

**AGENDA
REGULAR MEETING
YECA GOVERNING BOARD**

Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695

April 3, 2019

2:00 P.M. Public Session

ALL ITEMS ARE FOR ACTION UNLESS OTHERWISE NOTED WITH AN ASTERISK (*)

1. Call to Order (2:00 PM)

2. Public Comment *

Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today's agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

3. Announcements

- a. Proclamation "National Public Safety Telecommunications Week April 14th-20th
- b. YECA 2018 Dispatcher of the Year "Krista Bryant"
- c. YECA would like to thank the Yolo County Firefighters Association for their continued support and generous donation for a corporate sponsorship to this year's Dispatcher's Banquet

4. Approval of the Agenda

5. Consent Agenda

Consent Agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the Governing Board, member of the audience, or staff requests that the Governing Board remove an item. If an item is removed, it will be discussed in the order in which it appears on the Agenda.

- a. Approval of the Minutes from the March 7, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. CalPERS Resolution – Pay Schedules 2012-2021

6. Old Business – Information Only

- a. General discussion and current status update of YECA building
- b. General discussion on countywide Records Management System

7. FY19/20 Proposed Base Budget – *Voted Item

- a. FY19/20 Proposed Budget
- b. FY19/20 Proposed CIP
- c. FY19/20 Proposed Position Table

8. Closed Session

- a. Public Employee Performance Evaluation (GC54957)
Position Title: Executive Director

8. Next Scheduled JPA Board Meeting TBD

9. Items for Future Agenda

10. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before March 29, 2019 on the bulletin board outside of the Yolo County, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website:

<http://www.yolo911.org/board-meetings>



Dena Humphrey, Executive Director

**The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Corina Macias at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. **

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)
GOVERNING BOARD**

March 7, 2019

MINUTES

The YECA Governing Board met on Thursday, March 7, 2019 at the Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland. Chair Luis Soler called the meeting to order at 2:03 p.m.

PRESENT: Primary Board Members: Luis Soler, City of Woodland, Tom McDonald, City of West Sacramento, John Donlevy, City of Winters, Gary Fredericksen, Yocha Dehe Wintun Nation, Tom Lopez, Yolo County, Dena Humphrey, YECA Executive Director.

Entry No.2

Minute Order No. 2019-10 - Public Comment- None

Entry No. 3

Minute Order No. 2019-11: Announcements –

-Telecommunications Week April 14th – 20th; Dena Humphrey, Executive Director announced “National Public Safety Telecommunications Week April 14th – 20th. Recognition of outstanding work for Public Safety Dispatchers will be presented at O.P.S.T Award Banquet April 6th, 2019 to be held at Mahany Sports Center, Roseville. Tickets are \$35 each, and can be purchased by emailing Laura Swink lswink@yolo911.org.

- Letters of Commendation for Dispatch staff

Member Gary Fredericksen- Read and presented commendation to Dave Hetland- for his assistance in helping Sac Regional Fire during power outage on Jan 6, 2019.

Chair Luis Soler- Read and presented commendations to 10 Dispatch staff members for their true dedication to their profession in providing 911 Emergency Dispatching relief to City of Davis during a time of crisis.

Leah Goodwin – Operations Manager

Billy Keen – I.T. Manager

Dispatch Supervisors- Dave Hetland, Scott Fletcher, Craig Priester, Molly Scott

Dispatchers- Kristen Root, Krista Bryant, Shawanda Peoples, Racheal Nakasu

Co-Chair Tom McDonald -read and presented commendation to Shawanda (Shay) Peoples for her assistance in saving a life of a suicidal caller. Her Compassion and professionalism to the citizens is deeply appreciated. The caller also thanked Shay for help that was so needed and saved a life.

Entry No. 4

Minute Order No. 2019-12; Approval of Agenda

MOTION: Lopez SECOND: Fredericksen AYES: Soler, McDonald, Donlevy, Fredericksen, Lopez

Entry No. 5

Minute Order No. 2019-13; Approval of Consent Agenda

- a. Approval of the Minutes from the January 10, 2019, Regular Meeting
- b. Operations Division Report
- c. Current Year Budget Status Update
- d. 2018 Calls for Service Report

MOTION: Donlevy SECOND: Fredericksen AYES: Soler, McDonald, Lopez, Fredericksen, Donlevy

Entry No. 6

Minute Order No. 2019-14; Old Business – Informational Only- Dena Humphrey, Executive Director presented

- a. General discussion and current status update of YECA building
-CSI assessment cost of Infrastructure will be presented to the JPA Board on April 3, 2019 board meeting.

Discussion: Co-chair Tom McDonald suggested City Managers of each member agency should be given information in regards to cost and financing of the new Communications center site. Member John Donlevy agreed to arrange a facility tour and will include in the agenda of the next City Managers Meeting which meets ever 3rd Friday each Month. Next manager meeting is March 15th.

Entry No. 7

Minute Order No. 2019-15; FY19/20 Proposed Base Budget – Information Only- Dena Humphrey, Executive Director presented and provided handouts of FY19/20 Proposed Budget which included a power point presentation.

- a. **FY19/20 Proposed Base Budget;** Agency Overall Cost, Personnel Costs, Fund Summary, Fiscal Year Comparison.
- b. **FY19/20 Proposed CIP;** Summary of proposed FY19/20 CIP cost and items of \$231,000. YECA has submitted an application for Homeland Security Grant; still waiting for an approval.
- c. **FY19/20 Proposed Position Table;** YECA has four current vacancies, no recommendations for additional staff for the FY20, total authorized positions 46FTE's.

No direction or recommendation from the Board at this time.

Entry No. 8

Minute Order No. 2019-16 Closed Session - Chair Luis Soler adjourned at 2:36pm for closed session

- a. Public Employee Performance Evaluation (GC54957)
Position Title: Executive Director

Open Session resumed 3:12pm – **No Report**

Entry No. 9

Next Scheduled JPA Board Meeting April 3, 2019 at 2:00pm

Entry No. 10

Items for Future Agenda

- a. FY20 Budget- **Voted Item**
- b. CSI Engineering - Building Infrastructure Move Assessment presentation
- c. Closed Session – Public Employee Performance Evaluation (GC54957)
Position Title: Executive Director

Entry No. 11

Adjournment

Meeting Adjourned 3:16 pm.

