PORTAGE
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AGENDA FOR THE COMMITTEE OF THE WHOLE MEETING
CITY OF PORTAGE
JANUARY 12, 2017

Committee of the Whole Work Session of January 12, 2017.

7:00 p.m. Call to Order.

Roll Call.

A. Discussion on Consolidated Dispatch.

   1. Review of materials related to budget, costs and savings projections related to Consolidated Dispatch.

B. Petitions and Statements of Citizens:

C. Summary of Discussion on Consolidated Dispatch.

Adjournment.

GENERAL FUND	16/17 Estimated	17/18 Projected	18/19 Projected	19/20 Projected
Property taxes	13,876,765	15,000,000	14,862,500	15,159,750
Admin Fees	900,000	900,000	900,000	900,000
Penalties	80,000	80,000	80,000	80,000
Fees and permits - **inc @ 2.5% / year**	531,103	544,381	557,990	571,940
Federal revenue	5,840	5,840	5,840	5,840
State revenue (LCSA)	1,692,832	1,188,791	1,188,791	1,188,791
State shared revenue - **inc @ 1% / year**	4,055,421	4,095,975	4,136,935	4,178,304
Other grants	37,837	37,837	37,837	37,837
Charges for services *(inc PSAP)*	275,313	279,443	283,634	287,889
Interest and rents	224,998	228,373	231,799	235,276
Other revenue	294,463	298,880	303,363	307,914
Loss of PSAP state revenue		(27,750)	(111,000)	(111,000)
Transfers In	4,000	4,060	4,121	4,183
TOTAL REVENUE	21,978,572	22,635,829	22,481,810	22,846,723
EXPENDITURES				
General Government	3,704,020	3,748,945	3,794,543	3,840,826
Senior Citizen Services	572,103	580,685	589,395	598,236
Parks & Recreation	814,748	826,969	839,373	851,964
Police Department				
Administration	**570,995**	**579,560**	**588,253**	**597,077**
Youth Services	**418,180**	**424,453**	**430,820**	**437,282**
Investigations	**623,581**	**632,935**	**642,429**	**652,065**
Patrol	**4,559,489**	**4,627,882**	**4,697,300**	**4,767,760**
Training	**143,876**	**146,034**	**148,224**	**150,448**
Dispatch	**1,005,424**	**801,595**	**184,768**	**187,540**
Dispatch - payouts, spring 2018	**-**	**171,500**	**-**	**-**
PSAP	**207,170**	**155,378**	**-**	**-**
Records / Tech Services - add'l PSTs		**69,211**	**276,844**	**280,997**
Records / Tech Services	**362,273**	**367,708**	**373,223**	**378,822**
Emergency Warning	**6,100**	**6,192**	**6,284**	**6,379**
Drug Law Enforcement	**273,665**	**277,770**	**281,937**	**286,166**
Building Maintenance	**78,417**	**79,593**	**80,787**	**81,999**
TOTAL POLICE	**8,249,171**	**8,339,810**	**7,710,870**	**7,826,533**
Fire Department				
TOTAL FIRE	4,607,108	4,676,214	4,746,357	4,817,553
Community Development	806,668	818,768	831,050	843,516
General Public Services	408,626	414,756	420,977	427,292
Building & grounds	1,375,671	1,233,524	1,252,027	1,270,807
TOTAL EXPENDITURES	20,538,116	20,639,670	20,184,593	20,476,726
Revenues less Expenditures	1,440,456	1,996,159	2,297,217	2,369,997
Change in Revenue less Expenditures		555,703	301,059	72,780

ASSUMPTIONS				
Annual rev & exp increases unless otherwise stated		1.5%	1.5%	1.5%
Taxable value (000s)	1,903,318	2,000,000	2,050,000	2,091,000
TV increase		5.1%	2.5%	2.0%
General Fund millage	7.5000	7.5000	**7.2500**	7.2500

	Taxable value	Millage reduction	Tax reduction
Average single family residence - effect of millage reduction	$ 76,891	0.2500	$ 19.22

Dispatch and PSAP Division cost projection

1/12/2017

SUMMARY by fiscal year	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Personnel				
Div 3030 *	737,945	553,459	-	-
Div 3035 *	207,170	155,378	-	-
Total personnel	945,115	708,836	-	-
Operations and Maintenance				
Div 3030 communications *	88,132	66,099	-	-
Continuing & retained expenses ***	158,869	161,252	163,671	166,126
Asset maintanence ***	20,478	20,785	21,097	21,413
Total O&M	267,479	248,136	184,768	187,539
Personnel + O&M	1,212,594	956,972	184,768	187,539
Revenue offset - *loss beginning 17/18*				
Div 3030 *	(31,000)	(23,250)	-	-
Div 3035 *	(80,000)	(60,000)	-	-
Total	(111,000)	(83,250)	-	-
Expense	1,212,594	956,972	184,768	187,539
Less revenue offset	(111,000)	(83,250)	-	-
Net of expense less revenue	1,101,594	873,722	184,768	187,539
Replacement personnel **	-	69,211	276,844	280,997
Payouts for eliminated positions	-	171,500	-	-
Net Dispatch + PSAP cost	**1,101,594**	**1,114,433**	**461,612**	**468,536**

* *assumes 75% of prior year in 17/18 (July - March)*

** *assumes 25% for 17/18 (April - June)*

*** *assumes 1.5% annual increase*

Prepared by Finance Department

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Public Safety Budget Reduction if Portage Joins Consolidated Dispatch

2016/17 FY Communications Budget:

Personnel services (3030)	$737,945
Personnel services (3035)	$207,170
Operations/Maintenance (3030)	$267,479
Total	$1,212,594

Public Safety Budget Reduction if Portage Joins Consolidated Dispatch

<u>Expenses that will remain:</u>

Operations/Maintenance	$158,869
Lost Revenue	$111,000
Reccuring expense/assets (yr)	$31,000
Cost of positions needed	$276,844
Cost of pay-out*	$171,500
Total	$749,213

* This is a one time cost

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Budget Costs Eliminated

Total Communications Budget	$1,212,594
Minus Costs Remaining	- $749,213
Total Residual	$463,381

Additional Duties of Dispatchers

- 7 days a week 24 hours a day presence in Headquarters
- Video security of parking lot and Headquarters building
- Central point of contact for all City services after normal business hours
- Responsible for Portage Alert System
- Numerous records management functions
- Duties associated with LEIN

Recommended Solution to Maintain Duties Now Performed by Dispatchers

In order to provide all of the services not directly connected to Public Safety Communications in the event that consolidation occurs it will be necessary to add 4 (four) additional staff in the police service technician category to provide 7/24 coverage and:

- Continue records management duties
- Provide LEIN audits and certification
- Building and parking lot security
- Central point of contact for all city services after hours