

## BUDGET MESSAGE

### Umatilla Morrow Radio & Data District

May 13<sup>th</sup>, 2013

The Umatilla Morrow Radio and Data District (UMRDD) includes 5,280 square miles that lie inside Umatilla and Morrow Counties, excluding the Confederated Tribes of the Umatilla Indian Reservation and the City of Milton-Freewater. The Assessed Value for the District is \$5,932,837,685. The total population is 82,628.

The District's purpose is to provide all public safety agencies within its boundaries with the ability to communicate via land mobile radio based voice or data systems and to replace equipment when it becomes inoperable due to damage, regulation, it becomes unserviceable, or new technologies become available.

UMRDD operates and maintains the current bi-county trunked UHF communications system – a legacy system - provided by the Chemical Stockpile Emergency Preparedness Program (CSEPP) and several smaller conventional UHF and VHF systems currently in service throughout the District.

The 2013-2014 Budget is the third budget for the district, and should be the most accurate budget yet as experience gained in the last two budget cycles has been used to build it.

I have continued to include four months of funding in Unappropriated Ending Fund Balances in General Fund categories as I did in the 2012-2013 Budget. We have yet to see how this approach will work in practice. The Unappropriated Ending Fund Balance figures have been updated for current monthly expenses. This arrangement allows the budget line items to represent accurate annual costs per line item, but increase the budget by \$107,850.

This year's Infrastructure & Equipment Replacement category has been increased significantly over last year's budget in order to support an upgrade to the dispatch console system.

There is a new budget line under the Materials and Services category called 'Bi-County Computer Aided Dispatch System'. This line will exist for the 2013-2014 budget year only. The amount budgeted, \$738,536 will be provided by local cities as well as Umatilla and Morrow Counties. This amount appears in the Resources page in the line item titled 'Computer Aided Dispatch Payments'. It is possible that local city and county contributions could be reduced by \$100,000 if a consolidation of the Hermiston Police Department Dispatch Center occurs, as this is beneficial to the District as consolidation reduces dispatch system upgrade costs and long-term costs.

So far this year, the UMRDD has collected \$927,500 from 2012-2013 taxes and \$17,000 from 2011-2012 taxes. Assessment forecasts for the 2013-2014 budget year advise a 1% increase. \$935,775 is estimated to be received for the 2013-2014 budget year and \$17,000 for the 2012-2013 budget year. The district received \$16,500 in the form of user fees charged to the Confederated Tribes of the Umatilla Indian Reservation last year and expects the same amount to be collected in the 2013-2014 budget. The District began receiving lease payments from US Cellular for their use of the East Pendleton site this year, those payments are expected to add \$11,618 to the 2013-2014 budget.

The budget will be broken down by section explained line by line below.

I. Personnel Services

- A. Administrator Salary: This item has increased 3.0% from last year.
- B. Administrative/Technical Assistant Salary: This item has been increased from last year's budget to reflect a step up to \$40,000 (an increase of \$1,000/year as of May 2013) and an increase of 1.7% (\$680) for COLA as well as \$2,000 for possible overtime.
- C. Payroll Taxes: Based on historical cost and increases in salaries.
- D. PERS: Based on historical cost and increases in salaries.
- E. Medical Insurance: The District pays \$1,000 per month towards each employee's medical insurance costs. This item has increased as the District Administrator has elected to take the District's offer.
- F. Workers Comp: Based on historical cost and increases in salaries.
- G. Life Insurance: For both employees, quoted cost.
- H. Long Term Disability: For both employees, quoted cost.

II. Materials and Services

- A. Professional Services: For small projects outside of the District Administrator's field of expertise.
- B. Voice System Maintenance: Based on historical costs.
- C. IT Services: The district is contracting with Umatilla County for quarter-time employment of one IT specialist that will be available to UMRDD for maintenance of system infrastructure as well as IT support.
- D. Microwave System Maintenance: Based on a quote from Day Wireless and historical costs.
- E. Subscriber Unit Maintenance: Historical costs.
- F. Office Supplies and Maintenance: Estimation of costs associated with the District Administrator's office equipment and consumables.

- G. Notifications and Publication: Estimation of costs associated with required publications.
- H. Training/Travel: This item will provide funding for one training at Motorola's training center in Schaumburg, IL as well as attendance for the Administrative/Technical Assistant, the District Administrator, and a Board Member at the 2014 IWCE in Las Vegas NV. It will also fund travel to meetings and training sessions in the region including the annual SDAO conference.
- I. Office Space Rent: Historical costs.
- J. Warehouse Rent: No longer required.
- K. Dues/Fees: Estimation based on professional association dues, audit submission fee, and other fees.
- L. Subscriber Unit Software Maintenance: Based on historical costs.
- M. Insurance: Historical costs.
- N. Annual Audit: Cost of audit from Barnett & Moro, Pc.
- O. Quarterly Bookkeeping Review: No longer required.
- P. Elections: Based on historical costs.
- Q. Cell Phone and Data Card: Based on historical costs.
- R. Protective Clothing and Equipment: Clothing and safety equipment for the District Administrator and the Administrative/Technical Assistant.
- S. Test Equipment Maintenance: Historical cost of calibration/repair of one piece of test equipment.
- T. Vehicle Expenses: Based on historical costs and the cost of continuing to outfit a new vehicle as well as maintaining the communications trailer.
- U. Legal Expenses: Minimal costs are expected, but funds should be available.
- V. Board Expenses: Historical costs.
- W. Bookkeeping Contract: Historical costs.

### III. Facilities

- A. Site Leases: Historical/expected costs.
- B. Site Maintenance: Estimated costs of power, propane, weed abatement, HVAC, tower, building, and generator maintenance.

### IV. Equipment

- A. Site Equipment: Costs of adding possible additional site/fixed equipment.
- B. Field Equipment: Possible costs of field radio equipment.
- C. Interoperability Equipment: Mobile and fixed interoperability equipment.
- D. Channel Bank Upgrade Project: No longer needed, costs to be covered under Voice System Maintenance.

### V. Equipment & Infrastructure Replacement

- A. Partial costs of the current dispatch console upgrade project.

### VI. Contingency

- A. Contingency: The unknown nature of many costs within this budget calls for a contingency fund.