
**EMERGENCY
COMMUNICATIONS OF
SOUTHERN OREGON**



Serving Police, Fire & Medical

ECISO Mission Statement

We contribute to the safety and well-being of Southern Oregon by providing public safety communications with industry-best standards, procedures and practices.

ECISO

400 Pech Road

Central Point, OR 97502

Phone (541)774-5060

www.ecso911.com

Margie Moulin

Director

Adopted Budget Fiscal Year 2013-2014

Adopted by

Emergency Communications of Southern Oregon

Chief Executive Officers Board

June 12, 2014



Adopted Budget Document Fiscal Year 2013-2014

Presented to Budget Subcommittee/ECSO Council
February 13, 2013

Approved by Budget Subcommittee/ECSO Council
February 13, 2013

Presented to ECSO Chief Executive Council
June 12, 2013

Adopted by ECSO Chief Executive Officers Board
June 12, 2014

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BUDGET SUB-COMMITTEE

Fiscal Year 2013-2014

FY 2013-2014 Budget Sub-Committee

<i>City of Ashland</i>	Terry Holderness
<i>Jackson County Sheriff</i>	Monte Holloway
<i>Central Point Police Department</i>	Bobbie Pomeroy
<i>City of Phoenix</i>	Derek Bowker
<i>Jackson County Fire District #3</i>	Dan Peterson
<i>Jackson County Fire District #6</i>	Larry Tuttle
<i>Talent Police Department</i>	Mike Moran
<i>Eagle Point Police Department</i>	Darin May
<i>Phoenix Police Department</i>	Derek Bowker
<i>Lake Creek Rural Fire Department</i>	Tony Paxton
<i>Medford RFPD</i>	Gordon Sletmoe
<i>Town of Butte Falls</i>	Jana Goodman
<i>City of Jacksonville</i>	Jim Lewis
<i>City of Medford</i>	Randy Sparacino
<i>Jackson County Fire District #4</i>	Pat Keene
<i>Applegate Fire District #9</i>	Brett Fillis

CHIEF EXECUTIVE OFFICERS BOARD MEMBERS

Fiscal Year 2013-2014

<i>Applegate Fire District #9</i>	Brett Fillis
<i>City of Talent</i>	Mike Moran
<i>Medford Police</i>	Tim George
<i>Medford Fire</i>	Gordon Sletmoe
<i>Jackson County</i>	Mike Winters
<i>Jackson County Fire District #3</i>	Dan Peterson
<i>Ashland Police</i>	Terry Holderness

ECISO INTERGOVERNMENTAL COUNCIL MEMBERS

Fiscal Year 2013-2014

<i>City of Talent</i>	Mike Moran
<i>Jackson County</i>	Mike Winters
<i>City of Medford</i>	Randy Sparacino
<i>City of Ashland</i>	Terry Holderness
<i>City of Central Point</i>	Kris Allison
<i>City of Phoenix</i>	Derek Bowker
<i>City of Eagle Point</i>	Vern Thompson
<i>City of Jacksonville</i>	Jim Lewis
<i>City of Rogue River</i>	Rich Pardy
<i>Town of Butte Falls</i>	Chris Hanson
<i>Jackson County Fire District #3</i>	Dan Peterson
<i>Jackson County Fire District #4</i>	Pat Keene
<i>Jackson County Fire District #5</i>	Dan Marshall
<i>Evans Valley Fire District #6</i>	Larry Tuttle
<i>Applegate Fire District #9</i>	Brett Fillis
<i>Rogue River Rural Fire District</i>	Chief Stearns
<i>Lake Creek Rural Fire District</i>	Tony Paxton
<i>Prospect Rural Fire Protection District</i>	Greg Shaeffer
<i>Greensprings Fire District</i>	Gene Davies
<i>Medford Rural Fire Protection District</i>	Gordon Sletmoe
<i>Southern Oregon University</i>	Rich Walsh

BUDGET MESSAGE

Fiscal Year 2013-2014

It is my pleasure to present the FY 2013-2014 budget for Emergency Communications of Southern Oregon (ECSO).

ECSO is committed to financial conservative planning that demonstrates the Agency's commitment to providing quality services to citizens in need of 9-1-1 emergency services and to the public safety agencies who serve them. As required by Oregon Budget Law, the adopted budget is balanced between total resources and requirements.

As we continue to grow as a consolidated agency, we have worked with the Council and CEO Board to develop a revised budget philosophy. This philosophy utilizes an overall percentage budget increase based on early predictions from the Jackson County Tax Assessor on tax rates. In this new budget process we were able to create a Contingency Fund in order to build a reserve fund in case of loss of revenue, or fiscal emergencies.

This year we also continued to look at alternative funding methods and submitted an RFQ for consulting services to determine the feasibility of ECSO becoming a Special District, allowing for funding from a separate tax rather than User Fees. The CEO Board voted to hold off pursuing this study at this time due to lack of the ability to fund the study.

I continue to remain heavily involved with the legislative process in Oregon, and this session we successfully passed the extension of the 9-1-1 tax sunset, ensuring continued 9-1-1 tax revenue to the Center through December 31, 2021. The 9-1-1 tax revenue currently accounts for 16% of the budget, and has been decreasing since 2009. The 9-1-1 tax revenue collected by ECSO in 2012 is \$71,190 less than in 2009.

The Union Contract that was established for consolidation expired July 1, 2013, and ECSO Management and the Union worked cohesively to negotiate a successful 3 year contract. The new contract has no cost of living increase for the first year, and a 2 percent increase the remaining 2 years of the contract.

This year we also established a Wellness Committee with the help of Guy Perrin. This program is being designed specifically for ECSO to help maintain their physical and mental wellbeing of our employees, which we hope will ultimately lead to higher retention rates and longevity of employees, saving overtime both in sick leave, and in coverage during staffing issues.

ECESO Management continues to work towards achieving the Strategic Goals in the ECSO Strategic Plan for 2012-2015 and to revise the plan continually to strive for ongoing improvements. The accomplishments and goals are listed in this document and we welcome any input or suggestions you may have.

BUDGET MESSAGE

Fiscal Year 2012-2013

2012-2013 Accomplishments

- ❖ Established Contingency Fund **Strategic Goal 3*
- ❖ Revised budget philosophy
- ❖ RFQ for consultant to look at Special Districts **Strategic Goal 3*
- ❖ Successful legislation extending the 9-1-1 tax sunset
- ❖ Successful Union Negotiations
- ❖ Establishment of Wellness Committee **Strategic Goal 1*
- ❖ Established Directors Report to increase communications between ECSO, our governing bodies and Users. **Strategic Goal 1*

Goals for the Year and for the Future

- ❖ RFQ for improved Radio Infrastructure **Strategic Goal 3*
- ❖ Continue work to gain passage of legislation to collect 9-1-1 tax revenue from prepaid cell phones **Strategic Goal 3*
- ❖ Review staffing levels **Strategic Goal 2*
- ❖ Continue to research alternative funding options and public/private partnerships. **Strategic Goal 3*

AGENCY OVERVIEW

Fiscal Year 2013-2014

THE AGENCY

Emergency Communications of Southern Oregon (ECSO) is located in Medford Oregon and serves the population of the beautiful Rogue Valley. ECSO is a combined emergency dispatch facility and Public Safety Answering Point (PSAP) for the Jackson County Oregon 9-1-1 lines. The Center is also a regional "drop point" for emergency information that needs to be given to Jackson and Josephine counties. This may include severe storm warnings or notice of a foreign enemy attack. This information is received through the National Air Warning Alert System (NAWAS) radio channel that covers the entire United States.

