

Kitsap 911 Executive Committee Meeting
July 27, 2016 ~ 1:00 PM to 3:00 PM
CENCOM

A G E N D A

1. Call to Order (Chair)
2. Approval of Minutes (5/25 and 6/22) (Chair)
3. Additions to Agenda? (Chair)
4. Public Comment (limited to 2 minutes per speaker) (Chair)
5. Possible closed session to discuss labor negotiations (Kirton)
6. Action, if any as a result of closed session
7. Governance (Kirton)
 - a. HR
 - b. Risk
 - c. Finance
 - d. Purchasing
 - e. Legal
 - f. Other
 - g. ACTION ITEM: Resolution 2016-005 Establishing Funds
8. Budget Report (King)
9. Staffing Report (Jameson-Owens)
10. Goals and Tech Project Updates (Kirton)
11. Additional Agenda Items *(If any)*
 - a. _____
 - b. _____
 - c. _____
12. Good of the Order
13. Adjourn

CENCOM EXECUTIVE COMMITTEE (CEC)

**The CEC meeting will convene immediately following the Kitsap 911
Executive Committee Meeting
June 22, 2016 ~ 1:00 PM to 3:00 PM
CENCOM**

A G E N D A

1. Call to Order (Chair)
2. Approval of Minutes (5/25 and 6/22) (Chair)
3. Additions to Agenda? (Chair)
4. Adjourn (Chair)



Kitsap 911 Transition Plan

Timeline: April 1 – December 31, 2016

Background: Kitsap 911 became a Public Authority (PA) effective April 28, 2016. As a PA, CENCOM's name will change to Kitsap 911 but for certain purposes retain the name CENCOM for the time being. Human Resources and Financial Services functions, responsibilities, and oversight will transfer from Kitsap County Human Resources and Auditor to Kitsap 911, including (but not limited to) employee contract administration, recruitment, hiring, personnel file maintenance, payroll, and benefits. This Transition Plan aims to act as a blueprint, timeline, and guide as to how to accomplish the many projects and tasks associated with this change. Payroll and benefit infrastructure support provided by Kitsap County was agreed upon between the County and CENCOM's recognized employee representative, the 911 Guild, to continue through December 31, 2016.

Kitsap 911's objective is to create and implement a smooth transition that feels seamless to employees, potential employees, customers, and partner agencies. Our goal is for the process, while complex, to maintain the integrity of Kitsap 911's human resources infrastructure system, and to inspire confidence among employees that this change is positive, resulting in a more nimble and responsive human resources function, without compromising the level of systems support and benefits previously offered by the County.

Preliminary Research:

The PDA was created by Ordinance change and Resolution on April 25, 2016. Per state law, the transition went in to legal effect three business days following the vote, on April 28, 2016. The new governing board met May 3 to ratify the change. Hence, legal documents needed to support tasks/projects outlined below may be presented to the governing board at any regular or special meeting as can additional resolutions needed to execute agreements or transfer services. Some required actions must be taken by the CENCOM Policy Board, others by the Board of County Commissioners, and others by the Kitsap 911 Board of Directors as follows:

CENCOM Board:

Approve Ordinance and Charter

COMPLETED: APRIL 25, 2016

PDA Board:

DEADLINE: VARIES

a. Adopt Resolutions Authorizing:

i. Recognizing 911 Guild as the exclusive bargaining representative for (most) Kitsap 911 employees and recognizing existing

- collective bargaining agreement through the current contract period. (Complete 5/3/16)
- ii. Authorizing Kitsap 911 Director to represent the board and Kitsap 911 and negotiate successor collective bargaining agreements Completed June 17, 2016: in executive session. No Resolution required or submitted.
 - iii. Social Security Coverage for employees if desired. Based upon employee poll, will recommend to board to opt in to SS. The effective date of opting in MUST predate the effective date of PERS participation (which is December 26, 2016).
 - iv. Participation in WA State PERS System submitted to Policy Board for July 5, 2016 meeting.
 - v. Provision of healthcare/benefits coverage for employees (see below)
 - vi. Employee Participation in Deferred Compensation Program (see below)
 - vii. And Adopting new Personnel Manual
 - viii. Issuance of corporate credit cards
 - ix. Petty cash account
 - x. And Granting authority to Kitsap 911 to dispose of surplus and/or depreciated equipment
 - xi. Bank/Checking Account
 - xii. Travel Expense Reimbursement
 - xiii. Establishment of a fund account number with County Treasurer
 - xiv. Warrant Approval Process

**1. Recruitment Software/Recruiting Tool DEADLINE: March 31, 2016
(COMPLETE)**

- a. Identify viable recruitment software (ICIMS) : **COMPLETED. Software installed March 15, 2016**
- b. Determine method and plan for purchasing ICIMS: **COMPLETED (note that the current product has basic recruiting functions (posting jobs, accepting applications, email functionality to notify applicants of their status). If more complex tracking is desired (ie background checks, drug testing, etc.), more components must be purchased and installed.**

2. Social Security DEADLINE: August 31, 2016

- a. Determine how to obtain an Employer Identification Number (EIN) (in order to process Social Security coverage payments) through the Internal Revenue Service (IRS), and how to process monthly and quarterly payroll taxes. **Update: Robin King obtained EIN April 28, 2016.**
- b. Determine how to establish KITSAP 911 as employer with Social Security if Kitsap 911's governing board authorizes/desires continued Social Security participation. **Update: Participation must be established via board approved resolution authorizing "absolute coverage", prior to resolution authorizing continued participation in PERS**
- c. Research Section 218 status and applicability (voluntary Social Security coverage: is a specific action needed to determine that SS

coverage will be offered?) **SEE RESEARCH ON SECTION 218 PARTICIPATION UNDER PERS BELOW**

3. PERS (WA State Department of Retirement Services – DRS)

DEADLINE: September 1, 2016

- a. Determine how to continue employee membership in WA State PERS uninterrupted (Setting up DRS Account and Migrating existing employees). **(RESEARCH COMPLETE). Process identified: steps listed under PERS in ACTIONS Section below. Completed 3/30/16**
 - i. -How to join PERS as a separate entity (is KITSAP 911 considered a new or existing entity? **Answer: Kitsap 911 will be considered a new employer, but all previous employee service will migrate without a break in service, if the “separation” and “rehire” occur within one day of each other.**)

4. Unemployment WA State Department of Employment Security (DES)

DEADLINE: June 30, 2016 (RESEARCH COMPLETE)

- a. Determine how to establish a state unemployment account and process unemployment claims internally. **UPDATE; Per RCW 50.44.030 Kitsap 911 has a choice between either the tax basis or in-lieu contribution basis (either through a reserve fund or risk pool) with DES. Creation of DES account is via application for business license with Department of Licensing.**

5. L&I – Workers’ Compensation DEADLINE: July 31, 2016

- a. Determine how to establish an account with WA State Department of Labor and Industries (L&I) for workers’ compensation account. **(RESEARCH COMPLETE). UPDATE; Creation of L&I account is via application for business license with Department of Licensing.**

6. Collective Bargaining Agreement DEADLINE: May 31, 2016: RESEARCH COMPLETE

- a. Research how to transfer existing collective bargaining agreement to Kitsap 911 as the recognized Employer. **UPDATE; Research completed on how to accomplish this. A resolution appeared before, and was approved by, the board on May 3, 2016 to recognize the Guild. CENCOM will coordinate with the Guild to send notification to Washington State Public Employment Relations Commission (PERC) to request a unit clarification due to the change in status/name of the employer.**
- b. Determine if a compensation study needs to be conducted in preparation for contract negotiations (for CBA that will need to be in place as of January 1, 2017) **UPDATE:**
 - i. **As of March 31, 2016, review of Kitsap County’s compensation survey findings, has led us to determine that another compensation study will need to be completed for all dispatch/telecommunicator/call taker positions. The County**

found very few comparable classes among the jurisdictions they surveyed. A survey will use County base salary findings from Spokane County, Yakima County, and the State of Washington. Kitsap 911 will gather total compensation (which includes salary, benefits type and employer contribution, paid leave time, etc.) from those entities **plus** TComm911 (Olympia, serving Thurston County), Southsound 911 (Tacoma, serving Pierce County), Jeffcom911 (Port Hadlock, serving Jefferson County), and Clark Regional Emergency Services Agency (CRESA), (Vancouver, WA, serving Clark County). Timing and all included elements of survey to be determined.

