

Kitsap 911 Board of Directors Meeting

July 14, 2017 (12:00 to 16:00)

Norm Dicks Building

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. Budget Presentation and Discussion | (Kirton) |
| o Adoption of Resolution 2017-003 Adopting the 2017 Operating Budget | (Kirton) |
| 5. Good of the Order | (All) |
| 6. Adjourn | (Ellingson) |

Next Meeting: September 5, 2017 from 1230-1330 at Norm Dicks Government Center

Revenues

Account Description	Actual	Budget	Proposed	Delta	
	2016	2017	2018	\$	%
337.16.00.00 Emergency Communications Sales Tax	4,277,582	4,156,196	4,633,004	476,808	11.5%
337.63.64.65 Telephone Excise Taxes (Wireline, Wireless, and VoIP)	2,426,168	2,408,805	2,426,167	17,362	0.7%
342.80.50.01 User Fees (County,Cities, Fire Districts, Tribes)	2,185,907	2,191,646	2,191,645	(1)	0.0%
342.80.50.02 Contract Revenues (Navy, BIAA and Humane Society)	50,000	50,020	50,020	-	0.0%
362.50.00.00 Tower Leases	248,674	271,109	290,178	19,069	7.0%
342.80.40.02 Emergency Management Facility Maintenance Chrgs	50,861	54,984	58,698	3,714	6.8%
334.01.84.00 State E911 CPD Contract KC (Wa State Military)	42,435	42,000	46,000	4,000	9.5%
361.11.00.00 Investment Interest	22,733	16,558	17,938	1,380	8.3%
Sub-Total	9,304,360.70	9,191,318	9,713,650	522,332	5.7%
Operating Transfer			216,102		
369.91.00.00 Grants and Other One-Time Revenues	6,788			-	
342.10.50.00 MCT NPRV Surcharges	1,519,674	24,613	-	(24,613)	-100.0%
Alerting Surcharge			250,003		
Total Revenue	10,830,823	9,215,931	10,179,755	963,824	10.5%

