Kitsap 911 Executive Committee Meeting

August 25, 2021 ~ 1:00 PM to 3:00 PM
Via Zoom

A G E N D A

1. Call to Order (Chair)
2. Public Comment (limited to 2 minutes per speaker) (Chair)
3. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
   a. A/P Warrant Numbers 4325 through 4404
      Total $370,930.64
   b. Payroll Dated: 07/23/2021, 08/06/2021 and 08/20/2021
      Total: $1,008,908.41
   c. Electronic Payments: None
      Total:

4. Ratification of Executed Contracts
   a. None

5. Action Items
   a. Gold Mountain Fuel Tank (Kirton)

6. Discussion Items & Reports
   a. Executive Director Actions Under Resolution 2020-003 (Kirton)
      i. Purchase of Trailer
   b. Finance Report (Rogers)
   c. Staffing Report (Jameson-Owens)
   d. 2021 Work Plan & Goals and Projects Update (Wecker)
   e. Emerging Issues (Kirton)
      i. Sales Tax Initiative

7. Good of the Order

8. Adjourn

Topic: Kitsap 911 Executive Committee Virtual
Time: Aug 25, 2021 1:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/85269632068?pwd=aVJBVG5QY0VTeVhCN3ZLUGxLaHNIQT09

Meeting ID: 852 6963 2068
Passcode: 911
One tap mobile
+12532158782,,85269632068#,,,,*911# US (Tacoma)
+13462487799,,85269632068#,,,,*911# US (Houston)

Dial by your location
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 852 6963 2068
Passcode: 911
Find your local number: https://us06web.zoom.us/u/kdbLft6Vrv

Kitsap 911

ACCOUNTS PAYABLE

As Of: 07/19/2021

Time: 10:56:33 Date: 07/16/2021
Page: 1

4325.4336

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
4651	07/12/2021	07/19/2021	160	AMERICAN TOWER CORPORATION	370.08	2021 Apple Cove
4652	07/12/2021	07/19/2021	491	BAGWELL AND HARVEY PLLC	2,613.00	06/01-06/30/2021
4653	07/15/2021	07/19/2021	470	COMCAST	440.04	07/13-08/17/2021
4654	07/12/2021	07/19/2021	198	FEDEX	17.21	July 2, 2021 Statement
4655	07/12/2021	07/19/2021	201	GTP ACQUISITION PARTNERS I LLC	4,465.46	July 2021 View Park
4656	07/15/2021	07/19/2021	224	NILSSON AUDIOLOGY	544.00	Applicant Audiogram
4657	07/12/2021	07/19/2021	225	OFFICE DEPOT	186.26	21-0709A
4658	07/15/2021	07/19/2021	235	PHILLIPS 66 CO/SYNCB	62.86	Current Balance As Of 07/15/21
4659	07/15/2021	07/19/2021	245	SELECT ADVANTAGE	75.00	June 2021 Select Advantage
4660	07/15/2021	07/19/2021	457	SHELL SMALL BUSINESS	82.97	Current Balance As Of 07/15/2021
4661	07/12/2021	07/19/2021	249	SPOK, INC.	27.25	07/01-01/31/2021
4662	07/14/2021	07/19/2021	267	WCP SOLUTIONS	251.14	21-0709
				Report Total:	9,135.27	

STATE OF WASHINGTON - COUNTY OF KITSAP

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed as described herein, and that the claims are just, due and unpaid obligations against Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER

Steve Kay 7/16/21

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

07/16/2021

7/16/2021

ACCOUNTS PAYABLE

Kitsap 911

4337-4345

As Of: 07/26/2021

Time: 12:36:08 Date: 07/22/2021

Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
4675	07/19/2021	07/26/2021	153	A T & T MOBILITY II LLC	37.88	06/08-07/07/2021
4676	07/19/2021	07/26/2021	322	CENTURYLINK	259.64	06/04-07/03/2021
4677	07/19/2021	07/26/2021	204	HOLADAY PARKS, INC.	609.69	21-0629
4678	07/19/2021	07/26/2021	216	LANGUAGE LINE SERVICES, INC.	186.22	06/01-06/30/2021
4679	07/19/2021	07/26/2021	225	OFFICE DEPOT	450.09	21-0709A
4680	07/19/2021	07/26/2021	261	PETEK & ASSOCIATES	770.00	June 2021 Preemployment Psychological Evaluations
4681	07/22/2021	07/26/2021	235	PHILLIPS 66 CO/SYNCB	45.16	Current Balance As Of 07/22/2021
4682	07/22/2021	07/26/2021	457	SHELL SMALL BUSINESS	81.25	Current Balance As Of 07/22/2021
4683	07/22/2021	07/26/2021	273	TPSC	90,441.02	August 2021
				Report Total:	92,880.95	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER

7/23/21

07/23/2021

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

7/22/2021

Kitsap 911

ACCOUNTS PAYABLE

As Of: 07/30/2021

Time: 10:01:30 Date: 07/29/2021
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
4684	06/25/2021	07/30/2021 188	DATEC INCORPORATED	119.90	21-0624A
4685	07/26/2021	07/30/2021 198	FEDEX	48.28	July 16, 2021 Statement
4686	07/28/2021	07/30/2021 207	INTERGRAPH CORPORATION	3,000.00	PS Implementer I And II
4687	07/28/2021	07/30/2021 218	LOWE'S BUSINESS ACCOUNT	200.05	21-0621, 21-0715
4689	07/29/2021	07/30/2021 235	PHILLIPS 66 CO/SYNCB	52.55	Current Balance As Of 07/29/21
4688	07/28/2021	07/30/2021 226	PROFILE SYSTEMS INC	5.45	21-0114 Return And 21-0727
4690	07/29/2021	07/30/2021 240	PUBLIC UTILITY DISTRICT	253.95	06/04-07/12/21
4694	07/28/2021	07/30/2021 289	SOUTH KITSAP FIRE & RESCUE	1,324.51	June2021 Tmobile Split
4691	07/29/2021	07/30/2021 250	SPRINT, NEXTEL OF CALIFORNIA, INC	19.93	06/12-07/11/2021
4692	07/29/2021	07/30/2021 255	TFS LEASING A PROGRAM OF DE LAGE	1,382.19	07/15-08/14/21
4693	07/29/2021	07/30/2021 264	VERIZON WIRELESS	971.94	06/11-07/10/21
			Report Total:	7,378.75	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

7/29/21
07/29/2021
7/29/2021

ACCOUNTS PAYABLE

Kitsap 911

Time: 11:42:16 Date: 08/05/2021

As Of: 08/09/2021

4357-4369

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
4710	07/30/2021	08/09/2021	154	ABM JANITORIAL SERVICES	1,391.98	July 2021 Janitorial Service
4711	07/26/2021	08/09/2021	479	AT&T MOBILITY LLC	257.68	07/20-08/18/2021
4712	07/26/2021	08/09/2021	172	CENTURYLINK	3,153.72	07/17-08/16/21
4713	07/26/2021	08/09/2021	174	CITY OF BREMERTON	681.21	06/07-07/06/2021
4714	08/03/2021	08/09/2021	483	CONNECTWISE	942.25	08/01-08/31/2021
4715	08/02/2021	08/09/2021	198	FEDEX	21.90	July 23, 2021 Statement
4716	08/02/2021	08/09/2021	203	HIS HANDS LAWN CARE	878.54	August 2021 Landscaping
4717	08/04/2021	08/09/2021	204	HOLADAY PARKS, INC.	1,522.73	21-0730
4718	08/03/2021	08/09/2021	224	NILSSON AUDIOLOGY	68.00	Applicant Audiogram
4719	07/31/2021	08/09/2021	507	NORTHWEST OPEN ACCESS NETWORK	312.00	July 2021 Covid
4720	08/02/2021	08/09/2021	232	PENINSULA LIGHT CO.	65.85	03/15-07/15/2021
4721	08/02/2021	08/09/2021	233	PENINSULA SERVICES	16.00	CD# 95403B (06/18/2021)
4722	08/02/2021	08/09/2021	311	T-MOBILE	10.23	06/21-07/20/2021
				Report Total:	9,322.09	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER — Steve Rogers — 08/05/2021