- ii. As of April 29, 2016, elements of comparison determined, and all data gathered from entities named above.
 - iii. As of May 18, 2016, other elements of comparability are being gathered (call volume, number of employees, population, etc.) for presentation to the board to assist with determining appropriate comparables to use.
 - iv. As of June 28, 2016, all research in to comparable compensation for Operations (only) positions in complete. Technology and Administrative Support postions/classes pending.
- c. Research methodology and determine game plan for contract negotiation
 - d. Gather existing research on viable health insurance coverage

Preliminary Research Complete, as of June 1, 2016.

UPDATE: As of May 12, 2016, rates for medical coverage gathered from GHC and Premera for plans substantively similar to current County, and from Public Employees Benefits Boardd (PEBB),as well as from Association of Washington Cities (AWC) and Washington Fire Commissioners Association (WFCA). The latter two will require board submission of Resolution requesting associate membership, plus (resolution) from sponsoring agency/member to be considered by the provider (WFCA/AWC) boards. Preliminary information also gathered from the Washington Counties Insurance Fund (WCIF)

First Management/Guild Benefits meeting scheduled to discuss benefits options – May 23, 2016.

7. Benefits DEADLINE: MAY 31, 2016 RESEARCH COMPLETE for Med/Dental. Still Pending for LTD, EAP, Life, DC (Will depend on carrier chosen for medical/dental)

- a. Research additional health insurance, dental insurance, LTD, EAP, Life Insurance, Deferred Compensation and other forms of coverage, options to be effective January 1, 2017 (but process must be complete by August or September, 2016 in order for employees to participate in Open Enrollment in September or October, 2016). **UPDATE: As of**

March 31, 2016, Information gathered from Group Heath, Premera (similar to County plans), Association of Washington Cities (AWC) benefits, and the process for Kitsap 911 to seek approval to join as an associate member, and Washington Fire Commissioners Association (WFCA) benefits, and the process for Kitsap 911 to seek approval to join as an associate member. Still seeking/reviewing options for Deferred Comp, other insurance types (LTD, Dental, Life, FSA, etc.)

- b. Compare – develop matrix **UPDATE: Matrix for Medical only (so far developed, as of April 12, 2016)**
- c. County currently offers five Deferred Compensation Providers : an unusually high amount (DCP/Wa State, ICMA-RC, Voya, Mass Mutual, and Nationwide). **As of March 25, 2016, a total of 10 CENCOM employees participate in 4 of the 5 programs. Voya=2, ICMA=2, Nationwide = 4, DCP =2).**

8. Employee Personnel/Medical/Confidential Files

DEADLINE: September 30, 2016

- a. Develop preliminary plan for obtaining, storing, and maintaining Employee Personnel Files and Medical/Confidential files

9. Human Resources Management System/Position Tracking

DEADLINE: August 31, 2016

- a. Research best practice methods and available software for: Position control, human resources management systems (tracking employee information, status, changes, review dates, benefits, etc.). Explore options to reduce or eliminate redundant manual entries with system that can be integrated with new financial system (BIAS)

10. Payroll

DEADLINE: June 30, 2016

- a. Research how to migrate payroll functions **In progress. Accounting software (purchased) has a payroll and time keeping module.**

11. Drug Testing (both pre employment and situational)

DEADLINE:

October 31, 2016

- a. Research how to transfer drug testing contract/contract provider to Kitsap County 911

12. Financial Services

DEADLINE: June 30, 2016

- a. Contact WA State Auditors regarding necessary steps **Ongoing**
- b. Contact State Department of Revenue regarding necessary steps to apply for a business license and establish timetable for submission of quarterly use tax. **Complete**
- c. Research timekeeping software options, costs, viability. **Complete**

Actions (Following and driven by research described above):

1. Recruitment Software: Must be live and fully operational for May, 2016 Telecommunicator recruitment. DEADLINE: April 30, 2016 COMPLETE. (b) and (c) below still in development as of July 1, 2016 – with deadline of November 30, 2016.

- a. Install ICIMS software and trouble shoot as needed
- b. Develop training plan and process for using ICIMS (for HR Manager, Deputy Director, and appropriate management/supervisory staff)
- c. Write recruitment rules/guidelines/policies

Update: As of May 16, 2016, ICIMS installed, configured, and operational for the Emergency Telecommunicator Trainee recruitment open on 5/16/16. Recruitment rules/guidelines/policies still pending: tied to completion of a new Personnel Manual.

2. PERS: DEADLINE: September 30, 2016

- a. Contact WA Department of Retirement Services (DRS) to resolve Section 218 status questions, and for guidance on overall process
 - i. IN PROGRESS. Kitsap 911, as a new employer, will NOT have a Section 218 agreement in place. Update: Employee Poll conducted and completed by June 28, 2016. Results were 57% desire to opt in to Social Security. See below for additional steps. Deadline for process to opt in: August 31, 2016
 - ii. Steps for Social Security participation are:
 - a. Opt in with a resolution (which MUST have effective date before effective date of continued participation in PERS). The resolution has the impact of becoming Kitsap 911's Section 218 agreement (opting in for social security when participation is voluntary on the part of the employer).
- b. Complete and submit the New Employer Questionnaire to DRS, along with supporting legal documentation regarding the PDL's formation. (Note: this step MUST be completed before Kitsap 911's governing board passes a Resolution authorizing participation in PERS). **COMPLETE – QUESTIONNAIRE AND RESO ESTABLISHING KITSAP 911 AS PDL SENT TO PERS JUNE 20, 2016, AND ACKNOWLEDGED BY PERS.**
- c. Prepare and submit Resolution authorizing participation in PERS to governing body. – On July 5, 2016 Board Agenda
- d. Submit fully executed resolution (above) to DRS
- e. Submit required forms to DRS to make electronic payments to DRS
- f. Receive information from DRS: PERS Reporting Group (account) number, and a DRS training session date. Receive access to DRS eServices (for person responsible to reporting retirement data)
- g. Complete required training provided by DRS (determine who must/should attend training)

- h. Complete tasks to prepare for submission of first Retirement Transmittal Report
 - i. Migrate employee records as needed/directed by DRS
- **Labor and Industry (L&I) Status and Requirements: DEADLINE: September 30, 2016**
 - Creation of L&I account is via application for business license with Department of Licensing
3. **Benefits: DEADLINE: August 31, 2016**
 - a. Review data gathered for plans and compare to existing benefits for health, dental, long term care, life insurance, deferred compensation. **COMPLETE as of July 1, 2016**
 - b. Develop matrix of alternatives – making note of differences between what is available and what is currently in place. Assumption: identical plans will not be available due to size of KITSAP 911 compared to County) **COMPLETE as of July 1, 2016**
 - c. Prepare for Open Enrollment (finalize all information, prepare forms and informational documents, disseminate to employees, prepare and give presentations to employees about options, develop and distribute forms, including what is needed for changes (life events, for example), as well as instructions on when and how to use/submit
 - d. Determine Open Enrollments dates, and steps needed to accomplish open enrollment smoothly
 4. **Collective Bargaining Agreement: DEADLINE: October 4, 2016**
 - a. Review/analyze compensation study data gathered by County/consultant in 2015. Determine completeness and applicability of available data. **COMPLETE**
 - b. Determine if additional data is needed (compensation data) and if so, from which entities (which entities could reasonably be considered competition for talent, and equitable comparisons as employers/work being done). **COMPLETE**
 - c. If needed, gather additional data and compare to current offerings.
 - d. Benefits: see section above. Information must be incorporated in to presentation to be given to employee/union negotiation team. Update: Benefits committee met three times in May, 2016. Disbanded and process continued in the context of full table negotiations with Guild.
 - e. Complete initial review of existing CBA language with KITSAP 911 Management to determine desired/necessary wording changes or clarifications, Initial Review complete as of June 28, 2016. Additional reviews to follow.
 - f. Establish management negotiation team (and hire/select chief negotiator as needed), schedule negotiation preparatory meetings, negotiation sessions, etc. **COMPLETE as of July 1, 2016**, Negotiations with guild underway with session scheduled June 28, July 13, July 14
 - g. New collective bargaining agreement with 911 Guild preferably will be in place with effective date of January 1, 2017

