

Kitsap 911 Board of Directors Meeting

June 17, 2016 (12:00 to 4:00)

Kitsap 911/CENCOM

A G E N D A

1. Call to Order (Ellingson)
2. Additions to the agenda (Ellingson)
3. Public Comment (limited to 2 minutes per speaker) (Ellingson)
4. Possible Closed Session to discuss labor negotiations (Kirton)
5. Action, if any as a result of the closed session (Kirton)
6. Budget Work Study
7. Legal Services (Kirton)
 - o Possible Action: Select General Counsel or Delegate final decision making authority on this matter to Executive Committee
8. Good of the Order (All)
9. **Adjourn** (Ellingson)

CENCOM Policy Board Meeting

June 17, 2016 (12:00 to 4:00)

Kitsap 911/CENCOM

Note: the CENCOM Policy Board will convene immediately following adjournment of the Kitsap 911

A G E N D A

1. Call to Order (Ellingson)
2. Additions to the agenda (Ellingson)
3. Public Comment (limited to 2 minutes per speaker)
4. **Adjourn** (Ellingson)

Spreadsheet 1

Revenues - 1031

Rev.
6/11/2016

Account Desc	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Proposed 2017 Proposed	\$ Delta to 2016 Budget	%							
308.30.00.00	Estimated Beginning Fund Balance								2,881,224								
337.16.00.00	3,169,065	3,222,556	3,271,347	3,409,131	3,639,600	3,920,940	3,785,184	4,156,196	371,012	9.8%							
337.63.64.65	1,653,546	2,240,597	2,439,531	2,416,761	2,680,248	2,408,806	2,527,074	2,408,806	(118,268)	-4.7%							
342.80.50.01	2,103,840	2,221,215	2,248,201	2,187,249	2,187,265	2,187,111	2,187,358	2,191,644	4,286	0.2%							
									-								
									-								
342.80.50.02	23,260	11,463		111,904	54,902	54,167	50,020	50,020	-	0.0%							
362.50.00.00	151,122	172,363	189,917	238,791	242,839	257,737	262,377	271,109	8,732	3.3%							
342.80.40.02	30,448	33,099	66,948	70,078	59,785	68,432	57,478	54,984	(2,494)	-4.3%							
334.01.84.00	7,452	42,998	39,174	38,762	43,238	48,246	42,000	42,000	-	0.0%							
361.11.00.00	29,011	15,830	15,716	13,657	17,779	19,807	15,745	16,558	813	5.2%							
	4,013	4,013	4,013	4,013	4,013	4,013			-	0.0%							
	Sub-Total (Operating Revenues)							7,171,756	7,964,133	8,274,846	8,490,347	8,929,668	8,969,257	8,927,236	9,191,317	264,081	2.5%
369.91.00.00	454,723	535,952	397	75,195	4,682	9,749			-								
342.10.50.00			9,024	21,543	25,402	26,895	1,496,495	24,613	(1,471,882)	-98.4%							
	Sub-Total (All Revenues)							7,626,479	8,500,085	8,284,267	8,587,086	8,959,752	9,005,901	10,423,731	9,215,930	264,081	-11.6%
Total (All Revenues + Beg. Fund Balance)								12,097,154									

Breakdown of Telephone Excise Taxes

Account Desc	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Proposed 2017	\$ Delta to 2016 Budget	%
3170.40	571,689	675,690	579,351	510,337	428,348	367,767	402,774	367,767	(35,007)	-8.7%
3170.41	1,081,857	1,451,196	1,602,073	1,613,810	1,757,819	1,488,657	1,548,175	1,488,657	(59,518)	-3.8%
3170.42		112,480	257,285	292,131	305,748	315,582	305,748	315,582	9,834	3.2%
3170.43					187,795	235,629	269,753	235,629	(34,124)	-12.7%
3190.8		1,231	821	483	538	1,170	624	1,170	546	87.5%