Minutes submitted by: Eloise Austin, Recording Secretary

STAFF REPORT

Agenda Item: 5.b

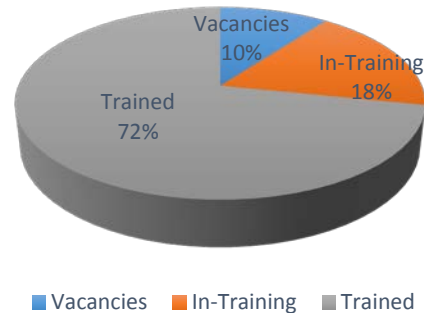
Date: April 3, 2019
To: YECA Governing Board
Thru: Dena Humphrey, Executive Director
From: Leah Goodwin, Operations Manager
Subject: February Operations Division Report
Recommendation: No action required; information only.
Summary: Operations staff is currently engaged in the following:

Staffing:

1. Out of 39 funded operations positions:

Classification	Funded	Vacant
Supervisor	4	0
Dispatcher III	4	0
Dispatcher I/II	26	2
Dispatch Assistant	5	2
TOTAL	39	4

April 2019 Staffing



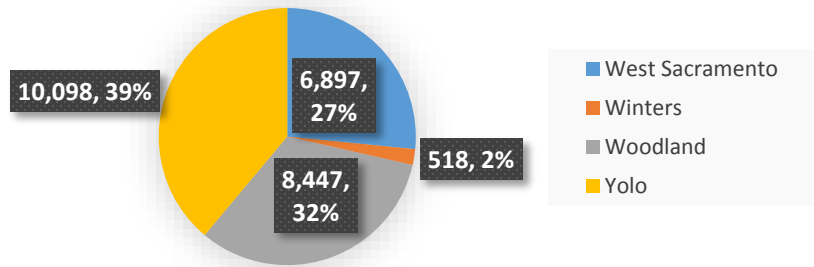
- a. Rachael Nakasu has completed training on West Sacramento Police console and is currently training on the Fire console (3rd radio).
 - b. Sarah Roccaforte completed training on the Woodland Police console (1st radio) and has begun training on the Yolo County Sheriff/Winters Police console March 26, 2019.
 - c. Bethany Eakin has completed training on the Fire console (1st radio) and has begun training on the Woodland Police console March 3, 2019.
 - d. Morgan Boston has completed training on the Yolo County Sheriff/Winters Police console (1st radio) and has begun training on the Woodland Police console effective February 13, 2019.
 - e. Connie Kenton has completed training on the Woodland Police console (1st radio) and has begun training on the West Sacramento Police console March 6, 2019.
 - f. New trainees, Tony Frasier and Nicole Hogan, have completed the classroom phase and EMD portion and have started their one-on-one training in the Dispatch Assistant responsibilities.
2. YECA has opened recruitment for the next in-house academy scheduled for September 9, 2019.

Statistical Information:

Monthly Phone Statistics:

	Jan	Feb	YTD
9-1-1	4,138	3,792	7,930
7-Digit Emergency	950	793	1,743
AMR	65	60	125
West Sacramento	3,612	3,285	6,897
Winters	271	247	518
Woodland	4,595	3,852	8,447
Yolo	5,399	4,699	10,098
Outgoing	5,599	5,201	10,800
TOTAL	24,629	21,929	46,558

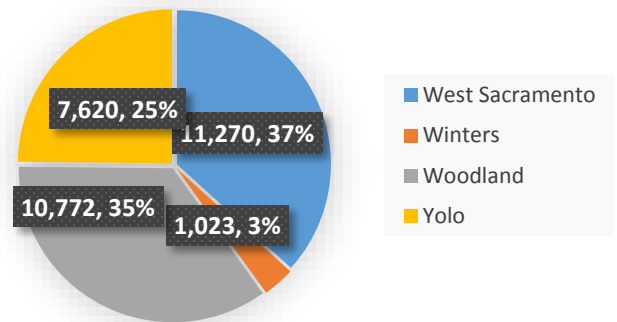
**2019 YTD
Incoming Non-Emergency Lines**



Monthly CAD Events:

	Jan	Feb	YTD
West Sacramento			
TOTAL	5,916	5,354	11,270
Winters			
TOTAL	570	453	1,023
Woodland			
TOTAL	5,787	4,985	10,772
Yolo			
TOTAL	3,938	3,682	7,620
Yocha Dehe			
TOTAL	48	42	90
Arbuckle			
TOTAL	50	36	86
Outside Agency/non-geo validated			
TOTAL	83	44	127
UCD			
TOTAL	111	103	214
GRAND TOTAL	16,503	14,699	31,202

