



Budget Message

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
2023-2024**

**Prepared By
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Jessica Gibson, Business Manager**

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

The 23/24 fiscal year budget has been prepared based on the strategic plans of our District. Every year the proposed Budget is a projection. However, this year, there are significant changes to work through. The document is prepared based on the most current information and best projections available.

Those considerations include elements in personnel services. We are near completion of our biennial pay equity study per the requirements of OEPA. Succession and strategic planning support a review of non-bargained positions to align with District succession and strategic plans. Our CBA and adopted policy are in place and establish cost of living increases of 2% on July 1, 2023, and January 1, 2024.

In Materials and Services, we are moving forward in our process on major projects involving system replacements and collaborating with partners on a public safety software project to include a new CAD system for our staff. We are collaborating with our partner agencies through KIRG on communications system updates. Integrated with that we will need to replace our dispatch radio consoles. The current CAD system has been in place since 2006 and current dispatch consoles since 2008. The E911 phones deployed in 2017 and funded through the state 911-subaccount are on a replacement cycle determined by the state that is typically 5-7 years. That puts us on the threshold of our 911 phone “refresh”. These projects also include considerations of the needs of our Public Safety partners. Collaboration on these projects foster opportunities for grants and partnerships along with requiring District funds.

FY 22/23 Budget Adjustments

Budget adjustments are necessary to manage reserve accounts, facilitate transfers between accounts and appropriate any extra payment to long-term debt. The current fiscal year (we are in the last quarter of it) has already seen impacts in personal services. Once again, we have encountered staffing challenges resulting in underspent appropriations. Those carryovers have been successfully capitalized in the past by utilizing funds to build reserves and refinance long-term debt. Budget adjustments will allow for additional capitalization of these funds to reduce long-term debt.

Keith Endacott

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 four accounts, a money market and checking associated with the general fund and two reserve funds in separate accounts.

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.

Facility Maintenance Reserve Fund: This fund, established in June of 2020 is budgeted on form LB-11B. The district has a specific bank account for this fund.

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 a separate 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.

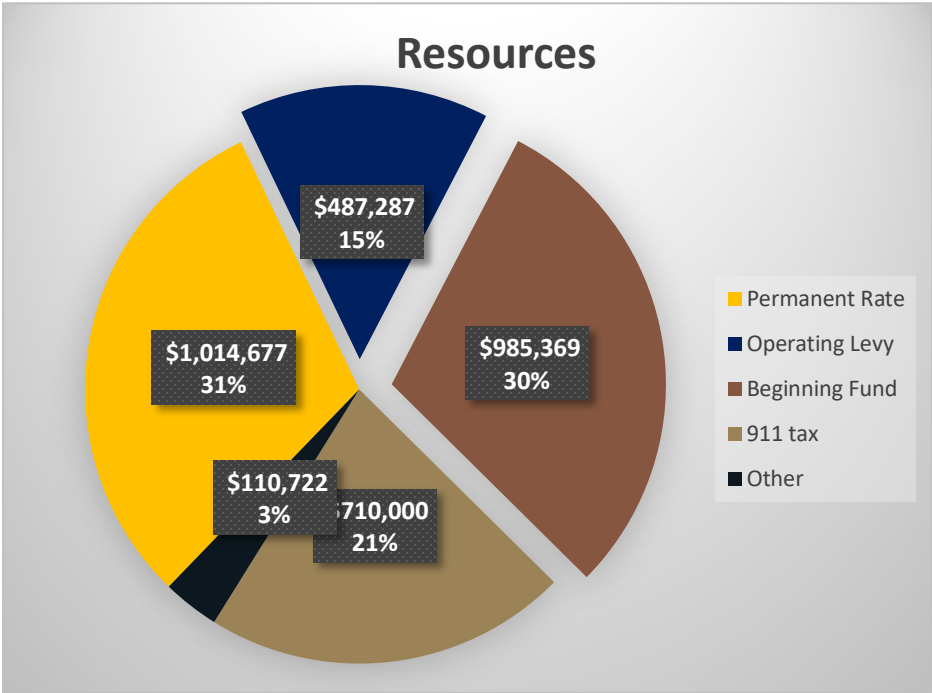
LB-20 –Resources:

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, 2023) Our projection is \$985,368.