Spreadsheet 2

Rev. 6/11/16

Appropriation Summary

Cost Center		Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Proposed 2017	\$	Delta %
1031	Bond Debt Payments	504,276	507,320	502,725	500,182	502,250	497,259	470,733	442,555	(28,178)	-6.0%
1032	911 Operations	6,549,892	6,649,407	6,526,559	6,748,557	7,144,384	7,187,171	7,980,860	8,238,573	257,713	3.2%
1033	MCT System and I-Leads	636,620	478,637	439,682	470,392	477,121	476,875	566,626	510,189	(56,437)	-10.0%
Sub-Total (Operating Expenses)		\$ 7,690,788	\$ 7,635,364	\$ 7,468,966	\$ 7,719,131	8,123,756	8,161,305	\$ 9,018,219	\$ 9,191,317	\$ 173,098	1.9%

Capital Expenses, Technical Improvements, Major Equip Replacement

Cost Center		Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Proposed 2017
1034	Misc. Technical Improvements	531,469	221,340	117,720	101,292	225,498	269,176.19	135,452	124,060
1035	Simon Point/Backup Center	-	720,991	-	-	19,386	21,712.49	100,981	58,288
1036	Narrowbanding/Interoperability/ACOM Repl.		-	89,044	72,287			500,000	0
1037	Next Generation 911			45,134	-	19,903	743,815.10	399,025	92,123
1038	MCT Replacement							1,461,495	0
Sub-Total (Improvements)		531,469	942,331	251,897	173,579	264,786	1,034,704	2,596,954	274,471

Total Appropriation Request	\$ 8,222,257	\$ 8,577,694	\$ 7,720,862	7,892,710.32	8,388,542	9,196,009	\$ 11,615,173	\$ 9,465,788
Estimated Ending Fund Balance								2,646,750
Total Appropriation Plus Ending Fund Balance								\$ 12,112,538

Spreadsheet 4

6/11/2016

Appropriations - 1032 (911 Operations)

