – there are no changes to the current DC plans. This only allows the updated (revised) forms to be placed on file with MERS.

The Executive Committee unanimously supported the amendment to the Defined Contribution Adoption Agreement and recommends the forms be approved by the Board of Directors.

Proposed Motion:

Motion to approve the amendment to the MERS Defined Contribution Adoption Agreement as presented.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name _____ **Municipality #:** _____

Division name _____

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # _____ and/or current Hybrid division # _____

For divisions that are closing or freezing with or without conversion, the Employer must complete the Addendum for Plan Freeze, Closure and Conversions

B. If this is an **amendment** of an existing Adoption Agreement (existing division number _____), the effective date shall be the first day of _____, 20__.

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is to **separate employees from an existing Defined Contribution division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20__.

E. If this is an amendment to close Defined Benefit division(s) # _____ or Hybrid division(s) _____ with new hires, rehires, and transfers going into existing Defined Contribution division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit or Hybrid division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

MERS Defined Contribution Plan Adoption Agreement

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS and earn time toward vesting. Some excluded classifications require additional information below. Please describe the specific classifications that are eligible for MERS within this division:

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees**: Yes No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than ____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages and any associated contributions must be submitted to MERS.

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)*, IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Contribution as applicable.

2. Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

- Base Wages Box 1 Wages of W-2 Gross Wages
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant’s vested portion. MERS will utilize any available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

4. Vesting

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which _____ hours are worked

MERS Defined Contribution Plan Adoption Agreement

Vesting schedule will be (check one):

- Immediate
- Cliff vesting (fully vested after a specified number of years, not to exceed 15 years) will be ___ years.
- Graded Vesting (the % of vesting acquired after employment for the designated number of years, not to exceed 10 years; or, where full vesting is attained between 10 and 20 years, graded vesting must commence no later than 3 years of service)

% Vested	Years of Service

In the event of disability or death, an employee’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

5. Contributions

- a. **Contributions will be submitted** (check one):
 Contributions will be remitted according to Employer’s “Payroll Period” which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.
 - Weekly
 - Semi-Monthly (twice each month)
 - Bi-Weekly (every other week)
 - Monthly
- b. **Employer Contributions**
 Required Employee Contributions and Employer Contributions are outlined using associated [Contribution Addendum for MERS Defined Contribution \(MD-073\)](#).
- c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

6. Loans: shall be permitted shall not be permitted
 If Loans are elected, please refer to the [Defined Contribution & 457 Loan Addendum](#).

7. Rollovers from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

MERS Defined Contribution Plan Adoption Agreement

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of this Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by _____
Name of Participating Employer

for the following:

Employee Group Name

Division Code: _____

The Addendum accompanies the MERS 401(a) Defined Contribution (DC) Adoption Agreement. Please complete this addendum for each contribution structure associated with the covered employee group.

Section 1: Matching Contributions

The Participating Employer will make matching contributions into the DC Plan based on
(CHECK ALL THAT APPLY):

- Employee's MERS 457 program election
- Employee's non-MERS 457 program election
- Employee's one-time election of MERS Defined Contribution required employee contributions
- Other _____

For each payroll period in which Employee contributions described in Section 1 are made, the Participating Employer will contribute _____% of the Employee contribution amount.

For example, if an Employer elects a 50% match, then for every 1% the participant defers to the Program, the Employer will contribute 0.5% to the Program.

Employer Cap: The Employer elects the following matching contribution cap:

- Percentage Cap:** In no event will matching contributions made on behalf of a participant exceed _____% of the participant's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement. Match cannot exceed 100% of participant's income.
- Flat Dollar Cap:** In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$_____ per _____.

Contribution Addendum for MERS Defined Contribution (and DC portion of Hybrid)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

Section 2: Required DC Contributions

Select one:

- Employees are required to contribute per pay period: _____ (specify \$ or %)
- Range from _____ to _____ (specify \$ or %) per pay period
- Choice of contribution amounts per pay period:

Employee Contribution (\$ or %)	Employer Contribution (\$ or %)

The Employer designates _____ (specify \$ or %) as the default contribution

Federal law requires employees only be offered a contribution choice at the time of first eligibility. Therefore, the default will apply when an eligible employee fails to make an election prior to the first payroll reporting in which they qualified for the plan, and those employees who are transferred, rehired, or previously covered under a non-MERS plan.

Direct Required Employee Contributions: Pre-tax After-tax

Section 3: Non-Matching Contributions

The Employer hereby elects to make contributions to the participants' accounts without regard to a participant's contribution amount (check all that apply):

- Annual:** A one-time annual contribution of \$ _____ or _____% of compensation per participant.
- Pay Period:** \$ _____ or _____% of compensation per participant for each payroll period.
- One time:** \$ _____.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

The attached Authorized Signer Resolution allows for those listed to sign/execute agreements, addendums, and other contracts with MERS after the Board approves them without having to provide MERS with official copies of the meeting minutes (especially since our Board meets every other month). The Executive Director recommends the Board Chair, Vice-Chair and Clerk be listed as Authorized Signers.

NOTE: The Authorized Signer is not in lieu of board approval rather in lieu of waiting on approved board meeting minutes.

The Executive Committee supported the Authorized Signer Resolution and recommends the Board of Directors approve.

Proposed Motion:

Motion to approve the amendment to the MERS Defined Contribution Adoption Agreement as presented.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

WHEREAS, _____ ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. _____

Optional additional job positions:

2. _____

3. _____

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on _____, 20_____.

Authorized signature (must be currently in a position named above): _____

Name: _____

Title: _____

Witness signature: _____

Witness name: _____

Witness title: _____



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

Proposed Motion:

No action

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



Personnel Committee

March 7, 2023

8:00 a.m.

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 8:00 a.m. by Personnel Committee Member Rick Fuller in the Administrative Conference Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Tuesday, March 7, 2023.

ITEM 2 – ROLL CALL

Members Present: Bryan Ergang, Chief, Kalamazoo Township; Scott Merlo, Chief, Western Michigan University; Jeff Heppler, Kalamazoo County Board of Commissioners; Dexter Mitchell, Township Manager, Kalamazoo Township; Rick Fuller, Sheriff, Kalamazoo County; Pat McGinnis, Portage City Manager (by phone)

Others Present: Dale Deleeuw, Kalamazoo County Board of Commissioners; Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 14, 2022 – Regular Meeting

“Motion by Mr. Mitchell, second by Mr. Heppler to approve the November 14, 2022 Regular Meeting minutes as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

B. New Business

1. Hiring Process Assessment Tool

- a. May 2022
- b. December 2022

Mr. Troyer stated the assessment tool is part of the recruitment strategy. He stated we decided to eliminate the first-round interviews to shorten the process because it was long and we were losing applicants.

2. 2023 Executive Director Recommended Performance Objectives

Mr. Troyer presented his recommended three goals for 2023 that was previously agreed on.

“Motion by Mr. Mitchell, second by Mr. Heppler to approve and recommend Board approval for the 2023 Executive Director Performance Objectives as presented.”

On a voice vote, MOTION CARRIED.

3. Administrative Assistant Job Description

Mr. Troyer explained the Administrative Assistant is new position approved as part of the 2023 Budget Proposal. The job description is scaled down from the Executive Administrative Assistant job description.

“Motion by Mr. Heppler, second by Mr. Merlo to approve and recommend Board approval of the Administrative Assistant Job Description as presented.”

On a voice vote, MOTION CARRIED.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next Meeting

The next meeting is to be determined.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 8:16 a.m.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

Proposed Motion:

No action

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE March 1, 2023 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo at 10:00 a.m. on Wednesday, March 1, 2023, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Scott Merlo (WMUPD), Scott Ernstes (MSP), Matt Huber (KDPS), Scott Jackson (KTPD), Craig Dieringer (KCMCA), Steve Stryd (KCSO), Nick Arnold (PDPS), Chip Everett (KCFA)

Others Present: Chris Franks, Jeff Heppler, Ryan McGregor, Jeff VanderWiere, Jeff Troyer (via Conference Bridge), Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson, Sarah Clark, and Chris McComb

ITEM 3 – CITIZENS' TIME

There was none.

ITEM 4 – FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer stated the monthly reports were not completed because it was too early in the month. They will be compiled and distributed at a later date.

B. Old Business

1. MPSCS Kalamazoo Subsystem Project (Update)

Mr. Troyer presented an update on the MPSCS Kalamazoo Subsystem Project, stating it was nearing the end. The system is up and functioning well. System Support Specialists Marty Ftacek and Justin Johnson went out with Motorola to conduct drive testing throughout the county yesterday. The results will be presented in this month's administrative report and TAC will review it at the May meeting.

C. New Business

1. REVISION – SOP 04.01 Fire Communications Plan

Mr. Troyer stated it was discovered the policy didn't match how we were operating so the revision changes the policy to reflect operations. He noted that Climax is the only department that doesn't go on Med 3 so we will not send mutual aid in that case. He stated there will be another revision coming to update tower sites and the whole section of communications and departments.

“Motion by Mr. Huber, second by Mr. Stryd to approve REVISED – SOP 04.01 Fire Communications Plan.”

On a voice vote, MOTION CARRIED

2. Prepared Live Discussion

Mr. Troyer inquired if the Committee would like to, we proceed with Prepared Live. He stated he did demo another product, but it will cost about \$110,000 per year. The cost structure is on the end user agencies. If the committee believes there is benefit and wants to proceed, he recommended a two phase process. He suggested trying it on the PSAP side first and see how much we use it before the end users invest. He stated it brings something into the center that we don't have today, and staff has control over it. It was not something we would use every day, but it has benefits.

The Committee held discussion on the pros and cons of Prepared Live.

“Motion by Mr. Ernstes, second by Mr. Huber to proceed with implementing Prepared Live for the PSAP and evaluate if it is right for the end user agencies at a later date.”

On a voice vote, MOTION CARRIED.

3. Conditional Bonds

Ms. Rose stated she conducted a survey and found conditional bonds are not entered by any other PSAP. PSAPs also do not confirm them, that is done through the jail or the agency themselves. She stated there have been conversations with the courts on who should be entering the bonds and there has been no change. She noted the dispatch staff is spending a lot of time of them.

The Committee held discussion on what agency should be entering the bonds.

Ms. Rose stated she would set up another meeting with the courts.

Mr. Merlo stated it should be stressed that there was a united front who believed that it should be the courts entering the bonds.

4. Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access

Mr. Troyer stated this agreement allows ISK read-only access to CAD incidents with the Behavioral Health code.

“Motion by Mr. Ernstes, second by Mr. Arnold to approve the agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System limited records access.”

On a voice vote, MOTION CARRIED.

5. Cost Analysis for KCCDA to host Law Enforcement Hexagon RMS/JMS

Mr. Moored presented a review of the cost analysis for KCCDA to host Hexagon RMS/JMS for law enforcement. He stated we currently host these systems through Tyler but with Hexagon would be different from anything we currently have. Compared to what we have now, this will require another twenty-two servers; basically doubling our environment size.