5. Personnel Policy Manual DEADLINE: September 30, 2016

- a. Write a Personnel Policy Manual – guide to all personnel related issues/policies. Employee Manual in process. As of July 1, 2016, first draft approximately 50% complete. Not yet subject to review by management team and Guild bargaining team..

6. Employee Files/Confidential Files/Medical Files: DEADLINE: December 31, 2016

- a. Determine what elements are contained in 1. County Personnel Files and 2. CENCOM Personnel Files.
- b. Manually copy all “missing elements” from County Personnel Files and place in CENCOM Personnel Files.
- c. Manually copy all confidential medical files currently housed at Kitsap County Human Resources
- d. Establish separate confidential medical files for all Kitsap 911 employees, with documents procured from County Human Resources.
- e. Establish “cut off date” for County file maintenance – when County Files go into archive status and Kitsap 911 maintains all files.

7. Human Resources Management System : DEADLINE: December 31, 2016

- a. **Identify system capable of:**
 - i. Tracking positions (filled/vacant/budgeted/other information),
 - ii. Tracking employees (hire, status, pay scale and rate/leaves of absence, use of leave balances, changes – promotions, transfers, separation, retirement, performance review dates and types (probationary, etc), etc.
 - iii. Integrating with payroll/financial system
- b. Purchase system
- c. Install system
- d. Train on system
- e. Conduct test run(s), debug, troubleshoot
- f. Enter all information for current positions and employees in to system

8. Payroll: Deadline: August 31, 2016
County Payroll will continue payroll functions for all CENCOM employees unabated through December 31, 2016, with identical withholding and benefit premium payments. Also still to be resolved/established, through meetings with Auditor Staff:

Meet with County Treasurer/Auditor/Payroll/Financial Services regarding how to establish Processes for the following.
Establish/formalize internal processes.

- a. Accounts Payable
- b. Payroll
- c. Payroll tax deposits

- d. 941
- e. W-2

9. Financial Services (other than payroll) DEADLINE: August 31, 2016

- a. Contact/Work with County Treasurer's Office to set up separate accounts for new fund
- b. Work with County Treasurer's Office to create bank account for clearing fund for Accounts Payable
- c. Apply for Employer Identification Number (with Internal Revenue Service). **Complete**
- d. Establish applicability of Section 218 agreement.
- e. WA State Auditors: Contact for necessary steps
- f. Set up fund account number with Kitsap County (Susanne Yost) (Exec Committee adopts resolution establishing funds).

10. Financial Services Software DEADLINE: August 31, 2016

- a. Install Software
- b. Complete training on software

11. Timekeeping Software DEADLINE: November 30, 2016

- a. Select Software
- b. Install Software
- c. Complete training on software
- d. Test software for payroll capability/accuracy

12. Kitsap 911 Financial/Fiscal Policies DEADLINE: November 30, 2016

Create Policies:

- a. Check/Cash Handling
- b. Petty Cash
- c. Purchasing
- d. Adjusting Journal Entries
- e. Capital Asset Management
- f. Inventory Control
- g. Compliance and Reporting
- h. Accounts Payable
- i. Payroll
- j. Membership in Organizations

13. Unemployment (WA State Employment Security Department) DEADLINE: September 30, 2016

- a. Apply for account
- b. Determine method of submission

14. Drug Testing: DEADLINE:

- a. TBD

15. Risk Management: DEADLINE: October 31, 2016

- a. Join WCIA (Errors and Omissions). **Complete**
- b. Add property and automobile coverage effective December 26.
- c. Add liability coverage effective December 26.
- d. Update Policies and Procedures.

16. DMS DEADLINE: December 31, 2016

- a. Amend all policies, procedures, and processes that reference NeoGov (recruiting/applicant processing) and County Human Resources to reflect transition to ICIMS and KITSAP 911 Human Resources. Of course, this may involve more than simple word changes. Changes should be made in context of other modifications to processes, policies, etc.

Kitsap 911 Transition Plan
 Transfer Employees at 11:59:59 PM December 25, 2016
 Transfer Assets etc effective January 1, 2017

Status	Task	Due	Assigned	Exec C	Board Action?	
					Board	BOCC
Complete	Ordinance and Charter	5/3/2016	RK		Complete	Complete
Complete	Board Bylaws	5/3/2016	RK		Complete	Complete
Complete	Recognize Guild	5/3/2016			Complete	
Complete	Risk Insurance - Errors and Omissions	5/3/2016	RK			
Complete	Purchase recruiting software tool	5/31/2016	MJ			
Complete	Upload Ordinance and charter to website	5/31/2016	SB			
Complete	Business License/UBI	5/31/2016	Robin			
Complete	Fed Tax ID/EIN	6/1/2016	Robin			
Complete	Communications Plan	6/1/2016	RK			
Complete	Budget Adoption (Operating Budget)	7/5/2016	RK		7/5/2016	
Complete	Budget Adoption (Tech Budget)	7/5/2016	RK		7/5/2016	
Complete*	Budget- Change Chart of Accounts	7/5/2016	Robin			
On Track	Establish Fund with Treasurer	7/27/2016	RK/Robin	7/27/2016		?
Sign. Progress	Retain General Counsel	7/31/2016	RK	Pending		
Sign. Progress	Negotiate CBA, Authorize Benefits	8/31/2016	RK	Pending	9/6/2016	
On Track	Terminate CENCOM ILA (eff. 12/31)	8/31/2016	RK		9/6/2016	10/1/2016
On Track	Financial Policies	9/6/2016	RK		9/6/2016	
On Track	Warrant Approval Process	9/6/2016	RK/Robin		9/6/2016	
Pending	Position ID/Tracking	9/15/2016	JM		10/4/2016	
Pending	Non-Represented Employment Benefits	9/15/2016	JM		10/4/2016	
On Track	Employee Files	9/15/2016	JM			
Pending	Contract Review Process	9/30/2016	SB	Pending		
Sign. Progress	Employment Security	9/30/2016	Robin	8/18/2016		
Sign. Progress	Workers Comp	9/30/2016	Robin	8/18/2016		
On Track	Employee Manual	9/30/2016	JM		10/4/2016	
Pending	DEM Fiscal Services	9/30/2016	SB			
On Track	Impact Bargaining, if any	10/1/2016	County			?
Pending	DEM facility agreement	10/1/2016	RK	Pending		
Pending	DIS service agreement	10/1/2016	Mark	Pending		
Pending	Treasurer Service Agreement	10/1/2016	Rk/Robin	Pending		
On Track	User Agreements (Cities, county tribes)	10/4/2016	RK		10/4/2016	
On Track	Transfer Assets (eff 12/31)	10/4/2016	RK		10/4/2016	11/1/2016
On Track	Transfer Vehicles (eff 12/31)	10/4/2016	RK		10/4/2016	11/1/2016
Pending	Travel/Expense Reimbursement	10/4/2016	RK		10/4/2016	
Pending	User Agreements (NGO)	10/31/2016	RK			
On Track	Lease Agreements	10/31/2016	RK/Mark			
Sign. Progress	FCC Licenses	10/31/2016	Mark			
Pending	Est. Bank Accounts with Treasurer	10/31/2016	RK/Robin		9/6/2016	
Pending	Purchasing and Travel Cards	10/31/2016	RK/Robin		9/6/2016	
Pending	Open Enrollment/set up Direct Deposit, etc	10/31/2016	JM/Robin			
Pending	Update Governance Page on Website	10/31/2016	Mark			
Sign. Progress	Payroll System	10/31/2016	Robin			
Sign. Progress	Time Keeping System	10/31/2016	Robin			
On Track	Risk Insurance- Vehicles and Property (eff 12/31)	10/31/2016	RK	Pending		
On Track	Risk Insurance- General Liability (eff 12/26)	10/31/2016	RK	Pending		
On Track	Contract "assignment"	11/15/2016	SB	Pending		
Pending	Resolution RE Transfers	11/15/2016		Pending		
Pending	Resolution RE Investments	11/15/2016			Pending	
Pending	Cooperative Purchasing Agreements	11/30/2016	SB	Pending		
Pending	DEM Billing Process	11/30/2016	Robin			
On Track	W9s	12/15/2016	Robin			
Pending	Update Pub. Disclosure process	12/15/2016	RT			
Pending	Utilities	12/15/2016	Robin			
Pending	Update ACCESS, ORI, etc with State Patrol	12/16/2016	MJ			
Pending	Medical and Drug Testing	12/16/2016	JM			