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR — 8/5/21

ACCOUNTS PAYABLE

Kitsap 911 | 4370-4393 | Time: 08:53:38 Date: 08/13/2021

As Of: 08/16/2021 | Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
4724	08/06/2021	08/16/2021 154	ABM JANITORIAL SERVICES	480.06	July Additional Service Days Covid
4725	08/11/2021	08/16/2021 412	ALL ABOUT TRANSMISSIONS & AUTO	87.47	21-0729a
4726	08/11/2021	08/16/2021 322	CENTURYLINK	280.79	07/04-08/03/21
4727	08/11/2021	08/16/2021 461	CHEVRON AND TEXACO	83.29	Current Receipts As Of 08/12/2021
4728	08/11/2021	08/16/2021 188	DATEC INCORPORATED	332.46	21-0618
4729	08/11/2021	08/16/2021 188	DATEC INCORPORATED	21,501.47	21-0604
4730	08/11/2021	08/16/2021 201	GTP ACQUISITION PARTNERS I LLC	4,465.46	August 2021 View Park
4731	08/11/2021	08/16/2021 204	HOLADAY PARKS, INC.	3,764.86	Replace 2 Expansion Joints In Water Room
4732	08/11/2021	08/16/2021 204	HOLADAY PARKS, INC.	2,455.23	Maintaince Controls
4733	08/11/2021	08/16/2021 204	HOLADAY PARKS, INC.	1,025.69	21-0812
4734	08/11/2021	08/16/2021 216	LANGUAGE LINE SERVICES, INC.	287.24	07/01-07/31/2021
4735	08/11/2021	08/16/2021 407447	LAPLANTE , KHRISTOPHER D	211.81	Reimbursement For Tow
4736	08/11/2021	08/16/2021 403	LES SCHWAB	1,263.96	21-0810
4737	08/11/2021	08/16/2021 534	LIONBRIDGE TECHNOLOGIES, LLC	4.08	Telephonic Charges For July 2021
4738	08/11/2021	08/16/2021 417	PENINSULA FIRE INC	537.32	21-0708
4747	08/11/2021	08/16/2021 235	PHILLIPS 66 CO/SYNCB	120.18	Current Receipts
4739	08/11/2021	08/16/2021 436	PRINTING SERVICES, INC	43.60	Business Cards
4740	08/11/2021	08/16/2021 241	PUGET SOUND ENERGY	10,469.63	August 2021
4741	08/11/2021	08/16/2021 457	SHELL SMALL BUSINESS	64.09	Current Balance As Of 08/12/21
4742	08/11/2021	08/16/2021 289	SOUTH KITSAP FIRE & RESCUE	1,324.52	July 2021 Tmobile Split
4743	08/04/2021	08/16/2021 447	STAR MICROWAVE	787.00	21-0706A
4744	08/04/2021	08/16/2021 447	STAR MICROWAVE	221.00	21-0706
4745	08/04/2021	08/16/2021 447	STAR MICROWAVE	977.00	21-0702
4746	08/04/2021	08/16/2021 536	THE TRUST ACCOUNT OF NICK POWER	75,000.00	Kitsap 911 Settlement Agreement Between Penny Allen
4748	08/11/2021	08/16/2021 273	TPSC	93,600.40	September 2021
4751	08/11/2021	08/16/2021 263	US BANK	6,052.78	07/26/2021 Statement
4752	08/11/2021	08/16/2021 482	US BANK	737.00	Travel Card #1 07/26/2021
4749	08/11/2021	08/16/2021 264	VERIZON WIRELESS	15,224.12	06/11-07/10/2021
4750	08/11/2021	08/16/2021 163	WM CORPORTATE SERVICES INC	392.56	07/01-07/31/2021
			Report Total:	241,795.07	

ACCOUNTS PAYABLE

Accts Pay #	Received	Date Due	Vendor	Amount	Memo

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER _____ 08/13/2021

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR _____ 8/13/2021

ACCOUNTS PAYABLE

Kitsap 911

4394-4404

As Of: 08/23/2021

Time: 09:48:56 Date: 08/19/2021
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
4761	08/17/2021	08/23/2021	153	A T & T MOBILITY II LLC	37.88	07/08-08/07/2021
4762	08/17/2021	08/23/2021	491	BAGWELL AND HARVEY PLLC	975.00	07/01-07/31/2021
4763	08/18/2021	08/23/2021	167	CDW GOVERNMENT	1,767.10	21-0817 SONICWALL 1 Year
4765	08/18/2021	08/23/2021	461	CHEVRON AND TEXACO	86.87	Current Receipts As Of 08/19/2021
4764	08/18/2021	08/23/2021	470	COMCAST	440.04	08/18-09/17/21
4766	08/17/2021	08/23/2021	537	GE APPLICANCES, A HAIER COMPANY	694.33	21-0413
4767	08/18/2021	08/23/2021	207	INTERGRAPH CORPORATION	6,289.44	MS SQL 09/01/21-08/31/2022
4768	08/18/2021	08/23/2021	519	NATIONAL TESTING NETWORK	41.00	ECOMM Testing
4769	08/17/2021	08/23/2021	233	PENINSULA SERVICES	16.00	CD #95736B(7/16/21)
4770	08/17/2021	08/23/2021	436	PRINTING SERVICES, INC	43.60	Business Cards For Jamie Donley
4771	08/17/2021	08/23/2021	249	SPOK, INC.	27.25	08/01-08/31/2021
				Report Total:	10,418.51	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

