



Budget Message

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The Budget message further explains the budget documents. It provides definition of the Districts Funds and District Object Classifications. As those are presented the explanation of financial policies and changes since last year will be added.

Fiscal Year 2024-2025

Mission: To provide efficient emergency communications service to the public and emergency service providers throughout Klamath County.

Purpose: To provide professional and effective emergency call taking and emergency services dispatching by decreasing the reporting and response times during emergency situations.

Values: We honor and value our service to the public. We value our partnerships with other agencies. We are a dependable and reliable resource for the public and our partner agencies. We value the safety of our partner agencies and the public. We strive for appropriate and sustainable funding to accomplish our mission and purpose.

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Budget Officer Note

This year we are facing the consideration of two proposed budgets due to the timeframe of the operating levy renewal. The first budget is contingent on the successful passing of the operating levy, while the second budget accounts for a scenario where the levy does not pass. The initial budget has been developed using historical data, projected needs, and the strategic plans of our district. Each year, the proposed budget details our anticipated income, expenses, and savings objectives for the designated period. These budget forecasts are created based on the latest available information and hinge on receiving community support for the levy approval. By accurately reflecting our current financial standing, the proposed budget furnishes the district with a clear plan for effectively managing our finances. The alternative budget mirrors the first one but makes adjustments to scale back operations in every feasible manner without resorting to position eliminations. This could potentially lead to a diminished level of service the district provides to our emergency response partners and the community. Additionally, the district would need to pause its strategic planning efforts to pay off the building loan early and reserve funds to fill the gap until the community extends its support by approving an operating levy in the future.

Personnel and Projects Summary

Personnel Services: Union negotiations are currently underway for the 2024-2027 contract period and with the recent retirement of our former Executive Director, the district is presently in the process of filing this position. The status of this category will be contingent on the results of the operating levy.

Materials and Services: We are currently involved in four major projects, with three planned for completion in the current fiscal year. The public safety software project is in progress, which includes a new CAD system set to go live in March 2025. The replacement of our dispatch radio consoles, and the logging recorder are in process and on schedule to be completed by the end of April. The E911 phones, subsidized through the State 911-subaccount, are being set up onsite, with an anticipated cutover date in May. Continued cooperation with partner agencies via KIRG is ongoing for updating the communications system.

The year 2023/2024 so far has marked a period of significant achievements! Among them, our investment in the LGIP funds has proven to be exceedingly successful. Established in September 2023, the funds have collectively earned an impressive \$47,857 exceeding all expectations. Furthermore, we are delighted to announce that in 2023, we achieved zero turnover in new hires, with five dispatchers being both hired and retained. This accomplishment speaks volumes about the hard work and dedication of everyone involved in the training process. It is a collaborative effort that demands time, resolve, and unwavering commitment from all participants. We commend our dispatchers for their exceptional performance and express gratitude to the team for their steadfast support. Looking ahead, we are eager to continue advancing on this path of success and strengthening our dispatch team to deliver top-notch service to our community.

Jessica Gibson

District Funds

Klamath 911 Emergency Communications District utilizes the local branch of Umpqua Bank. Umpqua Bank qualifies for the Oregon Public Funds Collateralization Program under ORS Chapter 295.002. The district has two accounts a money market and checking associated with the general fund. This year the district began participating in the Local Government Investment Pool operated by the Oregon State Treasury and has three accounts a money market, building reserve and an equipment reserve.

The District has three total funds: General Fund, Building Reserve Fund and Equipment Reserve Fund.

General Fund: This fund is budgeted in forms LB-20 for resources and LB-31 for expenditures. It represents cash held in Umpqua Bank in checking and money market accounts, along with petty cash and accounts receivable and payable.

Building Reserve Fund: This fund, established in June of 2020 is budgeted on form LB-11B. The district has these funds in a specific investment account.

Equipment Reserve Fund: The Equipment Reserve fund is authorized by the Board through resolution and has been determined upon annual review to be continued. This fund is budgeted on form LB-11E and is also in a separate investment account. This holds funds in reserve for future projects such as system lifecycle replacements.