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.

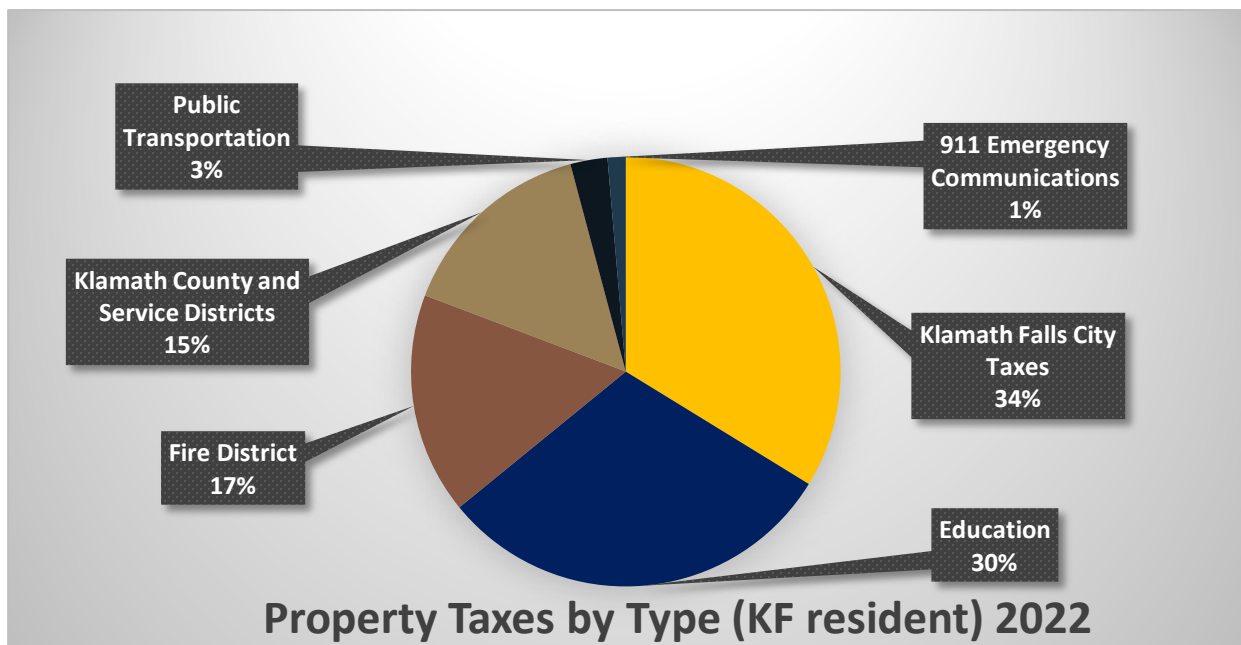
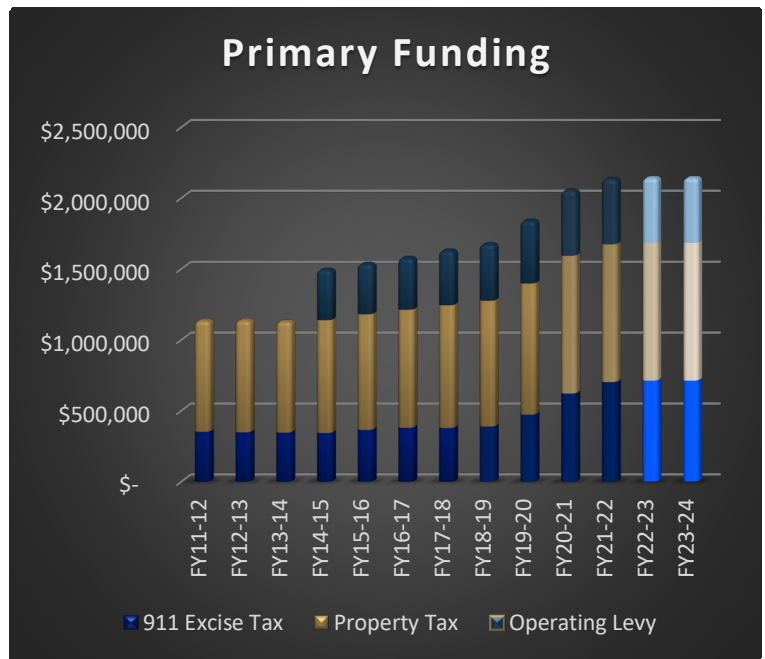
OTHER FUNDING: Tow Contract fees, miscellaneous sales, and State payments in lieu of taxes are self-explanatory.

