CENCOM EXECUTIVE COMMITTEE (CEC)

July 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.	Call to Order	(Chair)
2.	Approval of Minutes	(Chair)
3.	Additions to Agenda?	(Chair)
4.	Public Comment (limited to 2 minutes per speaker)	(Chair)
5.	2015 Budget Report	(King)
6.	2015 Goals and Tech Project Updates	(Kirton)
7.	Governance	(Kirton)

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

9. Good of the Order

CENCOM EXECUTIVE COMMITTEE MEETING MINUTES

May 27, 2015

The CENCOM Executive Committee met in the Mayor's Conference Room located at the Norm Dicks Building in Bremerton. Present were: Fire Commissioner Dusty Wiley (Chair), Fire Commissioner David Ellingson, Port Orchard Mayor Tim Matthes, Bremerton Mayor Patty Lent, Sheriff Gary Simpson. Poulsbo Fire Chief Jeff Griffin, Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Office Supervisor Stephanie Browning.

Call to Order. Fire Commissioner Dusty Wiley called the meeting to order at 13:30

Approval of Minutes: **Motion was made by Mayor Patty Lent to approve the minutes from the April 22, 2015 meeting. Motion was seconded by Fire Commissioner Ellingson. Motion Passed**

Additions: None

Agenda:

5. **2015 Budget Report**

   CENCOM Financial Analyst Robin King reviewed the April budget report and documents were distributed. Overall revenues are slightly above budget and expenditures are below budget. Telephone Excise Taxes are slightly below budget. Ms. King and Mr. Kirton are reviewing the projections and trying to determine the causes so that our projections can be updated if necessary.

6. **2015 Goals and Tech Project Update**

   2015 goals are being completed and CENCOM is still on track with the Interlocal Agreements and Strategic Plan. The backup center project is in the works and the Silverdale Water District has accepted CENCOM terms and is negotiating the lease agreement.

7. **2016 Budget**

   Director Kirton presented a draft of the 2016 Budget of the Operating Budget. The Tech Improvement portion of the budget will be completed by the Board Budget Work Study on June 12th. CENCOM Bond debt payment will be reduced as the County refinanced the loan. The overall increase for 2016 Operations Budget is 5.7%. This increase is primarily for a request of 3 new FTE positions for the operations floor starting in September of 2016 and a

2% wage adjustment for 2016. Deputy Director Maria Jameson-Owens presented the justification for the FTE increase.

Fire Commissioner David Ellingson made a motion to endorse the addition of 3 full time employees in the 2016 CENCOM budget and to present to the CENCOM Policy Board for final approval. Motion was seconded by Mayor Patty Lent. Motion Passed

The draft operating budget out of balance by approximately 100K, but CENCOM is still working to reduce the delta. Mr. Kirton asked the committee to provide feedback on options to fund the remaining delta. Committee members suggested staff present two options (using the previous unexpended funds and an increase in user fees at the Budget Work Study). The 2016 Budget does not include any MCT replacement fees. There will be a Special SAB Meeting on June 8th to work through the MCT replacement committee's recommendations and make a decision. If any Executive Committee Members have questions regarding the budget please contact Director Kirton.

8. Governance

Director Kirton has been working on gathering costs from other Communication Center Models. He provided a draft of the CENCOM Governance Model Recommendations. The other piece is providing a list of all the services Kitsap County provides CENCOM and cost models. He will send the draft out electronically so the committee members can make comments and provide feedback.

Recruitment Program

Deputy Director Maria Jameson-Owens gave a quick over view of a proposed recruitment program. The program would allow employees to give out recruitment cards and place their operator number on the card. When the person applies for the position they would give this information. If they are hired the employee would receive a gift card. She has touched base with the Auditor's office and spoke with Human Resources and there are no legal issues that would preclude implanting a program. The gift cards would need to be tracked and would be taxable.

Mayor Patty Lent made a motion to allow CENCOM to move forward with the recruitment plan for employees with a gift card up to $25.00. Motion was seconded by Mayor Tim Matthes. Motion Passed.

Good of the Order-

Ms. Jameson-Owens provided all Executive Members with a copy of the 2014 annual report

Adjournment 14:34

The next meeting with be at CENCOM on June 12th, 2015 after the Budget Work Study Session

(12:00-17:00).

Information Paper
CENCOM Policy Board

Subject: Budget Report (actuals as of June 30, 2015)

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

Revenues: We have received 50.1% ($4.3M) of budgeted revenues through June 2015, with a goal of 49.4%.

Our sales tax revenue is above projection for 2015, with our year to date total 8.2% above budget with 52.4% received (goal is 48.5%).

