

CENCOM EXECUTIVE COMMITTEE (CEC)
April 22, 2015 ~ 1:30 PM to 3:30 PM
Mayor Lent's Conference Room – Norm Dicks Government Center

A G E N D A

1:15

- Call to Order *(Chair)*
- Approve Minutes
- Additions to Agenda?
- Public Comment

1:20

1. Budget Report (King)
2. Reorganization Update (Kirton)
3. 2015 Goals and Tech Project Updates (Kirton/Heistand)
4. Prepare for Work Study Session (Kirton)

5. Additional Agenda Items *(If any)*
 - a. _____
 - b. _____
 - c. _____
 - d. _____

6. Good of the Order

3:30

Adjourn

Information Paper

CENCOM Policy Board

Subject: Budget Report (actuals as of March 31, 2015)

Summary: For the period of January through March 2015, revenues were above budget and expenses were below budget, with no significant outliers.

Revenues: We have received 25.4% (\$2.2M) of budgeted revenues through March 2015, with a goal of 25.0%.

Our sales tax revenue is above projection for 2015, with our year to date total 6.75% above budget with 26.8% received (goal is 24.9%).

Our telephone excise tax revenues are below budget with 24% received of the 25.2% expected.

All other revenues are tracking slightly above projection.

Expenditures: We have expended 20.4% (\$2.1M of \$10.3M) of our **total** appropriation with a goal of 25.3%. We have expended 22.1% (\$1.9M of \$8.6M) of our **operating** appropriation with a goal of 25.3% through March 2015.

Within the operating budget, Salaries and Benefits are 21.6% (\$1.3M of \$6.2M) expended and Supplies and Services are 23.5% (\$566K of \$2.4M) expended. The goals were 22.1% and 25.8%, respectively.

Technical System Enhancements: We have expended 11.5% (\$189k of \$1.6M) through March 2015.

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

Risks: None identified. "The Puget Sound Economic Forecaster" reports that more than three million new employment opportunities were created nationally in 2014, which holds promise of a sustained economic recovery unmatched since the 1990's. They also state that the labor market in the Puget Sound has improved even more than the national level, seeing employment increasing by 2.9 percent, while the unemployment rate fell to 5.1 percent, with average annual wages increasing at a higher rate than national wages. The economic outlook for Kitsap County continues to be promising for 2015 and 2016.

Summary

(As of 03/31/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Total Revenues	25.0%	\$ 8,652,029.00	\$ 2,196,055.97	\$ (6,455,973.03)	25.4%
Operating Salaries and Benefits	22.1%	\$ 6,239,484.30	\$ 1,347,335.47	\$ 4,892,148.83	21.6%
Operating Supplies and Services	25.8%	\$ 2,405,877.32	\$ 566,430.82	\$ 1,839,446.50	23.5%
Total Operating Expenses	25.3%	\$ 8,645,361.62	\$ 1,913,766.29	\$ 6,731,595.33	22.1%
Misc Technical Improvements		\$ 182,014.00	\$ 187,270.30	\$ (5,256.30)	102.9%
Backup Center		\$ 80,000.00	\$ 2,035.13	\$ 77,964.87	2.5%
ACOM Replacement		\$ 500,000.00			
NG911		\$ 881,596.00	\$ -	\$ 881,596.00	0.0%
Total Tech Improvements	25.0%	\$ 1,643,610.00	\$ 189,305.43	\$ 1,454,304.57	11.5%
Total Expenditures	25.3%	\$ 10,288,971.62	\$ 2,103,071.72	\$ 8,185,899.90	20.4%

Revenues

(As of 03/31/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Sales Tax	24.9%	\$ 3,511,404.00	\$ 940,473.63	\$ (2,570,930.37)	26.8%
Telephone Excise Tax	25.2%	\$ 2,527,074.00	\$ 605,246.83	\$ (1,921,827.17)	24.0%
State Grants	25.0%	\$ 36,000.00	\$ -	\$ (36,000.00)	0.0%
Other Revenues	25.0%	\$ 2,577,551.00	\$ 650,335.51	\$ (1,927,215.49)	25.2%
Total Revenues	25.0%	\$ 8,652,029.00	\$ 2,196,055.97	\$ (6,455,973.03)	25.4%

Salaries & Benefits

(As of 03/31/2015)