Operating Appropriation

1	A	B	C	D	E	F	G
	Account Description		2016 Actual	2017 Budget	2018 Budget	Delta \$	Delta %
2	591.28.00.0000	LTGO Repayment - Principal	\$ 470,733	\$ 442,555	\$ 444,116	1,561	0.4%
3	591.28.00.0000	LTGO Repayment - Interest					
4	Debt Service SubTotal		470,733	442,555	444,116	1,561	0.4%
5	528.32.10.00	Regular Salaries	3,630,616	4,724,053	5,029,680	305,627	6.5%
6	528.32.10.01	Overtime Pay	379,248	388,348	388,348	-	0.0%
7	528.32.10.02	Longevity Pay	63,480		-	-	0.0%
8	528.32.10.03	Sick Leave Payout	4,063	5,300	5,300	-	0.0%
9	528.32.10.04	Annual Leave Payout	14,024	14,000	14,000	-	0.0%
10	528.32.10.05	Shift Differential Pay	559	3,096	3,200	104	3.4%
11	528.32.10.06	Extra Help	227,435	19,742	19,742	-	0.0%
12	528.32.10.07	Out of Class Pay	54,617	30,920	30,920	-	0.0%
13	528.32.10.08	Miscellaneous Pay	68,704	69,555	69,555	-	0.0%
14	528.32.20.00	Industrial Insurance	70,187	35,341	34,527	(814)	-2.3%
15	528.32.20.01	Social Security	329,422	400,517	423,907	23,390	5.8%
16	528.32.20.02	PERS Retirement	485,719	630,331	703,739	73,408	11.6%
17	528.32.20.03	Medical Insurance		851,713	999,505	147,792	17.4%
18	528.32.20.04	Dental Insurance		66,340	68,687	2,347	3.5%
19	528.32.20.05	Life Insurance		8,442	8,217	(225)	-2.7%
20	528.32.20.08	Unemployment Compensation	4,444	64,152	67,972	3,820	6.0%
21		Insurance Benefits	831,600			-	0.0%
22	528.32.10.0009	Salary/Benefit Attrition		(327,008)	(393,365)	(66,357)	20.3%
23	Wages, Salaries, and Benefits SubTotal		6,164,118	6,984,842	7,473,934	489,092	7.0%
24	528.32.31	Office/Operating Supplies	36,898	37,947	37,902	(45)	-0.1%
25	528.32.32	Fuel Consumed	5,569	8,201	7,557	(644)	-7.9%
26	528.32.35.00	Small Tools & Equipment	14,699	23,447	15,982	(7,465)	-31.8%
27	528.32.35.01	Computer Software	40,331	16,703	59,992	43,289	259.2%
28	528.32.35.02	Small Computer Equipment	12,608	12,381	12,715	334	2.7%
29	528.32.35.03	Small Telephone Equipment	52	2,000	1,600	(400)	-20.0%
30	528.32.41.00	Engineering & Architectural	2,964		-	-	0.0%
31	528.32.41.01	Applicant Medical Screening	7,483	5,801	7,688	1,887	32.5%
32	528.32.41.02	Management Consulting	14,610	26,871	31,476	4,605	17.1%
33	528.32.41.03	Special Legal Services	3,237	50,000	50,000	-	0.0%
34	528.32.41.04	Other Professional Service	32,625	40,259	49,185	8,926	22.2%
35	528.32.42.00	Telephone	38,858	30,140	33,474	3,334	11.1%
36	528.32.42.01	Cellular Telephone	10,407	9,771	10,328	557	5.7%
37	528.32.42.02	Postage	1,930	2,291	2,290	(1)	0.0%
38	528.32.43.00	Mileage	4,878	4,708	4,543	(165)	-3.5%
39	528.32.43.01	Travel	19,166	26,655	25,364	(1,291)	-4.8%
40	528.32.43.02	Per Diem	6,302	8,809	10,223	1,414	16.1%
41	528.32.43.03	Non-Employee Mileage	-	330	451	121	36.7%
42	528.32.43.04	Non Employee Travel	1,915	1,172	1,444	272	23.2%
43	528.32.41.05	Advertising	4,619	3,500	3,588	88	2.5%
44	528.32.45.00	Operating Rentals & Leases	126,594	190,773	211,285	20,512	10.8%
45	528.32.46.00	Insurance	5,000	77,408	92,112	14,704	19.0%
46	528.32.47.01	Water	3,530	2,104	2,112	8	0.4%
47	528.32.47.02	Sewer	2,272	3,484	3,637	153	4.4%
48	528.32.47	Electricity	106,432	113,818	113,066	(752)	-0.7%
49	528.32.47.05	Waste Disposal	3,245	3,190	3,259	69	2.2%
50	528.32.47.06	Cable TV	-	536	542	6	1.1%
51	528.32.48.00	Repairs & Maint-Building	86,366	83,567	95,210	11,643	13.9%
52	528.32.48.02	Repairs & Maint-Equipment	88,285	221,636	82,292	(139,344)	-62.9%
53	528.32.48.03	Repairs & Maint-Comp Equip	327,454	368,482	422,728	54,246	14.7%
54	528.32.49.00	Dues/Subscriptions/Members	4,459	6,035	5,372	(663)	-11.0%
55	528.32.49.01	Bank & Credit Card		-	1,250	1,250	0.0%
56	528.32.49.03	Registration & Tuition	7,611	12,878	13,776	898	7.0%

Operating Appropriation

	A	B	C	D	E	F	G
57	528.32.49.04	Other Miscellaneous	9,778	58,499	42,000	(16,499)	-28.2%
58	528.32.41.16	KCIS Charges (GIS)		136,273	140,361	4,088	3.0%
59	528.32.41.13	KCIS Charges (Network & Security)	300,424	142,533	67,679	-74,854	-52.5%
60	528.33.35.00	Small Tools and Equipment	\$ -	\$ 1,521	\$ 1,559	38	2.5%
61	528.33.35.01	Computer Software	\$ 2,181	\$ 2,683	\$ 2,750	67	2.5%
62	528.33.35.02	Small Computer Equipment	\$ 5,260	\$ 10,140	\$ 9,075	-1,065	-10.5%
63	528.33.42.01	Cellular Telephone	\$ 156,864	\$ 153,843	\$ 157,270	3,427	2.2%
64	528.33.48.02	Repairs & Maint- Equipment	\$ 359	\$ 1,174	\$ 1,203	29	2.5%
65	528.33.48.03	Repairs & Maint-Comp Equip	\$ 24,931	\$ 108,084	\$ 36,273	-71,811	-66.4%
66	528.33.41.11	KCIS Charges (I/Leads)	\$ 82,497	\$ 86,769	\$ 141,089	54,320	62.6%
67	Sub Total - Supplies and Services		1,602,694	2,096,416	2,011,702	-84,714	-4.0%
68	Total Operating Budget Appropriation Request		8,237,545	9,523,813	9,929,752	405,939	4.3%
69	Alerting Reserve				\$ 250,003		
70	Total Appropriation Request				10,179,755		