Steve Rogers 08/19/2021

8/19/2021

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: **07/23/2021**
Pay Period: **07/05/2021 to 07/18/2021**

Pay Detail - 89822	
Item	**Amount**
Net Payroll	$ 169,666.77
941 Tax (Withholding, Social Security & Medicare)	64,778.79
Unemployment	1,184.44
Labor & Industries	1,137.72
PFMLA	977.76
PERS 2 & PERS 3	41,246.61
Washington State Deferred Comp	2,141.44
ICMARC Deferred Comp and IRA	1,914.79
AFLAC	981.10
Guild Dues	1,717.50
Total Payroll	**$ 285,746.92**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	$ 3,856.94	$ 34,305.21	**$ 38,162.15**
Kaiser HMO	618.12	3,502.80	**4,120.92**
Delta Dental	484.76	2,702.70	**3,187.46**
Life Insurance	153.42	309.54	**462.96**
Oregon Payroll Taxes	155.86	31.56	**187.42**
Total Health Care & Other Benefits/Deductions			**$ 46,120.91**

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved:	**$ 331,867.83**
Transferred to Payroll Account	**$ 285,746.92**

07/20/2021

Prepared By (Kitsap 911) **DATE**

7/20/21

Authorized Signature (Kitsap 911) **DATE**

Executive Committee Chair **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: **08/06/2021**
Pay Period: **07/19/2021** **to** **08/01/2021**

Pay Detail - 89822		
Item	**Amount**	
Net Payroll	$	166,283.70
941 Tax (Withholding, Social Security & Medicare)		63,391.88
Unemployment		1,115.66
Labor & Industries		1,073.39
PFMLA		969.17
PERS 2 & PERS 3		40,318.15
Washington State Deferred Comp		2,188.66
ICMARC Deferred Comp and IRA		2,150.93
AFLAC		981.10
Guild Dues		1,717.50
Total Payroll	**$**	**280,190.14**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	$ 4,189.10	$ 35,098.51	**$ 39,287.61**
Kaiser HMO	618.16	3,502.80	**4,120.96**
Delta Dental	532.06	2,711.82	**3,243.88**
Life Insurance	153.43	309.54	**462.97**
Oregon Payroll Taxes	154.86	31.56	**186.42**
Total Health Care & Other Benefits/Deductions			**$ 47,301.84**

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved: **$ 327,491.98**
Transferred to Payroll Account **$ 280,190.14**

Steve Rogers — 08/03/2021
Prepared By **DATE**

[signature] — 8/3/21
Authorized Signature **DATE**

Executive Committee Chair **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: **08/20/2021**
Pay Period: **08/02/2021** **to** **08/15/2021**

Pay Detail - 89822	
Item	**Amount**
Net Payroll	$ 180,316.80
941 Tax (Withholding, Social Security & Medicare)	65,941.78
Unemployment	1,219.37
Labor & Industries	1,257.46
PFMLA	1,037.95
PERS 2 & PERS 3	42,907.72
Washington State Deferred Comp	2,209.00
ICMARC Deferred Comp and IRA	2,187.62
AFLAC	981.10
Guild Dues	1,717.50
Total Payroll	**$ 299,776.30**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	$ 4,554.56	$ 36,987.68	**$ 41,542.24**
Kaiser HMO	618.12	3,502.80	**4,120.92**
Delta Dental	550.55	2,878.07	**3,428.62**
Life Insurance	153.42	337.68	**491.10**
Oregon Payroll Taxes	154.86	31.56	**186.42**
Total Health Care & Other Benefits/Deductions			**$ 49,769.30**

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved: **$ 349,545.60**
Transferred to Payroll Account **$ 299,776.30**

Steve Rogers — 08/17/2021
Prepared By **DATE**

[signature] — 8/17/21
Authorized Signature **DATE**

Executive Committee Chair **DATE**

Memorandum

August 20, 2021

To: Brandon Wecker

From: Mark B. Nelson

Subject: Gold Mountain Diesel Fuel Tank Replacement – Award Contract

Recommendation Issue a Purchase Order / Construction Contract to Saybr Contractors, Inc. in the amount of $140,475.00 plus Washington State Sales Tax, to replace the diesel fuel tank and furnish and install a leak detector in the generator room floor sump at the Gold Mountain Radio Site.