9-1-1 and emergency dispatching services has a rich history in Jackson County. Prior to July 1st, 2010, there had been more than one 9-1-1 PSAP in the county, and at one point, there were four, including North Valley Communications Center (NVCC), dispatching for the cities of Central Point, Eagle Point, and Shady Cove; the City of Ashland 9-1-1, answering calls and dispatching for all units within the city limits of Ashland; the City of Medford, which later became Rogue Valley Consolidated Communications (RVCCOM), dispatching and answering calls for the largest city in Jackson County; and Southern Oregon Regional Communications (SORC), which, which started initially as a Fire Communications Center in 1973 and ultimately culminated in the drafting of an agreement allowed under O.R.S. 190.10, which, in turn, established (SORC) as a stand-alone public entity. In essence, this agreement enabled the user agencies of the Center to come together as one organizational public body providing its own control and direction of emergency communications services.

In 1994, NVCC dissolved, and the cities of Shady Cove and Eagle Point joined SORC, while the city of Central Point joined RVCCOM. In 2003, after legislators indicated they may force a single PSAP in each county in Oregon, the City of Ashland gave up their dispatch center and joined RVCCOM.

In 2008 the County broke ground on a new building, designed to house both of the remaining PSAP's in Jackson County, whether as a consolidated single center, or co-located centers.

In November of 2009, with consolidation talks well under way, SORC moved into a brand new, state of the art 16,468 sq. foot facility located at 400 Pech Road, Central Point, OR. In February, 2010, the City of Medford's 911/dispatch center moved into the facility as a co-located agency while consolidation of the two agencies was finalized.

On July 1, 2010 the City of Medford and SORC consolidated and became known as Emergency Communications of Southern Oregon (ECSO).

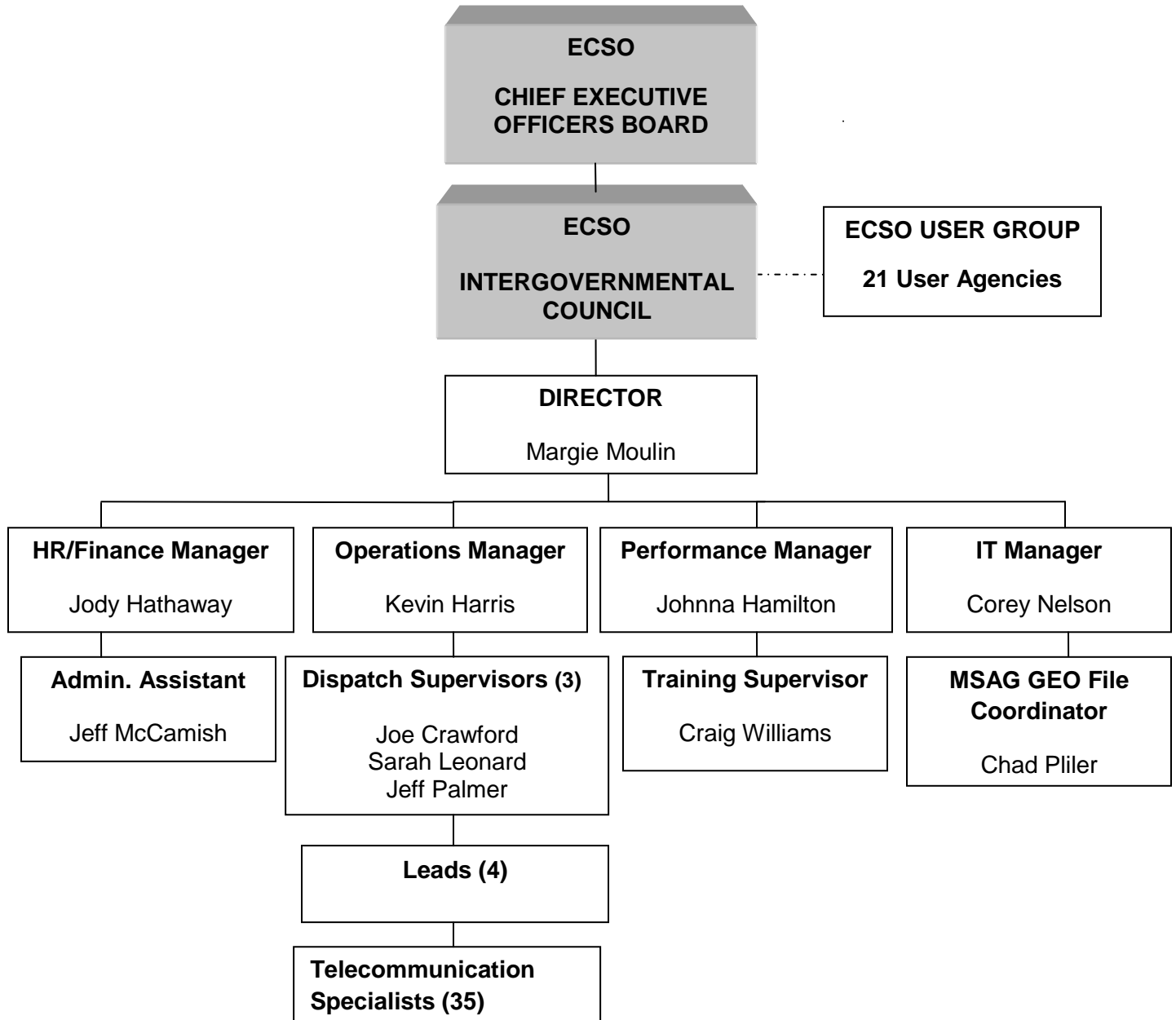
AGENCY OVERVIEW

Fiscal Year 2013-2014

EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON

ORGANIZATIONAL CHART

FISCAL YEAR 2013-2014



———— Direct Authority
----- Advisory Authority

USER FEE ALLOCATION FORMULA

Fiscal Year 2013-2014

Method

User rates are based upon the total operating budget minus revenue (i.e., beginning fund balance, interest, CAD reimbursement, 911 tax distribution, etc). The balance after subtracting the revenue is then charged out to the users. The user rates are split between law and fire wherein law pays 70% of the total charge out and fire pays 30%. Their rates are then determined using “assessed valuation” and “population” base. Fifty percent (50%) of the user rates are based upon the user’s proportionate share of assessed valuation and fifty percent (50%) upon the user’s proportionate share of population base.

Example:

Operating Budget \$1,500,000
Minus Revenue -\$500,000
Charge out to users is \$1,000,000

70% Law = \$700,000
30% Fire = \$300,000

Law Agencies - \$700,000

50% assessed valuation = \$350,000 – ABC Police Dept Assessed Valuation = 4.3% = \$15,050
50% Population = \$350,000 – ABC Police Dept Population = 2.3% = \$8,050
Total ABC Police Dept Fees = \$23,100

Fire Agencies - \$300,000
50% assessed valuation = \$150,000
50% Population = \$150,000

Minimum Users

Minimum users fee calculations are at the base levels established during fiscal year 2010-2011, i.e., Tier One \$5,075.76; Tier Two \$10,530.30; these fees shall not increase by more than three percent (3%) per year.

