

Jefferson County 911 Administrative Board

RESOLUTION 2024-0003

ADOPTING OPERATING AND CAPITAL BUDGETS FOR 2025

WHEREAS, Jefferson County 911 DBA Jeffcom 911 Communications (hereinafter “Jeffcom”) is an independent agency formed by an interlocal agreement among Jefferson County and other agencies and delegated by the parties to the interlocal agreement municipal powers related to the operations of a 911 communications facility; and

WHEREAS, the Jeffcom Administrative Board has been duly authorized and empowered by the parties to the agency’s formative interlocal agreement to set policy, evaluate and adjudicate all matters pertaining to the annual Jeffcom capital and operations budget, funding, cost-share allocation, and funds;

WHEREAS, the Jeffcom Administrative Board is required by the interlocal agreement to adopt a budget for the following calendar year at its first meeting in September of each year, this being the first regular meeting of the Board during September of the present year; and

WHEREAS, the budget as proposed includes as required by the interlocal agreement the distribution of Jeffcom’s operating costs to the parties to said agreement, with the costs distributed proportionally among Jeffcom’s users as determined by the number of CFSs generated by each member agency between July 1, 2023, and June 30, 2024;

NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE BOARD OF JEFFERSON COUNTY 911 THAT Jeffcom does hereby adopt the attached JEFFCOM 2025 BUDGET - PROPOSED for the 2025 budget year; and

BE IT FURTHER RESOLVED that the Clerk of the Jeffcom Administrative Board is hereby directed to make and file this certified budget with the clerk of the Jefferson County Board of County Commissioners on or before November 30, 2024; and

BE IT FURTHER RESOLVED that the Jeffcom Finance Manager is hereby directed to transfer \$149,000.00 from Fund 001 General to Fund 300 Capital Equipment on or about November 1, 2024, as a one-time transfer of operating funds to reserve for future capital-equipment purchases in anticipation of budgeted CAD maintenance fees remaining unpaid in 2024.

PASSED AND APPROVED THIS 24th DAY OF October, 2024.

