

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
AUGUST 25, 2022 AT 10 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

There will not be a physical meeting. The virtual meeting can be attended via Google Meet at the link below or by calling in via telephone.

<https://meet.google.com/viq-cvys-edu>. Use of computer audio (headset/mic) works best or join by phone: 413-459-4200, PIN: 669 173 972# - press *6 to mute/unmute your phone.

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - a. July 28, 2022, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - b. Budget – see the attached 07/31/22 financial statements that contain the proposed 2022 budget amendment and 2023 proposed budget.
 - i. 2022 Budget Amendment Hearing.
 - ii. 2023 Budget Hearing.
 - c. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
 - a. City and County of Broomfield (Broomfield PD PSAP).
 - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
 - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director's Report
 - a. Status of LookoutAlert opt-in.
 - b. APCO 2022 Conference.
7. Legal Counsel Report.
8. New Business
9. Adjournment.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2021 and July 31, 2022.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Amanda Kae Carter". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
August 17, 2022

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY				17-Aug-22	
BALANCE SHEET					
December 31, 2021 and July 31, 2022					
	Audited	Unaudited			
	Actual	Actual			
	12/31/2021	7/31/2022			
Assets					
Current Assets					
Cash, Checking	\$ 5,218,627	\$ 6,147,930			
Cash, Savings	505	117			
Accounts Receivable	1,577,767	1,828,884			
Prepaid Expense	319,918	110,572			
Total Current Assets	\$ 7,116,817	\$ 8,087,503			
Long-Term Assets					
Construction in Progress	\$ 4,074,140	\$ 4,074,140			
Infrastructure	25,895	25,895			
Right of Ways	568,082	568,082			
West Corridor Fiber Optic	865,614	865,614			
Accumulated Depreciation	(353,258)	(353,258)			
Total Long-Term Assets	\$ 5,180,473	\$ 5,180,473			
Total Assets	\$12,297,290	\$13,267,976			
Liabilities					
Current Liabilities					
Accounts Payable	\$ 1,295,101	\$ 1,040,799			
Total Current Liabilities	\$ 1,295,101	\$ 1,040,799			
Total Liabilities	\$ 1,295,101	\$ 1,040,799			
Fund Equity					
Net Investment in Fixed Assets	\$ 5,180,473	\$ 5,180,473			
Fund Balance					
Nonspendable	319,918	110,572			
Unassigned	5,501,798	6,936,132			
Total Fund Equity	\$11,002,189	\$12,227,177			
Total Liabilities and Fund Equity	\$12,297,290	\$13,267,976			
	=	=			