Mr. Troyer stated this requires incorporating this system into our operational environment so there may be additional costs. He stated he has reached out to legal counsel regarding the financial aspect of this system. We know 911 surcharge fees cannot be used to pay for this equipment nor to support it because its solely law enforcement records and jail management, but Mr. Troyer has specifically asked

legal counsel to look at the 911 millage language and whether or not the system would fit into an allowed expenditure. Since this is a completely different system, there will still have to be an interface which KCCDA is permitted to pay for. He stated KCCDA might be able to host the system, but the end user agencies may need to pay for it.

Mr. Merlo stated the discussion will be postponed until the next TAC meeting to see what the attorneys say and give the end users some time to review.

ITEM 6 – OTHER ITEMS

D. Announcements and Member Comments

There were none.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, May 3, 2023, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

ITEM 7 - ADJOURNMENT

F. Adjournment

The meeting was adjourned at 11:06 a.m.



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE May 3, 2023 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo at 10:00 a.m. on Wednesday, May 3, 2023, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Scott Merlo (WMUPD), Scott Ernstes (MSP), Matt Huber (KDPS), Bryan Ergang (KTPD), Craig Dieringer (KCMCA), Jeff Christensen (KCSO), Nick Arnold (PDPS), Gerry Leudeking (KCFCA)

Others Present: Jeff Heppler, David Boysen, Chip Everett, Steve Stryd, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson, and Chris McComb

ITEM 3 – CITIZENS' TIME

There was none.

ITEM 4 – FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer stated the report was sent out after the packet.

Mr. Troyer stated WMU BTR2 should be in service by May 12 and the project closed out by the end of the month.

Mr. Moored stated the VXRail server room environment upgrade has begun. The new is up and running, migration starts next Monday. There is no expected down time.

B. Old Business

1. MPSCS Kalamazoo Subsystem Project (Update)

Mr. Troyer covered this under the Administrative Report.

2. Cost Analysis for KCCDA to host Law Enforcement Hexagon RMS/JMS (Update)

Mr. Troyer stated that KCCDA IT presented the group with a cost analysis at the March meeting and promised to share with the Committee legal counsel's opinion as to whether or not the cost of the same would be a permissible use of 911 millage monies. Troyer shared the counsel's opinion with the Committee.

C. New Business

1. Conditional Bonds

Discussion occurred on the entering of conditional bonds. Judge D'Angelo requested to be added to the agenda which was agreed upon but did not attend the meeting. The Committee still had a lengthy discussion.

Mr. Ernstes stated that on April 25, Van Buren County Dispatch advised Kalamazoo County Courts were sending Kalamazoo conditional bonds to them. Van Buren Dispatch will not entering them and they are being sent back to the courts.

Mr. Troyer stated it has only been in the last twelve months that the courts have sent us anything other than protected parties.

Mr. Ernstes stated that we need a special meeting to discuss what is best for the citizens of the county, who is best to enter them and who is doing it now. Ernstes encouraged KCCDA Board of Commissioner representatives, victim advocate's group, the courts and TAC all be involved in the meeting.

Mr. Troyer stated that before anything can be considered by anyone, we need to know what the volume is. He noted that the Board is aware of this situation and that this committee is handling it. He stated he would work with Chair Merlo and Vice-Chair Ernstes to schedule a special meeting.

2. Radio ID's

Mr. Troyer stated IT is working on sorting agencies so a list will be sent out soon. We are asking all agencies to please take an inventory and confirm the information.

3. Radio Call Signs and Comm Plans

Mr. Troyer stated that we would like you to request all agencies' cooperation and make your staff use their full four-digit call signs. When a large incident occurs and everyone is on primary talkgroup, we have multiple agencies using the same three-digit call sign and it causes a lot of confusion. In addition, if a field unit needs to process a LEIN request, all agencies use a common talkgroup 39LEIN. The shortened call signs are a problem because there are duplicates and our staff member working LEIN doesn't know who is calling. He noted there will soon be a subgroup developed to create a large incident communications plan.

4. MDOC Absconder Unit Investigator – Request for LE Talk Group Access

Mr. Troyer stated there has been a request from the MDOC Absconder Unit for access to three primary law enforcement talk groups.

“Motion by Mr. Ernstes, second by Mr. Huber to allow access to the MDOC Absconder Unit access to three primary law enforcement talk groups as presented.”

On a voice vote, MOTION CARRIED.

ITEM 6 – OTHER ITEMS

D. Announcements and Member Comments

There were none.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, July 12, 2023, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

ITEM 7 - ADJOURNMENT

F. Adjournment

The business meeting ended at 11:00 a.m. There was no quorum present, and no business conducted after 11:00 a.m.

G. Carbyne Demo

Lori Harpring from Carbyne performed a demonstration of their Universe product.

The presentation concluded at 12:05 p.m.

DRAFT



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

Proposed Motion:

No action

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority FINANCE COMMITTEE April 24, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Finance Committee, held in the Chief Switalski Meeting Room, was called to order by Chair Don Martin at 11:03 a.m. on Monday, April 24, 2023.

ITEM 2 – ROLL CALL

Members Present: Don Martin, Randy Thompson, Victor Ledbetter, Jeff VanderWiere, Jeff Chamberlain, Kevin Catlin (arrived at 11:14 a.m.).

Others Present: Jeff Troyer, Alex Schaeffer

ITEM 3 – APPROVAL OF MEETING MINUTES

A. October 25, 2022 – Regular Meeting

“Motion by Mr. Thompson, second by Mr. VanderWiere to approve the minutes of the October 25, 2022, meeting of the Finance Committee.”

On a voice vote, **MOTION CARRIED.**

ITEM 4 - CITIZENS TIME

There were no public comments.

ITEM 5 – FOR CONSIDERATION

A. OLD BUSINESS

There was no old business.

B. NEW BUSINESS

1. Fiscal Year 2022 Audit Presentation

Mr. Troyer introduced Alex Schaeffer, a partner with Kruggel Lawton CPA., who is here to present the fiscal year 2022 audit. Mr. Schaeffer spent 15 minutes presenting the audit results and the financial statements and indicated the only finding was the same finding KCCDA has every year because the accounting firm that handles the audit produces the financial statements. Mr. Schaeffer further explained KCCDA does a good job of budgeting, and the financial statements indicate the organization is healthy.

“Motion by Mr. Thompson, second by Mr. Martin to approve and move forward to the Board of Directors, the financial audit completed by Kruggel Lawton, CPA for fiscal year 2022.”

On a voice vote, **MOTION CARRIED.**

2. 2023 Budget Amendment – REVISION I

Mr. Troyer presented the 2023 Budget Amendment – Revision I including a review of the key revenue and expenditure changes. The proposed Revision I has total expenditures equaling \$8,905,250 and an anticipated surplus at year’s end totaling \$105,186.

“Motion by Mr. Catlin, supported by Mr. Ledbetter to approve 2023 Budget Amendment Revision I with total expenditures equaling \$8,905,250.”

On a voice vote, MOTION CARRIED.

ITEM 6 - OTHER ITEMS

A. Announcements and Member Comments

Mr. Martin advised he appreciated the level of detail the auditing firm, Kruggel Lawton, provided the Committee.

B. Next Regular Scheduled Meeting

The next regular scheduled meeting of the KCCDA Finance Committee is August 29th.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 11:42 a.m.

DRAFT



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: **Agency:**

Phone Number: **Length of Time Needed:** **Agenda Item #:**

Topic:

Brief Description:

Executive Director Troyer will introduce Alex Schaeffer, a partner with Kruggel Lawton CPA. Kruggel Lawton is the firm contracted by KCCDA for financial audit services for the next three years. Alex will present the key aspects of the 2022 Audit.

A detailed presentation was conducted by Mr. Schaeffer at the April 24th Finance Committee meeting. The Finance Committee unanimously accepted the financial audit and recommends the Board do the same.

NOTE: Printed and bound paper copies of the Audit will be available at the Board Meeting.

Proposed Motion:

Motion to accept and place on file the fiscal year 2022 financial audit prepared by Kruggel Lawton CPA.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



April 24, 2023

To the Board of Directors and Management of
Kalamazoo County Consolidated Dispatch Authority
Kalamazoo, Michigan

We have audited the financial statements of the governmental activities and the major fund of the Kalamazoo County Consolidated Dispatch Authority (the "Authority") for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 6, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. As described in Note 10 to the financial statements, the District changed accounting policies related to leases by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 87, Leases, in 2022. We noted no transactions during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on managements' knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives capital assets. We evaluated the key factors and assumptions used to develop the useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There were no material misstatements.

Disagreements with Management

For the purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 24, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion & Analysis (MD&A), General Fund - Budgetary Comparison Schedule, which are other supplementary information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Authority, is not intended to be, and should not be used by anyone other than these specified parties.

Very truly yours,



Kruggel Lawton & Company, LLC



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY
(A Component Unit of Kalamazoo County)

FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022



Kalamazoo County Consolidated Dispatch Authority
Kalamazoo, Michigan
December 31, 2022

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Kalamazoo County Consolidated Dispatch Authority
Kalamazoo, Michigan

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the governmental activities and the major fund of the Kalamazoo County Consolidated Dispatch Authority (the Authority), a discretely presented component unit Governmental Fund of the County of Kalamazoo, Michigan (the County), as of and for the year ended December 31, 2022, and the related notes to the financial statements, as listed in the contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund information of the Authority, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note 10 to the financial statements, in 2022 the Authority adopted new accounting guidance, GASB Statement No. 87, *Leases*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

INDEPENDENT AUDITOR'S REPORT, CONTINUED

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Emphasis of Matter

As described in Note 1 to the financial statements, the basic financial statements referred to above include only the Authority and do not purport to, and do not, present fairly the financial position of the County, as of December 31, 2022, the change in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

INDEPENDENT AUDITOR'S REPORT, CONCLUDED

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2023, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Respectfully submitted,



Certified Public Accountants

St. Joseph, MI
April 24, 2023

The following discussion and analysis is intended as a narrative overview of the Kalamazoo County Consolidated Dispatch Authority's (the Authority) financial activities for the fiscal year ended December 31, 2022. Please read it in conjunction with the Authority's financial statements.

Financial Highlights

- The Authority's total net position increased \$2,371,963 as a result of this year's activities.
- Of the \$13,137,276 total net position reported, \$3,645,445 (27 percent) is available to be used at the Authority's discretion, without constraints established by debt covenants, enabling legislation, or other legal requirements.
- The General Fund's unassigned fund balance at the end of the fiscal year was \$3,509,980, which represents 39 percent of the actual total General Fund expenditures for the current fiscal year.