Kitsap 911 Transition Plan
 Transfer Employees at 11:59:59 PM December 25, 2016

Transfer Assets etc effective January 1, 2017

Sign. Progress	Social Security	12/26/2016	JM		7/5/2016	
Sign. Progress	PERS	12/26/2016	JM		7/5/2016	
On Track	Update all Policies and Procedures	12/26/2016	GH			
Pending	Replace Kitsap County, logo, etc with Kitsap 911	12/31/2016	MJ			
Pending	Vehicle Titles/Registrations	1/10/2017	SB	Pending		
Pending	Authorize disposal of surplus equipment	1/10/2017	RK		1/10/2017	
Pending	Sharepoint	2/1/2017	Mark			
Pending	Email Domain (kitsap911.org)	2/28/2017	Mark			

Pending= Not Started, On Track=In progress, no risks identified Sign. Progress= in progress, significant progress to report
 At Risk= risks identified

Kitsap 911 Public Authority

Resolution 2016-005

Establishing Kitsap 911 Funds.

WHEREAS, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the “Ordinance”), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

WHEREAS, Kitsap 911 (the “Authority”) is a public corporation organized pursuant to RCW 35.21.730; and

WHEREAS, section 2.110.140 of the Ordinance requires the treasurer for Kitsap 911 shall be the Kitsap County Treasurer, and a special fund with the Kitsap County Treasurer shall be established and designated “Operating fund of Kitsap 911;” and

WHEREAS, the Board of Directors has appointed an Executive Committee and delegated certain powers and authority to the Executive Committee in accordance with article VI of the Bylaws.

NOW, THEREFORE, BE IT RESOLVED by the Kitsap 911 Executive Committee as follows:

Section 1. Creation of Funds. Creation of the following funds that will be used in the operation and management of the Authority’s financial systems is authorized:

<u>Fund Nbr</u>	<u>Fund Name</u>	<u>Purpose</u>
<u>89822</u>	<u>Operating Fund of Kitsap 911</u>	to account for and fund the operations expenses for the Authority
<u>89823</u>	<u>Kitsap 911 Capital Fund</u>	to account for and fund the Authority’s capital improvement projects
<u>89824</u>	<u>Kitsap 911 Bond Reserve Fund</u>	to fund bond debt payments in the event of an unanticipated revenue shortfall
<u>89825</u>	<u>Kitsap 911 Bond Fund</u>	to account for and fund bond debt payments
<u>89826</u>	<u>Kitsap 911 ER&R Fund</u>	to account for and fund the repair and replacement of certain Authority equipment.
<u>89827</u>	<u>Placeholder</u>	the authority does not currently plan to use this fund but requests the treasurer maintain this fund number as a placeholder for future use.

Section 2. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 3. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a special meeting of the Kitsap 911 Executive Committee on _____, 2016 of which all Directors were notified and a quorum was present.

KITSAP 911 EXECUTIVE COMMITTEE

DUSTY WILEY, CHAIR

ATTEST:

Richard A. Kirton, Executive Director

Information Paper

CENCOM Policy Board

Subject: Budget Report (actuals as of June 30, 2016)

Summary: For the period of January through June 2016 revenues were above budget except for MCT replacement revenue, and expenses were below budget, with no significant outliers.

Revenues: We have received 54.3% (\$5.66M) of budgeted revenues through June 2016, with a goal of 54.8%. With the balance of the lump sum MCT replacement revenue, we would have received 59.1%

Our sales tax revenue is above projection for 2016, with our YTD total 11.2% above the YTD budget. We have received 53.7% of the total budgeted sales tax revenue (goal is 48.3%).

Our telephone excise tax revenues are just below budget with 47.9% received of the 49.8% expected.

As of June, no State Grant money has been received. We expect to receive the full budgeted amount in August.

Other revenues are tracking below projection with 58.9% received of the 63.5% expected. With the remainder of the lump sum payments, which should be received by the end of July, we are right on budget. As of the end of June we are still expecting \$352,925 in lump sum and installment MCT payments.

Expenditures: We have expended 52% (\$6.04M of \$11.6M) of our **total** appropriation with a goal of 55.5%. We have expended 47.9% (\$4.3M of \$9M) of our **operating** appropriation with a goal of 51.8% through June 2016.

Within the operating expenditures, Salaries and Benefits are 5.2% below the YTD budget. We have expended 46.4% of the total Salaries and Benefits budget (\$3.05M of \$6.6M) with a goal of 48.5%. Operating Supplies and Services (excluding Inter-fund and Bond Payments) are 15% below the YTD budget. We have expended 52% of the total Operating Supplies, Services, Inter-fund, and Bond budget (\$1.3M of \$2.4M) with a goal of 60.4%.

Technical System Enhancements: We have expended 66.2% (\$1.7M of \$2.6M) through June 2016, with a goal of 68.5%. Acom Replacement is budgeted for September.

Reserves: We have not had to use any of our reserve funds so far this year.

Risks:

The "Puget Sound Economic Forecaster" states that the economic recovery in the Puget Sound continues to be robust. It also states that while each recovery has its own look and feel, the pattern of the rebound in the Puget Sound is unusual. This is due in part to the on-going expansion of Amazon.com. Initial claims for unemployment insurance fell to a recovery-low 13,700 per month, suggesting a future decline in the jobless rate. In addition, the housing market posted good numbers.