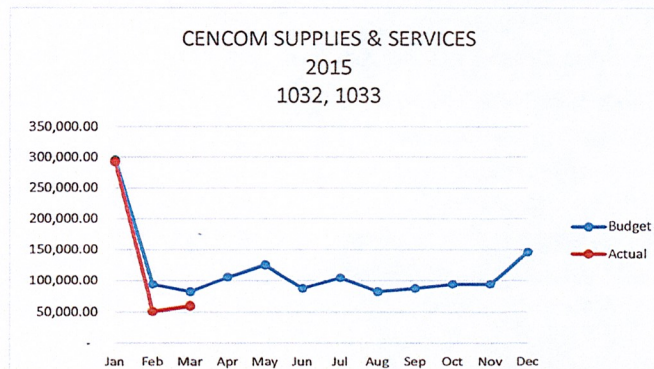
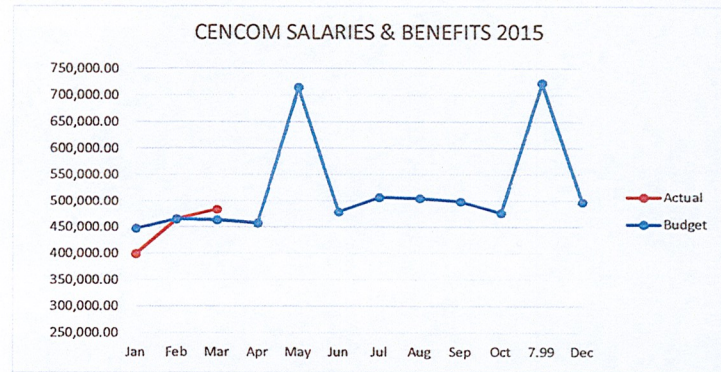
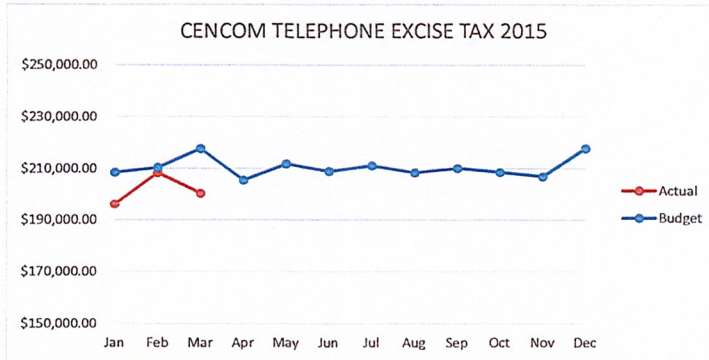
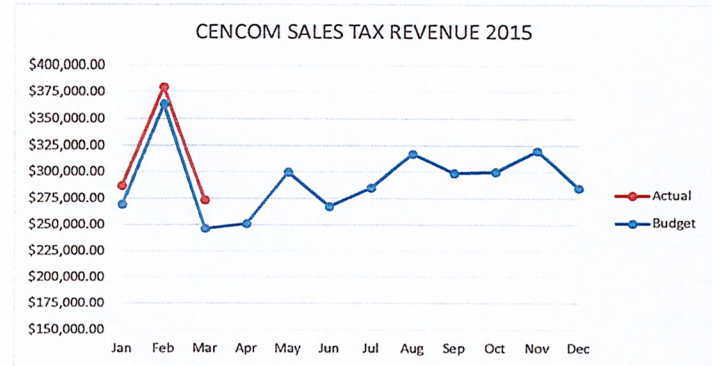
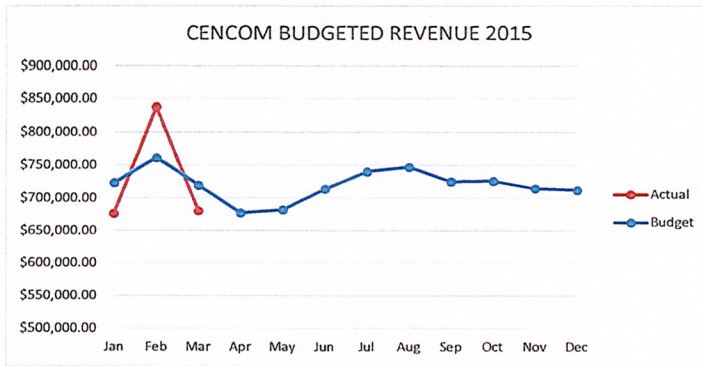
Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
5101	REGULAR SALARIES	\$ 4,345,243.00	\$ 858,558.56	\$ 3,486,684.44	19.8%
5102	OVERTIME PAY	\$ 228,349.44	\$ 84,945.82	\$ 143,403.62	37.2%
5103	LONGEVITY PAY	\$ 50,114.00	\$ 12,332.20	\$ 37,781.80	24.6%
5104	SICK LEAVE PAYOUT	\$ -	\$ -	\$ -	0.0%
5106	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ 1,173.84	\$ 11,546.16	9.2%
5108	SHIFT DIFFERENTIAL PAY	\$ 7,716.00	\$ 194.63	\$ 7,521.37	2.5%
5109	EXTRA HELP	\$ 10,220.40	\$ 1,200.44	\$ 9,019.96	11.7%
5110	OUT OF CLASS PAY	\$ 21,800.00	\$ 2,216.55	\$ 19,583.45	10.2%
5190	MISCELLANEOUS PAY	\$ 52,000.00	\$ 18,522.02	\$ 33,477.98	35.6%
5201	INDUSTRIAL INSURANCE	\$ 86,974.76	\$ 17,297.85	\$ 69,676.91	19.9%
5202	SOCIAL SECURITY	\$ 354,530.59	\$ 73,214.00	\$ 281,316.59	20.7%
5203	PERS RETIREMENT	\$ 475,378.11	\$ 89,421.93	\$ 385,956.18	18.8%
5216	DEPENDENT BENEFITS	\$ -	\$ -	\$ -	
5220	UNEMPLOYMENT COMPENSATION	\$ 29,680.00	\$ (742.37)	\$ 30,422.37	-2.5%
5229	BENEFITS BUCKET	\$ 756,000.00	\$ 189,000.00	\$ 567,000.00	25.0%
5299	Budgeted Attrition	\$ (191,242.00)		\$ (191,242.00)	
22.1%	Salaries and Benefits	\$ 6,239,484.30	\$ 1,347,335.47	\$ 4,892,148.83	21.6%