Background The diesel fuel tank supplying the back-up generator at the Gold Mountain Radio site was manufactured September 1993. The tank is a dual-wall above ground configuration installed on a concrete pad. Supply and return lines are routed above the tank to prevent siphoning of the fuel should a fuel line fracture.

The manufacturer warranty on the existing tank was 20 years. The tank was well-maintained by AT&T when it was installed. Kitsap 911 has continued maintenance practices that achieved eight years of use beyond the warranty.

There is no evidence of fuel leaking from the inner tank to the containment space that forms the outer tank.

Because of the age of the tank, quotes from vendors on the Municipal Research and Services Center (MRSC) Roster and other suppliers, were requested to furnish, install and connect a new tank. The request for quotation also required proposers to clean / polish the fuel before it is returned to the new tank and to dispose of the existing tank and piping. Generator-supplied power must be available during the work should commercial power be interrupted.

Quotes Four responses to the Request for Quotations were received prior to the Noon deadline for submission on August 20.

Proposer	Base Quote	Note
Henden Electric	$149,000.00	Includes Floor Sump Sensor - Alternate
Legacy Power	$159,275.00	Omitted Floor Sump Sensor
Saybr Contractors	$140,475.00	Comprehensive Quote Includes Floor Sump Sensor - Alternate
TKK	$134,506.00	Omitted several requirements

Comparisons of the quotes, and the requested alternates, is attached.

Schedule Each of the Proposers indicated availability of the tank is the limiting factor to achieving the desired completion date. Saybr's proposal included detailed information supplied by Ace Tank which will yield a well-designed tank configuration, and successful project.

There is no advantage to Kitsap 911 to incur additional cost to expedite delivery of the tank, which, even if expedite fees are paid, may not arrive before winter weather delays the project completion.

Kitsap 911
Gold Mountain Radio Site
Diesel Fuel Tank Replacement
Request for Quotation – Responses

RFQ Requirement	Proposer				Note
	Henden	Legacy	Saybr	TKK	
1	✓	✓	✓	✓	
2	✓	✓	✓	✓	
3	✓	✓	✓	✓	
4	✓	✓	✓	✓	
5	✓	✓	✓	✓	
6	✓	✓	✓	✓	
7	$19,000	$46,670	$22,575	$27,186	
8	✓	✓	BSP	✓	
9	9e – DNR	✓	✓	✓	1
10	✓	DNR	✓	DNR	
11	$10,000	DNR	$3,755	DNR	
12	✓	✓	✓	✓	
13	✓	✓	✓	DNR	2
14	✓	✓	✓	✓	
15	✓	✓	✓	✓	
16	✓	✓	✓	DNR	
17	✓	✓	✓	✓	
18	✓	✓	✓	✓	
19	19a – DNR	✓	✓	✓	

Key

✓ – Proposal complies with Requirement
BSP – Better Solution Proposed
DNR – Did Not Respond

Note

1. Saybr quoted in-floor sump sensor as Alternate
2. TKK did not include disposal of existing tank and piping.

Executive Summary
Kitsap 911 Board of Directors

Summary: For the seven months ended July 31, 2021 (58.33% of the year elapsed), both revenues and expenditures were in-line with expectations.

Revenues: As of July 2021, we have received approximately $6.9M (68.90%) of projected annual revenues, exceeding our year-to-date forecast of $5.7M (57.00%) by approximately $1.2M (11.90%).

