

# Kitsap 911 Board of Directors Meeting

March 7, 2016 (12:30 to 1:30)

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. Adoption of Minutes (Sept, Oct, Dec 2016) (Ellingson)
5. Performance Measures (Jameson-Owens)
6. Executive Committee Report (Kirton/Wiley)
  - Authorized Board Chair to execute transfer of assets and liabilities agreement with County
  - Adopted resolution 2016-20 authorizing the investment of funds
  - Authorized Board Chair to execute service agreements consistent with template.
  - Adopted resolution 2016-21 Executive Committee meeting schedule
  - Elected Dusty Wiley chair and Dave Ellingson vice chair of executive committee
  - Adopted an employee recognition program
  - Approved various A/P warrants and payroll
7. Finance Report (King)
8. Goals, Projects, and Transition Report (Kirton)
9. Good of the Order (All)
10. Adjourn (Ellingson)



## Kitsap 911 Board of Directors Meeting of September 6, 2016

### **ATTENDING:**

#### **Board of Directors:**

Charlotte Garrido-Kitsap County Commissioner  
Robert Gelder- Kitsap County Commissioner  
Ed Wolfe-Kitsap County Commissioner  
Sheriff Gary Simpson  
Patty Lent-City of Bremerton Mayor  
Rob Putansuu-City of Port Orchard Mayor  
Val Tollefson- City of Bainbridge Island Mayor  
Becky Erickson- City of Poulsbo Mayor  
Greg Wheeler- City of Bremerton Council Member (Vice Chair)  
David Ellingson-Fire Commissioner (Chair)  
Dusty Wiley-Fire Commissioner  
Bob Muhleman- Fire Commissioner

#### **CENCOM:**

Richard Kirton- Executive Director  
Maria Jameson-Owens-Deputy Director  
Rachelle Tate- Office Assistant

#### **Absent:**

Jerry McDonald- City of Bremerton Council Member

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**Call to Order:** Chair David Ellingson called the meeting to order at 12:30 pm.

**Additional Agenda Items:** None

**Public Comment:** None

### **Transition Report**

Executive Director presented the major milestone transition items and highlighted the following

*Retain General Counsel-* The Executive Committee interviewed candidates and selected Ken Bagwell to serve as general counsel of Kitsap 911. There is a draft service agreement being reviewed by Risk Management. As soon as this is returned it will be executed. Mr. Bagwell was asked to work with Kitsap 911 and two Fire Districts he represents on a conflict agreement and to pre identify some attorneys with complimentary service levels to serve as backup counsel in case a conflict does arise or he is unavailable.

*Collective Bargaining agreement and authorize benefits-* There is a tentative agreement and the guild and negotiating team are in the process of finalizing language and will begin the ratification process next week.

*Employment Security and Workers Comp-* Resolutions for these two items will be presented at the September 28<sup>th</sup> meeting of the Executive Committee. Management is in the process of looking to join a risk pool or go with the State programs.

*Impact Bargaining-* Impact bargaining has been discussed with the guild and we don't think additional negotiations are necessary as far as impact bargaining. There is general agreement to give Kitsap 911 employees the right to compete for internal job postings in the county for a period of time after the transition and to do a payout of accrued longevity on the last Kitsap County pay check as the new agreement does not have longevity.

*FCC Licenses-* The name changed applications for all FCC licenses has been completed and some responses have been received on all but a few. The remainder should come through in next few days

*Payroll and Timekeeping System-* A software suite has been selected call Bias Software. This software was developed in Washington State specifically for local government and special purpose districts. The software will generate all the reports required by the State Auditors and in the Auditors format.

*Social Security and PERS-* Significant progress has been made but complete open enrollment and some additional items from PERS still needs to be completed.

The current transition timeline plan is the employees will transfer at the conclusion of the December 25<sup>th</sup> pay period and the assets will transfer at January 1, 2017. This will allow Kitsap County to do reporting for 2016 and Kitsap 911 to do reporting for 2017.

### **Resolution 2016-008 Re Authorizing Bank Accounts**

Mr. Kirton presented the resolution for authorizing Kitsap 911 to process payroll. This resolution does not deal with the financial control element.

**Executive Director Robert Putannsuu made a motion to adopt Resolution 2016-008 authorizing bank accounts. Motion was seconded by Executive Director Patti Lent.**

#### **Discussion:**

**Executive Director Robert Gelder asked what the process for selecting a financial institute was going to be. Mr. Kirton stated his plan is to ask the current treasurer on a suggestion. Additionally the County just completed an RFP for their process.**

**Motion Approved.**

### **Resolution 2016-009 Re Terminating CENCOM ILA**

Mr. Kirton stated earlier this year an amendment to the ILA was adopted allowing the ILA to be terminated if certain conditions were met. This resolution reiterates the condition and updates the status of each of those conditions and requests the Chair of Kitsap County Commissioners and directs the Chair of Kitsap 911 to issue written notice terminating the CENCOM ILA effective 0500 on December 26<sup>th</sup>, 2016.

**Executive Director Mayor Lent made a motion to adopt Resolution 2016-009. Motion was seconded by Executive Director Robert Putannsuu.**

### **Discussion:**

**Executive Director Erickson expressed concern on the language. Mr. Kirton will confirm and make sure particularly in liability and bond issue. The Board decided to table this until the next meeting after the attorney's review.**

### **Executive Committee Report**

The Executive Committee has adopted 3 resolutions that have been placed on the Kitsap 911 webpage. The resolutions adopted are; 2016-005 Established fund with Kitsap County Treasurer, 2016-006 Authorizing and Approving Participation in the Department of Retirement Systems Deferred Compensation Program, and 2016-007 Adopting the Interlocal Agreement to participate in the Washington Fire Commissioners Joint Self Insurance Program. Resolution 2016-007 is pending action from the Washington Fire Commissioners.

### **Additional Items/Good of the Order**

Executive Erickson stated the MCT are working and please tell the staff thank you especially Tom Wright who is a rock star.

Chair Ellingson commented the board needs to look at what they have done this year and that we have done something unique in Kitsap County by setting up an entirely brand new stand-alone organization. Your efforts and dedication has brought us to this point and enabled us to achieve things that were thought impossible. This is quite a milestone and each one of you should be proud of the part you played in making Kitsap County that much safer through a brand new organization. He applauds the group and thanked everyone for their efforts.

The meeting was adjourned at 12:57 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is October 4, 2016 at 12:30 at the Norm Dicks Government Building***



## **Kitsap 911 Board of Directors Meeting of October 10, 2016**

### **ATTENDING:**

#### **Board of Directors:**

Charlotte Garrido-Kitsap County Commissioner  
Robert Gelder- Kitsap County Commissioner  
Ed Wolfe-Kitsap County Commissioner  
Sheriff Gary Simpson  
Patty Lent-City of Bremerton Mayor  
Rob Putansuu-City of Port Orchard Mayor  
Val Tillefson- City of Bainbridge Island Mayor  
Becky Erickson- City of Poulsbo Mayor  
Greg Wheeler- City of Bremerton Council Member (Vice Chair)  
David Ellingson-Fire Commissioner (Chair)  
Dusty Wiley-Fire Commissioner  
Bob Muhleman- Fire Commissioner

#### **CENCOM:**

Richard Kirton- Executive Director  
Maria Jameson-Owens- Deputy Director  
Stephanie Browning- Office Supervisor

#### **Absent:**

Jerry McDonald- City of Bremerton Council Member

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**Call to Order:** Chair David Ellingson called the meeting to order at 12:30 pm.

