



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
DECEMBER 15, 2016 at 3:30 p.m.

MEETING AGENDA

1. Roll Call: Frieden, Gallagher, Hancock, Klipsch, and O'Boyle
Ex officio members: Frederiksen, Ploehn, Sharma, and Spiegel
2. Pledge of Allegiance
3. Approval of Minutes
4. Director's Report
5. Radio Project Discussion
6. Bettendorf/County Pod Consolidation Update
7. Priority Dispatch w/Determinants Update
8. Approval of the FY2017-2018 Budget
9. Chairman Appreciation
10. Next meeting date – January 19, 2017 at 3:30 p.m.
11. Adjourn

For previous meeting Minutes, please visit our website at www.secc911.com.



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, NOVEMBER 17, 2016, 3:30 P.M.

Board Members present: Rob Frieden, Bob Gallagher Jr., Jim Hancock, Marty O'Boyle, and Frank Klipsch.

Ex Officio members present: Linda Frederiksen, Decker Ploehn, Mahesh Sharma, and Corri Spiegel.

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

Moved by O'Boyle seconded by Klipsch approval of the Minutes of the September 15, 2016 SECC meeting. All ayes.

The next meeting is scheduled for Thursday, December 15, 2016, at 3:30 p.m.

Moved by O'Boyle seconded by Klipsch adjournment of the meeting at 4:45 p.m. All ayes.

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

Respectfully submitted by,

Attested by,

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

Annie Nugent
Administrative Assistant

Rob Frieden
Secretary/Treasurer

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 15, 2016

A RESOLUTION APPROVING THE FY 2017-2018 BUDGET

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

Section 1. That the proposed FY 2017-2018 Budget is hereby approved.

Section 2. This resolution shall take effect immediately.



To: Jim Hancock SECC Board Chairman and SECC Board Members
From: Director Denise Pavlik, ENP
Date: December 8, 2016
Subject: Executive Summary – Recommended Budget for FY 2017-2018

On behalf of Scott Emergency Communications Center (SECC) I am pleased to forward for your review the proposed Operating and Capital Budget for FY 2017-2018.

This year's budget reflects conclusions based on historical data and captures the actual fixed costs associated with operating SECC. The budget as submitted for your consideration reflects an overall increase of \$372,667 or approximately a 4.61% 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.

While reviewing the Dispatcher's salaries you will note a 2.38% general increase pursuant to our current collective bargaining agreement. Additionally, several employees will also receive step increase in addition to their COLA adjustment. 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 implemented. This blending of salaries for each employee gives a much more realistic picture of the actual costs associated with each person. Though the current salaries equate to only a 2.38% increase, our adjusted salary line item reflects a 6.72% overall increase in anticipation of achieving full staffing during the FY 2017-2018 budget year.

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.