FINANCIAL SUMMARY

Fiscal Year 2013-2014

BUDGETARY ACCOUNTING BASIS

The budgetary and accounting policies contained in the proposed budget conform to generally accepted accounting principles established by the Governmental Accounting Standards Board. The accounts of ECSO are organized on the basis of funds and account groups, each of which is considered a separate budgetary and accounting entity.

Within the annual budget, ECSO funds are grouped as follows:

1. **General Fund:** This is the general operating fund of ECSO and is used to record financial transactions relating to all activities for which specific types of funds are not required;
2. **Equipment Replacement Fund:** The purpose is to accumulate needed funds for communications equipment system replacement and/or upgrades;
3. **911 Reserve Fund:** The Fund accounts for the emergency telephone tax funds collected for supporting the 911 system. A portion of these funds is transferred to the General Fund to cover 911 operating expenditures; and
4. **Contingency Fund:** The purpose of this fund is to accumulate funds to offset expenses when revenue is lost by the deferral or elimination of 911 Funds, the loss of a user agency or other revenue fluctuation causes.

The proposed budget is prepared with all governmental funds accounted for and budgeted for using the modified accrual basis of accounting. When using this method of accounting revenues are recognized when earned and expenses are recognized when incurred.

FINANCIAL SUMMARY

Fiscal Year 2013-2014

BUDGET MANAGEMENT

ECSO is required to budget all funds. The budget is prepared for each fund on the modified accrual basis of accounting. Estimated revenues and expenditures are budgeted for by fund and object. Information on the past two year's actual revenues and expenditures and current year estimates are included in the budget document.

The CEO Board legally adopts the budget by Resolution before July 1. The Resolution establishes appropriations for each fund and expenditures cannot legally exceed these appropriations. The level of control established by the Resolution for each fund is at the object group level (i.e. personal services, materials and services, capital outlay, debt service, intra fund transfers and contingency). Appropriations lapse at the end of the fiscal year.

ECSO may change the budget throughout the year by transferring appropriations between levels of control and by adopting supplement budgets as authorized by Oregon Revised Statutes. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publication in newspapers and approval by the CEO Board. Expenditures appropriations may not be legally over-expended except in the case of grant receipts that could not reasonably be estimated at the time the budget was adopted and for debt service on new debt issues during the budget year. Management may transfer budget amounts between individual line items within the object group, but cannot make changes to the object group themselves, which is the legal level of control.

FINANCIAL SUMMARY

Fiscal Year 2013-2014

Funds Overview

General Fund

The General Fund supports the operating budget of ECSO. For Fiscal Year 13-14 the emergency communications contracts comprise 78% of the resources for this fund. The proposed operating budget is a 1.5% increase from FY 12-13.

Other resources for the General Fund include the beginning fund balance, RMS/CMS reimbursement from the Sheriff's Office, MSAG reimbursement, interest and miscellaneous income. The anticipated beginning fund balance of \$234,600 for FY 12-13 is a 10.5% increase from FY 12-13. Staff will transfer \$970,000 from the 9-1-1 Reserve Fund to the General Fund specifically to support the 9-1-1 portion of the Center. This funds approximately 16.37% of the operating budget.

Revenues	FY 2013-2014 Adopted Budget	FY 2012-2013 Adopted Budget	Increase (Decrease)
Beginning Fund Balance	\$ 234,600	\$ 209,844	24,756
MSAG Reimbursement	22,500	41,500	(19,000)
Mercy Flights	11,172	10,846	326
JCSO Reimbursement	41,019	41,019	0
Miscellaneous – Tapes, etc.	750	750	0
Interest	750	750	0
911 Funds	970,000	985,000	(15,000)
User Fees	4,670,059	4,573,197	96,862
Total Revenue	5,950,850	5,862,906	87,944

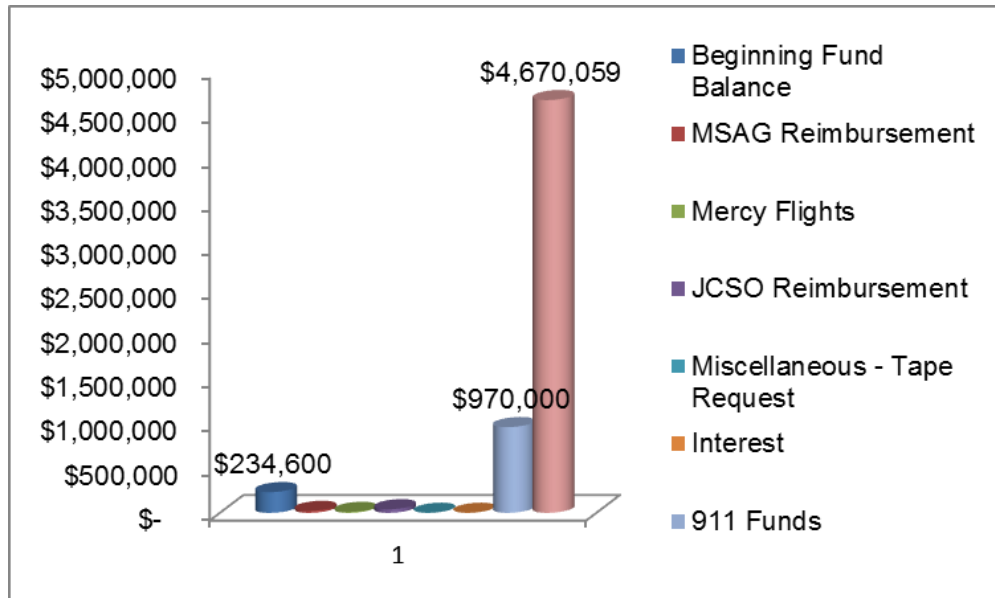
Expenditures	FY 2013-2014 Adopted Budget	FY 2012-2013 Adopted Budget	Increase (Decrease)
Personal Services	\$5,080,971	\$5,022,138	\$58,833
Materials and Services	819,879	740,768	79,111
Contingency	50,000	100,000	(50,000)
Transfer to Equipment Replacement Fund	0	0	
Transfer to Revenue Loss Reserve Fund	0	0	
Total Expenditures	\$ 5,950,850	\$ 5,862,906	\$87,944