**Additional Agenda Items:** None

**Public Comment:** None

### **Transition**

#### **Adoption of Resolution 2016-009: Terminating CENCOM ILA**

Mr. Kirton provided an information paper regarding this resolution there were a few changes with section 1 and section 3 that addresses issues raised at the last meeting.

**Director Dusty Wiley made a motion to approve Resolution 2016-009. Motion was seconded by Director**

## **Rob Putansuu. Motion Passed.**

### **Adoption of Resolution 2016-012: Approving Kitsap 911 Employee Manual**

This resolution adopts the Kitsap 911 Employee Manual and amendments to the manual can be made by the Director unless they touch on issues such as compensation or employment benefits. In those cases they will need to come back to the Executive Committee for approval.

**Director Bob Muhleman made a motion to approve Resolution 2016-012. Motion was seconded by Director Charlotte Garrido. Motion Passed.**

### **Adoption of Resolution 2016-013: Adopting Admin and Management Wage Schedule**

This resolution would adopt a wage schedule for Administrative and Management employees. An information paper was distributed. In particular this position deals with the Administrative Specialist position, Financial Analyst, Human Recourses, Technology Manager and Deputy Director. For these positions Kitsap 911 looked heavily at the compensation study Kitsap County did and for the Deputy Director other 911 centers were used. Mr. Kirton provided a brief summary of the jobs and scales.

**Director Robert Gelder made a motion to adopt Resolution 2016-013 as presented but not the wage scale for the Director. Motion was seconded by Director Rob Putansuu. Motion Passed.**

### **Status Report-**

Mr. Kirton reported one more item was completed that will need to be updated on the report is the FCC licenses. With todays actions all of the 2016 Full Board Actions items except for the Executive Directors Compensation have been achieved. The next milestone will be the transfer of assets, liabilities, and service agreements with Kitsap County. Kitsap 911 Attorney and Mr. Kirton are working with Kitsap County Attorney and Karen Goon the Administrator to finalize with the intent of having them adopted by Executive Committee on November 23<sup>rd</sup> and adopted by Kitsap County Commissioners on December 12<sup>th</sup>. Kitsap 911 is on track for December 26<sup>th</sup> transition and no risks have been identified.

### **Executive Committee Report**

The Executive Committee has adopted Resolution 2016-10 which authorized Kitsap 911 to participate in the ICMA deferred compensation program. This is a voluntary program that employees can opt to participate. They also authorized participation in the Washington State Fund for Workers comp, adopted the General Fiscal policy, adopted the Stabilization Policy, and adopted Resolution 2016-1 authorizing use of Purchase Cards, and adopted Purchasing and Contract Policy. The Executive Committee has amended their meeting schedule to meet twice a month for the rest of the year from 1-3 meeting at Kitsap 911.

### **Finance Report**

Financial packets were provided in the Board packet. Mr. Kirton briefly informed the board that revenues are above budget and expenditures are below budget.

### **Staffing Report**

Deputy Director Maria Jameson-Owens reported the staffing situation is better than it was this time last year. We are currently five positions short on the dispatch floor and seven were just hired and started on the 26<sup>th</sup> and are in the academy. A meeting is schedule in November to start conversation on what changes will take place for the next hiring. The Human Recourse manager is reviewing the process and seeing if there are ways to streamline and also discussing recruiting smaller classes.

## Goals and Projects Report

Mr. Kirton gave a brief report and all projects besides the ones listed below are on track.

*Upgrade Radio Consoles*-The Executive Committee has concur with CENCOM to place on hold this project. The vender has now agreed to support it until the end of 2017 and maybe into the first part of 2018.

*Backup Center*- There is no status on the backup center. The last conversation was with the school district as new opportunities have potentially presented themselves.

*Push to Talk*- This project field work is completed and currently making sure there are no radios that were missed

## Possible December Meeting

Mr. Kirton would like to schedule a tentative meeting for the Board on December 6<sup>th</sup>. This would allow any action items that require full board approval to take place before the transition.

## Additional Items/Good of the Order

The meeting was adjourned at 1:01 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is December 6, 2016 at 12:30 at the Norm Dicks Government Building***



## Kitsap 911 Board of Directors Special Meeting of December 6, 2016

### **ATTENDING:**

#### **Board of Directors:**

Robert Gelder- Kitsap County Commissioner  
Ed Wolfe-Kitsap County Commissioner  
Sheriff Gary Simpson  
Patty Lent-City of Bremerton Mayor  
Rob Putansuu-City of Port Orchard Mayor  
Val Tillefson- City of Bainbridge Island Mayor  
Becky Erickson- City of Poulsbo Mayor  
David Ellingson-Fire Commissioner (Chair)  
Dusty Wiley-Fire Commissioner  
Bob Muhleman- Fire Commissioner

#### **CENCOM:**

Richard Kirton- Executive Director  
Maria Jameson-Owens- Deputy Director  
Stephanie Browning- Office Supervisor

#### **Absent:**

Jerry McDonald- City of Bremerton Council Member  
Greg Wheeler- City of Bremerton Council Member (Vice Chair)  
Charlotte Garrido- Kitsap County Commissioner

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**Call to Order:** Chair David Ellingson called the meeting to order at 12:30 pm.

**Additional Agenda Items:** None

**Public Comment:** None

### **Transfer of Assets and Liability**

Director Kirton has been exchanging drafts with the County regarding the transfer of assets and liability agreement (documents were provided in the Board packet) The one issue being discussed is the CENCOM building and who owns it, Mr. Kirton believes Kitsap 911 owns the building as it was originally funded with a dedicated property tax which was later repealed and replaced with the 911 Emergency Communication Sales Tax. Emergency Management was a division of CENCOM at this time, when they split there was no discussion about the building. He proposed that Kitsap County transfer the building and the property lease agreement to



Kitsap 911 and then Kitsap 911 negotiates a lease agreement with Emergency Management. Kitsap County has countered proposing that Kitsap 911 subleases from them and this was countered with a proposal to move forward with the rest of the assets and liability transfer with a 90 day clause to answer the question who owns the building. Director Lent spoke and was a Commissioner when this took place, former Director Phyllis Mann pleaded with the County to move into the facility as the facility was always just 911. All the work done was by CENCOMs and the building should belong to CENCOM. Director Wiley added he was involved when this took place and it was never discussed that Emergency Management would be an owner of the building. He spoke to former CENCOM Director Ron McAfee who confirmed that Emergency Management did not provide money to build the building. Director Wolfe stated he appreciated the historical memory but would like to take the time to have documentation.

**Director Patty Lent made a motion to move forward with the transfer of assets and liability that includes the 90 day clause and request Kitsap County does the same. Motion was seconded by Director Becky Erickson. Motion Carried.**

### **Adoption of Resolution 2016-018 Establishing Executive Directors Salary**

Director Wiley presented a one year contract with the Executive Director to cover 2017 and at the end of the year hopes to establish a longer contract.