Our telephone excise tax revenues are below budget with 47.6% received of the 50% expected.

All other revenues are tracking just about on projection.

Expenditures: We have expended 39.6% ($4.0M of $10.3M) of our **total** appropriation with a goal of 50.7%. We have expended 44.4% ($3.8M of $8.6M) of our **operating** appropriation with a goal of 50.8% through June 2015.

Within the operating budget, Salaries and Benefits are 47% ($2.9M of $6.2M) expended and Supplies and Services are 37.5% ($902K of $2.4M) expended. The goals were 48.5% and 56.6%, respectively.

Technical System Enhancements: We have expended 14.1% ($232k of $1.6M) through June 2015, with a goal of 50%.

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 the economy in the Puget Sound continues to strengthen, citing that employers are hiring, contractors plan to build more housing, unemployed workers are declining, and consumers are spending. They go on to say that the advance in the leading index, featuring strong contributions from housing and durable goods spending, combined with vigorous job creation, suggests that the near term prospects for the Puget Sound economy are the best in years. They have raised their job growth prediction for 2015 from 2.2 percent to 3.3 percent, the highest rate since the late 1990's. They have lowered the predicted unemployment rate down .4 percentage points to 4.9 percent, and have they have increased the taxable retail sales gain to 6.5 percent, up .9 percent from the original projection.

On a more local level, Kitsap County permits are at the highest level they have ever been at for the first five months of the year, up 10.7 percent over 2014.

Summary (As of 06/30/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Total Revenues	49.4%	$ 8,652,029.00	$ 4,334,824.87	$ (4,317,204.13)	50.1%
Operating Salaries and Benefits	48.5%	$ 6,239,484.30	$ 2,935,353.95	$ 3,304,130.35	47.0%
Operating Supplies and Services	56.6%	$ 2,405,877.32	$ 902,493.39	$ 1,503,383.93	37.5%
Total Operating Expenses	50.8%	$ 8,645,361.62	$ 3,837,847.34	$ 4,807,514.28	44.4%
Misc Technical Improvements		$ 182,014.00	$ 212,248.40	$ (30,234.40)	116.6%
Backup Center		$ 80,000.00	$ 3,216.83	$ 76,783.17	4.0%
ACOM Replacement		$ 500,000.00			
NG911		$ 881,596.00	$ 16,840.00	$ 864,756.00	1.9%
Total Tech Improvements	50.0%	$ 1,643,610.00	$ 232,305.23	$ 1,411,304.77	14.1%
Total Expenditures	50.7%	$ 10,288,971.62	$ 4,070,152.57	$ 6,218,819.05	39.6%

Revenues (As of 06/30/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Sales Tax	48.5%	$ 3,511,404.00	$ 1,841,469.96	$ (1,669,934.04)	52.4%
Telephone Excise Tax	50.0%	$ 2,527,074.00	$ 1,203,581.58	$ (1,323,492.42)	47.6%
State Grants	50.0%	$ 36,000.00	$ -	$ (36,000.00)	0.0%
Other Revenues	50.0%	$ 2,577,551.00	$ 1,289,773.33	$ (1,287,777.67)	50.0%
Total Revenues	49.4%	**$ 8,652,029.00**	**$ 4,334,824.87**	$ (4,317,204.13)	50.1%

Salaries & Benefits (As of 06/30/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
5101	REGULAR SALARIES	$ 4,345,243.00	$ 1,851,077.27	$ 2,494,165.73	42.6%
5102	OVERTIME PAY	$ 228,349.44	$ 190,316.37	$ 38,033.07	83.3%
5103	LONGEVITY PAY	$ 50,114.00	$ 28,862.57	$ 21,251.43	57.6%
5104	SICK LEAVE PAYOUT	$ -	$ -	$ -	0.0%
5106	ANNUAL LEAVE PAYOUT	$ 12,720.00	$ 12,386.65	$ 333.35	97.4%
5108	SHIFT DIFFERENTIAL PAY	$ 7,716.00	$ 601.05	$ 7,114.95	7.8%
5109	EXTRA HELP	$ 10,220.40	$ 14,812.91	$ (4,592.51)	144.9%
5110	OUT OF CLASS PAY	$ 21,800.00	$ 32,521.79	$ (10,721.79)	149.2%
5190	MISCELLANEOUS PAY	$ 52,000.00	$ 29,131.03	$ 22,868.97	56.0%
5201	INDUSTRIAL INSURANCE	$ 86,974.76	$ 37,736.34	$ 49,238.42	43.4%
5202	SOCIAL SECURITY	$ 354,530.59	$ 161,007.99	$ 193,522.60	45.4%
5203	PERS RETIREMENT	$ 475,378.11	$ 195,764.05	$ 279,614.06	41.2%
5216	DEPENDENT BENEFITS	$ -	$ -	$ -	
5220	UNEMPLOYMENT COMPENSATION	$ 29,680.00	$ 3,135.93	$ 26,544.07	10.6%
5229	BENEFITS BUCKET	$ 756,000.00	$ 378,000.00	$ 378,000.00	50.0%
5299	Budgeted Attrition	$ (191,242.00)		$ (191,242.00)	
48.5%	Salaries and Benefits	$ 6,239,484.30	$ 2,935,353.95	$ 3,304,130.35	47.0%