Account Desc	2010	2011	2012	2013	2014	2015	2016 Budget	2017 Budget	Delta \$	Delta %
528.32.10.00 Regular Salaries	3,687,720	3,678,232	3,548,471	3,549,472	3,826,607	3,631,674	4,360,613	4,678,046	317,433	7.3%
528.32.10.01 Overtime Pay	214,872	169,828	304,337	351,104	368,409	398,770	308,359	308,359	0	0.0%
528.32.10.02 Longevity Pay	38,118	44,092	42,544	46,167	47,773	49,811	51,109	45,483	(5,626)	-11.0%
528.32.10.03 Sick Leave Payout	2,660	3,144	13,681	3,668	4,365	5,294	4,365	5,300	935	21.4%
528.32.10.04 Annual Leave Payout	3,605	4,925	14,802	6,353	6,610	36,894	12,720	12,720	-	0.0%
528.32.10.05 Shift Differential Pay	5,290	4,048	7,716	10,040	652	1,273	3,000	3,000	-	0.0%
528.32.10.06 Extra Help	10,599	8,938	2,974	2,594	3,068	75,513	57,375	57,375	-	0.0%
528.32.10.07 Out of Class Pay	25,942	18,050	20,740	31,075	22,825	62,365	45,505	21,000	(24,505)	-53.9%
528.32.10.08 Miscellaneous Pay	47,463	45,703	48,943	47,066	56,857	57,023	68,914	60,000	(8,914)	-12.9%
528.32.20.00 Industrial Insurance	47,872	72,700	58,653	59,726	63,215	71,865	81,469	84,642	3,173	3.9%
528.32.20.01 Social Security	302,147	296,204	297,244	299,596	321,177	320,070	367,609	380,916	13,307	3.6%
528.32.20.02 PERS Retirement	213,051	247,952	286,682	331,385	397,791	431,850	537,185	556,619	19,434	3.6%
528.32.20.09 LEOFF Retirement										
528.32.20.03 Medical Insurance										
528.32.20.04 Dental Insurance										
528.32.20.05 Life Insurance										
528.32.20.08 Unemployment Compensation	30,949	27,651	16,826	32,006	21,800	14,911	29,680	20,000	(9,680)	-32.6%
5229 Insurance Benefits	626,071	748,051	688,235	759,514	756,000	756,000	831,600	877,800	46,200	5.6%
5299 Salary/Benefit Attrition							(177,837)	(280,506)	(102,669)	-57.7%
Wages, Salaries, and Benefits Total	5,256,360	5,369,518	5,351,848	5,529,765	5,897,149	5,913,313	6,581,666	6,830,754	249,088	3.8%
528.32.31 Office/Operating Supplies	31,321	29,765	35,064	34,372	35,280	32,052	37,624	37,947	323	0.9%
528.32.32 Fuel Consumed	10,105	6,856	11,792	7,144	7,398	7,850	9,924	8,201	(1,723)	-17.4%
528.32.35.00 Small Tools & Equipment	18,167	11,289	5,242	7,707	5,745	24,467	10,354	23,447	13,093	126.5%
528.32.35.01 Computer Software	7,003	16,176	9,612	28,661	16,384	19,596	16,385	16,703	317	1.9%
528.32.35.02 Small Computer Equipment	55,061	57,112	6,388	12,026	5,108	17,851	8,800	12,381	3,581	40.7%
528.32.35.03 Small Telephone Equipment	163	0	87	0	38	1,608	1,087	2,000	913	84.0%
Supplies Total	121,821	121,197	68,185	89,910	69,954	103,423	84,174	100,679	16,504	19.6%
528.32.41.00 Engineering & Architectural	42,521	6,302	-	266	0	1,144	-	-	-	0.0%
528.32.41.01 Applicant Medical Screening				4,030	3,255	6,091	5,000	5,801	801	16.0%
528.32.41.02 Management Consulting	3,819	16,714	7,849	5,500	11,928	17,363	33,500	26,871	(6,629)	-19.8%
528.32.41.03 Special Legal Services				559	6,274	-	2,460	50,000	47,540	1932.5%
528.32.41.04 Other Professional Service	38,881	54,015	68,595	78,525	67,859	29,545	21,449	40,259	18,811	87.7%
528.32.42.00 Telephone	38,120	36,027	34,788	30,056	30,088	29,026	34,176	30,140	(4,036)	-11.8%
528.32.42.01 Cellular Telephone	9,493	7,635	21,224	8,067	10,185	9,637	14,211	9,771	(4,440)	-31.2%
528.32.42.02 Postage	2,069	1,578	2,138	2,007	2,513	2,258	2,397	2,291	(106)	-4.4%
528.32.43.00 Mileage	4,086	4,044	3,304	2,634	4,321	4,858	4,543	4,708	165	3.6%
528.32.43.01 Travel	22,069	23,318	18,409	13,145	37,275	22,877	26,591	26,655	64	0.2%
528.32.43.02 Per Diem	7,645	5,574	6,759	4,632	10,035	8,302	8,809	8,809	-	0.0%
528.32.43.03 Non-Employee Mileage				95	0	682	106	330	224	212.5%
