



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
EOC Scott Emergency Communications Center  
1100 E 46<sup>th</sup> St., Davenport, Iowa  
DECEMBER 17, 2015 at 3:30 p.m.

### **MEETING AGENDA**

1. Roll Call: Frieden, Gallagher, Gluba, O'Boyle, and Sunderbruch.
  - a. Ex officio members: Bruemmer, Frederiksen, Ploehn, and Spiegel
2. Pledge of Allegiance
3. Approval of Minutes
4. Director's Report
5. Approval of State Carryover and GIS Grants Funding Requests
6. Approval of the FY2016-2017 Budget
7. Discussion with Tyler Technologies (fka New World Systems)
8. Discussion of strategy of upcoming labor negotiations with the SECC's organized employees pursuant to Iowa Code Section 20.17(3). – CLOSED SESSION
9. Next meeting date – January 21, 2016 at 3:30 p.m.
10. Adjourn

For previous meeting Minutes, please visit our website at [www.secc911.com](http://www.secc911.com).



MINUTES  
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
THURSDAY, NOVEMBER 19, 2015, 3:30 P.M.

Board Members present: Rob Frieden, Bob Gallagher, Bill Gluba, and Marty O'Boyle.

Ex Officio members present: Dee Bruemmer, Linda Frederiksen, Decker Ploehn, and Corri Spiegel.

Staff present: Mike Becker, Billie Huffman, Annie Nugent, Pam Paulsen, Denise Pavlik, and Tracey Sanders.

Moved by Gluba, seconded by O'Boyle approval of the Minutes of the October 29, 2015 SECC meeting.  
All ayes.

Moved by O'Boyle, seconded by Gluba deletion of participation in the joint study on potential consolidation/co-location with Clinton County off the Agenda. All ayes.

The next meeting is scheduled for Thursday, December 17, 2015, at 3:30 p.m.

Moved by Gluba seconded by O'Boyle adjournment of the meeting at 4:30 p.m. All ayes.

These minutes are subject to approval at the next regularly scheduled meeting.

Respectfully submitted by,

Annie Nugent  
Administrative Assistant

Attested by,

A handwritten signature in black ink, appearing to read "Rob Frieden".

Rob Frieden  
Secretary/Treasurer

# RESOLUTION

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 17, 2015

A RESOLUTION APPROVING THE APPLICATION FOR STATE GIS AND  
CARRYOVER GRANT FUNDS

**BE IT RESOLVED BY** the Scott Emergency Communications Center Board  
as follows:

- Section 1. That the application for State Carryover and GIS Funds are hereby approved.
- Section 2. Those funds shall be used for the sole purpose of completing our NG9-1-1 GIS Database project and the completion of the phone SIP Migration to prepare for texting to 9-1-1.
- Section 3. This resolution shall take effect immediately.

# GIS Carry Over Grant Application

*Scott Emergency Communication Center*

## **§1 Background**

Scott Emergency Communication Center (SECC) is the local PSAP for Scott County, Iowa created in 2007 to consolidate three PSAP centers (formerly Bettendorf, Davenport and Scott County) and one nonprofit center (Medic Ambulance).

SECC currently uses AeGIS, a spatial CAD system developed by New World Systems, Inc. We maintain the MSAG and have an agreement with Scott County, GIS to provide and maintain the required addressing and CAD data layers.

Next Generation 9-1-1 introduces new schema requirements and presents a renewed emphasis and opportunity to review and enhance data quality prior to implementation. If awarded this grant, our desire is to use the available funds to supplement our efforts to meeting NG9-1-1 data requirements. We anticipate using a combination of vendor services and in-house assistance from Scott County GIS to accomplish this goal.