**Director Rob Putannsuu made a motion to adopt Resolution 2016-018. Motion was seconded by Director Patty Lent. Motion Passed.**

### **Adoption of Resolution 2016-019: Establishing the 2017 Meeting Schedule**

There were two documents provided the board discussed continuing the current schedule (option 1) or meeting in the 3<sup>rd</sup> month (option 2) of every quarter. Because there are several holidays on the current schedule they made the decision to meet on the 3<sup>rd</sup> month of the quarter and have a work study meeting in July.

**Director Becky Erickson made a motion to approve Resolution 2016-019 with the schedule beginning on March 17, 2017. Motion was seconded by Director Patty Lent. Motion Passed.**

### **Election of Chair and Vice Chair**

**Director Dusty Wiley made a motion to keep David Ellingson as Chair and Greg Wheeler as Vice Chair for 2017. Motion was seconded by Director Val Tollefson. Motion Passed.**

### **Appointment of Executive Committee**

**Director Becky Erickson made a motion to have the same members of the Executive Committee. They are Director Gary Simpson who represents the County, Director Becky Erickson represents small cities, Director Patty Lent represents Bremerton, Director Dusty Wiley represents Fire Commissioners, Director David Ellingson as the Chair of the Board and the Chair and Vice Chair of the Strategic Advisory Board. Motion was seconded by Director Bob Muhleman. Motion Passed.**

### **Transition Report-**

Mr. Kirton reported on the current status for the transition the following items were highlighted and there is nothing that will prohibit Kitsap 911 from moving forward as planned:

**\*Time Keeping-** Currently running phantom payrolls

- \***Employment and Workers Comp**- Paperwork is being processed with the State
- \***PERS Retirement and Social Security**-Paperwork is being processed with the State
- \***Service Agreements**- Working with Bremerton, Port Gamble, Poulsbo and all Fire Districts have agreed to the documents. Still working with Port Orchard Attorney, Bainbridge Island Police Chief, Suquamish Police Chief and Kitsap County Prosecutors office
- \***Financial Policy's and Controls**- The Executive Committee adopted and there are just a few internal pieces getting completed.
- \***Risk Insurance**- Finalizing paperwork this week.

### **Executive Committee Report**

The Executive Committee has adopted the Collective Bargaining Agreement, Adopted Resolution 2016-016 flexible benefits plan, Adopted Resolution 2016-014 authorizing a petty cash account, designated Director Dusty Wiley as an additional signer on accounts, Approved Executive Director Kirton evaluation and step increase, Adopted Resolution 2016-015 requesting transfer of non-represented employees and authorizing certain employment actions, and Adopted Resolution 2016-017 authorizing payment of claims prior to approval by Executive Committee.

### **Finance Report**

Financial packets were provided in the Board packet. Mr. Kirton briefly informed the board that revenues are above budget and expenditures are below budget. Telephone excise tax is 3.1% below budget and adjustments have been made 2017 budget.

### **Staffing Report**

Deputy Director Maria Jameson-Owens reported a meeting with the HR Manager, Training Manager and Mrs. Jameson-Owens took place last week and they reviewed all staffing data and the hiring process. They compared all applicants and candidates have been successful after hiring and which elements of the testing showed them as a high score. This process showed that one test in the process was not helping get candidates that were successful. This test has been eliminated. The telecommunication trainee position was opened yesterday and hoping to hire 4 people. There are currently 6 vacant positions on the dispatch floor with one more position opening up in December. The entire 2017 hiring and training plan has been developed. Additionally a Technology Manager position was opened last week and will be opened until filled with aggressive advertisement.

### **Goals and Projects Report**

Mr. Kirton gave a brief report and all projects besides the ones listed below are on track.

*Updating equipment replacement plan*- This will kick off in 2017

*Secure funding for Bainbridge Island Tower*- This project remains on hold until there is a partnership opportunity or funding source.

*Push to Talk*- The radio reprogramming was completed, then fire requested to make changes.

*Backup Center*- This project was placed on hold while a partnership opportunity was explored and that did not work. A revised timeline will be provided at the next meeting.

*Upgrade Radio Consoles*-The Executive Committee has concur with CENCOM to place on hold this project. The vender has agreed to support it until the end of 2017 and maybe into the first part of 2018. A revised

schedule for this project will be provided.

*Tower Site Improvement-* This work will get completed once the Techs are back into their regular maintenance schedule.

*Secure Additional Frequency Licenses-* This is an ongoing effort and will continue until more licenses are found

*Develop cost estimates and proposal for reducing call en-route times-* This project was request by the Fire Chiefs and the goal is to have completed for possible inclusion in the 2018 budget.

*Streamline Hiring process and Update Training Process-* These are complete but ongoing as we are consistently evaluating and updating.

### **Additional Items/Good of the Order**

Chair Ellingson presented all Board Members with a certificate of appreciation for their dedication on the CENCOM Policy Board and personally thank CENCOM staff and the board for all their efforts on the transition.

Executive Director Kirton expressed his gratitude for the Boards hard work and collaboration.

The meeting was adjourned at 1:22 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is March 17 2017 at 12:30 at the Norm Dicks Government Building***

# Information Paper

## Kitsap 911 Board of Directors

**Subject: Budget Report (actuals as of January 31, 2017)**

**Summary:** For the period of January 2017, revenues were above projection and expenses were above projection.

**Revenues:** We have received 8.3% (\$769K) of budgeted revenues through January 2017, with a goal of 7.9%.

Our sales tax revenue is above projection for 2017, with our total 9.9% above the January budget. We have received 8.2% of the total budgeted sales tax revenue with a goal of 7.5%.

Our telephone excise tax revenues are just above budget with 8.3% received of the 8.2% expected.

As of January, we have received no State grant money.

Other revenues are tracking slightly above projection with 8.6% received of the 8.3% expected.

**Expenditures:** We have expended 10.8% (\$1.056M of \$9.8M) of our **total** appropriation with a goal of 9.9%. We have expended 11.2% (\$1.033M of \$9.2M) of our **operating** appropriation with a goal of 10% through January 2017. Extra insurance (medical and building) payments accounted for 1.5% of the 11.2%.

Within the operating expenditures, Salaries and Benefits are 11.6% above budget. We paid two months of Health Insurance in January (for January and February). Without the extra insurance payment we would have been 2.6% below budget in Salaries and Benefits. We have expended 9% of the total Salaries and Benefits budget (\$612K of \$6.8M) with a goal of 8%.

Operating Supplies and Services (excluding Inter-fund and Bond Payments) are 9.9% above budget. We paid building insurance this month that was \$28K above budget. Without the extra insurance we would have been 2.5% above budget. We have expended 17.9% of the total Operating Supplies, Services, Inter-fund, and Bond budget (\$422K of \$2.4M) with a goal of 15.7%.

**Technical System Enhancements:** We have expended 3.6% (\$22K of \$609K) through January 2017, with a goal of 8.3%.

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

**Risks:**

No risks identified.