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								18-Aug-22		
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS										
GENERAL FUND										
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)		
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year		
	Audited	Adopted	Projected	Through	Through	Through	Proposed	Budget	2023	
	Actual	Budget	Actual	07/31/22	07/31/22	07/31/22	Budget	Variance	Comments	
Revenues										
9-1-1 fee (ETC)	\$ 11,378,689	\$ 11,736,000	\$ 12,500,000	\$ 7,259,632	\$ 6,846,000	\$ 413,632	\$ 12,500,000	\$ 764,000	Based on Current Year Collections	
9-1-1 fee (prepaid)	1,340,043	1,228,385	1,275,000	815,804	716,558	99,246	1,275,000	46,615	Based on Current Year Collections	
PUC Statewide 9-1-1 Trust Reimbursement	755,342	550,000	858,000	462,877	320,834	142,043	550,000	-		
Interest Income	-	5,000	5,000	-	2,917	(2,917)	5,000	-		
Miscellaneous Income	-	500	500	-	292	(292)	500	-		
Total Revenues	\$ 13,474,074	\$ 13,519,885	\$ 14,638,500	\$ 8,538,313	\$ 7,886,600	\$ 651,713	\$ 14,330,500	\$ 810,615		
Expenditures										
Administrative	\$ 247,405	\$ 269,415	\$ 255,953	\$ 136,142	\$ 160,659	\$ (24,517)	\$ 293,182	\$ 23,767		
Agency Operating Fund - BRO	973,239	909,613	1,059,360	551,230	551,230	-	1,000,574	90,961		
Agency Operating Fund - WES	1,621,633	1,516,021	1,765,600	918,681	918,681	-	1,667,623	151,602		
Agency Operating Fund - JEFFCOM	8,221,742	7,681,175	8,945,711	4,655,111	4,655,111	-	8,449,292	768,117		
Disaster & Recovery Plan (DRP)	28,435	61,800	57,390	57,390	61,800	(4,410)	61,800	-		
GIS System	176,400	185,400	185,220	185,220	185,400	(180)	185,400	-		
Line Charges	526,289	628,476	831,686	415,436	366,611	48,825	654,998	26,522		
Notification Systems (ENS)	143,829	136,105	216,911	209,017	127,462	81,555	204,505	68,400		
Special Projects	361,338	1,410,632	1,415,202	185,096	706,976	(521,880)	2,245,185	834,552		
Total Operating Expenditures	\$ 12,300,310	\$ 12,798,637	\$ 14,733,034	\$ 7,313,323	\$ 7,733,929	\$ (420,606)	\$ 14,762,559	\$ 1,963,922		
Revenues over/(under) Expenditures	1,173,764	\$ 721,248	\$ (94,534)	\$ 1,224,990	\$ 152,671	\$ 1,072,319	\$ (432,059)	\$ (1,153,307)		
Beginning Fund Balance	4,647,952	4,963,336	5,821,716	5,821,716			5,727,182	763,846		
Ending Fund Balance	\$ 5,821,716	\$ 5,684,584	\$ 5,727,182	\$ 7,046,706			\$ 5,295,123	\$ (389,461)		
Components of Ending Fund Balance										
Emergency Reserve (3% of Revenues)	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000			\$ 750,000	\$ -		
Operating Reserve (25% of Expenses)	3,075,078	3,199,659	3,683,258	3,683,258			3,690,640	490,981		
Unrestricted	1,996,638	1,734,925	1,293,924	2,613,448			854,483	(880,442)		
Ending Fund Balance	\$ 5,821,716	\$ 5,684,584	\$ 5,727,182	\$ 7,046,706			\$ 5,295,123	\$ (389,461)		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY									
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL									
GENERAL FUND									
17-Aug-22									
	(a)	(b)	(c)	(d)	(e)	(d-e)	(f)	(f-b)	
	2021	2022	2022	Actual	Budget	Variance	2023	Year to Year	2023
	Actual	Adopted	Projected	Through	Through	Through	Proposed	Budget	Comments
	Actual	Budget	Actual	7/31/2022	7/31/2022	7/31/2022	Budget	Variance	
Administration									
Accounting	\$ 44,548	\$ 65,900	\$ 65,900	\$ 28,478	\$ 41,942	\$ 15,464	\$ 77,013	\$ 11,113	Audit \$6,650 (emailed Hinkle) Pinnacle increased by 7%
Bank Charges	6,416	-	291	291	-	(291)	7,200	7,200	Per Acct analysis strmt 06.30.22
Executive Director (ED)									
401k & Benefits	25,927	25,024	25,024	14,201	14,597	396	25,775	751	No increase to Exec. Dir Comp at this time
Mileage Reimbursement	-	488	488	-	285	285	503	15	Contingency amount per Jeff
Payroll Tax	9,218	9,682	9,682	5,674	5,648	(26)	9,972	290	No increase to Exec. Dir Comp at this time
Wages & Salaries	118,781	121,133	121,133	72,719	70,661	(2,058)	124,767	3,634	No increase to Exec. Dir Comp at this time