## **§2 Project Scope**

The scope items below were variously copied and/or paraphrased from a proposal we received from a respected GIS/9-1-1 vendor to provide the services described. A copy of the vendor proposal is included with the application as "Attachment A: NG9-1-1 GIS Services". We anticipate a very simple and straight forward process of submitting documents for reimbursement and ensuring that they match the scope items as they appear on this application. The scope items are as follows:

### §2.1 Road Centerline Range Updates

Update the existing roads layer to correct the following address range issues:

- Overlapping address ranges
- High address range is less than the low address range
- Odd/even address ranges in both the from and to fields
- ALI database address not found in existing ranges

### § 2.2 ALI and MSAG Synchronization

Road name attributes will be updated to correspond to those in the Automatic Location Identification (ALI) database and Master Street Address Guide (MSAG).

Road name fields in the site/structure layer will be updated to match road names in the updated roads layer.

Compare the ALI database to the site/structure point layer to identify any addresses with landline telephones that are not currently represented in the site/structure point layer. Site/structure layer will §

## 2.2 ALI and MSAG Synchronization (cont'd)

be updated accordingly and any other discrepancies between ALI and the site/structure layer will be identified and mitigated.

## §2.3 NG9-1-1 Field Structure Updates

NG9-1-1 attributes will be added to the following layers to bring SECC's GIS data schema in line with the Iowa NG9-1-1 GIS Standards:

- Road Centerlines
- Site/Structure Address Points
- Emergency Service Zone Boundaries
- Municipal Boundaries

At minimum, GIS layer attributes categorized as "Mandatory" according to the Iowa Homeland Security and Emergency Management Division's "NG9-1-1 GIS Standards" guide will be populated. "Optional" and "Conditional" attributes will be populated if attributes already exist in the current layer.

## § 2.4 Topology Updates to Boundary Layers, and ALI/MSAG synchronization (community and ESN)

Make topological adjustments to the following GIS layers, ensuring boundaries are snapped to roads where applicable, that no gaps or overlaps occur within a layer and that boundaries align across layers where appropriate:

- ESZ boundaries
- Municipal boundaries
- Additional boundary and CAD layers including ORI layers, reporting boundaries and others as required.

## § 2.5 Quality Assurance/Quality Control Reports

At various project benchmarks, audits will be generated to provide a quantitative measure of the quality and accuracy of several data layers manipulated and improved as part of this project. Reports will include assessments of the following layers:

- Site/Structure Layer
- Road Centerline Layer
- Polygon Boundary Layers
- Multi-Layer Topology

### § 3 Schedule

A more detailed schedule is provided below. These dates may change, but all proposed scope items will be completed prior to the grant period ending 6/30/2016.

- 11/30/2015: Road Centerline Range Updates
- 2/15/2016: ALI and MSAG Synchronization
- 2/23/2016: NG9-1-1 Field Structure Updates
- 3/1/2016: Topology Updates to Boundary Layers, and ALI/MSAG synchronization

### § 4 Costs

We understand that the maximum available under the GIS Carryover Grant is \$15,000 per PSAP. The total cost of the vendor proposal for GIS services that we requested exceeds \$15,000.

We requested an itemized cost break down by scope item to facilitate a predictable and regular invoice and reimbursement process. The proposal has been included. See "Attachment A: NG9-1-1 GIS Updates". The highlighted services total \$18,663 and can be found in the original vendor proposal on page 9 of Attachment A (p. 14 of this application). If our application is approved, we will apply the \$15,000 associated with the GIS Carryover Grant to these line items.

The remaining, non-highlighted scope items listed in the vendor proposal will be completed by Scott County GIS staff as an internal effort.

#### § 4.1 Itemized costs

Itemized costs for scope items 2.1 through 2.4 are as follows:

\$2,674:	Road Centerline Range Updates
\$4,536:	ALI and MSAG Synchronization
\$1,542:	NG9-1-1 Field Structure Updates
\$9,911:	<u>Topology Updates to Boundary Layers, and ALI/MSAG synchronization</u>
\$18,663	Sub Total
<u>\$15,000</u>	<u>Less GIS Carryover Grant funds</u>
\$3,663	Balance

**Attachment A:** *NG9-1-1 GIS Updates*

**Attachment B:** *(GIS) Wireless E911 Carryover Fund Application*

# GeoComm

“When seconds matter, we help save lives and protect property by providing essential, innovative location-based solutions to public safety professionals.”