# Summary

(As of 1/31/2017)

Description	Goal	Adopted 2017 Budget	Year-To-Date Actuals 2017	Delta	
<b>Total Revenues</b>	<b>7.9%</b>	<b>\$ 9,215,930.00</b>	<b>\$ 768,874.14</b>	<b>\$ (8,447,055.86)</b>	<b>8.3%</b>
Operating Salaries and Benefits	8.0%	\$ 6,830,754.00	\$ 611,559.65	\$ 6,219,194.35	9.0%
Operating Supplies, Services and Interfund	15.7%	\$ 2,360,563.00	\$ 422,241.18	\$ 1,938,321.82	17.9%
<b>Total Operating Expenses</b>	<b>10.0%</b>	<b>\$ 9,191,317.00</b>	<b>\$ 1,033,800.83</b>	<b>\$ 8,157,516.17</b>	<b>11.2%</b>
Misc Technical Improvements (1034)	8.3%	\$ 413,759.00	\$ 15,223.88	\$ 398,535.12	3.7%
Backup Center (1035)	8.3%	\$ 58,288.00	\$ -	\$ 58,288.00	0.0%
ACOM Replacement (1036)	0.0%				
NG911(1037)	8.3%	\$ 137,256.00	\$ 6,510.10	\$ 130,745.90	4.7%
<b>Total Tech Improvements</b>	<b>8.3%</b>	<b>\$ 609,303.00</b>	<b>\$ 21,733.98</b>	<b>\$ 587,569.02</b>	<b>3.6%</b>
<b>Total Expenditures</b>	<b>9.9%</b>	<b>\$ 9,800,620.00</b>	<b>\$ 1,055,534.81</b>	<b>\$ 8,745,085.19</b>	<b>10.8%</b>

# Revenues

(As of 1/31/2017)

Description	Goal	Adopted 2017 Budget	Year-To-Date Actuals 2017	Delta	
Sales Tax	7.5%	\$ 4,156,196.00	\$ 342,409.68	\$ (3,813,786.32)	8.2%
Telephone Excise Tax	8.2%	\$ 2,408,805.00	\$ 201,072.53	\$ (2,207,732.47)	8.3%
State Grants	0.0%	\$ 42,000.00	\$ -	\$ (42,000.00)	0.0%
Other Revenues	8.3%	\$ 2,608,929.00	\$ 225,391.93	\$ (2,383,537.07)	8.6%
<b>Total Revenues</b>	<b>7.9%</b>	<b>\$ 9,215,930.00</b>	<b>\$ 768,874.14</b>	<b>\$ (8,447,055.86)</b>	<b>8.3%</b>

# Salaries & Benefits

(As of 1/31/2017)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
528.32.10.0000	REGULAR SALARIES	\$ 4,678,046.00	\$ 323,784.18	\$ 4,354,261.82	6.9%
528.32.10.0001	OVERTIME PAY	\$ 308,359.00	\$ 46,818.23	\$ 261,540.77	15.2%
528.32.10.0002	LONGEVITY PAY	\$ 46,153.00	\$ -	\$ 46,153.00	0.0%
528.32.10.0003	SICK LEAVE PAYOUT	\$ 5,300.00	\$ -	\$ 5,300.00	0.0%
528.32.10.0004	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ -	\$ 12,720.00	0.0%
528.32.10.0005	SHIFT DIFFERENTIAL PAY	\$ 3,000.00	\$ 37.20	\$ 2,962.80	1.2%
528.32.10.0006	EXTRA HELP	\$ 22,213.00	\$ 607.88	\$ 21,605.12	2.7%
528.32.10.0007	OUT OF CLASS PAY	\$ 21,000.00	\$ 1,210.92	\$ 19,789.08	5.8%
528.32.10.0008	MISCELLANEOUS PAY	\$ 60,000.00	\$ 10,838.13	\$ 49,161.87	18.1%
528.32.20.0000	INDUSTRIAL INSURANCE	\$ 85,646.00	\$ -	\$ 85,646.00	0.0%
528.32.20.0001	SOCIAL SECURITY	\$ 394,494.00	\$ 28,380.20	\$ 366,113.80	7.2%
528.32.20.0002	PERS RETIREMENT	\$ 576,529.00	\$ 42,770.66	\$ 533,758.34	7.4%
528.32.20.0003	MEDICAL INSURANCE	\$ -	\$ 143,493.78	\$ (143,493.78)	
528.32.20.0004	DENTAL INSURANCE		\$ 10,797.81	\$ (10,797.81)	
528.32.20.0005	LIFE INSURANCE		\$ 1,236.66	\$ (1,236.66)	
528.32.20.0006	DISABILITY INSURANCE		\$ -	\$ -	
	BENEFITS BUCKET	\$ 877,800.00		\$ 877,800.00	17.7%
528.32.20.0008	UNEMPLOYMENT COMPENSATION	\$ 20,000.00	\$ -	\$ 20,000.00	0.0%
528.32.20.0010	PERSONNEL BENEFITS	\$ -	\$ 1,584.00	\$ (1,584.00)	
528.32.10.0009	Budgeted Attrition	\$ (280,506.00)		\$ (280,506.00)	
8.0%	<b>Salaries and Benefits</b>	<b>\$ 6,830,754.00</b>	<b>\$ 611,559.65</b>	<b>\$ 6,219,194.35</b>	<b>9.0%</b>