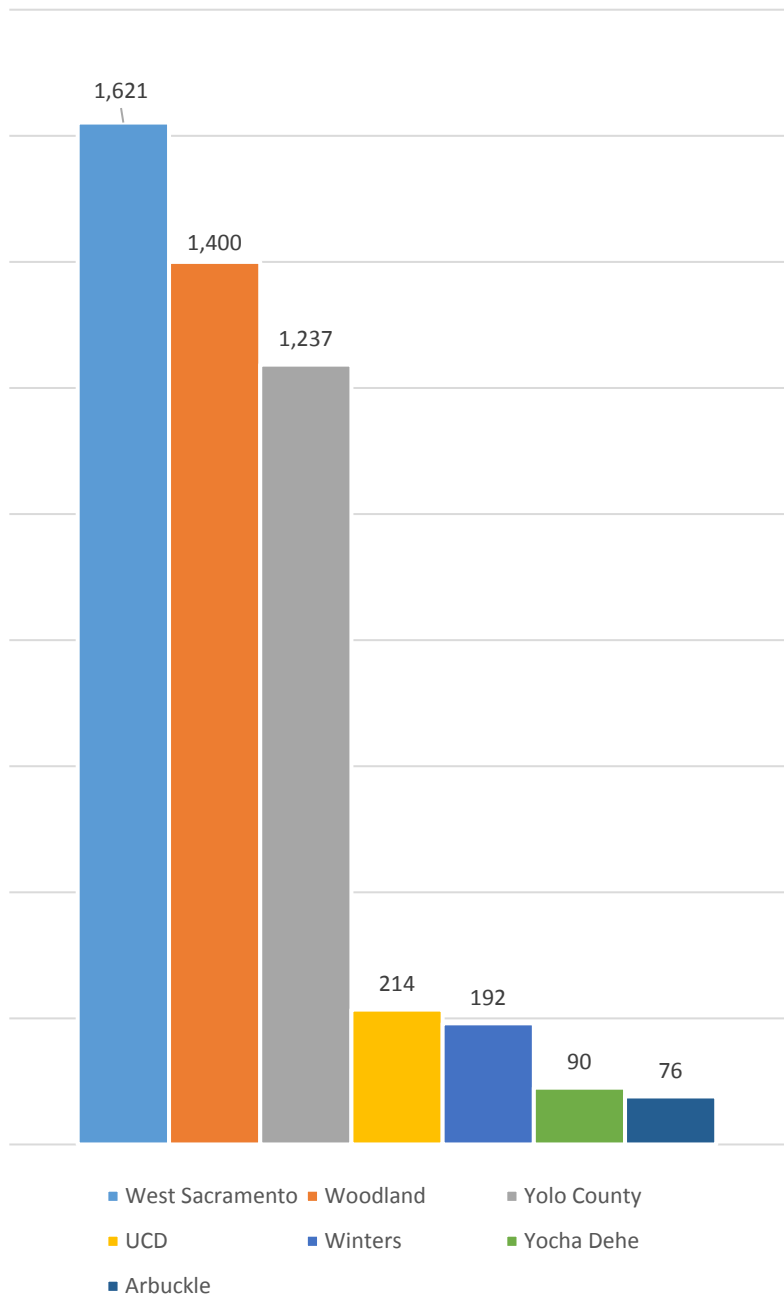
**2019 YTD
CAD Events**



Fire CAD Events:

	Jan	Feb	YTD
West Sacramento			
Fire	414	290	704
Medical	468	449	917
TOTAL	882	739	1,621
Winters			
Fire	61	76	137
Medical	39	16	55
TOTAL	100	92	192
Woodland			
Fire	342	358	700
Medical	350	350	700
TOTAL	692	708	1,400
Yolo			
Fire	440	610	1,050
Medical	120	67	187
TOTAL	560	677	1,237
Yocha Dehe			
Fire	12	15	27
Medical	36	27	63
TOTAL	48	42	90
Arbuckle			
Fire	35	19	54
Medical	15	17	32
TOTAL	40	36	76
UCD			
Fire	65	58	123
Medical	46	45	91
TOTAL	111	103	214
ALL			
Fire	1,369	1,368	2,737
Medical	1,028	926	1,954
TOTAL	2,397	2,294	4,691

2019 YTD Fire Events



CLETS Inquires>Returns:

	Jan	Feb	YTD
Inquiries	35,218	32,321	67,539
Returns	56,917	52,235	109,152

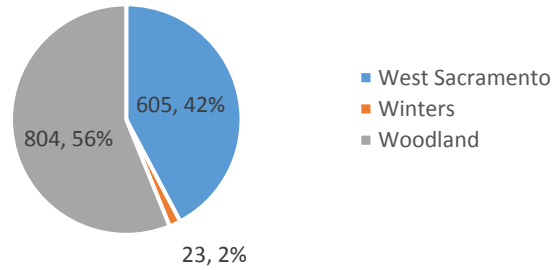
Confidential Records Requests (Audio & CAD Print out):

Jan	Feb	YTD
132	62	194

After-Hours Records Entries:

	Jan	Feb	YTD
West Sacramento	354	251	605
Winters	9	14	23
Woodland	431	373	804
TOTAL	794	638	1,432

2019 YTD Records Entries



Text to 9-1-1:

	Jan	Feb	YTD
TOTAL	<u>15</u>	<u>10</u>	25

ROSS Orders/Entries (new report item):

2018 YTD TOTAL 107

	Jan	Feb	YTD
ROSS	0	0	0

Projects:

1. EMD-QA
 - a. Quality Assurance reviews occurring weekly
2. Policy Manual Revisions/Re-format – FIRE Manual
3. Records After-Hours Responsibilities Group
4. Recruitment
 - a. Next academy scheduled for September 9, 2019
 - b. Recruitment Strategy
5. 2019 In-Service Training Plan
 - a. 2019 Pre-Fire season TBD
 - b. In-service training to include:
 - i. Evacuation Plans
 - ii. Active Shooter
 - c. Annual training topics
 - i. Emotional Intelligence (all staff over next 24 months)
 - ii. Customer Service (all staff over next 24 months)
 - iii. Tactical Dispatch
6. Radio Procedures Training
 - a. WSP training completed

- b. WPD (1 session scheduled, 2nd session TBD)
- 7. Disaster Recovery/Facility Evacuation Plan
- 8. Scheduling software
- 9. YDF Accreditation
- 10. National Public Safety Telecommunicators Week (April 14-April 22, 2019) activities
- 11. OPST Awards Banquet – April 6, 2019
 - a. Honoring 2018 DOTY Krista Bryant