The attached resolution outlines the proposed FY 2017-2018 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	2015 Actual Amount	2016 Actual Amount	2017 Actual Amount	2017 Estimated Amount	2017 Adopted Budget	2018 Budget Requested	% of Change
Fund: 489 - EMA/SECC Fund								
REVENUES								
<i>42 - Intergovernmental</i>								
42118	State of Iowa E911 Program	97,751.03	0.00	0.00	15,000.00	100,000.00	0.00	
42119	Governor's Traffic Safety Bureau	373.90	1,313.44	0.00	2,000.00	2,500.00	2,000.00	-20.00%
43423	Build America Bond IRS Interest Subsidy	140,224.84	136,623.00	0.00	130,920.00	130,920.00	125,000.00	-4.52%
43809	Reimbursements from Scott County	7,212,184.00	6,850,000.00	1,776,132.51	7,104,530.00	7,104,530.00	7,600,000.00	6.97%
<i>Account Classification Total: 42 - Intergovernmental</i>		\$7,450,533.77	\$6,987,936.44	\$1,776,132.51	\$7,252,450.00	\$7,337,950.00	\$7,727,000.00	5.30%
<i>47 - Use of Money & Property</i>								
47010	Interest on Investments	4,888.00	4,020.00	0.00	4,000.00	0.00	0.00	
<i>Account Classification Total: 47 - Use of Money & Property</i>		\$4,888.00	\$4,020.00	\$0.00	\$4,000.00	\$0.00	\$0.00	
<i>48 - Fines, Forfeitures, and Miscellaneous Revenue</i>								
48121.00	Refunds & Reimbursement Default	784.71	17,313.84	0.00	250.00	250.00	250.00	
48118	Employee Jury Duty	35.40	34.50	0.00	0.00	0.00	0.00	
<i>t Classification Total: 48 - Fines, Forfeitures, and Miscellaneous Revenue</i>		\$820.11	\$17,348.34	\$0.00	\$250.00	\$250.00	\$250.00	
REVENUES Total		\$7,456,241.88	\$7,009,304.78	\$1,776,132.51	\$7,256,700.00	\$7,338,200.00	\$7,727,250.00	5.30%
EXPENSES								
<i>61 - Salaries</i>								
61010.01	Salaries Regular	2,660,813.51	2,761,141.82	812,245.42	2,836,736.20	2,982,591.00	3,182,918.00	6.72%
61015.00	Salaries Overtime Default	300,662.87	305,558.58	71,374.97	280,000.00	262,500.00	270,000.00	2.86%
61030	Shift Differential	28,982.75	25,166.41	9,603.70	30,000.00	37,376.00	37,376.00	0.00%
61068	Bonus Pay	2,000.00	2,000.00	2,500.00	5,000.00	6,000.00	6,000.00	0.00%
<i>Account Classification Total: 61 - Salaries</i>		\$2,992,459.13	\$3,093,866.81	\$895,724.09	\$3,151,736.20	\$3,288,467.00	\$3,496,294.00	6.32%
<i>62 - Benefits</i>								
62002	Health/Medical Benefits	580,736.96	611,200.39	174,429.37	500,000.00	596,717.00	824,045.00	38.10%
62003	Social Security (FICA)	221,529.90	229,518.77	65,914.18	235,000.00	257,295.00	243,126.00	-5.51%
62004	Retirement (IPERS)	264,039.79	270,299.85	77,785.41	270,000.00	271,112.00	284,234.00	4.84%
62007	Deferred Compensation Allowance	13,445.50	14,191.50	336.00	15,000.00	15,000.00	15,000.00	0.00%
62010	Meal Reimbursement (IRS)	165.00	197.00	36.00	350.00	500.00	350.00	-30.00%
62014	Moving Expense Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
<i>Account Classification Total: 62 - Benefits</i>		\$1,079,917.15	\$1,125,407.51	\$318,500.96	\$1,020,350.00	\$1,140,624.00	\$1,366,755.00	19.83%
<i>63 - Capital Outlay</i>								
63071.02	Tech & Equip Other Equipment	448,484.63	330,170.53	2,312.40	368,000.00	368,000.00	338,000.00	
<i>Account Classification Total: 63 - Capital Outlay</i>		\$448,484.63	\$330,170.53	\$2,312.40	\$368,000.00	\$368,000.00	\$338,000.00	-8.15%
<i>64 - Purchase Services & Expenses</i>								
64010	Travel	10,828.38	14,508.85	8,027.54	15,000.00	15,000.00	15,000.00	0.00%
64011.00	Schools of Instruction General	35,439.29	25,364.22	3,281.20	35,000.00	37,657.00	35,000.00	-7.06%
64014.00	Employee Development General	628.57	594.43	0.00	2,000.00	2,000.00	3,000.00	50.00%
64014.03	Employee Development Employee Recognition	882.11	780.21	0.00	800.00	800.00	1,000.00	25.00%
64015	Public Notices	593.73	630.68	70.27	700.00	800.00	800.00	0.00%
64016	Memberships	3,572.00	2,557.00	2,512.00	2,512.00	2,519.00	2,600.00	3.22%
64018.02	Maintenance Buildings	10,475.25	2,523.82	9,826.00	15,000.00	15,000.00	15,000.00	0.00%
64018.03	Maintenance Equipment	275,952.06	186,245.83	153,255.83	257,000.00	257,000.00	257,000.00	0.00%
64018.04	Maintenance Computer Software	588,442.97	579,493.19	238,454.87	515,000.00	515,000.00	530,000.00	2.91%
64027	Postage & Shipping	130.98	199.39	169.03	350.00	400.00	350.00	-12.50%
64028.03	Telephone Cellular	8,252.99	3,458.02	1,464.17	5,800.00	6,000.00	6,000.00	0.00%
64028.05	Telephone Other	63,474.21	65,849.54	12,912.93	68,000.00	68,289.00	68,289.00	0.00%
64031.01	Utilities Electric	81,312.38	65,690.00	28,543.53	75,200.00	75,200.00	75,200.00	0.00%
64031.04	Utilities Water	1,797.23	1,795.47	466.55	2,500.00	2,785.00	2,500.00	-10.23%
64031.05	Utilities Water Miscellaneous	705.60	352.80	352.80	720.00	775.00	750.00	-3.23%
64031.06	Utilities Sewer	652.53	638.63	117.34	550.00	550.00	550.00	0.00%
64032	Commercial Services	162,785.52	169,480.96	84,372.51	250,000.00	300,000.00	250,000.00	-16.67%
64037	Professional Services	282,645.67	286,605.60	0.00	300,000.00	302,650.00	303,000.00	0.12%
64040	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
64042	Recruitment	54.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%