# Operating Expenditures (As of 1/31/2017)

Object Account	Account Description	Adopted 2017 Budget	Year-To-Date Actuals 2017	Delta	
591.28.00.0000	LTGO Bond 2005 Refdg	\$ 442,555.00	\$ -	\$ 442,555.00	0.0%
528.32.31.0000	OFFICE/OPERATING SUPPLIES	\$ 37,947.00	\$ 57.83	\$ 37,889.17	0.2%
528.32.32.0000	FUEL CONSUMED	\$ 8,201.00	\$ 103.11	\$ 8,097.89	1.3%
528.32.35.0000	SMALL TOOLS & EQUIPMENT	\$ 23,447.00	\$ 163.88	\$ 23,283.12	0.7%
528.32.35.0001	COMPUTER SOFTWARE	\$ 16,703.00	\$ 2,676.00	\$ 14,027.00	16.0%
528.32.35.0002	SMALL COMPUTER EQUIPMENT	\$ 12,381.00	\$ 1,280.59	\$ 11,100.41	10.3%
528.32.35.0003	TELEPHONE EQUIPMENT	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
528.32.41.0000	ENGINEERING & ARCHITECTURAL	\$ -	\$ 120.00	\$ (120.00)	
528.32.41.0001	PRE-EMPLOYMENT SCREENING	\$ 5,801.00	\$ -	\$ 5,801.00	
528.32.41.0002	MANAGEMENT CONSULTING	\$ 26,871.00	\$ -	\$ 26,871.00	0.0%
528.32.41.0003	COURT REPORTERS/legal svcs	\$ 50,000.00	\$ 2,221.50	\$ 47,778.50	
528.32.41.0004	OTHER PROFESSIONAL SERVICES	\$ 40,259.00	\$ 289.87	\$ 39,969.13	0.7%
528.32.42.0000	TELEPHONE	\$ 30,140.00	\$ 2,756.75	\$ 27,383.25	9.1%
528.32.42.0001	CELLULAR TELEPHONES	\$ 9,771.00	\$ 55.40	\$ 9,715.60	0.6%
528.32.42.0002	POSTAGE	\$ 2,291.00	\$ -	\$ 2,291.00	0.0%
528.32.43.0000	MILEAGE	\$ 4,708.00	\$ -	\$ 4,708.00	0.0%
528.32.43.0001	TRAVEL	\$ 26,655.00	\$ -	\$ 26,655.00	0.0%
528.32.43.0002	PER DIEM	\$ 8,809.00	\$ -	\$ 8,809.00	0.0%
528.32.43.0003	NON-EMPLOYEE MILEAGE	\$ 330.00	\$ -	\$ 330.00	
528.32.43.0004	NON-EMPLOYEE TRAVEL	\$ 1,172.00	\$ -	\$ 1,172.00	0.0%
528.32.41.0005	ADVERTISING	\$ 3,500.00	\$ 580.00	\$ 2,920.00	16.6%
528.32.45.0000	OPERATING RENTAL/LEASES	\$ 190,773.00	\$ 7,945.06	\$ 182,827.94	4.2%
528.32.46.0000	INSURANCE	\$ 49,000.00	\$ 77,408.00	\$ (28,408.00)	158.0%
528.32.47.0001	WATER	\$ 2,104.00	\$ -	\$ 2,104.00	0.0%
528.32.47.0002	SEWER	\$ 3,484.00	\$ -	\$ 3,484.00	0.0%
528.32.47.0003	ELECTRICITY	\$ 113,818.00	\$ 11,423.25	\$ 102,394.75	10.0%
528.32.47.0005	WASTE DISPOSAL	\$ 3,190.00	\$ -	\$ 3,190.00	0.0%
528.32.47.0006	CABLE TV	\$ 536.00	\$ -	\$ 536.00	
528.32.48.0000	REPAIRS & MAINT-BUILDINGS	\$ 83,567.00	\$ 842.43	\$ 82,724.57	1.0%
528.32.48.0001	REPAIRS & MAINT-IMPROVEMENTS	\$ -	\$ 326.10	\$ (326.10)	
528.32.48.0002	REPAIRS & MAINT-EQUIPMENT	\$ 71,636.00	\$ 2,092.13	\$ 69,543.87	2.9%
528.32.48.0003	REPAIRS & MAINT-COMPUTER EQUIP	\$ 368,482.00	\$ 254,205.50	\$ 114,276.50	69.0%
528.32.49.0000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 6,035.00	\$ 298.00	\$ 5,737.00	4.9%
528.32.49.0001	BANK & CREDIT CARD SVC	\$ -	\$ -	\$ -	
528.32.49.0002	PRINTING & BINDING	\$ -	\$ -	\$ -	
528.32.49.0003	REGISTRATION & TUITION	\$ 12,878.00	\$ 378.00	\$ 12,500.00	2.9%
528.32.49.0004	OTHER	\$ 58,499.00	\$ -	\$ 58,499.00	0.0%
	DEBT ISSUE COSTS			\$ -	
528.32.41.0010	I/F I.S. SERVICE CHARGES	\$ 19,035.00	\$ -	\$ 19,035.00	0.0%
528.32.41.0011	I/F I.S. PROG MAINT & DEV CHGS		\$ -	\$ -	
528.32.41.0015	I/F GIS SERVICE CHARGES	\$ 3,130.00	\$ -	\$ 3,130.00	0.0%
528.32.41.0016	I/F GIS MAPPING SVS.	\$ 108,227.00	\$ -	\$ 108,227.00	0.0%
528.32.41.0018	I/F COMMUNICATION	\$ 417.00	\$ -	\$ 417.00	0.0%
528.32.41.0019	I/F I.S. PROJECTS	\$ 2,022.00	\$ -	\$ 2,022.00	0.0%
528.32.41.0020	I/F SUPPLIES		\$ -	\$ -	
528.32.41.0021	I/F OPER RENTAL & LEASES		\$ -	\$ -	
528.32.41.0022	I/F INSURANCE SERVICES		\$ -	\$ -	
528.32.41.0023	I/F REPAIRS & MAINTENANCE	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
528.32.41.0024	INDIRECT COST ALLOCATIONS		\$ -	\$ -	
	1033				
528.33.31.0000	OFFICE SUPPLIES		\$ -		
528.33.35.0000	OFFICE EQUIPMENT	\$ 1,521.00	\$ -	\$ 1,521.00	0.0%
528.33.35.0001	COMPUTER SOFTWARE	\$ 2,683.00	\$ -	\$ 2,683.00	0.0%
528.33.35.0002	COMPUTER EQUIPMENT	\$ 10,140.00	\$ 21,488.31	\$ (11,348.31)	211.9%
528.33.35.0003	TELEPHONE EQUIPMENT	\$ -	\$ -	\$ -	
528.33.42.0001	CELLULAR TELEPHONES	\$ 153,843.00	\$ 14,140.03	\$ 139,702.97	9.2%
528.33.48.0002	REPAIRS & MAINT-EQUIPMENT	\$ 1,174.00	\$ -	\$ 1,174.00	0.0%
528.33.48.0003	REPAIRS & MAINT-COMPUTER EQUIP	\$ 108,084.00	\$ 21,389.44	\$ 86,694.56	19.8%
528.33.41.0011	I/F I.S. PROG MAINT & DEV CHGS	\$ 86,769.00	\$ -	\$ 86,769.00	0.0%
528.33.41.0013	I/F MANAGEMENT CONSULTING	\$ 137,032.00	\$ -	\$ 137,032.00	0.0%
528.33.41.0015	I/F GIS SERVICE CHARGES	\$ 1,081.00	\$ -	\$ 1,081.00	0.0%
528.33.41.0016	I/F GIS MAPPING SVS.	\$ 7,862.00	\$ -	\$ 7,862.00	0.0%
15.7%	Op. Supplies and Svcs (1031-1033)	\$ 2,360,563.00	\$ 422,241.18	\$ 1,938,321.82	17.9%