FINANCIAL SUMMARY

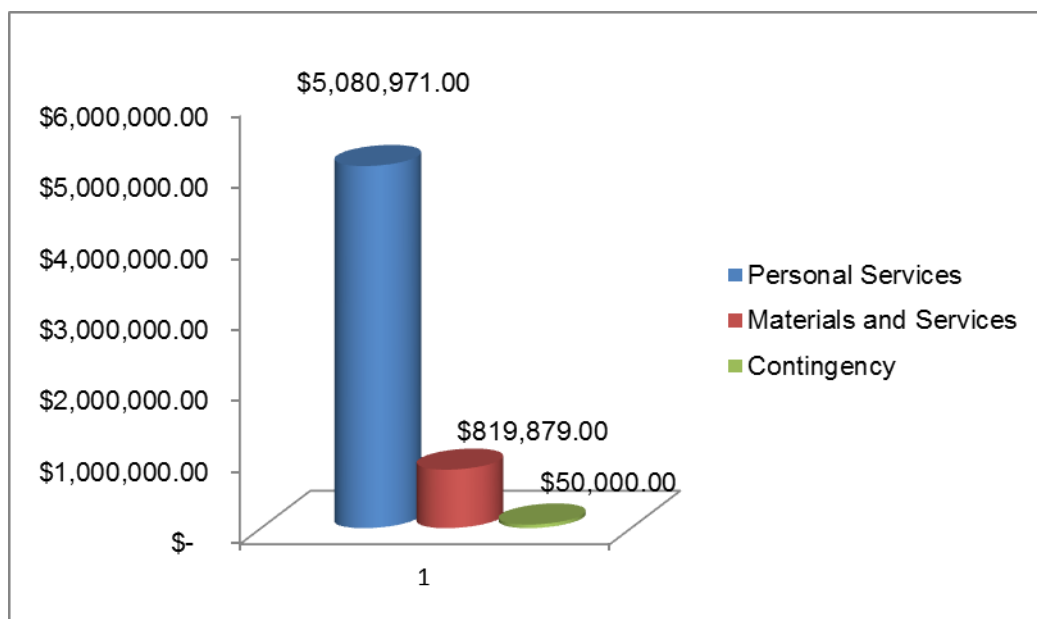
Fiscal Year 2013-2014

General Fund

Resources



Expenditures



FINANCIAL SUMMARY

Fiscal Year 2013-2014

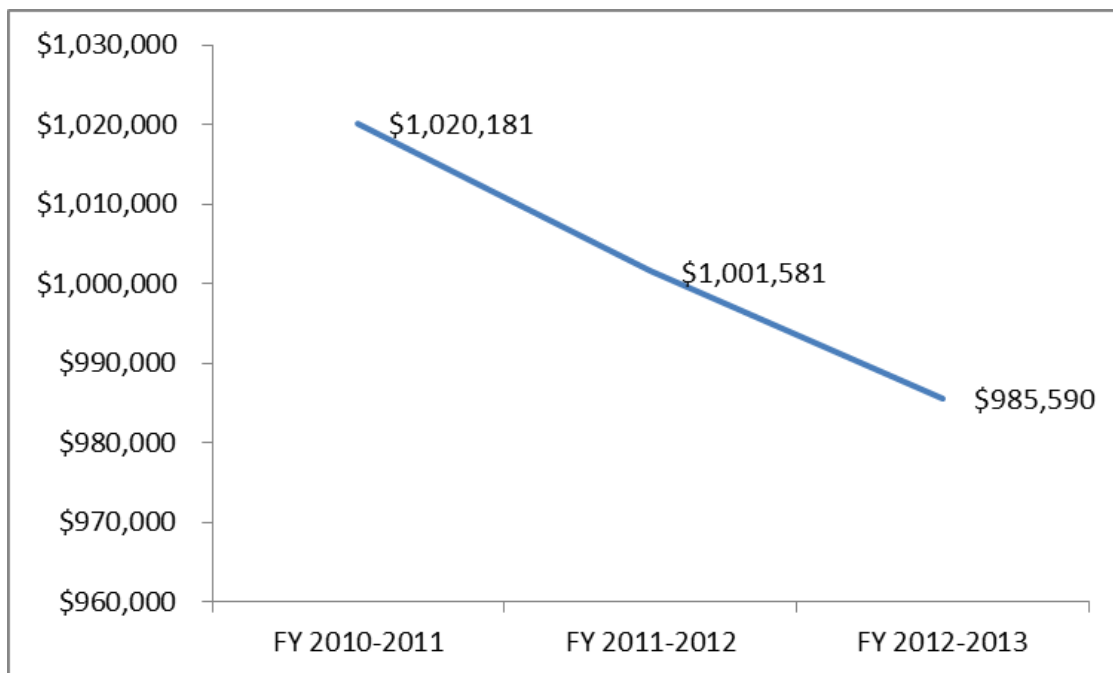
911 Reserve Fund

The 9-1-1 Reserve Fund accounts for the telephone tax or surcharge revenues that are received from the participating cities and unincorporated areas of Jackson County served by ECSO. These revenues are derived from a 75-cent surcharge on each circuit (wire line, wireless, and voice over internet protocol, or VoIP, capable of accessing the 9-1-1 system. sixty percent (or approximately 44-cents) of these collections are distributed quarterly to ECSO on behalf of cities and the County based on State DOR funding formula related to a population census by Portland State University. The 9-1-1 taxes received by the Agency are subject to variations and have declined over the last three fiscal years.

9-1-1 revenues are budgeted for FY 2013-2014 at \$970,000. It is proposed that \$970,000 be transferred to the General Fund to support the 911 costs in the center.

ECSO's quarterly collection from the 911 tax continues to decline. This is partially due to the interest diversion to the General Fund, and partially to the trend for the public to move away from a monthly contract to pre-paid phones which is not currently collected.

911 Reserve Fund



FINANCIAL SUMMARY

Fiscal Year 2013-2014

9-1-1 RESERVE FUND #703

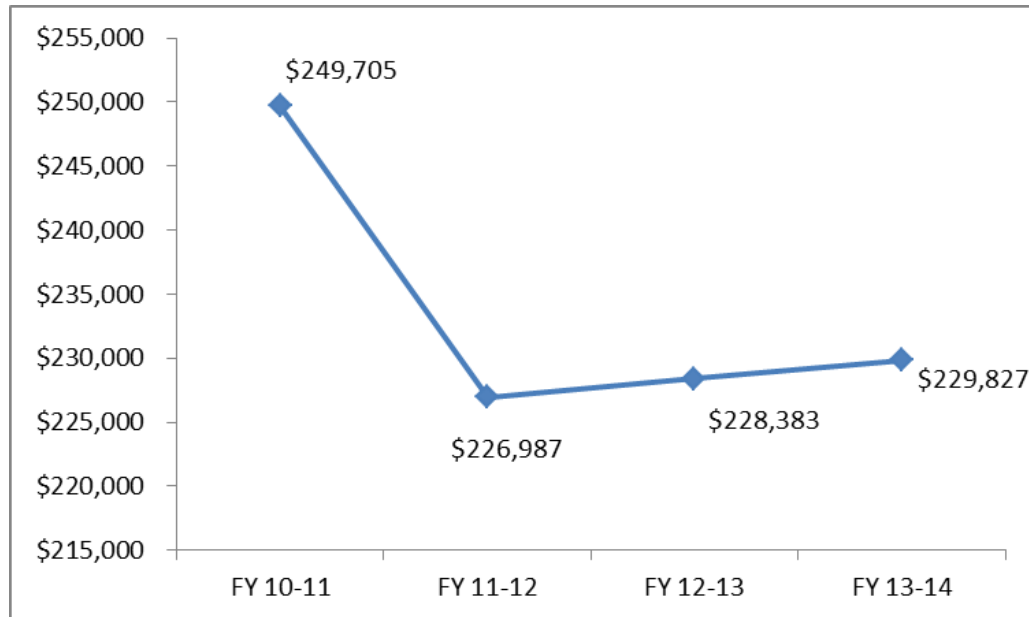
	13-14 Adopted	12-13 Adopted	11-12 Actual	10-11 Actual
Resources				
Beginning Fund Balance	2,337	485	1,671	3,593
Interest	1,000	1,100	1,451	283
Unincorporated & Cities Expected Equalization Payments	970,000	985,000	1,001,582	1,020,182
Equalization Payments	0	0	0	0
Total Resources	973,337	986,585	1,004,704	1,024,058
Expenditures				
Transfer to Equipment Replacement	0	0	0	0
Transfer to General Fund	970,000	985,000	1,003,994	1,023,887
Reserved for Future Exp	3,337	1,585		0
Total Expenditures	973,337	986,585	710	1,023,887

FINANCIAL SUMMARY

Fiscal Year 2013-2014

Equipment Replacement Fund

This fund supports the replacement and upgrade of ECSO equipment. It also allows the Center to replace significant capital without increasing User fees during the fiscal year. However, funds have not been transferred into Equipment Replacement since FY 2006-2007.



