2024 BUDGET & CAPITAL IMPROVEMENT PLAN

SPOKANE REGIONAL EMERGENCY COMMUNICATIONS

September 2023

Financial Sub-committee
Chief Cody Rohrbach – Spokane County Fire District 3 (Chair)
Chief Brad Richmond - Airway Heights Police Department (Vice-chair)
CEO Scott Simmons - Spokane County (Executive Committee)
Lori Markham, Executive Director
Tessa Sheldon - Spokane County, Sr. Analyst (Designee)

Executive Team
Kim Arredondo-Deputy Director
Jeff Tower-Human Resource Manager
Tim Henry-Finance Manager
Dusty Patrick-Technical Services Director

Revenue: Emergency Communications Sales Tax is estimated based on Spokane County projections for 2024 and is increased 5% or $756K from the 2023 budgeted amount. Enhanced 911 Excise Tax is estimated at the same amount 2023. Charges for Services-Member Agency is proposed with an increase of 13% or $926K based on the Cost Allocation Rate Model. See: BDS Rate Model Investment/Interest Earnings increases 275% to catch up with current trend. No large reduction in 2024 SCIP balance is foreseen. State Grant Reimbursement is included as a separate line item and budgets at the amount of the request.

Operating Expenses: Authorized FTE increased by one additional Public Safety Systems Manager, and two additional Report Technicians. 10 Communications Officer positions reclassified as Report Technician positions. Authorized Salary and Benefits are based on a Cost-of-Living Adjustment of 2.3% (max per CPI). Results in an overall increase of 5% or $904K from the 2023 budgeted amount. Supplies and Services are estimated based on 2023 trend and reclassification of capital improvements for CAD and Tower infrastructure. These changes result in a 103% increase or $4.2 million addition to Supplies and Services and a 82% decrease or $$4.7 million reduction in Capital Outlay from the 2023 budgeted amount.

Capital Expenses: Subscriber Radio Replacement decreased by $2.5 M or 95% from the 2023 budgeted amount. Radio System Infrastructure estimate moved to maintenance agreement. Information Technology plan estimate is the same as the 2023 budgeted amount. Vehicle Replacement plan is increased $109K from the 2023 budgeted amount. Facility Replacement estimate is based on initial work by Adcomm updated.

Reserves and Fund Balance: 3 months operating expenses in operating reserve requires funding of $979K in 2024. Capital Project-Facility Replacement funding of $3M in 2024.

2024 Authorized Positions and Pay Ranges

The pay ranges are increased to reflect the Cost-of-Living Adjustment of 2.3%. The authorized FTE's are increased by one additional Public Safety Systems Manager and two additional Report Technicians. The Communications Officer's are reduced by ten and Report Technicians are increased by ten FTE's.

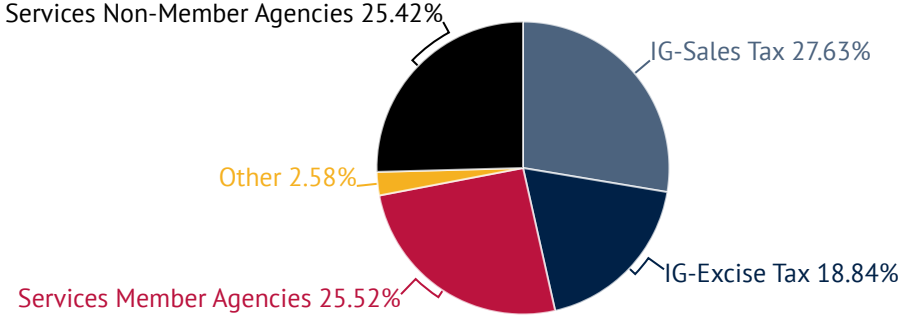
Description	FTE	Min $	Max $
Accounting Specialist	1	57,275	77,916
Administrative Services Assistant	1	43,839	59,637
Communication & Media Manager	1	69,053	92,537
Communications Officer	73	58,367	78,177
Communications Supervisor	16	81,773	99,391
Deputy Director	1	129,677	176,409
Executive Director	1	139,765	190,133
Finance Manager	1	113,762	154,758
Financial Analyst	1	71,328	97,033
GIS Analyst	1	71,328	97,033
Human Resources Analyst	1	71,328	97,033
Human Resources Manager	1	113,762	154,758
Office Manager	1	69,053	92,537
Operations Manager	2	96,485	131,255
Public Records Specialist	3	57,275	77,916
Public Safety System Manager	3	93,831	127,645
Public Safety System Specialist	5	74,088	99,284
Public Safety System Supervisor	1	81,853	109,691
Radio System Administrator	1	81,853	109,691
Report Technician	22	45,604	55,432
Sr. Public Safety System Specialist	5	84,792	115,349
Strategic Projects Manager	1	93,831	127,645
Technical Services Director	1	113,762	154,758
Training & QA Supervisor	2	81,773	99,391
Training Coordinator	1	93,831	127,645
	147		