# Tech Expenditures (As of 1/31/2017)

Object Account	Account Description	Adopted 2017 Budget	Year-To-Date Actuals 2017	Delta	
528.34.31.0000	OFFICE SUPPLIES			\$ -	
528.34.35.0000	OFFICE EQUIPMENT	\$ 21,244.00	\$ 15,223.88	\$ 6,020.12	
528.34.35.0001	COMPUTER SOFTWARE	\$ 27,000.00			
528.34.35.0002	COMPUTER EQUIPMENT	\$ 24,613.00	\$ -	\$ 24,613.00	0.0%
528.34.32.0000	FUEL	\$ 4,750.00		\$ 4,750.00	0.0%
528.34.41.0000	ENGINEERING & ARCHITECTURAL	\$ 5,070.00	\$ -	\$ 5,070.00	0.0%
528.34.41.0002	MANAGEMENT CONSULTING		\$ -	\$ -	
528.34.41.0004	OTHER PROFESSIONAL SERVICES	\$ 69,000.00	\$ -	\$ 69,000.00	
528.34.43.0001	TRAVEL	\$ -	\$ -		
528.34.43.0002	PER DIEM		\$ -		
528.34.45.0000	OPERATING RENTAL/LEASES				
528.34.48.0000	REPAIRS & MAINT-BUILDINGS	\$ 17,340.00	\$ -	\$ 17,340.00	0.0%
528.34.48.0001	REPAIRS & MAINT-IMPROVEMENTS	\$ 13,000.00			
528.34.48.0002	REPAIRS & MAINT-EQUIPMENT	\$ 13,250.00	\$ -	\$ 13,250.00	
528.34.48.0003	REPAIRS & MAINT-COMPUTER EQUIP				
528.34.49.0004	OTHER	\$ 25,000.00	\$ -	\$ 25,000.00	0.0%
594.28.60.0007	COMPUTER EQUIPMENT	\$ 71,877.00		\$ 71,877.00	0.0%
594.28.60.0008	OTHER MACHINERY & EQUIPMENT	\$ 120,000.00	\$ -	\$ 120,000.00	
528.34.41.0016	I/F GIS MAPPING SVS.	\$ 1,615.00	\$ -	\$ 1,615.00	0.0%
<b>Misc Tech Improvements (1034)</b>		<b>\$ 413,759.00</b>	<b>\$ 15,223.88</b>	<b>\$ 398,535.12</b>	<b>3.7%</b>
528.35.41.0000	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	\$ -	
528.35.41.0004	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	
594.28.60.0009	OTHER MACHINERY & EQUIPMENT	\$ 58,288.00	\$ -	\$ 58,288.00	0.0%
<b>Backup Center (1035)</b>		<b>\$ 58,288.00</b>	<b>\$ -</b>	<b>\$ 58,288.00</b>	<b>0.0%</b>
5641	COMPUTER EQUIPMENT		\$ -		
<b>Acom Replacement (1036)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
528.37.10.0000	REGULAR SALARIES	64,236.00	5,302.40		
528.37.10.0001	OVERTIME PAY		-		
528.37.10.0002	LONGEVITY	964.00	-		
528.37.10.0003	SICK LEAVE PAYOUT		-		
528.37.10.0008	MISC PAY		190.00		
528.37.20.0000	INDUSTRIAL INSURANCE	963.00	-		
528.37.20.0001	SOCIAL SECURITY	4,988.00	403.65		
528.37.20.0002	PERS RETIREMENT	7,289.00	614.05		
528.37.20.0003	MEDICAL INSURANCE		-		
528.37.20.0004	DENTAL INSURANCE		-		
528.37.20.0005	LIFE INSURANCE		-		
5229	BENEFITS BUCKET	11,550.00			
528.37.20.0008	UNEMPLOYMENT COMPENSATION		-		
528.37.35.0000	SMALL TOOLS & EQUIPMENT		-		
528.37.35.0001	COMPUTER SOFTWARE		-	\$ -	
528.37.35.0002	SMALL COMPUTER EQUIPMENT		-		
528.37.35.0003	SMALL TELEPHONE EQUIPMENT		-		
528.37.41.0000	ENGINEERING & ARCHITECTURAL		-		
528.37.41.0002	MANAGEMENT CONSULTING		-		
528.37.41.0004	OTHER PROFESSIONAL SERVICES		-	\$ -	#DIV/0!
528.37.48.0003	REPAIRS & MAINT-COMPUTER EQUIP		-		
594.28.60.0003	COMPUTER EQUIPMENT	10,000.00	-	\$ 10,000.00	0.0%
528.37.49.0004	OTHER/MISC	37,266.00	-	\$ 37,266.00	
<b>Next Generation 911 (1037)</b>		<b>\$ 137,256.00</b>	<b>\$ 6,510.10</b>	<b>\$ 130,745.90</b>	<b>4.7%</b>
5353	SMALL COMPUTER EQUIPMENT			\$ -	
<b>MCT Replacement (1038)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