528.32.43.04 Non-Employee Travel	320	641	841	-	198	1,185	500	1,172	672	134.4%
528.32.41.05 Advertising	1,470	1,464	125	681	2,655	1,986	2,000	3,500	1,500	75.0%
528.32.45.00 Operating Rentals & Leases	124,154	141,190	110,900	121,219	118,693	114,434	196,430	190,773	(5,657)	-2.9%
528.32.46.00 Insurance								49,000	49,000	0.0%
528.32.47.01 Water	2,130	1,475	1,844	1,958	2,171	1,979	2,150	2,104	(46)	-2.1%
528.32.47.02 Sewer	2,535	2,723	3,039	3,244	3,332	3,540	3,461	3,484	23	0.7%
528.32.47 Electricity	100,078	119,592	105,188	104,559	112,108	112,385	121,077	113,818	(7,259)	-6.0%
528.32.47.05 Waste Disposal	2,559	2,824	2,926	12,957	3,110	3,182	3,216	3,190	(26)	-0.8%
528.32.47.06 Cable TV	0	0	-	-	2,599	529	936	536	(399)	-42.7%
528.32.48.00 Repairs & Maint-Building	74,502	77,203	96,248	139,852	86,690	86,547	90,670	83,567	(7,104)	-7.8%
528.32.48.01 Repairs & Maint-Improvement	1,500	23,893	2,887	-	2,219	35,473	-	-	-	0.0%
528.32.48.02 Repairs & Maint-Equipment	18,794	33,435	39,254	26,390	46,153	42,249	70,647	71,636	989	1.4%
528.32.48.03 Repairs & Maint-Comp Equip	270,524	245,488	249,140	249,189	286,108	261,771	328,923	368,482	39,558	12.0%
528.32.49.00 Dues/Subscriptions/Members	6,125	8,511	8,546	6,591	6,452	4,808	7,772	6,035	(1,737)	-22.3%
528.32.49.01 Bank & Credit Card										
528.32.49.02 Printing & Binding	692	0	-	2,298	0	-	-	-	-	0.0%
528.32.49.03 Registration & Tuition	8,075	11,354	7,918	7,400	13,881	13,420	12,553	12,878	325	2.6%
528.32.49.04 Other Miscellaneous	6,797	4,922	3,985	6,007	5,041	8,966	7,447	58,499	51,052	685.5%
Services Total	788,955	829,921	795,906	831,858	875,146	824,238	1,001,023	1,174,310	173,286	17.3%
594.28.60.00 Buildings & Structures	0	0	-	0	-	-	-	-	-	0.0%
594.28.60.01 Other Improvements	0	0	-	0	-	-	-	-	-	0.0%
594.28.60.02 Computer Equipment	0	7,423	-	0	-	-	-	-	-	0.0%
594.28.60.03 Other Machinery & Equipmen	0	0	-	0	-	-	-	-	-	0.0%
Capital Outlay Total	0	7,423	-	0	0	-	-	19,035	8,330	77.8%
528.32.41.10 I/F Info Ser Service Charge	25,136	29,436	19,536	20,220	19,846	19,035	10,705	19,035	8,330	77.8%
528.32.41.11 I/F Info Ser Prog Maint &	17,830	0	-	-8,432	-	-	-	-	-	0.0%
528.32.41.12 I/F Info Serv Computer Mai	0	0	-	0	-	-	-	-	-	0.0%
528.32.41.14 Special Legal Services	16,544	16,997	11,016	0	-	-	-	-	-	0.0%
528.32.41.15 I/F GIS Service Charges							3,130	3,130	(0)	0.0%
528.32.41.16 Mapping Services	118,618	69,011	63,892	55,917	58,019	108,227	48,794	108,227	59,433	121.8%
528.32.41.17 Other I/F Professional Cha	0	0	-	0	-	-	-	-	-	0.0%
528.32.41.18 I/F Communications	1,283	1,381	964	931	472	90	417	417	-	0.0%
528.32.41.19 I/S I.S. Projects								2,022	2,022	0.0%
528.32.41.20 I/F Supplies	97	0	2,448	1,473	35	424	-	-	-	0.0%
528.32.41.21 I/F Operating Rentals & Le	2,400	2,400	4,560	5,520	6,720	7,320	5,880	-	(5,880)	-100.0%
528.32.41.22 I/F Insurance Services	25,664	28,285	29,407	29,383	29,383	21,176	21,567	-	(21,567)	-100.0%
528.32.41.23 I/F Repairs & Maintenance	665	0	3,033	688	432	2,271	-	-	-	0.0%
I/F Training	0	0	-	320	0	-	-	-	-	0.0%
I/F Dues	0	0	-	0	-	-	-	-	-	0.0%
528.32.41.24 I/F Indirect Cost Allocati	174,521	175,763	175,763	191,004	187,180	186,971	221,483	-	(221,483)	-100.0%
Payments To Kitsap County Total	382,757	323,273	310,619	297,024	302,087	346,197	313,997	132,831	(181,167)	-57.7%
Sub Total - Supplies, Svcs, Capital, I/F	1,293,533	1,281,890	1,174,710	1,218,792	1,247,187	1,273,858	1,399,195	1,407,819	8,624	0.6%
Total Appropriation Request for 1032 (Operations)	6,549,892	6,651,331	6,526,559	6,748,567	7,144,336	7,187,171	7,980,860	8,238,573	257,712	3.2%