By: Andy Pernsteiner
Chair of the Board

Thomas A. Olson
Member

Art Frank
Member

Bret Black
Member

Greg Brotherton
Member

Attest: Diana Johnson
Clerk of the Jeffcom Administrative Board

PROPOSED 2025 BUDGET

Jefferson County 911

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001 General

Revenues	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change	Comment
308 91 00 00 - Estimated Beginning Balance	315,042.92	673,623.93	593,452.99	555,850.56	515,711.23	515,711.23	609,642.80	118.2%	
308 Beginning Balances	315,042.92	673,623.93	593,452.99	555,850.56	515,711.23	515,711.23	609,642.80	118.2%	
337 16 00 00 - Sales Tax for Emergency Communication	711,230.12	801,398.65	854,383.17	798,000.00	491,316.39	905,646.00	950,928.00	105.0%	
337 63 00 00 - E911- Phone Tax - Wireline	43,313.26	39,266.73	33,355.66	31,500.00	18,016.45	29,338.00	25,524.00	87.0%	
337 64 00 00 - E911- Phone Tax - Wireless	207,205.50	214,539.01	221,838.23	210,000.00	131,874.53	228,115.00	234,502.00	102.8%	
337 64 00 01 - E911- Phone Tax - Prepaid	58,026.77	55,843.72	48,944.45	61,000.00	20,422.06	31,758.00	31,000.00	97.6%	
337 65 00 00 - CON Enhanced 911 - VOIP	31,762.88	31,534.58	33,078.91	40,000.00	19,073.55	33,000.00	33,000.00	100.0%	
310 Taxes	1,051,538.53	1,142,582.69	1,191,600.42	1,140,500.00	680,702.98	1,227,857.00	1,274,954.00	103.8%	
334 01 80 00 - State E911 Grant - Equip	0.00	0.00	141,497.00	0.00	0.00	4,452.19	41,957.91	942.4%	
334 01 81 00 - State E911 Grant - CPD & BSO	304,087.23	293,130.86	219,354.91	298,333.00	298,333.00	298,333.00	294,843.00	98.8%	
330 State Generated Revenues	304,087.23	293,130.86	360,851.91	298,333.00	298,333.00	302,785.19	336,800.91	111.2%	
342 80 20 00 - Dispatch Fees - City of PT	348,162.00	314,036.57	351,945.96	431,280.39	107,820.10	431,280.39	449,091.88	104.1%	29.5% of funding gap
342 80 30 01 - Dispatch Fees - Dist 1 EJFR	159,241.00	180,691.81	215,955.96	307,176.15	307,176.15	307,176.15	316,121.83	102.9%	20.77% of funding gap
342 80 30 02 - Dispatch Fees - Dist 2 Quilcene	10,730.00	13,905.83	19,009.87	20,623.56	5,155.89	20,623.56	24,050.23	116.6%	1.58% of funding gap
342 80 30 03 - Dispatch Fees - Dist 3 Pt Ludlow	27,716.00	33,735.30	50,325.88	0.00	0.00	0.00	0.00	0.0%	No longer in use
342 80 30 04 - Dispatch Fees - Dist 4 Brinnon	15,277.00	18,737.17	24,947.46	25,643.37	6,410.84	25,643.37	27,519.02	107.3%	1.81% of funding gap
342 80 30 05 - Dispatch Fees - Dist 5 Disco Bay	4,328.00	3,613.00	5,650.29	6,773.72	1,693.43	6,773.72	6,475.06	95.6%	0.43% of funding gap
342 80 40 00 - Dispatch Fees - (Dept of Corrections)	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	100.0%	
342 80 41 00 - Dispatch Fees - Hoh Reservation	4,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	0.0%	Not currently in use
342 80 50 00 - Dispatch Fees - JCSD	483,942.00	564,215.56	564,741.58	680,517.04	510,387.78	680,517.04	698,786.52	102.7%	45.91% of funding gap
342 80 50 01 - Records Specialist Fee	75,815.69	82,339.32	84,809.59	117,373.79	77,525.39	117,373.79	128,142.47	109.2%	Salary, benefits, OT, 7% of facility license
342 80 60 00 - Dispatch Director Fee - City of PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
340 Dispatch Fees	1,131,211.69	1,221,274.56	1,327,386.59	1,591,388.02	1,016,169.58	1,591,388.02	1,652,187.01	103.8%	
361 40 00 00 - E911 - Interest	194.91	317.17	1,020.35	1,000.00	697.31	1,000.00	1,200.00	120.0%	
361 41 00 00 - LGIP Interest Earned	0.00	0.00	7,301.92	0.00	23,099.15	39,500.00	28,000.00	70.9%	
362 50 20 00 - Boat US	8,297.06	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
362 90 00 00 - Tower Rents and Leases - KIRO	20,630.45	20,993.30	21,367.05	22,008.01	0.00	22,022.15	0.00	0.0%	
362 90 10 00 - Tower Rents & Leases - Verizon	35,240.24	39,085.15	38,669.80	42,436.00	22,947.26	39,338.16	40,518.30	103.0%	
362 90 20 00 - Tower Rents & Leases - Jefferson Transit Authority Maynard	3,600.00	3,708.00	3,819.24	3,933.82	3,933.82	3,933.82	2,025.92	51.5%	
362 90 30 00 - Tower Rents & Leases - Jeff Co PT and Coyle Tower	19,063.04	19,634.94	20,224.01	0.00	20,830.73	20,830.73	21,455.65	103.0%	
362 90 35 00 - Tower Rents & Leases - Icom 911	0.00	0.00	0.00	12,415.62	12,047.00	12,047.00	12,415.62	103.1%	
367 00 00 00 - Contributions/donations from Non-Gov Sources	4,750.00	0.00	0.00	0.00	9,000.00	2,500.00	0.00	0.0%	

