

CENCOM EXECUTIVE COMMITTEE (CEC)
December 9, 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. HR
 - c. Finance
 - d. Bylaws
6. 2015 Budget Report (King)
7. 2015 Goals and Tech Project Updates (Kirton)
8. 2016 Meeting Schedule (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 November 30, 2015)

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

Revenues: We have received 95.2% (\$8.2M) of budgeted revenues through November 2015, with a goal of 91.7%.

Our sales tax revenue is above projection for 2015, with our YTD total 11.29% above the YTD budget. We have received 102.2% of the total budgeted sales tax revenue (goal is 91.9%).

Our telephone excise tax revenues are below budget with 87.3% received of the 91.4% expected.

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

All other revenues are tracking above projection with 92.7% received of the 91.7% expected.

Expenditures: We have expended 80.5% (\$8.3M of \$10.3M) of our **total** appropriation with a goal of 92.52%. We have expended 84.7% (\$7.3M of \$8.6M) of our **operating** appropriation with a goal of 92.68% through November 2015.

Within the operating expenditures, Salaries and Benefits are 6.3% below the YTD budget. We have expended 86.2% of the total Salaries and Benefits budget (\$5.4M of \$6.2M) with a goal of 92%. Supplies and Services are 18% below the YTD budget. We have expended 80.8% of the total Supplies and Services budget (\$1.9K of \$2.4M) with a goal of 94.4%.

Technical System Enhancements: We have expended 58.4% (\$960k of \$1.6M) through November 2015, with a goal of 91.7%.

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

Risks: None identified. According to "The Puget Sound Economic Forecaster", most economic measures show that the Puget Sound economy has built up considerable momentum, which bodes well for the near-term outlook. In addition, according to their ten-year economic outlook, the Puget Sound region will continue to outdo the United States in the areas of employment, population expansion, and per capita income.

Summary

(As of 11/30/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Total Revenues	91.7%	\$ 8,652,029.00	\$ 8,233,815.80	\$ (418,213.20)	95.2%
Operating Salaries and Benefits	92.0%	\$ 6,239,484.30	\$ 5,378,275.85	\$ 861,208.45	86.2%
Operating Supplies, Services and Interfund	94.4%	\$ 2,405,877.32	\$ 1,944,073.42	\$ 461,803.90	80.8%
Total Operating Expenses	92.68%	\$ 8,645,361.62	\$ 7,322,349.27	\$ 1,323,012.35	84.7%
Misc Technical Improvements	91.7%	\$ 182,014.00	\$ 237,852.80	\$ (55,838.80)	130.7%
Backup Center	91.7%	\$ 80,000.00	\$ 17,886.36	\$ 62,113.64	22.4%
ACOM Replacement	91.7%	\$ 500,000.00			
NG911	91.7%	\$ 881,596.00	\$ 704,440.20	\$ 177,155.80	79.9%
Total Tech Improvements	91.7%	\$ 1,643,610.00	\$ 960,179.36	\$ 683,430.64	58.4%
Total Expenditures	92.52%	\$ 10,288,971.62	\$ 8,282,528.63	\$ 2,006,442.99	80.5%

Revenues

(As of 11/30/2015)

Description	Goal	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
Sales Tax	91.9%	\$ 3,511,404.00	\$ 3,590,228.42	\$ 78,824.42	102.2%
Telephone Excise Tax	91.4%	\$ 2,527,074.00	\$ 2,206,501.09	\$ (320,572.91)	87.3%
State Grants	100.0%	\$ 36,000.00	\$ 48,246.29	\$ 12,246.29	134.0%
Other Revenues	91.7%	\$ 2,577,551.00	\$ 2,388,840.00	\$ (188,711.00)	92.7%
Total Revenues	91.7%	\$ 8,652,029.00	\$ 8,233,815.80	\$ (418,213.20)	95.2%

