

**Metro Emergency Operations Center
Finance Committee/Executive Board
September 24, 2019
Minutes**

Present: Jennifer Herral
Mayor Amy Goodwin
Grant Gunnoe
Derek Johnson
Sheriff Mike Rutherford
Keith Vititoe, for Commissioner Kent Carper

Staff: John Rutherford
Russell Emrick
Rick McElhaney
Lindsay White
Amy Larch
Joanna Edwards
Kirk Ballard
Josh Knox

Guests: Mark Strickland

Ms. Herral called the meeting to order at 11:34 a.m. and roll call was noted.

Motion was made to approve the Finance Committee/Executive Board minutes from June 25, 2019.

Motion: Goodwin

Second: Gunnoe

The motion carried unanimously.

Finance Updates

FY20 F/S YTD – Lindsay White stated that the draft financial statements do not yet reflect GASB68 adjustments for PERS pension plan liability. White stated for the fiscal year ending in June 2019, there was a 5% decrease over the previous year in Landline Revenues, which was largely offset by an increase in Wireless Fees, leaving Total Revenues right on adjusted budget. White stated Payroll and Operating Expenses were down approximately 5-6% compared to budget, and with grants received and several non-reoccurring incomes, the change in net position was just shy of \$1 million. White stated Metro was still on track to pay off the approximately \$700,000 of bonds in roughly two years.

White stated the auditors would be at Metro in October.

Open Purchase Order/Budget Amendments – Lindsay White stated there were two budget amendments that were contingent upon approval of items later in the agenda. White stated Metro was requesting a \$5,000 increase in Vehicle Capital Outlay, which would be offset by the increase in Wireless Fees. White stated Metro was also requesting a \$90,000 increase in Equipment and Software Capital Outlay, which would be offset by an increase of \$90,000 in Intergovernmental Income from the Public Safety Grant. Jennifer Herrald confirmed no action was necessary until the purchases were approved.

Chase Bank Collateral Contacts Update

Lindsay White stated the Metro needed to update its collateral release records to reflect that John Wells is no longer a Board member. Those authorized on file with Chase are able to approve collateral release of pledged amounts in excess of the amount insured by the FDIC.

Motion was made to remove John Wells as a Chase Bank Collateral Contact.

Motion: Herrald

Second: M. Rutherford

The motion carried unanimously.

Jennifer Herrald asked if the Board wanted to add a third contact, and the Board collectively decided to remain at two, John Rutherford and Rick McElhaney.

Discussion of Metro Vehicle and Related FY20 Budget Amendment

John Rutherford stated Metro was requesting an increase from \$28,000 to \$33,000 to purchase a Metro vehicle that would be capable of driving to the newly-purchased radio towers. Rutherford stated that based off research conducted by Rick McElhaney and Lindsay White, the vehicle would be likely be approximately \$32,500, so the request was for up to \$33,000.

Motion was made to approve up to \$33,000 for the purchase of a Metro vehicle and the related budget amendment.

Motion: Gunnoe

Second: Goodwin

The motion carried unanimously.

DSO Water Line Repair Update

Rick McElhaney stated that since the last meeting, the repairs had been complete on the water line leak. McElhaney stated that the purchase had previously been approved for \$35,000, but DSO had come upon some issues on old lines during the repairs, causing the total to increase to \$37,187. McElhaney requested ratification of this purchase.

Motion was made to approve an additional \$2,187 and to ratify the purchase from DSO Mechanical for the water line repairs, totaling \$37,187.

Motion: Gunnoe
Second: M. Rutherford
The motion carried unanimously.

Metro Accounting Policy Manual Updates

Lindsay White referred to the amended Accounting Policy Manual that she had circulated to the Board prior to this meeting. White stated the manual had not been updated in some time, and there were several changes that Metro was suggesting be made to it. John Rutherford stated Metro management had worked together on the manual, as well as with the County Commission.

Jennifer Herrald asked if there were any questions regarding the manual. There were not.

Motion was made to approve the accounting manual updates set forth by management.

Motion: Gunnoe
Second: M. Rutherford
The motion carried unanimously.

There was a brief discussion posed by Mayor Goodwin about giving first consideration to local businesses.

Upcoming Procurement

KCPS Routers – Kirk Ballard stated that Metro was looking to replace the routers that connected Metro and the Sheriff's Office, which would allow other agencies to connect also. Ballard stated this purchase would be put out to bid and be covered by the Public Safety Grant. Ballard stated based on quotes received, Metro was requesting approval of the purchase up to \$75,000.

Tape Back-Up System – Kirk Ballard stated that with the new routers, Metro also needed to replace its tape back-up system, which together (tape back-up and routers) would total less than the \$90,000 from the Public Safety Grant.

Lindsay White stated that these two purchases were what she was referring to when she discussed budget amendments. Jennifer Herrald stated the Public Safety Grant amount had already been approved by the County Commission.

Software Assurance, 3-Year Contract – Kirk Ballard stated Metro was seeking to renew software assurance for all the computers, which would be a 3-year contract for \$20,732.74 per year, totaling \$62,198.22

Metro Storage Device – Kirk Ballard stated Metro was seeking to purchase a storage device for internal use, and had received a contracted quote totaling \$32,900.58.

Lindsay White stated that all these purchases would remain within Metro's budget and clarified that only the routers would be going out to bid because the rest would be under contract pricing.

Motion was made to approve the following IT purchases: up to \$75,000 for KCPS routers, which would go out to bid, up to \$2,843.14 and \$14,937.03 for the tape library, \$32,900.58 for the storage device, and a 3-year software assurance contract for \$20,732.74 per year, totaling \$62,198.22.

Motion: Gunnoe

Second: M. Rutherford

The motion carried unanimously.

Radio Procurement – John Rutherford stated that the only pending radio purchase was for the towers. Rutherford reminded the Board that Metro was putting \$400,000 total-\$150,000 for the purchase of the towers and \$250,000 for the maintenance of the towers-into a new account, along with \$100,000 from the Public Safety Grant and possible yearly fee from outside agencies who use the tower. Jennifer Herralld clarified that Metro had not yet officially purchased the towers, but the closing would be in approximately two weeks. There was a brief discussion about various aspects of the tower requisition and the next steps.

Legislative Actions – John Rutherford stated that 911 funding was wavering due to a decrease in landlines and Metro would be proposing to the legislature to attach 911 fees to electric meters. Rutherford stated that Metro would be proposing to the County Commission that 911 telecommunicators be recognized as first responders and a 20-year retirement system be implemented. Rutherford and Grant Gunnoe clarified that the retirement would be 50-years-old and 20-25 years of service.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements – Jennifer Herralld stated the next meeting would be Tuesday, December 10.

Motion was made to adjourn.

Motion: M. Rutherford

Second: Gunnoe

The motion carried unanimously.

Respectfully submitted,

