

CENCOM EXECUTIVE COMMITTEE (CEC)

September 23, 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. Governance (Kirton)
 - a. ILA
 - b. Risk Insurance
 - c. HR
6. Possible Executive Session to discuss labor negotiations (Kirton)
7. 2015 Budget Report (King)
8. 2015 Goals and Tech Project Updates (Kirton)
9. Additional Agenda Items *(If any)*
 - a. _____
 - b. _____
 - c. _____
 - d. _____
10. Good of the Order

Information Paper

CENCOM Policy Board

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

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

Revenues: We have received 68.4% (\$5.92M) of budgeted revenues through August 2015, with a goal of 66.3%.

Our sales tax revenue is above projection for 2015, with our year to date total 9.97% above budget with 72.2% received (goal is 65.6%).

Our telephone excise tax revenues are below budget with 63.3% received of the 66.6% expected.

State Grants are above projection for the year with 134% received.

All other revenues are tracking just a little above projection with 67.3% received of the 66.7% expected.

Expenditures: We have expended 59.0% (\$6.1M of \$10.3M) of our **total** appropriation with a goal of 66.3%. We have expended 61.9% (\$5.4M of \$8.6M) of our **operating** appropriation with a goal of 66.2% through August 2015.

Within the operating budget, Salaries and Benefits are 5.84% below budget with 61% (\$3.8M of \$6.2M) expended and Supplies and Services are 24.47% below budget with 64.3% (\$1.4K of \$2.4M) expended. The goals were 64.8% and 69.9%, respectively.

Technical System Enhancements: We have expended 43.4% (\$714k of \$1.6M) through August 2015, with a goal of 66.7%.

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

Risks: None identified. All leading economic indicators for Puget Sound are up, with the exception of multi-family housing permits. However, Puget Sound is expecting housing permits in the four county area (King, Pierce, Snohomish and Kitsap) to be the highest since 2007. Kitsap County is showing growth in building, with permits up 14.6% from July 31st 2014. Kitsap County residential permits are up 27.21%

Summary

(As of 08/31/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Total Revenues	66.3%	\$ 8,652,029.00	\$ 5,918,789.33	\$ (2,733,239.67)	68.4%
Operating Salaries and Benefits	64.8%	\$ 6,239,484.30	\$ 3,805,732.89	\$ 2,433,751.41	61.0%
Operating Supplies, Services and Interfund	69.9%	\$ 2,405,877.32	\$ 1,547,477.02	\$ 858,400.30	64.3%
Total Operating Expenses	66.2%	\$ 8,645,361.62	\$ 5,353,209.91	\$ 3,292,151.71	61.9%
Misc Technical Improvements	66.7%	\$ 182,014.00	\$ 222,963.22	\$ (40,949.22)	122.5%
Backup Center	66.7%	\$ 80,000.00	\$ 7,032.71	\$ 72,967.29	8.8%
ACOM Replacement	66.7%	\$ 500,000.00			
NG911	66.7%	\$ 881,596.00	\$ 483,977.60	\$ 397,618.40	54.9%
Total Tech Improvements	66.7%	\$ 1,643,610.00	\$ 713,973.53	\$ 929,636.47	43.4%
Total Expenditures	66.3%	\$ 10,288,971.62	\$ 6,067,183.44	\$ 4,221,788.18	59.0%

Revenues

(As of 08/31/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Sales Tax	65.6%	\$ 3,511,404.00	\$ 2,534,834.27	\$ (976,569.73)	72.2%
Telephone Excise Tax	66.6%	\$ 2,527,074.00	\$ 1,600,638.08	\$ (926,435.92)	63.3%
State Grants	75.0%	\$ 36,000.00	\$ 48,246.29	\$ 12,246.29	134.0%
Other Revenues	66.7%	\$ 2,577,551.00	\$ 1,735,070.69	\$ (842,480.31)	67.3%
Total Revenues	66.3%	\$ 8,652,029.00	\$ 5,918,789.33	\$ (2,733,239.67)	68.4%