Agenda Item: 5.c

YECA BUDGET MANAGEMENT SUMMARY

2018 / 2019 As of 3/28/19

	8% JUL-18	17% AUG-18	25% SEPT-18	33% OCT-18	42% NOV-18	50% DEC-18	58% JAN-19	67% FEB-19	75% MAR-19	83% APR-19	92% MAY-19	100% JUN-19
360 3601-8350 ADMINISTRATION												
Appropriations	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047	\$ 2,196,047
Expenditures	\$ 129,426	\$ 201,940	\$ 382,621	\$ 491,278	\$ 884,171	\$ 979,589	\$ 1,055,751	\$ 1,412,691	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	9%	17%	22%	40%	45%	48%	64%	0%	0%	0%	0%
360 3602-8351 OPERATIONS - DISPATCH												
Appropriations	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127	\$ 4,267,127
Expenditures	\$ 409,300	\$ 547,101	\$ 1,257,513	\$ 1,371,871	\$ 1,843,301	\$ 2,101,413	\$ 2,329,423	\$ 2,599,242	\$ -	\$ -	\$ -	\$ -
Percent Expended	10%	13%	29%	32%	43%	49%	55%	61%	0%	0%	0%	0%
360 3601-8356 INFORMATION TECHNOLOGY												
Appropriations	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000	\$ 149,000
Expenditures	\$ -	\$ 1,997	\$ 63,224	\$ 73,236	\$ 33,944	\$ 60,309	\$ 61,083	\$ 62,303	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	1%	42%	49%	23%	40%	41%	42%	0%	0%	0%	0%

TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch; 3601-8356-Information Technology												
Appropriations	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Expenditures	\$ 538,725	\$ 749,041	\$ 1,640,134	\$ 1,863,149	\$ 2,727,472	\$ 3,081,002	\$ 3,385,174	\$ 4,011,932	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 6,073,449	\$ 5,863,133	\$ 4,972,040	\$ 4,749,025	\$ 3,884,702	\$ 3,531,172	\$ 3,227,000	\$ 2,600,242	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Percent Expended	8%	11%	25%	28%	41%	47%	51%	61%	0%	0%	0%	0%
Estimated Revenue	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Realized Revenue	\$ -	\$ 787,703	\$ 2,900,079	\$ 2,910,222	\$ 4,286,934	\$ 4,299,359	\$ 4,370,653	\$ 4,389,572	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 6,612,174	\$ 5,824,471	\$ 3,712,095	\$ 3,701,952	\$ 2,325,240	\$ 2,312,815	\$ 2,241,521	\$ 2,222,602	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174	\$ 6,612,174
Percent Realized	0%	12%	44%	44%	65%	65%	66%	66%	0%	0%	0%	0%

Item 5.d

RESOLUTION NO. 19-0403-5D

**RESOLUTION APPROVING AGENCYWIDE SALARY TABLE FOR ALL POSITIONS
2012 THROUGH 2021**

WHEREAS, the Yolo Emergency Communications Agency previously posted salary ranges on the Agency website as part of the Job Specifications; and

WHEREAS, the California Public Employee's Retirement System code requires the Agency to have a publicly adopted and posted Salary Table;

WHEREAS, the Yolo Emergency Communications Agency is meeting the requirement of CCR Section 570.5 by adopting the attached Agencywide Salary Table (effective 12/23/18 – 12/20/20) as well as historical salary tables back to 2012 (effective 7/1/12, 7/14/13, 7/1/14, 6/20/15, 7/26/15, 1/1/16, 4/6/16, 1/1/17, 1/1/18, 7/1/18, 1/1/19, 1/1/20, 1/1/21)

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Yolo Emergency Communications Agency does hereby approve and adopt the Agencywide Salary Table, attached hereto as Exhibit A, and retroactively approves historical salary tables, attached as Exhibit B.

PASSED AND ADOPTED by the Board of Directors of the Yolo Emergency Communications Agency this 3rd day of April 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTION:

Luis Soler, JPA Chairperson

ATTEST:

Dena Humphrey, Executive Director

Exhibit A:

Yolo Emergency Communications Agency Salary Schedules Effective 12/23/18 - 12/20/20

Effective December 23, 2018

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$20.29	\$24.54
Dispatcher I/II	Hourly	\$21.52	\$32.00
Dispatcher III	Hourly	\$33.60	\$34.96
Dispatch Supervisor	Hourly	\$33.99	\$41.74
Operations Manager	Hourly	\$48.13	\$59.10
IT Specialist	Hourly	\$30.48	\$37.05
System Administrator	Hourly	\$38.90	\$47.28
IT Manager	Hourly	\$48.69	\$57.52
Executive Director	Hourly	\$63.46	\$76.97
Sr. Administrative Specialist II	Hourly	\$20.43	\$25.04
Fiscal/Human Resources Administrator	Hourly	\$37.52	\$43.45

Effective December 22, 2019

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$20.70	\$25.03
Dispatcher I/II	Hourly	\$21.95	\$32.64
Dispatcher III	Hourly	\$34.27	\$35.66
Dispatch Supervisor	Hourly	\$34.67	\$42.57
Operations Manager	Hourly	\$49.09	\$60.28
IT Specialist	Hourly	\$31.09	\$37.79
System Administrator	Hourly	\$39.68	\$48.23
IT Manager	Hourly	\$49.66	\$58.67
Executive Director	Hourly	\$64.09	\$77.74
Sr. Administrative Specialist II	Hourly	\$20.84	\$25.54
Fiscal/Human Resources Administrator	Hourly	\$38.27	\$44.32

Effective December 20, 2020

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$21.11	\$25.53
Dispatcher I/II	Hourly	\$22.39	\$33.29
Dispatcher III	Hourly	\$34.96	\$36.37
Dispatch Supervisor	Hourly	\$35.36	\$43.42
Operations Manager	Hourly	\$50.07	\$61.49
IT Specialist	Hourly	\$31.71	\$38.55
System Administrator	Hourly	\$40.47	\$49.19
IT Manager	Hourly	\$50.65	\$59.84
Executive Director	Hourly	\$64.73	\$78.52
Sr. Administrative Specialist II	Hourly	\$21.26	\$26.05
Fiscal/Human Resources Administrator	Hourly	\$39.04	\$45.21

Exhibit B:

Yolo Emergency Communications Agency Salary Schedules Effective 7/1/12 - 7/1/18

Effective July 1, 2012
Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$17.85	\$21.30
Dispatcher I/II	Hourly	\$17.85	\$26.49
Dispatcher III	Hourly	\$25.97	\$28.94
Dispatch Supervisor	Hourly	\$28.20	\$34.62
Operations Manager	Hourly	\$39.56	\$48.57
IT Specialist I	Hourly	\$21.76	\$26.76
IT Specialist II	Hourly	\$28.48	\$34.95
Radio System Administrator	Hourly	\$31.63	\$38.82
IT Manager	Hourly	\$38.82	\$47.18
Agency Manager	Hourly	\$55.29	\$67.07
Sr. Administrative Specialist	Hourly	\$16.99	\$20.86
Administrative Coordinator	Hourly	\$22.21	\$27.28

Effective July 14, 2013
Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$18.92	\$20.46
Senior Dispatch Assistant	Hourly	\$22.58	\$22.58
Dispatcher I/II	Hourly	\$20.08	\$28.08
Dispatcher III	Hourly	\$27.53	\$30.68
Dispatch Supervisor	Hourly	\$29.89	\$36.70
Operations Manager	Hourly	\$41.93	\$51.48
IT Specialist I	Hourly	\$23.07	\$28.37
IT Specialist II	Hourly	\$30.19	\$37.05
Radio System Administrator	Hourly	\$33.53	\$41.15
IT Manager	Hourly	\$41.15	\$50.01
Agency Manager	Hourly	\$58.61	\$71.09
Sr. Administrative Specialist	Hourly	\$18.01	\$22.11
Administrative Coordinator	Hourly	\$23.54	\$28.92

Effective July 1, 2014
Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$19.11	\$20.66
Senior Dispatch Assistant	Hourly	\$22.81	\$22.81
Dispatcher I/II	Hourly	\$20.28	\$28.36
Dispatcher III	Hourly	\$27.81	\$30.99
Dispatch Supervisor	Hourly	\$30.19	\$37.07
Operations Manager	Hourly	\$42.35	\$51.99
IT Specialist I	Hourly	\$23.30	\$28.65
IT Specialist II	Hourly	\$30.49	\$37.42
IT Manager	Hourly	\$41.56	\$50.51
Agency Manager	Hourly	\$59.20	\$71.80
Sr. Administrative Specialist	Hourly	\$18.19	\$22.33
Administrative Coordinator	Hourly	\$23.78	\$29.21

Effective June 20, 2015

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$19.30	\$20.87
Senior Dispatch Assistant	Hourly	\$23.04	\$23.04
Dispatcher I/II	Hourly	\$20.48	\$28.64
Dispatcher III	Hourly	\$28.09	\$31.30
Dispatch Supervisor	Hourly	\$30.49	\$37.44
Operations Manager	Hourly	\$42.77	\$52.51
IT Specialist I	Hourly	\$23.53	\$28.94
IT Specialist II	Hourly	\$30.79	\$37.79
IT Manager	Hourly	\$41.98	\$51.02
Agency Manager	Hourly	\$59.79	\$72.52
Sr. Administrative Specialist	Hourly	\$18.37	\$22.55
Administrative Coordinator	Hourly	\$24.02	\$29.50

Effective July 26, 2015

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$19.30	\$20.87
Senior Dispatch Assistant	Hourly	\$23.04	\$23.04
Dispatcher I/II	Hourly	\$20.48	\$28.64
Dispatcher III	Hourly	\$28.09	\$31.30
Dispatch Supervisor	Hourly	\$31.71	\$38.94
Operations Manager	Hourly	\$44.91	\$55.14
IT Specialist I	Hourly	\$24.38	\$29.95
IT Specialist II	Hourly	\$31.86	\$39.07
IT Manager	Hourly	\$44.08	\$53.57
Agency Manager	Hourly	\$59.79	\$72.52
Sr. Administrative Specialist	Hourly	\$19.07	\$23.37
Administrative Coordinator	Hourly	\$24.98	\$30.68

Effective January 1, 2016

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$19.69	\$21.29
Senior Dispatch Assistant	Hourly	\$23.04	\$23.04
Dispatcher I/II	Hourly	\$20.89	\$29.21
Dispatcher III	Hourly	\$30.09	\$31.93
Dispatch Supervisor	Hourly	\$32.34	\$39.72
Operations Manager	Hourly	\$45.81	\$56.24
IT Specialist I	Hourly	\$24.86	\$30.55
IT Specialist II	Hourly	\$32.49	\$39.85
IT Manager	Hourly	\$44.96	\$54.64
Executive Director	Hourly	\$60.99	\$73.97
Sr. Administrative Specialist	Hourly	\$19.44	\$23.83
Administrative Coordinator	Hourly	\$25.48	\$31.29

Effective April 6, 2016

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$19.69	\$21.29
Senior Dispatch Assistant	Hourly	\$23.04	\$23.04
Dispatcher I/II	Hourly	\$20.89	\$29.21
Dispatcher III	Hourly	\$30.09	\$31.93
Dispatch Supervisor	Hourly	\$32.34	\$39.72
Operations Manager	Hourly	\$45.81	\$56.24
IT Specialist I	Hourly	\$24.86	\$30.55
IT Specialist II	Hourly	\$32.49	\$39.85
IT Manager	Hourly	\$44.96	\$54.64
Executive Director	Hourly	\$60.99	\$73.97
Sr. Administrative Specialist	Hourly	\$19.44	\$23.83
Fiscal/Human Resource Administrator	Hourly	\$35.70	\$41.35

Effective January 1, 2017

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$19.99	\$21.61
Senior Dispatch Assistant	Hourly	\$23.04	\$23.04
Dispatcher I/II	Hourly	\$21.20	\$29.65
Dispatcher III	Hourly	\$30.54	\$32.41
Dispatch Supervisor	Hourly	\$32.83	\$40.31
Operations Manager	Hourly	\$46.50	\$57.08
IT Specialist I	Hourly	\$25.23	\$31.01
IT Specialist II	Hourly	\$32.98	\$40.45
IT Manager	Hourly	\$45.63	\$55.46
Executive Director	Hourly	\$61.90	\$75.08
Sr. Administrative Specialist	Hourly	\$19.73	\$24.19
Fiscal/Human Resource Administrator	Hourly	\$36.24	\$41.97