Proposal Presented to: **Scott County, IA**  
**NG9-1-1 GIS Updates**

September 4, 2015



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## NG9-1-1 GIS Data Update Services

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Geo-Comm, Inc. (GeoComm) proposes to complete numerous updates to Scott County's existing Geographic Information Systems (GIS) layers and to develop new layers which will result in a highly accurate GIS dataset for Next Generation 9-1-1 (NG9-1-1). The final GIS data layers will adhere to Iowa NG9-1-1 GIS Standards, including meeting specific requirements for GIS data structure, synchronization, and accuracy. The foundation for these updates will be results from a 9-1-1 Data Analysis, completed by GeoComm's GIS Specialists in December 2014, as part of the Iowa Homeland Security and Emergency Management Department (HSEMD) NG9-1-1 GIS Consulting project.

Our approach includes leading industry experts who will complete the following phases to provide an exceptional end product that will meet Scott County's NG9-1-1 needs:

- Phase One: Project Initiation
- Phase Two: NG9-1-1 GIS Layer Development and Updates
- Phase Three: Quality Assurance/Quality Control
- Phase Four: Final Review and Updates

Throughout each phase, GeoComm will dedicate time to project management and ongoing communication. By partnering with GeoComm you will know the status of your project, that deliverables are being met, and have confidence your objectives are being carried through. GeoComm will provide regular status updates that will include:

- General progress updates
- Meetings held, planned, or needed
- Issues/problems encountered or anticipated
- Goals for the next reporting period
- Schedule review
- Scott County responsibilities

Before any updates are made, GeoComm will add edit tracking fields to each of the map data layers updated during this project. The tracking fields will help Scott County identify which features have been modified, what type of change was made, who made the change, and the date the feature was last updated.

### Phase One: Project Initiation

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After receiving a signed contract, one of the first steps is to make certain the GeoComm project team has an in-depth understanding of Scott County's project goals. To accomplish this, our staff will hold a project initiation conference call with you to:

- Introduce project stakeholders to the GeoComm project team
- Review project objectives and goals

- Define mutual expectations
- Establish communication processes
- Review the project timeline, including periodic progress reporting
- Review Statewide NG9-I-I GIS data standards
- Discuss initial GIS data schema
- Discuss existing resources that may be used in developing the GIS data layers

## **Phase Two: NG9-I-I GIS Layer Development and Updates**

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To improve the accuracy of your GIS dataset for NG9-I-I, GeoComm will make numerous updates to the following key GIS map data layers: roads, site/structure address points, emergency service zone (ESZ) boundaries, community boundaries, and select CAD boundaries. The following required or recommended GIS layers will also be developed: MSAG Community Boundaries.

The following updates are listed in order of priority for increasing the accuracy of Scott County's GIS data for use in an NG9-I-I system.

### **Road Centerline Range Updates**

GeoComm will update the existing roads layer to correct the following address range issues:

- Overlapping address ranges
- High address range is less than the low address range
- Odd/even address ranges in both the from and to fields
- ALI database address not found in existing ranges

### **ALI and MSAG Synchronization**

Road name attributes will be updated to correspond to those in the Automatic Location Identification (ALI) database and Master Street Address Guide (MSAG). Scott County will be asked to confirm the correct spelling if needed.

Road name fields in the site/structure layer will be updated to match road names in the updated roads layer. This procedure indirectly synchronizes road names in the site/structure layer with the MSAG and ALI database.

GeoComm will compare the ALI database to the site/structure point layer to identify any addresses with landline telephones that are not currently represented in the site/structure point layer. Missing points will be added using aerial imagery, existing site/structure points, and available county-provided resources such as tax parcels as a guide. Newly added points will be attributed with address information from the ALI database and existing GIS data layers.

The comparison process will also uncover any address discrepancies between the ALI database and the site/structure points. GeoComm will investigate these discrepancies using existing GIS data layers as a guide. If the site/structure layer appears to contain errors, the address will be updated as needed. Questionable addresses and suspected ALI database errors will be flagged for Scott County review.