2024 Revenues

Total Operating Revenue is estimated to increase 6% or about $1.6 million over the 2023 projected amounts. The Emergency Communications Sales Tax revenue is estimated to increase $546K over 2023 projections, and aligns with Spokane County projections. The 911 Excise tax is estimated at the 2023 projected amount. The Charges for Services-Members increases $926K to reflect the budgeted dispatch costs. The Charges for Services Non-Member are not included for 2024 planning purposes. Investment income is estimated to increase $550K due to the increased account balance and return. The State Grant revenue is added as a separate line item for 2024.

Description	2023 Budget	2023 Projected	2024 Proposed Budget
Intergovernmental- EC Sales Tax	$7,755,000	$15,100,000	$15,645,703
Intergovernmental-E911 Excise Tax	5,287,000	5,287,000	5,287,000
Intergovernmental-State Grant			50,000
Charges for Service-Member Agencies	7,161,751	7,161,751	8,088,202
Charges for Services Non-Member Agencies	7,134,984	-	-
Investment Interest	200,000	700,000	750,000
Miscellaneous	30,000	25,000	25,000
Total Operating Revenue	**$27,568,735**	**$28,273,751**	**$29,845,905**
Reserve/Fund Balance Use	**$1,750,000**	**$1,750,000**	**$1,750,000**
Total Resources	**$29,318,735**	**$30,023,751**	**$31,595,905**

2023 Revenue | 2024 Revenue



2024 Expenses

Expense and capital outlay budget is proposed with an overall increase of 5% or $1.3 million from the 2023 budget total.

Salary and benefits are proposed with an increase of 6% over 2023 budgeted amount.

- Contractual & Cost of Living Adjustments
- Additional FTE's (3)
- 5% Vacancy rate
- Increased Cost of Benefits

Supplies and Services are proposed with an increase of 103% over 2023 budgeted amount.

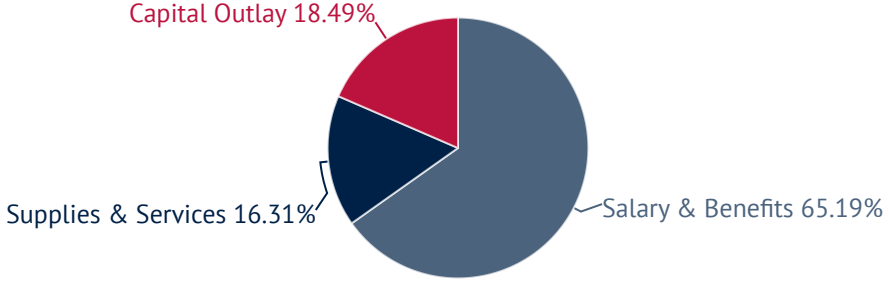
- Increases in travel and training
- Increase in software subscriptions/licenses
- Increase in other professional services
- Increase in maintenance contracts

Capital Outlay is proposed with a decrease of 82% over 2023 budgeted amount.*

- Decrease in Radio Replacement expense
- Remove Tower Infrastructure
- Remove CAD