	13-14 Adopted	12-13 Adopted	11-12 Actual	10-11 Actual
Resources				
Beginning Fund Balance	329,490	226,500	226,987	249,705
Transfer from General Fund				
Transfer in from 9-1-1 Reserve Fund				
Interest	1,300	1,200	1,396	1,111
Other (Homeland Security Grant)				
Total Resources	330,790	226,500	228,383	250,816
Expenditures				
Transfer to General Fund				23,829
Transfer to Contingency Fund	100,000			
Replacement of Equipment	88,000			
Reserved for Future Expenditure	142,790	226,500	228,383	226,987
Total Expenditures	330,790	226,500	228,383	226,987

FINANCIAL SUMMARY

Fiscal Year 2013-2014

Contingency Fund

The Contingency Fund is a newly created fund beginning Fiscal Year 2013-2014 for the purpose of accumulating funds to offset expenses when revenue is lost by deferral or elimination of 911 funds, the loss of a user agency or other revenue fluctuation causes. The goal of staff over the next five years is to accumulate \$500,000 in the Contingency Fund and ultimately \$1,000,000 by the year 2020. Funds that are not spent in the contingency line item in the general fund will transferred into the Contingency Fund at the end of each fiscal year.

	13-14 Adopted
Resources	
Beginning Fund Balance	\$ 0
Interest	500
Transfer from Equipment Replacement Fund	100,000
Transfer from Contingency Line Item	50,000
Total Resources	150,500
Expenditures	
Transfer to General Fund	0
Reserved for Future Expenditures	150,500
Total Expenditures	150,500

BUDGET DETAIL

Fiscal Year 2013-2014

The total FY 2013-2014 Operating Budget is \$5,950,850. This represents an \$87,944 (1.5%) increase over fiscal year 2012-2013. The total user allocation, after the deduction of applicable revenue, is \$4,670,059. This represents a 1.50% increase. The Anticipated Beginning Fund Balance of \$234,600 is a 1.18% increase from fiscal year 2012-2013. The 9-1-1 Fund revenue is anticipated to be \$970,000 which is a 1.8% decrease.

The Agency evaluates staffing, the structure of the organization and the need for changes. With the adoption of the new year's budget, the staffing level is formally authorized by the Intergovernmental Council and the CEO Board. The following is a list of authorized FTE included in the FY 2013-2014 Budget:

Non Represented Positions	Adopted FY 13-14	Current FY 11-12	Change from Prior Fiscal Year	FY 13-14 Monthly Salary Range
Director	1	1		\$8,125 - \$10,370 per Month
Operations Manager	1	1		\$7,387 - \$9,428 per Month
QA/Training Manager	1	1		\$7,387 - \$9,428 per Month
HR/Finance Manager	1	1		\$7,387 - \$9,428 per Month
IT Manager	1	1		\$7,387 - \$9,428 per Month
Dispatch Supervisor	4	4		\$5,668 - \$7,234 per Month
GIS Tech MSAG Coordinator	1	1		\$5,143 - \$6,649 per Month
Administrative Assistant	1	1		\$3,351 - \$4,277 per Month
Represented Positions				
Dispatchers	39	39		\$3,165 - \$4,723 per Month Plus up to 8% DPSST Certification and 5% Incentive for Lead for those that are Eligible
TOTAL FTE	50	50		

BUDGET DETAIL

Fiscal Year 2013-2014

DIVISIONS

Administrative Division

The Administrative Division consists of the Director, HR/Finance Manager and the Administrative Assistant. This Division is responsible for maintaining the Agency infrastructure, including payroll, accounting, insurance, legal counsel and human resources, as well as the more strategic issues which may include legislative initiatives and strategic planning. Capital Expenditures are carried under this division.

Operations Division

The Operations Division consists of the Operations Manager, QA Manager, Training Supervisor, three Dispatch Supervisors, IT Manager, MSAG Geo File Coordinator and 39 Telecommunication Specialists. This Division is responsible for 911call taking and dispatching for 21 public safety agencies. The MSAG/GEO File Coordinator is responsible for maintaining the CAD data, the countywide MSAG and Geo File and the mapping data. The QA Manager and Training Supervisor are responsible for developing, implementing and maintaining quality training programs and conducting systemic cause analyses. The IT Manager is responsible for all technical services for the agency, oversees the MSAG/Geo File position, and may assist User agencies with mobile data terminals, or other technical services.

Technical Division

The Technical Division has no assigned personnel. The Division expenditures are related to the maintenance of eight mountain top radio sites, base stations, microwave backbone and the electronics and hardware associated with 16 consoles (13 with radio and phone, 3 additional with radio only) and miscellaneous equipment. The Agency contracts with Day Wireless to maintain the radio infrastructure, and the telephone equipment is supported by the telephone company under contract with Oregon Emergency Management, 9-1-1 program, supported primarily by the 9-1-1 tax distribution.

Personal Services – General Fund

The fiscal year 2013-2014 total budget proposed for personal services is \$5,080,971 an increase of \$58,833 or 1.19% from last year. Reasons revolve around step increases and continued rise in health care.

BUDGET DETAIL

Fiscal Year 2013-2014

Staffing:

As with any entity the cost of personnel takes the lion's share of the budget and we are no exception. Personnel costs are 85.3% of the budget. At the time this budget was passed the Union contract had expired and negotiations were ongoing. Staff planned for a 1% increase in Union wages, as well as negotiated step increases, and step increases for non-union employees. Since the adoption of the fiscal year 2013-2014 budget, staff and Union have negotiated a zero percent increase for FY 2013-2014; a 2% increase for FY 2014-2015 and a 2% increase for FY 2015-2016.

Medical:

Oregon Teamsters Trust's insurance premiums rates run January through December of each year. The Board of Trustees agreed to keep the contribution rates unchanged for 2013. We anticipate an 7% increase in December of 2013. For fiscal year 2013-2014 ECSO pays 97% of the premium and the employee pays 7%.

HRA VEBA:

The monthly HRA VEBA contribution for both Union and non-union personnel is 1.2% of the employee's base salary.

Retirement Benefits

All employees participate in the Hartford Deferred Compensation Plan; ECSO contributes 10% of the base salary for Union personnel and 12% of the base salary for Management and Non-Union personnel.

Materials and Services – General Fund

The fiscal year 2013-2014 total proposed budget amount for this category is \$819,879, an increase of \$79,111. This category funds the maintenance of buildings and grounds, rent, the voice, data and radio infrastructures, the computer aided dispatch system, legal fees, maintaining business machine and computer system networks, hardware and software as well as utilities costs, liability insurance, etc. The following are notable changes to the lines items in this category:

Computer Aided Dispatch System: The Tiburon CAD system was upgraded to Command CAD in May of 2011. This was accomplished by a Federal Earmark obtained by the City of Medford. There still remains a debt service payment of \$123,948 for next year for the CAD system that existed prior to Command CAD. Jackson County Sheriff's Office pays \$41,016 per year towards this debt for the RMS/CMS system. This will be the last debt service payment made. The CAD Operations line item will increase by \$20,657 due in large part to a 5% increase in the CAD annual maintenance contract.

BUDGET DETAIL

Fiscal Year 2013-2014

Legal: The funds in this category are for legal oversight of contracts, intergovernmental agreements, collective bargaining, and unforeseen labor issues. Staff has decreased these funds to \$15,000 for this fiscal year.