Points that cannot be accurately added or updated using available resources will be placed at the best known location and flagged as needing further investigation. After GeoComm has finished initial site/structure layer updates, a shapefile or list of address points that could not be confidently updated will be provided to Scott County for review. This list will include assessment codes or notes detailing why the address or location is in question. Scott County would be responsible for confirming the correct address or address location and providing that information to GeoComm within 30 days. GeoComm will adjust address points based on Scott County feedback provided within this timeframe.

Note: Alternatively, Scott County may contract with GeoComm for field verification to investigate questionable addresses. This service can be provided upon request, for an additional fee. Pricing will vary based on the number of points requiring verification.

GeoComm is not responsible for any updates needed in Scott County's ALI database or MSAG. If it is determined that a road name or address is incorrect in the ALI database or MSAG, GeoComm will notify Scott County for resolution.

## NG9-I-I Field Structure Updates

NG9-I-I attributes will be added to the following layers to bring Scott County's GIS data schema in line with the Iowa NG9-I-I GIS Standards:

- Road Centerlines
- Site/Structure Address Points
- Emergency Service Zone Boundaries
- Municipal Boundaries

At minimum, GIS layer attributes categorized as "Mandatory" will be populated. "Optional" and "Conditional" attributes will be populated if attributes already exist in the current layer.

## Topology Updates to Boundary Layers

GeoComm will make minor topological adjustments to the following GIS layers, ensuring boundaries are snapped to roads where applicable, that no gaps or overlaps occur within a layer and that boundaries align across layers where appropriate:

- ESZ boundaries
- Municipal boundaries
- The following additional boundary and CAD layers
  - ADM\_ZCTA2013\_CENSUS
  - PS\_FD\_BETT\_STATION
  - PS\_FD\_DAV\_ENG\_GEN
  - PS\_FD\_DAV\_TRUCK\_STRUCT
  - PS\_FD\_MUTUALAID
  - PS\_LAW\_RECOMMENDATIONS

- PS\_FD\_DAV\_TRUCK\_GEN\_STRUCT
- PS\_FD\_DAV\_ENG\_SOLO
- PS\_FD\_DAV\_TRUCK\_GEN
- PS\_RA\_BETT
- PS\_RA\_DAV
- PS\_RA\_SC

After updates are complete, GeoComm will provide the layers to Scott County for verification and approval. The final ESZ layer will be dissolved into individual Fire, Law, and EMS boundaries per Iowa NG9-I-I GIS Standards.

## Road Centerline Topology Updates to NG9-I-I Boundaries

GeoComm will update the existing roads layer based on topological errors noted during our preliminary analysis. Road segments will be broken and snapped to create topological accuracy for proper address location. Roads will be broken at:

- Emergency service zone boundaries
- Municipal and county boundaries
- MSAG community boundaries
- True intersections with other roads

## MSAG Community Boundary Layer Development

GeoComm will create an MSAG community boundary layer representing communities listed within the Scott County MSAG. This layer will be used to populate mandatory MSAG community attributes in the road centerline and site/structure layer. Initial boundary delineation will be based on publically available postal boundaries. These boundaries will then be refined to mirror community information in Scott County's MSAG and/or ALI database. Each polygon will be attributed with the appropriate MSAG Community name.

Throughout development, GeoComm will ensure:

- No gaps and overlaps exist between boundaries
- Topologically accuracy with respect to the road centerline layer
- Accurate MSAG community boundaries are depicted

Note: GeoComm will work with Scott County as needed to confirm the exact delineation of boundaries in question.

## Road Centerline Topology Updates to Additional CAD Boundaries

GeoComm will update the existing roads layer based on topological errors noted during our preliminary analysis. Road segments will be broken and snapped to create topological accuracy at the following layers used in Scott County's CAD system:

- PS\_FD\_BETT\_STATION
- PS\_FD\_DAV\_ENG\_GEN
- PS\_FD\_MUTUALAID
- PS\_LAW\_RECOMMENDATIONS

- PS\_FD\_DAV\_TRUCK\_GEN\_STRUCT
- PS\_FD\_DAV\_ENG\_SOLO
- PS\_FD\_DAV\_TRUCK\_GEN
- PS\_FD\_DAV\_TRUCK\_STRUCT
- PS\_RA\_BETT
- PS\_RA\_DAV
- PS\_RA\_SC

## Phase Three: Quality Assurance/Quality Control

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Quality control is an integral part of all our projects. Before the final GIS data is provided to Scott County, GeoComm's GIS Specialists will complete numerous Quality Assurance/Quality Control (QA/QC) audits to ensure the final map data deliverables are accurate.