Overview of the Financial Statements

The Authority's annual report is comprised of three parts: management's discussion and analysis, the basic financial statement, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Authority:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Authority's overall financial status.
- The remaining statements are fund financial statement that focus on individual parts of the Authority, reporting the Authority's operations in more detail than the government-wide financial statements.
 - Governmental funds statement explain how government services, like general government and public safety, are financed in the short-term, as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2022 and 2021 is also presented.

Government-Wide Financial Analysis

The government-wide financial statements report information about the Authority as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Authority's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Authority's net position and how it has changed. Net position (the difference between the Authority's assets and liabilities) is one way to measure the Authority's financial health, or position.

- Over time, increases or decreases in the Authority's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Authority, you need to consider additional nonfinancial factors, such as the condition of the Authority's capital assets.

The government-wide financial statements present governmental activities. These activities include functions most commonly associated with government (e.g., public safety). Contributions from local units and surcharge/9-1-1 fee revenues generally fund these services.

Fund Financial Statements

The fund financial statements provide more detailed information about the Authority's most significant fund – not the Authority as a whole. Funds are accounting devices that the Authority uses to keep track of specific sources of funding and spending for particular purposes. The Authority lone fund, its General Fund, accounts for the expenses involved in providing services to the Authority patrons, with the majority of funding coming from contributions from local units and surcharges/9-1-1 fees to cover the costs of operation. This fund uses the modified accrual basis of accounting.

Financial Analysis of the Authority as a Whole

In a condensed format, the following table below shows a breakdown of the net position for the years ended December 31:

	<u>Governmental Activities</u>	
	<u>2022*</u>	<u>2021</u>
Current and Other Assets	\$ 4,023,566	\$ 4,910,196
Noncurrent Assets	13,448,145	11,008,030
Total Assets	\$ 17,471,711	\$ 15,918,226
Current Liabilities	\$ 221,558	\$ 125,051
Non-current Liabilities	4,112,877	5,017,974
Total Liabilities	\$ 4,334,435	\$ 5,143,025
Net assets		
Net Investment in Capital Assets	\$ 9,317,208	\$ 5,990,056
Restricted	174,623	2,480,385
Unrestricted	3,645,445	2,304,760
Total Net Position	\$ 13,137,276	\$ 10,775,201

*The 2022 figures have been updated for the adoption of GASB 87

Changes in Net Position

The Authority’s total revenues of \$7,950,000 in 2022 were approximately \$277,000 higher than total revenues in 2021 (\$7,672,835). In 2022, the Authority received \$6,216,601 in local contributions (a County tax levy), which accounts for the majority of the current increase. Total 2022 expenses of \$5,578,037 were approximately \$2,438,000 lower than the total 2021 expenses (\$8,015,724). Expenses decreased primarily due to a decrease in payments to member units for reimbursements of original start-up costs during fiscal year ending December 31, 2022.

Financial Analysis of the Authority as a Whole, Concluded

The following table represents the condensed financial information about the Authority’s revenues and expenses:

	<u>Governmental Activities</u>	
	<u>2022*</u>	<u>2021</u>
Program Revenues:		
Charges for services	\$ 1,708,093	\$ 1,689,380
Operating grants and contributions	6,216,601	5,980,246
General revenues - interest	25,306	3,209
Total revenues	<u>\$ 7,950,000</u>	<u>\$ 7,672,835</u>
Public safety expenses	\$ 5,578,037	\$ 8,015,724
Change in net position	2,371,963	(342,889)
Net position at beginning of year - as restated	<u>\$ 10,765,313</u>	<u>\$ 10,432,312</u>
Net position at end of year	<u>\$ 13,137,276</u>	<u>\$ 10,775,201</u>

*The 2022 figures have been updated for the adoption of GASB 87

Financial Analysis of the Authority’s Fund

The Authority’s is a single purpose entity and only has the General Fund. The General Fund, which is the Authority’s operating fund, uses the modified accrual method of accounting, which provides a short-term perspective that measures the flow of financial resources. The fund balance decreased by \$967,577, as revenues of \$7,950,000, were less than total expenditures of \$8,917,577, which includes \$2,496,370 in capital outlay expenditures in the current year.

General Fund Budgetary Highlights

The Authority amended the budget by increasing revenues by \$426,117, primarily due to a projected increase of federal grants. The expenditure budget was decreased by \$331,221, primarily due to a projected decrease in employee benefit expenditures.

Revenues were \$230,467 lower than budgeted, with the primary difference occurring in federal grants. Expenditures were \$779,143 lower than the amounts appropriated, which was primarily due to lower than anticipated operating and capital outlay costs.

The total variances resulted in a \$548,676 positive budget variance, with an actual decrease in fund balance of \$967,577 compared to a budget that anticipated a decrease of \$1,516,253 in fund balance.

Capital Assets and Debt Administration

Capital Assets

The Authority's investment in capital assets as of December 31, 2022, totals \$13,448,145 (net of accumulated depreciation/amortization). Capital assets consist of buildings and improvements, equipment, right of use assets, and land. The net increase in capital assets totaled \$2,111,949, including additions of \$2,454,977, which was offset by \$343,028 in depreciation/amortization expense. Major capital asset additions during the year include the following:

- CIP Equipment Motorola Contract for \$2,318,366
- Equipment Vesta Controller Project for \$55,500

More detailed information about the Authority's capital assets is presented in the notes to the basic financial statements.

Debt

The Authority reported long-term debt at the end of the year in the amount of \$3,809,376, a reduction of \$1,208,598 from the prior year as all principal and payments were made in a timely manner.

More detailed information about the Authority's long-term obligations is presented in Note 6 of the notes to the basic financial statements.

Economic Factors and Next Year's Budget and Rates

The Authority's Board of Directors and management consider many factors when setting the annual budget. One of the most important factors affecting the budget is ensuring sufficient funds are available to meet ongoing costs of operation.

Contacting the Authority's Financial Management

Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Kalamazoo County Consolidated Dispatch Authority
7040 Stadium Drive
Kalamazoo, MI 49009

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY**STATEMENT OF NET POSITION
December 31, 2022****Assets**

Current assets:

Cash and cash equivalents	\$	1,570,994
Investments		1,335,947
Accounts receivable		811,241
Deposit		162,019
Prepaid expenses		143,365
Total current assets	\$	<u>4,023,566</u>

Noncurrent assets:

Capital assets not being depreciated	\$	8,478,302
Capital assets net of accumulated depreciated		4,969,843
Total noncurrent assets	\$	<u>13,448,145</u>
Total Assets	\$	<u><u>17,471,711</u></u>

Liabilities

Current liabilities:

Accounts payable	\$	59,055
Accrued liabilities		83,907
Accrued interest payable		7,900
Current portion - note payable		1,238,692
Current portion - lease payable		18,060
Total current liabilities	\$	<u>1,407,614</u>

Noncurrent liabilities:

Notes payable, due in more than one year	\$	2,570,684
Lease payable, due in more than one year		303,501
Total Liabilities	\$	<u><u>4,281,799</u></u>

Deferred Inflows of Resources

Future lease revenue	\$	<u>52,636</u>
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Net Position

Net Investment in Capital Assets	\$	9,317,208
Restricted - for capital project		162,019
Restricted - for training		12,604
Unrestricted		3,645,445
Total Net Position	\$	<u><u>13,137,276</u></u>

The Notes to Financial Statements are an integral part of this statement.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY**STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2022**

Operating Revenues	
Charges for services	\$ 1,708,093
Operating grants and contributions	6,216,601
Total operating revenues	<u>\$ 7,924,694</u>
Operating Expenses	
Public safety:	
Dispatch services	\$ 5,112,561
Depreciation/amortization	343,028
Interest	122,448
Total operating expenses	<u>\$ 5,578,037</u>
Net operating income	<u>\$ 2,346,657</u>
Non operating income	
Investment return	<u>\$ 25,306</u>
Change in net position	<u>\$ 2,371,963</u>
Net Position-Beginning of year - as restated	<u>10,765,313</u>
Net Position-Ending	<u><u>\$ 13,137,276</u></u>

The Notes to Financial Statements are an integral part of this statement.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY**GENERAL FUND - BALANCE SHEET
December 31, 2022****Assets:**

Cash and cash equivalents	\$	1,570,994
Investments		1,335,947
Accounts receivable		811,241
Deposit		162,019
Prepaid expenses		143,365
Total Assets	\$	<u>4,023,566</u>

Liabilities:

Accounts payable	\$	59,055
Accrued payroll		83,907
Total Liabilities	\$	<u>142,962</u>

Deferred Inflows of Resources:

Future lease revenue	\$	<u>52,636</u>
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Fund Balances:

Nonspendable	\$	143,365
Restricted for capital project		162,019
Restricted for training		12,604
Unassigned		3,509,980
Total Fund Balance	\$	<u>3,827,968</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$	<u>4,023,566</u>

The Notes to Financial Statements are an integral part of this statement.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

**RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION
For the Year Ended December 31, 2022**

Total Governmental Fund Balances	\$ 3,827,968
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, net of accumulated depreciation/amortization used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds	13,448,145
Interest payable on long-term debt does not require current financial resources and as a result, interest payable is not reported as a liability in the governmental funds balance sheet.	(7,900)
Long-term liabilities are not due and payable in the current period and, therefore, they are reported in the governmental funds balance sheet:	
Installment purchase agreement	(3,809,376)
Tower leases	(321,561)
Net Position of Governmental Activities	<u><u>\$ 13,137,276</u></u>

The Notes to Financial Statements are an integral part of this statement.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

**STATEMENT OF REVENUES, EXPENDITURES, AND GENERAL FUND
CHANGES IN FUND BALANCES
For the Year Ended December 31, 2022**

Revenues:

Federal grants	\$	78,235
Charges for services		1,700,755
Contributions from local units		6,138,366
Interest and rentals		32,506
Other		138
Total Revenues	\$	<u>7,950,000</u>

Expenditures:

Public Safety	\$	5,087,661
Debt service:		
Principal		1,208,598
Interest		124,948
Capital outlay		2,496,370
Total Expenditures	\$	<u>8,917,577</u>

Deficit of Revenues Under Expenditures \$ (967,577)

Net Change in Fund Balance \$ (967,577)
Fund Balance-Beginning of Year 4,795,545
Fund Balance-End of Year \$ 3,827,968

The Notes to Financial Statements are an integral part of this statement.