Insurance	5,997	5,721	5,721	2,651	3,337	686	5,892	172	Expected increase per Jeff
Legal	26,643	30,900	19,308	9,654	18,025	8,371	30,900	-	Estimate to cover special projects work
Meeting & Misc									
Admin Web/Lists/serve	352	267	456	456	156	(300)	470	203	
Meeting & Misc - Other	4,291	4,120	2,000	811	2,403	1,592	4,244	124	Per discussion with Jeff
Phone/Web Conferencing	153	412	412	-	240	240	424	12	Per discussion with Jeff
Office Supplies & Postage	437	1,030	800	282	601	319	824	(206)	Per discussion with Jeff
Payroll Expenses	4,642	4,532	4,532	2,925	2,644	(281)	4,985	453	Estimating 10% increase
Public Web	-	206	206	-	120	120	212	6	
Total Administrative Expenses	\$ 247,405	\$ 269,415	\$ 255,953	\$ 136,142	\$ 160,659	\$ 24,517	\$ 293,182	\$ 23,767	
Agency Operating Fund (AOF)									
Broomfield	\$ 973,239	\$ 909,613	\$ 1,059,360	\$ 551,230	\$ 551,230	\$ -	\$ 1,000,574	\$ 90,961	Requested 10% Increase for 2023
Westminster	1,621,633	1,516,021	1,765,600	918,681	918,681	-	1,667,623	151,602	Requested 10% Increase for 2023
Jeffcom	8,221,742	7,681,175	8,945,711	4,655,111	4,655,111	-	8,449,292	768,117	Requested 10% Increase for 2023
Total Agency Operating Fund (AOF)	\$ 10,816,614	\$ 10,106,809	\$ 11,770,671	\$ 6,125,022	\$ 6,125,022	\$ -	\$ 11,117,490	\$ 1,010,681	
Disaster & Recovery Plan (DRP)									
SRBC Recurring	\$ 28,435	\$ 61,800	\$ 57,390	\$ 57,390	\$ 61,800	\$ 4,410	\$ 61,800	\$ -	Flat on 5 year plan
Total Disaster & Recovery Plan (DRP)	\$ 28,435	\$ 61,800	\$ 57,390	\$ 57,390	\$ 61,800	\$ 4,410	\$ 61,800	\$ -	
GIS System									
GIS System Support	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180	\$ 185,400	\$ -	Uncertain what services we will continue to contract out to GeoComm. Jeffcom may add staff and assume responsibility for GIS. In process of discussion with ECC's
Total GIS System	\$ 176,400	\$ 185,400	\$ 185,220	\$ 185,220	\$ 185,400	\$ 180	\$ 185,400	\$ -	
Line Charges									
Call Box MRC	\$ 9,140	\$ 9,600	\$ 9,600	\$ 5,287	\$ 5,600	\$ 313	\$ 9,600	\$ -	OK to assume costs will not increase over actual anticipated for 2022
Jeffcom DS1	24,885	-	26,400	13,200	-	(13,200)	-	-	Discontinue line item, consolidated into ESInet, see ESInet schedule tab
ESInet	449,226	613,876	785,686	392,843	358,094	(34,749)	640,398	26,522	See ESInet schedule tab
Other	43,038	5,000	10,000	4,106	2,917	(1,189)	5,000	-	Contingency per Jeff
Total Line Charges	\$ 526,289	\$ 628,476	\$ 831,686	\$ 415,436	\$ 366,611	\$ (48,825)	\$ 654,998	\$ 26,522	
Notification Systems (ENS)									
ALI Database Extract (ADE)	\$ 18,754	\$ 17,140	\$ 17,140	\$ 9,246	\$ 9,998	\$ 752	\$ 18,000	\$ 860	Jeff will schedule
CodeRed (ECN)	125,075	115,360	195,318	195,318	115,361	(79,957)	182,900	67,540	Year 4 of 5 year contract modified
VoIP Record Extract	-	3,605	4,453	4,453	2,103	(2,350)	3,605	-	
Total Notification Systems (ENS)	\$ 143,829	\$ 136,105	\$ 216,911	\$ 209,017	\$ 127,462	\$ (81,555)	\$ 204,505	\$ 68,400	
Special Projects									
Call Box Project	\$ 10,398	\$ 6,695	\$ 11,265	\$ 11,265	\$ 5,007	\$ (6,258)	\$ 6,695	\$ -	Annual maintenance project + repair contingency
Fiber Optics									
J-FON	235,094	278,100	278,100	26,644	139,050	112,406	480,000	201,900	Increase related to portion of Jeffcom Network Analyst
Last Mile Fiber Project	-	437,750	437,750	4,256	218,875	214,619	300,000	(137,750)	
North Metro	-	390,252	390,252	-	195,126	195,126	686,654	296,402	Assumes property rights issue will be resolved
Equipment Refresh Project	-	-	-	-	-	-	480,000	480,000	Replace routers and associated software/licenses
Smart911	89,161	91,836	91,836	52,011	45,918	(6,093)	91,836	-	
Special Projects	26,685	206,000	206,000	90,920	103,000	12,080	200,000	(6,000)	Contingency amount per Jeff
Total Special Projects	\$ 361,338	\$ 1,410,632	\$ 1,415,202	\$ 185,096	\$ 706,976	\$ 521,880	\$ 2,245,185	\$ 834,552	
Total Expenditures	\$ 12,300,310	\$ 12,798,637	\$ 14,733,034	\$ 7,313,323	\$ 7,733,929	\$ 420,606	\$ 14,762,559	\$ 1,963,922	