Summary

(As of 6/30/2016)

Description	Goal	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
Total Revenues	54.8%	\$ 10,423,731.00	\$ 5,665,151.07	\$ (4,758,579.93)	54.3%
Operating Salaries and Benefits	48.5%	\$ 6,581,666.00	\$ 3,053,954.53	\$ 3,527,711.47	46.4%
Operating Supplies, Services and Interfund	60.4%	\$ 2,436,553.00	\$ 1,268,178.12	\$ 1,168,374.88	52.0%
Total Operating Expenses	51.8%	\$ 9,018,219.00	\$ 4,322,132.65	\$ 4,696,086.35	47.9%
Misc Technical Improvements (1034)	50.0%	\$ 135,452.00	\$ 25,642.28	\$ 109,809.72	18.9%
Backup Center (1035)	50.0%	\$ 100,981.00	\$ 5,763.80	\$ 95,217.20	5.7%
ACOM Replacement(1036)	0.0%	\$ 500,000.00			0.0%
NG911(1037)	50.0%	\$ 399,025.00	\$ 242,157.47	\$ 156,867.53	60.7%
MCT Replacement (1038)	100.0%	\$ 1,461,495.00	\$ 1,446,704.50	\$ 14,790.50	99.0%
Total Tech Improvements	68.5%	\$ 2,596,953.00	\$ 1,720,268.05	\$ 876,684.95	66.2%
Total Expenditures	55.5%	\$ 11,615,172.00	\$ 6,042,400.70	\$ 5,572,771.30	52.0%

Revenues

(As of 6/30/2016)

Description	Goal	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
Sales Tax	48.3%	\$ 3,785,184.00	\$ 2,033,850.75	\$ (1,751,333.25)	53.7%
Telephone Excise Tax	49.8%	\$ 2,527,074.00	\$ 1,211,611.51	\$ (1,315,462.49)	47.9%
State Grants	50.0%	\$ -	\$ -	\$ -	
Other Revenues	63.5%	\$ 4,111,473.00	\$ 2,419,688.81	\$ (1,691,784.19)	58.9%
Total Revenues	54.8%	\$ 10,423,731.00	\$ 5,665,151.07	\$ (4,758,579.93)	54.3%

Salaries & Benefits

(As of 6/30/2016)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
5101	REGULAR SALARIES	\$ 4,360,613.00	\$ 1,815,735.81	\$ 2,544,877.19	41.6%
5102	OVERTIME PAY	\$ 308,359.00	\$ 186,740.95	\$ 121,618.05	60.6%
5103	LONGEVITY PAY	\$ 51,109.00	\$ 24,418.19	\$ 26,690.81	47.8%
5104	SICK LEAVE PAYOUT	\$ 4,365.00	\$ -	\$ 4,365.00	0.0%
5106	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ 10,864.46	\$ 1,855.54	85.4%
5108	SHIFT DIFFERENTIAL PAY	\$ 3,000.00	\$ 351.03	\$ 2,648.97	11.7%
5109	EXTRA HELP	\$ 57,375.00	\$ 100,669.01	\$ (43,294.01)	175.5%
5110	OUT OF CLASS PAY	\$ 45,505.00	\$ 24,239.92	\$ 21,265.08	53.3%
5190	MISCELLANEOUS PAY	\$ 68,914.00	\$ 33,267.01	\$ 35,646.99	48.3%
5201	INDUSTRIAL INSURANCE	\$ 81,469.00	\$ 36,425.78	\$ 45,043.22	44.7%
5202	SOCIAL SECURITY	\$ 367,609.00	\$ 163,382.33	\$ 204,226.67	44.4%
5203	PERS RETIREMENT	\$ 537,185.00	\$ 241,998.69	\$ 295,186.31	45.0%
5206	LEOFF RETIREMENT	\$ -	\$ 59.93	\$ (59.93)	
5215	DISABILITY INSURANCE		\$ 1.42		
5216	DEPENDENT BENEFITS	\$ -	\$ -	\$ -	
5220	UNEMPLOYMENT COMPENSATION	\$ 29,680.00	\$ -	\$ 29,680.00	0.0%
5229	BENEFITS BUCKET	\$ 831,600.00	\$ 415,800.00	\$ 415,800.00	50.0%
5299	Budgeted Attrition	\$ (177,837.00)		\$ (177,837.00)	
48.5%	Salaries and Benefits	\$ 6,581,666.00	\$ 3,053,954.53	\$ 3,527,711.47	46.4%

Operating Expenditures

(As of 6/30/2016)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
6971	LTGO Bond 2005 Refdg	\$ 470,733.00	\$ 385,189.00	\$ 85,544.00	81.8%
5311	OFFICE/OPERATING SUPPLIES	\$ 37,624.00	\$ 14,360.74	\$ 23,263.26	38.2%
5321	FUEL CONSUMED	\$ 9,924.00	\$ 2,030.69	\$ 7,893.31	20.5%
5351	SMALL TOOLS & EQUIPMENT	\$ 10,354.00	\$ 7,642.22	\$ 2,711.78	73.8%
5352	COMPUTER SOFTWARE	\$ 16,385.00	\$ 4,379.62	\$ 12,005.38	26.7%
5353	SMALL COMPUTER EQUIPMENT	\$ 8,800.00	\$ 8,946.31	\$ (146.31)	101.7%
5354	TELEPHONE EQUIPMENT	\$ 1,087.00	\$ 51.76	\$ 1,035.24	4.8%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ (268.39)	\$ 268.39	
5413	PRE-EMPLOYMENT SCREENING	\$ 5,000.00	\$ 3,771.00	\$ 1,229.00	
5415	MANAGEMENT CONSULTING	\$ 33,500.00	\$ 2,800.00	\$ 30,700.00	8.4%
5416	COURT REPORTERS/legal svcs	\$ 2,460.00	\$ -	\$ 2,460.00	
5419	OTHER PROFESSIONAL SERVICES	\$ 21,448.00	\$ 20,340.57	\$ 1,107.43	94.8%
5421	TELEPHONE	\$ 34,175.00	\$ 16,406.46	\$ 17,768.54	48.0%
5422	CELLULAR TELEPHONES	\$ 14,211.00	\$ 4,529.67	\$ 9,681.33	31.9%
5425	POSTAGE	\$ 2,397.00	\$ 706.38	\$ 1,690.62	29.5%
5431	MILEAGE	\$ 4,543.00	\$ 1,250.51	\$ 3,292.49	27.5%
5432	TRAVEL	\$ 26,591.00	\$ 945.69	\$ 25,645.31	3.6%
5433	PER DIEM	\$ 8,809.00	\$ 584.00	\$ 8,225.00	6.6%
5438	NON-EMPLOYEE MILEAGE	\$ 106.00	\$ -	\$ 106.00	
5439	NON-EMPLOYEE TRAVEL	\$ 500.00	\$ 1,915.44	\$ (1,415.44)	383.1%
5441	ADVERTISING	\$ 2,000.00	\$ 3,024.59	\$ (1,024.59)	151.2%
5451	OPERATING RENTAL/LEASES	\$ 196,430.00	\$ 56,469.45	\$ 139,960.55	28.7%
5472	WATER	\$ 2,150.00	\$ 880.59	\$ 1,269.41	41.0%
5473	SEWER	\$ 3,461.00	\$ 1,875.51	\$ 1,585.49	54.2%
5474	ELECTRICITY	\$ 121,077.00	\$ 52,460.94	\$ 68,616.06	43.3%
5475	WASTE DISPOSAL	\$ 3,216.00	\$ 1,380.09	\$ 1,835.91	42.9%
5476	CABLE TV	\$ 936.00	\$ -	\$ 936.00	
5481	REPAIRS & MAINT-BUILDINGS	\$ 90,670.00	\$ 37,906.83	\$ 52,763.17	41.8%
5482	REPAIRS & MAINT-IMPROVEMENTS	\$ -	\$ -	\$ -	
5483	REPAIRS & MAINT-EQUIPMENT	\$ 70,647.00	\$ 28,837.81	\$ 41,809.19	40.8%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 328,923.00	\$ 279,863.30	\$ 49,059.70	85.1%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 7,772.00	\$ 992.62	\$ 6,779.38	12.8%
5493	BANK & CREDIT CARD SVC	\$ -	\$ -	\$ -	
5496	PRINTING & BINDING	\$ -	\$ -	\$ -	
5497	REGISTRATION & TUITION	\$ 12,553.00	\$ 5,770.00	\$ 6,783.00	46.0%
5499	OTHER	\$ 8,458.00	\$ 2,179.60	\$ 6,278.40	25.8%
5840	DEBT ISSUE COSTS			\$ -	
5912	I/F I.S. SERVICE CHARGES	\$ 10,705.00	\$ 4,460.40	\$ 6,244.60	41.7%
5913	I/F I.S. PROG MAINT & DEV CHGS		\$ -	\$ -	
5917	I/F GIS SERVICE CHARGES	\$ 3,130.00	\$ 1,304.15		
5918	I/F GIS MAPPING SVS.	\$ 48,794.00	\$ -	\$ 48,794.00	0.0%
5921	I/F COMMUNICATION	\$ 417.00	\$ 89.60	\$ 327.40	21.5%
5922	I/F I.S. PROJECTS	\$ 1,011.00	\$ 413.65	\$ 597.35	
5931	I/F SUPPLIES		\$ 1,115.20	\$ (1,115.20)	
5951	I/F OPER RENTAL & LEASES	\$ 5,880.00	\$ 1,960.00	\$ 3,920.00	33.3%
5961	I/F INSURANCE SERVICES	\$ 21,567.00	\$ 5,391.83	\$ 16,175.17	25.0%
5981	I/F REPAIRS & MAINTENANCE	\$ -	\$ 1,140.59	\$ (1,140.59)	
5993	I/F TRAINING	\$ -	\$ -	\$ -	
5996	INDIRECT COST ALLOCATIONS	\$ 221,483.00	\$ 110,741.50	\$ 110,741.50	50.0%
	1033				
5311	OFFICE SUPPLIES		\$ -		
5351	OFFICE EQUIPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.0%
5352	COMPUTER SOFTWARE	\$ 2,670.00	\$ 190.05	\$ 2,479.95	7.1%
5353	COMPUTER EQUIPMENT	\$ 20,000.00	\$ 5,259.78	\$ 14,740.22	26.3%
5354	TELEPHONE EQUIPMENT	\$ -	\$ -	\$ -	
5422	CELLULAR TELEPHONES	\$ 155,000.00	\$ 75,130.61	\$ 79,869.39	48.5%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 20,000.00	\$ 358.71	\$ 19,641.29	1.8%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 125,674.00	\$ 24,931.15	\$ 100,742.85	19.8%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ 82,497.00	\$ 34,373.75	\$ 48,123.25	41.7%
5915	I/F MANAGEMENT CONSULTING	\$ 137,032.00	\$ 53,535.40	\$ 83,496.60	39.1%
5917	I/F GIS SERVICE CHARGES	\$ 1,341.00	\$ 558.75		
5918	I/F GIS MAPPING SVS.	\$ 20,912.00	\$ -	\$ 20,912.00	0.0%
60.4%	Op. Supplies and Svcs (1031-1033)	\$ 2,436,553.00	\$ 1,268,178.12	\$ 1,168,374.88	52.0%