Spreadsheet 5

Appropriations - 1033 MCT System and I-Leads

6/11/2016

Account Number	Actual* 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	ACTUAL 2015	Budget 2016	Proposed 2017	Delta \$	Delta %
528.33.31 Office Supplies		\$ 414	\$ 776	\$ 352	\$ 515				\$ -	0.0%
528.33.35.00 Small Tools and Equipment		760.17	\$ 3,575	\$ 2,577	\$ 1,370	\$ 448	\$ 1,500	\$ 1,521	\$ 21	1.4%
528.33.35.01 Computer Software		\$ 42,629	\$ 913	\$ 25,836	\$ 25,674	\$ 923	\$ 2,670	\$ 2,683	\$ 13	0.5%
528.33.35.02 Small Computer Equipment	\$ 487	\$ 17,852	\$ 985	\$ 2,281	\$ 3,231	\$ 16,742	\$ 20,000	\$ 10,140	\$ (9,860)	-49.3%
528.33.35.03 Small Telephone Equipment	\$ -	\$ -	\$ 956	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies Total	\$ 160,262	\$ 61,655	\$ 6,249	\$ 32,002	\$ 30,790	\$ 18,113	\$ 24,170	\$ 14,344	\$ (9,826)	-40.7%
528.33.42.01 Cellular Telephone	\$ 159,834	\$ 163,140	\$ 147,687	\$ 148,082	\$ 151,973	\$ 151,465	\$ 155,000	\$ 153,843	\$ (1,157)	-0.7%
528.33.48.02 Repairs & Maint- Equipment		\$ (16,115)	\$ 6,524	\$ 667	\$ -	\$ 293	\$ 20,000	\$ 1,174	\$ (18,826)	-94.1%
528.33.48.03 Repairs & Maint-Comp Equip		\$ 60,943	\$ 66,507	\$ 80,955	\$ 61,574	\$ 85,104	\$ 125,674	\$ 108,084	\$ (17,591)	-14.0%
Services Total	\$ 250,860	\$ 207,967	\$ 220,718	\$ 229,704	\$ 213,547	\$ 236,863	\$ 300,674	\$ 263,101	\$ (37,574)	-12.5%
528.33.41.11 I/S I/Leads Passthrough	\$ 123,498	\$ 122,427	\$ 114,234	\$ 118,126	\$ 84,155	\$ 80,432	\$ 82,497	\$ 86,769	\$ 4,272	5.2%
528.33.41.13 I/S MCT Network and Support	\$ 73,565	\$ 83,890	\$ 83,890	\$ 80,987	\$ 126,268	\$ 128,656	\$ 137,032	\$ 137,032	\$ -	0.0%
528.33.41.15							\$ 1,341	\$ 1,081	\$ (260)	-19.4%
528.33.41.16 Mapping Services	\$ 17,691	\$ 2,698	\$ 14,591	\$ 9,572	\$ 22,361	\$ 7,862	\$ 20,912	\$ 7,862	\$ (13,050)	-62.4%
Payments To Kitsap County Total	\$ 225,497	\$ 209,015	\$ 212,714	\$ 208,685	\$ 232,784	\$ 216,950	\$ 241,782	\$ 232,744	\$ (9,038)	-3.7%
Total Appropriation Request for 1033 (MCT/Ileads)	\$ 636,620	\$ 478,637	\$ 439,682	\$ 470,392	\$ 477,121	\$ 471,925	\$ 566,626	\$ 510,189	\$ (56,437)	-10.0%