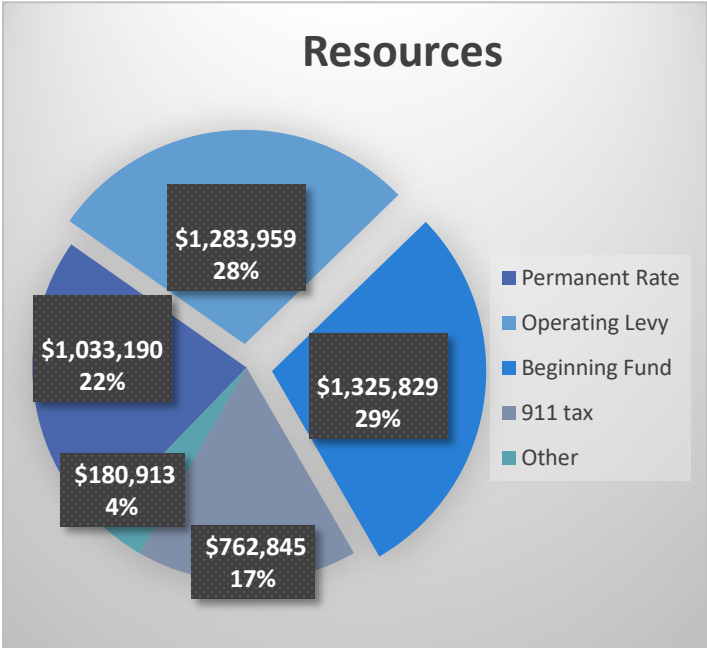
In the budget document the amounts are separated into main categories. These are the Object Classifications. Within those main categories are the specific line items. The following sections will explain the main categories and provide information on the recommendations of the Budget Officer for the line items within those classifications.

LB-20 –Resources:

BEGINNING FUND BALANCE: This represents what is estimated to be left over in our General Fund at the end of the current fiscal year. (June 30, 2024) Our projection is \$1,325,829.

OTHER RESOURCES:

9-1-1 EXCISE TAX: This section includes our pass-through share of the 911 tax that is collected by the State. Distributions to the 911 call centers are made quarterly. A formula based on population

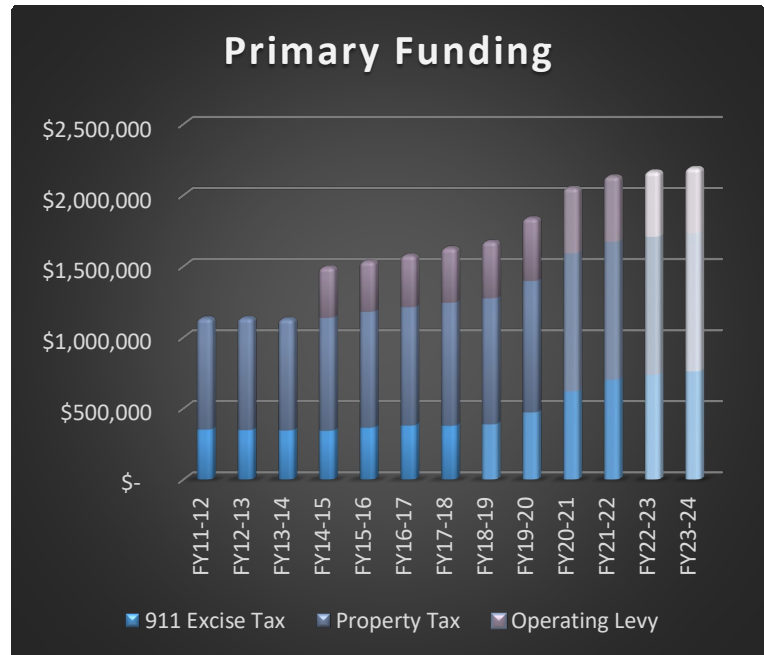


served is defined in ORS that determines the amount of the distribution. The rate of this taxation is \$1.25 per phone line/device.

LGIP INVESTMENTS: Dividends earned on invested funds from general, equipment and building fund accounts.