Service Fees

Service Fees (Agency Allocations)	
	2018 Allocations
Kitsap County	\$ 622,876
Kitsap Coroner	\$ 7,699
Poulsbo PD	\$ 93,692
Bainbridge Island PD	\$ 114,757
Port Orchard PD	\$ 162,881
Suquamish PD	\$ 54,941
Pt. Gamble PD	\$ 19,882
Bremerton PD	\$ 377,860
Bremerton Fire	\$ 232,540
North Kitsap F&R	\$ 75,396
Port Gamble Fire	\$ 4,821
Central Kitsap F&R	\$ 215,264
South Kitsap F&R	\$ 272,951
Poulsbo Fire/FD18	\$ 103,428
Bainbridge Island Fire	\$ 82,661

Service Fee Detail (Agency Allocations)								these used in billing Rev 6/7/17	
	Units of Use	Cost/Unit	Calls for Service	Surcharge/Unit	Surcharges	Agency Fee	2017 Allocations	2018 Allocations	
Kitsap County	87,118	\$ 6.3496	\$ 553,160.74	\$ 0.74	\$ 64,715.13	\$ 5,000.00	\$ 637,101	\$ 622,876	\$ (14,225.38)
Kitsap Coroner	425	\$ 6.3496	\$ 2,698.57		\$ -	\$ 5,000.00	\$ 7,427	\$ 7,699	\$ 271.54
Poulsbo PD	12,505	\$ 6.3496	\$ 79,402.58	\$ 0.74	\$ 9,289.43	\$ 5,000.00	\$ 88,014	\$ 93,692	\$ 5,678.37
Bainbridge Island PD	15,475	\$ 6.3496	\$ 98,260.84	\$ 0.74	\$ 11,495.69	\$ 5,000.00	\$ 99,282	\$ 114,757	\$ 15,474.42
Port Orchard PD	22,261	\$ 6.3496	\$ 141,344.86	\$ 0.74	\$ 16,536.15	\$ 5,000.00	\$ 154,555	\$ 162,881	\$ 8,326.39
Suquamish PD	7,865	\$ 6.3496	\$ 49,940.52	\$ -		\$ 5,000.00	\$ 57,183	\$ 54,941	\$ (2,242.70)
Pt. Gamble PD	2,344	\$ 6.3496	\$ 14,882.36	\$ -		\$ 5,000.00	\$ 20,197	\$ 19,882	\$ (314.86)
Bremerton PD	52,572	\$ 6.3496	\$ 333,807.04	\$ 0.74	\$ 39,052.60	\$ 5,000.00	\$ 371,435	\$ 377,860	\$ 6,424.45
Bremerton Fire	8,039	\$ 20.9117	\$ 168,101.96		\$ -	\$ 5,000.00	\$ 176,496	\$ 173,102	\$ (3,393.93)
North Kitsap F&R	2,487	\$ 20.9117	\$ 52,007.33		\$ -	\$ 5,000.00	\$ 57,375	\$ 57,007	\$ (368.14)
Port Gamble Fire	170	\$ 20.9117	\$ 3,561.95		\$ -		\$ 3,834	\$ 3,562	\$ (272.41)
Central Kitsap F&R	7,428	\$ 20.9117	\$ 155,338.87		\$ -	\$ 5,000.00	\$ 165,878	\$ 160,339	\$ (5,539.35)
South Kitsap F&R	9,466	\$ 20.9117	\$ 197,956.86		\$ -	\$ 5,000.00	\$ 207,944	\$ 202,957	\$ (4,986.82)
Poulsbo Fire/FD18	3,477	\$ 20.9117	\$ 72,716.86		\$ -	\$ 5,000.00	\$ 80,734	\$ 77,717	\$ (3,017.47)
Bainbridge Island Fire	2,744	\$ 20.9117	\$ 57,374.66		\$ -	\$ 5,000.00	\$ 64,189	\$ 62,375	\$ (1,814.12)
Totals	234,376		\$ 1,980,556.00		\$ 141,089.00	\$ 70,000.00	\$ 2,191,646.00	\$ 2,191,645	\$ (1.00)