Salaries & Benefits

(As of 08/31/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
5101	REGULAR SALARIES	\$ 4,345,243.00	\$ 2,372,955.08	\$ 1,972,287.92	54.6%
5102	OVERTIME PAY	\$ 228,349.44	\$ 248,651.70	\$ (20,302.26)	108.9%
5103	LONGEVITY PAY	\$ 50,114.00	\$ 35,202.29	\$ 14,911.71	70.2%
5104	SICK LEAVE PAYOUT	\$ -	\$ -	\$ -	0.0%
5106	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ 13,090.03	\$ (370.03)	102.9%
5108	SHIFT DIFFERENTIAL PAY	\$ 7,716.00	\$ 825.81	\$ 6,890.19	10.7%
5109	EXTRA HELP	\$ 10,220.40	\$ 26,367.63	\$ (16,147.23)	258.0%
5110	OUT OF CLASS PAY	\$ 21,800.00	\$ 43,497.85	\$ (21,697.85)	199.5%
5190	MISCELLANEOUS PAY	\$ 52,000.00	\$ 35,138.85	\$ 16,861.15	67.6%
5201	INDUSTRIAL INSURANCE	\$ 86,974.76	\$ 47,216.78	\$ 39,757.98	54.3%
5202	SOCIAL SECURITY	\$ 354,530.59	\$ 207,174.72	\$ 147,355.87	58.4%
5203	PERS RETIREMENT	\$ 475,378.11	\$ 262,679.95	\$ 212,698.16	55.3%
5216	DEPENDENT BENEFITS	\$ -	\$ -	\$ -	
5220	UNEMPLOYMENT COMPENSATION	\$ 29,680.00	\$ 8,932.20	\$ 20,747.80	30.1%
5229	BENEFITS BUCKET	\$ 756,000.00	\$ 504,000.00	\$ 252,000.00	66.7%
5299	Budgeted Attrition	\$ (191,242.00)		\$ (191,242.00)	
64.8%	Salaries and Benefits	\$ 6,239,484.30	\$ 3,805,732.89	\$ 2,433,751.41	61.0%

Operating Expenditures (As of 08/31/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
6971	LTGO Bond 2005 Refdg	\$ 503,500.00	\$ 503,500.00	\$ -	100.0%
5311	OFFICE/OPERATING SUPPLIES	\$ 36,424.28	\$ 14,678.35	\$ 21,745.93	40.3%
5321	FUEL CONSUMED	\$ 13,248.00	\$ 4,780.05	\$ 8,467.95	36.1%
5351	SMALL TOOLS & EQUIPMENT	\$ 9,587.30	\$ 10,147.11	\$ (559.81)	105.8%
5352	COMPUTER SOFTWARE	\$ 19,977.97	\$ 15,318.75	\$ 4,659.22	76.7%
5353	SMALL COMPUTER EQUIPMENT	\$ 27,272.83	\$ 7,527.14	\$ 19,745.69	27.6%
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	\$ 14,062.50	\$ 4,937.50	74.0%
5416	COURT REPORTERS/legal svcs	\$ -	\$ -	\$ -	
5419	OTHER PROFESSIONAL SERVICES	\$ 9,400.00	\$ 8,757.02	\$ 642.98	93.2%
5421	TELEPHONE	\$ 31,523.00	\$ 17,426.32	\$ 14,096.68	55.3%
5422	CELLULAR TELEPHONES	\$ 10,400.00	\$ 5,601.93	\$ 4,798.07	53.9%
5425	POSTAGE	\$ 3,500.00	\$ 848.30	\$ 2,651.70	24.2%
5431	MILEAGE	\$ 4,833.00	\$ 3,685.32	\$ 1,147.68	76.3%
5432	TRAVEL	\$ 22,880.00	\$ 17,861.03	\$ 5,018.97	78.1%
5433	PER DIEM	\$ 8,346.00	\$ 6,349.34	\$ 1,996.66	76.1%
5438	NON-EMPLOYEE MILEAGE	\$ -	\$ 172.36	\$ (172.36)	
5439	NON-EMPLOYEE TRAVEL	\$ 400.00	\$ 742.70	\$ (342.70)	185.7%
5441	ADVERTISING	\$ 2,000.00	\$ 821.17	\$ 1,178.83	41.1%
5451	OPERATING RENTAL/LEASES	\$ 200,944.35	\$ 62,716.48	\$ 138,227.87	31.2%
5472	WATER	\$ 1,962.00	\$ 1,441.73	\$ 520.27	73.5%
5473	SEWER	\$ 3,527.00	\$ 2,402.03	\$ 1,124.97	68.1%
5474	ELECTRICITY	\$ 117,500.00	\$ 62,819.65	\$ 54,680.35	53.5%
5475	WASTE DISPOSAL	\$ 3,216.00	\$ 1,858.73	\$ 1,357.27	57.8%
5476	CABLE TV	\$ -	\$ -	\$ -	
5481	REPAIRS & MAINT-BUILDINGS	\$ 89,388.18	\$ 30,091.41	\$ 59,296.77	33.7%
5482	REPAIRS & MAINT-IMPROVEMENTS	\$ 31,376.26	\$ 3,191.44	\$ 28,184.82	10.2%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 45,442.04	\$ 17,824.26	\$ 27,617.78	39.2%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 288,856.12	\$ 225,689.69	\$ 63,166.43	78.1%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 7,617.80	\$ 1,888.92	\$ 5,728.88	24.8%
5496	PRINTING & BINDING	\$ -	\$ -	\$ -	
5497	REGISTRATION & TUITION	\$ 15,291.00	\$ 9,698.76	\$ 5,592.24	63.4%
5499	OTHER	\$ 5,199.06	\$ 5,578.62	\$ (379.56)	107.3%
5840	DEBT ISSUE COSTS	\$ -	\$ -	\$ -	
5912	I/F I.S. SERVICE CHARGES	\$ 19,736.00	\$ 12,690.00	\$ 7,046.00	64.3%
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	\$ -	\$ 454.64	\$ -	
5931	I/F SUPPLIES	\$ -	\$ 216.01	\$ (216.01)	
5951	I/F OPER RENTAL & LEASES	\$ 7,320.00	\$ 4,270.00	\$ 3,050.00	58.3%
5961	I/F INSURANCE SERVICES	\$ 21,176.00	\$ 10,588.00	\$ 10,588.00	50.0%
5981	I/F REPAIRS & MAINTENANCE	\$ -	\$ 1,694.06	\$ (1,694.06)	
5993	I/F TRAINING	\$ 250.00	\$ -	\$ 250.00	
5996	INDIRECT COST ALLOCATIONS	\$ 186,971.00	\$ 140,228.25	\$ 46,742.75	75.0%
	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	\$ 4,437.29	\$ 30,562.71	12.7%
5354	TELEPHONE EQUIPMENT	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
5422	CELLULAR TELEPHONES	\$ 160,000.00	\$ 88,939.49	\$ 71,060.51	55.6%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 32,610.00	\$ -	\$ 32,610.00	0.0%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 122,626.64	\$ 84,495.56	\$ 38,131.08	68.9%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ 80,432.00	\$ 53,621.28	\$ 26,810.72	66.7%
5915	I/F MANAGEMENT CONSULTING	\$ 128,656.00	\$ 85,770.64	\$ 42,885.36	66.7%
5918	I/F GIS MAPPING SVS.	\$ 19,659.00	\$ -	\$ 19,659.00	0.0%
69.9%	Op. Supplies and Svcs (1031-1033)	\$ 2,405,877.32	\$ 1,547,477.02	\$ 858,400.30	64.3%