	Expected $	Actual $	Variance $	
Total Revenue	**5.72 M**	**6.92 M**	**1.19 M**	●
Sales Tax	2.45 M	3.59 M	1.14 M	●
Excise Tax	1.46 M	1.52 M	0.06 M	●
Other Revenues	1.81 M	1.80 M	-0.01 M	◆

	Expected %	Actual %	Variance %	
Total Revenue	**57.00%**	**68.90%**	**11.90%**	●
Sales Tax	56.10%	82.26%	26.16%	●
Excise Tax	57.69%	60.05%	2.36%	●
Other Revenues	57.69%	57.44%	-0.25%	◆

We have received approximately $3.6M (82.26%) of the total projected sales tax revenues, which was above our year-to-date forecast (56.10%) by approximately $1.1M (26.16%).

We have received approximately $1.5M (60.05%) of the total projected excise tax revenues, which was in line our year-to-date forecast (57.69%), exceeding expectations by approximately $60K (2.36%).

Other revenues received were $1.8M (57.44%), which was roughly in-line with our year-to-date forecast (57.69%), only below expectations by approximately $7K (0.25%). Fluctuations in MCT hardware purchases and the timing of related reimbursements routinely cause fluctuations in this category. For July 2021, this was primary driver behind the fluctuation.

Kitsap County is presently in Phase 4 of its *Road to Recovery* plan and while we are hopeful that the trend continues toward a full reopening of the local economy, the recent resurgence of COVID-19 and its related variants presents the risk of a reversal, which would likely have negative economic impact. If mitigative measures (e.g., mask mandates, increased vaccinations) are effective and the local economy remains open, we believe sales tax revenues will remain stable; however, if this does not occur, the economic impact is presently unknown and remains our largest concern with respect to our primary source of revenue.

Operating Expenditures: As of July 2021, we have expended approximately $5.9M (53.03%) of our total operating expenditures appropriation, which was less than our year-to-date expectation of $6.7M (59.69%) by approximately $0.7M.

	Expected $	Actual $	Variance $	
Total Operating Expenditures	**6.66 M**	**5.91 M**	**0.74 M**	
Operating Salaries & Benefits	5.22 M	4.80 M	0.41 M	
Operating Non-Labor	1.44 M	1.11 M	0.33 M	

	Expected %	Actual %	Variance %	
Total Operating Expenditures	**59.69%**	**53.03%**	**6.66%**	
Operating Salaries & Benefits	57.97%	53.38%	4.59%	
Operating Non-Labor	66.89%	51.55%	15.34%	

We have expended approximately $4.8M (53.38%) of our total salaries and benefits budget, which was less than our year-to-date goal of $5.2M (57.97%) by approximately $412K (7.92%).

We have expended approximately $1.1M (51.55%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was less than our year-to-date expectations of $1.4M (66.89%) by approximately $330K (15.34%).

Capital Expenditures: As of July 2021, we have expended approximately $292K (31.59%) of our total annual appropriation of $925K.

Reserves: No reserves have been used year-to-date.

Risks: The ongoing economic impact of the COVID-19 pandemic continues to pose the greatest risk to our revenues, primarily because Kitsap 911's main source of revenue is its share of Kitsap County's sales tax receipts. Given the economy's stable performance over the past few months, our outlook for the year has improved, however, until market activity returns to normal levels, material instability in our financial landscape is possible. It was primarily due to the unknown financial impact of COVID-19 that in 2020, we projected our 2021 sales tax receipts very conservatively, as well as deferred certain maintenance and other operational costs. The positive economic signals currently present are encouraging, but the risk of decreased taxable economic activity due to a regression to an earlier phase of the *Road to Recovery* remains as a concern. We will continue to monitor this and will likely have a mid-year budget amendment for Board consideration.

Kitsap 911

Fund Balance Detail

	as of 07/31/2021
Nonspendable	
None	
Total Nonspendable	**$ -**
Restricted	
Stabilization Fund	$ 1,204,219.00
Fire Alerting Project	415,979.49
Flex Spending Account	8,415.37
Total Restricted	**$ 1,628,613.86**
Committed	
Capital Projects and Technical System Upgrades	
Backup Center	139,963.01
ASAP to PSAP	26,104.47
Tower Site Improvements	14,942.17
Furnishings Upgrades/Replacements	-
Simulcast Tuning	13,125.00
Microwave Design/Prep	95,495.64
JACE Replacement for HVAC	15,000.00
First Due Annual Maintenance	11,316.00
Server Virtualization and Cyber Security	55,000.00
Subtotal	370,946.29
Operations	
Election Costs for SB5272	$ 150,000.00
Subtotal	150,000.00
Total Committed	**$ 520,946.29**
Assigned	
Equipment Replacement	$ 983,000.00
Payroll Cashflow	606,939.97
Stabilization Fund Adjustment	730,916.00
Total Assigned	**$ 2,320,855.97**