Effective January 1, 2018

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$20.29	\$21.93
Senior Dispatch Assistant	Hourly	\$23.04	\$23.04
Dispatcher I/II	Hourly	\$21.52	\$30.09
Dispatcher III	Hourly	\$31.00	\$32.90
Dispatch Supervisor	Hourly	\$33.32	\$40.91
Operations Manager	Hourly	\$47.20	\$57.94
IT Specialist I	Hourly	\$25.61	\$31.48
IT Specialist II	Hourly	\$33.47	\$41.06
IT Manager	Hourly	\$46.31	\$56.29
Executive Director	Hourly	\$62.83	\$76.21
Sr. Administrative Specialist	Hourly	\$20.03	\$24.55
Fiscal/Human Resource Administrator	Hourly	\$36.78	\$42.60

Effective July 1, 2018

Revised February 14, 2019

<u>Position</u>		<u>Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$20.29	\$23.04
Dispatcher I/II	Hourly	\$21.52	\$30.09
Dispatcher III	Hourly	\$31.00	\$32.90
Dispatch Supervisor	Hourly	\$33.32	\$40.92
Operations Manager	Hourly	\$47.20	\$57.94
IT Specialist	Hourly	\$29.88	\$36.32
System Administrator	Hourly	\$38.14	\$46.35
IT Manager	Hourly	\$47.74	\$56.39
Executive Director	Hourly	\$62.83	\$76.21
Sr. Administrative Specialist II	Hourly	\$20.03	\$24.55
Fiscal/Human Resources Administrator	Hourly	\$36.78	\$42.60

STAFF REPORT

Agenda Item: 7.a

Date: April 3, 2019

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: Proposed Budget for FY19/20 - Voted Item

Summary:

This year’s proposed budget for FY19/20 captures the operational costs for current staffing of 46 FTE’s. The proposed budget is inclusive of all bargaining costs for the represented and non-represented.

Agency Overall:

The total budget for FY19/20 is \$6,803,510 with an allocation to partners of \$5,910,382 for operations and maintenance plus \$375k for the scheduled debt service payment. The use of surplus funds \$309k, revenue from the UCD Fire contract \$75k, Arbuckle Fire \$39k, and grants/reimbursements \$95k, brought a total reduction of \$518k, to the allocations.

The total net budget increase from previous year was \$231,336, or a 3.5% increase. Majority of the increase came from salaries \$222k with the remaining increase in capital equipment expenditures.

FY19/20 will be year 3 of the 10-year capital plan. In prior years, capital costs were presented separately and typically funded with bond money or fund balance. The CIP now includes a 10-year forecast, which evenly allocates money yearly into the capital fund to ease spikes to members and ensures future funding for needed equipment.

Another new allocation is for the additional Dispatch Assistant position. Where a 50/50 split was made to cover After-Hour Records & Call Taking amongst the members.

Personnel Costs:

Salaries & benefits for 46 FTE’s increased by \$222k or 5%. The cost increase is inclusive of bargaining and reflects overall increases from i.e., CalPERS, Merits, COLA’s, and Medical. CalPERS budgeted cost increased \$45k, or 10% from previous year’s budgeted amount. The table below reflects the 5-year projection for pension costs:

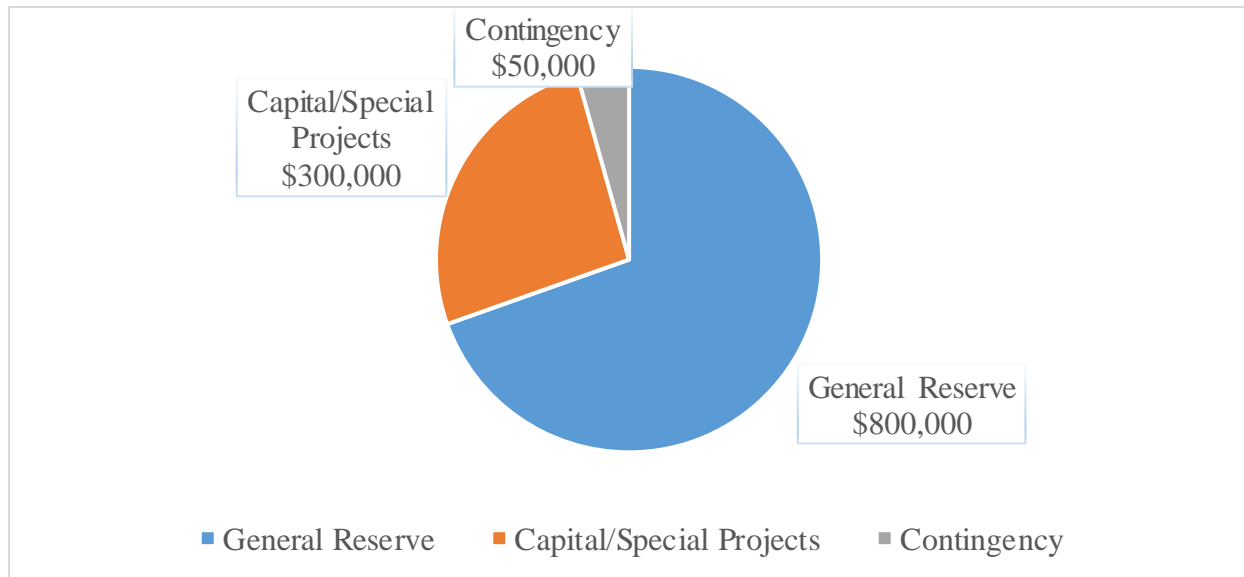
CalPERS	Projected Future Employer Contribution Rates					
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Employer Normal Cost%:	10.221%	10.9%	10.9%	10.9%	10.9%	10.9%
Employer Normal Cost	\$287,941	\$318,250	\$327,797	\$371,491	\$382,635	\$394,114
UAL\$	\$222,975	\$259,700	\$303,600	\$339,500	\$359,200	\$379,700
Total CalPERS Cost	\$510,916	\$577,950	\$631,397	\$710,991	\$741,835	\$773,814

Fund Summary:

The General Reserve established Nov 2015 for emergency needs has a current balance \$800k, representing 13% of the operating budget (goal set by the JPA Board 20%). The Capital/Special Projects Reserve has a balance of \$300k. The proposed budget would include a deposit into the fund of \$207k, leaving a FY19/20 end balance of \$507k in the Capital/Special Projects fund.