GeoComm's QA/QC methods are specific to the GIS data needs of the public safety industry; we have developed and implemented a structured QA/QC program consisting of over 25 procedures to increase the accuracy of public safety GIS data. Many of GeoComm's QA/QC procedures are automated using GeoLynx DMS, which offers the ability to export a detailed report of results and zoom directly to the problem area for efficient error correction.

GeoComm's QA/QC curriculum consists of several audits for the following layers:

- Site/Structure Layer
- Road Centerline Layer
- Polygon Boundary Layers
- Multi-Layer Topology

### Site/Structure Layer

GeoComm will perform several audits to ensure the quality of addresses in the Site/Structure Layer. The audits used for checking addresses include:

- Address Missing Attribute Audit - to identify missing or invalid values in pertinent attribute fields
- Address Spacing Audit - to identify duplicate addresses
- Address Sanity Audit - to ensure logical assignment of house numbers with respect to centerline
- Geocode to Roads – to verify synchronization of site/structure layer attributes with attributes in the road centerline layer
- In-depth Visual Review - to double check spatial accuracy and point layer completeness

### Road Centerline Layer

GeoComm will perform several audits to ensure the quality of the road centerline layer. The audits used for checking the road centerline layer include:

- Address Range Audits - to identify overlapping address ranges and ranges with odd/even and from/to inconsistencies
- Topology Audit - to locate unbroken and unsnapped intersections

- Missing Attribute Audit - to identify missing or invalid values in pertinent attribute fields
- Road Name Audits – to ensure proper road name standardization
- Length Audit – to identify road segments longer or shorter than a specified length

## Polygon Boundary Layers

GeoComm will perform several audits to ensure the quality of the ESZ, Municipal, MSAG Community, PSAP, and Authoritative boundary layers. The audits used for checking these boundary layers include:

- Topology Audit – to locate gaps and overlaps in polygon coverage
- Missing Attribute Audit - to identify missing or invalid values in pertinent attribute fields
- Duplicate Audit – to check for duplicate attributes

## Multi-Layer Topology

The Multi-Layer Topology audit verifies road centerline segments to determine if they touch or cross ESZ, Municipal, MSAG Community, PSAP, and Authoritative boundary layers. All roads will be broken where they cross these polygon boundaries to ensure that addresses (based on address ranges) are properly located within the correct boundary on the map. Boundaries that are coincident with road segments will be snapped to those road segments at each vertex.

## Phase Four: Final Review and Updates

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After initial map data updates are complete, GeoComm will provide a list of remaining errors with revision recommendations for Scott County to review, which may include update recommendations for the ALI database and MSAG.

GeoComm will complete one additional comparison of the ALI database and MSAG to the map data layers if updated versions are provided within one month of the delivery of the suggestions. GeoComm will review the results of this comparison and complete additional map data updates, if deemed necessary.

When the final updates are complete, GeoComm will provide Scott County with the deliverables outlined in the following section.

Note: Any future map data layer updates can be completed through an additional map data layer update work authorization or map data maintenance contract.

## GeoComm Deliverables

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General project deliverables to Scott County include:

- Project schedule
- Regular status reports and conference calls

If all components are purchased, upon project completion GeoComm will provide Scott County with:

- The following NG9-I-I compliant map data layers
  - Roads Layer
  - ESZ Layer, and individual Fire, Law, and EMS layers
  - Municipal Boundaries Layer
  - MSAG Community Boundaries Layer
  - Site/Structure Layer
  - PSAP Boundary Layer
  - Authoritative Boundary Layer
- A digital list of remaining errors
- Suggestions for updating the ALI database and MSAG
- Updated CAD-specific GIS layers

GeoComm will deliver the final GIS map data layers in Esri format and in the current layer's projection.