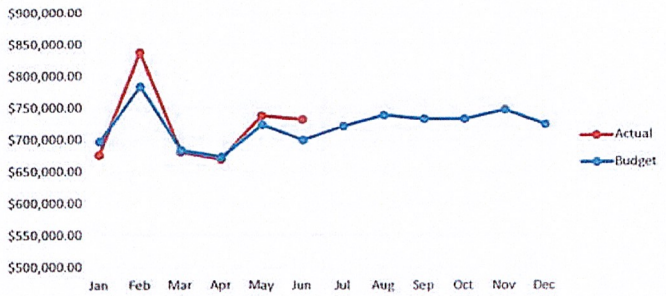
Operating Expenditures (As of 06/30/2015)

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	$ 10,978.51	$ 25,445.77	30.1%
5321	FUEL CONSUMED	$ 13,248.00	$ 4,135.46	$ 9,112.54	31.2%
5351	SMALL TOOLS & EQUIPMENT	$ 9,587.30	$ 9,347.32	$ 239.98	97.5%
5352	COMPUTER SOFTWARE	$ 19,977.97	$ 13,954.20	$ 6,023.77	69.8%
5353	SMALL COMPUTER EQUIPMENT	$ 27,272.83	$ 5,254.43	$ 22,018.40	19.3%
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	$ 11,262.50	$ 7,737.50	59.3%
5416	COURT REPORTERS/legal svcs	$ -	$ -	$ -	
5419	OTHER PROFESSIONAL SERVICES	$ 9,400.00	$ 5,463.30	$ 3,936.70	58.1%
5421	TELEPHONE	$ 31,523.00	$ 14,049.82	$ 17,473.18	44.6%
5422	CELLULAR TELEPHONES	$ 10,400.00	$ 4,898.04	$ 5,501.96	47.1%
5425	POSTAGE	$ 3,500.00	$ 613.40	$ 2,886.60	17.5%
5431	MILEAGE	$ 4,833.00	$ 2,628.78	$ 2,204.22	54.4%
5432	TRAVEL	$ 22,880.00	$ 10,330.30	$ 12,549.70	45.1%
5433	PER DIEM	$ 8,346.00	$ 4,799.98	$ 3,546.02	57.5%
5438	NON-EMPLOYEE MILEAGE	$ -	$ 172.36	$ (172.36)	
5439	NON-EMPLOYEE TRAVEL	$ 400.00	$ 427.64	$ (27.64)	106.9%
5441	ADVERTISING	$ 2,000.00	$ 749.74	$ 1,250.26	37.5%
5451	OPERATING RENTAL/LEASES	$ 200,944.35	$ 50,920.90	$ 150,023.45	25.3%
5472	WATER	$ 1,962.00	$ 924.90	$ 1,037.10	47.1%
5473	SEWER	$ 3,527.00	$ 1,837.69	$ 1,689.31	52.1%
5474	ELECTRICITY	$ 117,500.00	$ 44,123.30	$ 73,376.70	37.6%
5475	WASTE DISPOSAL	$ 3,216.00	$ 1,329.02	$ 1,886.98	41.3%
5476	CABLE TV	$ -	$ -	$ -	
5481	REPAIRS & MAINT-BUILDINGS	$ 89,388.18	$ 24,485.77	$ 64,902.41	27.4%
5482	REPAIRS & MAINT-IMPROVEMENTS	$ 31,376.26	$ 3,191.44	$ 28,184.82	10.2%
5483	REPAIRS & MAINT-EQUIPMENT	$ 45,442.04	$ 4,178.73	$ 41,263.31	9.2%
5484	REPAIRS & MAINT-COMPUTER EQUIP	$ 288,856.12	$ 220,680.79	$ 68,175.33	76.4%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	$ 7,617.80	$ 1,024.45	$ 6,593.35	13.4%
5496	PRINTING & BINDING	$ -	$ -	$ -	
5497	REGISTRATION & TUITION	$ 15,291.00	$ 7,416.65	$ 7,874.35	48.5%
5499	OTHER	$ 5,199.06	$ 3,800.43	$ 1,398.63	73.1%
5840	DEBT ISSUE COSTS			$ -	
5912	I/F I.S. SERVICE CHARGES	$ 19,736.00	$ 9,517.50	$ 10,218.50	48.2%
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		$ 340.98		
5931	I/F SUPPLIES		$ 190.60	$ (190.60)	
5951	I/F OPER RENTAL & LEASES	$ 7,320.00	$ 3,050.00	$ 4,270.00	41.7%
5961	I/F INSURANCE SERVICES	$ 21,176.00	$ 5,294.00	$ 15,882.00	25.0%
5981	I/F REPAIRS & MAINTENANCE		$ 1,269.23	$ (1,269.23)	
5993	I/F TRAINING	$ 250.00	$ -	$ 250.00	
5996	INDIRECT COST ALLOCATIONS	$ 186,971.00	$ 93,485.50	$ 93,485.50	50.0%
	1033				
5311	OFFICE SUPPLIES		$ -		
5351	OFFICE EQUIPMENT	$ 3,261.00	$ 447.69	$ 2,813.31	13.7%
5352	COMPUTER SOFTWARE	$ 1,655.49	$ 300.00	$ 1,355.49	18.1%
5353	COMPUTER EQUIPMENT	$ 35,000.00	$ 4,372.10	$ 30,627.90	12.5%
5354	TELEPHONE EQUIPMENT	$ 2,000.00	$ -	$ 2,000.00	0.0%
5422	CELLULAR TELEPHONES	$ 160,000.00	$ 76,455.85	$ 83,544.15	47.8%
5483	REPAIRS & MAINT-EQUIPMENT	$ 32,610.00	$ -	$ 32,610.00	0.0%
5484	REPAIRS & MAINT-COMPUTER EQUIP	$ 122,626.64	$ 84,153.15	$ 38,473.49	68.6%
5913	I/F I.S. PROG MAINT & DEV CHGS	$ 80,432.00	$ 40,215.96	$ 40,216.04	50.0%
5915	I/F MANAGEMENT CONSULTING	$ 128,656.00	$ 64,327.98	$ 64,328.02	50.0%
5918	I/F GIS MAPPING SVS.	$ 19,659.00	$ -	$ 19,659.00	0.0%
56.6%	Op. Supplies and Svcs (1031-1033)	$ 2,405,877.32	$ 902,493.39	$ 1,503,383.93	37.5%