Spreadsheet 10 Agency Allocations

these used in billing
Rev 7/6/15

	Units of Use	Cost/Unit	Calls for Service	Surcharge/Unit	Surcharges	Agency Fee	2016 Allocations	2017 Allocations		
Kitsap County	94,189	\$ 6.2876	\$ 592,226.30	\$ 0.44	\$ 41,436.88	\$ 5,000.00	\$ 656,315	\$ 638,663	\$ (17,652.25)	-3%
Kitsap Coroner	146	\$ 6.2876	\$ 920.09		\$ -	\$ 5,000.00		\$ 5,920		
Poulsbo PD	12,338	\$ 6.2876	\$ 77,578.97	\$ 0.44	\$ 5,428.04	\$ 5,000.00	\$ 83,554	\$ 88,007	\$ 4,453.32	5%
Bainbridge Island PD	14,013	\$ 6.2876	\$ 88,109.71	\$ 0.44	\$ 6,164.86	\$ 5,000.00	\$ 85,065	\$ 99,275	\$ 14,209.53	17%
Port Orchard PD	22,228	\$ 6.2876	\$ 139,763.71	\$ 0.44	\$ 9,778.98	\$ 5,000.00	\$ 149,326	\$ 154,543	\$ 5,216.80	3%
Suquamish PD	8,299	\$ 6.2876	\$ 52,183.20	\$ -		\$ 5,000.00	\$ 63,544	\$ 57,183	\$ (6,361.13)	-10%
Pt. Gamble PD	2,417	\$ 6.2876	\$ 15,197.22	\$ -		\$ 5,000.00	\$ 20,592	\$ 20,197	\$ (395.13)	-2%
Bremerton PD	54,463	\$ 6.2876	\$ 342,445.71	\$ 0.44	\$ 23,960.23	\$ 5,000.00	\$ 372,516	\$ 371,406	\$ (1,109.96)	0%
Bremerton Fire	7,618	\$ 23.4587	\$ 178,716.14		\$ -	\$ 5,000.00	\$ 173,991	\$ 183,716	\$ 9,725.20	6%
North Kitsap F&R	2,144	\$ 23.4587	\$ 50,290.22		\$ -	\$ 5,000.00	\$ 57,004	\$ 55,290	\$ (1,713.70)	-3%
Port Gamble Fire	170	\$ 23.4587	\$ 3,995.80				\$ 3,774	\$ 3,996	\$ 221.77	6%
Central Kitsap F&R	6,797	\$ 23.4587	\$ 159,456.55		\$ -	\$ 5,000.00	\$ 167,474	\$ 164,457	\$ (3,017.05)	-2%
South Kitsap F&R	8,471	\$ 23.4587	\$ 198,708.16		\$ -	\$ 5,000.00	\$ 207,402	\$ 203,708	\$ (3,694.05)	-2%
Poulsbo Fire/FD18	3,226	\$ 23.4587	\$ 75,682.95		\$ -	\$ 5,000.00	\$ 81,773	\$ 80,683	\$ (1,090.02)	-1%
Bainbridge Island Fire	2,541	\$ 23.4587	\$ 59,600.72		\$ -	\$ 5,000.00	\$ 65,028	\$ 64,601	\$ (426.98)	-1%
Totals	239,062		\$ 2,034,875.44		\$ 86,769.00	\$ 70,000.00	\$ 2,187,359.00	\$ 2,191,644		