Kitsap 911

Fund Balance Summary

Net Fund Position	as of 07/31/2021
Temporary Investment Balance	$ 4,941,300.36
Cash Balance	
Warrant Account	915,655.28
Payroll Account	306,939.97
Flex Spending Account	8,415.37
Petty Cash	996.39
Cash Subtotal	1,232,007.01
Total Cash and Cash Equivalents	**6,173,307.37**
Add: Outstanding Warrants	9,616.87
Less: Outstanding Receivables	-
Net Fund Position	**$ 6,182,924.24**

Cash and Investment Categories	as of 07/31/2021
Fund Balances	
Nonspendable	-
Restricted	$ 1,628,613.86
Committed	520,946.29
Assigned	2,320,855.97
Unassigned	1,712,508.12
Total Fund Balance	**$ 6,182,924.24**

Definitions:

Nonspendable: These are amounts that according to laws or contracts cannot be spent. This category applies to items like permanent endowments when the donor stipulates that the principal amount of the contribution must be preserved and invested and only the earning can be used for governmental purposes.

Restricted: Indicates the portion of cash and investments balance that is subject to externally enforceable legal restrictions (imposed by creditors, grantors, donors, other governments, etc.). The restrictions may also be imposed by law through constitutional provisions or enabling legislation.

Committed: Indicates the portion of cash and investments' balance that represents resources whose use is constrained by specific limitations that the government imposes upon itself at the highest level of decision making (normally the governing body: e.g., board of commissioners, board of directors, board of supervisors, council, etc.) through a most binding formal action (e.g., resolution, ordinance, etc.) and that remains binding unless removed in the same manner. A motion, plan or stated management intent regarding how resources will be used does not meet the criteria.

Assigned: Indicates the portion of fund balance that reflects a government's intended use of resources. These are amounts intended to be used by the government for specific purposes that are neither restricted nor committed.

Unassigned: This is the amount remaining in the fund after classifying amounts as nonspendable, restricted, committed, or assigned. Unassigned amounts are technically available for any purpose.

Warrants Outstanding: This is the sum of payments made to vendors which have not yet cleared the bank as of the date of this balance sheet. It may be comprised of expenditures paid for out of any of the fund categories.

Kitsap 911

Monthly Financials for the Month Ended 07/31/2021

Description	2021 Annual Budget	July Expected 2021 Budget $	July Expected 2021 Budget %	July Actual 2021	Delta to Annual Budget		Delta to YTD Budget	
					$	%	$	%
Revenues								
Sales Tax	$4,367,555.00	$ 2,450,198	56.10%	$ 3,592,938	$774,617	82.26%	$1,142,739	146.64%
Telephone Excise Tax	2,535,066	1,462,538	57.69%	1,522,202	1,012,864	60.05%	59,664	104.08%
Other Revenues	3,138,474	1,810,658	57.69%	1,802,895	1,335,578	57.44%	(7,762)	99.57%
Total Revenues	**$10,041,094**	**$5,723,394**	**57.00%**	**$ 6,918,035**	**$3,123,059**	**68.90%**	**$1,194,641**	**120.87%**
Expenditures								
Operating Labor								
Salaries	$ 6,863,390	$ 3,959,648	57.69%	$ 3,454,601	$3,408,789	50.33%	($505,047)	87.25%
Payroll Taxes	548,919	329,351	60.00%	290,516	258,403	52.93%	(38,835)	88.21%
Benefits	1,918,748	1,119,270	58.33%	1,057,440	861,308	55.11%	(61,829)	94.48%
Budgeted Attrition	(334,227)	(192,823)	57.69%	0	(334,227)	0.00%	192,823	0.00%
Total Labor	**$ 8,996,830**	**$ 5,215,446**	**57.97%**	**$ 4,802,557**	**$4,194,272**	**53.38%**	**($412,888)**	**92.08%**
Operating Expenditures								
Supplies	$ 197,733	$ 173,017	87.50%	$ 277,442	($79,709)	140.31%	$104,426	160.36%
Professional Services	394,837	235,316	59.60%	103,606	291,231	26.24%	(131,710)	44.03%
Communications	224,537	132,759	59.13%	124,508	100,028	55.45%	(8,251)	93.79%
Travel	24,437	15,490	63.39%	2,105	22,332	8.61%	(13,385)	13.59%
Advertising	3,833	2,795	72.92%	2,668	1,165	69.61%	(127)	95.47%
Operating Rents/Leases	231,219	168,055	72.68%	127,320	103,900	55.06%	(40,735)	75.76%
Insurance	151,228	52,021	34.40%	0	151,228	0.00%	(52,021)	0.00%
Utilities	145,176	86,825	59.81%	79,141	66,036	54.51%	(7,684)	91.15%
Repairs & Maintenance	726,811	538,449	74.08%	369,279	357,532	50.81%	(169,170)	68.58%
Miscellaneous	54,107	36,104	66.73%	24,280	29,827	44.87%	(11,824)	67.25%
Total Non-Labor	**2,153,918**	**1,440,831**	**66.89%**	**1,110,349**	**$1,043,569**	**51.55%**	**($330,482)**	**77.06%**
Total Operating Expenditures	**$ 11,150,748**	**$ 6,656,277**	**59.69%**	**$ 5,912,906**	**$5,237,842**	**53.03%**	**($743,370)**	**88.83%**
Capital Expenditures								
Technical Projects	$ 765,150	$ 765,150	100.00%	$ 266,062	$499,087	34.77%		
Technical Projects Labor	10,000	10,000	100.00%	26,224	(16,224)	262.24%		
Non-Technical Projects	150,000	150,000	100.00%	0	150,000	0.00%		
Total Capital Expenditures	**925,150**	**925,150**	**100.00%**	**292,286**	**$632,863**	**31.59%**		
Total Expenditures	**$ 12,075,898**	**$ 7,581,427**	**62.78%**	**$ 6,205,193**	**$5,870,705**	**51.38%**		

