



CENTRAL MINNESOTA EMERGENCY SERVICES BOARD
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MEMORANDUM

To: Central Minnesota Emergency Services Board
From: Micah Myers, Regional Advisory Committee Chairperson
Date: 7/20/2018
Re: Final 2019 Budget

Recommendation:

Attached is the Central MN Emergency Services Board (**CMNESB**) final, 2019 budget covering the administrative expenses anticipated to support the Central Minnesota Emergency Services Board. The total amount of the recommended 2019 budget is **\$188,900.00**. The Board approved the distribution of the 2019 administrative budget expenses to the parties to the agreement through a composite formula. The recommended formula provides for 50% of the costs be divided equally (**base**), 25% of the costs to be allocated based on population and the remaining 25% to be based on the number of radios in use (**minimum of 150**). A spreadsheet depicting this distribution model is attached. An Additional amount of **\$65,200.00** was included to the 2019 budget to cover the cost of System Admin services. This amount will be distributed equally between the parties. An additional **\$78,900.00** is included in the budget; this amount will be shared by those entities participating in the Regional Logger Project. An amount of **\$18,000.00** was included in the base 2019 budget to cover the cost of additional professional services.

Background:

The Joint Powers Agreement creating the Emergency Services Board requires the Board to approve and submit to the parties a final budget by July 30th of each year. It requires the parties to approve or reject the proposed budget prior to August 15th of each year. If any of the parties to the JPA fails to take action on the proposed budget by August 15th and there are no applicable Capital costs associated with their action, the agreement provides that they are assumed to have approved the budget.

This final budget, approved for calendar year 2019 provides only for administrative expenses. Administrative expenses account for all expenses associated with the administration of the Board and its committees. It is the intent of the agreement that all administrative expenses be shared among the parties in a fair and equitable manner reflective of the extent of participation in the Board and its committees.

The 2019 Board final administrative budget provides for total anticipated expenditures of **\$188,900.00**. The anticipated expenditures are listed on the attached budget worksheet. This approved budget provides for the preparation of meeting materials, their distribution, the production and distribution of meeting minutes, anticipated administrative expenses and required insurance coverage. A modest amount is included to provide for preparation of meeting materials for each of the three principal committees.

The Central Minnesota Emergency Services Board reviewed, discussed, and approved the following budget distribution model.

A spreadsheet depicting the composite cost model and its impact on each member is attached.

- Half (50%) of the total administrative budget distributed equally between the parties.
- System Admin services will be distributed equally between the parties
- One quarter (25%) of the total administrative budget distributed between the parties based on the 2010 estimated population as listed on the US Census Bureau website.
- One quarter (25%) of the total administrative budget distributed between the parties based on the number of radios in use. The Board agreed with the RAC provision that there be a minimum of 150 radios for each partner for this portion of the distribution.

The Board feels this model best meets the “fair and equitable distribution reflective of the extent of participation.” requirement of the JPA.

Action Required- Approve

Approve the Final Board Budget.

**Regional Radio Board Operating Expenses
Composite Allocation Plan**

| | | |
|------------------------------|-----------|-------------------|
| Budget Base: | \$ | 44,800.00 |
| System Admin | | 65,200.00 |
| Logger | | 78,900.00 |
| Professional Services | | - |
| | \$ | 188,900.00 |