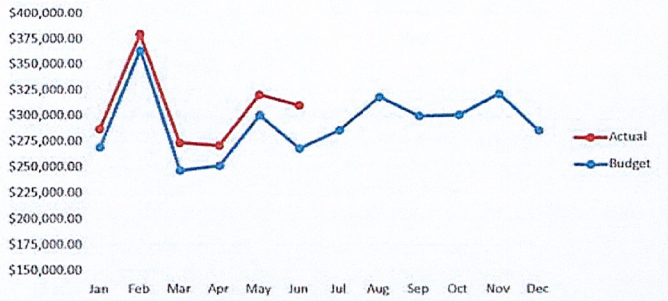
Tech Expenditures (As of 06/30/2015)

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	$ -	$ 938.45	$ (938.45)	
5352	COMPUTER SOFTWARE	$ 15,000.00			
5353	COMPUTER EQUIPMENT	$ 10,000.00	$ 7,331.26	$ 2,668.74	73.3%
5412	ENGINEERING & ARCHITECTURAL		$ 2,932.50	$ (2,932.50)	
5415	MANAGEMENT CONSULTING		$ 1,646.00	$ (1,646.00)	
5419	OTHER PROFESSIONAL SERVICES	$ 15,000.00	$ 3,698.32	$ 11,301.68	24.7%
5432	TRAVEL	$ -	$ 1,206.40		
5433	PER DIEM		$ 673.44		
	OPERATING RENTAL/LEASES				
5481	REPAIRS & MAINT-BUILDINGS	$ 48,398.00	$ 10,838.56	$ 37,559.44	22.4%
5483	REPAIRS & MAINT-EQUIPMENT	$ 33,233.00	$ 6,812.97	$ 26,420.03	
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	$ 212,248.40	$ (30,234.40)	116.6%
5412	ENGINEERING & ARCHITECTURAL	$ -	$ -	$ -	
5419	OTHER PROFESSIONAL SERVICES	$ -	$ 2,866.83	$ (2,866.83)	
5642	OTHER MACHINERY & EQUIPMENT	$ 80,000.00	$ -	$ 80,000.00	0.0%
5919	OTHER I/F PROFESSIONAL SERVICE		$ 350.00	$ (350.00)	
Backup Center (1035)		$ 80,000.00	$ 3,216.83	$ 76,783.17	4.0%
5641	COMPUTER EQUIPMENT	$ 500,000.00	$ -		
Acom Replacement (1036)		$ 500,000.00	$ -	$ 500,000.00	0.0%
5101	REGULAR SALARIES		13,059.20		
5102	OVERTIME PAY		$ 22.48		
5190	MISC PAY		1,180.00		
5201	INDUSTRIAL INSURANCE		$ 206.90		
5202	SOCIAL SECURITY		1,057.95		
5203	PERS RETIREMENT		$ 1,313.47		
5352	COMPUTER SOFTWARE	0.00	0.00	$ -	
5415	MANAGEMENT CONSULTING	84,612.00			
5419	OTHER PROFESSIONAL SERVICES	25,000.00	0.00	$ 25,000.00	0.0%
5641	COMPUTER EQUIPMENT	771,984.00		$ 771,984.00	0.0%
				$ -	
Next Generation 911 (1037)		$ 881,596.00	$ 16,840.00	$ 864,756.00	1.9%