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.

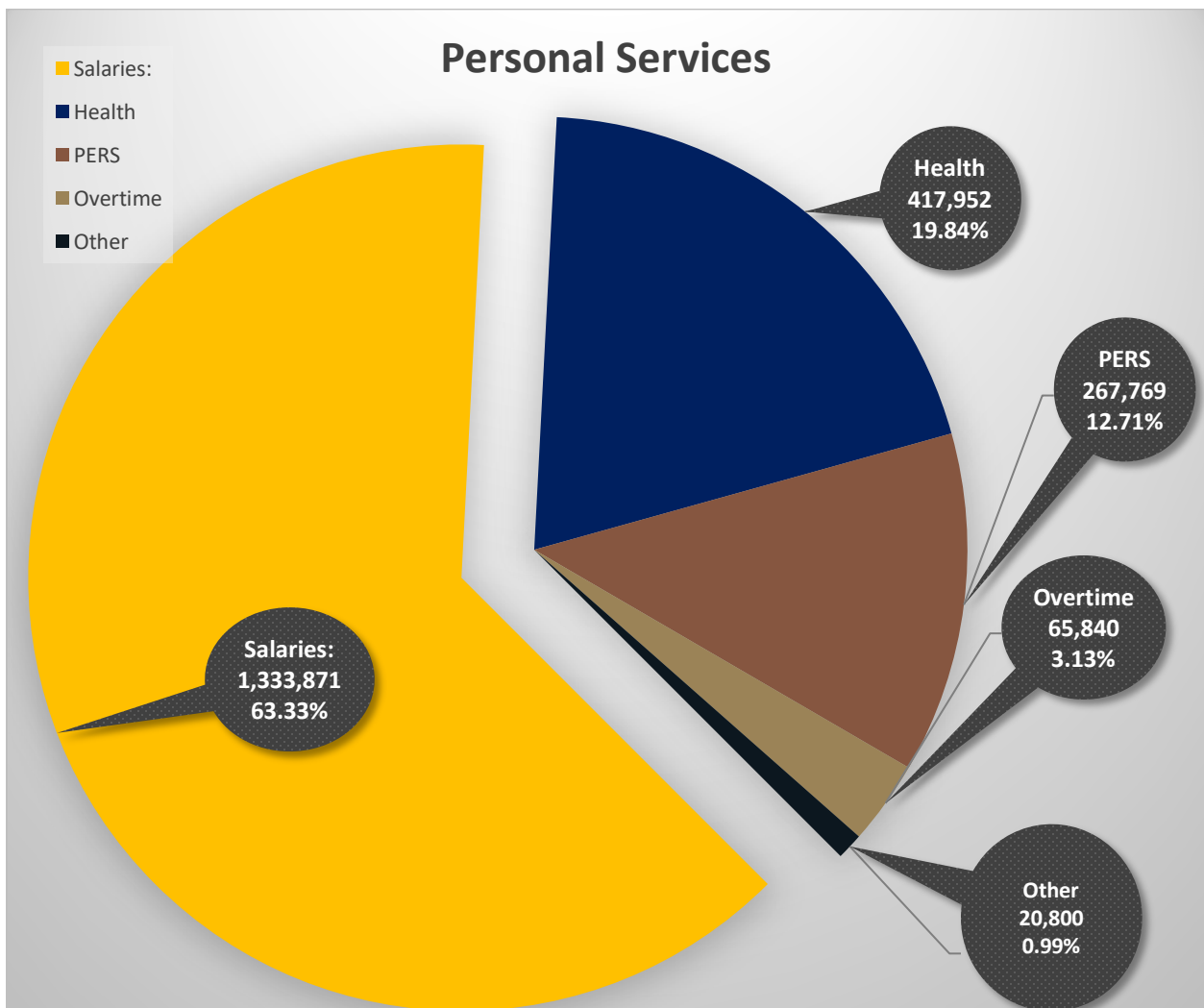


LB-31 – Expenditures:

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 defined through the 23/24 fiscal year. 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 administrative salary amounts in this proposed budget are estimations that consider policy decisions that have not yet been made by the Board.

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 higher than last year to meet the training needs of new hires and promoted staff.

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 etc.

RECOGNITION EVENTS & AWARDS: 911 Professionals. These employees in all our roles are highly skilled and capable. They have chosen a career which requires immediate and decisive CORRECT action in the pressure cooker of other people's emergencies. This line item covers the expense of recognizing their efforts and commitments. This includes 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 Seaside.

ELECTION EXPENSE: Operating Levy Renewal and 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. This is significantly higher than past budgets here are the larger expenses:

- Tyler CAD as a service \$200,000 (estimation based on preliminary quote and scope)
- CenterLogic IT services \$ 37,500
- EIS (our legacy CAD) \$ 21,000
- Klamath Basin Cleaning Services \$ 11,300
- Day Wireless – Radio console support \$ 10,500

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 amount represents dollars paid to KIRG for maintaining the radio system. I call this out for two reasons. First, KIRG is an ORS 190 organization that we are a member of. Our participation is not only contribution of fees but also the administration and

management of that organization is tasked to our staff. The arrangement has been highly beneficial to all participating agencies, but it should be noted that **there is added workload and responsibility to our leadership positions**. Second, part of the maintenance fee is offset by funds collected from partners in Contract service fees which are treated as a pass through.

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 24/7 chairs, UPS maintenance switch installation and a placeholder for unplanned expense. Communications Equipment includes projected costs for lifecycle replacement of our Admin Server 13k, Radio Consoles 175K and a placeholder for unplanned expense.

ZIONS BANK LOAN; PRINCIPAL AND INTEREST: Self-explanatory

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 our funds recommended 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. This will see some activity this budget cycle due to significant projects. It was wise to save money for these projects. The initial budget proposal includes a transfer to the general fund of 150K.

LB-11B – Facility Maintenance, Repairs & Updates Reserve Fund: The maintenance reserve is our holding account for future building replacement and repair.

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.