OTHER FUNDING: Tow Contract fees, miscellaneous sales, and State payments in lieu of taxes are self-explanatory.

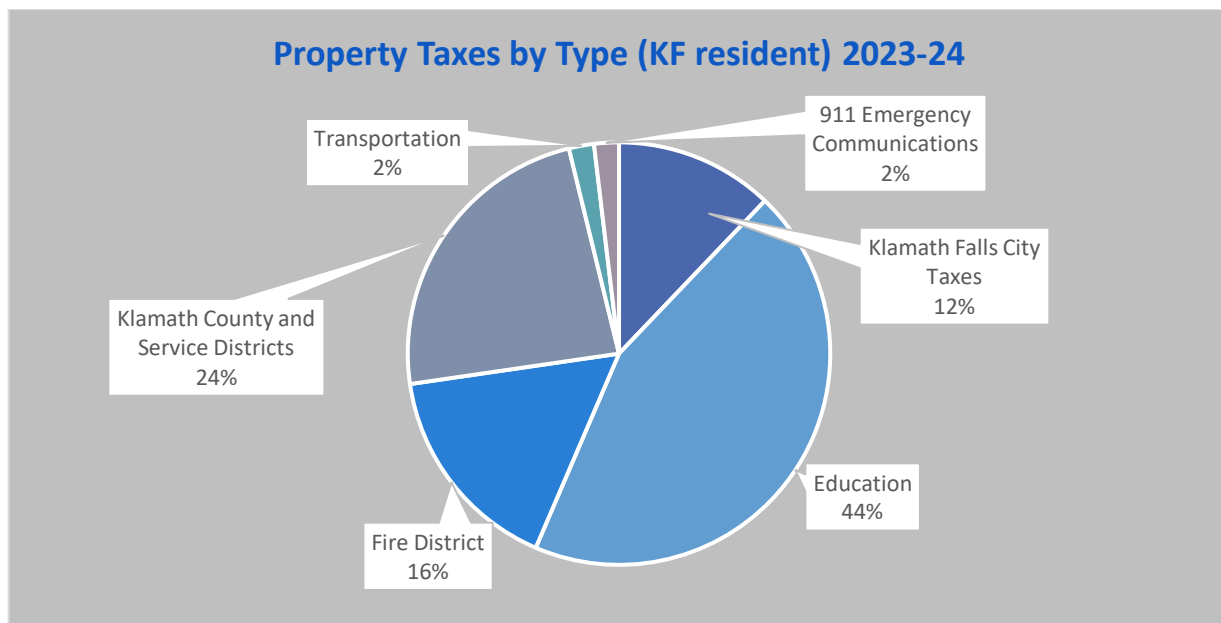
OEM SUBACCOUNT FUNDS: This category represents money spent from the 911 subaccount managed at the State 911 program. These funds are either reimbursed, disbursed, or paid directly for services on our behalf. This is where we account for those dollars. The expenses are authorized in the appropriate category.



CONTRACT SERVICE FEES: This is income from a small number of contracts for services we provide.

GRANT REVENUE: There are no planned and anticipated grant funds for this budget year, but that does not prohibit us from seeking and receiving grant funds if an opportunity becomes available.

TAXES NECESSARY TO BALANCE: This figure is the additional amount required to have the total resources balance with the total expenditures listed on LB-31. This amount cannot exceed the estimated amount of taxes expected during the fiscal year based upon our permanent tax and operating levy.



LB-31 – Expenditures:

PERSONAL SERVICES: This section covers the cost of employees. It lists the positions in the organizational structure with annual cost (salary plus incentives as outlined in the CBA and Policy) as the budget line item. These amounts are based on the number of employees in that position, and specifically what each employee earns based on the wage/salary scale. The Collective Bargaining Agreement (CBA) outlines the rate of pay for members of the Union. This is currently being negotiated for the 24/27 period and is budgeted for a continuance of the current contract Wage/COLA increase. Leadership, management and support staff wage and salary scales are defined in policy and treated in a comparable way, with step increases commensurate with their professional growth over time. The Executive Director position is still in the recruitment process and is budgeted for the maximum amount set by the board. The leadership, management and support staff salary amounts proposed are budgeted for Wage/COLA increases extending the schedule in Appendix F for this year.