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES TO THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2022**

Net Change in Fund Balances - Total Governmental Funds	\$ (967,577)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures in the Statement of Activities; these costs are allocated over their estimated useful lives and reported as follows:	
Assets acquired	2,454,977
Depreciation expense	(319,847)
Amortization of right of use asset	(23,181)
Lease payment principle portion	16,493
Repayment of bond principal is an expenditure in the governmental funds, but reduces the liability in the Statement of Net Position	1,208,598
Change in other assets/liabilities - increase in accrued interest payable	<u>2,500</u>
Net Change in Net Position of Governmental Activities	<u><u>\$ 2,371,963</u></u>

The Notes to Financial Statements are an integral part of this statement.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Kalamazoo County Consolidated Dispatch Authority (the “Authority”) conform to accounting principles generally accepted in the United States of America (“GAAP”) as applicable to governmental units. In accordance with these guidelines, there are no component units to be included in these financial statements. The following is a summary of the significant accounting policies.

A. REPORTING ENTITY

The Authority is a discretely presented component unit Governmental Fund of the County of Kalamazoo, Michigan (the County). The Authority works to provide dispatch and integrated communication of emergency police, fire, and medical services within Kalamazoo County.

The basic financial statements of the Authority do not include other operations of the County.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the Authority. Governmental activities are normally supported by contributions from local units and surcharge revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Interest and other items not properly included among program revenues are reported instead as general revenues.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Authority generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

Grants, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the Authority.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

The Authority reports a single major governmental fund, its General Fund. This fund accounts for all financial resources of the Authority.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided and (2) operating and capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues.

D. ASSETS, LIABILITIES, AND EQUITY

Cash and investments - Cash is considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value.

Receivables - All receivables are considered to be fully collectible and are due within one year.

Prepaid items - Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items.

Capital assets - Capital assets, which include property, equipment, and vehicles, are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. Right of use assets of the Authority are amortized using the straight-line method over the shorter of the lease period or the estimated useful lives. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings and improvements	40 years
Equipment	5 to 15 years
Software	6 years
Right of use - leased equipment	3 to 20 years

Net position - Net position represents the difference between assets and liabilities. The Authority currently reports two categories of net position, net investment in capital assets and unrestricted net position.

Leases

Lessee - The Authority is a lessee for four leases of towers. The Authority recognizes a lease liability and an intangible right-of-use lease asset in the government-wide financial statements. The Authority recognizes lease liabilities with an initial, individual value of \$10,000 or more.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgements related to leases include how the Authority determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Authority uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Authority generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancelable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Authority is reasonably certain to exercise.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term obligations on the statement of net position.

Lessor - The Authority is a lessor for a lease of an ATM site rental agreement. The Authority recognizes a lease receivable and a deferred inflow of resources in the government-wide and governmental fund financial statements.

At the commencement of a lease, the Authority initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payment received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term. Key estimates and judgements include how the Authority determines (1) the discount rate is uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The Authority uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancelable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONCLUDED

The Authority monitors changes in circumstances that would require a remeasurement of this lease and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

Deferred outflows of resources - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Deferred inflows of resources - In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of sources (revenue) until that time. The Authority reports one deferred inflow of resources from one source: leases. These amounts are long-term leases entered into by the Authority in which the Authority is the lessor for one, and the lessee for the other four. These amounts are recognized over the term of the lease agreements.

Net position flow assumption - Sometimes, the Authority will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund equity - Governmental funds report nonspendable fund balances for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally required to be maintained intact. Restricted fund balances are reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. Committed fund balance is imposed by formal action of the Authority's Board. The Authority Board retains the authority to assign fund balances as to purpose. Unassigned fund balances are amounts that do not fall into any other category above. When the Authority incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Authority's policy to use the restricted fund balance first, followed by committed fund balance, then assigned fund balance and, finally, unassigned fund balance.

Use of estimates - The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information - An annual budget is adopted on a basis consistent with GAAP for the General Fund. The budget document presents information by function and line-item. The legal level of budgetary control adopted by the governing body is the function level. Budget appropriations are considered to be spent once the goods are delivered or the services rendered. All annual appropriations lapse at the end of the fiscal year. There were no reportable budgetary variances at December 31, 2022.

NOTE 3 – CASH AND INVESTMENTS

Deposits - State statutes and the Authority's investment policy authorize the Authority to make deposits in the accounts of federally insured banks, credit unions, and savings and loan associations. The Authority's deposits are in accordance with statutory authority. As of December 31, 2022, the Authority had deposits with a carrying amount of \$1,570,994.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Authority will not be able to recover its deposits. The Authority's investment policy does not specifically address custodial credit risk for deposits. At December 31, 2022, \$1,320,944 of the Authority's bank balances of \$1,570,944 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Investments - State statutes and the Authority's investment policy authorize the Authority to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two (2) highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments; and f) investment pools organized under the local government investment pool act.

Credit risk - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This risk is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Authority's investment policy does not contain requirements that would limit exposure to credit risk for investments. The credit quality ratings of the Authority's investments are as follows:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Rating</u>	<u>Rating Organization</u>
Michigan CLASS Investment Pool	\$ 1,335,947	AAAm	Standard and Poor's

Investments in entities that calculate net asset value per share - The Authority holds shares in an investment pool where the fair value of the investment is measured on a recurring basis using net asset value per share of the investment pool as a practical expedient. At December 31, 2022, the fair value, unfunded commitments, and redemption rules of these investments are as follows:

	<u>Michigan CLASS</u>
Fair value at December 31, 2022	\$ 1,335,947
Unfunded commitments	none
Redemption frequency	n/a
Notice period	none

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2022, was as follows:

	As Restated Beginning Balance	Additions	Disposals	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 294,273	\$ 35,033	\$ -	\$ 329,306
Construction in progress	5,830,630	2,318,366	-	8,148,996
Subtotal	<u>\$ 6,124,903</u>	<u>\$ 2,353,399</u>	<u>\$ -</u>	<u>\$ 8,478,302</u>
Capital assets being depreciated/amortized				
Buildings and improvements	\$ 2,581,994	\$ 39,254	\$ -	\$ 2,621,248
Equipment and furnishings	3,352,051	62,324	-	3,414,375
Right of use - leased equipment	430,196	-	-	430,196
Subtotal	<u>\$ 6,364,241</u>	<u>\$ 101,578</u>	<u>\$ -</u>	<u>\$ 6,465,819</u>
Less: Accumulated depreciation/amortization				
Buildings and improvements	\$ (363,143)	\$ (99,568)	\$ -	\$ (462,711)
Equipment and furnishings	(687,775)	(220,279)	-	(908,054)
Right of use - leased equipment	(102,030)	(23,181)	-	(125,211)
Subtotal	<u>\$ (1,152,948)</u>	<u>\$ (343,028)</u>	<u>\$ -</u>	<u>\$ (1,495,976)</u>
Total capital assets being depreciated/amortized	<u>\$ 5,211,293</u>			<u>\$ 4,969,843</u>
Governmental activities capital assets, net	<u><u>\$ 11,336,196</u></u>			<u><u>\$ 13,448,145</u></u>

All depreciation/amortization expense was charged to the public safety function.

NOTE 5 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation) and medical benefits provided to employees. The Authority has purchased commercial insurance for each of these claims and is neither self-insured, nor participates in a shared-risk pool. During the past period, settlements did not exceed insurance coverage.

NOTE 6 – LONG-TERM OBLIGATIONS

Governmental Activities:

Direct Borrowing and Direct Replacement

In 2020, the Authority entered into an installment purchase agreement for \$6,200,975 due in annual installments of \$1,333,546 through 12/1/2025. \$ 3,809,376

In 2021, the Authority entered into a twenty-year tower lease due in annual installments of \$2,400 increasing by (2%) after the first three years and every three years thereafter through 2063. 68,020

In 2021, the Authority entered into a twenty-year tower lease due in annual installments of \$2,400 through 2041. 34,899

In 2021, the Authority entered into a twenty-year tower lease due in annual installments of \$1,200 through 2041. 17,449

In 2015, the Authority entered into a twenty-year tower lease due in monthly installments of \$1,500 for first five years then annual (4%) increases for the next five years, then annual (3%) increases for the two remaining five year terms. 201,193

Total direct borrowing and direct placement \$ 4,130,937

Total long-term debt \$ 4,130,937

Long-term obligation activity for the year ended December 31, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Direct Borrowings and Direct Placement					
Installment purchase agreement	\$ 5,017,974	\$ -	\$ (1,208,598)	\$ 3,809,376	\$ 1,238,692
Tower leases	338,054	-	(16,493)	321,561	18,060
Total Direct Borrowings and Direct Placement	<u>\$ 5,356,028</u>	<u>\$ -</u>	<u>\$ (1,225,091)</u>	<u>\$ 4,130,937</u>	<u>\$ 1,256,752</u>

NOTE 6 – LONG-TERM OBLIGATIONS, CONCLUDED

Debt service requirements at December 31, 2022, are as follows:

Year Ended December 31,	Direct Borrowing and Direct Placement	
	Principal	Interest
2023	\$ 1,256,752	\$ 102,654
2024	1,288,052	71,354
2025	1,319,594	39,283
2026	18,911	6,419
2027	19,387	5,943
2028-2032	104,873	22,120
2033-2037	59,262	10,293
2038-2042	17,661	6,547
2043-2047	8,732	5,162
2048-2052	10,364	3,978
2053-2057	12,229	2,574
2058-2062	15,120	920
Totals	<u>\$ 4,130,937</u>	<u>\$ 277,247</u>

All outstanding debt of the Authority is direct placement or direct borrowing debt.

NOTE 7 – DEFINED CONTRIBUTION PENSION PLAN

The Authority provides pension benefits for the Executive Director through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. The executive director is eligible to participate after the date of hire. The Authority contributes an amount equal to 10% and the executive director has the option to contribute. The Authority's contributions for the executive director (and interest allocated to the employee's account) are fully vested upon entering the plan. The Authority made the required contributions of \$12,387, for the year ended December 31, 2022. At December 31, 2022, the Authority reported no accrued liability as part of the contributions to the plan. The Authority is not a trustee of the plan, nor is the Authority responsible for investment management of plan assets.

The Authority also provides pension benefits for all employees except the Executive Director through a defined contribution plan. The employees are eligible to participate after the date of hire. The Authority contributes an amount equal to 5% and the employees have the option to contribute. The Authority will match employee contributions up to a maximum of an additional 3%. The Authority's contributions for the employees (and interest allocated to the employee's account) are fully vested upon the completion of two years of service. The Authority made the required contributions of \$326,694, for the year ended December 31, 2022. At December 31, 2022, the Authority reported no accrued liability as part of the contributions to the plan. The Authority is not a trustee of the plan, nor is the Authority responsible for investment management of plan assets.

Forfeitures may be used to reduce or reallocate employer contributions. There were forfeitures of \$9,296 during the current fiscal year that were used to reduce the Authorities pension expense.

NOTE 8 – DEFERRED COMPENSATION PLAN

The Authority offers its employees a deferred compensation plan created in accordance with Internal Revenue Code, Section 457. The assets of the plan were held in trust (custodial accounts) as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their beneficiaries. The custodian thereof for the exclusive benefit of the participants, holds the custodial accounts for the beneficiaries of this Section 457 plan and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. In accordance with the provisions of GASB Statement No. 32, plan balances and activities are not reflected in the Authority's financial statements.