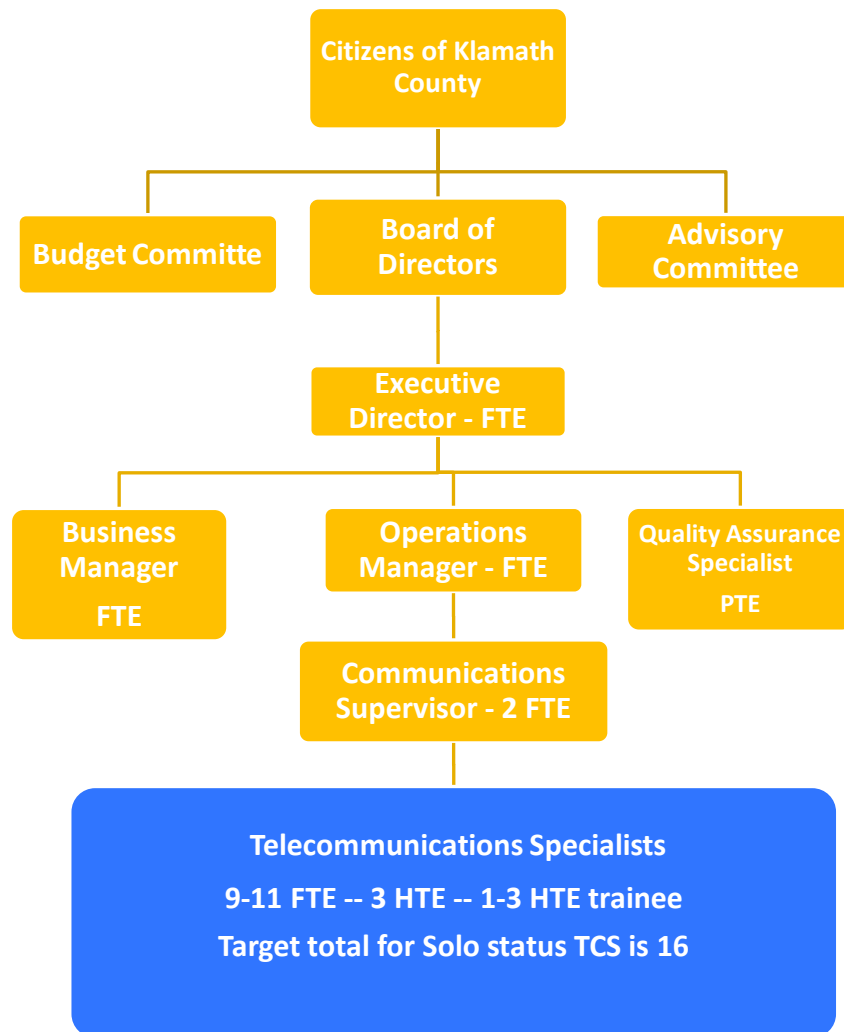
ADOPTING THE BUDGET: This resolution adopts the budget by amount.

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.

Organizational Chart



The half-time Telecommunications Specialist is primarily our entry level position. In addition, and simply defined this category includes any TCS working between 20 and 37.5 hours per week. Once a trainee achieves solo status these positions are critical due to scheduling flexibility to cover time off and daily operational peaks. The estimates for HTE TCS both in total dollars and in number of positions factor in recruitment targets, training schedule, and unfortunately turnover within the training program. For reference the dollar amount proposed in this budget for the HTE TCS position would adequately fund about four fully trained solo status telecommunications specialist working the full year.

RESOURCES

LB-20

GENERAL FUND

HISTORICAL DATA				RESOURCE DESCRIPTION	Klamath 9-1-1 Emergency Communications District			
Actual Second Preceding 2020-2021	Actual First Preceding 2021-2022	Adopted Budget 2022-2023			Budget for Next Year 2023 - 2024			
					Proposed	Approved	Adopted By Governing Body	
1			1	Beginning Fund Balance				1
2			2	Available cash on hand*(cash basis),or				2
3	728259	978355	893,128	3 Net working capital*(accrual basis)	985,369			3
4	423	111	500	4 4020 - Interest	500			4
5	47765	41902	35,000	5 4043 - Previously levied taxes estimated to be received	35,000			5
6			6					6
7			7	OTHER RESOURCES				7
8	578453	712314	692,124	8 4010 - 9-1-1 Excise Tax	710,000			8
9	8598	10034	7,800	9 4025 - Tow Contract Fees	7,800			9
10	5670	6826	4,500	10 4030 - Miscellaneous Receipts(gifts, records duplication)	4,500			10
11	26049	54237	40,000	11 4040 - Other Revenue (ODF/ODFW/HERT in lieu of Taxes)	40,000			11
12	28800	48000	78,200	12 4500 - OEM Subaccount Funds	48,000			12
13	21187	21753	22,028	13 4600 - Contract Service Fees	22,872			13
14	250000	0	-	14 4800 - Grant Revenue	-			14
15	0	27	50	15 Transfer from Building Reserve Fund	50			15
16	0	0	-	16 Transfer from Equipment Reserve Fund	150,000			16
17				17				17
18	1,695,204	1,873,560	1,773,330	18 Total resources, except taxes to be levied	2,004,091			18
19			1,482,635	19 Taxes necessary to balance	1,501,964			19
20	1,330,416	1,407,404		20 4041 - Taxes collected in year levied				20
21	3,025,619	3,280,964	3,255,965	21 TOTAL RESOURCES	3,506,054			21