# FINANCIALS

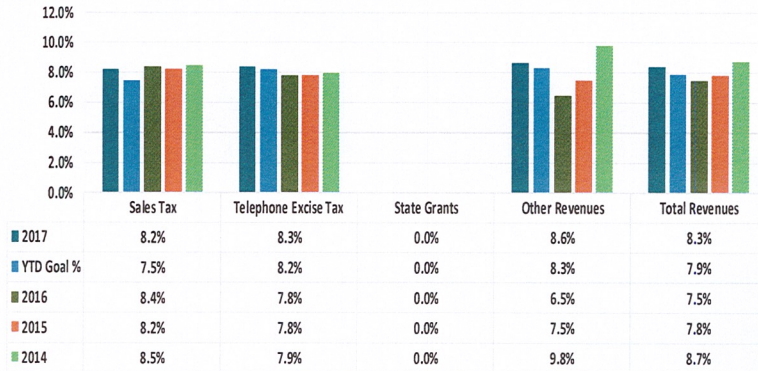
## January 2017



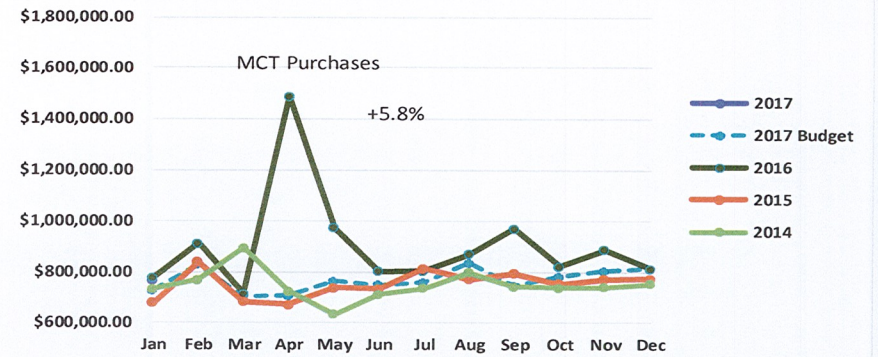
# REVENUES

## January 2017

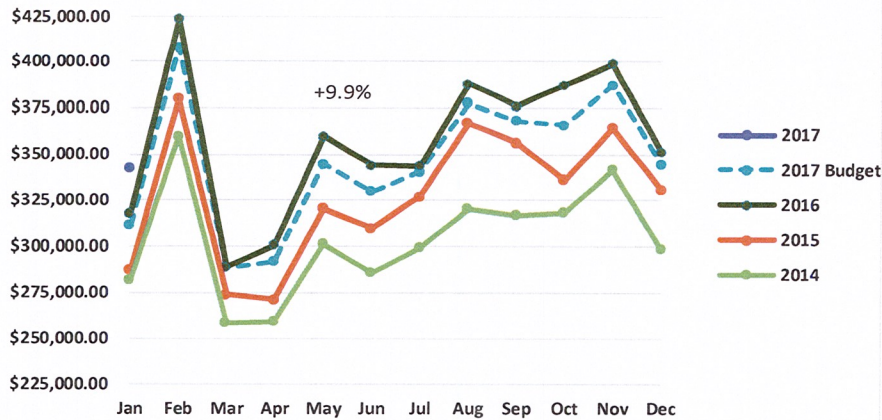
YTD REVENUE TO YTD BUDGET %



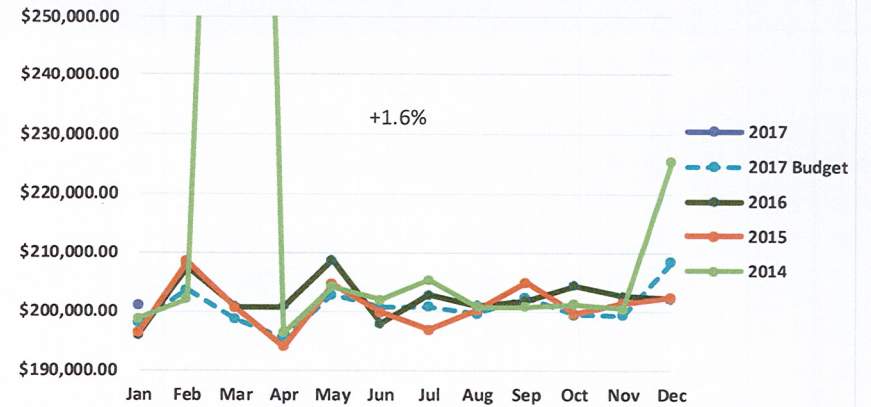
CENCOM REVENUE



CENCOM SALES TAX REVENUE



CENCOM TELEPHONE EXCISE TAX

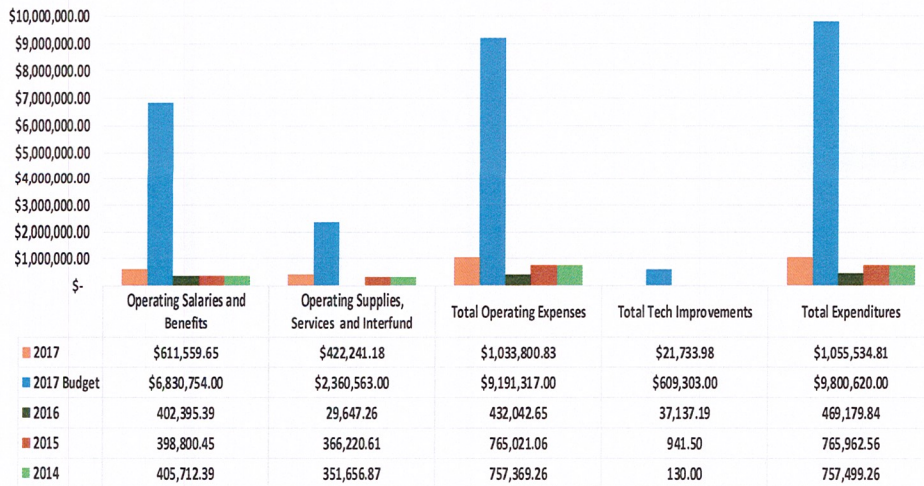




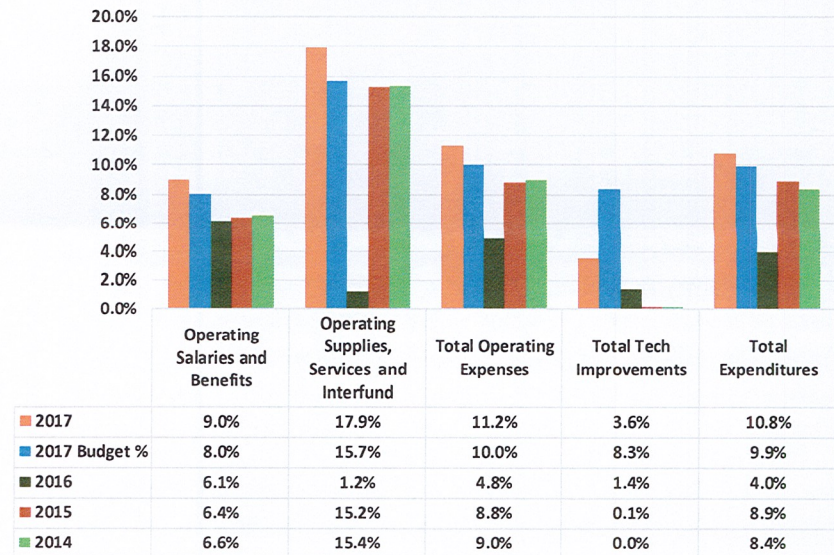
# EXPENDITURES

## January 2017

YTD ACTUAL TO ANNUAL BUDGET \$

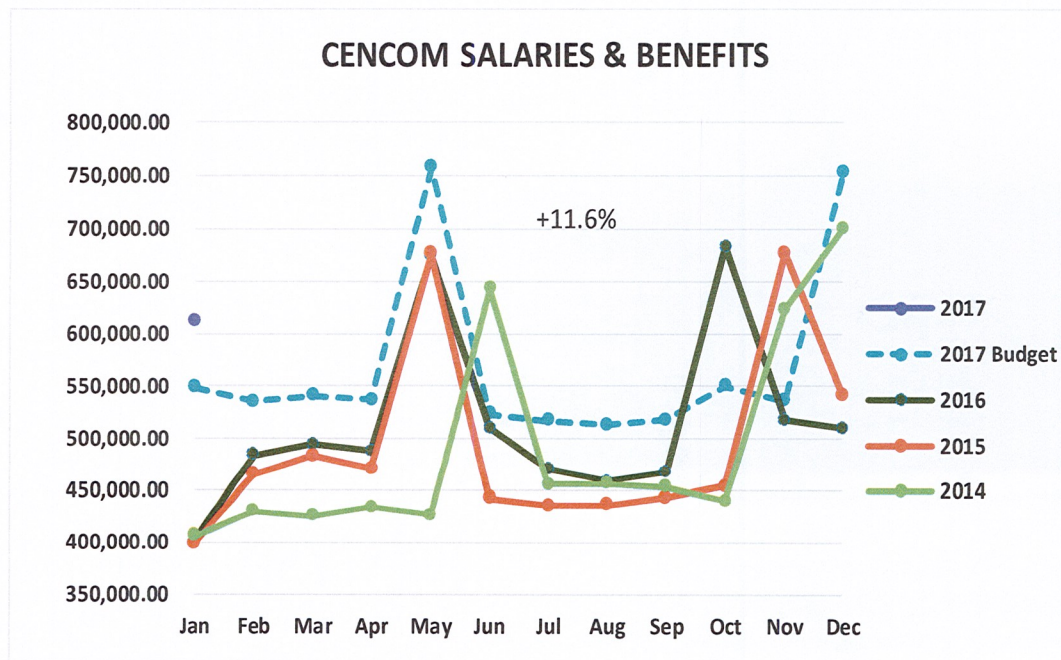


YTD ACTUAL TO YTD GOAL %





# SALARIES & BENEFITS January 2017

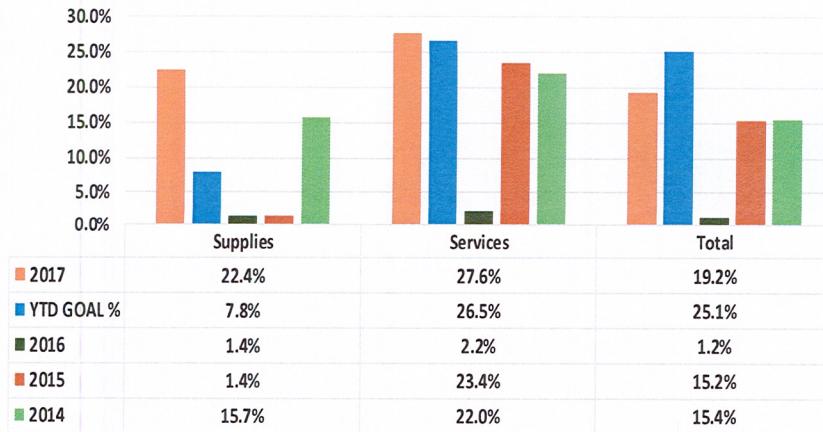




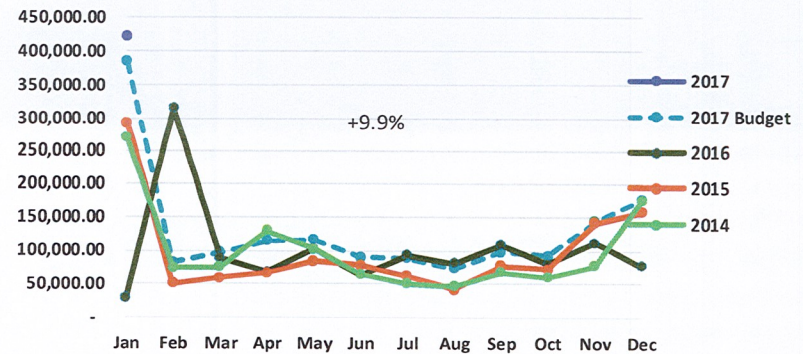
# OPERATING SUPPLIES & SERVICES

## January 2017

YTD ACTUAL TO YTD GOAL %



CENCOM OPERATING SUPPLIES & SERVICES  
1032, 1033

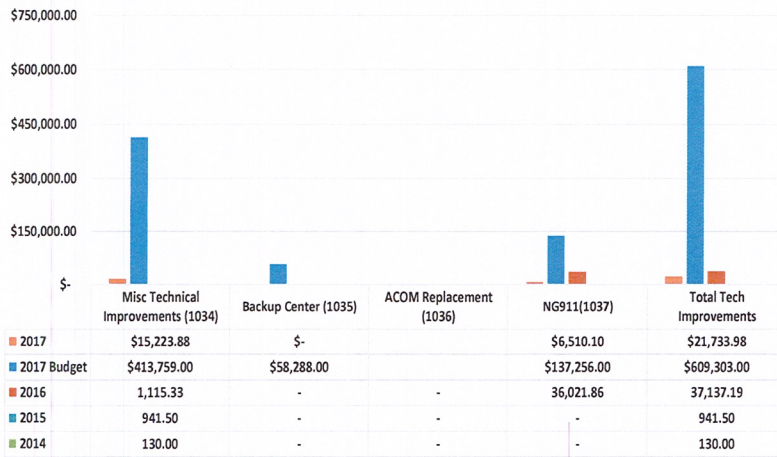




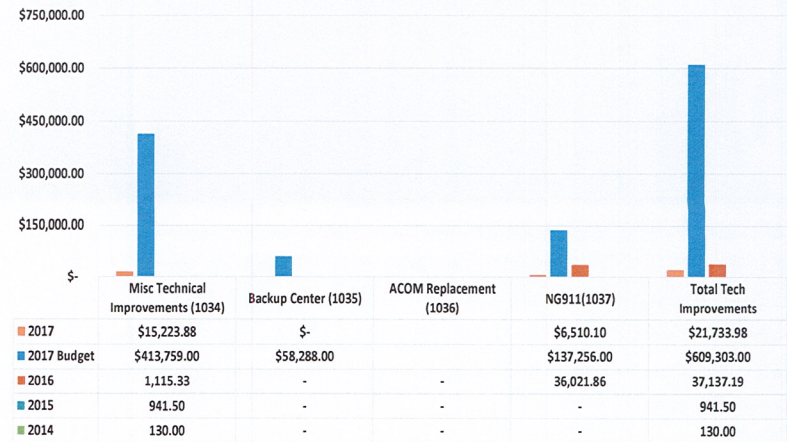
# TECHNICAL EXPENSES

## January 2017

YTD ACTUAL TO ANNUAL BUDGET \$



YTD ACTUAL TO ANNUAL BUDGET \$



## Remaining Transition Tasks and Key Initiatives

A key initiative is a project with a significant resource impact

Line	Status	Priority	Goal	
1	Mostly Complete	T	Contract "assignment"	3/31/2017
2	Mostly Complete	T	Lease Agreements (Gold Mtn, etc)	3/31/2017
3	Mostly Complete	T	Set up electronic payments to state, feds, etc	3/31/2017
4	Mostly Complete	T	Utilities	2/28/2017
5	NN At Risk	T	User Agreements (Cities, county tribes)	2/28/2017
