



**Administrative Policy Board
Monday, April 22, 2013 @ 9:30 AM
City of Wyoming, West Conference Room**

Agenda

1. **Call to Order** (Holt)
2. **Public Comment**
3. **Approval of the Agenda** – April 22, 2013
4. **Approval of the Minutes** – March 25, 2013
5. **Members Excused**
6. **Financial Report** (Bonneau)
7. **Voucher of Bills** (*Motion to Authorize Expenditures and Disbursements as Attached*)
8. **Finance Committee Report** (Getzen)
 - a. Budget Recommendations
 - b. Grand Rapids OT request
9. **Approval of Asset Inventory, Depreciation and Disposal Policy** (Bonneau)
 - a. **Resolution #7-032513** to approve the Asset Inventory, Depreciation and Disposal Policy as recommended by the Executive Committee.
10. **Amendments to the Approved KCDA Financial Policy** (Bonneau)
 - a. **Resolution #8-032513 to add to the Financial Policy in Section #3.1 the following language:** *Accounts receivable will be accrued back to the previous fiscal year for all State of Michigan and/or County of Kent 9-1-1 surcharge funds for services billed in October, November or December*

and received by the Authority in the months of January, February and March of each year.

- b. **Resolution #9-032513 to add to the Financial Policy in Section #3.1 the following language:** *All accounts payable for invoices for services rendered or performed in the prior fiscal year will be paid and accrued back to the previous fiscal year by the end of February of each year.*

12. Amendments to the Approved KCDA Financial Procedures (Bonneau)

- a. **Resolution #13-032513 to amend the language in the Financial Procedure Section 2 by adding** *Determine if the financial request is within the current Fiscal Year or within sixty (60) days of the end of the past Fiscal Year and if the financial request is from the last fiscal year, accrue same back to that fiscal year.*
- b. **Resolution #14-032513 to add section 7 to the Financial Procedures by adding:** *Determine if the 9-1-1 surcharge income received is to be accrued to the current fiscal year budget or the previous fiscal year budget (9-1-1 surcharge funds for services billed in October, November and December and received by the Authority in January, February and March of each year are to be accrued back to the previous fiscal year).*

13. TAC Reports – (Young and Chadwick)

- a. *CAD*
- b. *Radio Consultant RFP*

14. Update and Progress Report from Executive Director: (Bonneau)

15. Executive Committee Update (Chair)

16. Miscellaneous

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting

Monday, May 13, 2013 at 10 AM

City of Wyoming, Managers Conference Room

KCDA Administrative Policy Board Meeting

Monday, May 20, 2013 at 9:30 AM (Due to Memorial Day)

City of Wyoming West Conference room

Bills for Approval

Name	Purpose	Amount	FY	Approval
Wyoming	Fiduciary Apr 13	\$1,000.00	2013	Bonneau
Varnum	Legal	\$1,971.00	2013	Bonneau
PCS	March 13	\$5,368.88	2013	Curtis
NENA	Conf Registration	\$579.00	2013	Bonneau
Kent IT				
Kent IT				
MMRMA	Insurance 2013	\$11,921.00	2013	APB

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Asset Inventory and Disposal Policy	Bonneau	Awaiting Board Approval	3-25-13
Travel Policy	Bonneau	Approved and Posted	Completed
Records Retention and Disposal Policy	Bonneau	Preparing Draft for 1 st Review by EC	TBD
GIS Coordination Project	Holt	On Going	TBD
PSAP OT reimbursement Requests	Bonneau	Approved – Checks Issued	Completed
5 / 10 year Capital Budget	Finance Committee	Pending Meeting in April	TBD
PSAP Surcharge Allocation	Bonneau	Approved – Checks Issued	Completed
RFP / Radio Design	Team	RFP issued awaiting Pre Bid Meeting March 26 th	Pending
Rehmann Audit	Bonneau	In Progress	TBD
Web Site Redesign	Bonneau	On Going	TBD
CAD to CAD interface	Young	In Progress	TBD
Annual Report for 2012	Bonneau	Working to Update Web Site	TBD
CAD Phase I	Chadwick and Young	Working to clear up punch list items	On Going
Zetron Paging	Chadwick	Pending Phase II	TBD
KCDA Strategy Meeting	Bonneau	On Going	TBD
MMRMA Insurance Review	Bonneau	Finalized Asset List	2-15-13

Surcharge Reporting Initiative	Holt Bonneau	Pending review with Kent County Chairman	TBD
Pro Q A Interface	Young	Pending	TBD
EMD Project	Young	Task Force Committee Formed and Meeting	TBD
Finance Committee Recommendations	Getzen	Awaiting Board Approval	March 25