*Includes Unappropriated Balance Budgeted Last Year

DETAILED EXPENDITURES

LB-31

GENERAL FUND

HISTORICAL DATA				EXPENDITURE DESCRIPTION	Klamath 9-1-1 Emergency Communications District			
Actual Second Preceding 2020-2021	Actual First Preceding 2021-2022	Adopted Budget 2022-2023			Budget for Next Year 2023-2024			
					Proposed	Approved	Adopted By Governing Body	
1			1	PERSONNEL SERVICES				1
2	114,541	118,881	2	Director	126,019			2
3	81,477	84,217	3	Operations Manager	105,374			3
4	65,858	55,867	4	Communications Supervisor (2)	153,471			4
5	426,959	542,389	5	Full-time Dispatcher (10)	605,495			5
6	10,024	0	6	Part-time Dispatcher (1)	4,016			6
7	175,353	125,498	7	Half-time Dispatcher (5)	206,196			7
8	73,372	79,498	8	Business Manager	96,802			8
9	26,666	28,417	9	Support Specialist QA	36,499			9
10	0	0	10	Administrative Assistant	0			10
11	26,233	42,202	11	6566-Overtime/Holiday Wages	65,840			11
12	23,677	20,002	12	6596-Social Security/Medicare/WBF	35,423			12
13	545	1,264	13	6570-Workers Compensation Insurance	2,300			13
14	318,179	212,653	14	6571-PERS (Retirement)	232,347			14
15	316,015	297,910	15	6572-Medical Insurance	412,548			15
16	4,009	4,125	16	6573-Life & Long Term Disability Insurance	5,004			16
17	555	288	17	6574-EAP Insurance (Employee Assistance)	400			17
18	13744.84	673	18	6575 - Unemployment Tax	15,000			18
19	1,426	2,556	19	6597-Recruitment	3,500			19
20	1,678,634	1,616,442	20	TOTAL PERSONNEL SERVICES	2,106,233			20
21	16.5	17.7	21	Total Full-Time Equivalent (FTE)	18.5			21
22			22					22
23			23	MATERIALS & SERVICES				23
24	1,318	779	24	7018-Private Car Mileage	7,211			24
25	1,787	4,166	25	7020-Meals, Lodging & Misc. Travel Expenses	16,484			25
26	1,089	657	26	7021-Postage, Freight, Express	700			26
27	0	0	27	7023-Rental (All Other - Tools, Equip)	250			27
28	10,028	9,436	28	7024-General Telephone Expense	10,200			28