Salaries & Benefits

(As of 11/30/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
5101	REGULAR SALARIES	\$ 4,345,243.00	\$ 3,309,162.16	\$ 1,036,080.84	76.2%
5102	OVERTIME PAY	\$ 228,349.44	\$ 358,260.57	\$ (129,911.13)	156.9%
5103	LONGEVITY PAY	\$ 50,114.00	\$ 49,811.11	\$ 302.89	99.4%
5104	SICK LEAVE PAYOUT	\$ -	\$ 5,294.35	\$ (5,294.35)	0.0%
5106	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ 30,915.99	\$ (18,195.99)	243.1%
5108	SHIFT DIFFERENTIAL PAY	\$ 7,716.00	\$ 1,203.49	\$ 6,512.51	15.6%
5109	EXTRA HELP	\$ 10,220.40	\$ 60,403.84	\$ (50,183.44)	591.0%
5110	OUT OF CLASS PAY	\$ 21,800.00	\$ 57,365.65	\$ (35,565.65)	263.1%
5190	MISCELLANEOUS PAY	\$ 52,000.00	\$ 53,323.57	\$ (1,323.57)	102.5%
5201	INDUSTRIAL INSURANCE	\$ 86,974.76	\$ 65,365.80	\$ 21,608.96	75.2%
5202	SOCIAL SECURITY	\$ 354,530.59	\$ 291,455.99	\$ 63,074.60	82.2%
5203	PERS RETIREMENT	\$ 475,378.11	\$ 387,802.19	\$ 87,575.92	81.6%
5216	DEPENDENT BENEFITS	\$ -	\$ -	\$ -	
5220	UNEMPLOYMENT COMPENSATION	\$ 29,680.00	\$ 14,911.14	\$ 14,768.86	50.2%
5229	BENEFITS BUCKET	\$ 756,000.00	\$ 693,000.00	\$ 63,000.00	91.7%
5299	Budgeted Attrition	\$ (191,242.00)		\$ (191,242.00)	
92.0%	Salaries and Benefits	\$ 6,239,484.30	\$ 5,378,275.85	\$ 861,208.45	86.2%

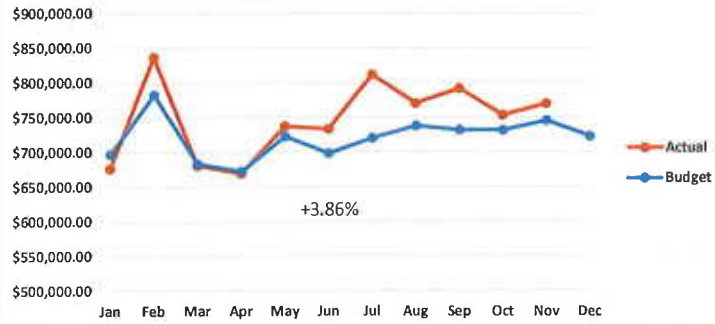
Operating Expenditures (As of 11/30/2015)