PROPOSED 2025 BUDGET

Jefferson County 911

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001 GENERAL FUND

Revenues	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change	Comment
360 Misc Revenues	91,775.70	83,738.56	92,402.37	81,793.45	92,555.27	141,171.86	105,615.49	74.8%	
382 10 00 00 - Non Revenue - Refund of Expenditures	63,552.04	64,262.38	16,666.57	75,000.00	14,821.20	14,821.20	99,500.00	671.3%	
388 10 00 00 - Prior Period Adjustment	118,768.18	0.00	4,546.31	0.00	0.00	0.00	0.00	0.0%	
380 Non Revenues	182,320.22	64,262.38	21,212.88	75,000.00	14,821.20	14,821.20	99,500.00	671.3%	
395 28 00 00 - Surplus Equipment Sale Proceeds	0.00	0.00	2,886.35	0.00	0.00	0.00	0.00	0.0%	
390 Other Revenues	0.00	0.00	2,886.35	0.00	0.00	0.00	0.00	0.0%	
397 00 00 01 - Transfer In From Capital Fund	214,320.16	0.00	0.00	280,000.00	0.00	262,779.37	25,000.00	9.5%	
397 00 00 02 - Transfer In From Employee Payout Fund	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	224,320.16	0.00	0.00	280,000.00	0.00	262,779.37	25,000.00	9.5%	
398 10 00 00 - Insurance Recoveries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
398 Insurance Recoveries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
TOTAL REVENUES:	3,300,296.45	3,478,612.98	3,589,793.51	4,022,865.03	2,618,293.26	4,056,513.87	4,103,700.21	101.2%	
522 20 10 05 - COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 20 09 - COVID-19 OASI	195.57	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 20 10 - COVID-19 Retirement	440.91	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
522 Fire Control	636.48	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
525 50 40 00 - Jefferson County Bond Debt Payments	276,600.00	276,600.00	288,000.02	307,736.32	179,454.52	282,000.00	282,000.00	100.0%	
525 60 30 00 - Disaster Services - Supplies COVID-19 Pandemic	290.98	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
525 Emergency Services	276,890.98	276,600.00	288,000.02	307,736.32	179,454.52	282,000.00	282,000.00	100.0%	
528 10 20 00 - Distribution for Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 20 16 - Overtime Dispatch Communcation	0.00	0.00	0.00	0.00	0.00	80.49	0.00	0.0%	
528 10 31 07 - Donation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 31 00 - Office Supplies	4,853.06	2,345.92	1,948.16	2,000.00	1,110.05	2,000.00	2,000.00	100.0%	
528 10 31 03 - Office Furniture	1,382.40	262.06	2,939.37	1,000.00	0.00	1,000.00	1,000.00	100.0%	
528 10 31 04 - Employee Recognition & ammenities	2,098.34	1,374.87	2,693.81	3,800.00	1,117.12	2,500.00	3,000.00	120.0%	
528 10 31 05 - Public Education	25.00	708.23	434.50	1,500.00	300.00	1,500.00	1,500.00	100.0%	
528 10 31 06 - Vehicle Fuel/Expenses	28.28	0.00	430.95	0.00	0.00	0.00	0.00	0.0%	