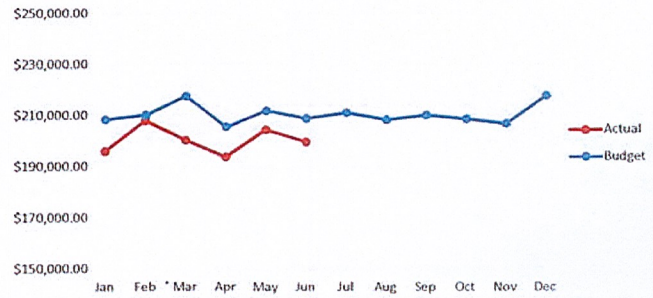
CENCOM BUDGETED REVENUE 2015



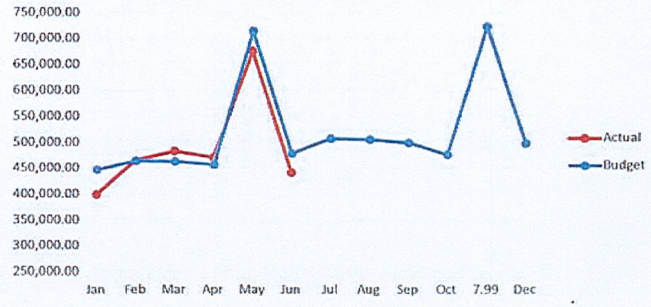
CENCOM SALES TAX REVENUE 2015



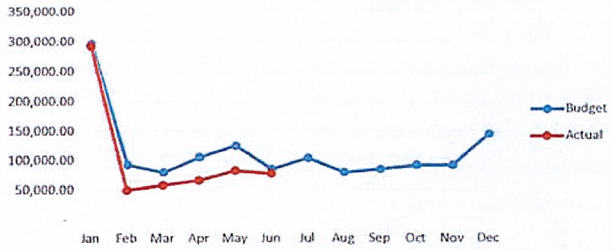
CENCOM TELEPHONE EXCISE TAX 2015



CENCOM SALARIES & BENEFITS 2015



CENCOM SUPPLIES & SERVICES
2015
1032, 1033



CENCOM 2015 Goals (rev. 5/20/15)

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	Complete
2. Update Interlocal Agreement	10/6/15	On Track
3. Update Strategic Plan	10/6/15	On Track
Fiscal		
4. Streamline Budget Process	7/7/15	Complete
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	Complete
9. Secure funding for Bainbridge Island tower (Winslow area)	3Q2015	On Track/SP
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/SP
13. Deploy Logging Recorder	4Q2015	On Track/SP
14. Tower site improvements	1Q2016	On Track
15. Complete CAD/Mobile Software Upgrade	2Q2016	On Track
16. Backup Center	4Q2016	On Track/SP
17. Upgrade radio consoles	4Q2016	On Track
18. Deploy GIS Based MSAG	4Q2017	On Track
Operations		
19. Finish Reorg (partially completed 5/28/15, remainder on hold)	3/31/15	On Hold
20. Implement Mentoring Program	5/1/15	Complete
21. Implement Text to 911	6/30/15	Complete+
22. Implement Peer Support Program	6/30/15	Complete+
23. Complete NCMEC Partnership (Missing Kids Readiness Project)	6/30/15	Complete+
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	6/30/15	On Hold
27. Develop Contract tracking Process	4Q2015	On Hold
CALEA		
28. Complete internal mock	5/31/15	Complete
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