6	NN At Risk	T	Transfer of Building, DEM facility agreement	3/31/2017
7	NN At Risk	T	DIS service agreement	3/31/2017
8	On Track	T	User Agreements (KAR, BIAA)	2/28/2017
9	On Track	T	Authorize disposal of surplus equipment	2/28/2017
10	On Track	T	Terminate CENCOM ILA (eff. 1q2017)	3/31/2017
11		1	Financial Policies/Controls	3/31/2017
12		1	Email Domain and Office 365 deployment	3/31/2017
13		1	Long Range Plan (Tech/Finance and Ops focus)	12/31/2017
14		1	Develop proposal for reducing call to en-route times	2Q17
15		1	CAD Upgrade (Maintenance Release)	2Q17
16		1	Replace DC Battery System at Gold Mountain	3Q17
17		1	Backup Center	3Q17
18		1	Deploy HR Software	3Q17
19		2	Upgrade Zetron Max Software	2Q17
20		2	Mobile Responder Deployment	3Q17
21		2	Backup Fire Dispatching Process	3Q2017
22		2	Security System @Carver (Incl Cameras)	4Q17
23		2	Multi Factor Authentication	4Q2017
24		2	Secure Funding For Bainbridge Island Tower (Winslow Area)	Ongoing
25		2	Secure Additional Frequency Licenses	Ongoing
26		3	Sharepoint (including website)	12/31/2017
27		3	Support Address Correction Efforts	12/31/2017
28		3	Update all Policies and Procedures	6/30/2018
29		3	Complete Transition to GeoSpatial Routing	6/30/2018
30		3	AVL Based Deployments	4Q17
31		3	Technology Monitoring	4Q17
32		3	Training - Continuous Improvement Process	Ongoing
33		3	Hiring Process- Continuous Improvement Process	Ongoing
34		3	Tower Site Improvements	TBD
35		4	Upgrade Radio Consoles	TBD
36				
37				
38				
39				
40				