PROPOSED 2025 BUDGET

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001 GENERAL FUND

Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change	Comment
010 Supplies	8,387.08	4,691.08	8,446.79	8,300.00	2,527.17	7,000.00	7,500.00	107.1%	
528 10 41 00 - Professional Fees	37,350.66	80,221.28	67,254.52	56,000.00	68,239.73	88,000.00	85,000.00	96.6%	
528 10 41 01 - Data Management Services	28,645.98	22,242.84	21,619.51	30,000.00	31,915.80	30,000.00	25,000.00	83.3%	
528 10 42 00 - Business Phones	4,592.30	3,820.50	1,687.06	2,500.00	340.28	700.00	700.00	100.0%	
528 10 42 01 - Business Administrative Lines - Cent Link	4,682.96	4,852.69	3,365.40	3,800.00	735.49	1,800.00	2,200.00	122.2%	
528 10 42 02 - Cellular	4,544.66	4,361.33	3,367.54	3,750.00	1,736.26	2,800.00	2,800.00	100.0%	
528 10 42 03 - Postage	106.90	311.20	54.75	200.00	0.00	50.00	50.00	100.0%	
528 10 42 04 - ACCESS Terminal State	4,800.00	4,800.00	4,800.00	4,800.00	2,400.00	4,800.00	4,800.00	100.0%	
528 10 45 00 - *inactive **Office Lease **use 591-28-70-00	47,597.00	0.00	0.00	60,000.00	0.00	0.00	0.00	0.0%	
528 10 46 00 - Insurance - WA Cities	22,722.00	26,472.00	36,452.00	46,953.00	51,153.00	51,153.00	54,000.00	105.6%	
528 10 49 00 - Outside Reproduction	600.47	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 49 01 - Dues & Subscriptions	2,305.80	1,557.16	7,931.99	1,500.00	948.64	1,500.00	1,500.00	100.0%	
528 10 49 02 - Job Advertising	0.00	5,025.06	2,557.31	3,500.00	0.00	3,500.00	0.00	0.0%	
528 10 49 03 - Job Testing	3,719.75	2,795.00	5,813.25	4,000.00	619.75	1,200.00	1,000.00	83.3%	
528 40 43 00 - Non-Reimbursed Travel/Training	890.38	652.28	2,337.36	2,500.00	1,140.47	2,500.00	2,500.00	100.0%	
020 Other Admin	162,558.86	157,111.34	157,240.69	219,503.00	159,229.42	188,003.00	179,550.00	95.5%	
528 40 49 00 - Coordinator Training	4,717.06	8,190.30	4,784.06	9,000.00	1,346.00	3,000.00	5,000.00	166.7%	
528 40 49 01 - E911 Training (Call Takers)	1,225.28	1,535.47	10,721.17	12,000.00	8,684.49	12,000.00	14,000.00	116.7%	
528 40 49 02 - E911 Training (MSAG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 40 49 03 - IT Training	0.00	0.00	2,671.45	5,000.00	19,182.40	19,182.40	5,000.00	26.1%	
528 70 31 00 - Headsets & Batteries	1,322.17	845.41	4,697.56	5,000.00	816.35	1,500.00	2,000.00	133.3%	
528 70 31 01 - Shredding Service	46.78	53.89	53.70	75.00	28.44	75.00	75.00	100.0%	
030 E911	7,311.29	10,625.07	22,927.94	31,075.00	30,057.68	35,757.40	26,075.00	72.9%	
528 90 35 00 - Small Tools	183.05	10.00	0.00	1,000.00	0.00	1,200.00	1,000.00	83.3%	
528 90 41 00 - Data Management IGN	5,319.00	4,671.00	4,986.00	5,040.00	2,538.00	5,076.00	5,100.00	100.5%	
040 Information Systems	5,502.05	4,681.00	4,986.00	6,040.00	2,538.00	6,276.00	6,100.00	97.2%	
528 10 10 00 - Admin Wages	212,945.34	248,221.94	233,855.76	295,510.27	186,690.75	280,036.14	307,790.28	109.9%	
528 10 10 01 - IT Wages	177,084.39	198,583.09	226,408.68	260,180.28	184,217.85	276,326.78	254,787.70	92.2%	
528 10 10 02 - Communications Wages	593,330.31	555,496.11	725,234.74	817,242.70	556,017.55	855,031.96	1,014,773.76	118.7%	
528 10 10 03 - Bonuses - Retention Bonuses	0.00	57,000.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 10 04 - Bonuses - Incentive Hiring	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 10 16 - Overtime	69,875.24	142,331.41	241,862.68	317,091.69	153,308.01	227,895.77	162,231.45	71.2%	
528 10 10 17 - Overtime - IT	1,713.37	7,347.01	5,640.26	12,179.18	295.65	500.00	329.91	66.0%	
528 10 10 20 - Longevity	2,800.00	3,600.00	2,327.57	7,148.84	16,479.30	21,249.15	26,105.47	122.9%	