NOTE 9 – UPCOMING ACCOUNTING PRONOUNCEMENTS

In May 2020, the GASB issued Statement No. 96, *Subscription-based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted during the 2022-2023 fiscal year.

NOTE 10 – CHANGE IN ACCOUNTING PRINCIPLE

For the year ended December 31, 2022, the Authority implemented the following new pronouncement: GASB Statement No. 87, *Leases*.

Summary:

Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, was issued by the GASB in June 2017. The objective of this Statement is to increase the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use the underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments’ leasing activities.

The Authority entered into three leases in 2021 and one lease in 2015 that included four twenty-year lease agreements for towers that require annual principal and interest payments. The Authority is also the lessor for one ATM site rental agreement that began in 2017 and requires annual payments of \$7,200. There was no material impact on the Authority’s financial statement after the adoption of GASB Statement 87. The change in capital assets and long-term obligations is as follows:

	<u>Capital asset</u>	<u>Long-term obligations</u>
Balances as of January 1, 2022, as previously stated	\$ 11,008,030	\$ 5,017,974
Adoption of GASB Statement 87	<u>328,166</u>	<u>338,054</u>
Balances as of January 1, 2022, as restated	<u><u>\$ 11,336,196</u></u>	<u><u>\$ 5,356,028</u></u>

NOTE 11 – SUBSEQUENT EVENTS

The Authority has evaluated subsequent events through April 24, 2023, the date the financial statements were available to be issued. Except as noted below, no events or transactions occurred during this period which requires recognition or disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

**BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Original Budget	Final Budget	Actual	Variance with Final Budget
Revenue:				
Federal grants	\$ -	\$ 374,395	\$ 78,235	\$ (296,160)
Charges for services	1,608,000	1,648,000	1,700,755	52,755
Contributions from local units	6,099,900	6,137,822	6,138,366	544
Interest and rentals	10,200	20,200	32,506	12,306
Other	250	50	138	88
Total revenue	<u>\$ 7,718,350</u>	<u>\$ 8,180,467</u>	<u>\$ 7,950,000</u>	<u>\$ (230,467)</u>
Expenditures:				
Public Safety:				
Personnel costs	\$ 3,597,757	\$ 3,505,788	\$ 3,138,323	\$ 367,465
Employee benefits	1,255,111	1,050,399	1,008,666	41,733
Contractual services	623,956	639,956	596,054	43,902
Professional services	41,500	34,500	22,651	11,849
Insurance	65,000	52,307	52,307	-
Repairs and maintenance	25,000	25,000	20,398	4,602
Travel	65,000	71,000	43,488	27,512
Supplies	32,500	32,500	20,792	11,708
Utilities	177,940	177,940	166,820	11,120
Miscellaneous	39,500	42,000	18,162	23,838
Debt service:				
Principal	1,208,598	1,208,598	1,208,598	-
Interest	124,949	124,949	124,948	1
Capital outlay	2,771,130	2,731,783	2,496,370	235,413
Total expenditures	<u>\$ 10,027,941</u>	<u>\$ 9,696,720</u>	<u>\$ 8,917,577</u>	<u>\$ 779,143</u>
Excess (deficiency) of revenue over (under) expenditures	<u>\$ (2,309,591)</u>	<u>\$ (1,516,253)</u>	<u>\$ (967,577)</u>	<u>\$ 548,676</u>
Fund balance - beginning	<u>4,795,545</u>	<u>4,795,545</u>	<u>4,795,545</u>	
Fund balance - ending	<u>\$ 2,485,954</u>	<u>\$ 3,279,292</u>	<u>\$ 3,827,968</u>	

COMPLIANCE LETTER



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of
Kalamazoo County Consolidated Dispatch Authority
Kalamazoo, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business activities of Kalamazoo County Consolidated Dispatch Authority (the “Authority”), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Authority’s financial statements and have issued our report thereon dated April 24, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and responses (2022-001) that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Authority's Response to Findings

The Authority's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kruegel, Lawton & Company, LLC". The signature is written in a cursive style.

Certified Public Accountants

St. Joseph, MI
April 24, 2023

SECTION I – FINANCIAL STATEMENT FINDINGS

Finding 2022-001 Material Weakness – Preparation of GAAP Financial Statements

Condition: As is the case with many small and medium-sized governmental entities, the Kalamazoo County Consolidated Dispatch Authority (the “Authority”) has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements, fund financial statements, and notes to financial statements as part of its external financial reporting process. Accordingly, the Authority’s ability to prepare financial statements in accordance with generally accepted accounting principles (“GAAP”) is based, in part, on its reliance on its external auditors, who by definition, cannot be considered part of the Authority’s internal controls.

Criteria: All Michigan governments are required to prepare financial statements in accordance with GAAP. This is the responsibility of the Authority’s management. The preparation of financial statements in accordance with GAAP requires internal controls over both: 1) recording, processing and summarizing accounting data (maintaining internal accounting books and records); and 2) reporting government-wide and fund financial statements, including the related notes to financial statements (external financial reporting).

Cause: This condition was caused by the Authority’s decision to outsource the preparation of its annual financial statements to the auditors. This decision was based on the determination that it would be more cost effective to outsource this function rather than invest the time and incur the expense to obtain the necessary training and expertise for the Authority to prepare this information internally.

Effect: The Authority lacks internal controls over the preparation of financial statements in accordance with GAAP, and instead relies, in part, on its external auditors for assistance with this duty.

Recommendation: We recommend that the Authority’s management evaluate the cost versus benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determine if it is in the best interests of the Authority to outsource this duty to its external auditors. If the Authority continues to rely on its external auditors to prepare the financial statements, we recommend that the board designate a responsible Authority official to carefully review the draft financial statements, including the notes, prior to approving them and accepting responsibility for their content and presentation.

Management Response: Management is aware of this deficiency. However, the Authority has determined that the cost of contracting a qualified independent third party to prepare the financial statements would not be cost effective.

SECTION II - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

The Authority has spent under the \$750,000 threshold for federal expenditures and is not required to have a single audit under the Uniform Guidance.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

Attached is a memorandum detailing the Executive Directors proposed 2023 Budget Amendment – REVISION I. The proposed amendment has total expenditures of \$8,905,250 and anticipates a surplus at year-end equaling \$105,186.

The Executive Director presented the amendment to the Finance Committee on April 24th and the Committee unanimously approved the budget amendment and recommends the Board do the same.

ROLL CALL VOTE

Proposed Motion:

ROLL CALL VOTE

Motion to approve the 2023 Budget Amendment, REVISION I, with total expenditures of \$8,905,250 and an anticipated surplus at year-end equaling \$105,186.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



Kalamazoo County Consolidated Dispatch Authority



DATE: April 12, 2023

TO: Finance Committee Members and Board of Directors

FROM: Jeff Troyer
KCCDA Executive Director

SUBJECT: Fiscal Year 2023 Budget Amendment – REVISION I

I hereby present to the Finance Committee and Board of Directors for consideration this budget amendment, Revision I, to the 2023 Budget. The proposed amendment reflects ARPA federal grant revenues, up-to-date personnel projections including ARPA essential work premium pay stipends and actual benefit elections, adjustments for capital projects approved in 2022 and started but carried over to 2023, a request for additional monies to be allocated for this year's capital projects and a few other minor categorical adjustments.

The following items are key aspects of this budget amendment.

REVENUES

- **Federal Grants**
\$295,307 increase in Federal Grants due to receiving American Rescue Plan Act (ARPA) subgrants from Kalamazoo County. \$13,757 of this is dedicate for reimbursement of equipment expenditures that occurred after April 2021 that were directly related to Mitigation and Prevention of COVID-19 and \$281,550 is for essential work premium pay stipends that were distributed in 2023.
NOTE – There is a corresponding personnel expenditure offsetting \$281,550 of this revenue.
- **Interest Earned**
Interest earned is increasing by \$70,000 due to the performance of KCCDA's fund balance in respective accounts. In the first three months of 2023, KCCDA has averaged \$8,500 in interest per month.

EXPENDITURES

- **Personnel Services**
This categorical has two main contributing factors resulting in an overall categorical increase of \$65,556:



Kalamazoo County Consolidated Dispatch Authority



- All costs associated to personnel have been recalculated to accurately reflect existing staff and projected new hires for the remainder of the year as well as actual expenditures for staff who have separated employment with KCCDA year to date. This recalculation resulted in savings of \$346,807.
- ARPA Essential Work Premium Pay – On March 17th KCCDA distributed \$281,550 of Essential Work Premium Pay stipends in accordance with the administrative guidelines for the program and ARPA Grant Agreement with the County.
NOTE – This expenditure is directly offset by \$281,550 of Federal Grant revenue.

- **Benefits and Taxes**

The proposed changes identified in personnel services result in corresponding cost savings in this category of \$104,585.

- **Services and Other Charges**

The contractual services line item (801.010) is increasing by \$6,600 which includes an additional \$1,000 to service provided by Republic Waste, \$2,600 for Frontline Public Safety Solutions and \$3,000 for VMWare vSphere support. The Interpreter Fees line item in this category also increases \$2,000 resulting in an overall increase in expenditures of \$8,600.

- **Equipment and Capital Outlay**

This categorical includes three main changes resulting in an overall increase of \$312,922. These expenditures are split between Equipment/Software and Facility projects.

- There were multiple capital projects approved as part of the 2022 budget that were either started and not completed or did not get started at all due to equipment and contractor shortages that need to be brought forward to this year's budget:
 - ✓ *\$42,136 – Equipment/Software 980.000*
Move County Fire VHF Haverhill Tower to the new KCCDA tower site on 12th Street and remove remaining feed lines and antennas from the Haverhill Water Tower. This project did not start in 2022 but has since been completed.
 - ✓ *\$36,828 – Equipment/Software 980.000*
Move County Fire VHF Richland site to the new KCCDA tower site on Jefferson Street in Augusta. This project did not start in 2022 nor has it started in 2023.
 - ✓ *\$3,000 – Facility 980.020*
Update Parking Lot Lights to LED. This was started in 2022 but not completed.
 - ✓ *\$7,200 – Facility 980.020*
Roofing project to prevent ice dams from forming. This was started in 2022 but not completed.

The above items total \$89,164.



Kalamazoo County Consolidated Dispatch Authority



- \$201,114 was originally allocated to 980,000 for the Dell VXRail Upgrade (capital project #2). This amount did not include the VMWare vSphere Enterprise Plus license which is required for the system. Therefore, this request includes an increase of \$10,258 for the license.
- \$250,000 is currently allocated under capital project #8 to facility capital for finding a dedicated back-up operational facility. After looking at a few facilities and discussing options with our broker, the Executive Director is requesting this allocation be doubled for a total of \$500,000.
- \$13,500 increase in facility capital to remove existing landscape mulch areas and replace with river rock and cobblestone. This includes replacement of edging where necessary and a new weed barrier. This will eliminate approximately \$2,500 per year in upkeep of the existing mulch areas.