Note: Completeness and accuracy of the final GIS layers is dependent on the project resources provided by Scott County.

## Scott County Responsibilities

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It is requested that Scott County provide the following support:

- Assist in coordinating and attend periodic conference calls
- Provide pertinent project information and documentation
- Assist in the ongoing quality assurance
- Provide a single point of contact at Scott County available for communication throughout the project
- Review preliminary ESZ map and provide input on updates needed
- Confirm location of questionable addresses provided by GeoComm within a 30 day timeframe
- Review final synchronization results and provide any needed GIS data updates back to GeoComm within a 30 day timeframe

Scott County is also responsible for providing the following project resources:

- Existing GIS data in Esri format including map projection information
- Current copies of Scott County's ALI database and MSAG in Microsoft Excel format
- Digital or hard copy resources depicting roads and boundary updates, as requested



## GIS Services Pricing

Description	Total Price
Road Centerline Range Updates	\$2,674
ALI and MSAG Synchronization (street address related issues)	\$4,536
NG9-1-1 Field Structure Updates	\$1,542
Topology Updates to Boundary Layers, and ALI/MSAG synchronization (community and ESN issues)	\$9,911
Road Centerline Topology Updates to NG9-1-1 Boundaries	\$8,534
MSAG Community Boundary Layer Development	\$1,942
Road Centerline Topology Updates to Additional CAD Boundaries	\$7,468
<b>Total:</b>	<b>\$36,607</b>
<p>Notes: GIS updates are a one-time service. Future map data updates can be completed by GeoComm through an additional map data layer update work authorization or a GIS map data maintenance agreement.</p> <p>Total does not include sales tax. Taxes will be determined at contract signing. Scott County is responsible for paying applicable sales tax.</p>	

# (GIS) Wireless E911 Carryover Fund Application

**(Application due one week prior to the next scheduled E911 Council meeting to be included for review)**

Scott County E911 Service Board Requesting Funds

for PSAP (name): Scott Co Emergency Comm Center

Attach a detailed project description to include cost proposal(s) and a timeline for completion.  
(Application will not be eligible without a project description)

Detailed Funding Explanation: Completion date: June 30, 2016  
**(No later than June 30, 2016, with invoices to HSEMD by July 15, 2016)**

1. Fund Amount Requested from Wireless Carryover Fund \$15,000.00  
**(This amount cannot exceed \$15,000 per PSAP)**

2. Service Boards with multiple PSAPs can apply on behalf of all the PSAPs at the same time.  
On this application, how many PSAPs are you applying for? 1

As the Chair of the County E911 Service Board, I certify that this request for funds is made in accordance with Iowa Code Chapter 34A and Iowa Administrative Code Section 605 Chapter 10 and that I fully understand those laws, rules, and associated grant application guidelines. This request for Wireless Carryover Funds shall be used for the receipt and disposition of a 911 call. My signature below states that I understand the following conditions:

1. The maximum amount of GIS Wireless Carryover funds any Service Board shall receive in a given Fiscal Year shall not exceed \$15,000 per Public Safety Answering Point (PSAP).
2. The project must be completed in the current fiscal year. **NO EXTENSIONS**
3. No funds will be paid until the project is complete and original itemized invoices (documentation of supporting billable hours required) along with a completed Attachment B form are presented to the E911 Program Manager. Projects must be complete by June 30, 2016 and invoices must be submitted to HSEMD by July 15, 2016.

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Board Chair

For Office Use Only

Denied / Approved By: \_\_\_\_\_ Approved Total: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 07/6/2015

# RESOLUTION

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 17, 2015

A RESOLUTION APPROVING THE FY 2016-2017 BUDGET

**BE IT RESOLVED BY** the Scott Emergency Communications Center Board  
as follows:

- Section 1. That the proposed FY 2016-2017 Budget is hereby approved.
- Section 2. This resolution shall take effect immediately.