Last year the Board approved the setting aside of a small contingency fund primarily set up for radio equipment failures. Fortunately, the agency has not needed to make any withdraws against the account and the account balance remains at \$50k.

Current Reserve Balances



Fiscal Year Comparison

Last year’s agency budget comparison to the proposed FY19/20 budget:

Major Objects	Last Year FY18/19	Proposed FY19/20	Change	Percent
Total Salaries & Benefits	\$ 4,705,997	\$ 4,927,542	\$ 221,545	4.7%
Total Service & Supplies	\$ 1,066,190	\$ 1,060,340	\$ (5,850)	-.05%
Total Other Charges	\$ 384,987	\$ 377,628	\$ (7,359)	-.02%
Capital Equipment & Contingency	\$ 415,000	\$ 438,000	\$ 13,000	1.0%
TOTAL APPROPRIATIONS	\$ 6,572,174	\$ 6,803,510	\$ 231,336	3.5%

Total Member Contribution	\$ 5,683,920	\$ 5,907,882	\$ 223,962	3.9%
Total Capital Lease Payments	\$ 384,987	\$ 377,628	\$ (7,359)	-1.9%
Total Other	\$ 503,267	\$ 518,000	\$ 14,733	2.9%
TOTAL REVENUE	\$ 6,572,174	\$ 6,803,510	\$ 231,336	3.5%

FY19/20 Budget Breakdown per Cost Center

Cost Center: #8350	YECA Admin	
Total Salaries (6 FTE's)	\$	906,741
Total Services & Supplies	\$	327,550
Total Other Charges	\$	377,628
Capital Equipment & Contingency	\$	438,000
Transfer Out	\$	4,753,591
TOTAL APPROPRIATIONS	\$	6,803,510
Total Member Contribution	\$	5,907,882
Total Capital Lease Payments	\$	377,628
Total Other	\$	518,000.00
TOTAL REVENUE	\$	6,803,510
Cost Center: #8351	YECA Operations	
Total Salaries (40 FTE's)	\$	4,020,801
Total Services & Supplies	\$	142,500
TOTAL APPROPRIATIONS	\$	4,163,301
Transfer-In	\$	4,163,301
TOTAL REVENUE	\$	4,163,301
Cost Center: #8356	YECA Information Technology	
Total Services & Supplies	\$	590,290
TOTAL APPROPRIATIONS	\$	590,290
Transfer-In	\$	590,290
TOTAL REVENUE	\$	590,290

FY19-20 Member Agency Allocations

The agency allocations shown on the table below reflects O&M, capital, along with the scheduled debt service payment (*to be paid fully Nov 2025*):

Agency Totals	Last Year's Allocations	Proposed	Change
	FY 18-19	FY 19-20	Increase/ (Decrease)
Winters - O&M/Capital	\$259,863	\$255,837	(\$4,026)
Winters - Debt Service	<u>\$21,943</u>	<u>\$21,918</u>	(\$25)
Total	\$281,806	\$277,755	(\$4,051)
Woodland - O&M/ Capital	\$1,965,890	\$2,114,754	\$148,864
Woodland - Debt Service	<u>\$96,837</u>	<u>\$96,726</u>	(\$111)
Total	\$2,062,727	\$2,211,480	\$148,753
West Sac - O&M/Capital	\$1,958,476	\$2,030,934	\$72,458
West Sac - Debt Service	<u>\$55,337</u>	<u>\$55,274</u>	(\$63)
Total	\$2,013,813	\$2,086,208	\$72,395
Yolo County - O&M/Capital	\$1,438,315	\$1,445,046	\$6,731
Yolo County - Debt Service	<u>\$143,530</u>	<u>\$143,365</u>	(\$165)
Total	\$1,581,845	\$1,588,411	\$6,566
Yocha Dehe - O&M/Capital	\$61,375	\$63,310	\$1,935
Yocha Dehe - Debt Service	<u>\$8,599</u>	<u>\$8,587</u>	(\$12)
Total	\$69,974	\$71,897	\$1,923

Use of Fund Balance

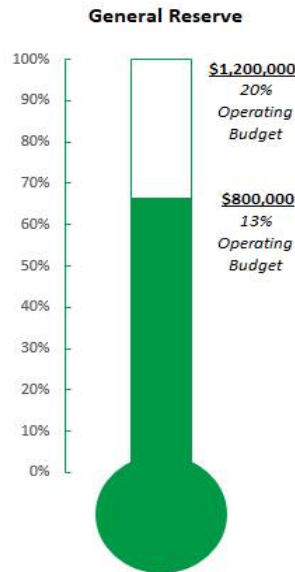
The agency realized a \$1M fund balance as a result of vacancies and carryovers from prior years, as noted in the FY17/18 Financial Audit. As a result, the agency proposes the following use of funds:

Description	Amount	Fund	Cost Center
Offset Member Shares for FY19/20 Budget	\$ 309,000	#6920	#8350
One-Time Purchase - CAD Software	\$ 91,000	#6920	#8356
Decrease CalPERS Pension Liability	\$ 500,000	#6920	#8350
Increase General Reserve Fund	\$ 100,000	#6921	#8359
Total	\$ 1,000,000		

1. The \$309k, is proposed to offset the member agency shares for FY19/20.
2. There is a one-time purchase for a CAD routing server & software upgrade \$62k, along with an upgrade for our member agency's software access to CLETS \$29k, bringing the total to \$91k for all three one-time purchases.
3. The agency's current pension liability is \$3.5M. The one-time lump sum payment of \$500k, will reduce the liability, saving the agency \$477k in interest over a 17-year period.
4. The JPA Board set the goal of having 20% of the operating budget set aside in the General Reserve fund. The current balance is \$800k, reflecting 13% of the operating budget. Increasing the fund by \$100k, will bring the General Reserve to \$900k, reaching 75% of the goal.