Tech Expenditures (As of 6/30/2016)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
5311	OFFICE SUPPLIES		\$ -	\$ -	
5351	OFFICE EQUIPMENT	\$ 5,846.00	\$ -	\$ 5,846.00	
5352	COMPUTER SOFTWARE	\$ -			
5353	COMPUTER EQUIPMENT	\$ 35,000.00	\$ 12,009.25	\$ 22,990.75	34.3%
5412	ENGINEERING & ARCHITECTURAL		\$ 1,231.98	\$ (1,231.98)	
5415	MANAGEMENT CONSULTING		\$ -	\$ -	
5419	OTHER PROFESSIONAL SERVICES	\$ 5,000.00	\$ -	\$ 5,000.00	0.0%
5432	TRAVEL	\$ -	\$ -		
5433	PER DIEM		\$ -		
	OPERATING RENTAL/LEASES				
5481	REPAIRS & MAINT-BUILDINGS	\$ 5,500.00	\$ 12,271.69	\$ (6,771.69)	223.1%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 10,000.00	\$ -	\$ 10,000.00	
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 10,000.00	\$ 129.36	\$ 9,870.64	
5499	OTHER	\$ 25,000.00	\$ -	\$ 25,000.00	0.0%
5641	COMPUTER EQUIPMENT	\$ 4,500.00		\$ 4,500.00	0.0%
5642	OTHER MACHINERY & EQUIPMENT		\$ -	\$ -	
5918	I/F GIS MAPPING SVS.	\$ 34,606.00		\$ 34,606.00	0.0%
Misc Tech Improvements (1034)		\$ 135,452.00	\$ 25,642.28	\$ 109,809.72	18.9%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ 5,763.80	\$ (5,763.80)	
5419	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	
5642	OTHER MACHINERY & EQUIPMENT	\$ 100,981.00	\$ -	\$ 100,981.00	0.0%
5919	OTHER I/F PROFESSIONAL SERVICE		\$ -	\$ -	
Backup Center (1035)		\$ 100,981.00	\$ 5,763.80	\$ 95,217.20	5.7%
5641	COMPUTER EQUIPMENT	\$ 500,000.00	\$ -		
Acom Replacement (1036)		\$ 500,000.00	\$ -	\$ 500,000.00	0.0%
5101	REGULAR SALARIES	62,975.00	30,489.28		
5102	OVERTIME PAY		22.26		
5103	LONGEVITY	945.00	944.54		
5190	MISC PAY		1,140.00		
5201	INDUSTRIAL INSURANCE	963.00	470.67		
5202	SOCIAL SECURITY	4,890.00	2,413.64		
5203	PERS RETIREMENT	7,146.00	3,644.27		
5229	BENEFITS BUCKET	11,550.00	5,775.00		
5351	SMALL TOOLS & EQUIPMENT		1,489.15		
5352	COMPUTER SOFTWARE	2,871.00	4,307.02	\$ (1,436.02)	
5353	SMALL COMPUTER EQUIPMENT		-		
5354	SMALL TELEPHONE EQUIPMENT		780.43		
5412	ENGINEERING & ARCHITECTURAL		18,731.89		
5415	MANAGEMENT CONSULTING		76,475.00		
5419	OTHER PROFESSIONAL SERVICES	24,985.00	46,187.02	\$ (21,202.02)	184.9%
5484	REPAIRS & MAINT-COMPUTER EQUIP		15,707.15		
5641	COMPUTER EQUIPMENT	282,700.00	33,580.15	\$ 249,119.85	11.9%
Next Generation 911 (1037)		\$ 399,025.00	\$ 242,157.47	\$ 156,867.53	60.7%
5353	SMALL COMPUTER EQUIPMENT	1,461,495.00	1,446,704.50	\$ 14,790.50	99.0%
MCT Replacement (1038)		\$ 1,461,495.00	\$ 1,446,704.50	\$ 14,790.50	99.0%