DETAILED EXPENDITURES

LB-31

GENERAL FUND

HIS	EXPENDITURE DESCRIPTION								
	Actual Second Preceding 2020-2021	Actual First Preceding 2021-2022	Adopted Budget 2022-2023			Budget for Next Year 2023-2024			
						Proposed	Approved	Adopted By Governing Body	
					Materials & Services Continued				
1	4,698	1,745	8,830	1	7001-Training Fees & Expenses	10,530			1
2	21,494	8,853	17,300	2	7003-Maintenance & Repair	20,900			2
3	10,140	11,156	13,319	3	7004-Business Insurance	13,417			3
4	1,101	1,490	1,440	4	7005-Publications & Legal Notices	1,440			4
5	4,249	6,580	7,786	5	7006-Dues & Subscriptions	7,806			5
6	4,944	4,267	10,000	6	7008-Office Supplies & Expenses	10,000			6
7	6,546	2,062	6,450	7	7009-Recognition Events & Awards	6,450			7
8	950	800	7,725	8	7010-Board Training & Conferences	10,840			8
9	0	18	480	9	7011-Board Meeting Expenses	480			9
10	3,474	0	5,500	10	7012-Election Expenses	2,000			10
11	428	2,697	2,700	11	7013-Public Awareness	2,700			11
12	386	-35	1,000	12	7014-Miscellaneous	1,000			12
13	2,978	172	5,000	13	7015-Office Equipment	5,000			13
14	1,804	1,989	7,385	14	7016-Communications Equipment	9,005			14
15	0	0	150	15	7017- Interest / Loan expense	150			15
16	18,343	17,122	20,000	16	7028-Utilities	20,000			16
17	9,900	11,050	9,800	17	7029-Audit and Accounting Services	9,800			17
18	72,320	99,980	92,227	18	7030-Contract Services	300,926			18
19	0	1,838	1,200	19	7031-Legal Services	1,200			19
20	307	413	200	20	7032-Language Line	200			20
21	8,600	9,053	9,053	21	7033-Radio System Maintenance Fee - KIRG	9,053			21
22	6,410	25,087	20,800	22	7043-Legal Attorney Fees	25,700			22
23	193,294	221,374	283,993	23	TOTAL MATERIALS & SERVICES	503,442			23

DETAILED EXPENDITURES

LB-31

GENERAL FUND

HIS				EXPENDITURE DESCRIPTION	Budget for Next Year 2023-2024				
	Actual Second Preceding 2020-2021	Actual First Preceding 2021-2022	Adopted Budget 2022-2023		Proposed	Approved	Adopted By Governing Body		
1				1	DEBT SERVICE			1	
2		155,000	55,000	2	7840 - Zions Bank Loan - Principal	60,000			2
3		17,686	16,709	3	7841 - Zions Bank Loan - Interest	13,346			3
4		172,686	71,709	4	TOTAL DEBT SERVICE	73,346			4
5				5					5
6				6	CAPITAL OUTLAY			6	
7	8,992	0	21,600	7	8220 - Office Equipment	16,945			7
8	54,677	7,991	16,000	8	8210 - Communications Equipment	193,000			8
9	55,000			9	8240 - Zions Bank Loan - Principal				9
10	19,631			10	8241 - Zions Bank Loan - Interest				10
11	81,472			11	8242- Transition Liability Payoff				11
12	219,772	7,991	37,600	12	TOTAL CAPITAL OUTLAY	209,945			12
13				13					13
14				14	SPECIAL PAYMENTS			14	
15	20,550	18,663	78,200	15	7099 - OEM Subaccount Expenditures	48,000			15
16				16					16
17	20,550	18,663	78,200	17	TOTAL SPECIAL PAYMENTS	48,000			17
18				18					18
19				19	INTERFUND TRANSFERS			19	
20	150,000	250,000	250,000	20	Transfer to Equipment Reserve Fund				20
21				21	Transfer to Facilities Reserve Fund				21
22				22					22
23	150,000	250,000	250,000	23	TOTAL TRANSFERS	0			23
24	0	0	0	24	General Contingency	0			24
25	0	0	0	25	TOTAL CONTINGENCY	0			25
26				26					26
27	2,262,250	2,287,157	2,731,353	27	TOTAL EXPENDITURES	2,940,966			27
28	527,748	518,025	524,612	28	UNAPPROPRIATED ENDING FUND BALANCE	565,089			28
29	2,789,998	2,805,182	3,255,965	29	TOTAL	3,506,054			29

FORM
LB-11

**RESERVE FUND -FACILITY
MAINTENANCE, REPAIRS & UPDATES**

Per ORS 294.346 (2) Not less frequently than every 10th anniversary of the date upon which a reserve fund is established the governing body of the municipal corporation shall review the reserve fund and determine whether the fund will be continued or abolished.

