



Kalamazoo County Consolidated Dispatch Authority



DATE: October 17, 2023

TO: Finance Committee Members and Board of Directors

FROM: Jeff Troyer
KCCDA Executive Director

SUBJECT: Fiscal Year 2023 Budget Amendment – REVISION II

I hereby present to the Finance Committee and Board of Directors for consideration this budget amendment, Revision II, to the 2023 Budget. The proposed amendment reflects up-to-date personnel projections and benefits, minor changes to services and other charges, and adjustments for two capital projects.

The following items are key aspects of this budget amendment.

GENERAL OPERATIONS – BUSINESS UNIT 2911

REVENUES

- **Interest Earned**
Interest earned is increasing by \$56,000 due to the performance of KCCDA's fund balance in respective accounts. This increase brings Interest Earned revenue to a total of \$141,000.
- **Rent/Lease Revenue**
Lease revenue is increasing \$1,500 to a total of \$8,700 due to an increase in the ATM Lease Agreement with Consumers Credit Union.
- **Other Revenue - Reimbursements**
Line item 676.000, Other Revenue – Reimbursements, is increasing by \$1,562 due to Michigan Municipal Risk Management Authority (MMRMA) claim #2302014.

The above revenues equal \$59,062 and result in a new projected total of \$9,119,498.

EXPENDITURES

- **Personnel Services**
Personnel services decreased \$54,530 solely by recalculating up-to-date staffing.



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- **Benefits and Taxes**

The up-to-date staffing within personnel services above equates to a corresponding cost savings in this category of \$55,629.

- **Services and Other Charges**

The Contractual Services line item (801.010) is increasing by \$7,827 and includes the following changes:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>NET CHANGE</u>
Frontline Public Safety	QA/Policy Application	+\$2,500
Dell	Network Switches Support	-\$10,000
Office 365 (Insight)	MS Office 365 Licensing	+\$2,000
Veeam (Insight)	Server Backup Solution	-\$7,000
MPSCS	Tower Monitoring and Maintenance	-\$30,000
Republic Services	Waste and Recycling Service	+\$1,000
DL Gallivan Office Solutions	Copy/Printer/Fax Machine Use	-\$5,000
Bel Aire Heating & AC	Service for 13 HVAC Systems	+\$2,827
Hi-Tech	Board Room Door Conversions	+9,500
Kzoom	Website Redesign/Development	+12,000
TBD	Recruiting & Informational Videos	+15,000
INdigital	Implement GUI for Text, Video & Pics	+15,000

The following are other line-item changes in this categorical:

<u>LINE-ITEM</u>	<u>NAME</u>	<u>NET CHANGE</u>
813.000	Legal Fees	-\$5,000
820.010	Interpreter Fees	+\$3,000
850.010	Telephone Service	+\$3,000
850.020	Internet Service	-\$3,000
920.020	Utilities – Electricity	+\$10,000
920.030	Utilities – Water and Sewer	+\$1,000
958.010	Insurance Premium	-\$9,000

Overall, the Services and Other Charges categorical includes an increase in expenditure totaling \$10,827.

- **Equipment and Capital Outlay**

This categorical includes two main changes resulting in an overall decrease of \$411,471. This decrease is split between two existing projects and one new allocation:



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- 2023 Capital Project #6 – Chief Switalski Meeting Room Upgrade
KCCDA Board of Directors allocated \$50,000 toward this project initially but approved for this room and the Admin Conference rooms to both be upgraded totaling \$57,702. Therefore, this project is increasing \$7,702.
- 2023 Capital Project #8 – Dedicated Back-up Operational Facility
KCCDA Board of Directors allocated \$500,000 toward this project. KCCDA will not be purchasing a facility this year, but we are working collaboratively with the City of Portage on some shared space. Therefore, this project is decreasing by \$450,000 leaving \$50,000 in the budget for any cost studies or architectural assessments/work that we may complete with the City of Portage.
- NEW Project – Backup Storage Device Replacement
We need to replace our back-up storage hardware device. This was originally planned for next year's budget, but Trace3 has offered a significant discount if the device is purchased and implemented before year end. Therefore, this is a new allocation totaling \$50,000.

TRAINING – BUSINESS UNIT 2913

There is zero impact change in the Training Business Unit (2913). The Training/Registration line-item (870.010) is decreasing \$9,000 and the Training Wages line-item is increasing by the same amount.