FINANCIALS

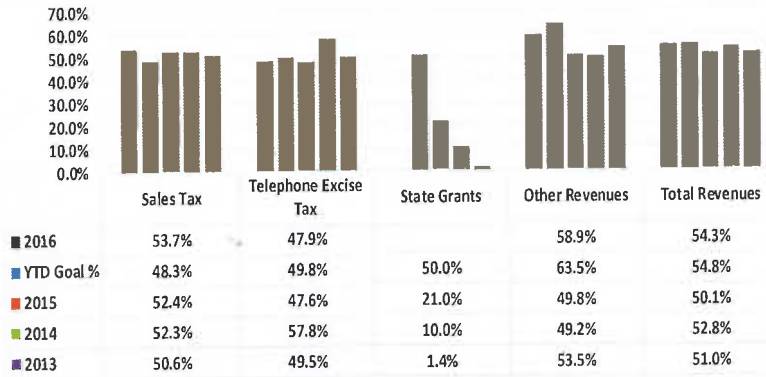
June 2016



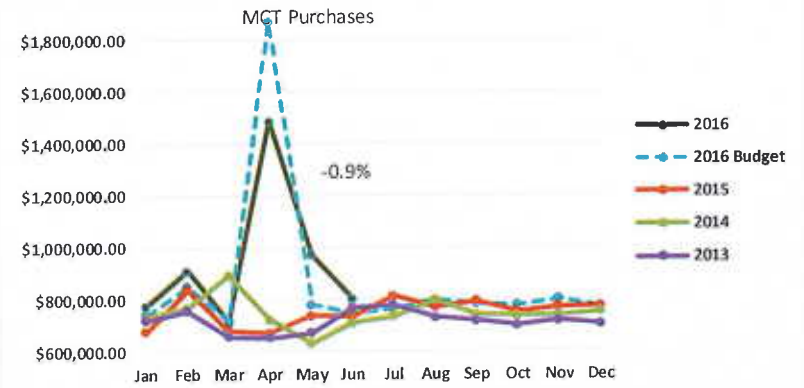
REVENUES

June 2016

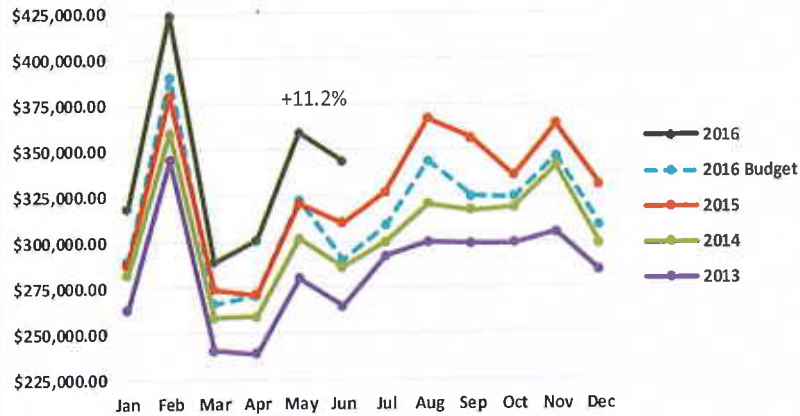
YTD REVENUE TO YTD BUDGET %



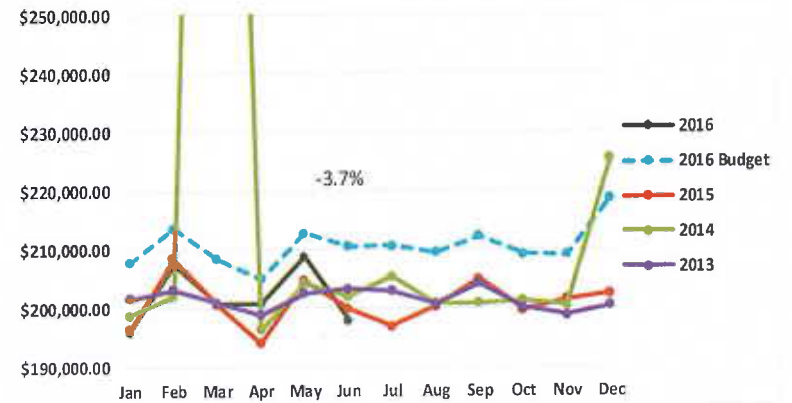
CENCOM REVENUE



CENCOM SALES TAX REVENUE



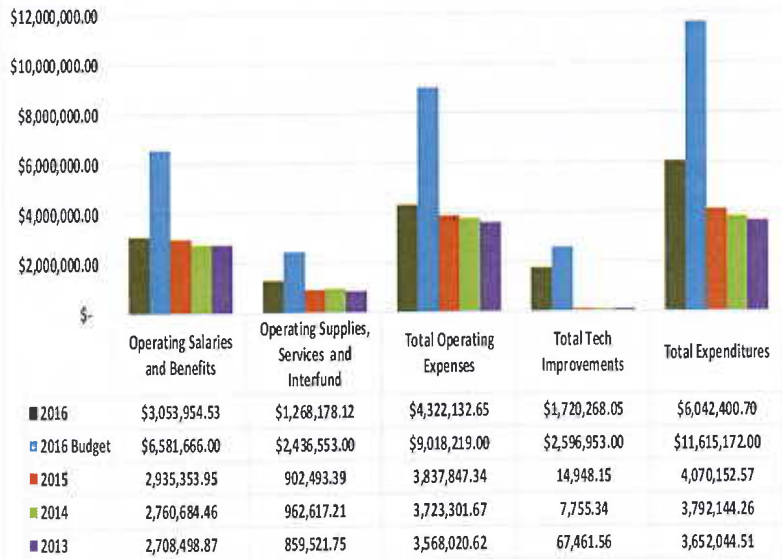
CENCOM TELEPHONE EXCISE TAX



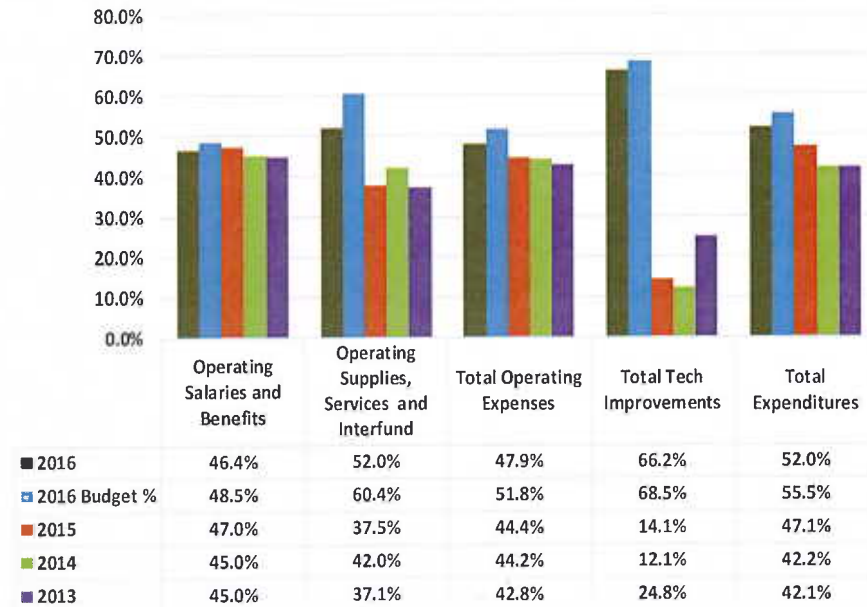


EXPENDITURES June 2016

YTD ACTUAL TO ANNUAL BUDGET \$

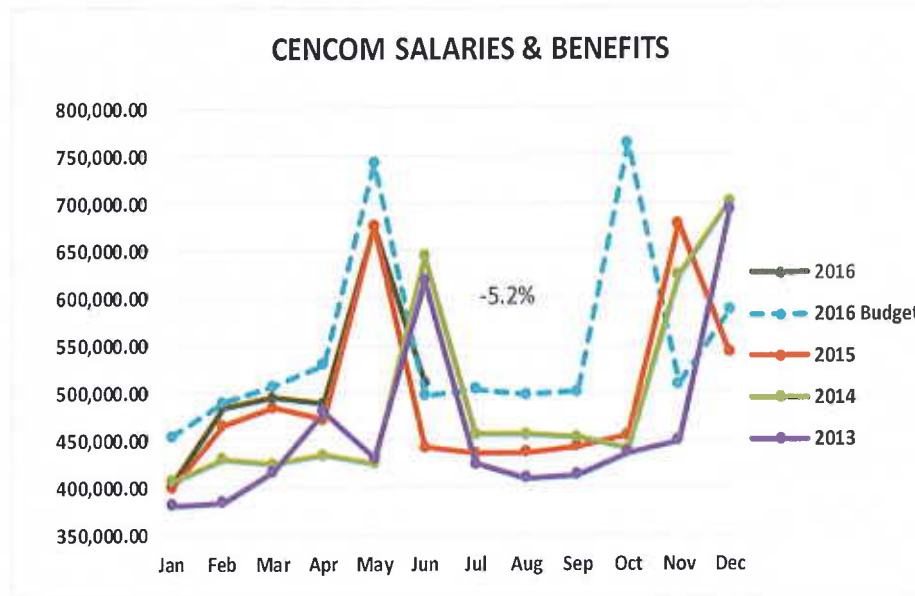


YTD ACTUAL TO YTD GOAL %





SALARIES & BENEFITS June 2016

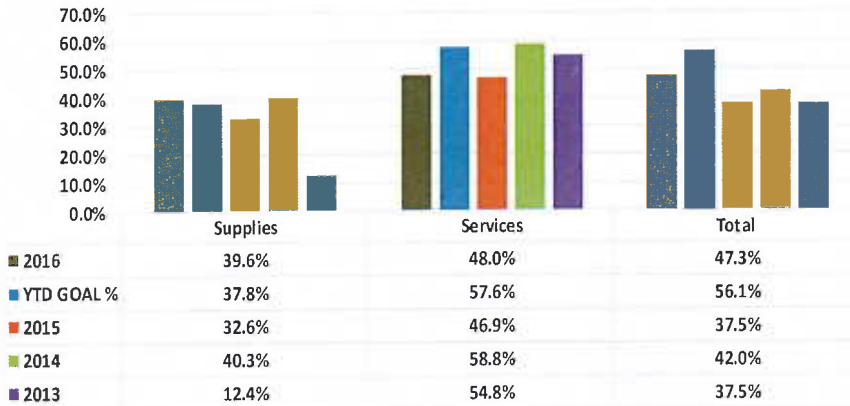




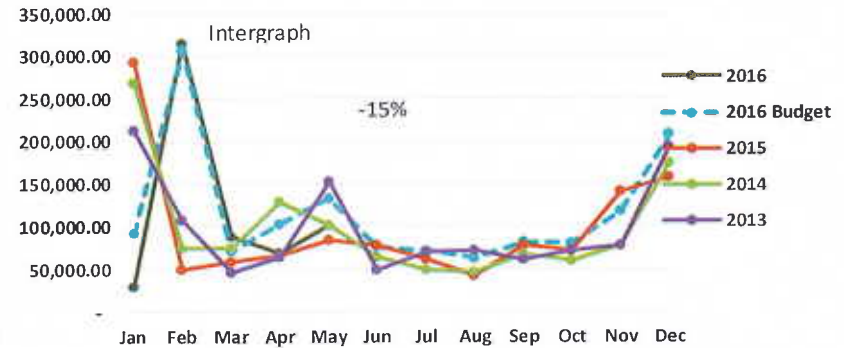
OPERATING SUPPLIES & SERVICES

June 2016

YTD ACTUAL TO YTD GOAL %



CENCOM OPERATING SUPPLIES & SERVICES
1032, 1033

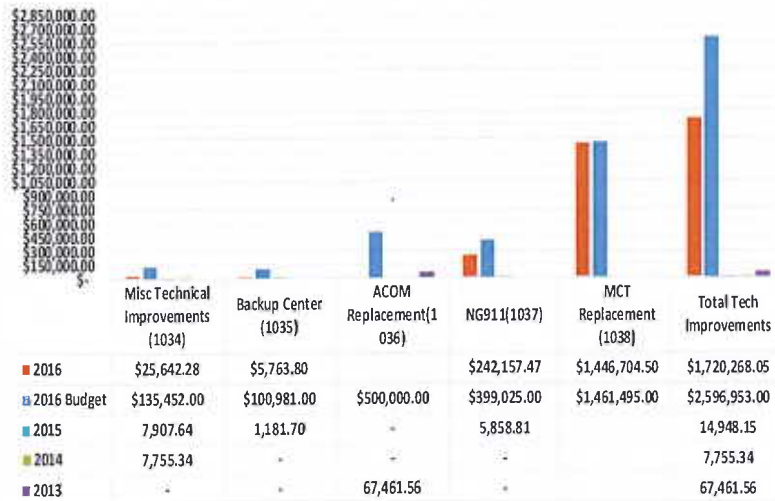




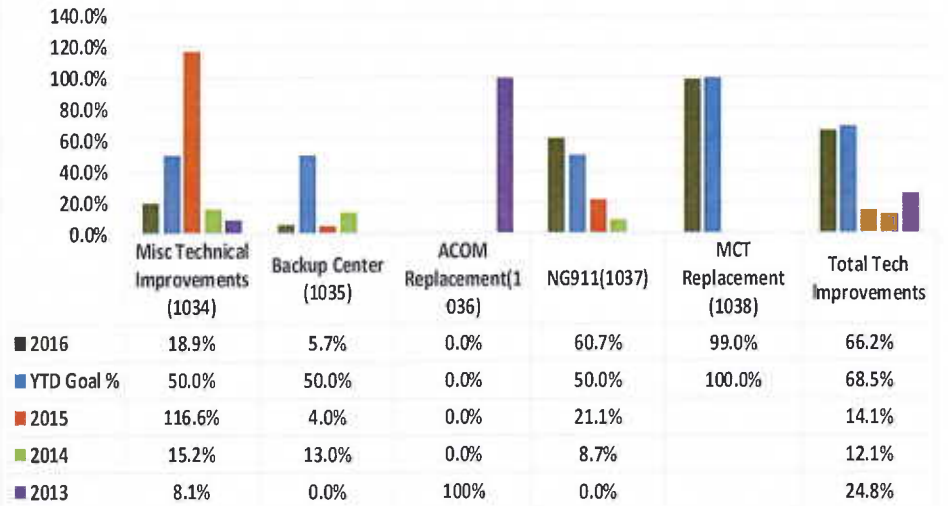
TECHNICAL EXPENSES

June 2016

YTD ACTUAL TO ANNUAL BUDGET \$



YTD ACTUAL TO YTD GOAL %



CENCOM 2016 Goals (rev. 7/14/16)

Goal	Est. Compl.	Status
Governance		
1. Update Interlocal Agreement/Create PDA	6/30/16	Complete
Fiscal		
2. Update equipment replacement funding plan	12/31/17	Pending
3. Deploy Financial Software	6/30/2016	On Track
Technical Projects		
4. Secure funding for Bainbridge Island tower (Winslow area)	3Q2015	On Hold
5. Complete PTT-ID implementation	12/31/15	At Risk/SP