Requested FY 2016-2017 SECC Budget

Account Number	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amount	2017 Estimated Amount	2017 Adopted Budget	2018 Budget Requested	% of Change
64055.02	Insurance Premiums Workers Compensation	4,634.00	5,861.00	12,467.00	12,467.00	10,000.00	14,000.00	40.00%
64055.04	Insurance Premiums Property Liability	39,481.00	0.00	0.00	0.00	40,000.00	40,000.00	0.00%
64055.06	Insurance Premiums Professional Liability	12,000.00	101,187.00	0.00	35,000.00	14,000.00	15,000.00	7.14%
64058	Unemployment Compensation	847.29	0.00	0.00	2,500.00	7,000.00	7,000.00	0.00%
64114.01	800 MHz Access Fees	513,864.88	498,447.60	135,651.60	550,000.00	558,522.00	558,522.00	0.00%
64114.03	800 MHz Maintenance Costs	150,934.68	197,700.36	50,726.12	167,000.00	167,084.00	169,000.00	1.15%
64149	Other Expense	80.00	80.00	0.00	250.00	500.00	250.00	-50.00%
<i>Account Classification Total: 64 - Purchase Services & Expenses</i>		\$2,250,467.32	\$2,210,044.60	\$742,671.29	\$2,314,349.00	\$2,400,531.00	\$2,370,811.00	-1.24%
<i>66 - Supplies & Materials</i>								
66012.00	Supplies General	19,014.12	30,684.88	787.41	35,000.00	38,000.00	35,000.00	-7.89%
66012.02	Supplies Office Printing	0.00	0.00	0.00	750.00	1,000.00	750.00	-25.00%
66016.01	Vehicle Supplies Fuels & Lubricants	591.49	0.00	0.00	1,500.00	2,000.00	1,500.00	-25.00%
<i>Account Classification Total: 66 - Supplies & Materials</i>		\$19,605.61	\$30,684.88	\$787.41	\$37,250.00	\$41,000.00	\$37,250.00	-9.15%
<i>67 - Debt Service</i>								
67010	Principal on Indebtedness	405,000.00	420,000.00	0.00	440,000.00	440,000.00	460,000.00	4.55%
67011	Interest on Indebtedness	432,192.50	418,828.98	0.00	403,078.00	403,078.00	385,257.00	-4.42%
67017	Davenport Temp Dispatch Repayment	517,441.76	0.00	0.00	0.00	0.00	0.00	
<i>Account Classification Total: 67 - Debt Service</i>		\$1,354,634.26	\$838,828.98	\$0.00	\$843,078.00	\$843,078.00	\$845,257.00	0.26%
EXPENSES Total		\$8,145,568.10	\$7,629,003.31	\$1,959,996.15	\$7,734,763.20	\$8,081,700.00	\$8,454,367.00	4.61%
Fund REVENUE Total: 489 - EMA/SECC Fund		\$7,456,241.88	\$7,009,304.78	\$1,776,132.51	\$7,256,700.00	\$7,338,200.00	\$7,727,250.00	5.30%
Fund EXPENSE Total: 489 - EMA/SECC Fund		\$8,145,568.10	\$7,629,003.31	\$1,959,996.15	\$7,734,763.20	\$8,081,700.00	\$8,454,367.00	4.61%
Fund Total: 489 - EMA/SECC Fund		(\$689,326.22)	(\$619,698.53)	(\$183,863.64)	(\$478,063.20)	(\$743,500.00)	(\$727,117.00)	
Ending Fund Balance		\$2,399,548.00	\$1,773,851.00	\$1,589,987.36	\$1,295,787.80	\$1,030,351.00	\$568,670.80	
Total Fund expenditures		\$8,145,568.10	\$7,629,003.31	\$1,959,996.15	\$7,734,763.20	\$8,081,700.00	\$8,454,367.00	
Adjusted for recurring only		7,179,641.71	7,298,832.78	1,957,683.75	7,366,763.20	7,713,700.00	8,116,367.00	
Fund Balance as a percentage of expenditures		29%	23%	81%	17%	13%	7%	
Fund Balance as a percentage of recurring		33%	24%	81%	18%	13%	7%	

Description	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	Unprogrammed Needs
Back Up Construction	-	-	-	-	-	-	-
Carpet Replacement	-	-	28,500	-	-	30,000	-
General Grounds Replacement	2,500	2,500	2,500	2,500	5,000	5,000	-
UPS Battery Replacement	-	-	-	30,000	30,000	-	-
Grounding System	-	-	6,000	6,000	-	-	-
Audio Visual Replacement	3,000	3,000	3,000	3,000	3,000	3,000	-
PC Replacements	-	-	40,000	-	-	40,000	-
Laptop Replacements	-	15,000	-	-	15,000	-	-
Monitor Replacements	7,500	2,500	7,500	2,500	7,500	7,500	-
Radio PC Replacements	-	-	40,000	-	-	40,000	-
Phone PC Replacements	40,000	-	-	40,000	-	-	-
Fire RMS Software	-	-	-	-	-	-	-
Misc IT Hardware	15,000	15,000	10,000	15,000	15,000	15,000	-
Servers	-	-	-	60,000	-	-	-
P25 Radio System	200,000	300,000	-	-	-	-	-
Storage	-	-	-	-	100,000	-	-
Network	-	-	-	-	-	-	300,000
NWS Upgrades/Updates	-	-	-	50,000	-	50,000	-
9-1-1 Network	100,000	-	100,000	-	-	-	300,000
Total Capital Purchases Needed	368,000	338,000	237,500	209,000	175,500	190,500	600,000
Total Requested from Fund Balance							
Total Capital Budget Requested							