ATTACHMENTS/REPORTS

Attached to this memorandum are four separate documents/reports to assist in explanation of the proposed line-item and categorical budgetary revisions included in this amendment:

- ✓ POSITION BUDGETING – Compensation, Taxes & Benefits
Pages 4 through 6 are detailed position budgeting worksheets for all current positions/classifications within the organization as well as actual costs for year-to-date former employees who have separated employment.
- ✓ 2023 Budget Amendment – REVISION I Net Changes
This document, pages 7 through 9, shows the original adopted budget, net changes resulting from any line-item transfers (year-to-date), the proposed net changes in this amendment (Revision I), and the new revised budget.
- ✓ 10 Year Operational Budget and Fund Balance Forecast
Page 10 is a categorical budget and fund balance forecast for years 2022 (year-end actuals) through 2031.

SUMMARY

The proposed budget amendment, Revision I, increases revenues by \$365,307 overall expenditures by \$332,194, equating to a surplus net change in this amendment of \$33,113. The amendment results in revised total expenditures of \$8,905,250 and an anticipated surplus at year's end totaling \$105,186.

I recommend adoption of the proposed fiscal year 2023 Budget Amendment – REVISION I.

POSITION BUDGETING - *Current* Employee Compensation, Taxes & Benefits

#	Position/Title	Wage Line Item	Emp. ID or Vacant (V)	Regular Wages	Overtime	Holiday Premium	Allow & Comps	Social Sec	Medi-care	MERS DC	MERS 457	MERS HCSP	Work Comp	Medical Ins.	HSA Contr.	Dental	Vision	Life Ins.	Disab. Ins.
01	ECO-I	702.024	037	\$49,275		\$3,009	\$4,550	\$3,524	\$824	\$4,547		\$986	\$204	OptOut		\$1,137	\$189	\$161	\$660
02	ECO-I	702.024	045	\$49,275		\$3,009	\$4,550	\$3,524	\$824	\$4,547		\$986	\$204	OptOut		\$583	\$130	\$161	\$660
03	ECO-I	702.024	079	\$44,741		\$2,732	\$3,250	\$3,145	\$735	\$4,058		\$895	\$185	OptOut		OptOut	OptOut	\$161	\$660
04	ECO-I	702.024	080	\$42,474		\$2,593		\$2,794	\$653	\$3,605		\$849	\$176	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
05	ECO-I	702.024	083	\$42,474		\$2,593		\$2,794	\$653	\$3,605		\$849	\$176	\$5,240	\$1,400	\$291	\$124	\$161	\$660
06	ECO-I	702.024	084	\$42,474		\$2,593		\$2,794	\$653	\$3,605		\$849	\$176	\$5,240	\$1,400	\$291	\$65	\$161	\$660
07	ECO-I	702.024	085	\$42,474		\$2,593	\$1,950	\$2,915	\$682	\$3,761		\$849	\$176	OptOut		OptOut	OptOut	\$161	\$660
08	ECO-I	702.024	086	\$35,395		\$2,593		\$2,355	\$551	\$3,039		\$849	\$148	\$9,346	\$2,100	\$437	\$98	\$121	\$495
09	ECO-I	702.024	V (8)	\$26,869		\$1,637		\$1,767	\$413	\$2,280		\$804	\$111	\$6,956	\$1,400	\$583	\$130	\$81	\$330
10	ECO-I	702.024	V (8)	\$26,869		\$1,637		\$1,767	\$413	\$2,280		\$804	\$111	\$6,231	\$1,400	\$1,137	\$189	\$81	\$330
11	ECO-I	702.024	V (8)	\$26,869		\$1,637		\$1,767	\$413	\$2,280		\$804	\$111	\$2,620	\$700	\$0	\$0	\$81	\$330
12	ECO-I	702.024	V (5)	\$16,817		\$1,023		\$1,106	\$259	\$1,427		\$804	\$70	OptOut		\$0	\$0	\$40	\$165
13	ECO-II	702.023	014	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$12,462	\$2,800	\$517	\$124	\$161	\$660
14	ECO-II	702.023	021	\$60,965		\$3,722	\$4,550	\$4,293	\$1,004	\$5,539		\$1,219	\$252	OptOut		\$583	\$130	\$161	\$660
15	ECO-II	702.023	022	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
16	ECO-II	702.023	023	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
17	ECO-II	702.023	024	\$60,965		\$3,722	\$4,550	\$4,293	\$1,004	\$5,539		\$1,219	\$252	OptOut		\$1,137	\$189	\$161	\$660
18	ECO-II	702.023	025	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
19	ECO-II	702.023	026	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
20	ECO-II	702.023	027	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252					\$161	\$660
21	ECO-II	702.023	030	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$18,606		\$1,137	\$189	\$161	\$660
22	ECO-II	702.023	031	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
23	ECO-II	702.023	032	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
24	ECO-II	702.023	033	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$5,240	\$1,400	\$291	\$65	\$161	\$660
25	ECO-II	702.023	034	\$60,965		\$3,722		\$4,011	\$938	\$5,175		\$1,219	\$252	\$5,240	\$1,400	\$291	\$65	\$161	\$660
26	ECO-II	702.023	035	\$60,965		\$3,722	\$4,550	\$4,293	\$1,004	\$5,539		\$1,219	\$252	OptOut		\$291	\$65	\$161	\$660
27	ECO-II	702.023	049	\$54,558		\$3,331	\$4,550	\$3,871	\$905	\$4,995		\$1,091	\$226	OptOut		OptOut	OptOut	\$161	\$660
28	ECO-II	702.023	057	\$54,558		\$3,331	\$3,250	\$3,791	\$887	\$4,891		\$1,091	\$226	OptOut		OptOut	OptOut	\$161	\$660
29	ECO-II	702.023	059	\$48,131		\$2,939		\$3,166	\$741	\$4,086		\$963	\$199	ER Cost	Deductible	DENTAL	VISION	\$161	\$660
30	ECO-II	702.023	061	\$48,131		\$2,939		\$3,166	\$741	\$4,086		\$963	\$199	\$16,666		\$517	\$124	\$161	\$660
31	ECO-II	702.023	062	\$51,355		\$3,136	\$4,550	\$3,661	\$856	\$4,723		\$1,027	\$213	OptOut		\$583	\$130	\$161	\$660
32	ECO-II	702.023	063	\$51,355		\$3,136	\$3,250	\$3,580	\$837	\$4,619		\$1,027	\$213	OptOut		\$583	\$124	\$161	\$660
33	ECO-II	702.023	070	\$48,131		\$2,939	\$1,950	\$3,287	\$769	\$4,086		\$963	\$199	OptOut		OptOut	OptOut	\$161	\$660
34	ECO-II	702.023	075	\$44,907		\$2,742		\$2,954	\$691	\$3,812		\$898	\$186	\$12,462	\$2,800	\$583	\$130	\$161	\$660

POSITION BUDGETING - *Current* Employee Compensation, Taxes & Benefits

#	Position/Title	Wage Line Item	Emp. ID or Vacant (V)	Regular Wages	Overtime	Holiday Premium	Allow & Comps	Social Sec	Medicare	MERS DC	MERS 457	MERS HCSP	Work Comp	Medical Ins.	HSA Contr.	Dental	Vision	Life Ins.	Disab. Ins.
35	ECO-II	702.023	064	\$44,907		\$2,742		\$2,954	\$691	\$3,812		\$898	\$186	\$10,434	\$2,100	\$853	\$142	\$161	\$660
36	ECO-II	702.023	078	\$44,907		\$2,056		\$2,912	\$681	\$3,757		\$898	\$183	\$6,231	\$1,400	\$291	\$65	\$121	\$495
37	ECO-II	702.023	087	\$36,375		\$2,221		\$2,393	\$560	\$3,088		\$727	\$151	\$2,620	\$700	\$146	\$33	\$121	\$495
38	ECO-II	702.023	088	\$36,375		\$2,221		\$2,393	\$560	\$3,088		\$727	\$151	\$4,869	\$1,400	\$398	\$66	\$81	\$330
39	ECO-II	702.023	V (6)	\$22,454		\$1,371		\$1,477	\$345	\$1,906		\$449	\$93	\$6,956	\$1,400	\$568	\$94	\$81	\$330
40	ECO-II	702.023	V (6)	\$22,454		\$1,371		\$1,477	\$345	\$1,906		\$449	\$93						
41	ECO-II	702.023	V (6)	\$22,454		\$1,371		\$1,477	\$345	\$1,906		\$449	\$93	\$102	\$33	\$0	\$0	\$81	\$330
42	ECO-II	702.023	V (0)	\$0		\$0		\$0	\$0	\$0		\$0	\$0						
43	ECO-II	702.023	V (0)	\$0		\$0		\$0	\$0	\$0		\$0	\$0						
44	ECO-II (filled w/PT-Pool)	702.023	013	\$15,007		\$586		\$967	\$226				\$61						
45	ECO-II (filled w/PT-Pool)	702.023	029	\$15,241		\$586		\$981	\$229				\$62						
46	ECO-II (filled w/PT Pool)	702.023	041	\$27,279		\$839		\$1,743	\$408				\$110						
47	ECO-II (filled w/PT'er)	702.023	055	\$20,517		\$938		\$1,330	\$311	\$1,716			\$84						
48	ECO-II (filled w/PT'er)	702.023	056	\$20,517		\$938		\$1,330	\$311	\$1,716			\$84						
49	ECO - Part Time	702.023	020	\$30,482		\$938		\$1,948	\$456	\$2,514			\$123						
50	ECO - Part Time	702.023	040	\$43,321		\$889		\$2,741	\$641	\$3,537			\$172						
51	ECO - Part Time	702.023	043	\$45,724		\$938		\$2,893	\$677	\$3,733			\$182						
52	ECO - Part Time	702.023	053	\$20,409		\$768		\$1,313	\$307	\$1,694			\$83						
53	Dispatch Supv. - Shift	702.022	008	\$70,286	\$7,399	\$4,517		\$5,097	\$1,192	\$6,576	\$1,644	\$1,480	\$292	\$12,462	\$2,800	\$583	\$130	\$161	\$660
54	Dispatch Supv. - Shift	702.022	009	\$70,286	\$7,399	\$4,517		\$5,097	\$1,192	\$6,576	\$1,644	\$1,480	\$292	\$12,462	\$2,800	\$583	\$130	\$161	\$660
55	Dispatch Supv. - Shift	702.022	011	\$70,286	\$7,399	\$4,517		\$5,097	\$1,192	\$6,576	\$1,644	\$1,480	\$292	\$12,462	\$2,800	\$583	\$130	\$161	\$660
56	Dispatch Supv. - Shift	702.022	017	\$65,959	\$6,943	\$4,239		\$4,783	\$1,119	\$6,171	\$1,543	\$1,389	\$274	\$12,462	\$2,800	\$583	\$130	\$161	\$660
57	Dispatch Supv. - QA	702.022	010	\$44,391	\$4,439	\$2,710		\$3,196	\$747	\$4,123	\$1,031	\$1,480	\$184	\$8,347	\$1,400	\$682	\$113	\$97	\$396
58	Dispatch Supv. - Training	702.022	007	\$73,986	\$7,399	\$4,517	\$4,550	\$5,608	\$1,312	\$6,872	\$1,809	\$1,480	\$306	OptOut		\$291	\$65	\$161	\$660
59	NEW - Admin. Assistant	702.021	V (5)	\$14,410				\$893	\$209	\$1,153		\$288	\$56	\$9,346	\$2,100	\$437	\$98	\$121	\$495
60	Exec. Admin. Assistant	702.021	004	\$57,924				\$3,591	\$840	\$4,634		\$1,158	\$226	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
61	Systems Support Spec.	702.021	003	\$65,060				\$4,034	\$943	\$5,205		\$1,301	\$254	\$13,912	\$2,800	\$1,137	\$189	\$161	\$660
62	Systems Support Spec.	702.021	076	\$62,530				\$3,877	\$907	\$5,002		\$1,251	\$244	\$7,008		\$291	\$65	\$161	\$660
63	Network/Systems Admin	702.010	005	\$92,469			\$3,250	\$5,935	\$1,388	\$7,658	\$1,914	\$1,849	\$361	OptOut		OptOut	OptOut	\$161	\$660
64	Deputy Director	702.010	002	\$95,680				\$5,932	\$1,387	\$7,654	\$1,914	\$1,914	\$373	\$12,462	\$2,800	\$517	\$124	\$161	\$660
65	Executive Director	702.010	001	\$128,197			\$8,683	\$8,487	\$1,985	\$12,820	\$5,475	\$3,846	\$500	\$13,912	\$2,800	\$1,137	\$189	\$1,361	\$4,110
Varies	OVERTIME	702.030	Various		\$325,000			\$20,150	\$4,713	\$26,000	\$3,000								
Varies	ARPA Essential Work Stipends	702.027	Various	\$281,550				\$17,456	\$4,082										