6. Complete CAD/Mobile Software Upgrade (including MCT hardware deployment)	6/30/16	Complete L
7. Backup Center	4Q2016	On Track
8. Upgrade radio consoles	4Q2016	On Track
9. Deploy GIS Based MSAG	6/30/2018	On Track
10. Tower Site Improvements (phase 2)		Pending
11. Two Factor Authentication	4Q2017	On Track
12. Change to Kitsap911.org email	4Q2016	On Track
13. Deploy Windows update server	4Q2016	Pending
14. Deploy Proxy Server	4Q2016	On Track
Operations		
15. Finish Reorg (partially completed 5/28/15, remainder on hold)	3Q2016	Pending
16. Streamline Hiring Process	12/31/16	On track
17. Update Training Process, explore partnerships	12/31/16	On Track
CALEA		
18. Complete Onsite	4/30/16	Complete
19. Complete Commission Review process	12/31/16	On Track/SP
20. Convert to Electronic Accreditation Process	12/31/16	On Track

Pending= project has not started, no risks identified.

On Track= project has started, no risks identified. On Track/SP= Significant Progress/Ahead of Schedule/Under Budget.

Slight Risk- risk factor that may impact completion date or budget. At Risk- significant or multiple risk factors likely to impact completion date or budget. Pending= project has not been started.

Complete= Completed On time/within budget. + Early and/or under budget. L= late O=Over budget