ATTACHMENTS/REPORTS

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

- ✓ 2023 Budget Amendment – REVISION II Net Changes
This document, pages 5 through 7, shows the original adopted budget, net changes resulting from any line-item transfers (year-to-date), net changes from Revision I, the proposed net changes from this amendment (Revision II), and the new revised budget.
- ✓ 10 Year Budget and Fund Balance Forecast
Page 8 is a categorical budget and fund balance forecast for years 2022 (year-end actuals) through 2031.

SUMMARY

The proposed budget amendment, Revision II, increases revenues by \$59,062 and reduces overall expenditures by \$491,630, equating to a surplus net change in this amendment of \$550,692. The



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amendment results in revised total expenditures of \$8,463,620 and an anticipated surplus at year's end totaling \$655,878.

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

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2023 Budget Amendment - REVISION II 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	56,000	141,000					0	15,000	0	70,000	56,000	141,000
667.000 Rent/Lease Revenue	7,200			1,500	8,700					0	7,200	0	0	1,500	8,700
671.000 Miscellaneous Revenue	50				50					0	50	0	0	0	50
676.000 Other Revenue - Reimbursements	0			1,562	1,562					0	0	0	0	1,562	1,562
TOTAL REVENUES	\$ 8,650,129	\$ -	\$ 365,307	\$ 59,062	\$ 9,074,498	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 8,695,129	\$ -	\$ 365,307	\$ 59,062	\$ 9,119,498
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	(71,730)	3,034,517	13,000			9,000	22,000	3,044,798	0	74,449	(62,730)	3,056,517
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			2,000	25,000					0	23,000	0	0	2,000	25,000
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	2,000	55,300					0	52,650	0	650	2,000	55,300
714.000 Longevity	0			13,200	13,200					0	0	0	0	13,200	13,200
715.010 Auto Allowance	8,683				8,683					0	8,683	0	0	0	8,683
Personnel Services Subtotal	3,963,607	0	65,256	(54,530)	3,974,333	13,000	0	0	9,000	13,000	3,976,607	0	65,256	(45,530)	3,996,333
719-725 Benefits and Taxes															
719.000 Workers Comp Insurance	13,690		(834)	(211)	12,645					0	13,690	0	(834)	(211)	12,645
720.010 Medical/Health Insurance	437,048		(65,556)	(19,984)	351,508					0	437,048	0	(65,556)	(19,984)	351,508
720.020 Dental Insurance	33,195		(3,488)	(707)	29,000					0	33,195	0	(3,488)	(707)	29,000
720.030 Vision Insurance	6,315		(678)	(283)	5,354					0	6,315	0	(678)	(283)	5,354
720.040 Life Insurance	9,934		(876)	(113)	8,945					0	9,934	0	(876)	(113)	8,945
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)	(3,919)	31,744					0	39,255	0	(3,592)	(3,919)	31,744
721.000 Social Security	244,317		4,047	(3,756)	244,608					0	244,317	0	4,047	(3,756)	244,608

	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	(878)	57,207					0	57,139	0	946	(878)	57,207
725.010 Retirement - MERS DC	316,533		(21,812)	(8,620)	286,101					0	316,533	0	(21,812)	(8,620)	286,101
725.020 Retirement - MERS 457	22,175		(178)	(2,158)	19,839					0	22,175	0	(178)	(2,158)	19,839
725.030 Retirement - MERS HCSP	63,663		(2,097)	(15,000)	46,566					0	63,663	0	(2,097)	(15,000)	46,566
Benefits and Taxes Subtotal	1,338,364	0	(104,585)	(55,629)	1,178,150	0	0	0	0	0	1,338,364	0	(104,585)	(55,629)	1,178,150
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	7,827	727,313					0	712,886		6,600	7,827	727,313
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			(5,000)	15,000					0	20,000		0	(5,000)	15,000
820.010 Interpreter Fees	5,000		2,000	3,000	10,000					0	5,000		2,000	3,000	10,000
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			3,000	17,500					0	14,500		0	3,000	17,500
850.020 Internet Service	98,920			(3,000)	95,920					0	98,920		0	(3,000)	95,920
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			(9,000)	15,000	32,000		0	(9,000)	23,000
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			10,000	65,000					0	55,000		0	10,000	65,000
920.030 Utilities - Water & Sewer	4,000			1,000	5,000					0	4,000		0	1,000	5,000
934.010 Repair & Maintenance	25,000			3,000	28,000					0	25,000		0	3,000	28,000
955.000 Miscellaneous Operating	20,000				20,000					0	20,000		0	0	20,000
958.010 Insurance Premium	60,000			(9,000)	51,000					0	60,000		0	(9,000)	51,000
Services and Other Charges Subtotal	1,099,406	0	8,600	10,827	1,118,833	32,000	0	0	(9,000)	23,000	1,131,406	0	8,600	1,827	1,141,833