Description	2023 Budget	2023 Projected	2024 Proposed Budget	Budget to Budget Change
Salary & Benefits	$16,621,128	$15,790,072	$17,524,689	$903,561
Supplies & Services	4,158,455	4,158,455	8,422,812	4,264,357
Capital Outlay	4,715,000	4,715,000	826,000	-3,889,000
Total Expenses	**$25,494,583**	**$24,663,527**	**$26,773,501**	**$1,278,918**

2023 Expenses | 2024 Expenses*



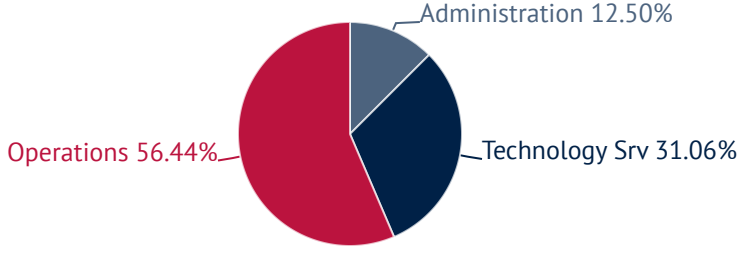
*see Capital Improvement Plan for more detail

The 2024 proposed expense budget detail by department

Description	Administration	Technology Services	Operations	Total
Salary & Benefits	$1,932,019	$2,939,161	12,653,509	$17,524,689
Supplies and Equipment	76,705	232,013	33,063	341,780
Professional Services	290,203	635,500	273,359	1,199,061
Travel & Training	74,750	86,250	163,875	324,875
Communication	110,400	81,075		191,475
Software License & Subscriptions		2,026,696		2,026,696
Rents & Facility	521,525	109,250		630,775
Contracted Equipment Maintenance		3,708,150		3,708,150
Radio Replacement Program		127,000		127,000
Information Technology Plan		90,000		90,000
Radio Infrastructure Plan				-
CAD Replacment				-
Vehicle Replacement	39,000	70,000		109,000
Facility	500,000			500,000
Total Expenses/Uses	**$3,544,602**	**$10,105,094**	**$13,123,805**	**$26,773,501**

Percentage of Expense by Department

2023 Expenses | 2024 Expenses*



Reserves and Fund Balance Expenses

The reserve funds balances after budgeted 2023 contributions and expenses. Projected Year-end fund balance

Description	2023 YE Balance
Operating Reserve	5,194,914
Capital Project Reserve 1 CAD	1,250,000
Capital Project 2 Facility	19,500,000
Estimated 2023 Ending Balance	1,600,000

6 Year Capital Improvement Plan

The Capital Improvement Plan includes 2024 spending from the Capital Project Reserve balances totaling $1,250,000 for CAD replacement and $500,000 for Facility. The total cost of the facility is an estimate and will be updated as the planning continues

Description	2024	2025	2026	2027	2028	2029	6-Year Total
Major Equipment							
Radio Replacement Program	$127,000	$150,000	$173,000	$196,000	$225,000	$259,000	$1,130,000
Information Technology Plan	90,000	1,269,000	240,000	110,000	110,000	126,500	1,945,500
Vehicle Replacement	109,000	70,000	125,000	80,000	80,000	80,000	544,000
Total Major Equipment	**$326,000**	**$1,489,000**	**$538,000**	**$386,000**	**$415,000**	**$465,500**	**$15,069,500**
Capital Project							
Facility Replacement	500,000	12,500,000	13,000,000	14,000,000	-	-	40,000,000
Total	**$2,276,000**	**$15,989,000**	**$15,538,000**	**$16,386,000**	**$2,415,000**	**$2,465,500**	**$55,069,500**