By approving these items, the appropriate expenditures and transfer will modify the proposed budget stated by \$1M within the above stated fund/cost centers.

JPA Board General Reserve Fund Goal Status



STAFF REPORT

Agenda Item: 7.b

Date: April 3, 2019

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: FY19/20 Proposed Capital Investment Plan (CIP)

Summary:

The proposed CIP costs for FY20 is a continuation of the 10-year plan. The initial draft to the Board for the 10-year CIP was approved April 2017. The plan identifies when the asset is needed along with potential funding streams from grants or State reimbursements. Last fiscal year the Board approved CIP items in the budgeted amount \$174k, while \$241k of the balance from contributions was deposited into the Capital/Special Projects Reserve. The current Capital/Special Projects Reserve currently has a balance of \$300k. The yearend balance is projected to be \$507k, after the FY20 annual contribution.

The Board approved the following allocations each year for an annual contribution of \$368k. This allows member agencies to receive a stable allocation for capital costs and provides YECA necessary funds for fluent operations. The total cost over the next 10 years is estimated at \$3.7M comprising of multiple equipment replacements, primarily focusing on the replacement of the microwave system and radios in years FY24 and FY26.

Board approved annual ratio per member:

Members	Fixed Ratio	Debt Ratio
Winters	5.25%	6.70%
Woodland	31.25%	29.70%
W. Sacramento	31.25%	17.00%
Yolo County	31.25%	44.00%
Yocha Dehe	1.00%	2.60%

Board approved annual ongoing capital allocations are shown below:

Members	Annual Allocations
Winters	\$22,797
Woodland	\$110,817
W. Sacramento	\$74,812
Yolo County	\$151,358
Yocha Dehe	\$8,216
Total	\$368,000

FY18/19 CIP Items - Completed:

Last year the Board approved the replacement of two R720 physical servers that support the virtual servers for the network that run i.e., CAD, Email, file storage, CLETS, etc. Other hardware replacement that reached end of life included the Offsite SAN for disaster recovery in the event of a catastrophic failure.

The final project that was completed and funded through a Homeland Security Grant was the replacement of battery banks at three of the radio sites. These three capital projects were completed Jan 2019, remained within budget of \$135k, with a net savings of \$2,795.

FY19/20 Proposed CIP Items:

Uninterruptible Power Supply (UPS):

The UPS has reached its end of life and provides power continuity to all servers, SAN, Network, and Dispatch consoles. In the event of a power failure, the UPS ensures the equipment will stay powered, while the building switches to generator power. In an extreme event of a generator failure, the UPS would provide continuous power to the equipment and dispatch consoles for a limited time.

Core Switches (6):

YECA has six core switches making up the backbone of YECA’s entire network. This equipment provides communication between all servers, firewalls, routers, all user PC’s (including CAD & RMS PC’s), and connections to member agency’s networks for interoperability.

Generator:

The agency’s primary radio site uses a propane generator in the event of a power failure that is 20+ years. Often times, PG&E cuts the power for regular maintenance. Given this site is the agency’s primary transmitting radio site, securing power is critical for the continuance of communications. Submittal for the HSG FY18 grant of \$70k, was preliminary approved and the agency is waiting for the final award letter.

Summary of costs for the proposed FY19/20 CIP Items:

Project	Cost	Status
UPS	\$ 90,000	<i>Slated for FY20</i>
Core Switches (6)	\$ 66,000	<i>Slated for FY20</i>
Generator	\$ 75,000	<i>Slated for FY20</i>
TOTAL	\$ 231,000	

Project	Funding Type	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 22-23
Furniture						
Dispatch Consoles	F		\$85,000			
Server Room						
R720 Servers (2)	F					\$35,000
Offsite SAN (Disaster Recovery)	F					\$92,000
UPS	F	\$90,000				
Core Switches (6)	F	\$66,000				
Internet Firewalls	F		\$16,000			
Interagency Firewalls	F		\$7,000			
911 Voice Logger (Server only) I	F		\$52,000			
911 Voice Logger (Server only) II	F			\$55,000		
SAN	F				\$92,000	
R730 Servers (2)	F				\$36,000	
Radio/911 Equipment Room						
Radio/Microwave Multiplexor	D					
Batteries for Radio Power Plant	D		\$27,000			
Dispatch 911 Phones (CPE)	D		\$370,000			
TSM 8000 Server - Microwave	D		\$17,000			
Zetron Toning System	D		\$12,000			
Radios	D					
Microwave Radios	D					
Channel Banks	D					
GPS Clocks	D					
Comparators	D					
Radio Sites						
Batteries for Radio Power Plant	D		\$33,000			
Generator for Bald	D	\$75,000				
Radios	D					
Microwave Radios	D					
Channel Banks	D					
GPS Clocks	D					
Building						
Totals						
		\$231,000	\$619,000	\$55,000	\$128,000	\$127,000
Total per Funding Source						
		\$70,000	\$65,000			
			\$422,000			
Member Agencies		\$161,000	\$132,000	\$55,000	\$128,000	\$127,000
Annual Sinking Fund		\$368,000	\$368,000	\$368,000	\$368,000	\$368,000
Annual Balance		\$207,000	\$236,000	\$313,000	\$240,000	\$241,000
Running Balance		\$507,000	\$743,000	\$1,056,000	\$1,296,000	\$1,537,000

7. c Proposed Position Table

Authorized Position Resolution

*as of
03/28/19*

			Current				Proposed	
			FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Additions	FTE Auth & Funded
<i>Active Positions</i>		Effective						
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	1	1		1		1
3	Sr. Administrative Specialist II	2008	1	1		1		1
4	Operations Manager	2008	1	1		1		1
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	24	2	26		26
7	911/Public Safety Dispatcher III	2006	4	4		4		4
8	Dispatch Assistant	2014	5	3	2	5		5
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Systems Administrator	2018	1	1		1		1
13	Information Technology Specialist	2018	1	1		1		1
Totals			46	42	4	46		46