Object Account	Account Description	Adopted 2015 Budget	Year-To-Date Actuals 2015	Delta	
6971	LTGO Bond 2005 Refdg	\$ 503,500.00	\$ 412,466.28	\$ 91,033.72	81.9%
5311	OFFICE/OPERATING SUPPLIES	\$ 36,424.28	\$ 27,143.34	\$ 9,280.94	74.5%
5321	FUEL CONSUMED	\$ 13,248.00	\$ 6,140.45	\$ 7,107.55	46.4%
5351	SMALL TOOLS & EQUIPMENT	\$ 9,587.30	\$ 10,218.64	\$ (631.34)	106.6%
5352	COMPUTER SOFTWARE	\$ 19,977.97	\$ 19,595.74	\$ 382.23	98.1%
5353	SMALL COMPUTER EQUIPMENT	\$ 27,272.83	\$ 14,954.86	\$ 12,317.97	54.8%
5354	TELEPHONE EQUIPMENT	\$ 1,087.00	\$ 1,537.13	\$ (450.13)	141.4%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ -	\$ -	
5413	PRE-EMPLOYMENT SCREENING	\$ 3,700.00	\$ 2,681.00	\$ 1,019.00	
5415	MANAGEMENT CONSULTING	\$ 19,000.00	\$ 17,362.50	\$ 1,637.50	91.4%
5416	COURT REPORTERS/legal svcs	\$ -	\$ -	\$ -	
5419	OTHER PROFESSIONAL SERVICES	\$ 9,400.00	\$ 27,141.10	\$ (17,741.10)	288.7%
5421	TELEPHONE	\$ 31,523.00	\$ 24,012.95	\$ 7,510.05	76.2%
5422	CELLULAR TELEPHONES	\$ 10,400.00	\$ 7,989.00	\$ 2,411.00	76.8%
5425	POSTAGE	\$ 3,500.00	\$ 1,949.67	\$ 1,550.33	55.7%
5431	MILEAGE	\$ 4,833.00	\$ 4,350.56	\$ 482.44	90.0%
5432	TRAVEL	\$ 22,880.00	\$ 21,455.54	\$ 1,424.46	93.8%
5433	PER DIEM	\$ 8,346.00	\$ 7,979.96	\$ 366.04	95.6%
5438	NON-EMPLOYEE MILEAGE	\$ -	\$ 682.49	\$ (682.49)	
5439	NON-EMPLOYEE TRAVEL	\$ 400.00	\$ 1,184.97	\$ (784.97)	296.2%
5441	ADVERTISING	\$ 2,000.00	\$ 1,951.18	\$ 48.82	97.6%
5451	OPERATING RENTAL/LEASES	\$ 200,944.35	\$ 105,600.21	\$ 95,344.14	52.6%
5472	WATER	\$ 1,962.00	\$ 1,979.35	\$ (17.35)	100.9%
5473	SEWER	\$ 3,527.00	\$ 2,980.26	\$ 546.74	84.5%
5474	ELECTRICITY	\$ 117,500.00	\$ 90,407.28	\$ 27,092.72	76.9%
5475	WASTE DISPOSAL	\$ 3,216.00	\$ 2,648.62	\$ 567.38	82.4%
5476	CABLE TV	\$ -	\$ -	\$ -	
5481	REPAIRS & MAINT-BUILDINGS	\$ 89,388.18	\$ 55,779.37	\$ 33,608.81	62.4%
5482	REPAIRS & MAINT-IMPROVEMENTS	\$ 31,376.26	\$ 35,473.49	\$ (4,097.23)	113.1%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 45,442.04	\$ 25,595.31	\$ 19,846.73	56.3%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 288,856.12	\$ 261,588.03	\$ 27,268.09	90.6%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 7,617.80	\$ 4,479.72	\$ 3,138.08	58.8%
5493	BANK & CREDIT CARD SVC	\$ -	\$ 5.00	\$ (5.00)	
5496	PRINTING & BINDING	\$ -	\$ -	\$ -	
5497	REGISTRATION & TUITION	\$ 15,291.00	\$ 12,554.76	\$ 2,736.24	82.1%
5499	OTHER	\$ 5,199.06	\$ 7,515.47	\$ (2,316.41)	144.6%
5840	DEBT ISSUE COSTS	\$ -	\$ -	\$ -	
5912	I/F I.S. SERVICE CHARGES	\$ 19,736.00	\$ 17,448.75	\$ 2,287.25	88.4%
5913	I/F I.S. PROG MAINT & DEV CHGS	\$ -	\$ -	\$ -	
5918	I/F GIS MAPPING SVS.	\$ 45,873.00	\$ 73,407.99	\$ (27,534.99)	160.0%
5921	I/F COMMUNICATION	\$ 1,252.00	\$ -	\$ 1,252.00	0.0%
5922	I/F I.S. PROJECTS	\$ -	\$ 625.13	\$ -	
5931	I/F SUPPLIES	\$ -	\$ 424.29	\$ (424.29)	
5951	I/F OPER RENTAL & LEASES	\$ 7,320.00	\$ 6,100.00	\$ 1,220.00	83.3%
5961	I/F INSURANCE SERVICES	\$ 21,176.00	\$ 21,176.00	\$ -	100.0%
5981	I/F REPAIRS & MAINTENANCE	\$ -	\$ 2,091.37	\$ (2,091.37)	
5993	I/F TRAINING	\$ 250.00	\$ -	\$ 250.00	
5996	INDIRECT COST ALLOCATIONS	\$ 186,971.00	\$ 186,971.00	\$ -	100.0%
	1033				
5311	OFFICE SUPPLIES		\$ -		
5351	OFFICE EQUIPMENT	\$ 3,261.00	\$ 447.69	\$ 2,813.31	13.7%
5352	COMPUTER SOFTWARE	\$ 1,655.49	\$ 922.85	\$ 732.64	55.7%
5353	COMPUTER EQUIPMENT	\$ 35,000.00	\$ 8,313.86	\$ 26,686.14	23.8%
5354	TELEPHONE EQUIPMENT	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
5422	CELLULAR TELEPHONES	\$ 160,000.00	\$ 126,390.67	\$ 33,609.33	79.0%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 32,610.00	\$ 293.49	\$ 32,316.51	0.9%
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	\$ 73,729.26	\$ 6,702.74	91.7%
5915	I/F MANAGEMENT CONSULTING	\$ 128,656.00	\$ 117,934.63	\$ 10,721.37	91.7%
5918	I/F GIS MAPPING SVS.	\$ 19,659.00	\$ 5,896.65	\$ 13,762.35	30.0%
94.4%	Op. Supplies and Svcs (1031-1033)	\$ 2,405,877.32	\$ 1,944,073.42	\$ 461,803.90	80.8%