To: Thomas Sunderbruch SECC Board Chairman and SECC Board Members  
From: Director Denise Pavlik, ENP  
Date: December 10, 2015  
Subject: Executive Summary – Recommended Budget for FY 2016-2017

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On behalf of the Scott Emergency Communications Center I am pleased to forward for your review the proposed 2016-2017 Budget for SECC.

This year's budget reflects conclusions based on historical data and captures the actual fixed costs associated with operating SECC. While preparing the budget certain assumptions had to be made with regard to Dispatcher salaries as we are currently in negotiations and no final agreement has been made at this time. I am very pleased to report the budget as submitted for your consideration reflects an overall increase of \$141,177 or approximately a 1.55% increase from the current approved budget.

The budget is broken down into three categories; Salaries and Benefits, Operating costs and finally Capital considerations. The Salaries and Benefits section includes all personnel costs associated with SECC's operation. It includes 59 full-time employees including the Warrant Clerks, Dispatchers, Supervisors, Managers, Deputy Director and myself and also includes 4 part-time Dispatchers and 1 part-time Warrant Clerk. As noted earlier the Dispatcher's salaries have been estimated due to ongoing contract negotiations.

Several employees based on their standing in the pay scale will not only receive their COLA adjustments but are entitled to a Step increase on the wage scale. I have prorated these step increases to accurately reflect the actual anticipated cost associated for each Dispatcher based on their anniversary date when the step increases are actually implemented. This blending of salaries for each employee gives a much more realistic picture of the actual costs associated with each person.

Our Operations section includes all goods and services needed to run the operation itself ranging from service contracts to phone lines to our facilities service. The majority of these line items are based on contracts, actual phone line costs, and access fees.

The Capital Section of this year's budget incorporates our equipment replacement strategy. The methodology is to remove the financial peaks and valleys in the Capital Budget by establishing a longer vision replacement strategy and allows for more predictable capital costs from year to year barring any unforeseen capital needs. Additionally, this year I have removed two items from the capital budget (both HVAC items) which should be included in the operations section as they are ongoing annual maintenance agreements for the HVAC system and not capital purchases.

The Capital Section also includes an accounting of our current fund balance which sits at approximately 34%. Fortunately as we discussed given SECC's robust fund balance we have an opportunity to assign all of our capital needs for FY 16-17 from this account just as we have for this current fiscal year. This will help bring the fund balance down closer to recommended threshold.

The attached resolution outlines the proposed FY 2016-2017 Budget. It is my hope the Board will approve this resolution during the December SECC Board Meeting.