Operating Expenditures (As of 03/31/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
6971	LTGO Bond 2005 Refdg	\$ 503,500.00	\$ 54,250.00	\$ 449,250.00	10.8%
5311	OFFICE/OPERATING SUPPLIES	\$ 36,424.28	\$ 2,015.11	\$ 34,409.17	5.5%
5321	FUEL CONSUMED	\$ 13,248.00	\$ 685.88	\$ 12,562.12	5.2%
5351	SMALL TOOLS & EQUIPMENT	\$ 9,587.30	\$ 2,507.73	\$ 7,079.57	26.2%
5352	COMPUTER SOFTWARE	\$ 19,977.97	\$ 8,311.64	\$ 11,666.33	41.6%
5353	SMALL COMPUTER EQUIPMENT	\$ 27,272.83	\$ 156.14	\$ 27,116.69	0.6%
5354	TELEPHONE EQUIPMENT	\$ 1,087.00	\$ -	\$ 1,087.00	0.0%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	\$ -	-
5413	PRE-EMPLOYMENT SCREENING	\$ 3,700.00	\$ 1,843.00	\$ 1,857.00	-
5415	MANAGEMENT CONSULTING	\$ 19,000.00	\$ -	\$ 19,000.00	0.0%
5416	COURT REPORTERS/legal svcs	\$ -	\$ -	\$ -	-
5419	OTHER PROFESSIONAL SERVICES	\$ 9,400.00	\$ 269.53	\$ 9,130.47	2.9%
5421	TELEPHONE	\$ 31,523.00	\$ 6,790.87	\$ 24,732.13	21.5%
5422	CELLULAR TELEPHONES	\$ 10,400.00	\$ 1,154.89	\$ 9,245.11	11.1%
5425	POSTAGE	\$ 3,500.00	\$ 354.51	\$ 3,145.49	10.1%
5431	MILEAGE	\$ 4,833.00	\$ 102.32	\$ 4,730.68	2.1%
5432	TRAVEL	\$ 22,880.00	\$ 2,222.73	\$ 20,657.27	9.7%
5433	PER DIEM	\$ 8,346.00	\$ 1,296.60	\$ 7,049.40	15.5%
5438	NON-EMPLOYEE MILEAGE	\$ -	\$ -	\$ -	-
5439	NON-EMPLOYEE TRAVEL	\$ 400.00	\$ -	\$ 400.00	0.0%
5441	ADVERTISING	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
5451	OPERATING RENTAL/LEASES	\$ 200,944.35	\$ 24,821.47	\$ 176,122.88	12.4%
5472	WATER	\$ 1,962.00	\$ 284.36	\$ 1,677.64	14.5%
5473	SEWER	\$ 3,527.00	\$ 592.12	\$ 2,934.88	16.8%
5474	ELECTRICITY	\$ 117,500.00	\$ 19,409.10	\$ 98,090.90	16.5%
5475	WASTE DISPOSAL	\$ 3,216.00	\$ 528.21	\$ 2,687.79	16.4%
5476	CABLE TV	\$ -	\$ -	\$ -	-
5481	REPAIRS & MAINT-BUILDINGS	\$ 89,388.18	\$ 8,704.54	\$ 80,683.64	9.7%
5482	REPAIRS & MAINT-IMPROVEMENTS	\$ 31,376.26	\$ -	\$ 31,376.26	0.0%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 45,442.04	\$ 1,668.50	\$ 43,773.54	3.7%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 288,856.12	\$ 186,855.03	\$ 102,001.09	64.7%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 7,617.80	\$ 621.05	\$ 6,996.75	8.2%
5496	PRINTING & BINDING	\$ -	\$ -	\$ -	-
5497	REGISTRATION & TUITION	\$ 15,291.00	\$ 5,034.00	\$ 10,257.00	32.9%
5499	OTHER	\$ 5,199.06	\$ 415.84	\$ 4,783.22	8.0%
5840	DEBT ISSUE COSTS	\$ -	\$ -	\$ -	-
5912	I/F I.S. SERVICE CHARGES	\$ 19,736.00	\$ 4,758.75	\$ 14,977.25	24.1%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ -	\$ -	\$ -	-
5918	I/F GIS MAPPING SVS.	\$ 45,873.00	\$ -	\$ 45,873.00	0.0%
5921	I/F COMMUNICATION	\$ 1,252.00	\$ -	\$ 1,252.00	0.0%
5922	I/F I.S. PROJECTS	\$ -	\$ 170.49	\$ -	-
5931	I/F SUPPLIES	\$ -	\$ -	\$ -	-
5951	I/F OPER RENTAL & LEASES	\$ 7,320.00	\$ 1,220.00	\$ 6,100.00	16.7%
5961	I/F INSURANCE SERVICES	\$ 21,176.00	\$ 5,294.00	\$ 15,882.00	25.0%
5981	I/F REPAIRS & MAINTENANCE	\$ -	\$ -	\$ -	-
5993	I/F TRAINING	\$ 250.00	\$ -	\$ 250.00	-
5996	INDIRECT COST ALLOCATIONS	\$ 186,971.00	\$ 46,742.75	\$ 140,228.25	25.0%
	1033				
5311	OFFICE SUPPLIES	\$ -	\$ -	\$ -	-
5351	OFFICE EQUIPMENT	\$ 3,261.00	\$ 130.39	\$ 3,130.61	4.0%
5352	COMPUTER SOFTWARE	\$ 1,655.49	\$ 300.00	\$ 1,355.49	18.1%
5353	COMPUTER EQUIPMENT	\$ 35,000.00	\$ 1,076.52	\$ 33,923.48	3.1%
5354	TELEPHONE EQUIPMENT	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
5422	CELLULAR TELEPHONES	\$ 160,000.00	\$ 38,406.72	\$ 121,593.28	24.0%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 32,610.00	\$ -	\$ 32,610.00	0.0%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 122,626.64	\$ 85,164.06	\$ 37,462.58	69.4%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ 80,432.00	\$ 20,107.98	\$ 60,324.02	25.0%
5915	I/F MANAGEMENT CONSULTING	\$ 128,656.00	\$ 32,163.99	\$ 96,492.01	25.0%
5918	I/F GIS MAPPING SVS.	\$ 19,659.00	\$ -	\$ 19,659.00	0.0%
25.8%	Op. Supplies and Svcs (1031-1033)	\$ 2,405,877.32	\$ 566,430.82	\$ 1,839,446.50	23.5%