Note: NKFR responses to Port Gamble have been backed out of NKFR units and will be added to Port Gamble's bill

			2016 Cost/Unit	2017 Cost/Unit	Delta
Police Units of Use	200,564	\$ 5.87	\$ 6.29	\$ 6.35	\$ 0.06
Fire Units of Use	33,812	\$ 0.39	\$ 22.51	\$ 20.91	\$ (1.60)
Leads Users	189,930				

	2018 Base	With Alerting Surcharge (all phases) 7.44 Surcharge	2018 Total
Bremerton Fire	173,102	\$ 59,438	\$ 232,540
North Kitsap F&R	57,007	\$ 18,389	\$ 75,396
Port Gamble Fire	3,562	\$ 1,259	\$ 4,821
Central Kitsap F&R	160,339	\$ 54,925	\$ 215,264
South Kitsap F&R	202,957	\$ 69,994	\$ 272,951
Poulsbo Fire/FD18	77,717	\$ 25,711	\$ 103,428
Bainbridge Island Fire	62,375	\$ 20,287	\$ 82,661

Units of Use

Rev. 2017-07-11

		2012	2013	2014	2015	2016	2017 Budget	2018 budget	DELTA	Delta
KCSO		97,650	101,997	100,480	79,372	81,502	93,949	87,118	(6,832)	-7.27%
Kitsap CORONER			308	411	439	425	386	425	39	10.10%
Poulsbo	PD	12,224	11,750	12,592	12,674	12,250	12,338	12,505	167	1.35%
Bainbridge Is.	PD	11,071	12,918	13,281	15,842	17,304	14,013	15,475	1,462	10.43%
Port Orchard	PD	21,985	21,486	23,711	21,489	21,582	22,228	22,261	32	0.14%
Suquamish	PD	10,816	9,514	8,744	6,641	8,211	8,299	7,865	(434)	-5.23%
Port Gamble	PD	2,498	2,409	2,837	2,006	2,190	2,417	2,344	(73)	-3.03%
Bremerton	PD	56,758	57,338	56,975	49,077	51,663	54,463	52,572	(1,892)	-3.47%
Bremerton	FD	6,958	6,863	7,493	8,499	8,124	7,618	8,039	420	5.52%
North Kitsap	FD	2,286	2,221	2,528	2,742	2,702	2,497	2,657	160	6.42%
Central Kitsap	FD	6,645	6,567	7,280	7,593	7,412	7,147	7,428	282	3.94%
South Kitsap	FD	8,185	8,227	9,116	9,703	9,580	9,015	9,466	451	5.00%
Poulsbo/Dist 18	FD	3,094	3,171	3,418	3,504	3,510	3,364	3,477	113	3.36%
Bainbridge Island Fire	FD	2,439	2,480	2,652	2,756	2,823	2,629	2,744	114	4.35%

(2013-2015) (2014-2016)

Kitsap 911 Public Authority

Resolution 2017-003

Adopting the Operating Budget and Establishing Service Fees for 2018.

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, the Charter requires the Board of Directors adopt the budget and the Bylaws establishes the Service Fee Formula for certain agencies;

NOW, THEREFORE, BE IT RESOLVED by the Kitsap 911 Board of Directors as follows:

Section 1. Operating Budget Adopted. The Board of Directors hereby adopts the 2018 Operating Budget as attached in exhibits 1 and 2.

Section 2. Service Fees Adopted. The Board of Directors hereby adopts the 2018 Service fees as attached in exhibit 3.

Section 3. 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 4. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Board of Directors on July 14, 2017 of which all Directors were notified and a quorum was present.

KITSAP 911 BOARD OF DIRECTORS

DAVID ELLINGSON, CHAIR

ATTEST:

Richard A. Kirton, Executive Director