Kitsap 911 2021 Key Projects and Initiatives

Technical Projects				
Proj/Task#		Project/Initiative	Due	Status
2019	5	ASAP to PSAP (Implementation)	4Q2021	
2019	18	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)	TBD	reevaluate
2019	20	Alerting	4/30/2021	Late
2019	21	SUPPORT - RMS/JMS Replacement (Support KCIS)	TBD	
2019	31	Replace UPS	TBD	Pending
2020	14	Add tinting to front windows	12/31/2021	Pending
2020	16	Curb repair and parking lot striping	8/31/2021	Pending
2020	23	Evaluate feasibility of bringing all IT functions in house	TBD	Pending
2020	24	Facilitate discussion with fire RE Fire RMS	TBD	Pending
2020	25	Facilitate discussions with LE re Data/Records/Report Writing Unit	TBD	Pending
2020	27	evaluate Replace Helpdesk Software	4/30/2021	Complete
2020	28	evaluate inventory software replacement	4/30/2021	Complete
2020	30	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	TBD	Pending
2021	32	Closest Fire Unit Dispatch- Changing Gears Deployments	10/31/2022	At Risk
2021	33	Roll out 911 Automatic Call Distribution	2/28/2021	Complete+
2021	34	Replace HVAC Controller	6/20/2021	Complete+
2021	35	Server Virtualizaiton and Cyber Security enhancements and Remote 911 Mutual Aid	12/31/2021	Pending
2021	36	Conduct Drive Testing (rf and cellular)	4/12/2021	Complete
2021	37	Replace Gold Mtn Fuel Tank	9/30/2021	At Risk
	100	Select Stakeholder Group	Complete	Complete
	101	Complete Simlacast Tuning	Complete	Late
	102	Evaluate/quantify coverage footprint/quality issues	4/29/2021	On track
	103	Finalize needs summary, preliminary plan, and funding decisions	5/30/2021	On Track
	104	Select MCT Replacement Evaluation Team (Agency Contacts)	6/1/2021	Complete
	105	Draft RFP for Design and Build	8/1/2021	On track
	106	Select Radio Advisor/Owner's Rep Consultant	8/31/2021	Pending
	107	Establish Governance and Design CAD to CAD Interface (Pierce)	9/15/2021	Pending
	108	Refresh 911 Telephone System	11/15/2021	Complete
	109	Select Radio Sytem Vendor	12/7/2021	
	110	MCT Hardware Upgrade	TBD	Pending
	111	MCT Software Upgrade	TBD	Pending
	112	CAD upgrade	TBD	Pending