Liability Insurance: ECSO is insured through Special Districts Association. Staff has budgeted \$38,014 for liability insurance, a 5% increase.

Minor Equipment - IT: Staff has created this line item to more closely monitor equipment purchases directly related to IT. During FY 2012-2013 \$32,000 was budgeted for IT equipment. For fiscal year 2013-2014 the amount budgeted is \$88,024, an increase of \$56,024. Some of the equipment to be purchased includes a DVR/Hirsh upgrade for the camera feeds, recording system, a Shortel (phone) upgrade and equipment to expand data storage.

Contingency: Staff is proposing to create a Contingency Fund beginning July 1, 2013 which will be funded by transferring \$100,000. Staff proposes that \$50,000 be budgeted for the contingency line item in the General Fund. The money left over in this line item will be transferred into the Contingency Fund at the end of fiscal year 2013-2014.

The following pages show in detail the line items for each division.

BUDGET DETAIL

Fiscal Year 2013-2014

Administration Division

Line #	Line Item Description	FY 13-14	FY 12-13	FY 11-12	FY 10-11
		Adopted	Adopted	Actual	Actual
5146	EAP	\$ 3,000	\$ 2,100	\$ 15,690	\$ 2,010
5211	Transportation	\$ 4,100	\$ 4,100	\$ 362	\$ 740
5212	Accommodations & Per Diem	\$ 4,775	\$ 4,775	\$ 3,243	\$ 2,811
5214	Training - Registration & Tuition	\$ 2,630	\$ 2,630	\$ 1,421	\$ 2,568
5215	Subscriptions & Materials	\$ 500	\$ 250	\$ 181	\$ 55
5216	Membership & Dues	\$ 3,720	\$ 1,240	\$ 1,969	\$ 1,183
5321	Advertising & Promotion	\$ 2,750	\$ 2,750	\$ 965	\$ 1,348
5322	Copier Expense - Supplies	\$ 2,000	\$ 1,000	\$ 1,509	\$ 1,422
5323	Postage	\$ 1,000	\$ 1,800	\$ 665	\$ 895
5324	Office Supplies	\$ 3,500	\$ 3,500	\$ 1,771	\$ 2,428
5325	Printing	\$ 750	\$ 2,000	\$ 814	\$ 198
5326	Minor Equipment	\$ 3,500	\$ 3,500	\$ 204	\$ 2,014
5327	Hiring Expenses	\$ 1,600	\$ 1,600	\$ 304	\$ 1,505
5328	Minor Equipment - IT				
5331	Phone - Long Distance	\$ 334	\$ 310	\$ 187	\$ 93
5332	Phone - Language Line			\$ -	
5333	Phone Hot Lines- Radio Lines			\$ -	
5334	Phone - Admin Lines	\$ 7,081	\$ 6,900	\$ 6,341	\$ 8,900
5341	Insurance - Liability/Building	\$ 38,014	\$ 35,609	\$ 31,418	\$ 30,889
5401	CAD Lease			\$ -	
5402	CAD Operations			\$ -	
5404	CAD Supplies			\$ -	
5421	Property Maintenance - Jackson County	\$ 20,000	\$ 28,700	\$ 7,920	\$ 26,489
5422	Janitorial - Vista Building	\$ 25,268	\$ 29,277	\$ 29,267	\$ 31,118
5423	Rental & Lease (Mtn Top Sites)			\$ -	
5424	Diesel ECSO	\$ 5,000	\$ 2,000	\$ -	\$ -
5425	Electricity - Mtn Tops			\$ -	
5426	Pacific Power - Center	\$ 57,000	\$ 57,000	\$ 51,935	\$ 46,927
5427	Center Lease - Jackson County Airport Authority	\$ 35,000	\$ 35,000	\$ 33,243	\$ 29,828
5428	Avista - Center	\$ 12,000	\$ 12,000	\$ 10,259	\$ 9,822
5429	Water, Sewer, Street Fees, et,	\$ 9,319	\$ 6,400	\$ 6,140	\$ 7,204
5430	Rogue Disposal	\$ 3,950	\$ 3,950	\$ 3,562	\$ 3,196
5431	Janitorial Supplies - Vista & Aramark	\$ 9,800	\$ 9,800	\$ 6,708	\$ 6,572
5432	Center - Inspections & Testing	\$ 20,442	\$ 7,966	\$ 8,237	\$ 2,191
5433	Center Supplies - Lights, batteries, etc.	\$ 5,500	\$ 1,000	\$ 1,715	\$ -
5434	Landscaping - Vista Building	\$ 6,720	\$ 6,720	\$ 6,010	\$ 6,438

5521	Equipment Maintenance Contracts			\$ -	
5522	Radio Repair & Maintenance			\$ -	
5611	Legal	\$ 15,000	\$ 32,500	\$ 22,122	\$ 28,578
5612	Auditing	\$ 9,500	\$ 9,500	\$ 9,055	\$ 8,750
5613	Technical Assistance			\$ -	
5614	Licensing Fees	\$ 4,017	\$ 4,767	\$ 4,965	\$ 4,747
5615	Consulting	\$ 1,000	\$ 1,000	\$ 1,000	\$ 100
5671	Equipment Reserve Transfer			\$ -	
5672	Capital Expenditure			\$ -	
5841	Contingency Fund	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000
5842	Contingency Reserve Fund				
6999	Bank Fees	\$ 1,290	\$ 1,290	\$ 272	\$ 174
Total		\$ 370,060	\$ 422,934	\$ 369,454	\$ 371,193

BUDGET DETAIL

Fiscal Year 2013-2014

Operations Division

Line #	Line Item Description	FY 13-14 Adopted	FY 12-13 Adopted	FY 11-12 Actual	FY 10-11 Actual
5146	EAP			\$ -	
5211	Transportation	\$ 7,500	\$ 7,500	\$ 4,572	\$ 3,518
5212	Accommodations & Per Diem	\$ 6,750	\$ 6,750	\$ 5,057	\$ 3,956
5214	Training - Registration & Tuition	\$ 17,019	\$ 17,019	\$ 21,889	\$ 16,939
5215	Subscriptions & Materials	\$ 500	\$ 500	\$ 384	\$ 290
5216	Membership & Dues	\$ 6,140	\$ 1,800	\$ 840	\$ 1,080
5321	Advertising & Promotion			\$ -	
5322	Copier Expense - Supplies	\$ 2,256	\$ 2,256	\$ 165	\$ -
5323	Postage			\$ -	
5324	Office Supplies	\$ 3,500	\$ 3,500	\$ 2,965	\$ 2,835
5325	Printing			\$ -	
5326	Minor Equipment	\$ 10,000	\$ 42,000	\$ 8,100	\$ 9,996
5327	Hiring Expenses			\$ -	
5328	Minor Equipment - IT				
5331	Phone - Long Distance	\$ 334	\$ 310	\$ 389	\$ 384
5332	Phone - Language Line	\$ 5,674	\$ 5,010	\$ 4,639	\$ 4,713
5333	Phone Hot Lines- Radio Lines	\$ 5,027	\$ 3,612	\$ 3,504	\$ 1,967
5334	Phone - Admin Lines	\$ 17,976	\$ 14,500	\$ 14,453	\$ 12,575
5341	Insurance - Liability/Building			\$ -	
5401	CAD Lease	\$ 123,948	\$ 129,442	\$ 129,442	\$ 129,442
5402	CAD Operations	\$ 103,942	\$ 85,205	\$ 108,275	\$ 216,290
5404	CAD Supplies	\$ 6,000	\$ 6,000	\$ 4,572	\$ 5,237
5421	Property Maintenance - Jackson County			\$ -	
5422	Janitorial - Vista Building			\$ -	
5423	Rental & Lease (Mtn Top Sites)			\$ -	
5424	Propane - Building & Mtn Tops			\$ -	
5425	Electricity - Mtn Tops			\$ -	
5426	Pacific Power - Center			\$ -	
5427	Center Lease - Jackson County Airport Authority			\$ -	
5428	Avista - Center			\$ -	
5429	Water, Sewer, Street Fees, et,			\$ -	
5430	Rogue Disposal			\$ -	
5431	Janitorial Supplies - Vista & Aramark			\$ -	
5432	Center - Inspections & Testing			\$ -	
5433	Center Supplies - Lights, batteries, etc.			\$ -	
5434	Landscaping - Vista Building			\$ -	
5521	Equipment Maintenance Contracts	\$ 17,689	\$ 13,919	\$ 1,500	\$ 1,531