PROPOSED 2025 BUDGET

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001 GENERAL FUND

Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change	Comment
588 10 40 00 - Prior Period(s) Adjustments - Other Services And Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
589 90 00 00 - Payroll Clearing	460.62	-2,742.02	-6,269.24	0.00	267.55	0.00	0.00	0.0%	
589 90 00 99 - Draw Clearing	4,133.76	3,323.33	1,512.86	0.00	30.38	0.00	0.00	0.0%	
589 90 20 01 - Payroll Clearing Draw Taxes	587.45	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
580 Non Expenditures	137,315.72	581.31	12,704.86	0.00	297.93	0.00	0.00	0.0%	
591 28 70 00 - Lease Pmts - No Asset Ownership Tx'd	0.00	82,643.67	141,979.48	32,000.00	81,294.74	116,005.02	119,605.52	103.1%	
591 Debt Service	0.00	82,643.67	141,979.48	32,000.00	81,294.74	116,005.02	119,605.52	103.1%	
594 28 70 00 - Installment Purchase Pmts - Asset Ownership	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
597 00 00 30 - Transfer Out to Capital Fund	0.00	200,000.00	207,164.58	0.00	19,376.78	182,000.00	28,000.00	15.4%	
597 00 00 61 - Transfer Out to Pension Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	200,000.00	207,164.58	0.00	19,376.78	182,000.00	28,000.00	15.4%	
508 91 00 00 - 10% Reserve Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
TOTAL EXPENDITURES:	2,626,672.52	2,885,159.99	3,074,082.28	3,467,014.47	2,077,396.13	3,446,871.07	3,494,057.41	101.4%	
FUND GAIN/LOSS:	673,623.93	593,452.99	515,711.23	555,850.56	540,897.13	609,642.80	609,642.80		

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300 CAPITAL EQUIPMENT

Revenues	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change	Comment
308 21 00 00 - Beg Balance : Non-Spendable Cash and Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 31 00 00 - Beg Balance : Restricted Cash and Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 41 00 00 - Beg Balance : Committed Cash and Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 51 00 00 - Beg Balance : Assigned Cash and Investments	535,707.46	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 51 00 01 - Estimated Beginning Balance	0.00	321,387.30	521,387.30	721,387.30	728,551.88	728,551.88	647,772.51	88.9%	
308 Beginning Balances	535,707.46	321,387.30	521,387.30	721,387.30	728,551.88	728,551.88	647,772.51	88.9%	
397 00 00 04 - Transfer In - From Acct 659 LGIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
397 00 00 05 - Transfer in - From Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
397 00 00 30 - Transfer In From General Fund	0.00	200,000.00	207,164.58	0.00	19,376.78	182,000.00	28,000.00	15.4%	
397 Interfund Transfers	0.00	200,000.00	207,164.58	0.00	19,376.78	182,000.00	28,000.00	15.4%	
TOTAL REVENUES:	535,707.46	521,387.30	728,551.88	721,387.30	747,928.66	910,551.88	675,772.51	74.2%	
597 00 00 01 - Transfer Out to Operating Fund	214,320.16	0.00	0.00	280,000.00	0.00	262,779.37	25,000.00	9.5%	
597 00 00 04 - Transfer Out to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
597 00 00 05 - Transfer out to Capital Fund LGIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	214,320.16	0.00	0.00	280,000.00	0.00	262,779.37	25,000.00	9.5%	
TOTAL EXPENDITURES:	214,320.16	0.00	0.00	280,000.00	0.00	262,779.37	25,000.00	9.5%	
FUND GAIN/LOSS:	321,387.30	521,387.30	728,551.88	441,387.30	747,928.66	647,772.51	650,772.51		

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Revenues (including beginning balance)	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change
001 GENERAL FUND	3,300,296.45	3,478,612.98	3,589,793.51	4,022,865.03	2,618,293.26	4,056,513.87	4,103,700.21	101.2%
002 Employee Payout Fund	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
300 CAPITAL FUND	535,707.46	521,387.30	728,551.88	721,387.30	747,928.66	910,551.88	675,772.51	74.2%
	3,846,003.91	4,000,000.28	4,318,345.39	4,744,252.33	3,366,221.92	4,967,065.75	4,779,472.72	96.2%

Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 Adopted	2024 Actual YTD	2024 Projected	2025 Proposed	Change
001 GENERAL FUND	2,626,672.52	2,885,159.99	3,074,082.28	3,467,014.47	2,077,396.13	3,446,871.07	3,494,057.41	101.4%
002 Employee Payout Fund	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
300 CAPITAL FUND	214,320.16	0.00	0.00	280,000.00	0.00	262,779.37	25,000.00	9.5%
	2,850,992.68	2,885,159.99	3,074,082.28	3,747,014.47	2,077,396.13	3,709,650.44	3,519,057.41	94.9%