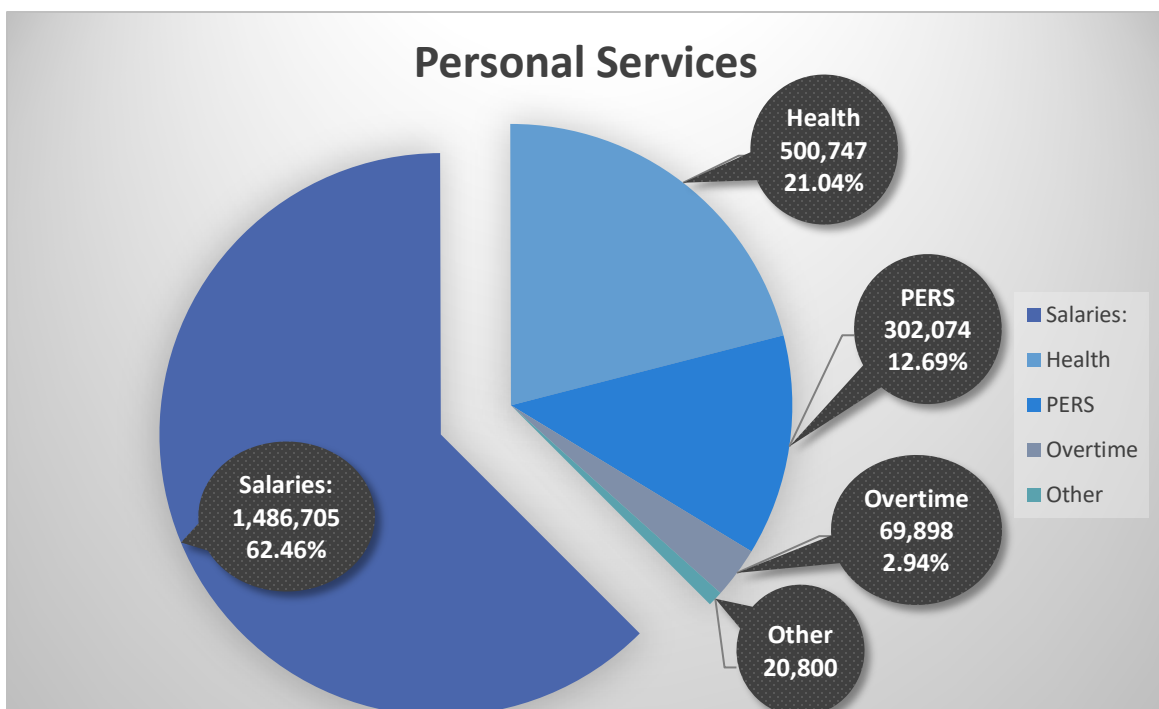
Budgeted to be Fully Staffed

**Executive Director, Operations Manager, Business Manager and Support Specialist QA
2 Communication Supervisors**

Telecom Specialists: 10 Full-Time, 6 Half-Time and 1 Part-Time

As directed by our previous plan, filling positions has been our priority. We will continue our efforts in this regard.

The rest of the categories within Personal Services are related to taxes, retirement, health care and other benefits. All of these have a proportional relationship with the salary expense.



MATERIALS AND SERVICES: This section includes the general operating costs. There are multiple line items that have shown to be consistent from year to year. These are indicated by slight change in amounts across the page. Listed below are categories or specific line items that merit further detail.

TRAINING COSTS: 7001-Training fees, 7018-Private car mileage and 7020-meals & lodging have all been determined based upon the travel and training requirements for staff along with the required meetings and travel for Leadership and Management. This projection is much higher than last year to meet the training needs of new hires, promoted staff and special training.