5522	Radio Repair & Maintenance			\$ -	
5611	Legal			\$ -	
5612	Auditing			\$ -	
5613	Technical Assistance			\$ -	
5614	Licensing Fees	\$ 5,000	\$ 5,000	\$ 6,584	\$ 7,614
5615	Consulting			\$ -	
5671	Equipment Reserve Transfer			\$ -	
5672	Capital Expenditure			\$ -	
5841	Contingency Fund			\$ -	
5842	Contingency Reserve Fund				
6999	Bank Fees			\$ -	
Total		\$ 339,255	\$ 344,323	\$ 317,330	\$ 418,367

BUDGET DETAIL

Fiscal Year 2013-2014

Technical Division

Line #	Line Item Description	FY13-14 Adopted	FY 12-13 Adopted	FY 11-12 Actual	FY 10-11 Actual
5146	EAP			\$ -	
5211	Transportation			\$ -	
5212	Accommodations & Per Diem			\$ -	
5214	Training - Registration & Tuition			\$ -	
5215	Subscriptions & Materials			\$ -	
5216	Membership & Dues			\$ -	
5321	Advertising & Promotion			\$ -	
5322	Copier Expense - Supplies			\$ -	
5323	Postage			\$ -	
5324	Office Supplies			\$ -	
5325	Printing			\$ -	
5326	Minor Equipment - Radio	\$ 7,500	\$ 7,500	\$ 2,881	\$ 6,541
5327	Hiring Expenses			\$ -	
5328	Minor Equipment - IT	\$ 88,024			
5331	Phone - Long Distance			\$ -	
5332	Phone - Language Line			\$ -	
5333	Phone Hot Lines- Radio Lines			\$ -	
5334	Phone - Admin Lines			\$ -	
5341	Insurance - Liability/Building			\$ -	
5401	CAD Lease			\$ -	
5402	CAD Operations			\$ -	
5404	CAD Supplies			\$ -	
5421	Property Maintenance - UPS & Generator	\$ 2,495	\$ 6,575	\$ 760	\$ 799
5422	Janitorial - Vista Building			\$ -	
5423	Rental & Lease (Mtn Top Sites)	\$ 1,750	\$ 1,500	\$ 1,421	\$ 1,306
5424	Propane - Building & Mtn Tops	\$ 4,800	\$ 4,800	\$ 2,643	\$ 2,798
5425	Electricity - Mtn Tops	\$ 3,524	\$ 3,524	\$ 3,409	\$ 3,140
5426	Pacific Power - Center			\$ -	
5427	Center Lease - Jackson County Airport Authority			\$ -	
5428	Avista - Center			\$ -	
5429	Water, Sewer, Street Fees, et,			\$ -	
5430	Rogue Disposal			\$ -	
5431	Janitorial Supplies - Vista & Aramark			\$ -	
5432	Center - Inspections & Testing			\$ -	
5433	Center Supplies - Lights, batteries, etc.			\$ -	
5434	Landscaping - Vista Building			\$ -	
5521	Equipment Maintenance Contracts			\$ -	

5522	Radio Repair & Maintenance	\$ 50,471	\$ 47,612	\$ 75,256	\$ 42,430
5611	Legal			\$ -	
5612	Auditing			\$ -	
5613	Technical Assistance	\$ 2,000	\$ 2,000	\$ 2,100	\$ 1,400
5614	Licensing Fees			\$ -	
5615	Consulting			\$ -	
5671	Equipment Reserve Transfer	\$ -	\$ -	\$ -	\$ -
5672	Capital Expenditure			\$ -	
5841	Contingency Fund			\$ -	
5842	Contingency Reserve Fund				
6999	Bank Fees			\$ -	
Total		\$ 160,564	\$ 73,511	\$ 88,470	\$ 58,414

BUDGET DETAIL
Fiscal Year 2013-2014

Total - All Divisions

Line #	Line Item Description	FY 13-14	FY 12-13	FY 12-13	FY 11-12
		Adopted	Adopted	Actual	Actual
5011	Non-Union Wages	\$ 914,460	\$ 882,240	\$ 909,693	\$ 822,491
5014	Vacation Payout - Non-Union	\$ 35,172	\$ 33,934	\$ -	\$ -
5021	Union Wage	\$ 2,130,529	\$ 2,146,332	\$ 2,067,642	\$ 1,772,823
5022	Overtime	\$ 225,000	\$ 225,000	\$ 203,836	\$ 241,964
5023	Holiday Overtime	\$ 105,540	\$ 105,540	\$ 71,901	\$ 73,216
5024	Vacation Payout - Union	\$ 81,945	\$ 82,553	\$ -	\$ 48,912
5025	Lead Pay - Union	\$ 11,215	\$ 11,335	\$ -	\$ 8,543
5026	FTO Pay - Union	\$ 5,500	\$ 5,500	\$ -	\$ 4,335
5027	Incentive Pay - Union	\$ 71,037	\$ 56,675	\$ 56,736	\$ 90,302
5121	FICA	\$ 272,840	\$ 270,808	\$ 249,428	\$ 237,441
5122	State Unemployment Tax	\$ 39,216	\$ 37,950	\$ 38,350	\$ 574,061
5123	Workers Comp Insurance	\$ 7,375	\$ 7,150	\$ 6,208	\$ 7,026
5125	Worker's Benefit Fund Assessment	\$ 4,000	\$ 4,000		
5141	Deferred Compensation	\$ 322,789	\$ 320,502	\$ 304,323	\$ 284,950
5142	Medical Insurance	\$ 798,401	\$ 776,050	\$ 743,695	\$ 721,008
5143	Life Insurance	\$ 5,567	\$ 5,700	\$ 5,292	\$ 6,056
5144	Long Term Disability Insurance	\$ 13,845	\$ 13,845	\$ 12,684	\$ 12,301
5145	VEBA Account	\$ 36,540	\$ 37,024	\$ 34,432	\$ 33,152
5146	EAP	\$ 3,000	\$ 2,100	\$ 15,690	\$ 2,010
5211	Transportation	\$ 11,600	\$ 11,600	\$ 4,934	\$ 4,258
5212	Accommodations & Per Diem	\$ 11,525	\$ 11,525	\$ 8,300	\$ 6,767
5214	Training - Registration & Tuition	\$ 19,649	\$ 19,649	\$ 23,310	\$ 19,507
5215	Subscriptions & Materials	\$ 1,000	\$ 750	\$ 565	\$ 345
5216	Membership & Dues	\$ 9,860	\$ 3,040	\$ 2,809	\$ 2,263
5321	Advertising & Promotion	\$ 2,750	\$ 2,750	\$ 965	\$ 1,348
5322	Copier Expense - Supplies	\$ 4,256	\$ 3,256	\$ 1,674	\$ 1,422
5323	Postage	\$ 1,000	\$ 1,800	\$ 665	\$ 895
5324	Office Supplies	\$ 7,000	\$ 7,000	\$ 4,736	\$ 5,263
5325	Printing	\$ 750	\$ 2,000	\$ 814	\$ 198
5326	Minor Equipment	\$ 21,000	\$ 53,000	\$ 11,185	\$ 18,551
5327	Hiring Expenses	\$ 1,600	\$ 1,600	\$ 304	\$ 1,505
5328	Minor Equipment - IT	\$ 88,024	\$ -	\$ -	\$ -
5331	Phone - Long Distance	\$ 668	\$ 620	\$ 576	\$ 477
5332	Phone - Language Line	\$ 5,674	\$ 5,010	\$ 4,639	\$ 4,713
5333	Phone Hot Lines- Radio Lines	\$ 5,027	\$ 3,612	\$ 3,504	\$ 1,967
5334	Phone - Admin Lines	\$ 25,057	\$ 21,400	\$ 20,794	\$ 21,475
5341	Insurance - Liability/Building	\$ 38,014	\$ 35,609	\$ 31,418	\$ 30,889