Former Employees - Year-to-date

#	Position/Title	Wage Line Item	Emp. ID or Vacant (V)	Regular Wages	Overtime	Holiday Premium	Allow & Comps	Social Sec	Medi-care	MERS DC	MERS 457	MERS HCSP	Work Comp	Medical Ins.	HSA Contr.	Dental	Vision	Life Ins.	Disab. Ins.
	ECO-II	702.023	013	\$18,216	x	\$1,604		\$1,229	\$287	\$1,681		\$1,151	\$77	\$1,411	\$1,400	\$79	\$18	\$40	\$165
	ECO-II	702.023	067	\$7,587	x	\$962		\$530	\$124	\$541			\$33	\$1,606	\$700	\$132	\$22	\$13	\$55
	ECO-II	702.023	082	\$13,720	x	\$1,146		\$922	\$216	\$1,201			\$58	\$1,613	\$1,400	\$91	\$20	\$54	\$220
	ECO-II	702.023	089	\$3,454	x			\$214	\$50	\$278			\$13					\$7	\$28
	Dispatch Supv. - QA	702.023	010	\$17,541	x	\$1,553		\$1,184	\$277	\$1,751	\$379		\$74	\$3,211	\$2,800	\$263	\$44	\$40	\$165

POSITION BUDGETING - Compensation, Taxes & Benefits

#	Position/Title	Wage Line Item	Emp. ID or Vacant (V)	Regular Wages	Overtime	Holiday Premium	Allow & Comps	Social Sec	Medi-care	MERS DC	MERS 457	MERS HCSP	Work Comp	Medical Ins.	HSA Contr.	Dental	Vision	Life Ins.	Disab. Ins.
TOTALS:				\$3,422,593	\$365,976	\$155,311	\$61,983	\$248,364	\$58,085	\$294,721	\$21,997	\$61,566	\$12,856	\$371,492	\$75,633	\$29,707	\$5,637	\$9,058	\$35,664
					702.030	706.000		721.000	722.000	725.010	725.020	725.030	719.000	720.010	720.060	720.020	720.030	720.040	720.070

Line Item Summary		
Salaries - Administration	702.010	\$316,346
Salaries/Wages - Regular	702.020	\$3,106,247

Line Item Summary	
712.000	\$53,300
715.010	\$8,683

Salaries/Wages - Regular Subclassifications

Administrative Support - 702.021	\$199,924
Dispatch Supervisors - 702.022	\$412,736
ECO II's - 702.023	\$1,766,034
ECO I's - 702.024	\$446,003
Incentive/Stipend Pay - 702.027	\$281,550

**Kalamazoo County Consolidated Dispatch Authority
2023 Budget Amendment - REVISION I Net Changes**

January - December 2023

	2911 - General Operations					2913 - Training					ALL BUSINESS UNITS				
	ORIGINAL Budget	YTD TXFRS	REV. I (net change)	REV. II (net change)	REVISED BUDGET	ORIGINAL Budget	YTD TXFRS	REV. I (net change)	REV. II (net change)	REVISED BUDGET	ORIGINAL Budget	YTD TXFRS	REV. I (net change)	REV. II (net change)	REVISED BUDGET
REVENUES															
400.000 Use of Fund Balance	162,019				162,019					0	162,019	0	0	0	162,019
402.000 Property Taxes	6,249,500				6,249,500					0	6,249,500	0	0	0	6,249,500
528.000 Federal Grants	0		295,307		295,307					0	0	0	295,307	0	295,307
573.000 Local Community Stabilization Share	596,400				596,400					0	596,400	0	0	0	596,400
615.010 Surcharge - State 911	484,000				484,000	45,000				45,000	529,000	0	0	0	529,000
615.020 Surcharge - Local 911	1,120,000				1,120,000					0	1,120,000	0	0	0	1,120,000
651.000 Charges for Services - User Fees	15,960				15,960					0	15,960	0	0	0	15,960
665.000 Interest Earned	15,000		70,000		85,000					0	15,000	0	70,000	0	85,000
667.000 Rent/Lease Revenue	7,200				7,200					0	7,200	0	0	0	7,200
671.000 Miscellaneous Revenue	50				50					0	50	0	0	0	50
TOTAL REVENUES	\$ 8,650,129	\$ -	\$ 365,307	\$ -	\$ 9,015,436	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 8,695,129	\$ -	\$ 365,307	\$ -	\$ 9,060,436
EXPENDITURES															
700-718 Personnel Services															
702.010 Salaries - Administration	313,087		3,259		316,346					0	313,087	0	3,259	0	316,346
702.020 Wages - Regular	3,031,798		74,449		3,106,247	13,000				13,000	3,044,798	0	74,449	0	3,119,247
702.030 Wages - Overtime	368,935		(2,959)		365,976					0	368,935	0	(2,959)	0	365,976
702.050 CTO Pay	23,000				23,000					0	23,000	0	0	0	23,000
706.000 Wages - Holiday Premium	165,454		(10,143)		155,311					0	165,454	0	(10,143)	0	155,311
712.000 Payment in Lieu of Benefits	52,650		650		53,300					0	52,650	0	650	0	53,300
715.010 Auto Allowance	8,683				8,683					0	8,683	0	0	0	8,683
Personnel Services Subtotal	3,963,607	0	65,257	0	4,028,864	13,000	0	0	0	13,000	3,976,607	0	65,257	0	4,041,864
719-725 Benefits and Taxes															
719.000 Workers Comp Insurance	13,690		(834)		12,856					0	13,690	0	(834)	0	12,856
720.010 Medical/Health Insurance	437,048		(65,556)		371,492					0	437,048	0	(65,556)	0	371,492
720.020 Dental Insurance	33,195		(3,488)		29,707					0	33,195	0	(3,488)	0	29,707
720.030 Vision Insurance	6,315		(678)		5,637					0	6,315	0	(678)	0	5,637
720.040 Life Insurance	9,934		(876)		9,058					0	9,934	0	(876)	0	9,058
720.050 Unemployment	9,000				9,000					0	9,000	0	0	0	9,000
720.060 HSA Contributions	86,100		(10,467)		75,633					0	86,100	0	(10,467)	0	75,633
720.070 Short-Term Disability	39,255		(3,592)		35,664					0	39,255	0	(3,592)	0	35,664
721.000 Social Security	244,317		4,047		248,364					0	244,317	0	4,047	0	248,364

	2911 - General Operations					2913 - Training					ALL BUSINESS UNITS				
	ORIGINAL Budget	TXFRS (net change)	REV. I (net change)	REV. II (net change)	REVISED BUDGET	ORIGINAL Budget	TXFRS (net change)	REV. I (net change)	REV. II (net change)	REVISED BUDGET	ORIGINAL Budget	TXFRS (net change)	REV. I (net change)	REV. II (net change)	REVISED BUDGET
722.000 Medicare	57,139		946		58,085					0	57,139	0	946	0	58,085
725.010 Retirement - MERS DC	316,533		(21,812)		294,721					0	316,533	0	(21,812)	0	294,721
725.020 Retirement - MERS 457	22,175		(178)		21,997					0	22,175	0	(178)	0	21,997
725.030 Retirement - MERS HCSP	63,663		(2,097)		61,566					0	63,663	0	(2,097)	0	61,566
Benefits and Taxes Subtotal	1,338,364	0	(104,585)	0	1,233,779	0	0	0	0	0	1,338,364	0	(104,585)	0	1,233,779
726-799 Supplies															
727.000 Supplies - Office	15,000				15,000					0	15,000	0	0	0	15,000
730.000 Supplies - Maintenance	6,000				6,000					0	6,000	0	0	0	6,000
740.000 Supplies - Uniform	8,000				8,000					0	8,000	0	0	0	8,000
760.000 Supplies - Kitchen	1,750				1,750					0	1,750	0	0	0	1,750
764.000 Supplies - Food	1,750				1,750					0	1,750	0	0	0	1,750
Supplies Subtotal	32,500	0	0	0	32,500	0	0	0	0	0	32,500	0	0	0	32,500
800-969 Services and Other Charges															
801.010 Contractual Services	712,886		6,600		719,486					0	712,886		6,600	0	719,486
805.010 Prof Services - Audit	6,500				6,500					0	6,500		0	0	6,500
810.000 Administrative Fees	3,600				3,600					0	3,600		0	0	3,600
813.000 Legal Fees	20,000				20,000					0	20,000		0	0	20,000
820.010 Interpreter Fees	5,000		2,000		7,000					0	5,000		2,000	0	7,000
835.010 Medical - Physical Exams	2,500				2,500					0	2,500		0	0	2,500
835.020 Medical - Drug Testing	1,500				1,500					0	1,500		0	0	1,500
850.010 Telephone Service	14,500				14,500					0	14,500		0	0	14,500
850.020 Internet Service	98,920				98,920					0	98,920		0	0	98,920
850.030 Copying	2,500				2,500					0	2,500		0	0	2,500
850.040 Mailing	3,000				3,000					0	3,000		0	0	3,000
870.010 Travel - Training/Reg	8,000				8,000	24,000				24,000	32,000		0	0	32,000
870.020 Travel - Lodging	11,500				11,500	2,500				2,500	14,000		0	0	14,000
870.030 Travel- Meals/Food	5,000				5,000	2,500				2,500	7,500		0	0	7,500
870.040 Travel - Mileage	5,000				5,000	2,500				2,500	7,500		0	0	7,500
870.050 Travel - Other	8,500				8,500	500				500	9,000		0	0	9,000
871.010 Education Expense	2,000				2,000					0	2,000		0	0	2,000
900.000 Printing	2,000				2,000					0	2,000		0	0	2,000
905.000 Advertising	5,500				5,500					0	5,500		0	0	5,500
915.000 Dues & Subscriptions	9,000				9,000					0	9,000		0	0	9,000
920.010 Utilities - Gas	8,000				8,000					0	8,000		0	0	8,000
920.020 Utilities - Electricity	55,000				55,000					0	55,000		0	0	55,000
920.030 Utilities - Water & Sewer	4,000				4,000					0	4,000		0	0	4,000
934.010 Repair & Maintenance	25,000				25,000					0	25,000		0	0	25,000
955.000 Miscellaneous Operating	20,000				20,000					0	20,000		0	0	20,000
958.010 Insurance Premium	60,000				60,000					0	60,000		0	0	60,000
Services and Other Charges Subtotal	1,099,406	0	8,600	0	1,108,006	32,000	0	0	0	32,000	1,131,406	0	8,600	0	1,140,006