## Requested FY 2016-2017 SECC Budget

Account Number	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2016 Estimated Amount	2016 Adopted Budget	2017 Budget Requested	% of Change
64042	Recruitment	26,486.63	54.00	0.00	1,000.00	2,000.00	1,000.00	-50.00%
64055.02	Insurance Premiums Workers Compensation	8,065.00	4,634.00	5,861.00	5,861.00	10,000.00	10,000.00	0.00%
64055.04	Insurance Premiums Property Liability	38,251.00	39,481.00	0.00	40,000.00	40,000.00	40,000.00	0.00%
64055.06	Insurance Premiums Professional Liability	12,477.00	12,000.00	49,940.00	9,940.00	14,000.00	14,000.00	0.00%
64058	Unemployment Compensation	1,409.24	847.29	0.00	2,500.00	7,500.00	7,000.00	-6.67%
64114.01	800 MHz Access Fees	512,515.12	513,864.88	181,456.80	542,250.00	542,254.00	558,522.00	3.00%
64114.03	800 MHz Maintenance Costs	151,863.06	150,934.68	63,598.15	158,413.00	162,217.00	167,084.00	3.00%
64149	Other Expense	0.00	80.00	80.00	500.00	500.00	500.00	0.00%
<i>Account Classification Total: 64 - Purchase Services &amp; Expenses</i>		\$2,084,411.24	\$2,250,467.32	\$786,730.80	\$2,231,991.00	\$2,340,760.00	\$2,411,031.00	3.00%
<i>66 - Supplies &amp; Materials</i>								
66012.00	Supplies General	26,730.08	19,014.12	18,268.57	36,400.00	37,400.00	38,000.00	1.60%
66012.02	Supplies Office Printing	281.10	0.00	0.00	1,000.00	1,025.00	1,000.00	-2.44%
66016.01	Vehicle Supplies Fuels & Lubricants	902.65	591.49	0.00	2,000.00	2,400.00	2,000.00	-16.67%
<i>Account Classification Total: 66 - Supplies &amp; Materials</i>		\$27,913.83	\$19,605.61	\$18,268.57	\$39,400.00	\$40,825.00	\$41,000.00	0.43%
<i>67 - Debt Service</i>								
67010	Principal on Indebtedness	390,000.00	405,000.00	0.00	420,000.00	420,000.00	440,000.00	4.76%
67011	Interest on Indebtedness	443,893.00	432,192.50	0.00	418,828.00	418,828.00	403,078.00	-3.76%
67017	Davenport Temp Dispatch Repayment	86,240.29	517,441.76	0.00	0.00	0.00	0.00	
<i>Account Classification Total: 67 - Debt Service</i>		\$920,133.29	\$1,354,634.26	\$0.00	\$838,828.00	\$838,828.00	\$843,078.00	0.51%
<b>EXPENSES Total</b>		<b>\$7,048,323.50</b>	<b>\$8,145,568.10</b>	<b>\$2,492,838.10</b>	<b>\$7,598,120.57</b>	<b>\$7,951,023.00</b>	<b>\$8,092,200.00</b>	<b>1.78%</b>
<b>Fund REVENUE Total: 489 - EMA/SECC Fund</b>		<b>\$7,443,945.84</b>	<b>\$7,456,241.88</b>	<b>\$2,854,843.15</b>	<b>\$6,851,459.61</b>	<b>\$6,989,286.00</b>	<b>\$7,338,200.00</b>	<b>4.99%</b>
<b>Fund EXPENSE Total: 489 - EMA/SECC Fund</b>		<b>\$7,048,323.50</b>	<b>\$8,145,568.10</b>	<b>\$2,492,838.10</b>	<b>\$7,598,120.57</b>	<b>\$7,951,023.00</b>	<b>\$8,092,200.00</b>	<b>1.78%</b>
<b>Fund Total: 489 - EMA/SECC Fund</b>		<b>\$395,622.34</b>	<b>(\$689,326.22)</b>	<b>\$362,005.05</b>	<b>(\$746,660.96)</b>	<b>(\$961,737.00)</b>	<b>(\$754,000.00)</b>	
REVENUE GRAND Totals:		<b>\$7,443,945.84</b>	<b>\$7,456,241.88</b>	<b>\$2,283,949.60</b>	<b>\$5,409,354.32</b>	<b>\$6,989,286.00</b>	<b>\$7,338,200.00</b>	<b>4.99%</b>
EXPENSE GRAND Totals:		<b>\$7,048,323.50</b>	<b>\$8,145,568.10</b>	<b>\$2,324,491.82</b>	<b>\$5,485,837.52</b>	<b>\$7,951,023.00</b>	<b>\$8,074,200.00</b>	<b>1.55%</b>
Grand Totals:		<b>\$395,622.34</b>	<b>(\$689,326.22)</b>	<b>(\$40,542.22)</b>	<b>(\$76,483.21)</b>	<b>(\$961,737.00)</b>	<b>(\$736,000.00)</b>	
Ending Fund Balance			\$2,399,548.00	\$2,359,005.78	\$2,323,064.79	\$1,437,811.00	\$1,587,064.79	
Total Fund expenditures			\$8,145,568.10	\$2,492,838.10	\$7,598,120.57	\$7,951,023.00	\$8,092,200.00	
Adjusted for recurring only			7,179,641.71	2,368,759.06	7,177,620.57	7,530,523.00	7,724,200.00	
Fund Balance as a percentage of expenditures			29%	95%	31%	18%	20%	
Fund Balance as a percentage of recurring			33%	100%	32%	19%	21%	