5401	CAD Lease	\$ 128,813	\$ 129,442	\$ 129,442	\$ 129,442
5402	CAD Operations	\$ 99,077	\$ 85,205	\$ 108,275	\$ 216,290
5404	CAD Supplies	\$ 6,000	\$ 6,000	\$ 4,572	\$ 5,237
5421	Property Maintenance - Jackson County	\$ 22,495	\$ 35,275	\$ 8,680	\$ 27,288
5422	Janitorial - Vista Building	\$ 25,268	\$ 29,277	\$ 29,267	\$ 31,118
5423	Rental & Lease (Mtn Top Sites)	\$ 1,750	\$ 1,500	\$ 1,421	\$ 1,306
5424	Propane - Building & Mtn Tops	\$ 9,800	\$ 6,800	\$ 2,643	\$ 2,798
5425	Electricity - Mtn Tops	\$ 3,524	\$ 3,524	\$ 3,409	\$ 3,140
5426	Pacific Power - Center	\$ 57,000	\$ 57,000	\$ 51,935	\$ 46,927
5427	Center Lease - Jackson County Airport Authority	\$ 35,000	\$ 35,000	\$ 33,243	\$ 29,828
5428	Avista - Center	\$ 12,000	\$ 12,000	\$ 10,259	\$ 9,822
5429	Water, Sewer, Street Fees, et,	\$ 9,319	\$ 6,400	\$ 6,140	\$ 7,204
5430	Rogue Disposal	\$ 3,950	\$ 3,950	\$ 3,562	\$ 3,196
5431	Janitorial Supplies - Vista & Aramark	\$ 9,800	\$ 9,800	\$ 6,708	\$ 6,572
5432	Center - Inspections & Testing	\$ 20,442	\$ 7,966	\$ 8,237	\$ 2,191
5433	Center Supplies - Lights, batteries, etc.	\$ 5,500	\$ 1,000	\$ 1,715	\$ -
5434	Landscaping - Vista Building	\$ 6,720	\$ 6,720	\$ 6,010	\$ 6,438
5521	Equipment Maintenance Contracts	\$ 17,689	\$ 13,919	\$ 1,500	\$ 1,531
5522	Radio Repair & Maintenance	\$ 50,471	\$ 47,612	\$ 75,256	\$ 42,430
5611	Legal	\$ 15,000	\$ 32,500	\$ 22,122	\$ 28,578
5612	Auditing	\$ 9,500	\$ 9,500	\$ 9,055	\$ 8,750
5613	Technical Assistance	\$ 2,000	\$ 2,000	\$ 2,100	\$ 1,400
5614	Licensing Fees	\$ 9,017	\$ 9,767	\$ 11,549	\$ 12,361
5615	Consulting	\$ 1,000	\$ 1,000	\$ 1,000	\$ 100
5671	Equipment Reserve Transfer	\$ -	\$ -	\$ -	\$ -
5672	Capital Expenditure	\$ -	\$ -	\$ -	\$ -
5841	Contingency Fund	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000
5842	Contingency Reserve Fund	\$ -	\$ -	\$ -	\$ -
6999	Bank Fees	\$ 1,290	\$ 1,290	\$ 272	\$ 174
Total		\$ 5,950,850	\$ 5,862,906	\$ 5,479,474	\$ 5,786,555

Emergency Communications of Southern Oregon User Rates Fiscal Year 2013-2014

Proposed Rates		
	FY 2013-2014 Adopted Budget	FY 2012-2013 Actual
<i>Agencies Charged Minimum:</i>		
BLM	\$ 5,546.43	\$ 5,384.88
Butte Falls PD	\$ 5,546.43	\$ 5,384.88
Butte Falls Fire	\$ 2,773.21	\$ 2,692.44
Crater Lake Nat'l Park	\$ 11,506.75	\$ 11,171.60
Lake Creek Rural Fire	\$ 5,546.43	\$ 5,384.88
ODF	\$ 5,546.43	\$ 5,384.88
Prospect Fire	\$ 5,546.43	\$ 5,384.88
Greensprings	\$ 5,546.43	\$ 5,384.88
SOU	\$ 11,506.75	\$ 11,171.60
Jackson County Airport Authority	\$ 11,506.75	\$ 11,171.60
Public Works	\$ 5,546.43	\$ 5,384.88
Jackson County Services	\$ 5,546.43	\$ 5,384.88
OLCC	\$ 5,546.43	
U.S. Forest Services	\$ 5,546.43	\$ 5,384.88
<i>Tax Base Users:</i>		
Eagle Point Police	\$ 119,555.97	\$ 117,449.40
Jackson County Fire District #1	\$ 54,948.49	\$ 51,812.60
Jackson County Fire District #3	\$ 338,826.46	\$ 342,097.01
Jackson County Fire District #4	\$ 38,464.74	\$ 38,108.33
Jackson County Fire District #5	\$ 132,307.16	\$ 127,911.06
Evans Valley Fire District #6	\$ 19,356.88	\$ 19,282.53
Jackson County Fire District #9	\$ 38,444.07	\$ 38,517.02
Jackson County Sheriff	\$ 1,080,368.33	\$ 1,030,202.65
Jacksonville Fire	\$ 24,198.44	\$ 23,820.93
Jacksonville Police	\$ 57,038.33	\$ 54,881.31
Phoenix Police	\$ 62,318.12	\$ 61,879.29
Rogue River Police	\$ 29,665.69	\$ 29,811.23
Talent Police	\$ 79,773.27	\$ 77,717.68
Central Point Police	\$ 234,021.73	\$ 231,992.73
Medford Police	\$ 1,168,116.78	\$ 1,179,161.86
Ashland Police	\$ 373,591.91	\$ 358,871.93
Medford Fire	\$ 562,276.52	\$ 542,338.20
Ashland Fire	\$ 164,513.00	\$ 162,670.07