**RED RIVER REGIONAL DISPATCH CENTER
Budget and Finance Committee Meeting
Wednesday, August 7th, 2024 1:00 pm**

**Cass County Courthouse, 211 9 St S, Fargo, ND**

**Commission Room 105W**

 **CALL TO ORDER**

Meeting called to order by Chair Madrigga at 1:02 pm.

**Present: Virtual:**

Cass County Finance Director Madrigga - Chair Clay County Finance Director Johnson
Clay County Commissioner Campbell City of Fargo Finance Director Thompson
City of Moorhead Council Member Nelson Moorhead Finance Director Flanagan
City of West Fargo Mayor Dardis

RRRDC Director Glasoe

**Also in Attendance: Also in Attendance, virtually:**

Cass County Administrator Wilson City of Fargo Administrator Redlinger

1. **APROVAL OF AGENDA**

Approval of the August 7th agenda. Motion to approve by Campbell, seconded by Dardis.
No discussion. **Motion passed.**

1. **APPROVAL OF MINUTES FROM JUNE 12TH, 2024 MEETING**

Approval of the June 12th meeting minutes. Motion to approve by Dardis, seconded by Nelson. No discussion. **Motion passed.**

1. **PREVIOUS BUSINESS**

 **Text Computer Aided Dispatch Interface**Director Glasoe provided an update on a text interface that was being considered for the current New World CAD system. After receiving an estimate on the interface, and receiving a demo of the new 911 call handling system that will be used at the new facility; it was found there are some major benefits that were in both, or that were part of the text interface that are also going to be added to the call handling system when used at the new facility. Therefore, no further investigation will be completed to moving on with the text interface as it doesn’t appear to be worth the cost that was quoted by the vendor, and the new call handling system will accomplish many of the same outcomes that were needed from the interface. No questions or discussion followed this update.

 **Member Assessments Review**Director Glasoe advised there had been a question about how assessments were sent out to the member agencies. Looking at past practice, following Authority Board approval, email notification was the only documentation that went out to the agencies outlining the approved Finance Committee budget which contained a listing of the assessments for each individual agency. Director Glasoe requested guidance or input if there was a more suitable method of notification to make each member agency aware of their 2025 numbers – with the addition of the fund reserve policy that was previously passed, some of the preliminary numbers have the possibility of changing due to any reserves or unallocated funds at the end of the year going towards the budget to bring it down for the next year.

***Discussion:***
Moorhead Council Member Nelson inquired when payments were made in the past. Director Glasoe advised each agency assesses a monthly payment to Cass County, previously the City of Fargo, towards regional dispatch services. Clay County Commissioner Campbell agreed that once each entity knows their assessment, the agency can pledge it accordingly based on the current projection as the levies will also be completed at that time point, and the only change would be the actual cost if the reserves exceeded what had been previously provided for those ranges. Campbell concluded giving the number once the final had been done is all that should be needed. West Fargo Mayor Dardis inquired if the notification was sent only to one individual or office, or sent to multiple personnel within each agency. Director Glasoe advised that previously the email notification was sent to the Budget and Finance Committee, the Executive Committee, and the Authority board once the budget had been approved; and this was then dispersed internally amongst the agencies. Fargo Finance Director Thompson requested clarification on the 2024 New World assessment that is still pending. Director Glasoe clarified that correct invoices from Tyler Technologies had not yet been provided and once those numbers were realized they would be assessed to the member agencies. With no further discussion, Chair Madrigga resolved, notification would remain same as previous with all member agencies knowing that there will be an adjustment once the unbalanced excess has been realized. **RRRDC Audit**Director Glasoe advised Widmer Roel was on site in June to conduct the audit, but the auditors would be unavailable for the scheduled September Budget and Finance committee meeting and planned to present the audit reports at the scheduled October Budget and Finance committee meeting. No questions or discussion followed this update on the upcoming audit report.

1. **2024 YEAR TO DATE BUDGET REVIEW**

Director Glasoe provided the 2024 year-to-date budget review through July. Under income, the Miscellaneous line change from previous month which included an array of reimbursement from one of the member agencies that had been invoiced for radio equipment that was damaged or not returned following a rental. The interest back from the savings account was now at $72,000. Member assessment for Moorhead, Clay County, and Cass County was at 53.07% through the year, with the Supplemental line reflecting what Fargo Finance Director Thompson had inquired about during the member assessment review earlier reflecting pending updated invoices from Tyler Technologies. During past years, former Director Phillippi had similar issues as it took a number of months to get the corrected overall New World maintenance invoice. Again, once received, Director Glasoe will be invoicing that out for the agreement for Tyler Technologies portion; as it sits, the current invoices were around $536,000. It is expected this will remain in line with what had been previously budgeted, but Director Glasoe would like to ensure accuracy before the assessments will be made to the member agencies. Looking at expenses, year-to-date was at 59.47%. Overtime as expected was over budget, as it has been in the past. The training budget was also over as there are a number of new employees going through the CTO program, and this line is expected to continue at the same trajectory through the rest of the year as hiring is anticipated to be completed for the final four positions that were not initially allocated in the 2024 budget. Similarly, hiring services was over budget and expected to remain high through the year as eight background investigations are currently in progress and will be processed over the next several months to fill the outstanding positions up to the threshold of 47 employees. The maintenance service contract was at 84%, as this has a lot of one-time payments for the new maintenance which are spent early in the year and have remained high to date. General liability was a one-time payment at the beginning of the year that typically has a partial refund that will not be received until next year. Out-of-state travel was over at 69% as the center has been able to send a number of staff members to national conferences which was noted to have not been an option over the past three to four years due to Covid-19. Following the APCO conference in August, it is not expected there will be much more if any out-of-state travel; therefore, it is not expected this expense will continue to be a higher line item. Banking fees percentage was quite high as those had not been allocated for 2024, but has now been added to the 2025 budget. Computer equipment was quite over, due in part to the hardware/software refresh that happens every five years including a $343,000 payment for production servers used for Laserfiche storage the member agencies utilize for such items as evidence logs and warrants. Additionally, there is another server located on premise that is utilized by both regional dispatch and public health that was approximately $30,000 which covers dispatch, law enforcement, fire, and public safety data. Funds for this five-year refresh are put away every year for IS to revive the shared environments.

***Discussion:***
Moorhead Council Member Nelson inquired where revenue put aside every five years for the hardware/software refresh is visualized. Chair Madrigga advised funds that were allocated to this are broken up into five year increments and designated within the general fund; the revenue is not listed as coming in, as in the end the budget comes out of that fund balance that has been allocated specifically and part of the expense report rather than the budget itself. Clay County Commissioner Campbell noted that considering the fairly significant one-time payments, 59% seems to be still in line for this time point of the year. Director Glasoe added overall the center is still quite under budget. Chair Madrigga contributed that it appeared hiring continues to go well with the anticipation to be fully staffed before the end of the year.

1. **OTHER BUSINESS**

No other business was brought forward by committee members present when requested.

**ADJOURNMENT**

Meeting adjourned by Chair Madrigga at 1:19 pm.

**Next Meeting:** September 11th, 2024 1:00 pm at Cass County Courthouse, Commission Room 105W

*Meeting minutes by: Corey Olson, RRRDC*