Tech Expenditures (As of 08/31/2015)

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	\$ -	\$ 6,075.28	\$ (6,075.28)	
5352	COMPUTER SOFTWARE	\$ 15,000.00			
5353	COMPUTER EQUIPMENT	\$ 10,000.00	\$ 8,298.15	\$ 1,701.85	83.0%
5412	ENGINEERING & ARCHITECTURAL		\$ 3,715.14	\$ (3,715.14)	
5415	MANAGEMENT CONSULTING		\$ 1,741.65	\$ (1,741.65)	
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	\$ 14,571.37	\$ 33,826.63	30.1%
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	\$ 222,963.22	\$ (40,949.22)	122.5%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	\$ -	
5419	OTHER PROFESSIONAL SERVICES	\$ -	\$ 6,682.71	\$ (6,682.71)	
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	\$ 7,032.71	\$ 72,967.29	8.8%
5641	COMPUTER EQUIPMENT	\$ 500,000.00	\$ -		
	Acom Replacement (1036)	\$ 500,000.00	\$ -	\$ 500,000.00	0.0%
5101	REGULAR SALARIES		22,556.80		
5102	OVERTIME PAY		\$ 247.31		
5190	MISC PAY		1,720.00		
5201	INDUSTRIAL INSURANCE		\$ 339.67		
5202	SOCIAL SECURITY		1,825.19		
5203	PERS RETIREMENT		\$ 2,448.23		
5352	COMPUTER SOFTWARE	0.00	975.04	\$ (975.04)	
5353	SMALL COMPUTER EQUIPMENT		\$ 43,037.17		
5415	MANAGEMENT CONSULTING	84,612.00	0.00		
5419	OTHER PROFESSIONAL SERVICES	25,000.00	\$ -	\$ 25,000.00	0.0%
5641	COMPUTER EQUIPMENT	771,984.00	410,828.19	\$ 361,155.81	53.2%
	Next Generation 911 (1037)	\$ 881,596.00	\$ 483,977.60	\$ 397,618.40	54.9%

CENCOM 2015 Goals (rev. 9/16/15)

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	
10. Complete TRIS implementation	9/30/15	Slight Risk
11. Complete PTT-ID implementation	12/31/15	Slight Risk
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. Deploy Pulse Point	1Q2016	On Track/SP
16. Complete CAD/Mobile Software Upgrade (including MCT hardware deployment)	2Q2016	On Track
17. Backup Center	4Q2016	On Track
18. Upgrade radio consoles	4Q2016	On Track
19. Deploy GIS Based MSAG	4Q2017	On Track
Operations		
20. Finish Reorg (partially completed 5/28/15, remainder on hold)	3/31/15	On Hold
21. Implement Mentoring Program	5/1/15	Complete
22. Implement Text to 911	6/30/15	Complete+
23. Implement Peer Support Program	6/30/15	Complete+
24. Complete NCMEC Partnership (Missing Kids Readiness Project)	6/30/15	Complete+
25. Improve Quality Assurance Program	12/31/2015	On Track
Admin		
26. CEC minutes complete within 2 days. All other minutes within 4 days of mtg	01/31/15	Complete
27. Begin providing increased administrative support to Tech Group	6/30/15	Complete
28. Develop Contract tracking Process	4Q2015	On Hold
CALEA		
29. Complete internal mock	5/31/15	Complete
30. Schedule Final mock	4Q2015	Complete
31. 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