	2911 - General Operations					2913 - Training					ALL BUSINESS UNITS				
	ORIGINAL Budget	TXFRS (net change)	REV. I (net change)	REV. II (net change)	REVISED BUDGET	ORIGINAL Budget	TXFRS (net change)	REV. I (net change)	REV. II (net change)	REVISED BUDGET	ORIGINAL Budget	TXFRS (net change)	REV. I (net change)	REV. II (net change)	REVISED BUDGET
970-989 Equipment & Capital Outlay															
976.000 Project Costs	45,000				45,000					0	45,000		0	0	45,000
980.000 Equip/Software - Capital	425,633		89,222		514,855					0	425,633		89,222	0	514,855
980.010 Equip/Software - Small	25,000				25,000					0	25,000		0	0	25,000
980.020 Facility - Capital	315,000		273,700		588,700					0	315,000		273,700	0	588,700
980.030 Land - Capital	0				0					0	0		0	0	0
Equipment & Capital Outlay Subtotal	810,633	0	362,922	0	1,173,555	0	0	0	0	0	810,633	0	362,922	0	1,173,555
990-994 Debt Service															
991.010 Loan/Lease - Principal	1,238,692				1,238,692					0	1,238,692		0	0	1,238,692
991.020 Loan/Lease - Interest	94,854				94,854					0	94,854		0	0	94,854
Debt Service Subtotal	1,333,546	0	0	0	1,333,546	0	0	0	0	0	1,333,546	0	0	0	1,333,546
TOTAL EXPENDITURES	\$ 8,578,056	\$ -	\$ 332,194	\$ -	\$ 8,910,250	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 8,623,056	\$ -	\$ 332,194	\$ -	\$ 8,955,250
Net Operating Income	\$ 72,073	\$ -	\$ 33,113	\$ -	\$ 105,186	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,073	\$ -	\$ 33,113	\$ -	\$ 105,186

10 Year Budget and Fund Balance Forecast

	2022 Actual Year-End	2023 REVISION I Budget	2024	2025	2026	2027	2028	2029	2030 Millage Expires 12/31/30	2031
REVENUES										
Use of Fund Balance	\$2,318,366	\$162,019								
Property Taxes	\$6,138,366	\$6,249,500	\$6,249,500	\$6,249,500	\$6,249,500	\$6,249,500	\$6,249,500	\$6,249,500	\$6,249,500	\$6,249,500
Grants	\$78,235	\$295,307								
Local Community Stabilization Share		\$596,400	\$596,400	\$596,400	\$596,400	\$596,400	\$596,400	\$596,400	\$596,400	\$596,400
Surcharge Revenue - State	\$548,797	\$529,000	\$529,000	\$529,000	\$529,000	\$529,000	\$529,000	\$529,000	\$529,000	\$529,000
Surcharge Revenue - Local	\$1,151,958	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000
Charges for Services - User Fees	\$0	\$15,960	\$15,960	\$15,960	\$15,960	\$15,960	\$15,960	\$15,960	\$15,960	\$15,960
Interest Earned	\$23,711	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Rent/Lease Revenue	\$7,200	\$7,200	\$8,700	\$8,700	\$8,700	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200
Miscellaneous & Other Revenue	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
REVENUE TOTALS:	\$10,266,683	\$9,060,436	\$8,604,560	\$8,604,560	\$8,604,560	\$8,606,060	\$8,606,060	\$8,606,060	\$8,606,060	\$8,606,060
EXPENDITURES										
Personnel Services	\$3,138,321	\$4,041,864	\$4,203,539	\$4,329,645	\$4,459,534	\$4,593,320	\$4,731,120	\$4,873,053	\$5,019,245	\$5,169,822
Benefits & Taxes	\$1,008,664	\$1,233,779	\$1,283,130	\$1,321,624	\$1,361,272	\$1,402,110	\$1,444,174	\$1,487,499	\$1,532,124	\$1,578,088
Supplies	\$20,792	\$32,500	\$33,150	\$33,813	\$34,489	\$35,179	\$35,883	\$36,600	\$37,332	\$38,079
Services & Other Charges	\$920,443	\$1,140,006	\$1,162,806	\$1,186,062	\$1,209,783	\$1,233,979	\$1,258,659	\$1,283,832	\$1,309,509	\$1,335,699
Equipment & Capital Outlay	\$2,496,370	\$1,173,555	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Debt Service	\$1,333,546	\$1,333,546	\$1,333,547	\$1,333,547						
EXPENDITURE TOTALS:	\$8,918,136	\$8,955,250	\$8,366,171	\$8,554,690	\$7,415,079	\$7,614,589	\$7,819,835	\$8,030,984	\$8,248,210	\$8,471,687
Revenue Grand Totals:	10,266,683	9,060,436	8,604,560	8,604,560	8,604,560	8,606,060	8,606,060	8,606,060	8,606,060	8,606,060
Expenditure Grand Totals:	(8,918,136)	(8,955,250)	(8,366,171)	(8,554,690)	(7,415,079)	(7,614,589)	(7,819,835)	(8,030,984)	(8,248,210)	(8,471,687)
NET:	1,348,547	105,186	238,389	49,870	1,189,481	991,471	786,225	575,076	357,850	134,373
Construction/Project Fund Balance:	\$162,019	\$0								
Monetary Fund Balance:	\$3,663,707	\$3,768,893	\$4,007,282	\$4,057,152	\$5,246,633	\$6,238,104	\$7,024,329	\$7,599,405	\$7,957,255	\$8,091,628



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

Phone Number: Length of Time Needed: Agenda Item #:

Topic:

Brief Description:

Attached is proposed Resolution 2023-01. This resolution delegates to the Executive Director authority to submit conditional offers to purchase real property for the purpose of an Emergency Backup Center based on certain conditions:

- The Executive Director must consult with the KCCDA Board Chair and Vice-Chair. If either object, no offer can be submitted.
- The amount may not exceed \$500,000.
- Any offer submitted must be contingent upon approval of the terms and conditions of the purchase agreement by the Board of Directors.

Proposed Motion:

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



Kalamazoo County Consolidated Dispatch Authority



RESOLUTION 2023-01

Delegating to the Executive Director, Authority to Submit Conditional Offers to Purchase Real Property for the Purpose of an Emergency Backup Center

WHEREAS, the Kalamazoo County Consolidated Dispatch Authority (“KCCDA”) Board of Directors (“Board”) has approved a budget which contemplates and budgets for the purchase of suitable real property located in Kalamazoo County for the purpose of an emergency backup facility; and

WHEREAS, given the current real estate market, marketed properties potentiality suitable for the contemplated KCCDA purpose can be under contract by other purchasers prior to the Board having a special meeting to consider authorization of a possible offer by KCCDA; and

WHEREAS, the Board has authority to – by means of policy or resolution – delegate and authorize an employee or member of the Board to sign an offer or contract on behalf of the KCCDA; and

NOW, THEREFORE, BE IT RESOLVED the Board delegates to the Executive Director, authority to make and execute a conditional offer(s) on suitable real property located in Kalamazoo County for the purpose of an emergency backup facility under the following terms and conditions:

1. Prior to execution, any such offer authorized in this Resolution, the Executive Director shall notify the Chairperson and Vice-Chairperson of the Board of the location, asking price and other specifics for the potential real property. If either the Chair or Vice-Chair object to the making of an offer on the delineated real property, no offer shall be authorized to be made without prior presentation to the full Board for authorization; and
2. The offered purchase price may not exceed \$500,000.00 without prior presentation to the full Board for authorization; and
3. Any offer shall provide an express condition that any draft purchase agreement shall be presented to the Board for consideration and that any obligation to close shall be contingent upon obtaining final approval of the terms and conditions of the purchase

agreement by the Board, in its discretion. The offer may contain such other and further conditions or provisos as the Executive Director in consultation with legal counsel deems prudent.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute on behalf of the KCCDA a conditional offer meeting the terms and conditions set forth in this Resolution.

BE IT FURTHER RESOLVED that the Board authorizes the cost of any necessary environmental assessments associated with the property prior to consideration of a contemplated purchase agreement by the Board.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute on behalf KCCDA any and all contracts/agreements to effectuate and/or expediate a preliminary or necessary follow-up environmental assessment(s) associated with the property which are preliminary to the Board's consideration of the contemplated purchase agreement.

BE IT FURTHER RESOLVED that the Board authorizes any budget amendments need to effectuate this any preliminary or necessary follow-up environmental assessments associated with the property which are preliminary to the Board's consideration of the contemplated purchase agreement.

I, Christine McComb, Assistant Clerk for the Kalamazoo County Consolidated Dispatch Authority Board of Directors, hereby certify the foregoing resolution was adopted by the Board of Directors at the regular meeting of said Board held on _____, 2023, at which meeting a quorum was present.

SIGNATURE