This fund is authorized by ORS 294.346 and established by resolution number 20-02, on May 20, 2020 for the following specified purposes: facility maintenance, repairs and updates

Klamath 9-1-1 Emergency Communications District

HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS	Supplemental Budget for 2023-2024		
Actual		Adopted Budget 2022-2023			Proposed	Approved	Adopted By Governing Body
Second Preceding 2020-2021	First Preceding 2021-2022						
				RESOURCES			
				Beginning Fund Balance:			
1	50,002	50,000	50,025	1 Cash on Hand*(cash basis),or	50,025		1
2				2 Working Capital*(accrual basis)	0		2
3	27	5	50	3 Earnings from Investments (interest earned)	50		3
4	0	0		4 Transferred from general fund	0		4
5				5			5
6				6			6
7				7			7
8				8			8
9	50,030	50,005	50,075	9 Total resources, except taxes to be levied	50,075		9
10				10 Taxes necessary to balance			10
11				11 Taxes collected in year levied			11
12	50,030	50,005	50,075	12 TOTAL RESOURCES	50,075		12
13				REQUIREMENTS			13
14	27	0	50	14 Transfer to General Fund	50		14
15				15			15
16				16			16
17				17			17
18				18			18
19	0	0	50	19 Total Expenditures	50		19
20	50,002	50,005	50,025	20 RESERVED FOR FUTURE EXPENDITURE	50,025		20
21	50,002	50,005	50,025	21 TOTAL REQUIREMENTS	50		21

*Includes Unappropriated Balance budgeted last year

FORM
LB-11

This fund is authorized and established by resolution number 22-01, on April 20, 2022 for the following specified purposes: repair or replacement of Communications District Equipment.

**RESERVE FUND - EQUIPMENT
RESOURCES AND REQUIREMENTS**

Per ORS 294.346 (2) Not less frequently than every 10th anniversary of the date upon which a reserve fund is established the governing body of the municipal corporation shall review the reserve fund and determine whether the fund will be continued or abolished.

Klamath 9-1-1 Emergency Communications District

HISTORICAL DATA				DESCRIPTION RESOURCES AND REQUIREMENTS		Budget for Next Year 2023-2024		
Actual		Adopted Supp. Budget 2022-2023				Proposed	Approved	Adopted By Governing Body
Second Preceding Year 2020 - 2021	First Preceding Year 2021-2022							
				RESOURCES				
				Beginning Fund Balance:				
1	200,098	350,000	350,000	1	Cash on Hand*(cash basis),or	600,300		1
2	0	0	0	2	Working Capital*(accrual basis)			2
3	119	35	300	3	Earnings from Investments (interest earned)	100		3
4	0	0	250,000	4	Transferred from other funds	-		4
5				5				5
6	350,217	350,035	600,300	6	Total resources, except taxes to be levied	600,400		6
7				7	Taxes necessary to balance			7
8				8	Taxes collected in year levied			8
9	350,217	350,035	600,300	9	TOTAL RESOURCES	600,400		9
10				10	REQUIREMENTS			10
11	0	0	0	11	Radio Console & Transmitter Equipment			11
12	0	0	0	12	Communications & Security Equipment			12
13	217	0	0	13	Transfer to General Fund	150,000		13
14				14	8210 comm equipment			14
15				15	8220 office equipment			15
16				16				16
17	217	0	0	17	6. Total Expenditures	150,000		17
18	350,000	350,035	600,300	18	7. RESERVED FOR FUTURE EXPENDITURE	450,400		18
19	350,217	350,035	600,300	19	13. TOTAL REQUIREMENTS	0		19

*Includes Unappropriated Balance budgeted last year