	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		89,223	50,000	564,856					0	425,633		89,223	50,000	564,856
980.010 Equip/Software - Small	25,000				25,000					0	25,000		0	0	25,000
980.020 Facility - Capital	315,000		273,700	(442,298)	146,402					0	315,000		273,700	(442,298)	146,402
980.030 Land - Capital	0				0					0	0		0	0	0
Equipment & Capital Outlay Subtotal	810,633	0	362,923	(392,298)	781,258	0	0	0	0	0	810,633	0	362,923	(392,298)	781,258
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	\$ (491,630)	\$ 8,418,620	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 8,623,056	\$ -	\$ 332,194	\$ (491,630)	\$ 8,463,620
Net Operating Income	\$ 72,073	\$ -	\$ 33,113	\$ 550,692	\$ 655,878	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,073	\$ -	\$ 33,113	\$ 550,692	\$ 655,878

10 Year Budget and Fund Balance Forecast

	2022 Actual Year-End	2023 REVISION II 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	\$484,000	\$484,000	\$484,000	\$484,000	\$484,000	\$484,000	\$484,000	\$484,000	\$484,000
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	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000
Rent/Lease Revenue	\$7,200	\$8,700	\$8,700	\$8,700	\$8,700	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200
Miscellaneous & Other Revenue	\$50	\$1,612	\$1,612	\$1,612	\$1,612	\$1,612	\$1,612	\$1,612	\$1,612	\$1,612
REVENUE TOTALS:	\$10,266,683	\$9,074,498	\$8,615,560	\$8,615,560	\$8,615,560	\$8,617,060	\$8,617,060	\$8,617,060	\$8,617,060	\$8,617,060
EXPENDITURES										
Personnel Services	\$3,138,321	\$3,974,333	\$4,133,307	\$4,257,306	\$4,385,025	\$4,516,576	\$4,652,073	\$4,791,635	\$4,935,385	\$5,083,446
Benefits & Taxes	\$1,008,664	\$1,178,150	\$1,225,276	\$1,262,034	\$1,299,895	\$1,338,892	\$1,379,059	\$1,420,431	\$1,463,044	\$1,506,935
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	\$1,118,833	\$1,141,210	\$1,164,034	\$1,187,315	\$1,211,061	\$1,235,282	\$1,259,988	\$1,285,187	\$1,310,891
Equipment & Capital Outlay	\$2,496,370	\$781,258	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Debt Service	\$1,333,546	\$1,333,546	\$1,333,547	\$1,333,547						
EXPENDITURE TOTALS:	\$8,918,136	\$8,418,620	\$8,366,489	\$8,550,734	\$7,406,724	\$7,601,708	\$7,802,297	\$8,008,654	\$8,220,948	\$8,439,351
Revenue Grand Totals:	10,266,683	9,074,498	8,615,560	8,615,560	8,615,560	8,617,060	8,617,060	8,617,060	8,617,060	8,617,060
Expenditure Grand Totals:	(8,918,136)	(8,418,620)	(8,366,489)	(8,550,734)	(7,406,724)	(7,601,708)	(7,802,297)	(8,008,654)	(8,220,948)	(8,439,351)
NET:	1,348,547	655,878	249,071	64,826	1,208,836	1,015,352	814,763	608,406	396,112	177,709
Construction/Project Fund Balance:	\$162,019	\$0								
General Fund Balance:	\$3,509,980	\$1,665,858	\$1,914,928	\$1,979,754	\$3,188,590	\$4,203,942	\$5,018,705	\$5,627,111	\$6,023,223	\$6,200,932
Capital Fund Balance:	x	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000