Tech Expenditures (As of 03/31/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
5311	OFFICE SUPPLIES	\$ 380.00	\$ 605.86	\$ (225.86)	159.4%
5351	OFFICE EQUIPMENT	\$ -	\$ 36.28	\$ (36.28)	
5352	COMPUTER SOFTWARE	\$ 15,000.00			
5353	COMPUTER EQUIPMENT	\$ 10,000.00	\$ 1,630.45	\$ 8,369.55	16.3%
5412	ENGINEERING & ARCHITECTURAL		\$ 1,840.00	\$ (1,840.00)	
5419	OTHER PROFESSIONAL SERVICES	\$ 15,000.00	\$ 3,608.32	\$ 11,391.68	24.1%
5432	TRAVEL	\$ -	\$ 1,163.40		
5433	PER DIEM		\$ 673.44		
	OPERATING RENTAL/LEASES				
5481	REPAIRS & MAINT-BUILDINGS	\$ 48,398.00	\$ 2,147.91	\$ 46,250.09	4.4%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 33,233.00	\$ -	\$ 33,233.00	
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ -	\$ -	\$ -	
5499	OTHER	\$ 30,000.00	\$ -	\$ 30,000.00	0.0%
5641	COMPUTER EQUIPMENT	\$ 1,957.00		\$ 1,957.00	0.0%
5642	OTHER MACHINERY & EQUIPMENT	\$ -	\$ 175,564.64	\$ (175,564.64)	
5918	I/F GIS MAPPING SVS.	\$ 28,046.00	\$ -	\$ 28,046.00	0.0%
Misc Tech Improvements (1034)		\$ 182,014.00	\$ 187,270.30	\$ (5,256.30)	102.9%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	\$ -	
5419	OTHER PROFESSIONAL SERVICES	\$ -	\$ 2,035.13	\$ (2,035.13)	
5642	OTHER MACHINERY & EQUIPMENT	\$ 80,000.00	\$ -	\$ 80,000.00	0.0%
Backup Center (1035)		\$ 80,000.00	\$ 2,035.13	\$ 77,964.87	2.5%
5641	COMPUTER EQUIPMENT	\$ 500,000.00	\$ -		
Acom Replacement (1036)		\$ 500,000.00	\$ -	\$ 500,000.00	0.0%
5352	COMPUTER SOFTWARE	0.00	0.00	\$ -	
5415	MANAGEMENT CONSULTING	84,612.00			
5419	OTHER PROFESSIONAL SERVICES	25,000.00	\$ -	\$ 25,000.00	0.0%
5641	COMPUTER EQUIPMENT	771,984.00		\$ 771,984.00	0.0%
				\$ -	
Next Generation 911 (1037)		\$ 881,596.00	\$ -	\$ 881,596.00	0.0%