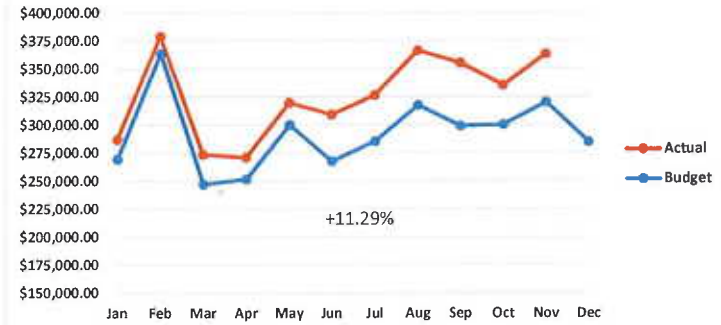
Tech Expenditures (As of 11/30/2015)

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	\$ -	\$ 6,075.28	\$ (6,075.28)	
5352	COMPUTER SOFTWARE	\$ 15,000.00			
5353	COMPUTER EQUIPMENT	\$ 10,000.00	\$ 21,976.84	\$ (11,976.84)	219.8%
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	\$ 1,210.89	\$ 26,835.11	4.3%
Misc Tech Improvements (1034)		\$ 182,014.00	\$ 237,852.80	\$ (55,838.80)	130.7%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ 5,381.25	\$ (5,381.25)	
5419	OTHER PROFESSIONAL SERVICES	\$ -	\$ 12,155.11	\$ (12,155.11)	
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	\$ 17,886.36	\$ 62,113.64	22.4%
5641	COMPUTER EQUIPMENT	\$ 500,000.00	\$ -		
Acom Replacement (1036)		\$ 500,000.00	\$ -	\$ 500,000.00	0.0%
5101	REGULAR SALARIES		39,177.60		
5102	OVERTIME PAY		471.24		
5104			148.40		
5190	MISC PAY		3,620.00		
5201	INDUSTRIAL INSURANCE		629.54		
5202	SOCIAL SECURITY		3,228.48		
5203	PERS RETIREMENT		4,543.90		
5351	SMALL TOOLS & EQUIPMENT		2,450.06		
5352	COMPUTER SOFTWARE	0.00	5,359.91	\$ (5,359.91)	
5353	SMALL COMPUTER EQUIPMENT		149,376.76		
5354	SMALL TELEPHONE EQUIPMENT		2,343.61		
5415	MANAGEMENT CONSULTING	84,612.00	4,450.00		
5419	OTHER PROFESSIONAL SERVICES	25,000.00	-	\$ 25,000.00	0.0%
5641	COMPUTER EQUIPMENT	771,984.00	488,789.10	\$ 283,194.90	63.3%
				\$ -	
Next Generation 911 (1037)		\$ 881,596.00	\$ 704,588.60	\$ 177,007.40	79.9%