2023-2024 Total Budget Comparison

	2023	2024	Change
Intergovernmental-EC Sales Tax	$7,755,000	$15,645,703	$7,890,703
Intergovernmental-E911 Excise Tax	5,287,000	5,287,000	-
Intergovernmental-State Grant	-	50,000	50,000
Charges for Service-Member Agencies	7,161,751	8,088,202	926,451
Charges for Service-Non-Member Agencies	7,134,984	-	-7,134,984
Miscellaneous Income	230,000	775,000	545,000
Fund Balance Use	-	-	-
Reserve Balance Use	1,750,000	1,750,000	-
Total Resources	**$29,318,735**	**$31,595,905**	**$2,277,170**
Uses Operating			
Salaries and Benefits	$16,621,128	$17,524,689	$903,561
Supplies & Services	4,158,455	8,422,812	4,264,357
Total Operating Expenses	**$20,779,583**	**$25,947,501**	**$5,167,918**
Uses Capital			
Radio Replacement Program	$2,675,000	$127,000	$-2,548,000
Information Technology Plan	90,000	90,000	-
Vehicle Replacement	-	109,000	109,000
Facility	500,000	500,000	-
CAD Replacement	1,250,000	-	-1,250,000
Radio Infrastructure	200,000	-	-200,000
Total Capital Expenses	**$4,715,000**	**$826,000**	**$-3,889,000**
	-	-	
Operating Reserve Contribution	-	$979,479	$979,479
Capital Project Reserve Contribution	$2,000,000	$3,000,000	$1,000,000
Net	**$1,824,152**	**$842,925**	**$-981,227**

2024 Member Agency Statistics

The number of member agency incidents recorded from July 2022 to June 2023 are used to determine the 2024 charges.

Law Agency	2023 Incidents	2024 Incidents	Change	% Change
Spokane County Sheriff's Office	184,556	154,103	-30,453	-17%
Cheney Police Dept	-	14,876	14,786	
Total	**184,556**	**168,979**	**-15,577**	-8%

Fire Agency	2023 Incidents	2024 Incidents	Change	% Change
Airway Heights Fire Dept	2,634	2,409	-225	-9%
Cheney Fire Dept	1,839	1,837	-2	0%
Fire District 2	161	152	-9	-6%
Fire District 3	2,844	2,891	47	2%
Fire District 4	4,096	4,100	4	0%
Fire District 5	120	117	-3	-3%
Fire District 8	2,129	2,370	241	11%
Fire District 9	5,515	5,529	14	0%
Fire District 10	1,010	1,210	200	20%
Fire District 11	126	116	-10	-8%
Fire District 12	34	56	22	65%
Fire District 13	130	147	17	13%
Spokane Valley Fire Dept	22,519	22,451	-68	0%
Spokane Fire Dept	52,903	52,515	-388	-1%
Total	**96,060**	95,900	-160	0%

2024 Member Agency Charges

The rate model used to determine the annual Member Agency charges was developed and approved by the Board of Directors in 2020. The proposed change to the initial calculation splits the total charges 45% to Law Enforcement Agencies and 55% to Fire Agencies based on updated positions and estimated hours. (Prior was 60/40 split)

Agency	2023 Charges	2024 Charges	$ Change	% Change
Spokane County Sheriff's Office	$3,208,390	$3,353,134	144,744	5%
Cheney Police Dept		323,688	323,688	100%
Airway Heights Fire Dept	130,545	110,814	-19,732	-15%
Cheney Fire Dept	91,144	84,502	-6,642	-7%
Fire District 2	7,979	6,992	-987	-12%
Fire District 3	140,953	132,985	-7,968	-6%
Fire District 4	203,004	188,599	-14,405	-7%
Fire District 5	5,947	5,382	-565	-10%
Fire District 8	105,516	109,020	3,503	3%
Fire District 9	273,332	254,333	-18,999	-7%
Fire District 10	50,057	55,660	5,603	11%
Fire District 11	6,245	5,336	-909	-15%
Fire District 12	1,685	2,576	891	53%
Fire District 13	6,443	6,762	319	5%
Spokane Valley Fire Dept	1,116,076	1,032,741	-83,335	-7%
Spokane Fire Dept	1,814,433	2,415,679	601,246	33%
Total	**$7,161,751**	**$8,088,202**	**$926,452**	**13%**