These expenses cover the costs of:

- The extensive training is associated with new hires and newly promoted employees.
- Annual maintenance training for each certified employee.
- Expenses for administrative employees' training.
- Costs associated with engagement and participation in organizations such as SDAO, APCO/NENA.
- APCO Institute EMD Instructor and Student training (1x cost of \$11,502)

RECOGNITION EVENTS & AWARDS: 911 Professionals are skilled and capable employees in various roles who have chosen a career that demands immediate and decisive action in emergency situations. This budget item is designated to acknowledge their efforts and dedication, including recognition during National Telecommunicator Week in April and other events throughout the year.

BOARD TRAINING: We have calculated the cost for all 7 board members to attend the SDAO conference in February in Bend.

ELECTION EXPENSE: Three board position election costs.

CONTRACT SERVICES: These contracted services are mostly technical support for the primary systems required to complete our mission and support the functions of the district. There are about a dozen different items considered in this total. The Tyler CAD remaining project costs will carry forward to this budget as we do not foresee the payout to be complete in the current year. The large increase over last year is the addition of APCO Intellicom Guidecard and Tyler CAD Annual Service.

The larger expenses are as follows:

- | | |
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| • Tyler CAD | \$170,844 (Remaining startup cost) |
| • Tyler CAD Annual Service | \$ 72,424 |
| • APCO Intellicom Guidecard | \$ 40,913 |
| • CenterLogic IT services | \$ 37,421 |
| • EIS (our legacy CAD) | \$ 21,816 |
| • Klamath Basin Cleaning Services | \$ 11,300 |
| • Day Wireless – Radio console support | \$ 10,500 |
| • DSS Equiture – Logging Recorder | \$ 9,873 (2 nd installment of 10 yr contract) |

LEGAL SERVICES (7031 AND 7043): This covers the cost of the Boards Attorney as well as our Labor Attorney. There are two categories depending on how these services are paid and the type of 1099 tax form they are issued.

RADIO SYSTEM MAINTENANCE FEE - KIRG: The sum indicates the payment made to KIRG to oversee the radio system of which we are a member. In addition to paying fees, our district is also responsible for managing and administering the organization. While this arrangement has been advantageous for all involved agencies, it is **important to recognize that our leadership and management positions carry increased workload and responsibility**. Furthermore, a portion of the maintenance costs are covered by funds from partners through Contract Service Fees, which are considered pass-through expenses.

CAPITAL OUTLAY

OFFICE AND COMMUNICATION EQUIPMENT: These categories are where we expense equipment that has a lifespan longer than 1 year and an initial cost greater than \$1,000. Office Equipment includes projected costs for UPS maintenance switch installation and a placeholder for unplanned expense. Communications Equipment includes projected costs for lifecycle replacement of our Admin Server 18k (carry over from prior year), CAD Switch, 6 CAD consoles (as part of the CAD upgrade project) and a placeholder for unplanned expense.

ZIONS BANK LOAN; PRINCIPAL AND INTEREST: This is the building loan and is budgeted per the payment schedule with 9 years remaining.

SPECIAL PAYMENTS: OEM Subaccount Expenditures. These expenses which in various fashion get paid by OEM include CPE maintenance agreements, MSAG/GIS work, Text to 911 and other qualifying expenses.

INTERFUND TRANSFERS. These are funds that are transferred between fund accounts and recommendations in this budget.

UNAPPROPRIATED ENDING FUND BALANCE: This is the amount required to operate in the following fiscal year from its beginning to the point at which our property tax-based funding is distributed. That is July 1 through mid-November.

GENERAL CONTINGENCY: A general contingency is used when an amount can be identified as a requirement without being identified as to what it is for. This amount is zero.

LB-11E Equipment Reserve Fund: The equipment reserve is our holding account for future equipment or system replacement and repair. It is wise to save money for these projects. The initial budget proposal includes a transfer from the general fund of 350K.

LB-11B – Facility Maintenance, Repairs & Updates Reserve Fund: The maintenance reserve is our holding account for future building replacement and repair. The building has now been in use for almost 14 years, and we are seeing some future need for repairs to the concrete floors, carpet, and interior paint to name a few. The initial budget proposal includes a transfer from the general fund of 350K to continue saving to fund these future repairs.