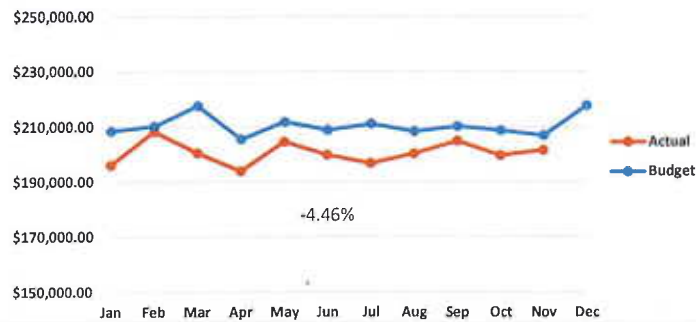
CENCOM BUDGETED REVENUE 2015



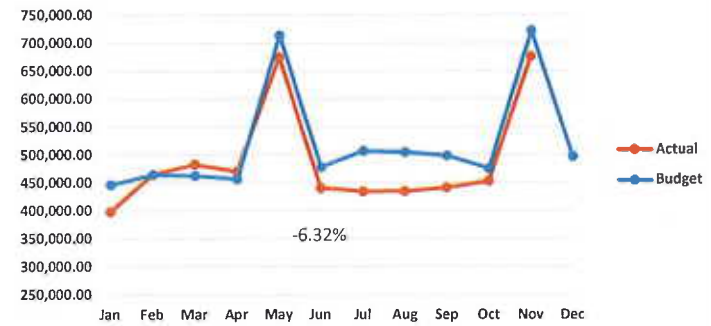
CENCOM SALES TAX REVENUE 2015



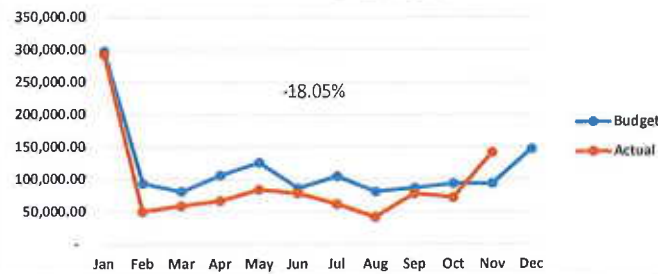
CENCOM TELEPHONE EXCISE TAX 2015



CENCOM SALARIES & BENEFITS 2015



**CENCOM OPERATING SUPPLIES & SERVICES
2015
1032, 1033**



CENCOM 2015 Goals (rev. 12/8/15)

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 (Orig due 10/6/15)	3/1/15	Revised
3. Update Strategic Plan (Orig due 10/28/15)	1Q2016	Revised
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 Hold
10. Complete TRIS implementation	9/30/15	LATE
11. Complete PTT-ID implementation	12/31/15	At Risk
12. Deploy NG911 Phone System	4Q2015	Slight Risk
13. Deploy Logging Recorder	4Q2015	Slight Risk
14. Tower site improvements	1Q2016	Complete+
15. Deploy Pulse Point Pilot	1Q2016	On Track
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