| | 50% of Total of Base & Professional Servs | Equal Shares Regional | 25% of Total based on Population | | 25% of Total based on Radio Count | | Total Distribution | Regional Logger | 2018 Costs | Proposed 2019 Costs |
|-------------------|--|--------------------------|-------------------------------------|-----------|--------------------------------------|--------------|-----------------------|--------------------|---------------|------------------------|
| | Equal Shares | Coordinator | 2010 | | Number | Distribution | 2010 Census | Distribution | | |
| City of St. Cloud | 1,178.95 | 3,431.58 | 6,953 | 123.70 | 792 | 885.89 | 5,620.11 | 6,069.23 | 13,888.96 | 11,689.34 |
| Benton County | 1,178.95 | 3,431.58 | 38,451 | 684.06 | 294 | 328.85 | 5,623.44 | | 7,525.35 | 5,623.44 |
| Big Stone County | 1,178.95 | 3,431.58 | 5,269 | 93.74 | 239 | 267.33 | 4,971.60 | 6,069.23 | 13,090.74 | 11,040.83 |
| Douglas County | 1,178.95 | 3,431.58 | 36,009 | 640.61 | 798 | 892.60 | 6,143.74 | 6,069.23 | 14,892.96 | 12,212.97 |
| Grant County | 1,178.95 | 3,431.58 | 6,018 | 107.06 | 297 | 332.21 | 5,049.80 | 6,069.23 | 13,210.38 | 11,119.03 |
| Kandiyohi County | 1,178.95 | 3,431.58 | 42,239 | 751.45 | 842 | 941.82 | 6,303.79 | 6,069.23 | 15,139.98 | 12,373.02 |
| Meeker County | 1,178.95 | 3,431.58 | 23,300 | 414.52 | 400 | 447.42 | 5,472.46 | 6,069.23 | 13,863.08 | 11,541.69 |
| Mille Lacs County | 1,178.95 | 3,431.58 | 26,097 | 464.27 | 605 | 676.72 | 5,751.52 | 6,069.23 | 14,290.08 | 11,820.75 |
| Morrison County | 1,178.95 | 3,431.58 | 33,198 | 590.60 | 528 | 590.59 | 5,791.72 | | 7,779.67 | 5,791.72 |
| Otter Tail County | 1,178.95 | 3,431.58 | 57,303 | 1,019.44 | 965 | 1,079.40 | 6,709.36 | 6,069.23 | 15,765.60 | 12,778.59 |
| Pope County | 1,178.95 | 3,431.58 | 10,995 | 195.60 | 281 | 314.31 | 5,120.44 | 6,069.23 | 13,320.43 | 11,189.67 |
| Sherburne County | - | - | - | - | - | - | - | 6,069.23 | 17,445.61 | 6,069.23 |
| Stearns County | 1,178.95 | 3,431.58 | 150,642 | 2,679.97 | 1,345 | 1,504.44 | 8,794.94 | | 12,415.00 | 8,794.94 |
| Stevens County | 1,178.95 | 3,431.58 | 9,726 | 173.03 | 231 | 258.38 | 5,041.94 | 6,069.23 | 13,200.09 | 11,111.17 |
| Swift County | 1,178.95 | 3,431.58 | 9,783 | 174.04 | 319 | 356.82 | 5,141.39 | | 6,776.82 | 5,141.39 |
| Todd County | 1,178.95 | 3,431.58 | 24,895 | 442.89 | 412 | 460.84 | 5,514.26 | | 7,345.75 | 5,514.26 |
| Traverse County | 1,178.95 | 3,431.58 | 3,558 | 63.30 | 194 | 217.00 | 4,890.82 | | 6,471.93 | 4,890.82 |
| Wadena County | 1,178.95 | 3,431.58 | 13,843 | 246.27 | 313 | 350.10 | 5,206.90 | | 6,878.63 | 5,206.90 |
| Wilkin County | 1,178.95 | 3,431.58 | 6,576 | 116.99 | 120 | 134.23 | 4,861.74 | 6,069.23 | 6,348.75 | 10,930.97 |
| Wright County | 1,178.95 | 3,431.58 | 124,700 | 2,218.46 | 1,038 | 1,161.05 | 7,990.03 | 6,069.23 | 17,750.19 | 14,059.26 |
| | 22,400.00 | 65,200.00 | 629,555 | 11,200.00 | 10,013.00 | 11,200.00 | 110,000.00 | 78,900.00 | 237,400.00 | 188,900.00 |