Other Forms

LB-1: This is the notice of budget hearing, published after the budget committee approves the budget, inviting the public to the hearing where the board would adopt the budget.

Resolutions: There will be a total of three resolutions.

ADOPTING THE BUDGET: This resolution adopts the budget by amount.

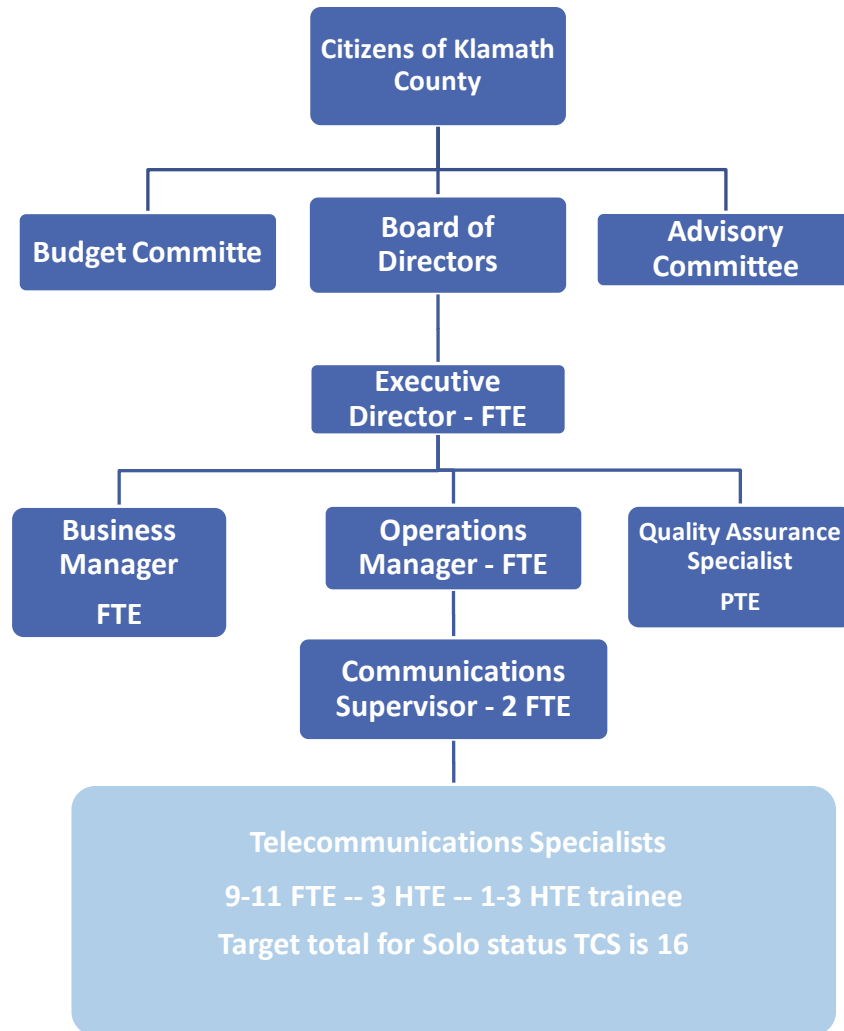
OBJECT CLASSIFICATION ALLOCATIONS: This resolution sets the allocated amount of each fund and states the amount for the object classifications in the fund.

TAXING AUTHORITY: This resolution imposes the taxes of our permanent rate and operating levy.

LB-50: The LB-50 is filed along with the Boards resolutions with the county tax assessor authorizing the collection of our property tax revenue.

The above forms are generated once the committee approves the budget.

Organizational Chart



The position of half-time Telecommunications Specialist is primarily considered an entry level position within our organization. This category includes any TCS working between 20 and 37.5 hours per week. Once a trainee achieves solo status, these positions become critical due to their scheduling flexibility to cover time off and daily operational peaks. Estimates for half-time Telecommunications Specialists, both in total dollars and number of positions, take into account recruitment targets, training schedules, and unfortunately, turnover within the training program. For reference, the proposed budget for the half-time Telecommunications Specialist position would adequately fund six fully trained solo status positions for the entire year.