CENCOM 2015 Goals (rev. 3/24/15)

Goal	Est. Compl.	Status
Governance		
1. Improve efficiencies and communications with Board	N/A	N/A
A. Make agendas and meeting packets available on the website	3/31/15	Complete
B. Distribute Executive Committee Agendas and Packets to the Entire Board	3/31/15	Complete
C. Distribute CEC Minutes to the Entire Board soon after the meeting.	3/31/15	Complete
D. Discuss additional improvements/goals as part of ILA Update (1Ba)	4/23/15	Pending
2. Update Interlocal Agreement	10/6/15	Pending
3. Update Strategic Plan	10/6/15	On Track
Fiscal		
4. Streamline Budget Process	7/7/15	On Track
5. Update equipment replacement funding plan	12/31/17	Pending
Technical Projects		
6. Replace UPS Batteries	3/31/15	Complete+
7. Complete Cultus Bay Implementation	3/31/15	Complete
8. MCT Hardware Evaluation/Selection	5/31/15	On Track
9. Secure funding for Bainbridge Island tower (Winslow area)	3Q2015	On Track
10. Complete TRIS implementation	9/30/15	On Track/SP
11. Complete PTT-ID implementation	12/31/15	On Track
12. Deploy NG911 Phone System	4Q2015	On Track
13. Deploy Logging Recorder	4Q2015	On Track
14. Tower site improvements	1Q2016	On Track
15. Complete CAD/Mobile Software Upgrade	2Q2016	On Track
16. Backup Center	4Q2016	On Track
17. Upgrade radio consoles	4Q2016	On Track
18. Deploy GIS Based MSAG	4Q2017	On Track
Operations		
19. Finish Reorg	3/31/15	At Risk
20. Implement Mentoring Program	5/1/15	On Track
21. Implement Text to 911	6/30/15	Complete+
22. Implement Peer Support Program	6/30/15	On Track
23. Complete NCMEC Partnership	6/30/15	On Track/SP
24. Improve Quality Assurance Program	12/31/2015	On Track
Admin		
25. CEC minutes complete within 2 days. All other minutes within 4 days of mtg	01/31/15	Complete
26. Begin providing increased administrative support to Tech Group	2Q2015	On Track
27. Develop Contract tracking Process	4Q2015	On Track
CALEA		
28. Complete internal mock	5/31/15	On Track
29. Schedule Final mock	4Q2015	On Track
30. Schedule Onsite assessment	4Q2015	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